

# UNIVERSITY OF KENTUCKY COLLEGE OF PHARMACY

## Governing Policies

### I. PREAMBLE

The purpose of these governing policies is to promote efficient and effective conduct of the mission of the College of Pharmacy. These rules are intended to be consistent with the [Governing Regulations](#) (hereafter referred to as GR) and the [Administrative Regulations](#) (hereafter referred to as AR) of the University of Kentucky which are incorporated by reference in this document. This governance document is adopted by the faculty of the College to provide an authorized framework for effective College functioning.

### II. MISSION, VISION, VALUES

- A. Mission  
To positively impact the health and well-being of society through advancing pharmaceutical education, research, service and patient care
- B. Vision  
To become the premier college of pharmacy in the United States
- C. Values  
The College of Pharmacy values and actively fosters integrity, professionalism, academic excellence, academic freedom, mutual respect and human dignity; diversity in students, staff, and faculty; personal and institutional responsibility and accountability; shared governance; a collegial community; sensitivity to work-life concerns; civic responsibility; and service to society.

### III. ORGANIZATION STRUCTURE

The organization of the College of Pharmacy is determined by responsibilities in the areas of instruction, research and service, and other functions that may be assumed or assigned by the University. The College consists of faculty, students, staff, residents, fellows, and administration as described in the appropriate sections of this governance document. The organizational structure is depicted in the organizational chart. [See *APPENDIX A*].

The chief executive officer for the College is the Dean as defined in [GR VII.A.1](#). Responsibilities of the Dean shall be those stipulated in [GR VII.B.3](#). The administrative organization is established by the Dean and may be revised when necessary to reflect changes in function or responsibility. Each administrative officer, other than the Dean, shall be responsible to the Dean for the efficient and effective operation of the organizational entity or functions to which each is assigned.

The College of Pharmacy is organized into two primary subunits, the Department of Pharmaceutical Sciences (PS) and the Department of Pharmacy Practice and Science (PPS). This reorganization from divisions was approved by the University of Kentucky Senate on November 10, 2003, and approved by the Board of Trustees on January 27, 2004. Each Department is led by a Chair. Each Departmental Unit functions autonomously maintaining respective administrative and budgetary control with final oversight by the Dean of the College. Departments conduct routine reviews and analysis of needs which are used to determine budget requests on an annual basis. Budget requests are submitted to the Dean and considered in conjunction with College priorities and strategic planning. [Appendix B Annual Budget Process]

#### **IV. ADMINISTRATION**

##### **A. Dean ([GR VII.B.3](#))**

1. Serves as chief executive officer of the College and as such manages all matters which affect the College's programs including providing leadership and vision for strategic planning, implementation, conduct and administration of College activities
2. Represents the College at university, state, national and international forums
3. Serves as chair of the College faculty
4. Serves as *ex-officio* member of all College committees
5. Directs the work of the College and assures its efficient conduct and management
6. Ensures appropriate management of the College's human, physical, and fiscal resources
7. Oversees the curricula of the College, the quality of instruction therein, assignment of duties to all personnel, and quality of services provided by the faculty of the College
8. Reviews faculty performance evaluations submitted by the Department Chairs
9. Recommends salaries, salary changes, appointments, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, promotions and granting of tenure
10. Conducts evaluations of administrative officers
11. Submits the annual budget requests for the College and administers the budget when approved
12. Submits various reports requested by University administration or others
13. Appoints leadership of various College initiatives as appropriate
14. Delegates authority to administer College activities when an absence from campus is anticipated [*See APPENDIX C*]

- B. Assistant Dean for Finance and Administration [*See APPENDIX D*]
  - 1. Serves as the chief financial and administrative officer of the College
  - 2. Provides leadership, vision and accountability for budget development, implementation and management
  - 3. Directs and coordinates human resources, information technology, facilities management, and public relations and marketing activities
  - 4. Develops and oversees systematic data capture and analysis processes to assure compliance with internal and university policies and procedures, as well as regulatory and accreditation requirements
  - 5. Facilitates programmatic development and strategic planning activities
  
- C. Associate Dean for Research [*See APPENDIX E*]
  - 1. Serves as chief officer for the research program
  - 2. Supports and coordinates the research mission with departmental chairs, faculty and the Vice President for Research
  - 3. Provides leadership, vision, and strategic planning for the college research enterprise, facilitates research activities, communicates funding opportunities, and oversees institutional effectiveness related to the College's research programs
  - 4. Provides periodic reports to external and internal agencies documenting the College's research activities
  - 5. Oversees compliance with regulatory agency standards (College, University, state, federal) to provide a safe work environment in the College
  
- D. Associate Dean for Academic and Student Affairs [*See APPENDIX F*]
  - 1. Serves as chief academic officer for the professional degree program
  - 2. Provides leadership, vision, and strategic planning for the professional degree program and student affairs
  - 3. Oversees issues related to professional program delivery and student support services
  - 4. Supports systems to monitor professional program and student service effectiveness
  - 5. Coordinates official reporting of professional degree and student affairs functions to external organizations
  
