

**University of Wisconsin - Madison
School of Pharmacy**

General Policies & Procedures for Organization & Governance

Approved by SOP Faculty and Staff May 10, 2011

I. PREAMBLE.

This organization and governance document is intended to summarize and clarify the roles and responsibilities of individuals and groups involved in the work and governance of the School of Pharmacy. It is intended to be a living document, continually evolving as optimal policies and practices are identified and roles and responsibilities change.

II. MISSION, VISION, AND GUIDING PRINCIPLES.

See <http://pharmacy.wisc.edu/about-school/mission-vision-and-values-statements>.

A. Our Mission.

The mission of the University of Wisconsin-Madison School of Pharmacy is to educate, train, and provide life-long learning opportunities for students, pharmacists and scientists, while creating, disseminating and applying new knowledge based on research in the biomedical, pharmaceutical, social and clinical sciences to enhance the quality of life through improved health.

B. Our Vision.

The School of Pharmacy will further enhance its position of international preeminence in pharmaceutical research, education, outreach and practice and house the most creative and dynamic programs that train the next generation of pharmacists, scientists, educators and leaders in an inclusive and welcoming working/learning environment.

C. Our Guiding Principles.

- **Professionalism.** We maintain a framework that values and promotes integrity, responsibility and leadership and provides the tools for ethical decision-making in practice and research.
- **Community.** We promote an environment of civility, diversity and mutual respect by building a sense of community and caring among faculty, staff, students and trainees, by being a learning organization and by nurturing our human capital.
- **Collaboration.** We explore creative partnerships both inside and outside the School and the University to advance education, research and practice, both locally and globally.
- **Innovation.** We value innovation and provide resources, infrastructure, and knowledge to promote discovery.
- **Excellence.** We strive for excellence in all we do.

III. STRATEGIC PRIORITIES.

A. Process and Timeline.

Every 5 years, the School of Pharmacy follows a process and timeline as represented in Appendix A. Extensive engagement is sought from stakeholders both inside and outside the School. The most recent process produced the “Prescription for Excellence: Strategic Plan 2010-2015” (<http://pharmacy.wisc.edu/about-school/strategic-planning>), which articulated our strategic priorities:

- Provide exemplary educational experiences
- Advance our research mission
- Recruit, develop, and retain outstanding faculty, staff, and trainees
- Increase diversity among students, trainees, staff, and faculty
- Identify new resources and be responsible stewards of all resources
- Foster our commitment to the Wisconsin Idea.

B. Annual Initiative Development, Review, and Evaluation.

Every spring/summer, the Academic Planning Council (APC; see IV.1.2.) and the Dean’s Advisory Council (DAC; see IV.1.8.) work collaboratively to develop a set of specific initiatives to work on during the upcoming year to advance our strategic priorities, appreciating that there are many on-going activities as well. The initiatives are discussed with and approved by the faculty, staff, and students at the annual All-School retreat each fall. These initiatives also help inform the development of standing committee or special task force charges by the Dean. Progress on the initiatives is charted through the year by the point person(s) using Open Atrium. The following spring, the APC and DAC review progress on the initiatives, identify successes as well as barriers to attainment. The process then begins again. The Dean reports on progress during the “State of the School” section of the annual fall retreat. The SOP Initiatives for 2010-2011 can be found in Appendix B.

C. Division Strategic Plans.

The four Divisions of the School (see IV.A.1.) are responsible for developing, updating, and evaluating success of their individual strategic plans and priorities. The Division strategic plans can also be found at <http://pharmacy.wisc.edu/about-school/strategic-planning>.

IV. DEFINITIONS.

A. Organization.

1. **Divisions.** The School is composed of three academic divisions: Pharmaceutical Sciences, Pharmacy Practice, and Social and Administrative Sciences. Extension Services in Pharmacy is a self-sustaining unit with responsibility for continuing professional development and outreach, but operates in many respects like the other divisions.
2. **Support Units.** Support units include the Experiential Education Program Office, the Instructional and Information Technology Group, the Business Office, the Research Administration Office, and the Student and Academic Affairs Office.
3. **Other Entities.** The Analytical Instrumentation Center, the Sonderegger Research Center, and the Office of Global Health also support the research and education missions of the

School. The Zeeh Pharmaceutical Experiment Station is a contract research organization that supports drug development activities of faculty in the School and across the University, as well as in the pharmaceutical and biotechnology communities. They also partner extensively with the Extension Services in Pharmacy Division on continuing professional development programming and are continuing to develop the ability to provide educational opportunities for PharmD students and Pharmaceutical Sciences Division graduate students. The School also houses the American Institute of the History of Pharmacy and the associated Center for Pharmaceuticals History and Policy.

B. Administration.

The administration of the School includes the Dean, the Associate and Assistant Deans, and the Division Chairs and Vice Chairs.

1. **Dean.** The Dean reports to the Chancellor and the Provost and serves as the Chief Academic and Executive Officer of the School with responsibility for faculty and staff development, personnel oversight, budget planning and management, research, curriculum, student academic affairs, and fundraising. Deans serve at the discretion of the Chancellor and undergo performance evaluations every 5 years. The Dean chairs the Executive Committee, the Dean's Advisory Council, and the Academic Planning Council.

The Dean's Office staff includes Directors of Communication, Development (from the UW Foundation), and Alumni Relations, and the Dean's Executive Assistant.

2. **Associate Deans.** Associate Deans may be full-time members of the academic staff or selected from the faculty for part-time administrative responsibilities. Associate Deans are appointed by the Dean.
 - 2.1 **Associate Dean for Academic Affairs.** The Associate Dean for Academic Affairs is responsible for all PharmD and BS student-related academic issues, such as academic and non-academic misconduct following the School's Student Policy Handbook (<http://pharmacy.wisc.edu/pharmd-and-pharmtox-policies>), UWS 14 (<http://legis.wisconsin.gov/rsb/code/uws/uws014.pdf>), UWS 17 (<http://legis.wisconsin.gov/rsb/code/uws/uws017.pdf>), and UWS 18 (<http://legis.wisconsin.gov/rsb/code/uws/uws018.pdf>), academic progress, curriculum development and assessment, accreditation, policy and procedure review and revision, with an oversight role in experiential and interprofessional education. In addition, s/he oversees all PharmD/BS student-related activities/events, such as recruitment, admissions, advising, minority affairs, student organizations (including the Pharmacy Student Senate), special events (open houses, orientation, graduation), awards, scholarships and financial aid, student records, and the Timetable. The Associate Dean supervises the Student and Academic Affairs Office staff, serves on the Dean's Advisory Council, is an ex officio member of the Academic Planning Council, and represents the School on appropriate University-level committees and initiatives.
 - 2.2 **Associate Dean for Administration.** The Associate Dean for Administration is responsible for overseeing payroll, human resources, purchasing, billing, account information, and all building-related activities. S/he serves on the Dean's Advisory Council and represents the School on appropriate University-level committees and initiatives.
 - 2.3 **Associate Dean for Faculty Affairs.** The Associate Dean for Faculty Affairs chairs the Faculty Activities Review Committee, which includes coordinating the

annual/periodic form submission by faculty, orchestrating the review process, sending letters explaining review outcome to each faculty, adjudicating problems, and reporting results to the dean. S/he organizes the Executive Committee schedule for annual reviews of probationary faculty and all faculty promotions. Other roles include assisting the Dean with difficult faculty situations, working on faculty development programs and sabbatical leaves, and working on issues of cross-division engagement, and the optimal operations of Mentoring Committees. The Associate Dean for Faculty Affairs serves on the Student-Faculty-Staff Relations Committee and the Dean's Advisory Council and represents the School on appropriate University-level committees and initiatives.

