

**Constitution and Bylaws for Faculty Governance  
Faculty of Pharmacy  
School of Pharmacy  
Virginia Commonwealth University  
Medical College of Virginia Campus**

**CONSTITUTION**

**Article I Name**

**The name of this organization shall be the Faculty of the School of Pharmacy of Virginia Commonwealth University.**

**Article II Purpose**

**The purposes of the Constitution and Bylaws are to define the membership of the Faculty of Pharmacy, outline its organizational structure and describe its process of governance, in conformity with the mandate of Article VI of the Bylaws of the Faculty of Virginia Commonwealth University. The intention of this document is to guarantee all members of the Faculty the right to freely express opinions and to participate in formulating policy necessary to effectively discharge the teaching, scholarship, research, service, and patient care missions of the School.**

**Article III Membership**

**The membership of the Faculty of Pharmacy shall consist of those individuals holding primary faculty appointments in the School of Pharmacy and those other individuals so specified in the Bylaws.**

**Article IV Organization**

**The chief executive officer of the School of Pharmacy shall be the Dean of the School. The School shall be comprised of Departments (as described in the Bylaws) and such other organizational units as deemed necessary (as described in the Bylaws). The Dean and the Departmental Chairs along with such other persons as described by the Bylaws shall meet regularly as the School's Executive Committee to conduct business of the School. The officers, required meetings, and Standing Committees of the Faculty of Pharmacy are defined in the Bylaws.**

**Article V Amendments**

**Amendments to this Constitution require an affirmative vote of three-fourths of the voting members present at any regular meeting of the Faculty of Pharmacy, or at a special meeting called for that purpose. The Faculty must receive written notice of a proposed vote to amend this Constitution at least two weeks prior to the meeting.**

## **BYLAWS**

### **Article I Membership**

#### **Section 1.**

**The membership of the Faculty of Pharmacy shall consist of all individuals holding appointments to the Pharmacy Faculty, Affiliate Faculty, and Adjunct Faculty.**

**An individual holding a full time primary appointment (tenured, tenure-eligible, or collateral) to the School of Pharmacy is a Pharmacy Faculty member. Affiliate Faculty are qualified individuals who are appointed to serve as preceptors in the School's advanced practice experience (clerkship) program or in other specialized roles. Adjunct faculty are qualified individuals hired for limited or special assignments.**

**An individual holding a full time primary appointment to the faculty of a School or College of the University other than the School of Pharmacy and who have teaching responsibilities for pharmacy students may be a member of the School of Pharmacy Faculty, provided she/he is so designated and approved as such by the Dean of the School of Pharmacy.**

**All members shall have a voice at meetings of the Faculty. Other attendees may have a voice with the permission of the Chair.**

#### **Section 2.**

**Voting privileges are restricted to those faculty members who hold at least a 0.50 Full Time Equivalent (FTE) faculty position in the School of Pharmacy. Voting privileges may be extended to a faculty member whose appointment is less than 0.50 FTE providing the Faculty approve a request for voting privileges on an individual basis by a majority vote at any meeting of the Faculty. Voting privileges are extended to those faculty who have primary appointments in a School or College other than the School of Pharmacy who coordinate required courses in the professional curriculum of the School of Pharmacy.**

#### **Section 3.**

**The Secretary shall maintain a list of voting members of the Faculty of Pharmacy. This list will be distributed to members in attendance at the Annual Meeting and at any other meeting where there has been a change.**

### **Article II. Organizational Units of the School**

**The organization units of the School are the Department of Pharmacy, the Department of Pharmaceutics, and the Department of Medicinal Chemistry.**

## **Article III. Officers**

### **Section 1.**

**The officers of The School of Pharmacy Faculty are:**

- a. Chair, who is the Dean of the School of Pharmacy**
- b. Vice-Chair, who is elected by the Faculty, shall not hold the title of Associate Dean, Assistant Dean, or Department Chair and shall hold the rank of Associate Professor or Professor.**
- c. Secretary, who is elected by the Faculty.**
- d. Parliamentarian, who is elected by the Faculty.**

### **Section 2.**

**Election of the Vice-Chair, Secretary, and Parliamentarian shall be for a three year term, beginning on July 1 of the election year. This election shall be at the Faculty meeting at the end of Spring semester.**