- E. Associate Dean for Educational Advancement [*See APPENDIX G*]
  - 1. Serves as chief curricular officer for the College
  - 2. Provides leadership, vision, and strategic planning with regards to the areas of education, curricular advancement, and faculty development
  - 3. Provides leadership, oversight, and strategic planning with regards to the areas of advanced professional education experiences (e.g., Gateways, dual degrees, certificates, innovative Masters Programs)
  - 4. Oversees curricular content, integration and delivery including the evaluation, assessment, and improvement of teaching and learning, as well as institutional effectiveness related to these items

5. Oversees and coordinates all aspects of College accreditation
  6. Provides input on faculty performance as it relates to teaching (e.g., faculty evaluation/promotion and tenure decisions)
- F. Assistant Dean for Pharmacy Services
1. Serves as Director of Pharmacy Services in the Chandler Medical Center
  2. Ensures the implementation and integration of teaching and service programs in the Chandler Medical Center
  3. Oversees pharmacy residency programs in the Chandler Medical Center
  4. Interfaces with the College, Medical Center and University of Kentucky Hospital
- G. Chair (GR VII.B.5) [*See APPENDIX H*]
1. Serves as chief executive officer for each department, and seeks the advice of members of the department on ways to accomplish major functions
  2. Provides leadership, oversight, and strategic planning in support of department missions for teaching, research and service, as well as institutional effectiveness related to these items
  3. Oversees and manages the human and fiscal resources of the department, including budget and performance evaluation oversight
- H. The College of Pharmacy utilizes a system to appoint directors within units.

## V. FACULTY

The faculty shall consist of all members in the Regular and Special Title Series tenure tracks having the academic rank of Assistant Professor or higher in the Departments which comprise the College of Pharmacy; administrative personnel who have faculty appointments; individuals with non-tenure track appointments in the Adjunct, Clinical or Research Title Series; joint faculty with primary appointment in another academic unit and joint appointment in the College of Pharmacy; post-retirement faculty; visiting faculty; part-time faculty; voluntary faculty; Lecturers; and Emeritus faculty.

- A. Appointment, Promotion, Tenure and Termination: ([AR II-1.0-1](#))

Recommendations for initial appointment:

The procedures to be used for preparing such recommendations shall be established jointly by the Chair and the faculty of the specific unit, in accordance with the University's Governing Regulations. ([AR 2:1-1](#)) Recommendations for initial appointment shall be initiated by the Chair. The official offer letter shall be written by the Chair and co-signed by Chair and Dean. An internal Memorandum of Understanding regarding resources to support the position must be obtained prior to making a final offer.

#### Appointment of Assistant Professor:

The Dean shall approve initial appointments at the rank of Assistant Professor and communicate the action taken to the Provost.

#### Appointment of Associate Professor/Professor:

Initial appointment at the rank of Associate Professor or Professor must be approved by the Board of Trustees. The Chair shall develop a dossier for review by the College's Appointment, Promotion and Tenure (APT) Committee. Items to be included in this dossier are listed in [AR 2:1-1 Pg. 8](#). Following the Committee's review and comment, the Dean's recommendation will be forwarded to the Provost of the University for assignment to the appropriate Academic Area Advisory Committee.

#### Probationary Period

The non-tenure probationary period in the tenure-track series shall be set prior to the initial academic appointment and shall not exceed seven years from the date of initial appointment, with an exception of qualifying events that may occur and extend the tenure-clock for faculty in probationary status ([GR X-B.1.c](#). Automatic Delay of Probationary Periods). Probationary periods do not apply to faculty appointed in the Adjunct, Clinical, Research and Voluntary Title Series, Lecturers, or those on a part-time or temporary basis.

#### Recommendation to Promote and/or Grant Tenure

Such recommendation shall originate with the Chair using procedures established jointly by the Chair and the Faculty of the Department in accordance with the University's Governing Regulations. The Chair shall develop a dossier related to a recommendation to promote and/or grant tenure and include at least six letters of evaluation from qualified persons outside the University. The candidate will be asked to give a list of names of individuals outside the University of Kentucky who can provide an external peer evaluation of the candidate. Three of these names from the candidate will be selected. Letters of reference obtained from persons suggested by the individual being recommended should be identified as such in the dossier. At least three of the six evaluators will be selected by the Chair. The Chair should make these external letters available to the tenured faculty members for consideration in preparing their individual written statements to the Chair. The Chair shall forward the completed dossier with the Chair's own recommendation to the Dean. The Dean will seek the comments of the College APT Committee concerning the merits of promotion or granting of tenure, whether the University administrative procedures are being followed, and how the dossier can be improved. Where appropriate, the Committee should seek and utilize other faculty and students in the considerations that are important in promotion. After receiving the recommendation of the APT Committee, the dossier will be finalized by the Dean's office for communication to the Provost.

1. Tenured and Tenure-Track Title Series

A tenure-track appointment is one in which a faculty member is on a full-time, continuous appointment. ([AR II-1.0-1](#), [GR X-1 Pg. 4](#))

a. Regular Title Faculty (RTF) ([AR II-1.0-1 V-B](#))

Regular Title faculty have appointments with teaching, research and service responsibilities.