2.4 **Associate Dean for Outreach.** The Chair of the Extension Services in Pharmacy Division also serves as the Associate Dean for Outreach. S/he is responsible for establishing and strengthening relationships with alumni, practitioners, and scientists through a variety of continuing professional development programs and activities and promoting the Wisconsin Idea around the state, the nation, and the world. The Associate Dean for Outreach serves on the Dean's Advisory Council and represents the School on appropriate University-level committees and initiatives.

2.5 **Associate Dean for Research.** The Associate Dean for Research serves as the School's liaison to the Graduate School, which includes representing the School on the Associate Deans for Research Committee and overseeing compliance with state/federal regulations for conflict of interest, animals use, human subjects, etc. S/he works with the faculty/staff directors of research-related support units, such as the Analytical Instrumentation Center, the Electronics Shop, and the Animal Facility, and chairs committees related to the research enterprise. The Associate Dean for Research serves on the Dean's Advisory Council and represents the School on appropriate University-level committees and initiatives.

3. **Assistant Deans.** Assistant Deans may be full-time members of the academic staff or selected from the faculty for part-time administrative responsibilities. Assistant Deans are appointed by the Dean.

3.1 **Assistant Dean for Experiential Education.** The Assistant Dean for Experiential Education is responsible for developing, administering, and managing the introductory and advanced professional pharmacy experiential program associated with the PharmD degree. S/he cultivates new clerkship sites, monitors the academic rigor associated with all experiential sites consistent with ACPE accreditation requirements, trains clinical instructors, oversees placement and supervision of professional students in introductory and advanced pharmacy practice experiences. S/he chairs the Experiential Learning Program Committee, is a member of the ELP Quality Review Council, supervises the Experiential Education Office staff, and represents the School on appropriate University-level committees and initiatives. S/he also serves as the Director of the UW Community Pharmacy Residency Program and is responsible for resident recruitment, placement, assessment, and program accreditation.

3.2 **Assistant Dean for Graduate Studies.** The Assistant Dean for Graduate Studies oversees graduate student recruitment activities/budgets, graduate admissions, teaching assistant assignments, graduate student awards and fellowships, graduate student progress, quality, and assessment of graduate programs, including regular reviews of graduate programs. S/he chairs the Graduate Studies

Committee, supervises the Graduate Program Office staff, and represents the School on appropriate University-level committees and initiatives.

3.3 **Assistant Dean for Research Administration.** The Assistant Dean for Research Administration directs the operation of the School's Research Administration Office. Responsibilities include: development of School policies and procedures for pre-award and post-award activities; interpretation of federal, state and University policies for faculty and research staff in all grant-related areas; identification of and notification about funding opportunities; assurance that the School and its faculty and staff are in compliance with federal, state and university rules and regulations; training faculty and staff on pre-award and post-award activities; effort reporting; reporting and maintaining conflict of interest situations (with the Associate Dean for Research); tracking and informing faculty of grant balances; and training and supervising staff in the Research Administration Office. S/he will interact with federal, state, University and private sector agencies and represent the School on appropriate University-level committees and initiatives.

4. **Division Chairs.** The Division Chairs are responsible for oversight of Division contributions to and participation in undergraduate, professional, and graduate programs, as appropriate, both inside the School and outside as part of interdisciplinary programs across campus. Other major roles include management of division faculty activities/workload and oversight of faculty, staff, students, fellows, residents (as appropriate) and their mentoring, progress, evaluation, and professional development; management of division space; hiring and supervision of division support staff; participation in division faculty recruitment and retention; leading division strategic planning and evaluation; and calling and chairing Division faculty/staff meetings. The Division Chair of ESP manages the Division's budget as well. Division Chairs serve on the Faculty Activities Review Committee and the Dean's Advisory Council and submit an annual report to the Dean each spring semester on Division activities and how they support the School's strategic priorities.

Election process: Division Chairs are elected for a 3-year term with a July 1 start date by the vote of the respective Division faculty. (The Chair position in Extension Services in Pharmacy does not follow this practice.) Early in spring semester before a Chair's term expires, the Dean solicits nominations for the next Division Chair from the Division faculty. Soon thereafter, ballots are provided to Division faculty. If a sitting Chair steps down from the position or retires, another election is held to select a Chair to serve out the remainder of the 3-year term. Chairs can be elected for two consecutive 3-year terms (i.e., 6 years total).

5. **Division Vice Chairs.** Divisions may appoint one or more Vice Chairs, if desired, for 3-year terms. The process and timing of election/appointment are managed at the Division level. The roles and responsibilities of the Division Vice Chairs are determined by the Division Chairs.

C. Faculty.

See http://www.secfac.wisc.edu/governance/FPP/Table_of_Contents.htm for additional information about UW Faculty Policies and Procedures including specifics about departments and department-like bodies like the School of Pharmacy.

1. **Membership in Departmental (School) Faculty.** All tenured and tenure track faculty hold membership in the departmental faculty and, as such, have the right to vote and otherwise participate in the governance of the Department (School).

As permitted by UW Faculty Policies and Procedures, the Executive Committee (see IV.I.10) has extended the right to CHS and clinical faculty to participate as voting members of the

Departmental (School) faculty. This includes the right to: (a) participate and vote in Departmental (School) faculty meetings, (b) participate in the election of appropriate Division Chairs/Vice Chairs, (c) participate on all School committees, either by election or appointment by the Dean, (d) participate and vote in student appeals to the faculty of disciplinary actions, and (e) follow the same processes as tenured faculty for annual reviews, periodic post-promotion reviews, and salary adjustments. This relates to the vital and expansive role played by the CHS and clinical faculty in the multiple missions of the School, the perspectives and wisdom provided by their background and expertise, and their concern for and interest in the future of the School. The Executive Committee members believe that these features argue for ensuring that the voice of the CHS and clinical faculty is heard and their views are considered in School decision-making to the extent permitted by University policy.

