

# BYLAWS

## University of South Carolina College of Pharmacy

### **Preamble**

The following Bylaws pertain to the University of South Carolina (USC) College of Pharmacy. These Bylaws serve to identify the structure for participation in governance, especially academic matters, and business of the faculty within the USC College of Pharmacy.

### **Article I. Membership of the College of Pharmacy Faculty**

The USC College of Pharmacy faculty includes deans; professors, associate professors, and assistant professors (tenured, tenure-track or professional track); full-time academic instructors and full-time lecturers who are not degree candidates within their unit of appointment; emeriti professors; and such other persons as the faculty chooses to select to its ranks (see The Faculty Manual of the University of South Carolina Columbia). An individual must be engaged in the teaching, research/scholarship and/or service of the USC College of Pharmacy in order to be considered a member of the faculty. Members are encouraged to attend and fully participate in meetings of the faculty. Other meeting attendees may be recognized with the permission of the Dean or the presiding officer. Refer to *Article II.D.1. Voting Members* for further clarification.

### **Article II. Meetings of the College of Pharmacy Faculty**

This article pertains to meetings of the faculty of the USC College of Pharmacy and the methods of conducting business. All faculty meetings and committees thereof will be governed by the current edition of *Robert's Rules of Order*.

#### A. Scheduled Meetings

The faculty of the USC College of Pharmacy shall meet at least three times a year as follows:

1. Near the beginning of fall semester.
2. Near the beginning of spring semester, and
3. Near the end of each academic year

#### B. *Ad Hoc* Meetings

Additional meetings of the faculty of the USC College of Pharmacy may be called by:

1. The Dean *or*
2. Through a petition signed by 50% of eligible voting faculty

#### C. Meeting Protocols

1. Agenda

Draft agenda and all voting items, except Bylaws (see section E.) shall be distributed in a final form to the faculty at least three business days prior to the scheduled meeting.

## 2. Voting Items

Voting shall be required for substantive changes. Substantive changes include, but are not limited to, those affecting the curriculum, admissions policies, academic progression policies, and faculty bylaws. In most cases, substantive changes will arise from or be vetted by one of the standing committees of the USC College of Pharmacy faculty prior to coming to the faculty meeting for vote.

## 3. Officers

The Dean of the USC College of Pharmacy or his/her faculty designee will be the presiding officer at any meeting of the faculty of the USC College of Pharmacy. At each USC College of Pharmacy meeting the following officers shall be present:

- a. Presiding officer, Dean, or designee
- b. Secretary, appointed by the Dean
- c. Parliamentarian, appointed by the Dean

## D. Voting Policies

### 1. Voting Members

To be eligible to vote, an individual must be a faculty member engaged in the teaching, research/scholarship and/or service missions of the USC College of Pharmacy (Refer to *Article I Membership*) and supported 50% or greater by the College of Pharmacy. For the purposes of these bylaws those holding individual adjunct and affiliate appointments would not constitute voting membership of the USC COP faculty. Eligible voting members of the faculty shall have the right to present motions and vote at meetings of the USC College of Pharmacy. Eligible voting members include deans; tenured faculty; tenure-track faculty; and full-time, professional track faculty holding the title of Instructor, Clinical Professor, Clinical Associate Professor, or Clinical Assistant Professor. The Dean's office shall maintain a list of eligible voting members of the faculty.

- a. USC College of Pharmacy faculty who do not fall within the above definitions may submit a petition to the Chair of the Faculty Governance Committee requesting voting privileges by June 1<sup>st</sup> prior to the academic year in which the individual wishes to vote.
- b. Voting privileges of those individuals who have received authorized voting from the Faculty Governance Committee must submit a petition for

annual renewal to the Faculty Governance Committee Chair by June 1<sup>st</sup> prior to the academic year in which the individual wishes to vote.

- c. Individuals holding research faculty appointments are not eligible to vote.
- d. Voting privileges for tenure and promotion decisions are defined in the USC College of Pharmacy promotion guidelines.