The areas of activity in evaluating RTF for promotion include teaching, research, and service. The evaluation of performance should be commensurate with the approved distribution of effort agreement. Excellence in teaching, advising, and other instructional activities; research and creative scholarship; and professional, University, and public service are expected.

Superior teaching and advising shall be recognized as integral components in considering promotion and tenure. The documented quality of research and/or creative scholarship shall be an integral component of the evaluation process and evidence of recognition of research and/or creative activity and its long-lasting merit and worth is expected. Service is a normal component of a faculty member's effort to the College. The effective performance of administrative tasks will be considered in the evaluation process. Additionally, faculty are expected to engage in service activities at local, state, national, and international levels.

b. Special Title Faculty (STF) ([AR II-1.0-1 Pt. VII](#))

Special Title faculty have appointments with major teaching and service responsibilities in selected areas; assignment will include research or creative work and scholarly activity.

A Special Title position shall be established by the Department in accordance with the University's Administrative Regulations, reviewed and approved by the Dean, and forwarded to the Provost for approval.

The areas of activity in evaluating faculty in Special Title Series for promotion include teaching, research, and service and are similar to those for faculty in the Regular Title Series. However, faculty in this series typically have a significant clinical or service responsibility, and the pertinent special criteria for appointment and promotion in Special Title Series shall be taken into consideration as reflected by the approved distribution of effort agreement. (Note: Amount of effort in research/creative work may be less than that for Regular Title faculty)

## 2. Non-Tenure Track

A non-tenure track appointment is one in which a faculty member is ineligible for tenure as a consequence of having been appointed in the Adjunct, Clinical, Research, or Voluntary Title Series or on a part-time temporary basis. ([GR X-1 Pg. 3](#)) Faculty will be informed of their ineligibility at the time of their initial appointment.

### a. Adjunct Title Series ([AR II-1.0-1 Page XI-1](#))

Faculty with appointments in the Adjunct Title Series are fully qualified teaching, research, and/or creative personnel who are employed with primary appointments in non-faculty positions, but who contribute significantly to teaching and/or research. Individuals appointed in this series must receive more than 50% of their salaries from non-University funds or from funds related to a University non-faculty position.

Procedures for appointment and promotion to titles in the Adjunct series are the same as those for the Regular and Special Title Series (refer to [AR Sections II, III, IV, XIII, and XIV](#)), except that time in rank and involvement of an Area Committee are not required for appointments or reappointments. The Provost shall approve the establishment of an Adjunct position. Approval shall include an appraisal of the level of teaching to be performed in the position. Appraisal of a candidate shall take into account a heavier work load in assigned responsibilities. Normal periods of appointment shall be the same as those for corresponding ranks in the Regular or Special Title Series. Faculty membership, with or without voting privileges, may be extended to an Adjunct faculty member. However, Adjunct faculty shall not be eligible to vote on matters relating to faculty appointment, retention, promotion, or tenure or to be elected to the University Senate.

### b. Clinical Title Series (CTS) ([AR II-1.0-1 Page IX](#))

Clinical Title Series faculty have non-tenure track appointments in which they participate in the academic program of the University but have duties and responsibilities related to patient care/clinical practice or service to organizations or clients. The majority of their responsibilities are to provide patient care, expose students to professional expertise, and direct educational opportunities to students in the clinical settings where the faculty member practices.

To establish a position in the Clinical Title Series, the Chair shall, after consultation with faculty, prepare a statement demonstrating need for the position and indicating source, amount, and term of funding; and obtain approval of the statement by the Dean and the Provost.

Appointees in this series shall be subject to annual performance review as is customary for other faculty. All promotions shall be based upon professional qualifications (education, experience, practice, and clinical recognition) and academic service to the University (effective clinical teaching).

c. Research Title Series (RTS) [AR II-1.0-1, Pt. VIII](#))

Research Title Series faculty have appointments with responsibilities limited to research or other creative activity for a limited and specific duration and whose funding is derived from contracts, grants or other designated funds. Research Title Series faculty shall not have any regularly scheduled teaching or service assignments.

The Research Title Series requires a position description approved by the Dean, the Associate Dean for Research, the Dean of the Graduate School, the Vice President for Research, and the Provost. Faculty salary and benefits are funded from individual sponsored projects and/or sponsored projects. However, state funding can be used for salary, with approval of the Provost, when there is a gap of six months or less between approved sponsored projects or other sources of designated funds. However, in such circumstances, the appointee's assignment must be consistent with the duties which the individual had and will be expected to continue. There is no Instructor level in the Research Title Series. Procedures for appointment and promotion to academic ranks related to approved positions in the Research Title Series are the same as those for the Regular Title Series ([AR II-1.0-1, Pages VIII](#)). Faculty membership, with or without voting privileges, may be extended by the College to an appointee in this series; however, Research Title faculty shall not be eligible to vote on matters relating to faculty appointment, retention, promotion, or tenure or to be elected to the University Senate.