Based on the core values of inclusion and respect for the valuable contributions of the CHS and clinical faculty, the Executive Committee members intend to convey this right on an on-going basis, but a formal vote is required every 3 years.

2. **University Faculty Senate.** Based on the number of tenure track faculty, the School is allotted three seats on the UW Faculty Senate. Based on the number of tenure track faculty within the Divisions, the Pharmaceutical Sciences Division is allotted two seats and the Social and Administrative Sciences Division is allotted one seat. For purposes relating to the Faculty Senate, faculty in Extension Services in Pharmacy are considered jointly with the Social and Administrative Sciences Division faculty.

CHS and clinical track faculty are not permitted to serve on the UW Faculty Senate.

Election process: In spring semester before the three Senators' terms expire, the Dean solicits nominations for the next Faculty Senators from the tenure track faculty. Soon thereafter, ballots are provided to tenure track faculty. If a sitting Senator steps down from the position or retires, the Division Chair identifies a replacement to serve out the remaining term. Senators serve 3-year terms beginning in September and can be reelected once. Each Senator selects an Alternate to attend Senate meetings and function as a Senator when the elected Senator cannot do so.

D. **Academic Staff.**

See <http://acstaff.wisc.edu/ASPP/ASPP2007.pdf> for additional information about UW Academic Staff Policies and Procedures.

The academic staff of the School consist of a wide variety of individuals with critical functions that support various aspects of the School's mission. The role of this group in shared governance is channeled through the Committee on Academic Staff Issues (CASI; see III.1.6.) and focuses on all issues of importance to the academic staff. In addition, all academic staff are invited to participate in committee service and to attend and participate in discussions at periodic faculty/staff meeting and retreats.

E. **Classified Staff.**

The classified staff are unionized and most issues (salary adjustments, grievances, etc.) are managed through collective bargaining agreements; no formalized role in School or University governance exists. However, the views, knowledge, and experience of the classified staff are important, and all classified staff are invited to participate in committee service and to attend and participate in discussions at periodic faculty/staff meetings and retreats.

F. Students.

Student participation in School governance is channeled through the Pharmacy Student Senate. The Senate is composed of class officers from each year of the BS Pharmacology / Toxicology and PharmD programs, as well as elected representatives from each of the registered student organizations affiliated with the School.

The Dean and Associate Dean for Academic Affairs attend Student Senate meetings and engage the students in a wide array of School-level issues of importance to students. Senate members are also invited to attend School-wide retreats, town hall meetings, and a variety of other events to ensure that the student voice is heard. The Student Senate Chair is a member of the Awards and Citations Committee, and students are invited to be members of many other school-level committees (Academic and Classified Staff Awards, Assessment, Awards and Citations, Curriculum, the Diversity Advisory Board, the Experiential Learning Program's Quality Review Council, and Student/Faculty/Staff Relations). The Pharmacy Student Senate also solicits nominations for and selects the School of Pharmacy Distinguished Teacher of the Year. In addition to local recognition, the person selected for the award accompanies the Dean to the annual meeting of the American Association of Colleges of Pharmacy (AACCP) and receives national recognition and receive a \$1,000 award.

An important function conducted by the individual PharmD classes is the selection of a Teacher of the Year for each class. Each recipient receives a \$1,000 Award. Students in the Pharmacology/Toxicology Program also select a Teacher of the Year. The recipient receives a \$500 award.

G. Faculty/Staff Meetings.

All-School meetings of the faculty and staff are held at least once per semester. The Dean will schedule the meetings and set the agenda, in consultation with Division Chairs, committee Chairs, Associate/Assistant Deans and others, as appropriate, and preside over the meeting. The purpose of these meetings is to inform faculty/staff about issues facing the School; to receive reports and discuss recommendations from various School committees, other groups, or individuals; to determine new or modify existing School policies and procedures; and to decide on all items requiring a faculty vote. For decisions requiring Departmental (School) faculty oversight, academic and classified staff are invited to attend and participate in discussions at faculty/staff meetings and retreats, but do not vote.

H. Faculty Meetings.

There may be situations where meetings only of the Departmental (School) faculty are appropriate. The Dean will schedule the meetings and set the agenda, in consultation with Division Chairs, committee Chairs, Associate/Assistant Deans and others, as appropriate, and preside over the meeting. The purpose of these meetings is to generate discussion in a smaller group setting, to determine new or to modify existing School policies and procedures; and to decide on items requiring a faculty vote that are best handled in this context rather than the larger faculty/staff meeting context. One example is hearing and deciding on appeals by students according to standard procedures.

I. Standing Committees.

The School relies on standing committees for a variety of important functions. In consultation with Associate/Assistant Deans, Division Chairs, and topic experts, as appropriate, standing committees can be created by the Dean as the need arises and disbanded or reshaped if the need no longer is best served by the existing committee. Unless specific guidelines for membership/term exist in University or School policies and procedure, committee members and chairs are selected by the

Dean usually for a 1-year term, in consultation with Associate/Assistant Deans, Division Chairs, and topic experts, as appropriate, to provide appropriate representation and to best accomplish the committee's designated purpose. Committee members from Schools and Colleges outside the School of Pharmacy, alumni, emeritus faculty/staff, and students may be appropriate and desired. Annual reports from committee chairs outlining the prior year's activities, progress on specific charges, and support for School strategic priorities are expected in spring semester of each year.

In early summer, the Dean conducts elections to certain committees, as outlined below. In addition, the Dean solicits desired committee service for the following academic year from all faculty and staff; the Student Senate manages selection of student committee members. In mid to late summer, the committee members and chairs are selected by the Dean, in consultation with Division Chairs, Associate/ Assistant Deans, and topic experts, as appropriate. In addition, committee charges are developed by the Dean that are informed by the past year's annual committee reports, the annual initiatives list developed by the Academic Planning Council (APC; see IV.1.2.) and the Dean's Advisory Council (DAC; see IV.1.8.) in support of the School's strategic priorities, and special needs and challenges or unique opportunities. Committee charges vary from year to year, but several major, on-going features associated with each committee are outlined below.

1. **Academic and Classified Staff Awards Committee.** The Mern Keir Classified Staff Excellence in Action Award and the Tim and Sandy Gossens Academic Staff Excellence in Action Award have been established to recognize outstanding service and professional contributions to the School by a member of the classified staff and of the academic staff.

Individuals can be nominated by any School of Pharmacy faculty or staff member. Individuals may only submit one nomination per year. Nominations will be accepted in January and February of each year, and formally reviewed in March. The name of the award winner will be submitted to the Dean by mid-March for final approval.