## 2. Quorum

- a. A quorum (the minimum number that must be present for conducting general business) shall consist of 51% of the voting membership of the USC College of Pharmacy (*see Article D.1. Voting Members*).

1. Should a quorum not be achieved, information may be provided to the faculty, but no vote will be taken.

2. The Dean may call a special meeting, or electronic vote may be conducted.

- b. For business pertaining to bylaws, curriculum, or admissions to be valid, a quorum must be present to conduct business and affirmative votes must be received from 70% of all eligible voters in order for a motion to be passed. All other voting items pertaining to the business of the college would require a quorum to be present to conduct business and affirmative ballots to be received from 51% majority of eligible voters in order for a motion to be passed.
- c. Abstentions will be counted as neither yea nor nay.
- d. For purposes of Committee business, a simple majority (e.g., 51%), for quorum and approval of motions is required.

## 3. Method of Voting

Voting during meetings of the full faculty may occur either in person, in an electronically secured manner, or by signed or otherwise verifiable, absentee ballot. Voting in person shall be either by a voice vote, a show of hands or by (secret) paper ballot upon request by any eligible voting member of the USC College of Pharmacy faculty. Absentee ballots must be submitted to the Dean or his/her designee(s) at least one day prior to the vote. Proxy votes will not be allowed.

- a. In the case of virtual meetings, votes will be counted by the Dean or his/her designee who will then report votes to the Dean.
- b. Voting items distributed in advance in writing to the faculty may be changed by motion at the meeting. If the change is emendation (e.g., change in grammar, punctuation, wording change for clarification), absentee ballots will be counted and included in the vote tally. If the change is substantive in nature (amendment) (e.g., a change in a

quantitative value within the voting item or other changes that alter the intent of the voting item), absentee ballots will not be counted or included in the vote tally.

E. Bylaws

1. Alteration

Alteration of these Bylaws and any amendments to them must be presented to the USC College of Pharmacy voting membership for approval prior to adoption. The USC College of Pharmacy voting membership shall receive any proposed amendments at least ten working days prior to the meeting at which Bylaws revision will be voted on. These Bylaws may be suspended for the purpose of revision and/or addition of amendment(s) by 70% vote of the eligible voting membership. Amendments or revision to the Bylaws will require affirmative votes from 70% of all eligible voters.

2. Date

The Bylaws shall contain the date of the original approval by the USC College of Pharmacy membership. The date for each vote for approval of alteration or revision of these Bylaws will be recorded at the end of the document.

3. Reaffirmation/ Revision

The USC College of Pharmacy Bylaws shall be reaffirmed or revised at least every five years for potential revision and amendment to ensure relevancy with University of South Carolina and USC College of Pharmacy practices.

4. Posting

The Bylaws shall be posted on the USC College of Pharmacy Intranet. A printed copy of the most recent version of the Bylaws will be maintained in the Dean's office.

F. Distribution of the Minutes

The draft minutes of each meeting shall be posted within 10 business days after the meeting for comments and discussions. Identified revisions of the draft minutes should be submitted to the Secretary as designated by the Dean. Revised drafts are labeled as "revised" and assigned a revision number. A vote to approve minutes with any revisions will occur at the next regularly scheduled faculty meeting. Final and approved minutes are then posted to the Intranet.

### **Article III. Committees of the Faculty**

USC College of Pharmacy shall include standing the following committees and special committees.

A. Standing Committees

1. Admissions Committee
2. Assessment Committee
3. Curriculum Committee
4. Committee for Advocacy and Engagement
5. Executive Council Committee
6. Faculty Governance Committee
7. Honors and Awards Committee
8. Palmetto Experiential Education Partnership Advisory Committee
9. Professional Development Committee
10. Recruitment Committee
11. Scholarship Committee
12. Scholastic Standings and Petitions Committee
13. Student Grievance Committee
14. Student Policy and Professionalism Committee
15. Technology Committee

B. Special Committees

Special committees (*ad hoc*) may be appointed by the Dean or requested by the faculty with the approval of the Dean of the USC College of Pharmacy if a specific need arises. Membership of ad hoc committees shall be composed of a sufficient number of faculty and staff to conduct the committee's business.