- i. Assistant Professor: Appointment to the rank of Assistant Research Professor shall be made when it has been determined that the individual has a current independent capability for conducting reliable research or other creative work supported through sponsored projects, or other designated funds, has a potential for significant professional growth in the field of research or creative activity, and holds the terminal academic degree appropriate to the field. An Assistant Research Professor shall be appointed for a specific term not to exceed three years or, if for a lesser period of time, the period of funding from the sponsored project, or other designated funds, and may be reappointed for one or more additional terms, contingent upon continuity of funding and the individual's accomplishments. This does not mean, however, that

such a person can be immediately terminated when such support expires.

- ii. Associate Professor: Appointment or promotion to the rank of Associate Research Professor shall be made only after an indication of continuous improvement and contribution by the individual in research or other creative activity supported through sponsored projects or other designated funds. Furthermore, the individual shall have earned some regional recognition for excellence in the pertinent field. An Associate Research Professor shall be appointed for a specific term not to exceed five years or, if for a lesser period of time, the period of funding from the sponsored project, or other designated funds, and may be reappointed for one or more additional terms, contingent upon continuity of funding and the individual's accomplishments.
  - iii. Research Professor: Appointment or promotion to the rank of Research Professor is an indication that the individual is outstanding in research or other creative activity supported through sponsored projects or other designated funds and has earned national and, perhaps, international recognition. This rank is recognition of attainment rather than years of experience or length of appointment. A Research Professor shall be appointed for a specific term not to exceed five years or, if for a lesser period of time, the period of funding from the sponsored projects or other designated funds and may be reappointed for one or more additional terms, contingent upon continuity of funding and the individual's accomplishments.
- d. Joint Faculty ([GR X-1 Pg 4](#))
- Joint faculty hold two or more intra-University faculty appointments, with primary appointment in another educational unit within the University, and for whom tenure applies only to the primary appointment. The procedures for joint appointment of full-time faculty at the various academic ranks, and for promotion of full-time faculty on joint appointment, are the same as those for the Regular or Special Title Series, except that a dossier and referral to an Area Committee are not required for a non-primary appointment.
- e. Post-Retirement Faculty ([AR II-1.0-1 Page X-1](#))
- Post-retirement appointments are of two types:
- i. A retired employee may be appointed by the Dean upon recommendation of a Chair to perform duties for which fee schedules have been approved by the Provost. There is no specific age limitation on this type of appointment.
  - ii. In a very limited number of cases, a post-retirement appointment may be used when it is essential to fill a position with qualified person. Such a part-time or full-time appointment is restricted to

former employees who have retired. This type of appointment requires approval through administrative channels, without reference to an Area Committee, and prior approval by the Board of Trustees, for a period not to exceed one year.

f. Visiting Faculty ([AR II-1.0-1 Page IV](#))

The designation “visiting” before an academic title indicates that the individual has a temporary appointment for an academic year, semester, summer session, or other specified term not to exceed one year. The visiting title used should be appropriate to the appointee’s home base academic rank (Professor, Associate Professor, Assistant Professor, Instructor). Where usual academic rank or title does not appear to be suitable, the title “visiting lecturer” shall be used. Such an appointment is approved by the Provost upon recommendation of the Chair and the Dean without reference to an Area Committee. A visiting appointment may be full-time or part-time, salaried or unsalaried. Visiting faculty are not eligible for membership in the University Senate, but faculty membership, with or without voting privileges, may be extended to visiting faculty by the educational units to which they are assigned.

g. Part-time Faculty ([AR II-1.0-1 Page IV](#))

Part-time faculty members have an official faculty appointment, receive a salary, and participate substantially, but less than full-time, in the program of the College. Appointment of part-time faculty is made by the Dean, without reference to an Area Committee, and shall be for one year or other stated period not to exceed one year, subject to renewal. Appointees are not eligible for tenure, sabbatical leave, participation in the University’s retirement plan, insurance coverage, or membership in the University Senate. Faculty membership, with or without voting privileges, may be extended to part-time faculty members by the educational unit to which they are assigned.

h. Voluntary Faculty ([AR II-10 Page 1](#))

Voluntary faculty are individuals who have an official part-time faculty appointment in the College for which no salary is received and who devote part of their time to the College’s academic mission.

Voluntary faculty members are usually self-employed or hold full-time positions with other institutions or agencies. No position description is required to appoint an individual as a voluntary faculty member. Procedures for appointment and promotion generally parallel those for the Regular or Special Title Series except no outside letters are required and the dossier is not reviewed by an Area Committee. Appointment procedures for Voluntary Faculty are according to University regulations.

i. Lecturer ([AR 2:9 Page 1](#))

Lecturers are professionally qualified teachers/professionals hired for a specific period of time.

Lecturers are appointed by the Provost upon recommendation of the Chair and the Dean without reference to an Area Committee. Lecturers may be appointed for a term not to exceed nine months, subject to renewal. A lecturer may be reappointed for one or more additional terms. Appointments as lecturer expire at the end of the term without notice.

