Southwestern Oklahoma State University
College of Pharmacy

Policies and Procedures Manual

Approved August 2013

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1.0 COLLEGE OF PHARMACY ORGANIZATION AND ADMINISTRATION

1.1 Dean of the College of Pharmacy

1.1.a. Qualifications and Responsibilities of the Dean

The Dean of the College of Pharmacy shall comply with the qualifications and responsibilities outlined in the appropriate section of the Accreditation Council for Pharmacy Education (ACPE) *Accreditation Standards and Guidelines for the Professional Program in Pharmacy*.

1.1.b. Succession Plan

In the event that the appointment of the Dean of the College of Pharmacy ends or the Dean is unable to serve, the Associate Dean of the College of Pharmacy shall serve as Acting Dean until an Interim Dean shall be appointed by the President of SWOSU.

1.2 Duties and Responsibilities of the Associate Dean

The Associate Dean shall:

1.2.a. Serve as the academic advisor for all students in the professional pharmacy program.

1.2.b. Serve on the Admissions Committee and be involved with the process of admissions, including selection of applicants for interviews and the final selection of students for the professional degree program.

1.2.c. Supervise and assist the Admissions Counselor, Assessment Coordinator, Rural Health Development Coordinator and Student Coordinator.

1.2.d. Oversee the activities of pharmacy student organizations.

1.2.e. Contribute to the regular review, revision, and assessment of the pre-professional and professional pharmacy curricula.

1.2.f. Provide students an opportunity for personal, career, and financial counseling.

1.2.h. Serve as the liaison between the College of Pharmacy and the Southwestern Pharmacy Alumni Foundation and the Office of Alumni Development.

1.2.i. Oversee major student recognition events in the College of Pharmacy.

1.2.j. Perform other duties as assigned by the dean.

1.3 Duties and Responsibilities of the Associate Dean for Clinical Programs and the Chair of the Department of Pharmacy Practice

The Associate Dean for Clinical Programs and the Chair of the Department of Pharmacy Practice shall:

1.3.a. Oversee the experiential programs of the College of Pharmacy, including both the Introductory Professional Practice Experience (IPPE) and the Advanced Professional Practice Experience (APPE).

1.3.b. Develop and maintain contracts and financial arrangements with experiential sites.

1.3.c. Provide leadership and strategic planning for the clinical and experiential components of the professional pharmacy program.

1.3.d. Contribute to the regular review, revision, and assessment of the pre-professional and professional pharmacy curricula.

1.3.e. Plan, record, preserve, and present minutes and records of departmental meetings.

1.3.f. Oversee the hiring, mentoring, and evaluation of department faculty members.

1.3.g. Coordinate and record all departmental actions concerning continuance, promotion, tenure, and post-tenure review as prescribed by the SWOSU Faculty Handbook.

1.3.h. Assign departmental teaching assignments and loads.

1.3.i. Serve as a means of communication between the departments and the College of Pharmacy administration, including service as a member of the Executive Committee.

1.3.j. Perform other duties pertinent to the department and as assigned by the dean.

1.4 Duties and Responsibilities of the Chair of the Department of Pharmaceutical Sciences

The Chair of the Department of Pharmaceutical Sciences shall:

1.4.a. Plan, record, preserve, and present minutes and records of departmental meetings.

1.4.b. Oversee the hiring, mentoring, and evaluation of department faculty members.

1.4.c. Coordinate and record all departmental actions concerning continuance, promotion, tenure, and post-tenure review as prescribed by the SWOSU Faculty Handbook.

1.4.d. Assign departmental teaching assignments and loads.

1.4.e. Serve as a means of communication between the departments and the College of Pharmacy administration, including service as a member of the Executive Committee.

1.4.f. Perform other duties pertinent to the department and as assigned by the dean.

1.5 Selection of Department Chairs

Department chairs serve at the discretion of the dean. Individual departments may develop a procedure for chair rotation, if desired by the department and acceptable to the dean. Selection of department chairs shall be performed as established in the guidelines and procedures set forth in the *SWOSU Faculty Handbook*.

