



California Health Sciences University

COLLEGE OF PHARMACY

GOVERNING STATUTE NUMBER 3

COLLEGE GOVERNANCE & ROLES OF THE FACULTY

I. SECTION 1: PURPOSE

The purpose of this governing statute is to provide operating policies for the governance of the College of Pharmacy (COP), to foster and promote excellence in the academic environment at the COP, consistent with the COP's mission, vision and goals. Specifically, this governing statute delineates the nature and form of shared governance within the COP, defining guidelines for its organization and governance so that members of the Faculty may understand their responsibilities and perform their duties with respect to education, research, service, patient care and administration.

II. SECTION 2: OFFICE OF THE DEAN

The COP is led by the Dean, who serves as the Chief Academic Officer (CAO) of the COP. The Dean reports to the University Provost and must execute all duties in compliance with CHSU statutes, policies and procedures. The Dean is responsible for ensuring the leadership team and all academic units, offices, and departments are cohesive, and guided by the mission, vision and values of the college and University. Described in full in CHSU's applicable statutes and job description, the Dean's duties include, but are not limited to:

1. The Dean provides leadership and effective management to implement and realize the academic mission and strategic plan of the COP.
2. The Dean, in consultation with the Provost and with appropriate involvement of faculty, ensures the development of the curriculum of the COP and oversees the clinical experiences of students at the COP.
3. The Dean, in consultation with the Provost and with appropriate involvement of faculty, is responsible for the recruitment, hiring, promotions and terminations of the academic personnel of the COP.
4. The Dean has the responsibility and authority for fiscal management of the COP's budget.
5. The Dean ensures that COP faculty and staff are effectively involved in meeting the accreditation standards that apply to the college and the University.

III. SECTION 3: ADMINISTRATIVE OFFICERS OF THE COP

The Dean of the COP, in consultation with the Provost, creates, modifies or eliminate administrative positions within the COP as needed to effectively and efficiently achieve the



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mission, vision and goals, subject to constraints imposed by the approved college budget. The Dean appoints individuals with faculty rank as administrative officers. All COP administrative positions report to the Dean, unless otherwise directed by the Dean. The administrative positions of the COP as of the effective date of this policy are described below.

A. Executive Associate Dean

The Executive Associate Dean (EAD) works with the Dean in providing administrative leadership for the academic and service missions of the college and works closely with the faculty and leadership team to ensure a progressive approach to the school's academic development. The EAD is the school's chief operating officer and ensures compliance with state, University, and school policies. Responsibilities include, but are not limited to, supporting the personnel directing experiential education, admissions, assessment, promoting relational coordination across departments and offices, collaborating with the College of Osteopathic Medicine leadership, and future CHSU programs, and other areas as needed.

B. Assistant/Associate Dean for Education

The Assistant/Associate Dean for Education (ADE) is responsible for development of educational infrastructure and empowering faculty as scholarly educators by supporting the research, design, facilitation and assessment of curricula, courses and learning activities within the COP. The ADE promotes the dissemination of new knowledge and innovation in teaching and learning through collaborative scholarship.

C. Assistant/Associate Dean for Assessment and Program Excellence

The Assistant/Associate Dean for Assessment and Program Excellence (ADAPE) provides guidance, advice and support in devising and implementing criterion-based assessments that will measure achievement of learning outcomes, and compliance with regulations and with current best practices. The ADAPE links quality, planning, analysis, budget, accreditation, and accountability in structure and processes to achieve the mission.

D. Assistant/Associate Dean for Student Affairs and Enrollment

The Assistant/Associate Dean of Student Affairs and Enrollment (ADSAE) is primarily responsible for ensuring that pharmacy students develop personally and professionally through the program, from application to graduation. The ADSAE oversees recruitment and admissions, student support services, advising, and student organizations.



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E. Assistant/Associate Dean for Interprofessional Community Engagement

The Assistant/Associate Dean for Interprofessional Community Engagement (ADICE) designs, facilitates and improves community-engaged interprofessional and co-curricular experiences. The ADICE oversees that development of COP program learning outcomes focusing on interprofessional education and community/civic engagement.

