

BYLAWS  
SCHOOL OF PHARMACY AND HEALTH PROFESSIONS  
CREIGHTON UNIVERSITY

**ARTICLE I**

**Section 1. Membership**

The membership of the faculty shall be as defined in the Creighton University Statutes.

**Section 2. Voting Membership**

- A. Full-time Teaching-Research Faculty and full-time Clinician-Educator Faculty with a primary appointment in a Department of the School of Pharmacy and Health Professions shall possess complete voting privileges in meetings of the School.
- B. Full-time Teaching-Research Faculty and full-time Clinician-Educator Faculty with a primary appointment in a Department of a Program shall possess complete voting privileges in meetings of that Program.
- C. Full-time Teaching-Research Faculty and full-time Clinician-Educator Faculty with a primary appointment in a Department shall possess complete voting privileges in meetings of that Department.
- D. The Executive Committee of the School of Pharmacy and Health Professions, in consultation with the Dean, shall determine the voting rights in the School, Programs, and Departments of members of the faculty not having full-time appointments.

**Section 3. Definitions**

- A. When used in these Bylaws, the term "School" shall refer to the School of Pharmacy and Health Professions.
- B. When used in these Bylaws, the term "Program" shall refer to occupational therapy, pharmacy or physical therapy as appropriate.
- C. When used in these Bylaws, the term "Department" shall refer to the Department of Occupational Therapy, Department of Pharmacy Practice, Department of Pharmacy Sciences, or Department of Physical Therapy as appropriate.
- D. When used in these Bylaws, the term "annually" shall mean the period from July

1 to June 30 unless otherwise noted.

- E. When used in these Bylaws, the term "administrative officer" shall refer to the Dean or an Associate/Assistant Dean.
- F. When used in these Bylaws, the term "executive session" shall mean committee members only. The Chair has the prerogative to exclude student members from executive session discussion.

## **ARTICLE II**

### **Section 1. Faculty Meetings**

- A. At least one meeting of the School shall be held during each fall and spring semester. Meetings of the School shall be called by the Dean of the School. Special meetings of the School may be called by the Dean, the Executive Committee, or on petition of at least one-third of the voting members of the School.
- B. At least one meeting of a Program shall be held during each fall and spring semester. Meetings of a Program shall be called by the Dean of the School. Special meetings of a Program may be called by the Dean, the Executive Committee, or on petition of at least one-third of the voting members of a Program.
- C. At least one meeting of each Department shall be held during each fall and spring semester. Meetings of a Department shall be called by the Department Chair. Special meetings of a Department may be called by the Dean, the Executive Committee, or on petition of at least one-third of the voting members of a Department.
- D. Voting by proxy is prohibited at all meetings of the School, a Program, or a Department.
- E. Matters that pertain to the content and structure of a revised curriculum, except for approval of individual course syllabi, shall require approval by secret ballot of a majority of the entire Program faculty membership eligible to vote.
- F. Policies and procedures of the School that fall within the scope of faculty governance, including, but not limited to, curriculum, pedagogy, scholarly pursuits, professional service, shall require approval by secret ballot of a majority of the entire faculty membership eligible to vote.

### **Section 2. Presiding Officer**

The Dean shall be the presiding officer for all School and Program meetings. In his/her absence this function shall be exercised by an Associate/Assistant Dean, unless another faculty member is so designated by the Dean.

### **Section 3. Parliamentarian**

A School Parliamentarian, elected annually by the faculty, shall rule on all questions of parliamentary procedure as provided by Robert's Rules of Order. A Parliamentarian who has two or more unexcused absences from School faculty meetings in one term of office may be replaced by a vote of the faculty.

### **Section 4. Secretary**

A non-faculty member shall be appointed annually by the Dean to serve as Secretary to the School/Program faculties. It shall be the duty of the Secretary to distribute notices of faculty meetings, publish and distribute the agenda no fewer than five working days prior to the meeting, and act as recorder for faculty meetings. Preceding the first regular fall and spring semester School or Program meeting, the Secretary shall distribute to each faculty member a list of all faculty members, their rank, tenure status, and voting eligibility. A copy of these Bylaws shall be distributed by the Secretary to each new faculty member.

## **ARTICLE III**

### **Section 1. Appointment and Review of the Dean**

- A. In the event of an actual or anticipated vacancy in the office of the Dean of the School, the President shall appoint a Dean's Nominating Committee. The committee will normally be composed of two members elected by the Executive Committee from among their own number, three members elected by the faculty of the School, two students elected by the Pharmacy and Health Professions Student Government, and two at-large members appointed by the President from outside the School. The President may appoint two additional at-large members so as to provide for involvement by affiliated institutions and by the School's Alumni Advisory Board.
- B. A performance review of the Dean shall be conducted annually by the Vice President for Health Sciences and shall include data gathered from the School's faculty.

### **Section 2. Appointment and Review of Associate/Assistant Deans**

- A. The Dean shall appoint Associate/Assistant Deans.
- B. Associate/Assistant Deans shall exercise executive responsibility under the Dean for the broad educational policies, programs, and procedures of the School, and shall be responsible for the establishment, coordination, and implementation of

School objectives, goals, and programs.

- C. Performance reviews of Associate/Assistant Deans shall be conducted annually by the Dean and shall include data gathered from the School's faculty.