Lecturers are not eligible for tenure or sabbatical leave. Lecturers are eligible for faculty membership with voting privileges in the University Senate and in the educational units to which they are assigned.

j. Emeritus Faculty ([AR II-1.0-1 Parts I-III Pg. 3](#))

Upon retirement, tenured faculty members shall retain their titles with the designation of “emeritus”. Emeritus faculty are eligible to be listed in University bulletins; to be provided a mailbox in the appropriate Department; to be assigned office and/or laboratory space and furnished supplies for creative work (upon request, subject to availability and approval of the concerned educational unit); and to participate, upon invitation, as non-voting members of Departmental or College faculties.

B. Evaluation (GR VII.A.6.c, GR IX.3, GR VII.B.5)

Tenured faculty are evaluated by respective Department chairs each biennium. Non-tenured faculty are evaluated each academic year. Faculty evaluations are transmitted by Chairs to respective individuals who may appeal a rating or evaluation with the Dean of the College within a given time period. Non-tenured faculty in tenure track lines will also receive formal evaluations at the conclusion of the second and fourth years of the probationary period. Faculty evaluations are a component of the standard personnel file and are kept within the offices of respective Department Chairs.

Department Chairs and Administrators are evaluated on a regular basis by supervisors with input from associated constituents. Evaluations also include the individual’s written report of progress in their respective area, Unit plans and goals, and a narrative assessment drafted by the supervisor. The Dean is charged with conducting these reviews and may delegate information capture and analysis functions to the Director of Assessment. [APPENDIX I]

With regards to promotion and tenure, faculty evaluation shall be guided by Department specific 'Evidences of Excellence.' [Appendix J]

Standard Personnel Files are maintained in the Office of the Dean.

C. Academic Freedom ([GR X-1 B.g](#))

The academic freedom afforded the faculty of the College shall be consistent with the rights and privileges for faculty contained in Governing Regulations of the University.

D. Governance

The faculty of the University (as defined in Section V) are encouraged to participate in the collegial system of governance. The faculty of the College has the power to legislate on academic matters of general interest to the College, subject to approval of the Dean and other appropriate administrators and governing bodies of the University.. The faculty of each department has the power to legislate on matters of general interest to that department, subject to the approval of the chair or other appropriate administrators and governing bodies of the University. College and/or Departmental rules including components of the Governance Document may be modified by a majority vote of respective eligible College and/or Departmental faculty. Appendices may be revised as needed for routine updating and subsequently approved by the executive committee without requirement for full faculty approval.

E. Voting Privileges

All tenure-track faculty have voting rights within the College. The tenure-track faculty grant voting privileges on issues pertaining to educational activities in the professional program to Lecturers, Adjunct Title Series, and Clinical Title Series faculty, but not to Research Title Series, Joint Appointment, Post-Retirement, Visiting, Part-Time, Voluntary, or Emeritus faculty. Matters related specifically to College governance, organizational structure and budgetary issues require a majority vote of the tenure track faculty in order to be adopted. The Faculty Secretary shall designate the category of each issue (e.g., "educational", "governance", etc.) in a published agenda. In matters where it is unclear who has voting privileges, the decision will be made by tenure-track faculty.

F. Meetings and Procedures

The Faculty shall hold regularly scheduled meetings at least four times annually in an academic year. If there are changes in the schedule for regular meetings, at least two weeks' prior notice shall be given to the faculty.

Special faculty meetings may be called at the discretion of the Dean or upon written request to the Dean by at least ten (10) voting members of the faculty.

1. The officers for these meetings are the Dean and a Faculty Secretary. The Faculty Secretary shall be elected annually from among the tenure-track faculty.
2. The Dean shall be the Chair of these meetings and may delegate this responsibility to the Faculty Secretary or other designee.
3. The Faculty Secretary shall draft agendas in consultation with the Dean. Individual faculty may submit items for the agenda to the Faculty Secretary. The order of business at each regular meeting shall be:
  - a. Call to Order
  - b. Approval of the Minutes of the Last Meeting
  - c. Report from the Dean or Dean's designee
  - d. Reports of Committees
  - e. Old Business
  - f. New Business
  - g. Announcements
  - h. Adjournment
4. A meeting announcement and agenda for each regular and/or special called meeting shall be distributed to each faculty member at least two days prior to the meeting. The meeting announcement may contain additional information as needed for advance study by the Faculty.
5. The Faculty Secretary, with the assistance of a Recording Secretary appointed by the Dean, shall prepare minutes of the meetings. Minutes will be approved by the Dean and distributed to the faculty prior to the next meeting. The Office of the Dean will maintain a record of faculty meeting minutes. Minutes will be acted upon at the next meeting of the faculty.
6. Parliamentary Authority
  - a. A quorum shall consist of more than one-half of the tenure-track members and is required for official faculty action.
  - b. Voting may be done by voice, show of hands, or ballot (either paper or electronic) as decided by the presiding officer.
  - c. A majority vote of the voting members present shall approve or disapprove a motion.
  - d. Except where otherwise provided in this governing document, Robert's Rules of Order Revised shall be followed.