F. Department Chair(s)

To ensure efficient operation of the college, the Dean may create a department or departments within the college (per Governing Statute section II, 3.A). Each department is led by a Department Chair. The Department Chair is responsible for relational coordination with the COP Dean's office, administration of the department (e.g. budget) and faculty development within the tripartite CHSU mission. (e.g. annual performance reviews for faculty).

IV. SECTION 4: THE COLLEGE ADMINISTRATIVE COMMITTEE

The College Administrative Committee (CAC) serves as the COP leadership team. The CAC is responsible for setting the strategic direction of the COP and is chaired by the Dean. It is comprised of college administrators and members, as appointed by the Dean. The CAC is tasked with collaborating with the Dean to achieve consensus on administrative matters of the COP.

The CAC deliberates and makes evidence-based decisions regarding the operations of the COP. Examples include, but are not limited to disposition of all recommendations made by standing or ad hoc faculty Committees, development of the annual budget recommendations and strategic planning activities, goals, and initiatives for the COP.

V. SECTION 5: ROLES, RIGHTS AND RESPONSIBILITIES OF THE FACULTY

A. Faculty and Voting Faculty Defined

1. The faculty of the COP includes all full-time, part-time, temporary or adjunct academic employees holding the rank of professor, associate professor, assistant professor or instructor.
2. The CHSU rules of order apply to all deliberations of the faculty. The Voting Faculty of the COP refers to all full-time faculty holding appointments at the rank of professor, associate professor, assistant professor or instructor, including administrative officers. Voting Faculty shall be empowered to vote on any proposal, resolution or referendum presented. Each Voting Faculty member is entitled to one vote.



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B. Rights and Responsibilities of Faculty

1. The faculty of the COP designs, delivers, and monitors the curriculum and establishes policies directly related to the educational process including, but not limited to: admissions requirements, curricular assessment, and graduation requirements. The faculty may make recommendations by submitting proposals through the appropriate college committee.
2. The Voting Faculty votes on proposals already channeled through college governance on the following matters: (1) admissions standards; (2) pre-requisites for admission to the COP; (3) modification of curriculum of the COP; (4) granting of the degree of Doctor of Pharmacy to those students who have fulfilled the requirements for that degree set by CHSU and the COP; (5) other initiatives that impact faculty, as determined by the Dean in consultation with CAC or Faculty Council; and (6) revisions to this governing statute.

C. Decision-Making

Appropriate involvement in the decision-making process and communication of decisions is ensured through the responsibility charting (RACI – defining who is responsible, accountable, consulted and informed about decisions and actions) process. Use of the RACI for initiatives and decisions must be documented in the minutes of the relevant office, committee or working group. Decision-making is undertaken using the procedure described in the CHSU Standing Rules of Order (absentee voting may be accepted). Using this procedure, a vote is only taken when attempts at full alignment and consensus have not been successful, and the vote determines if a decision shall be accepted despite the lack of full consensus. In that case, the majority vote will determine the outcome.

D. All Faculty and Staff Meetings

1. Faculty and staff will participate in meetings for the purpose of relational coordination and because decision-making impacts the COP as a whole. At a minimum, there will be at least four (4) meetings a year. Ad hoc meetings may be called as needed. Meetings are open to all non-Voting Faculty. The Dean shall preside over all Faculty meetings or may appoint a designee.
2. In voting matters, A quorum is defined as at least two-thirds (2/3) of the Voting Faculty.

VI. STANDING FACULTY COMMITTEES OF THE COP

The membership of Faculty committees takes effect each year at the start of the fiscal year



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(July 1). A committee can add or change members, if approved by the Dean.

The CAC, in consultation with the Dean, is responsible for appointing faculty members, administrator or students to serve on committees. Faculty member appointments ensures equitable representation. The Dean selects one of the faculty member appointees to serve as chair of each committee. The Faculty Council elects its own chair from its membership.