Nominations will be reviewed and a single award winner for each award will be determined each year by an awards committee comprised of the following representation:

- A Division Chair or Vice Chair
- The Associate Dean for Administration
- A postdoctoral fellow or graduate student
- A PharmD and/or PharmTox student
- The prior year's Keir Award recipient
- The prior year's Gossens Award recipient

Committee members and the committee chair will be appointed by the Dean each year. The Dean and committee members are not permitted to submit a nomination.

The awards will be presented in spring semester at the Dean's Annual Spring Staff Recognition reception. Each award is \$2,000 and is provided via the regular payroll system.

2. **Academic Planning Council (APC).** The APC is an elected, representative group required by UW policy (http://www.secfac.wisc.edu/governance/fpp/Chapter_3.htm). The Council's major functions are to serve as the School's main governance body for (1) major programmatic and curricular issues, such as the creation, deletion, or review of academic programs, (2) oversight of educational/programmatic outcomes assessment, and (3) strategic planning.

Election process: In spring semester of each year, the Dean solicits nominations from the Division Chairs for faculty to stand for election to the APC vacancies in the following academic year. In early summer, ballots for the APC election are provided to all

Departmental (School) faculty. Two members of each of the three academic divisions are elected by the Departmental (School) faculty to serve staggered 3-year terms of service. For purposes relating to the APC, faculty in Extension Services in Pharmacy are considered jointly with the Social and Administrative Sciences Division faculty.

The Dean chairs the APC, and the Associate Dean for Academic Affairs and the Assistant Dean for Graduate Studies serve as ex officio, non-voting members.

3. **Animal Use Committee.** The Animal Use Committee monitors usage of the animal facility to ensure compliance with regulations of the University and state and federal agencies and responds to School, University, or government requests for data, information, etc.
4. **Assessment Committee.** The Assessment Committee is responsible for reviewing and revising assessment activities and the assessment plan and to provide statistical data, reports, and/or other information as appropriate.
5. **Awards and Citations Committee.** The Awards and Citations committee is responsible for soliciting nominations and select recipients for School citations of merit and for BS and PharmD student awards.
6. **Committee on Academic Staff Issues (CASI).** CASI is a partially elected, partially appointed representative group required by UW policy (<http://acstaff.wisc.edu/Committees/posting.aspx?item=18>). The CASI represents School academic staff members and makes recommendations to the Dean about the development of policies and procedures concerning academic staff, including personnel matters; the development of opportunities for participation by academic staff members in Division/Unit and School governance and committee work; the development of opportunities for recognition of contributions by academic staff members to the mission and strategic priorities of the School; and the development of mentoring and professional development programs for School academic staff and classified staff, as appropriate. Because the CHS and clinical faculty and not considered academic staff within the School, they are not eligible for service on the CASI.

Election process: In spring semester of each year, the Dean solicits nominations from the academic staff for individuals to stand for election to CASI for vacancies in the following academic year. In early summer, ballots for the CASI election are provided to all academic staff. The School's academic staff are subdivided into two similarly-sized groups or districts: research and instructional/administrative. Two members of each district are elected by the academic staff to serve staggered 2-year terms of service. The Dean appoints two members, one from each district, for a 1-year term. A committee chair is elected from among the members for a 1-year term, and one member is elected to serve as the liaison to the Academic Staff Assembly for a 1-year term. The School's Ombudsperson serves as an ex officio, non-voting member.

See <http://www.pharmacy.wisc.edu/casi> for Committee by-laws.

7. **Curriculum Committee.** The Curriculum Committee oversees all aspects of the PharmD and BS curricula and is responsible for on-going review and revision. The Committee works closely with the Assessment Committee in areas of course/instructor evaluation and attainment of learning goals and objectives.
8. **Dean's Advisory Council (DAC).** The DAC is chaired by the Dean and is composed of the Division Chairs and the Associate Deans. The DAC's roles are to discuss and make recommendations to the Dean on topics of School-wide importance; to serve as a two-way conduit of information, concerns, and issues to and from the individual Divisions and Units; to

provide informational updates on Division/Unit activities, as well as present Division/Unit issues for group discussion/problem-solving; and to review recommendations from the Academic Planning Council with respect to major programmatic and curricular issues, assessment activities, and action items supporting the School's strategic priorities.

9. **Diversity Advisory Board.** The Diversity Advisory Board is charged to develop ideas and avenues toward building the diversity of our faculty, staff, trainees, and students; to explore potential areas of systematic inequality toward or under-representation of particular groups in School governance, committee work, etc.; and to discuss and bring recommendations to the Dean about ways to improve School climate and quality of life and mechanisms to evolve to a truly inclusive and respectful environment for all students, trainees, staff, and faculty.
10. **Executive Committee.** As outlined in UW policy (http://www.secfac.wisc.edu/governance/fpp/Chapter_5.htm), the role of the Executive Committee is to make recommendations about all matters relating to the faculty such as initiating a search, extending an offer, renewing a probationary appointment, promoting to associate or full professor, awarding tenure or indefinite appointment, as well as to develop or modify faculty-related policies and procedures.

The following guidelines concerning the Executive Committee were adopted by the Executive Committee on 09/05/2007.

- 10.1 **Membership.** By definition in faculty policies and procedures, the School of Pharmacy Executive Committee is composed of:
 - a. Tenured faculty of the School at the rank of associate professor or professor and to whom the School has a continuing commitment of one-half time or more.
 - b. Tenured faculty at the rank of associate professor or professor to whom the School has a continuing commitment of less than one-half time, but for whom the School is the principal sponsor of the appointment.
 - c. Other tenured faculty at the rank of associate professor or professor who have been granted joint executive appointments by action of the School's Executive Committee.

Tenured faculty who retire and are appointed subsequently to the academic staff retain their membership on the School's Executive Committee unless they elect not to do so.

- 10.2 **Advisory Membership.** In the eyes of the university, CHS and clinical track faculty are technically academic staff and, as such, may not formally serve as members of the Executive Committee. However, the Executive Committee members believe that the vital and expansive role played by the CHS and clinical faculty in the multiple missions of the School, the perspectives and wisdom provided by their background and expertise, and their concern for and interest in the future of the School argue for ensuring that their voice is heard and their views are considered in School decision-making to the extent permitted by University policy.

In order to inform their decision-making and recognize the valuable perspectives of the CHS and clinical faculty, the members of the Executive Committee request the opinion and advice of the CHS and clinical faculty at the rank of associate

professor and professor in all personnel and personnel-related policy decisions. These CHS and clinical faculty will henceforth be referred to as advisory members of the Executive Committee. CHS and clinical faculty who retire and are appointed subsequently to a continuing academic staff appointment retain their advisory membership on the School's Executive Committee unless they elect not to do so. Advice will be sought in the form of participation by the advisory members in discussions, as well as preliminary votes by the advisory members relating to all personnel actions and personnel-related policy decisions. The members intend to take the advice of the advisory members seriously, especially when decisions concerning CHS and clinical faculty are being discussed. The members also strongly encourage the Dean to seriously consider the advice of the advisory members in final decision-making.