1.6 Duties and Responsibilities of the Admissions Counselor

The Admissions Counselor, in conjunction with the Associate Dean, is responsible for services related to recruitment, admissions, orientation, and pre-professional advisement. The Admissions Counselor shall:

1.6.a. Serve as the academic advisor and enrollment and orientation coordinator for pre-professional students.

1.6.b. Oversee the application and admission process for all prospective students.

1.6.c. Evaluate pre-professional courses for potential transfer and compatibility with pre-professional requirements.

1.6.d. Implement effective recruitment strategies.

1.6.e. Maintain records of admission data.

1.6.f. Perform other duties as assigned.

1.7 Duties and Responsibilities of the Director of Experiential Education

The Director of Experiential Education works under the direction of the Associate Dean for Clinical Programs and shall:

1.7.a. Oversee all elements of the experiential program, including IPPE and APPE programs and associated personnel.

1.7.b. Coordinate activities of all experiential program personnel.

1.7.c. Assist with the evaluation of experiential faculty members.

1.7.d. Develop the policies and procedures governing the logistical and instructional operations of the Office of Experiential Education.

1.7.e. Provide developmental programs (i.e., preceptor training seminars, fostering participation in professional organizations) to improve teaching skills of Regional Experiential Coordinators and experiential faculty.

1.8 **Duties and Responsibilities of the Coordinator of Introductory Pharmacy Practice Experience (IPPE)**

The Coordinator of IPPE shall:

1.8.a. Oversee all elements and activities of the IPPE program.

1.8.b. Evaluate student performance during practice experiences.

1.8.c. Monitor and evaluate experiential sites.

1.8.d. Provide developmental programs to improve teaching skills of experiential faculty.

1.8.e. Perform other duties as assigned.

1.9. **Duties and Responsibilities of Regional Experiential Coordinators (Central and Eastern/Western)**

Regional Experiential Coordinators shall:

1.9.a. Oversee all elements and activities of the regional IPPE and APPE programs.

1.9.b. Evaluate student performance during practice experiences.

1.9.c. Monitor and evaluate experiential sites.

1.9.d. Provide developmental programs to improve teaching skills of experiential faculty.

1.9.e. Perform other duties as assigned.

1.10 **Duties and Responsibilities of the Assessment Coordinator**

The Assessment Coordinator reports to the Associate Dean and shall:

1.10.a. Lead the planning, design, development, and implementation of assessment efforts across all academic and operational areas within the College of Pharmacy.

1.10.b. Work collaboratively with the College of Pharmacy administration, faculty members, staff, and students to develop assessment methods, gather data, and make recommendations to improve and advance the educational, scholarship, and service missions of the College of Pharmacy.

1.10.c. Assist administration and faculty in implementing assessment policies and procedures, monitoring and overseeing all assessment activities, coordinating data collection, and disseminating assessment information and results.

1.10.d. Coordinate an electronic curriculum management system that provides curricular content mapping and tracking of student competency achievements, develop and implement methods to track and evaluate student achievement of outcomes and competencies, and develop and implement methods to assess the effectiveness of the curriculum.

1.10.e. Provides assistance to faculty regarding effective teaching and assessment methodologies, including the use of new and emerging instructional technologies.

1.10.f. Serve on appropriate College of Pharmacy and university committees.

1.10.g. Perform other duties as assigned.

1.11 **Duties and Responsibilities of the Rural Health Development Coordinator**

The Rural Health Development Coordinator reports to the Associate Dean and shall:

1.11.a. Lead the planning, design, development, implementation and maintenance of the COP rural health initiative.

1.11.b. Develop collaborative relationships with recipients, providers and payers to enhance access, education, delivery, quality and efficiency of healthcare services in rural Oklahoma.

1.11.c. Explore grant funding opportunities and the development of a Rural Health Center on the SWOSU campus.

1.11.d. Coordinate data collection and disseminate rural health information/results.

1.11.e. Develop and implement methods to assess the effectiveness of the rural health initiatives.

1.11.f. Provide consultation, assistance and training to rural healthcare providers concerning best practices and model program implementation.

1.11.g. Serve on appropriate College of Pharmacy and university committees.