#### G. Faculty Representation

College of Pharmacy representation in groups such as the University Faculty Senate, the Health Care Colleges Council, University Program Review, the American Association of Colleges of Pharmacy shall be elected by the faculty from among individuals who are recognized by the College as having rights to vote in such election. The duties of each representative shall be to represent the College in deliberations of the body to which he or she has been appointed and to provide regular reports and updates of such actions to the faculty. Search Committees for various College level positions shall be comprised by full-time faculty and appointed by the Dean following consultation with entire faculty, Assistant and Associate Deans, Department Chairs, Unit Directors, and other appropriate administrative leaders.

## **VI. STAFF**

Administrative staff provide support services to the College to facilitate the instructional, service and research mission of the organization. Administrative staff are under the jurisdiction and supervision of the particular College operational or administrative unit that is being served, such as: Dean, Associate or Assistant Dean(s), Department Chair(s) and Directors. (Examples include: Business Manager, Account Clerk, Staff Associate, Administrative Support Staff, Staff Support Associate.)

Staff Council [See *APPENDIX K*]

Purpose: The College of Pharmacy Staff Council serves as a liaison between staff, faculty, and administration to make recommendations believed to be of benefit to the College and its employees.

Membership: The 7-member council will consist of representatives from each of the administrative units in the College. Each member will serve a two-year term. All regular full-time staff employed at the College shall be eligible for membership in the Staff Council. In order to hold an office on the Staff Council, a member must serve one full year on the Council. Employees with faculty rank are not eligible for membership on the Staff Council.

## **VII. STUDENTS**

Students enrolled in the professional degree program (Pharm.D.) will comprise the “professional student constituency” (designated as PY1, PY2, PY3, and PY4 – for “Professional Year”). Professional students are represented on many of the standing committees related to the professional program. Each PY class elects class officers or representatives who serve collectively on a College-wide Student Advisory Council.

Students enrolled in the graduate program (M.S., Ph.D.) will comprise the “graduate student constituency” and may be categorized generally as teaching assistants, research assistants, and/or graduate assistants. Graduate students may be represented on standing and ad hoc committees in the College.

## **VIII. PROFESSIONAL PROGRAM (PHARM.D.)**

### **A. Description**

The College of Pharmacy offers a four-year program leading to the Doctor of Pharmacy (Pharm.D.) degree. This program is fully accredited by the Accreditation Council for Pharmacy Education and adheres to the Standards set forth by that agency. [See *APPENDIX L*]

### **B. Curriculum**

The College will accomplish its educational mission through a curriculum that provides a structured sequence of learning experiences that guides students in becoming professionals sufficiently competent to enter the general practice of pharmacy. The program is designed and implemented to educate a generalist pharmacy practitioner who can provide patient-centered care and to develop in that individual a commitment to lifelong learning. The areas and content of the curriculum in pharmacy should be in phase with one another and should be balanced in accord with the College's mission, goals and objectives.

There should be in place a systematic process using various assessment methods for measuring professional competencies and outcomes.

### **C. Decision-Making**

The faculty will have shared jurisdiction over all matters concerning curriculum, admissions requirements and graduation requirements for the Professional Program of the College. If approved by the faculty and the Dean, all such decisions will be implemented by the Dean through the offices of the Associate Deans for Academic and Student Affairs, and Educational Advancement.

### **D. Dual-Degree Programs**

The Office for Educational Advancement provides primary support for dual degree programs, including interfacing with existing programs as well as proposed options. Registration functions associated with the dual degree programs (e.g., academic credit, academic records) are maintained by the Office of Academic and Student Affairs. Each dual degree program will have a designated faculty contact person with detailed knowledge of the program of study who serves as a liaison for students enrolled in particular dual tracks.

## **IX. GRADUATE PROGRAM (M.S., Ph.D.)**

### **A. Pharmaceutical Sciences Graduate Program**

The University of Kentucky Graduate School currently recognizes one established program in the College of Pharmacy called the “Pharmaceutical Sciences” Graduate Program. Although it shares the same name with one of the Departments it has a broader faculty membership.

The Pharmaceutical Sciences Graduate Program awards Master of Science degrees and Doctor of Philosophy degrees within four tracks. The four tracks are: drug discovery, drug development, clinical and experimental therapeutics, and pharmaceutical outcomes and policy. The Director of Graduate Studies (DGS) has administrative responsibility for this program. In this role, the DGS reports to the Dean of the Graduate School and the Chairs of the two departments – Pharmaceutical Sciences and the Pharmacy Practice and Science. The Chairs and DGS will work with the various deans regarding fiscal issues such as teaching assistantships and graduate assistantships and awards. The Graduate Program Coordinator for each track will report to the Director of Graduate Studies and their respective Chairs. **APPENDIX M** describes the details of the graduate program and the roles, responsibilities, and reporting functions of the program.