10.3 **General Functions.**

- a. The Executive Committee has the authority to make recommendations to the Dean on a wide variety of personnel and personnel-related policy decisions concerning tenured, CHS, and clinical faculty.
 - a. For actions relating to tenure, CHS, or clinical faculty not involving promotion, such as authorization to initiate a search or extend an offer, renewal of a probationary appointment, extension of the probationary period, conferral of emerita/emeritus status, etc., a majority of advisory members must be present to constitute a quorum for the advisory vote and a majority of members must be present to constitute a quorum for the formal vote. A preliminary vote of the advisory members will be conducted by voice vote to provide advice and insight to the members. The advice of the advisory members is especially important to the members for decisions relating to the CHS and clinical faculty. Voting by the members will then be conducted by voice vote unless a request is made for show of hands, roll call, or signed, paper ballots. A majority of members present must vote in favor for a positive recommendation to be made to the Dean.
 - b. For promotion to associate professor with the award of tenure (tenure track), 2/3 of the members must be present to constitute a quorum. Advisory members will be invited and strongly encouraged to attend and participate in the discussion, but a quorum of advisory members is not required. A preliminary vote of the advisory members in attendance will be conducted by signed, paper ballot to provide advice and insight to the members. Voting by the members will then be conducted by signed, paper ballots. 2/3 of the members present must vote in favor for a positive recommendation to be made to the Dean.
 - c. For promotion to associate professor with the award of indefinite appointment (CHS/clinical track), the advice of the advisory members is especially important to the members; 2/3 of the advisory members must be present to constitute a quorum for the advisory vote. 2/3 of members must be present to constitute a quorum for the formal vote. A preliminary vote of the advisory members will be conducted by signed, paper ballot to provide advice and insight to the members. Voting by the members will then be conducted by signed, paper ballots. 2/3 of the members present must vote in favor for a positive recommendation to be made to the Dean.

- d. For promotion to full professor (tenure track), 2/3 of the tenured full professor members must be present to constitute a quorum. Advisory members at the rank of full professor will be invited and strongly encouraged to attend and participate in the discussion, but a quorum of full professor advisory members is not required. A preliminary vote of the advisory members in attendance will be conducted by signed, paper ballot to provide advice and insight to the members. Voting by the members will then be conducted by signed, paper ballots. 2/3 of the members present must vote in favor for a positive recommendation to be made to the Dean.
 - e. For promotion to full professor (CHS/clinical track), the advice of the advisory members is especially important to the members; 2/3 of the full professor advisory members must be present to constitute a quorum for the advisory vote. 2/3 of full professor members must be present to constitute a quorum for the formal vote. A preliminary vote of the advisory members will be conducted by signed, paper ballot to provide advice and insight to the members. Voting by the members will then be conducted by signed, paper ballots. 2/3 of the members present must vote in favor for a positive recommendation to be made to the Dean.
 - f. For actions relating to personnel-related policy development or modification, a majority of advisory members must be present to constitute a quorum for the advisory vote and a majority of members must be present to constitute a quorum for the formal vote. A preliminary vote of the advisory members will be conducted by voice vote to provide advice and insight to the members. Voting by the members will then be conducted by voice vote unless a request is made for show of hands, roll call, or signed, paper ballots. A majority of members present must vote in favor for a positive recommendation to be made to the Dean.
- b. The Executive Committee has the authority to grant Departmental voting rights to CHS and clinical faculty.

All tenured and tenure track faculty hold membership in the Departmental faculty and, as such, have the right to vote and otherwise participate in the governance of the Department (the School in our case). According to UW Faculty Policies and Procedures, the Executive Committee may extend the right to CHS and clinical faculty to participate as voting members of the Departmental (School) faculty. This includes the right to: (a) participate and vote in Departmental (School) faculty meetings, (b) participate in the election of appropriate Division Chairs/Vice Chairs, (c) participate on all School committees (following guidelines for the Academic Planning Council and the Faculty Activities Review Committee) either by election or appointment by the Dean, (d) participate and vote in student appeals to the faculty of disciplinary actions, and (e) follow the same processes as tenured faculty for annual reviews, periodic post-promotion reviews, and salary adjustments. This, again, relates to the vital and expansive role played by the CHS and clinical faculty in the multiple missions of the School, the perspectives and wisdom provided by their background and expertise, and their concern for and interest in the future of the School. The Executive Committee members believe that these features

argue for ensuring that the voice of the CHS and clinical faculty is heard and their views are considered in School decision-making to the extent permitted by University policy.

At the first Executive Committee meeting of appropriate academic years, members will discuss and vote on extending membership in the Departmental faculty to CHS and clinical track faculty for a 3-year period. A majority of members must be present to constitute a quorum. Voting will be conducted by voice vote unless a request is made for show of hands, roll call, or signed, paper ballots. A majority of members present must vote in favor to constitute a positive recommendation to the Dean. Based on the core values of inclusion and respect for the valuable contributions of the CHS and clinical faculty, the Executive Committee intends to convey this right on an on-going basis.

- c. The Executive Committee is responsible for providing for the periodic review of the performance and productivity of every instructor, assistant professor, associate professor, and professor (tenure, CHS, and clinical tracks). (Note: This does not refer to the individuals at all clinical ranks who are involved only with the School's Experiential Education Program.)

Annual and periodic post-promotion reviews will be carried out by the Faculty Activities Review Committee (see IV.I.12.). The Committee will be chaired by the Associate Dean for Faculty Affairs and composed of the four Division Chairs, as well as three members/ advisory members of the Executive Committee (one each from the Pharmaceutical Sciences Division, the Social and Administrative Sciences Division, and the Pharmacy Practice Division) who will be elected by the Executive Committee each year.

At the first Executive Committee meeting of each academic year, members will discuss and vote on delegating responsibility for annual and periodic reviews of all professors to the Faculty Activities Review Committee for a 1-year period. A majority of members must be present to constitute a quorum. Voting by the members will be conducted by voice vote unless a request is made for show of hands, roll call, or signed, paper ballots. A majority of members present must vote in favor to constitute a positive recommendation to the Dean.

- 10.4 **General Method of Operating.** As Chair of the Executive Committee, the Dean sets the agenda for Executive Committee meetings, in consultation with Division Chairs, Search Committee Chairs, Mentoring Committee Chairs, the Associate Dean for Faculty Affairs and others, as appropriate. Agenda items can be submitted by and discussions led by advisory members or members, as appropriate. Paper copies of documents and information supporting items on an Executive committee agenda will not be distributed on a routine basis. Instead, all documents will be posted on the School's secure website. Documents are requested to be provided to the Dean's Office 7 days prior to the Executive Committee meeting for posting. Members and advisory members of the Executive Committee will be notified when materials are available and are expected to engage in meaningful review prior to the meeting. Modifications to an Executive Committee agenda will be accommodated if the Dean feels the requests are reasonable and appropriate.