1.11.h. Perform other duties as assigned.

1.12 **Duties and Responsibilities of the Student Coordinator**

The Student Coordinator reports to the Associate Dean and shall:

1.12.a. Coordinate the student enrollment process.

1.12.b. Coordinate the student drug screening process.

1.12.c. Coordinate student liability insurance documentation.

1.12.d. Maintain an inventory of COP owned equipment.

1.12.e. Coordinate the administration of course and faculty evaluations.

1.12.f. Perform general clerical activities.

1.12.g. Coordinate faculty travel arrangements, budgets and reimbursement.

1.12.h. Coordinate acquisition of course documents for duplication.

1.12.i. Coordinate communication with COP students through D2L, electronic mail and the COP video monitors.

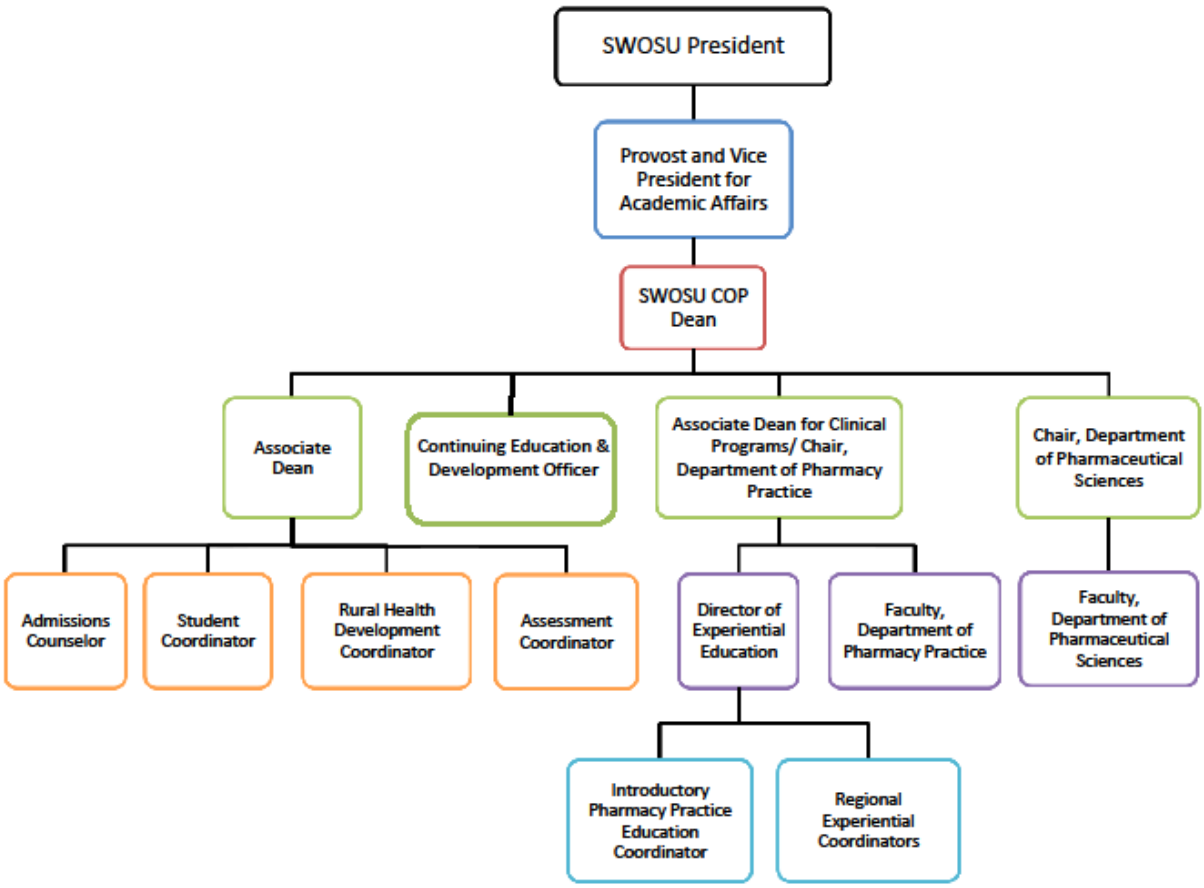
1.12.j. Enter and maintain student information in the E*Value system.

