Southwestern Oklahoma State University
College of Pharmacy

Policies and Procedures Manual

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ADDITIONAL POLICIES AND DOCUMENTS OF INTEREST CAN BE FOUND ON THE COLLEGE OF PHARMACY WEBSITE:

- **Student Handbook with Student Policies:**
  - **Academic Regulations**
  - **Early Intervention and Academic Progression Policy**
  - **Academic Integrity Guidelines**
  - **Professionalism Policy**
  - **Substance Use, Misuse, Abuse, and Education Policy**
  - **APPE Preparedness Policy**
- **Experiential Education Manual**
- **Confidentiality Agreement**
- **Faculty Mentoring Policy**

1.0 COLLEGE OF PHARMACY ORGANIZATION AND ADMINISTRATION

1.1 Dean of the College of Pharmacy

1.1.a. Qualifications 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. The Dean shall:

1.1.b.1. Ensure compliance with accreditation standards.

1.1.b.2. Serve as the chief academic, administrative, and financial officer of the College.

1.1.b.3. Coordinate and record all college actions concerning continuance, promotion, tenure, and post-tenure review as prescribed by the SWOSU Faculty Handbook.

1.1.b.4. Facilitate collaboration of the College within the university.

1.1.b.5. Facilitate implementation of the College of Pharmacy's Vision, Mission, and Values.

1.1.b.6. Create an environment that supports the academic, research, scholarly, and professional needs of students, faculty, and staff.

1.1.b.7. Engage alumni, stakeholders, and professional organizations to advance the academic, financial, and professional status of the College.

1.1.c. Succession Plan

If the appointment of the Dean of the College of Pharmacy ends, or the Dean is unable to serve, the Executive Committee of the College of Pharmacy shall identify an administrative contact person for the College of Pharmacy until an Interim Dean shall be appointed by the President of SWOSU.

1.2 Duties and Responsibilities of the Director of Academic Programs

The Director of Academic Programs shall:

1.2.a. Collaborate with the College of Pharmacy Curriculum Committee to provide oversight of curricular planning, regular curricular review, implementation of new initiatives, and policies and procedures for program modifications.

1.2.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.

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

1.2.d. Ensure that the College of Pharmacy incorporates evolving standards and guidelines to meet accreditation requirements.

1.2.e. Supervise and assist the Continuous Professional Development and Co-Curricular Coordinator.

1.2.f. Supervise and assist the Interprofessional Education Coordinator.

1.2.g. Perform other duties as assigned by the Dean.

1.3 **Duties and Responsibilities of the Continuous Professional Development (CPD) and Co-Curricular Activities Coordinator**

The Continuous Professional Development and Co-Curricular Activities Coordinator shall:

1.3.a. Develop and maintain the College of Pharmacy Continuous Professional Development program.

1.3.b. Oversee and facilitate student progression through the Continuous Professional Development program.

1.3.c. Coordinate Continuous Professional Development content in didactic courses.

1.3.d. Identify, develop, approve, and monitor Co-Curricular student activities.

1.3.e. Perform other duties as assigned.

1.4 **Duties and Responsibilities of the Interprofessional Education (IPE) Coordinator**

The Interprofessional Education Coordinator shall:

1.4.a. Develop, implement, oversee, and coordinate interprofessional educational program activities.

1.4.b. Perform other duties as assigned.

1.5 **Duties and Responsibilities of the Director of Experiential Education**

The Director of Experiential Education shall:

1.5.a. Oversee all elements of the experiential program including activities of Office of Experiential Education faculty and volunteer faculty preceptors.

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

1.5.c. Oversee the hiring, mentoring, and evaluation of Experiential Education personnel.

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

1.5.e. Provide developmental programs for faculty involved with experiential education.

1.5.f. Perform other duties as assigned.

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

The Introductory Pharmacy Practice Experience Coordinator shall:

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

1.6.b. Evaluate student performance during practice experiences.

1.6.c. Monitor and evaluate experiential sites.

1.6.d. Provide developmental programs for faculty involved with experiential education.