The Dean does not vote on Executive Committee matters, is not counted as an Executive Committee member, and does not count toward the quorum.

Note about voting rules: There are three kinds of votes: voice (or show of hands), roll call, and paper ballots. If the vote is by voice and the outcome unclear, the Dean can call for a show of hands. If the vote is by voice or show of hands, only the outcome of the vote is recorded. If a voice or show of hands vote is called for, a member or advisory member can request that the vote be converted to a roll call or paper ballot. If the vote is by roll call, each individual's vote must be recorded by name. If the vote is by paper ballot, the ballot must include the name of the individual voter along with the vote; no secret (unsigned) ballots are permitted. Votes using paper ballots must be individually recorded, which is usually accomplished by preserving the ballots. The record of a roll call vote or a paper ballot is open to public inspection to the extent required by open records laws.

11. **Experiential Learning Program (ELP) Committee.** The ELP Committee is composed of two subgroups. The operations subcommittee monitors all aspects of day-to-day operations of the Introductory Pharmacy Practice Experience (IPPE) and the Advanced Pharmacy Practice Experience (APPE) network. The Quality Review Council is made up of practitioners, stakeholders, and students whose role is to serve in an advisory capacity to the Assistant Dean for Experiential Education and the ELP Operations Committee and to review and make recommendations about required/desired modifications to the IPPEs and APPEs, as appropriate, based on concerns/issues that have arisen or in response to ACPE accreditation standards and to ensure continual quality improvement.
12. **Faculty Activities Review Committee.** The Faculty Activities Review Committee is charged by the Executive Committee annually to be responsible for the annual and post-promotion periodic (5-year) review of all faculty's performance and productivity as required by the University of Wisconsin. This information is also useful for professional development and provides information to the Dean that can be used in assessing faculty performance as one factor in the determination of salary increases when the budget allows.

The Faculty Activities Review Committee is chaired by the Associate Dean for Faculty Affairs and consists of the four division chairs plus one representative from the Pharmaceutical Sciences, Pharmacy Practice, and Social and Administrative Sciences divisions. Should the Associate Dean ever also be a Division Chair, an additional member from that division will be elected as a voting member of the Committee. Every year the chairs of the Social and Administrative Sciences, Pharmacy Practice and Pharmaceutical Sciences divisions nominate an individual to serve on the Committee; the Executive Committee then votes to endorse these individuals in addition to the division chairs. It is desirable that the members rotate so that every member of the Executive Committee participates in this process at some point.

The following guidelines concerning the Faculty Activities Review Committee were adopted by the Executive Committee on May 10, 2011.

- 12.1 **Annual Evaluation.** Every year the School of Pharmacy carries out a process of annual reflection and evaluation of faculty. Each year the Committee requests annual reports from every faculty member with a stated deadline for receipt by the Committee. Faculty scheduled for 5-year reviews are requested to report on their progress in the last 5 years as well. The Committee studies these reports and provides individual feedback to the faculty members as well as to the Dean.
 - a. **The Criteria.** Faculty are evaluated in terms of productivity, effort, and innovation in the areas of teaching, research, service, outreach and practice. The criteria are deliberately flexible to allow for the unique contributions that different faculty make. It is anticipated that while this

description may slowly evolve, it will be relatively constant from year to year.

- b. **The Report.** The report requested from faculty includes an introductory narrative of no more than two pages addressing how the faculty member has promoted the mission of the School. This narrative should place the activities of the faculty member in the context of the needs of the School (How did the activities fill a need at the UW School of Pharmacy?) The report also includes a professional goals section (In retrospect, what worked well? What efforts were made? What didn't work out as planned? What are the goals for the coming year and future directions?) Over time the report may become electronically-based so that many of the factual fields could be filled automatically.
- c. **The Process.** Each report is assigned to a primary and a secondary reviewer. The primary reviewer is from the faculty member's division and the secondary reviewer from another division. Reviewer assignments are determined by the Committee chair. Faculty are reviewed in blocks according to their division. The Committee hears from these reviewers in order, and then the report is open for discussion. A summary of comments is created to reflect discussion and noteworthy aspects of activities in the report from the year (both positive and negative). Rating is as follows: Excellent, Very Good, Good, Fair, and Poor using a consensus of the scores assigned by all members (Associate Dean is non-voting). During the discussion any obvious obstacles to faculty progress should be noted. Committee members leave the room during the discussion of their own cases. The Associate Dean reviews the final reports as they are written to provide continuity.
- d. **The Outcome.** The Associate Dean drafts letters. Final letters containing the faculty member's rating, reviewers' comments and any relevant discussion are distributed to each faculty member by the end of the spring semester. Each faculty member is given the opportunity to meet with their division chair prior to the end of the spring semester to discuss their review and the review process. The review summaries are forwarded to the Dean. The Dean composes a letter for each faculty member informing them of their merit increases if any.

Any faculty member can request a meeting with the Dean to discuss the review, and the Faculty Activities Review Committee may be reconvened at the Dean's discretion.

- 12.2 **5-year Periodic Review.** The 5-year review is accomplished using the same approach as the annual review. This serves the function of the statutory post-tenure review for tenure track faculty, but has the same significance for all faculty. The intent of the 5-year review is to determine the faculty member's overall trend of performance (constant, improving or declining over the five year period). The 5-five year report consists of the last 4 annual reviews and the current year's annual report along with a synopsis, no longer than five pages, of what the faculty member has accomplished in the areas of service, teaching and research over the last five years and how this relates to the mission of the school.

Faculty undergoing 5-year review should be clearly identified to the Faculty Review Committee members. The Committee review includes both an evaluation

of the past 5 years and a separate evaluation of the year immediately past. A rating for the immediate past year is used to aid the Dean in assigning any merit increase for that year. As with the annual reviews, these are be forwarded to the Dean, and the results are communicated to the individual using the same mechanisms as for the annual review.

Any faculty member can request a meeting with the Dean to discuss the review, and the Faculty Activities Review Committee may be reconvened at the Dean's discretion.

Election process: In spring of each year, the Dean solicits nominations from the Division Chairs for faculty to stand for election to the Faculty Activities Review Committee for the following academic year. In early summer, ballots for the Faculty Activities Review Committee election are provided to the members and advisory members of the Executive Committee. Division Chairs are automatic members; one member of each of the three academic divisions is elected by the Executive Committee to serve a 1-year term of service. The Associate Dean for Faculty Affairs chairs the Faculty Activities Review Committee.