1.12.k. Coordinate use and maintenance of College of Pharmacy vehicles.

1.12.l. Serve on appropriate College of Pharmacy and university committees.

1.12.m. Perform other duties as assigned.

1.11 College of Pharmacy Organizational Chart



2.0 FACULTY

2.1 Definition of Faculty

The faculty of the College of Pharmacy is composed of three groups: regular, adjunct, and volunteer faculty.

2.1.a. Regular Faculty

The regular faculty includes faculty members who are full-time employees of the university and who hold the rank of professor, associate professor, assistant professor, or instructor. Regular faculty may hold one of the following appointments: tenured, tenure track, non-tenure track, temporary (one academic year or less), and administrative.

2.1.b. Adjunct Faculty

Adjunct faculty members hold part-time appointments that may be made for one academic year or less.

2.1.c. Volunteer Faculty

In addition to regular and adjunct faculty, the College of Pharmacy shall appoint volunteer faculty to support the experiential component of the curriculum. In most cases, volunteer faculty members are pharmacy practitioners who serve as preceptors. The Associate Dean for Clinical Programs and the Director of Experiential Education are responsible for the appointment of volunteer faculty.

2.2 Types of Appointments

The regular faculty shall hold one of the following types of appointments:

2.2.a. Tenured

A tenured appointment is reserved for those regular faculty members who have been granted tenure by the Board of Regents. Tenured faculty members are on continuous appointment and, therefore, are not notified of their appointment status for the following year unless their appointment is being terminated.

2.2.b. Non-Tenured

A non-tenured appointment refers to an appointment, which is not currently tenured. This includes, but is not limited to, tenure track, non-tenure track, temporary, and administrative appointments.

2.2.c. Tenure Track

A tenure track appointment is one in which the faculty member may become eligible to receive tenure. Tenure track appointments are for one (1) year, renewable annually at the option of the university. A change in a faculty member's appointment status shall be approved by their respective department and the Dean of the College of Pharmacy. A tenure track appointment may be changed to a non-tenure track appointment upon written agreement between the university president and the faculty member.

2.2.d. Non-tenure Track

A non-tenure track appointment is one in which the faculty member is appointed to the regular faculty but is not eligible to receive tenure. A faculty member on a non-tenure track appointment may be continued annually, at the option of the university. A change in a faculty member's appointment status shall be approved by their respective department and the Dean of the College of Pharmacy. A non-tenure track appointment may be changed to a tenure track appointment upon written agreement between the university president and the faculty member.

2.2.e. Temporary

A temporary appointment is one in which the faculty member is appointed to the regular faculty for a period of one year or less. Upon termination of the temporary appointment, the position, if continued, will be opened and advertised.

2.2.f. Administrative

An administrative appointment is one in which the faculty member is assigned to perform executive duties and function as part of the administration of the university.

2.3. Full- and Part-Time Appointments and General Duties and Responsibilities

2.3.a. Full-Time Appointments

Full-time faculty members have instructional and non-instructional duties as assigned by the department chairs and the Dean of the College of Pharmacy. Instructional duties include, but are not limited to the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non-instructional duties include, but are not limited to participating in scholarly activities as outlined in the university Faculty Handbook, serving on College of Pharmacy and/or university committees, sponsoring student organizations, and participating in professional organizations.

2.3.b. Part-Time Appointments

Part-time faculty members are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students pertaining to that instruction, and to meet with those students who require assistance in their classes.

2.4 Academic Ranks of College of Pharmacy Faculty Members

As delineated in the Regional University System of Oklahoma (RUSO) Policy Manual and the university Faculty Handbook, the principal academic ranks of the College of Pharmacy shall be Professor, Associate Professor, Assistant Professor, and Instructor. The educational qualification for the ranks of Professor, Associate Professor, and Assistant Professor shall be an earned doctorate (e.g., Ph.D., Pharm.D., M.D., J.D.) awarded by an accredited or internationally recognized institution. The rank of Instructor requires, at a minimum, an earned professional degree in pharmacy from an accredited institution.