1. Teaching Assistants (TAs): Graduate students may be assigned to ‘Teaching Assistantships’ or research assistantships within the College. Teaching assignments are made by the Associate Dean for Educational Advancement with input from the Associate Dean for Research. Any graduate student or Fellow with an assignment will complete an orientation to their assignment and maintain a semester-long time-log. A TA evaluation will be completed by the supervising faculty member along with a TA self-evaluation. Both of these forms will be forwarded to the Office for Educational Advancement at the conclusion of a given semester. [APPENDIX N]

## **X. OTHER TRAINING PROGRAMS**

### **A. Residents**

Faculty members in the Department of Pharmacy Practice and Science may serve as either residency program directors or preceptors for accredited residency programs in both community and institutional settings. The UK College of Pharmacy PGY1 Community Pharmacy Residency program is operated in conjunction with community funding partners. Institutional residency programs, PGY1 and PGY2 specialties, are aligned with UKHealthcare and the VA Medical Center. The PPS Department has a standing Residency Advisory Committee reporting to the Department Chair on initiatives related to academic and scholarship goals for each of the program partnerships. The Directors of Pharmacy for the training sites

supervise the faculty performance as program directors and together they assure program quality for academic and accreditation standards.

B. Postdoctoral Scholars, Postdoctoral Fellows and Visiting Scholars  
([AR II-4.0-1](#))

Individuals pursuing advanced studies, research and specialized training in the University are under the jurisdiction of the Provost. When a postdoctoral position or visiting scholar position is funded through a sponsored project from an extramural source, it shall be the responsibility of the nominating department or research unit to ensure that the work assignment or training activities of the individual fall within the purpose of the sponsored project.

1. Appointment as a postdoctoral scholar or fellow in a given field at the University shall be limited to a maximum of five years, unless an exclusion endorsed by the appropriate department chair or research unit director and college dean is approved by the Provost. Department chairs and directors of research units shall be responsible for seeing that all individuals presently in the status of postdoctoral scholar or fellow and all future appointees, particularly those with appointments in the fourth or fifth year, receive adequate counseling on future, permanent employment opportunities.
  - a. A postdoctoral scholar is an individual who has an earned doctoral degree and is pursuing an individualized program of advanced training in research, teaching, or other important aspects of academic work. Although participation in the program provides advanced training, service is required as a condition of employment with salary. A postdoctoral scholar has status both as a non-regular academic staff employee and as a postdoctoral student.
  - b. A postdoctoral fellow is an individual who has an earned doctoral degree and is a recipient of a fellowship or training award that provides a stipend or living allowance (not considered a salary) from sponsored project funds provided specifically for a particular field of study or training. No service to the University is required as a condition of receiving the stipend, although service may be rendered incidentally as part of the training or fellowship program. A postdoctoral fellow has status as a student.
2. A visiting scholar is an individual who is pursuing an independent program of research at the University, or is participating in an existing research program, ordinarily while on leave from another professional position. Such an individual is excluded from classification as a postdoctoral scholar or fellow because of the individual's advanced training and experiences beyond that of an apprentice or learner. A

visiting scholar need not have been awarded a doctoral degree but is comparable in experience to the resident faculty. At the request of the department or research unit with which the visiting scholar will be chiefly associated and on the recommendation of the Dean and approval by the Provost, a visiting scholar is appointed to a temporary academic staff position not to exceed one year, subject to renewal in exceptional cases [[See AR II-4.0-1, Page 3](#)]. A visiting scholar has status as temporary academic staff.

## **XI. COMMITTEES**

Faculty, representing both departments, and staff in the College will be appointed to serve on standing or *ad hoc* committees charged with overseeing or conducting specific operational tasks within the College or as the College's representatives on University-wide committees. Terms of appointment will vary.

### **A. Standing Committees**

Standing committees of the College will report either to the faculty or the Dean. Actions of standing committees reporting to the faculty are approved by a majority vote of the faculty. Members of all standing committees are appointed annually by the Dean's office after consultation with the Executive Committee and consideration of preferences expressed by faculty. The term of appointment to standing committees is one year except for *ex-officio* appointments. Both departments and involved constituencies (e.g., Pharm.D. students, graduate students, residents, staff, alumni) shall have representation on appropriate standing committees.

The College Appointment, Promotion and Tenure (APT) Committee is an exception. Each department shall have three representatives, one elected by the faculty of that department, one appointed by the Chair, and one appointed by the Dean. All appointments will be staggered and for three-year terms.

The Dean will appoint a Chair for each committee with advice from the Executive Committee. Select committees will have administrative oversight through a particular Dean (i.e., College Dean, Dean for Research, Dean for Educational Advancement, Dean for Academic and Student Affairs, etc.) Accountability for the committee is the responsibility of the committee Chair in conjunction with the Dean to whom a particular committee will be assigned. The delegated Dean will facilitate assignment of charges, oversee accomplishment of committee responsibilities, and provide feedback to the Chairs on the quality of faculty participation.

A quorum for a committee constitutes the Chair or their designee and a simple majority of the voting members of the committee. The Chair is responsible for agendas, minutes, and forwarding recommendations to the appropriate

individual or body. Committees reporting to the faculty should report at least annually at a faculty meeting. Committees reporting to the Dean will report as directed by the Dean.

Each department may also have standing committees as identified in the Department Governance Documents.