13. **Graduate Studies Committee.** The Graduate Studies Committee's main functions include assisting the Assistant Dean for Graduate Studies in determining the number and distribution of the teaching assistant positions; reviewing candidates for graduate fellowships; determining graduate student award recipients; participating in graduate program reviews; and making recommendations about initiating new or modifying existing graduate programs.
14. **Health and Safety Committee.** The Health and Safety Committee maintains an updated list of research group Safety Officers and communicates regularly to disseminate information or answer health and safety related questions; to ensure that incoming researchers receive proper training in laboratory safety; monitor laboratory conditions and practices to ensure compliance with regulations of the university and state and federal agencies; and to review and update all School of Pharmacy policies involving student health and safety.
15. **Pharmacology & Toxicology Admissions and Oversight Committee.** The Pharmacology & Toxicology Program Admission and Oversight Committee establishes and documents criteria for admission; identify and approve for admission the most qualified candidates for the degree; monitor, discuss, and make recommendations for revision to the faculty about BS admissions policies and procedures to ensure efficiency, effectiveness, and equity; meaningfully measure the success of admissions policies, procedures, improvements, etc.; and develop mechanisms for enhancing the pool of qualified students of diverse, underrepresented, and disadvantaged backgrounds. They will develop educational outcomes for the program and monitor effectiveness of the curriculum through routine assessment activities. The Committee is chaired by the Director of the Pharmacology & Toxicology Program
16. **PharmD Admissions Committee.** The Admissions Committee for the PharmD Program establishes and documents criteria for admission; identifies and approves for admission the most qualified candidates for the degree; monitors, discusses, and makes recommendations for revision to the faculty about PharmD admissions policies and procedures to ensure efficiency, effectiveness, and equity; meaningfully measures the success of admissions policies, procedures, improvements, etc.; and develops mechanisms for enhancing the pool of qualified applicants of diverse, underrepresented, and disadvantaged backgrounds.
17. **Research Committee.** The Research Committee is responsible for allocating the returned indirect costs received by the School each year. This group also administers the Research

Innovation Awards, an internal program that requires collaboration between any two different disciplinary Divisions of the School. The Committee is chaired by the Associate Dean for Research.

18. **Scholarships Committee.** The Scholarships Committee solicits applications from incoming and current BS and PharmD students and matches, to the maximum extent possible, the scholarship stipulations and donor requests, if any, with the applicant's eligibility and interests.
19. **Student-Faculty-Staff Relations Committee.** The Student-Faculty-Staff Relations Committee is charged with exploring various features of the relationships between faculty, staff, and students and to make recommendations to the Dean about mechanisms to improve relationships and enhance general features of the School's climate.
20. **Student Promotion Committee.** The Student Promotion Committee is responsible for continually monitoring student progress through the BS and PharmD programs, including both academic performance and professional conduct. The Committee is chaired by the Associate Dean for Academic Affairs.

J. Ad Hoc Committees, Task Forces, and Work Groups.

Ad hoc committees, task forces, and work groups may be created by the Dean for short term, specific purposes that are not well served by one or more standing committees of the School. Members and chairs are selected by the Dean, in consultation with Associate/Assistant Deans, Division Chairs, and topic experts, as appropriate, to provide appropriate representation and to best accomplish the group's designated purpose. Members from Schools and Colleges outside the School of Pharmacy may be appropriate and desirable, along with alumni, emeritus faculty/staff, and students.

K. Special Function Committees.

1. **Faculty/Staff Search Committees.** The Dean consults with Division Chairs, Unit Supervisors, and others, as appropriate, to constitute faculty and staff search committees. Members from outside the particular unit engaged in the search are encouraged. Members from Schools and Colleges outside the School of Pharmacy may be appropriate and desirable. The Human Resources Manager and the Chair of the Diversity Advisory Board serve as resource people to all search committees. Chairs of faculty search committees or designees compose a brief written report about the search process and outcomes and present recommendations to the Executive Committee (faculty) or the Dean (staff) for approval.
2. **Faculty Mentoring Committees.** The Dean consults with Division Chairs and assistant professors new to the School to constitute a 3-4 person Mentoring Committee and to name a Chair, which is intended to provide support, guidance, evaluation of grants and manuscripts, peer evaluation of teaching, and any other advice with the intention of successfully moving toward promotion with the award of tenure or indefinite appointment. Mentoring Committee members will be drawn from the members and advisory members of the Executive Committee. Mentoring Committee members may be from different Divisions of the School and from outside the School, if particular expertise is desired. A meeting of the Mentoring Committee may be called by the faculty member or by the Chair. One annual meeting, called by the Chair, is required to prepare a report on the faculty member's progress to the Executive Committee. However, more frequent meetings, called by either the Chair or the faculty member, and informal interactions are encouraged and desired to provide as much support and guidance as possible. The importance of properly mentoring our junior faculty cannot be overstated, and the Mentoring Committee is specifically responsible for

appropriately and fully carrying out this function.

Tenure-track assistant professors select membership in one of four University Divisions: Physical Sciences, Biological Sciences, Social Studies, or Arts and Humanities. Divisional guidelines and expectations for achievement of tenure can be found at <http://www.secfac.wisc.edu/divcomm/index.htm>.

CHS and clinical track assistant professors are subject to the policies for the achievement of indefinite appointment, considered equivalent to tenure, which can be found at <http://acstaff.wisc.edu/ASPP/ASPP2010.pdf>.

Guidelines for the four School of Pharmacy Divisions outlining expectations for advancement in tenure, CHS, and clinical track faculty appointments can be found in Appendices C through F.

Compiling all the materials for both School- and University-level review for promotion to associate professor with the award of tenure or indefinite appointment, including solicitation of outside letters, is the joint responsibility of the Mentoring Committee Chair, the Division Chair, and the assistant professor.

Associate and full professors new to the School may request that a Mentoring Committee be convened to assist them as well.

The composition of Mentoring Committees can be changed at the request of the faculty member or the Mentoring Committee Chair.

3. **Faculty Promotion Committees.** The Dean consults with Division Chairs and associate professors to constitute a 3-4 person Promotion Committee and to name a Chair, which is intended to review the professional dossier of an associate professor who is being considered for promotion to full professor. Chairs of Faculty Promotion Committees or designees bring recommendations to the Executive Committee for approval.

Again, guidelines for the four School of Pharmacy Divisions outlining expectations for advancement in tenure, CHS, and clinical track faculty appointments can be found in Appendices A through D.

Compiling all the materials for School- level review for promotion to full professor, including solicitation of outside letters, is the joint responsibility of the Promotion Committee Chair, the Division Chair, and the associate professor.