C. USC College of Pharmacy Tenure and Promotion and Professional-Track Faculty Appointment and Promotions Committees

The membership and process for USC College of Pharmacy Tenure and Promotion and Professional-Track Faculty Appointments and Promotions Committees will follow the USC policies.

D. Committee Membership

The Dean shall have the responsibility for maintaining the USC College of Pharmacy Committee Assignments and Charges and a current list of committee appointments and charges. Distribution of the aforementioned document will occur through the USC College of Pharmacy e-mail and posted to the Intranet. The Dean, in consultation with USC College of Pharmacy administrators, shall appoint committee members unless otherwise specified in the committee descriptions. Committee membership will be based on faculty experience and desire to serve on a specific committee. Committee members may include College of Pharmacy staff. USC College of Pharmacy students, alumni and outside stakeholders may be on committees when appropriate. Appointments will be reviewed and made annually. All committee members will have voting privileges, unless otherwise noted.

E. Committee Purposes

1. Admissions Committee

The purpose of the Admissions Committee is to select students for the incoming early assurance (Gamecock Pharmacy Assurance) and professional program classes of the USC College of Pharmacy. The Admissions Committee serves to assure that the College admits quality students and maintains compliance with Accreditation Council for Pharmacy Education (ACPE) standards. The committee will determine the criteria used to rank applicants and extend offers of admission. According to ACPE standards, the Dean and the committee must share the final responsibility for enrollment and selection of students.

2. Assessment Committee

Programmatic assessment is integral to attaining improvement in the primary missions of the College. The overall goal of the Assessment Committee is to achieve continuing improvement in instruction, research, and service missions of the College of Pharmacy. The committee works with college administration and staff members to determine metrics, guide data collection, and recommend modifications in college processes to achieve improvement. The Assessment Committee should regularly communicate and coordinate activities with the Curriculum Committee.

3. Curriculum Committee

The Curriculum Committee serves to assure that the College maintains a high-quality curriculum that is fully compliant with ACPE standards. The committee shall conduct an annual review of the curriculum and act on recommendations for curricular changes that arise from the faculty, administration, or alumni. The Curriculum Committee should regularly communicate and coordinate activities with the Assessment Committee.

4. **Committee for Advocacy and Engagement (CAE)**  
The purpose of the Committee for Advocacy and Engagement is to develop, implement, and continuously improve upon a plan that reflects our ongoing commitment to building and advocating for a diverse, supportive and resilient community, where all are free from discrimination. Diversity of the faculty, staff, and student body is essential to a welcoming environment, strong partnerships, and an organizational culture that values and engages every individual. Diversity is multifactorial and includes, but is not limited to, ability, age, ethnicity, gender, race, religion, and sexual orientation. A diverse and engaged college fosters a rich culture of innovation and varied perspectives, ultimately preparing pharmacy graduates to effectively serve and represent the populace of South Carolina and beyond.
  
5. **Executive Council Committee**  
The Executive Council Committee shall be composed of USC College of Pharmacy administrators including program directors and key staff individuals. The Committee will meet once a month during the school year to review and discuss College operations. The Dean or his/her designee will chair the committee.
  
6. **Faculty Governance Committee**  
The purpose of the Faculty Governance Committee is to represent the faculty of the USC College of Pharmacy in determining policies and procedures for faculty matters. The Faculty Governance Committee is charged with the creation, revision, and updating of the Faculty Bylaws. Policies and Bylaws recommended by the committee will be subject to faculty approval. The committee creates and revises, as necessary, faculty policies, serves as an advisory role to the Dean on faculty matters, and operates as a conduit of information between the college administration and the faculty. The committee will serve to review and approve petitions for voting rights of otherwise ineligible faculty members. The committee may act on behalf of the faculty as a whole on the infrequent occasion when a rapid response to an issue is required. The committee may receive recommendations from the faculty for changes in faculty policies.
  