2.5 Evaluation of Faculty

Evaluation of College of Pharmacy faculty members shall be performed as established in the guidelines and procedures set forth in the *SWOSU Faculty Handbook* and *RUSO Policy Manual*. Evaluations shall be performed according to the respective criteria and timelines for continuance, promotion and/or tenure, and post-tenure review. Grievances and appeals regarding evaluation decisions shall be subjected to procedures delineated in the university Faculty Handbook.

2.6 Faculty Mentoring

All newly appointed faculty members in the College of Pharmacy shall be assigned a faculty mentor in their respective department within the first semester of the appointment. The mentor shall meet regularly with the newly appointed faculty member to provide guidance in the areas of teaching, research/scholarly activity, and service that is consistent with departmental, College of Pharmacy, and university standards. The mentor shall also meet with the faculty member in preparation for continuance, promotion, and tenure.

2.7 **Faculty Meetings**

2.7.a Voting Rights of Faculty

All full-time faculty members, including tenure- and non-tenure track faculty, shall be voting members in the College of Pharmacy and their respective departments. In matters affecting only tenure-track or tenured faculty, only tenure-track or tenured faculty may vote. Once all discussion on a motion is finalized, the motion may be distributed and voted on electronically by eligible faculty members. A non-voting administrative staff member shall be assigned the responsibility of collecting electronic votes and reporting the vote to the appropriate party.

2.7.b. General College of Pharmacy Meetings

The dean shall convene a meeting of the College of Pharmacy faculty (and staff at the discretion of the dean) at least twice per year during regular semesters (Fall and Spring) and whenever deemed necessary. The dean shall be the presiding officer in these meetings. In the event that the dean cannot preside at the meeting, an associate dean shall preside over the meeting. The date and time shall be announced in writing and distributed electronically at least one week prior to the meeting. The agenda for the meeting shall be distributed electronically at least 48 hours prior to the scheduled meeting. Approval of any action shall require a quorum of College of Pharmacy faculty members to be present, which is defined as a simple majority of the faculty eligible to vote.

2.7.c. Department Meetings

Department chairs shall schedule department meetings at least once per month during regular semesters (Fall and Spring) to discuss pertinent business. The department chair or designee shall be the presiding officer at each meeting. The department chair shall be responsible for the preparation and distribution of the meeting agenda and supporting documents, if any, (electronically, if possible) to the faculty 48 hours prior to a scheduled department meeting. Faculty members may submit agenda items and faculty members present at the meetings have the privilege of the floor. Approval of any action shall require a quorum of departmental faculty members to be present, which is defined as a simple majority of the departmental faculty eligible to vote. At each meeting, a faculty member (or staff member if designated by the department chair) shall serve as secretary and record minutes that shall be

distributed electronically to departmental faculty and the dean in a timely fashion. Interdepartmental forwarding of meeting minutes is also encouraged.

2.8 Procedure for Selection of the College of Pharmacy Teacher of the Year

Annually, a faculty member from each department shall be selected by the students for recognition as Teacher of the Year from their respective department. During the spring semester, the dean shall distribute a ballot of current faculty members from each department to students scheduled to graduate. The ballot shall instruct students to vote for one faculty member from each department. The dean and associate dean shall collect and validate the ballots and confirm the selections. In the event that a faculty member has received the Teacher of the Year Award consecutively in the two previous years, the name of the individual faculty member shall not appear on the ballot and the ballot shall have the following footnote: (Name of faculty member), who has received the Teacher of the Year Award the last two years, is not eligible to receive the award this year in accordance with College of Pharmacy policy.

2.9 Procedure for Selection of Faculty Delegate and Alternate Delegate to AACP

The delegate and alternate delegate to AACP shall be chosen by majority vote of the faculty during the August COP faculty meeting. Delegate and alternate delegate representation shall rotate between departments by the following format: During years ending in an odd number, the delegate shall be chosen from the Pharmaceutical Sciences Department and the alternate delegate shall be chosen from the Pharmacy Practice Department. For years ending in an even number, the delegate shall be chosen from the Pharmacy Practice Department and the alternate delegate shall be chosen from the Pharmaceutical Sciences Department. When no member of the designated department is willing or able to serve, then the delegate and alternate delegate may be elected from the other department (in which instance the delegate and alternate delegate shall be members of the same department). This secondary procedure for selection shall be for that year only, with the aforementioned primary procedure taking precedence in subsequent years.