1.6.e. Perform other duties as assigned.

1.7. **Duties and Responsibilities of Regional Experiential Coordinators**

Regional Experiential Coordinators shall:

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

1.7.b. Evaluate student performance during practice experiences.

1.7.c. Monitor and evaluate experiential sites.

1.7.d. Provide developmental programs for faculty involved with experiential education.

1.7.e. Perform other duties as assigned.

1.8 **Duties and Responsibilities of the Director of the Rural Health Center**

The Director of the Rural Health Center shall:

1.8.a. Oversee all elements of the rural health center and associated personnel.

1.8.b. Oversee the hiring, mentoring, and evaluation of Rural Health Center personnel.

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

1.8.d. Coordinate grant funding of the Rural Health Center.

1.8.e. Coordinate data collection and disseminate rural health information/results.

1.8.f. Develop and implement methods to assess the effectiveness of rural health initiatives.

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

1.8.h. Perform other duties as assigned.

1.9 **Duties and Responsibilities of the Director of Student Services**

The Director of Students Services shall:

1.9.a. Provides oversight of student recruitment, admissions, advising, and enrollment management.

1.9.b. Supervise and assist the Admissions Coordinator and Student Coordinator.

1.9.c. Oversee the activities of pharmacy student organizations.

1.9.d. Offer students opportunities for personal wellbeing, career guidance, and financial counseling.

1.9.e. Oversee major student recognition events in the College of Pharmacy.

1.9.f. Perform other duties as assigned by the Dean.

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

The Admissions Coordinator shall:

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

1.10.b. Oversee the application, admission, and orientation process for all prospective students.

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

1.10.d. Contribute to the development and implementation of effective recruitment strategies.

1.10.e. Maintain records of admission data.

1.10.f. Perform other duties as assigned.

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

The Student Coordinator shall:

1.11.a. Assist with the student enrollment process.

1.11.b. Coordinate the student drug screening process.

1.11.c. Coordinate student liability insurance documentation.

1.11.d. Coordinate electronic communication with College of Pharmacy students.

1.11.e. Enter and maintain student information in the experiential management system.

1.11.f. Coordinate acquisition of course documents for duplication.

1.11.g. Perform other duties as assigned.

1.12 **Duties and Responsibilities of the Chair of the Department of Pharmaceutical Sciences**

The Chair of the Department of Pharmaceutical Sciences shall:

1.12.a. Provide leadership in the hiring, mentoring, evaluation, and professional development of department faculty members.

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

1.12.c. Assign departmental teaching assignments and loads.

1.12.d. Facilitate communication between the departments and the College of Pharmacy administration.

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

1.12.f. Perform other duties as assigned.

1.13 **Duties and Responsibilities of the Chair of the Department of Pharmacy Practice**

The Chair of the Department of Pharmacy Practice shall:

1.13.a. Provide leadership in the hiring, mentoring, evaluation, and professional development of department faculty members.

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

1.13.c. Assign departmental teaching assignments and loads.

1.13.d. Facilitate communication between the departments and the College of Pharmacy administration.

1.13.e. Oversee SWOSU College of Pharmacy affiliated residency programs.

1.13.f. Plan, record, preserve, and present minutes and records of departmental meetings.

1.13.g. Perform other duties as assigned.

1.14 **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*.

1.15 **Duties and Responsibilities of the Alumni & Development Officer (Assistant Director of Development, Pharmacy)**

The Alumni & Development Officer shall:

1.15.a. Develop and coordinate College of Pharmacy advancement, development, fundraising activities, and strategies.

1.15.b. Administer Southwestern Pharmacy Alumni Association activities, databases, and record keeping and reporting.

1.15.c. Build and develop relationships and rapport with alumni, donors, and friends of the SWOSU College of Pharmacy.

1.15.d. Facilitate communications with alumni, donors, and friends of the SWOSU College of Pharmacy.

1.15.e. Serve as a representative of SWOSU College of Pharmacy, Pharmacy Alumni Association, and the Southwestern Pharmacy Alumni Foundation.

1.15.f. Supervise Alumni office personnel.