7. **Honors and Awards Committee**  
The purpose of the Honors and Awards Committee is to identify and recommend faculty, staff, and professional and graduate students, and staff for honors and awards at the college, university, state, and national level. When formal award criteria exist, those criteria shall be applied. When no

formal criteria exist, the committee should create criteria for the honor or award. A document should be maintained of past nominees and recipients.

8. Palmetto Experiential Education Partnership Advisory Committee

The purpose of the Palmetto Experiential Education Partnership Advisory Committee is to assure proper direction of a joint experiential program between the Medical University of South Carolina College of Pharmacy and the USC College of Pharmacy. It is important that the experiential program has sufficient input and oversight from a variety of stakeholders including representatives from typical pharmacy settings, students, faculty, and administration.

9. Professional Development Committee

The primary purpose of the Professional Development Committee is to provide guidance and foster continuous learning and well-being for the College of Pharmacy's educational and developmental offerings for faculty and staff. The orientation and continued professional development of faculty and staff are central to the mission of the College of Pharmacy. The committee will support the Department Chairs in these efforts and initiatives.

10. Recruitment Committee

The purpose of the Recruitment Committee is to evaluate professional program recruitment efforts, determine new avenues to recruit outstanding high school and college students, and create a strategic plan for future efforts.

11. Scholarship Committee

The purpose of the Scholarship Committee is to identify and recommend professional students for USC College of Pharmacy scholarships. When formal criteria exist for awarding scholarships, then those criteria shall be applied. When no criteria exist, the committee shall create appropriate criteria for awarding of scholarships. The awarding of scholarships must conform to USC guidelines and policies. The committee will recommend scholarship awards for the College. The Dean or appointed designee must approve all scholarships prior to student notification.

12. Scholastic Standings and Petitions Committee

The purpose of the Scholastic Standings and Petitions Committee is to ensure all actions related to student progress are in accordance with the College of Pharmacy's progression policies. The committee will review student petitions related to progression and make recommendations to the



Senior Associate Dean regarding student petitions. The committee will also review the College's scholastic standing guidelines and recommend changes for faculty approval where appropriate.

13. Student Grievance Committee

The purpose of the Student Grievance Committee is to hear and act on grievances that may be brought forth as part of the student grievance process, as outlined in the USC College of Pharmacy student policies in the USC College of Pharmacy Academic Bulletin.

14. Student Policy and Professionalism Committee

The purpose of the Student Policy and Professionalism Committee is to determine general USC College of Pharmacy policies related to student conduct and expectations. This committee oversees all student professionalism hearings and makes recommendations to the Senior Associate Dean regarding sanctions for unprofessional behavior.

15. Technology Committee

The purpose of the Technology Committee is advisory in nature to review and evaluate existing technology throughout the USC College of Pharmacy and to assess future technology needs in order to improve the efficiency, effectiveness, and delivery of the educational program. The committee will provide its findings and make recommendations to the Dean.

The preceding University of South Carolina College of Pharmacy Bylaws were approved by the University of South Carolina College of Pharmacy faculty on May 11, 2022. Review and potential revision of these Bylaws should occur within five years from this date.

Original Date of Approval: 5-11-2022

Dean, University of South Carolina, College of Pharmacy

Steph J. Lipe

Presiding Secretary, University of South Carolina, College of Pharmacy

A. Whittaker

Presiding Parliamentarian, University of South Carolina, College of Pharmacy

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Chair of the Faculty Governance Committee, University of South Carolina, College of Pharmacy

Cynthia M Phillips

The preceding University of South Carolina College of Pharmacy Bylaws were addended on August 9, 2024, following a faculty vote. The addendum included updating the Uof SC nomenclature to USC throughout the Bylaws document. The Diversity, Equity, and Inclusion Committee name was updated along with the description of the committee in the Bylaws

Addendum Date: 8-9-2024

Dean, University of South Carolina, College of Pharmacy

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Presiding Secretary, University of South Carolina, College of Pharmacy

A. Whitlock

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[Signature]

Chair of the Faculty Governance Committee, University of South Carolina, College of Pharmacy

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