3.0 COMMITTEES

3.1 General Guidelines for Committees

3.1.a. Committee Membership

Committees shall have equal representation from both departments in the College of Pharmacy. Committees shall consist of at least four faculty members. Departments shall be responsible for the nomination of their representative committee members and respective term of service. Members shall serve staggered terms to prevent all members from an individual department from ending committee service within the same year. With the exception of the Assessment Committee, committee chairs shall be selected annually by a majority vote of the members of the individual committee. The Assessment Coordinator shall chair the Assessment Committee. Committee membership nominations shall be forwarded annually and upon a vacancy to the Executive Committee by each department chair. The Executive Committee shall be responsible for finalizing committee assignments.

3.1.b. Administrative Membership on Committees

Administrative personnel (associate deans, Admissions Counselor, Assessment Coordinator**,** Alumni Development Officer, Rural Health Development Coordinator, Student Coordinator) may serve as non-voting committee members.

3.1.c. Student, Alumni, and Preceptor Membership on Committees

Students shall be assigned as non-voting members to the following committees: Assessment, Communications, Curriculum, Professionalism, and Resources. Preceptors and/or alumni shall serve as non-voting members on the Curriculum Committee and on other committees if appropriate and numbers permit. However, students, alumni, and preceptors shall not be included on the following committees: Admissions, Scholarships and Awards, and the Executive Committee. Selection of alumni and preceptors for committee membership shall be the responsibility of the dean and associate deans in consultation with the Alumni Development Officer and/or experiential faculty members. The Dean's Council of Students shall be responsible for identifying students interested in serving on committees.

3.1.d. Option of a Faculty Vote on Committee Decisions

Committee decisions may be subject to a vote of the entire faculty before the decisions are submitted to the administration for consideration. Committees shall either disseminate their decisions to faculty, and appropriate administration or staff members, electronically or

disseminate decisions via committee member(s) presentations at monthly departmental meetings. A department may issue a "Call for a Vote" on a committee decision. A "Call for a Vote" shall occur in a timely fashion. If a "Call for a Vote" is requested, the entire College of Pharmacy faculty shall be asked to vote on the issue electronically within one week. After the votes have been tallied, the Executive Committee shall be informed and the decision disseminated to the faculty. If considerable discussion of the issue is expected, then the Executive Committee may call for a faculty meeting to allow all concerned parties to be heard. Following a negative vote by the faculty, the committee decision is deemed to have been rejected and is returned to the committee. Following an affirmative vote by the faculty, the issue at hand is forwarded to the appropriate member of the administration for consideration.

3.1.e. Procedure for Addressing a Tie Vote in Committee Deliberations

In the event that a committee is unable to reach agreement on a decision or recommendation due to a tie vote, the matter shall be referred to the Executive Committee for a final decision. However, exceptions to this procedure are deadlocked deliberations in the Curriculum Committee and Policies and Procedures Committee. If a tie vote occurs within these committees, the matter will be subject to the vote of the College of Pharmacy faculty.

3.1.f. Committee Performance

Committee members not fulfilling their assigned committee responsibilities shall be reported to the appropriate department chair. The department chair will gather pertinent information and schedule a meeting to discuss the committee performance concerns with the faculty member.

3.2 **Standing College of Pharmacy Committees**

3.2.a. Executive Committee

3.2.a. (1) Duties and Responsibilities

The purpose of the Executive Committee is to promote communication across the College of Pharmacy administrative structure. Regularly held meetings allow College of Pharmacy administrators and key faculty members to report on recent activities, discuss current issues, and highlight upcoming events. The committee shall also serve as a sounding board for College of Pharmacy policy proposals by providing feedback to departments, faculty committees, and the administration.