### **Section 3.**

**The Chair and Secretary shall perform the duties prescribed for them in the parliamentary authority adopted by this organization as well as any other duties described in these bylaws. The Vice-Chair shall be a voting member of the School's Executive Committee and shall substitute for the Chair in his/her absence at any meeting of the Faculty. The Parliamentarian offers parliamentary advice to the Chair and the members of the Faculty; she/he should be familiar with the parliamentary authority adopted by this organization.**

## **Article IV. Meetings**

### **Section 1.**

**Regular meetings shall be called at the beginning of the Fall Semester, the beginning of the Spring semester, and at the end of the Spring Semester at such time and place as designated by the Chair.**

### **Section 2.**

**The regular meeting at the beginning of the Fall Semester is known as the Annual Meeting.**

### **Section 3.**

**Special meetings may be called by the Chair, or shall be called upon the request of one-fourth of the members eligible to vote.**

#### **Section 4.**

**A simple majority of the voting members shall constitute a quorum at any meeting of the organization. The Secretary shall conduct a count for purposes of establishing a quorum before any vote is taken.**

**The parliamentary authority adopted by this organization shall be “Robert’s Rules of Order, Newly Revised”, which shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws.**

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

##### **Section 1. Executive Committee**

**The Executive Committee shall be comprised of the Dean of the School, who shall serve as chair, all Associate/Assistant Deans, all Department Chairs, the Faculty Vice-Chair, the Director of Development, the Director of Fiscal Operations, and any other person designated by the Dean.**

**The duties of the Executive Committee shall be to:**

- 1. Establish administrative structure and responsibilities for the School.**
- 2. Review all proposed actions arising from administration actions or committees of the School.**
- 3. Review all proposed actions arising from regular or special meetings of the Faculty of Pharmacy.**
- 4. Serve as advisory body to the Dean.**
- 5. Serve to disseminate official University communications to the faculty.**

##### **Section 2. Standing Committees of the Faculty.**

**Each year at the Annual Meeting, the Faculty Chair shall identify in writing the Standing Committees for the Faculty of Pharmacy based on current programmatic needs. In order to be able to respond quickly to important programmatic changes, new Standing Committees may be constituted by the Faculty Chair; current Standing Committees may be dissolved by a majority vote of the Executive Committee. The Standing Committees of the Faculty may include but are not limited to the following:**

- 1. Admissions Committee**
- 2. Academic Performance Committee**
- 3. Curriculum Committee**
- 4. Information Technology Advisory Committee**
- 5. Combined Degrees Steering Committee**
- 6. Scholarship & Awards Committee**
- 7. Continuing Education Committee**
- 8. Outcomes Assessment and Evaluation Committee**
- 9. Nominating Committee**
- 10. Graduate Affairs Committee**
- 11. Non-Traditional Pathway Program Committee**
- 12. Faculty Awards Committee**

### **Section 3. Standing Committees Charges and Appointments**

**All Standing Committees of the School report through the Faculty Chair to the Faculty. At the Faculty meeting at the end of the Spring semester, the chair of each Standing Committee shall review in writing the accomplishments of the committee during the past year and proposed charges for the coming year.**

**The Faculty Chair shall appoint all members of the Standing Committees unless otherwise specified elsewhere. Members of Standing Committees may be reappointed unless otherwise specified elsewhere. Appointments to Standing Committees are for three years unless the appointment is ex officio or otherwise specified elsewhere. Typically, approximately one-third of the three-year memberships will rotate off each year. The Faculty Chair shall appoint the chairs of the Standing Committees; the chairs have no term, but serve at the pleasure of the Faculty Chair. When changes are made to the membership of any of the Standing Committees, the revised membership list shall be published via email to the faculty and on the School's web site.**

#### **Article VI. Amendment of Bylaws**

**These Bylaws may be amended at a meeting of the Faculty of Pharmacy by two-thirds vote of the members present and voting. The Faculty Secretary shall present all proposed amendments in writing to the membership at least two weeks prior to the meeting.**

**The Constitution and Bylaws for Faculty Governance must be reviewed at least every five years by an *ad hoc* committee convened by the Dean, with recommendations to be considered by the Faculty of Pharmacy.**

Revised 2/9/2009