College or University level administrators who serve on COP committees have no term limit. Faculty member committee appointments shall be for three-year, up to four years with staggered terms to ensure continuity. Students are appointed for four-year terms. When voting is required, the faculty members of each committee have one vote each. Each COP University administrator has one vote each, unless identified in the committee description as an ex officio member. The student members of each committee have one collective vote, to be determined by a majority of the student members. Committee chairs, in consultation with the Dean, may invite additional members to do the work of the committee as needed. Approved members will be able to vote. Committee charters must align with the CHSU and COP governing statutes.

The following are the standing faculty committees of the COP:

A. Curriculum Committee (CC)

The CC is advisory to the faculty. The CC purpose is to review new and amended course proposals with corresponding syllabi, to annually review pertinent assessment outcomes in order to evaluate and recommend potential curricular or academic policy changes, to review and approve professional pre-requisites for admission in consultation with the Admissions Committee, and to periodically review the entire curriculum to identify opportunities for improvement. It initiates and acts upon items from within or outside its own membership, and considers and brings to the faculty for approval recommendations concerning curriculum, course content revisions, course designations, course prerequisites, and changes and requirements for the granting of the degree of Doctor of Pharmacy. To effectively assess the courses included in the curriculum, the CC will have access to all pertinent course materials and related assessment tools and data from responsible Faculty and administrators. The CC will work with the committees responsible for quality assurance, and department chairs to recommend and implement changes to the curriculum.

The CC shall meet at a minimum once per month and will be chaired by a COP faculty member.



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B. Co-Curriculum Committee (CCC)

In collaboration with the CC, the CCC coordinates co-curricular activities with the curriculum and is advisory to the faculty and to the CAC. CCC proposes ideas, designs, strategies, and outcomes to be achieved in the areas of co-curricular student activities, student professionalism and student leadership. Activities under the purview of CCC are focused primarily on achieving the colleges program learning outcomes.

The CCC shall meet at least twice per semester and will be chaired by a faculty member.

C. Admissions Committee (ADC)

The ADC is advisory to the faculty, the CAC and the Dean regarding recruitment and the student admissions process. The ADC will provide recommendations to the CAC and faculty regarding the COP admissions standards, pre-requisites for admission, the student interview process and recruitment strategies. The ADC is responsible for the review the application materials of students interview students in accordance with the established COP procedures and recommend to the Dean which applicants should be admitted. The Dean will make the final decision on admission of students to the COP based on these recommendations.

The ADC shall meet as often as necessary to conduct its business and be chaired by a faculty member. Staff members vote only on non-admission decisions of the ADC on other committee- related decisions.

D. Academic Performance and Standards Committee (APSC)

The APSC is advisory to the Dean. The APSC evaluates individual cases of student academic and/or professional deficiency in accordance with the COP academic probation, progression and remediation policies, to formulate student-specific remediation and/or curricular modification strategies. The APSC will provide guidance and resources to students needing additional support throughout the program to promote their ultimate success. The APSC also recommends dismissal of students to the Dean.

The APSC shall meet as often as necessary to conduct its business and will be chaired by a faculty member.

E. Assessment Committee (ASC)

The ASC is advisory to the faculty, the CAC and the Dean. The ASC purpose is to manage and assure the implementation of a comprehensive system of outcomes assessment and program improvements for programs offered by the COP, in accordance with the CHSU institutional assessment plan. ASC prioritizes and makes



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recommendations for the implementation of college specific performance management activities, such as quality improvement projects, institutional assessments and strategic key initiatives. It monitors COP compliance with the accreditation standards established by the Accreditation Council for Pharmacy Education (ACPE).

The ASC shall meet at least monthly and be chaired by a faculty member.

F. Faculty Council (FC)

The FC purpose is to serve as a liaison between COP Faculty and the CAC in matters pertaining to the faculty experience at CHSU, and to foster opportunities for growth and advancement among COP faculty. The FC assists faculty members with the promotion process, providing peer guidance and advising on strategies for meeting promotion requirements, including oversight of the optional midpoint review process according to the COP Promotion Policy. The FC consists of one elected member from each department, plus a chair, elected by the faculty as a whole. FC shall consist of one member elected from each department plus a chair elected by the faculty. The FC shall meet at least once per semester.

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