1.15.g. Perform other duties as assigned by the Southwestern Pharmacy Foundation Board of Directors.

1.16 **Duties and Responsibilities of the Business Manager**

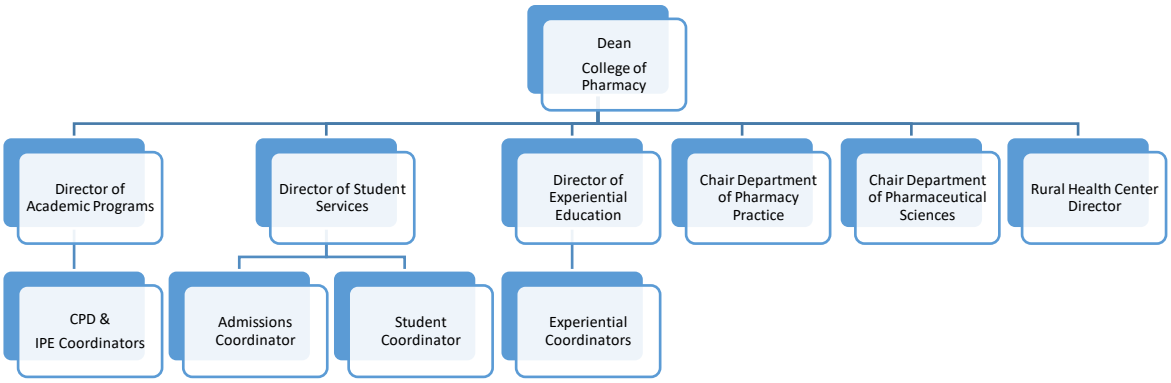
The Business Manager reports to the Dean and shall:

1.16.a. Process purchasing requests and generate purchase orders for College of Pharmacy in cooperation with the SWOSU Business Office.

1.16.b. Track and reconcile purchases from College of Pharmacy accounts.

1.16.c. Perform other duties as assigned.

1.17 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 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 Director of Experiential Education is 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 terminated.

2.2.b. Non-Tenured 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.c. 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.d. 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.e. 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 college or 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, evaluation of students, 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, participating in professional organizations, and other service activities.

2.3.b. Part-Time Appointments

Part-time faculty members are generally employed only for the purpose of teaching classes and/or overseeing experiential sites. 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. Part-time experiential faculty assigned responsibilities may include oversight and evaluation of students at practice sites, site recruitment, quality assurance of practice sites, and program assessment.

2.4 Academic Ranks of College of Pharmacy Faculty Members

As delineated in the *Regional University System of Oklahoma (RUSO) Policy Manual* and the *SWOSU 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 *SWOSU Faculty Handbook*.

2.5.a. Faculty Scholarly Activity Expectations

College of Pharmacy tenure-track and tenured faculty shall, on average, (1) participate in at least one scholarly activity per year and (2) publish at least one peer-reviewed publication every three years. Although peer-reviewed publications should be emphasized, additional scholarly activities may include peer-reviewed presentations, non-peer-reviewed publications and presentations, book chapters, grant submissions, reviewing, and other activities delineated in the *SWOSU Faculty Handbook*. Recommended minimal expectations of scholarly activity specific to standard review periods are stated below. Review committees and department chairs, with input from the Dean, may have some discretion regarding evaluation of scholarly activity production in light of such factors as assuming additional academic or professional responsibilities.

(1) A minimum of one scholarly activity per year while in rank, consisting of at least three peer-reviewed publications, is expected of faculty members applying for tenure and/or promotion to associate professor.

(2) A minimum of one scholarly activity per year while at the rank of associate professor, consisting of at least four peer-reviewed publications, is expected of faculty members applying for promotion to professor.

(3) A minimum of three scholarly activities, consisting of at least one peer reviewed publication, is expected of faculty members undergoing every three-year post-tenure review.

2.6 Faculty Mentoring

All newly appointed faculty members in the College of Pharmacy shall be mentored as outlined in the SWOSU College of Pharmacy Faculty Mentoring Policy.