3.2.a. (2) Membership

Members of the Executive Committee shall include the Dean of the College of Pharmacy, Associate Dean of the College of Pharmacy, Associate Dean for Clinical Programs and Chair of the Department of Pharmacy Practice, Chair of the Department of Pharmaceutical Sciences, and the Director of Experiential Education.

3.2.b. Admissions Committee

3.2.b. (1) Duties and Responsibilities

The Admissions Committee shall be responsible for coordinating the admissions process, including the establishment of qualifications for admission to the professional pharmacy program, evaluation of applicants, and selection of applicants for admission.

3.2.b. (2) Membership

The Admissions Committee shall be composed of faculty members from both departments in the College of Pharmacy. The Admissions Counselor and Associate Dean shall also serve as members of the committee.

3.2.c. Assessment Committee

3.2.c. (1) Duties and Responsibilities

The Assessment Committee shall develop and maintain an assessment plan, including mechanisms for the collection and utilization of assessment data. The committee shall review programs, services, and outcomes with the intent of continuous quality improvement. The committee shall also use assessment data to guide the evaluation of the mission and strategic plan, recognize current and future directions in assessment, recommend changes in assessment tools and procedures that will improve program outcomes, communicate assessment data and findings to the College of Pharmacy community, including faculty and stakeholders, and in conjunction with the Faculty Development Committee, identify and/or develop training opportunities in assessment.

3.2.c. (2) Membership

The Assessment Committee shall be composed of faculty members from both departments in the College of Pharmacy. If a representative from the Office of Experiential Education is not one of the Pharmacy Practice Department members on the committee, then the Executive Committee shall appoint a representative as a non-voting member. The Assessment

Coordinator shall serve as the chair of the committee. At least one professional program student shall serve on the committee.

3.2.d. Communications Committee

3.2.d. (1) Duties and Responsibilities

The overall mission of the Communications Committee is to foster proper and continuous communication across the College of Pharmacy community and its stakeholders. The committee shall be responsible for reviewing and developing recommendations to improve communication, as well as advising on the utilization of communication technology. The committee shall also ensure proper execution of communication elements in the strategic plan and accreditation documents.

3.2.d. (2) Membership

The Communications Committee shall be composed of faculty members from both departments in the College of Pharmacy. The Alumni Development Officer shall serve as a member of the committee. At least one professional program student shall serve on the committee.

3.2.e. Curriculum Committee

3.2.e. (1) Duties and Responsibilities

The Curriculum Committee shall be responsible for the development, evaluation, and continuous quality improvement of the pre-professional and professional curricula and ensuring that the curriculum is consistent with the collective vision of the faculty and administration. The committee shall systematically review the curricular structure and content to ensure that students acquire the ability-based educational competencies established by the College of Pharmacy and that the curriculum meets accreditation standards. In addition, the Curriculum Committee shall address any other curricular-related issues as necessary.

3.2.e. (2) Membership

The Curriculum Committee shall be composed of faculty members from both departments in the College of Pharmacy. If a representative from the Office of Experiential Education is not one of the Pharmacy Practice Department members on the committee, then the Executive Committee shall appoint a representative as a non-voting member. The Assessment Coordinator shall be a standing member of this committee. At least one professional program student shall serve on the committee. Preceptors and/or alumni shall serve on the committee.

3.2.f. Faculty Development Committee

3.2.f. (1) Duties and Responsibilities

The Faculty Development Committee shall be responsible for organizing programs that provide opportunities for faculty members to advance in the areas of teaching, scholarly activity, and service. In conjunction with department chairs, the committee shall also serve to mentor new faculty members by providing an orientation to the tenure and promotion process.

3.2.f. (2) Membership

The Faculty Development Committee shall be composed of faculty members from both departments in the College of Pharmacy.

3.2.g. Policies and Procedures Committee

3.2.g. (1) Duties and Responsibilities

The Policies and Procedures Committee, in conjunction with appropriate committees, shall be responsible for the development, review, and revision of College of Pharmacy policies and procedures. The committee shall also be responsible for review of the College of Pharmacy Policies and Procedures Manual.

3.2.g. (2) Membership

The Policies and Procedures Committee shall be composed of faculty members from both departments in the College of Pharmacy.