4. **Named Chair Committees.** The School of Pharmacy provides recognition of and support to faculty members through endowed chairs (\$1M fund) and distinguished chairs (\$1.5M fund). Specifics of each named chair vary due to the wishes of the donors, but some standard practices have been developed to guide the selection and administration of named chairs.

Selection process: In spring of the fiscal year a named chair term will expire, the Dean discusses the situation with the relevant Division Chair and the current chair holder. Nominations, including self-nominations, are sought from faculty eligible for the chair in question, to begin July 1. The Dean appoints a 3-person Selection Committee from members and advisory members of the Executive Committee who review application/nomination materials. The Selection Committee Chair provides a recommendation to the Executive Committee along with a written summary in support of the recommendation. After Executive Committee approval, the Dean forwards the information to the Chancellor for upstream approval.

- 4.1 ***William S. Apple Distinguished Chair in Social and Administrative Sciences.*** Faculty eligible for the William S. Apple Chair are full professors in Social and Administrative Sciences or in Extension Services in Pharmacy. The holder of the Apple Chair will be an outstanding scholar and have interests consistent with Dr. Apple's background and areas of significant skill and intense passion, namely the social and administrative sciences, including continuing education in pharmacy, history of pharmacy, pharmacy administration, and social/behavioral sciences. The application packets are to include a current cv, a brief description of past/current excellence in professional activities, and a plan (2-page maximum) of additional activities (teaching, research, service), that would be supported through the chair award and how they are consistent with the principles and practices for which Dr. Apple was world-famous. The Apple chair consists of a 5-year renewable term, beginning on July 1, and provides a \$10,000 per year salary supplement plus \$20,000 per year in support of professional activities. The dollars supporting professional activities must be used within 1 year of the end of the term as named chair. Funds can be used for a portion of the chair holder's base salary at the discretion of the Dean.
- 4.2 ***Hammel/Sanders Distinguished Chair in Pharmacy Administration.*** Faculty eligible for the Hammel/Sanders Chair are full-time tenured professors or associate professors in the Social and Administrative Sciences Division with a pharmacy degree in conjunction with a PhD. The holder of the Hammel/Sanders Chair will be an outstanding scholar, specializing in the traditional area of pharmacy administration. This area draws primarily on the administrative sciences, such as marketing, marketing research, accounting, finance, economics, management, and law, to synthesize, analyze, and evaluate theories and principles that can be applied to administrative, management, and operations issues, and problems in pharmacy. The application packets are to include a current cv, a brief description of past/current excellence in professional activities, and a plan (2-page maximum) of additional activities (teaching, research, service), that would be supported through the chair award and how planned research, teaching, service, or outreach activities would positively impact the pharmacy businessperson "in the trenches" and, therefore, the citizens of WI. The Hammel/Sanders chair consists of a 3-year term, beginning on July 1, and provides a \$10,000 per year salary supplement plus \$20,000 per year in support of professional activities. The dollars supporting professional activities must be used within 1 year of the end of the term as named chair. The Hammel/Sanders chair cannot be awarded to the same recipient for more than one 3-year period out of every 9 years. Funds can be used for a portion of the chair holder's base salary at the discretion of the Dean.
- 4.3 ***Charles Melbourne Johnson Distinguished Chair in Pharmaceutical Sciences.*** Faculty eligible for the Charles Melbourne Johnson chair are full professors in the Pharmaceutical Sciences Division with at least a 75% appointment in the School. The holder of the Johnson Chair will be an outstanding scholar with sustained achievement in teaching, research, service, and outreach categorized by excellence and impact. The application packets are to include a current cv, a brief description of past/current excellence in professional activities, and a plan (2-page maximum) of additional activities (teaching, research, service), that would be supported through the chair award. The Johnson Chair consists of a 5-year term, renewable once, beginning on July 1, and provides a \$10,000 per year salary supplement plus \$40,000 per year in support of professional activities. The dollars supporting professional activities must be used within 1 year of the end

of the term as named chair. Funds can be used for a portion of the chair holder's base salary at the discretion of the Dean.

- 4.4 **Melvin Weinswig Chair in Extension Services in Pharmacy.** Faculty eligible for the Melvin Weinswig Chair are full professors in Extension Services in Pharmacy. The holder of the Weinswig Chair will have a professional career based on/consistent with the mission of Extension Services in Pharmacy (i.e., focus on continuing education in pharmacy) with exemplary record of achievement in outreach activities to include teaching, research, and service. The application packets are to include a current cv, a brief description of past/current excellence in outreach activities, and a plan (2-page maximum) of additional outreach activities (teaching, research, service), supported through the chair award, that are beyond the normal scope of ESP activities. The Weinswig Chair consists of a renewable 4-year term, beginning on July 1, and provides a \$10,000 per year salary supplement plus \$20,000 per year in support of professional activities. The dollars supporting professional activities must be used within 1 year of the end of the term as named chair. Funds can be used for a portion of the chair holder's base salary at the discretion of the Dean.
- 4.5 **Laura and Edward Kremers Chair in Natural Products Chemistry.** Faculty eligible for the Kremers chair are full professors in the Pharmaceutical Sciences Division focused in the discovery, development, and study of drugs derived from natural sources, preferably involving the chemistry of medicinal plants. The holder of the Kremers Chair will be an outstanding scholar with sustained achievement in teaching, research, service, and outreach categorized by excellence and impact. The application packets are to include a current cv, a brief description of past/current excellence in professional activities, and a plan (2-page maximum) of additional activities (teaching, research, service), that would be supported through the chair award. The Kremers Chair consists of a 5-year term, renewable once, beginning on July 1, and provides a \$10,000 per year salary supplement plus \$20,000 per year in support of professional activities. The dollars supporting professional activities must be used within 1 year of the end of the term as named chair. Funds can be used for a portion of the chair holder's base salary at the discretion of the Dean.
- 4.6 **Joseph and Bonna Robinson Distinguished Chair in Pharmaceutical Sciences.** The required endowment is accumulating.
- 4.7 **George Urdang Chair in the History of Pharmacy.** The required endowment is accumulating.

No faculty member can hold more than one named chair at any given time.

L. **Advisory Boards.**

Units, groups, centers, or offices of the School may benefit from an internal and/or external advisory board to guide operations, set policy, and build relationships. Supervisors and Directors are welcome to compose such groups in the best interests of the activities and people involved. Consultation with Division Chairs and the Dean is appreciated to monitor faculty/staff workload and to ensure appropriate representation from stakeholder groups.

V. **ALTERATIONS AND AMMENDMENTS.**

The Dean will review this document annually and bring substantive modifications forward for faculty

approval. In addition, any faculty or staff member of the School can bring ideas for modification to the Dean for consideration or for consultation with APC, CASI, DAC, the Executive Committee, or other groups or individuals, as appropriate.