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 (including electronically) by eligible faculty members. A non-voting administrative staff member shall be assigned the responsibility of collecting 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 or an appointed designee shall be the presiding officer in these meetings. 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 bimonthly 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. Meeting minutes shall be distributed electronically to departmental faculty and the Dean in a timely fashion. Inter-departmental forwarding of meeting minutes is also encouraged.

2.8 **Procedure for Selection of the College of Pharmacy Teachers 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 departments. During the spring semester, a ballot of current faculty members from each department shall be distributed to students scheduled to graduate. The ballot shall instruct students to vote for one faculty member from each department. The Dean shall appoint a designee(s) to 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 communication to students shall have the following note: (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 Fall College of Pharmacy 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

Standing committees shall have equal representation from the Pharmaceutical Sciences and Pharmacy Practice 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 of an individual department from ending committee service within the same year. Except for the Accreditation Monitoring, Admissions, Assessment Committees, and Scholarship and Awards Committee, committee chairs shall be selected annually by a majority vote of the members of the individual 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. Executive Committee membership is unique and is outlined subsequently in the Executive Committee description.

3.1.b. Administrative Membership on Committees

Administrative personnel (Directors, Coordinators, Alumni & Development Officer) 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, Research and Scholarly Activity, and Student Success. 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 in consultation with the Alumni & Development Officer and/or Director of Experiential Education. 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 eligible 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 via committee member(s) presentation at department 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, eligible 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 supervisor (Chair or Director). 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. <u>Executive Committee</u>

3.2.a.1. Duties and Responsibilities

The purpose of the Executive Committee is to advise the Dean and promote communication across the College of Pharmacy. 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. The Executive Committee shall be responsible for facilitating the development, evaluation, and modification of the College of Pharmacy Strategic Plan.

3.2.a.2. Membership

Members of the Executive Committee shall include the Dean of the College of Pharmacy, Director of Academic Programs, Director of Student Services, Chair of the Department of Pharmacy Practice, Chair of the Department of Pharmaceutical Sciences, Director of Experiential Education, and Director of the Rural Health Center. Two faculty members, one representing on-campus and one representing off-campus faculty, will be elected annually by a vote of all on-campus and off-campus faculty to select their respective representative to serve on the Executive Committee. Individual faculty members are limited to serving three consecutive years as an Executive Committee representative. A call for nominations for faculty representatives from on-campus and off-campus faculty respectively, will occur at least 30 days before the faculty meeting in which candidates will be voted upon.

3.2.b. <u>Accreditation Monitoring Committee</u>

3.2.b.1. Duties and Responsibilities

The Accreditation Monitoring Committee continuously monitors: 1) ACPE Standards for updates and changes to ensure compliance; and 2) completion of recommendations for changes/improvements. Further, the committee receives self-study updates, including information that is relevant to interim reports; coordinates writing, and review of interim reports requested by ACPE; provides guidance to faculty and administration regarding compliance with accreditation standards compliance; and communicates information and monitors changes resultant from self-study/accreditation visits.

3.2.b.2. Membership

The Accreditation Monitoring Committee shall be composed of the Dean and faculty members from Pharmaceutical Sciences, Pharmacy Practice, and Office of Experiential Education. The Director of Academic Programs shall serve as the chair of the committee.

3.2.c. Admissions Committee

3.2.c.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, and selection of applicants for admission, and assessment of the effectiveness of admissions policies and processes.

3.2.c.2. Membership

The Admissions Committee shall be composed of faculty members from Pharmaceutical Sciences and Pharmacy Practice. The Admissions Coordinator shall serve as the chair of the committee. The Director of Student Services shall also serve as a member of the committee.

3.2.d. Assessment Committee

3.2.d.1. Duties and Responsibilities

The Assessment Committee develops, updates, and monitors the comprehensive assessment plan and its implementation. The Assessment Committee advises faculty and administration in assessment related matters, including current and future directions of assessment, recommending changes in assessment tools and procedures that will improve outcomes, and reviews program level outcomes data with the intent of continuous quality improvement. The Assessment Committee promotes a culture of assessment by communicating to the College of Pharmacy community outcomes data, findings, and evidence-based changes, as needed. Finally, the committee accomplishes specific charges as assigned by the Dean.