3.2.h. Professionalism Committee

3.2.h. (1) Duties and Responsibilities

The Professionalism Committee shall nurture and develop the attitudes, qualities, and values that define the profession of pharmacy. The committee shall design, implement, and maintain a variety of activities to provide ongoing development of professional attitudes and behaviors throughout the curriculum. The committee shall be responsible for reviewing and revising the College of Pharmacy Professionalism Policy (Appendix C).

3.2.h. (2) Membership

The Professionalism Committee shall be composed of faculty members from both departments in the College of Pharmacy. At least one professional program student shall serve on the committee.

3.2.i. Resources Committee

3.2.i. (1) Duties and Responsibilities

The Resources Committee shall be responsible for determining the resource needs of the faculty and students, prioritizing resource needs and requests, and making recommendations to the dean and Executive Committee for the purchase of resources. The committee membership shall be assigned to one of three major areas of responsibility: library and educational resources, research resources, and technology and equipment.

3.2.i. (2) Membership

The Resources Committee shall be composed of faculty members from both departments in the College of Pharmacy. At least one professional program student shall serve on the committee.

3.2.j. Scholarships and Awards Committee

3.2.j. (1) Duties and Responsibilities

The Scholarships and Awards Committee selects students for receipt of scholarships and awards. The committee shall examine the criteria for scholarships and awards as delineated by the donors. Such criteria include academic merit, financial need, and professional activities. The committee shall utilize donor criteria to determine which students are best-suited to receive each award or scholarship.

3.2.j. (2) Membership

The Scholarships and Awards committee shall be composed of faculty members from both departments in the College of Pharmacy. The Admissions Counselor and Associate Dean shall also serve on the committee.

3.3 *Ad hoc* Committees

Ad hoc committees may be formed by the dean or as outlined in any current College of Pharmacy policy.

3.4 College of Pharmacy Representation in the University Faculty Senate

The College of Pharmacy shall be represented in the Southwestern Oklahoma State University Faculty Senate by the procedures set forth in the university Faculty Handbook. Representation shall be based upon total number of faculty within the College of Pharmacy, as established by the Faculty Senate, with an equal number of Faculty Senators elected from each department.

3.5 College of Pharmacy Representation on the Faculty University Promotion and Tenure Review Committee and University Promotion/Tenure Appeals Committee

As per the Southwestern Oklahoma State University Faculty Handbook and Procedure and Policies, the College of Pharmacy shall have one (1) representative on the Faculty University Promotion and Tenure Review Committee (FUPTRC) and one (1) representative on the University Promotion/Tenure Appeals Committee (UPTAC). The representatives shall be elected by each department based upon the requirements set forth in the Faculty Handbook and Policies and Procedures from eligible faculty within the College of Pharmacy. In cases where only one department has faculty who are candidates for promotion and/or tenure, the representative for the FUPTRC shall be from that department and the representative for the UPTAC shall be from the other department. In cases where both departments have faculty who are candidates for promotion and/or tenure, the representation shall alternately rotate between departments with the representative chosen in any given year representing the department with the longest period without representation on the FUPTRC. The UPTAC representative shall then be chosen from the other department. Faculty members who are candidates for promotion and/or tenure shall be excluded from the representative decision making process.

4.0 ACADEMIC AND STUDENT AFFAIRS

Policies and procedures related to academic and student affairs in the College of Pharmacy are delineated in the following appendices:

Appendix A: Academic Integrity Policy
Appendix B: Chemical Dependency Policy
Appendix C: Professionalism Policy
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5.0 REVIEW AND APPROVAL OF POLICIES AND PROCEDURES

The Policies and Procedures Committee shall review proposed revisions, as well as proposed new polices and/or procedures, submitted by College of Pharmacy faculty members and administration. The Policies and Procedures Committee shall publish proposed revisions and new policies and/or procedures at least two weeks prior to the regularly scheduled College of Pharmacy faculty meeting. Approval of proposed revisions and new policies and/or procedures shall require a 2/3-majority vote of faculty eligible to vote. The Policies and Procedures Committee shall review the Policies and Procedures Manual at least once every two years.