The following standing committees report to the faculty with the Associate Dean for Academic and Student Affairs being responsible for management and accountability:

- Academic Performance—Monitors student academic progress and professional behavior, recommends corrective action, recommends admission for students dropped for academic deficiencies, recommends rules and procedures.
- Admissions—Recommends changes in admission requirements and students for admission.
- Honor Code—Reviews and recommends changes in Honor Code, educates students, faculty and staff, and reviews reported violations.
- Honors and Recognition--Recommends students for awards, solicits and obtains awards, makes recommendations on policies for establishing or discontinuing awards, plans and carries out program.

The following standing committees report to the faculty with the Associate Dean for Education Advancement being responsible for management and accountability

- Curriculum—Makes recommendations on all professional course and program changes including pre-pharmacy course requirements, reviews professional courses and sequences.
- Assessment—Oversight of course/program assessments; writes, updates and manages assessment plan; identifies critical assessment needs, process, tools, and data sources.

The following standing committee reports to the faculty for faculty matters and to the Office of the Dean for arranging seminars, lectures and special events.

- Nominations—Prepares slates for all faculty representatives: Senate, HCCC, AACP, Honor Code Committee, etc., and holds elections at faculty meetings.

The following committee reports to the Graduate faculty of the College through the Associate Dean for Research and Graduate Education with the Department Chairs being responsible for management and accountability.

- Graduate Program Committee—Reviews graduate program policies and makes recommendations on graduate program admissions/recruitment, makes recommendations on all graduate course changes, reviews graduate courses and sequences, and

recommends candidates for Rho Chi, Guttman and Swintosky Distinguished Lectures, arranges itinerary and hosts speaker.

The following standing committee reports to the Dean with the Associate Dean for Academic and Student Affairs being responsible for management and accountability:

- Health Care Colleges Behavioral Code Hearing Committee — Administers the student hearing process, as defined by the code of Professional Student Conduct.

The following standing committees report to the Dean who has responsibility for management and accountability:

- Appointment, Promotion and Tenure—Recommends faculty for promotion, granting of tenure, re-appointment, terminal appointment, post-retirement appointments, and decisions not to re-appoint.
- Executive Committee—The College Executive Committee consists of the Dean, Associate and Assistant deans, Chairs. The committee shall act as a liaison between this body and the faculty and staff. The duties of the committee are to assist the Dean with matters that impact the missions of the College, e.g., administrative functions and decisions, review of policies and procedures. Issues requiring a vote shall pass by a majority vote.
- Practice Plan—Makes recommendations on practice plan operation, reviews status.

The following standing committee reports to the Office of the Dean with the Associate Dean for Research being responsible for management and accountability:

- Conflict of Interest Management Committee—Approves and oversees plans for managing conflicts of interest.

#### B. *Ad Hoc* Committees

The Dean, Associate/Assistant Deans, a Chair, or a program/center director can establish *ad hoc* committees on an “as needed” basis to accomplish the mission of a given academic or administrative unit within the College. *Ad hoc* committees should be given a specific charge and will be dissolved on completion of their charge. They report directly to the person who establishes them. Examples of such committees include: building planning phases or governance or program issues where there is a defined need and endpoint to the committee’s activity.

#### C. Departmental Committees may be appointed to achieve the mission of the unit.

## **List of Appendices**

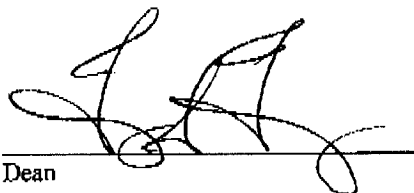
- Appendix A*      *College of Pharmacy Organization Chart*
- Appendix B*      *College of Pharmacy Annual Budget Process*
- Appendix C*      *Delegated Authority*
- Appendix D*      *Job Description Assistant Dean for Finance and Administration*
- Appendix E*      *Job Description Associate Dean for Research*
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- Appendix H*      *Job Description Department Chair(s)*
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- Appendix J*      *PPS and PS Evidence of Excellence Documents*
- Appendix K*      *Staff Council Guidelines*
- Appendix L*      *ACPE Standards*

[http://www.acpe-accredit.org/pdf/ACPE Revised PharmD Standards Adopted Jan152006.pdf](http://www.acpe-accredit.org/pdf/ACPE_Revised_PharmD_Standards_Adopted_Jan152006.pdf)

- Appendix M*      *Pharmaceutical Sciences Graduate Program Transition Model: One Graduate Program – Four Tracks*
- Appendix N*      *Purpose, Policies, and Procedures Relative to Teaching Assistants*

*Signature Page*

These rules have been created and approved by the faculty of the College of Pharmacy, pursuant to the authority granted by the *Administrative and Governing Regulations* of the University of Kentucky. These rules are effective on the date when approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. A current copy of the approved rules for the College of Pharmacy is available in the office of the educational unit chair/director (if applicable), the Dean of the College, and the Provost. A copy of these approved rules will be posted online at the University Senate website.

  
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Dean

September 2010  
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Date

  
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Provost, University of Kentucky