3.2.d.2. Membership

The Assessment Committee shall be composed of faculty members from Pharmaceutical Sciences, Pharmacy Practice, and Office of Experiential

Education. The Director of Academic Programs shall serve as the chair of the committee. At least one professional program student shall serve on the committee.

3.2.e. Communications Committee

3.2.e.1. Duties and Responsibilities

The overall mission of the Communications Committee is to foster timely 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.e.2. Membership

The Communications Committee shall be composed of faculty members from Pharmaceutical Sciences, Pharmacy Practice, Office of Experiential Education, and Rural Health. 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.f. Curriculum Committee

3.2.f.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 while 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 knowledge and skills 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.f.2. Membership

The Curriculum Committee shall be composed of faculty members from Pharmaceutical Sciences, Pharmacy Practice, and Office of Experiential

Education. The Director of Academic Programs 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.g. Faculty Development Committee

3.2.g.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.

3.2.g.2. Membership

The Faculty Development Committee shall be composed of faculty members from Pharmaceutical Sciences, Pharmacy Practice, Office of Experiential Education, and Rural Health.

3.2.h. Policies and Procedures Committee

3.2.h.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 reviewing the College of Pharmacy Policies and Procedures Manual.

3.2.h.2. Membership

The Policies and Procedures Committee shall be composed of faculty members from Pharmaceutical Sciences and Pharmacy Practice.

3.2.j. Research and Scholarly Activity Committee

3.2.j.1. Duties and Responsibilities

The Research and Scholarly Activity Committee shall be responsible for fostering faculty research and scholarly activity, encouraging student participation in faculty-guided research and scholarship, promoting available funding opportunities to the COP faculty, reviewing funding applications, and making funding recommendations to the Dean of the COP.

3.2.j.2. Membership

The Research and Scholarly Activity Committee shall be composed of faculty members from Pharmaceutical Sciences, Pharmacy Practice, and Rural Health. At least one professional program student shall serve on the committee.

3.2.k. Scholarships and Awards Committee

3.2.k.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.k.2. Membership

The Scholarships and Awards committee shall be composed of faculty members from Pharmaceutical Sciences and Pharmacy Practice. The Admissions Coordinator and Director of Student Services shall also serve on the committee.

3.2.l. Student Success Committee

3.2.l.1. Duties and Responsibilities

The Student Success Committee shall be responsible for coordinating initiatives related to professionalism, academic success and progression, and student well-being. The committee shall be composed of distinct subcommittees which are dedicated to each of the above focus areas.

3.2.l.2. Membership

The Student Success Committee shall be composed of faculty members from Pharmaceutic Sciences, Pharmacy Practice, and the Office of Experiential Education. The Director of Student Services shall serve as the chair of the committee. The committee may include external members based on expertise and experience in one or more of the focus areas.

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 *SWOSU Faculty Handbook*. Representation shall be based upon the 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. The representative on the FUPTRC shall be selected alternately from each department from eligible faculty within that department and serve for a term of two (2) years based upon the requirements set forth in the Faculty Handbook. The representative on the UPTAC shall be selected from the alternate department (not represented on the FUPTRC) and serve for a term of one (1) year based upon the requirements set forth in the *SWOSU Faculty Handbook*. 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 documents found on the College of Pharmacy website:

Academic Integrity Policy
Substance Abuse & Misuse Policy
Professionalism Policy
Academic Regulations
Early Intervention and Academic Progression Policy
Experiential Education Manual

Confidentiality Agreement

Student Handbook

Library Collection Development Policy

5.0 REVIEW AND APPROVAL OF POLICIES AND PROCEDURES

The Policies and Procedures Committee shall review proposed revisions, as well as proposed new policies 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 two-thirds majority vote of faculty eligible to vote. The Policies and Procedures Committee shall review the Policies and Procedures Manual at least once every three years.