### **Section 3. Appointment and Review of Department Chairs**

- A. There shall be a Chair for each organized academic Department who shall be responsible for the administration of the Department. The Department Chair shall conduct all department meetings. In his/her absence this function shall be exercised by his/her designee.
- B. The Dean shall appoint Department Chairs. The Dean shall seek the advice and counsel of the department faculty concerned in selecting candidates for the position. In addition to the foregoing provisions, the selection and appointment of a Department Chair shall be in conformity with the relevant sections of whatever formal agreements may exist between Creighton University and other organizations with which the University is affiliated for certain joint programs.
- C. An appointment to Department Chair shall normally be for three years, with reappointment normally limited to no more than two additional successive three-year terms.
- D. The policies, procedures, and programs of each Department shall be established and conducted by consultation and discussion between the Chair and its members. The Chair shall have responsibility for department policies, programs, procedures, and regulations.
- E. In the exercise of normal administrative responsibilities, the Department Chair shall:
  - 1. demonstrate leadership in encouraging excellence in teaching, service, practice and in the promotion of research in the Department as appropriate,
  - 2. recruit, develop and supervise department faculty,
  - 3. make recommendations to the Dean concerning salary, promotion, and dismissal of faculty and staff of the Department.
- F. A performance review of the Department Chair shall be conducted annually by the Dean and shall include data gathered from the Department's faculty.

### **Section 4. Appointment and Review of Department Vice Chairs**

- A. A Department Chair may appoint a Vice Chair for an organized academic

Department in consultation with the Dean. In addition to the foregoing provision, the selection and appointment of a Department Vice Chair shall be in conformity with the relevant sections of whatever formal agreements may exist between Creighton University and other organizations with which the University is affiliated for certain joint programs.

- B. An appointment to Department Vice Chair shall normally be for three years, with reappointment normally limited to no more than two additional successive three-year terms.
- C. The Department Vice Chair shall have responsibility to assist the Department Chair in implementing department policies, programs, procedures, and regulations.
- D. In the exercise of normal administrative responsibilities, the Department Vice Chair shall:
  - 1. demonstrate leadership in encouraging excellence in teaching, service, practice and in the promotion of research in the Department as appropriate,
  - 2. assist in the recruitment, development and supervision of department faculty,
  - 3. in concert with the Department Chair, make recommendations to the Dean concerning salary, promotion, and dismissal of faculty and staff of the Department, and
  - 4. assist the Department Chair in the overall administration of the Department.
- E. A performance review of the Department Vice Chair shall be conducted annually by the Department Chair and shall include data gathered from the Department's faculty.

## **ARTICLE IV**

### **Section 1. Committees**

- A. When used in Article IV, the term "annually" shall mean the period from August 1 to July 31 unless otherwise noted.
- B. The membership of the standing committees of the School/Program shall be composed of voting members of the faculty and, where appropriate, full-time students and/or alumni and/or staff of the School. Only faculty members shall have voting rights unless otherwise specified in these Bylaws. Committee

members shall be appointed by the Dean unless otherwise specified.

- C. Appointment/election of members to committees shall be completed annually by July 31, except student members who shall be appointed in September of each academic year. No student serving on a committee shall be on academic or disciplinary probation for the duration of his/her term.
- D. Appointment/election of members to fill vacancies on committees shall take place no later than 45 days following announcement of the vacancy.
- E. The standing committees of the School shall be:
  - 1. Executive Committee
  - 2. Rank and Tenure Committee
  - 3. Administrative Committee
  - 4. Assessment Committee
  - 5. Faculty Development and Recognition Committee
  - 6. eLearning Committee
  - 7. Academic Issues Hearing Board
  - 8. Bylaws, Policies, and Procedures Review
- F. The standing committees of the Pharmacy Program shall be:
  - 1. Pharmacy Admission Committee
  - 2. Pharmacy Curriculum Committee
  - 3. Pharmacy Student Awards Committee
  - 4. Pharmacy Assessment Committee
- G. The standing committees of the Occupational Therapy Program shall be:
  - 1. Occupational Therapy Admission Committee
  - 2. Occupational Therapy Curriculum Committee
  - 3. Occupational Therapy Student Awards Committee

4. Occupational Therapy Assessment Committee
- H. The standing committees of the Physical Therapy Program shall be:
1. Physical Therapy Admission Committee
  2. Physical Therapy Curriculum Committee
  3. Physical Therapy Student Awards Committee
  4. Physical Therapy Assessment Committee
- I. Each standing committee shall meet as needed and on call of the Committee Chair, unless otherwise stated in other parts of these Bylaws. The Committee Chair, Dean or two committee members may call a meeting.
- J. Chairs of standing committees shall be appointed annually by the Dean or his/her designee, unless otherwise stated in these Bylaws. Only members who have already served for one year on a standing committee of a Program shall be eligible to serve as Chair. A Committee Chair or the Dean may designate an Acting Chair for any meeting.
- K. A faculty committee member may select a full-time faculty representative to attend a meeting in his/her absence (except members of the Rank and Tenure Committee). This representative assumes the member's voting responsibilities and privileges except in those instances in which a conflict of interest exists as determined by the committee.

## **Section 2. Executive Committee**

- A. The Dean, who shall serve as the Chair, and Associate/Assistant Deans shall be ex officio, non-voting members of the Executive Committee. The Pharmacy and Health Professions Student Government Vice Presidents of Occupational Therapy, Pharmacy, and Physical Therapy shall serve as ex officio members of the Executive Committee.
- B. The Executive Committee shall also include one elected faculty member from each Department in the School, and one at large elected faculty member in the School. A faculty member shall not be a Department Chair. At least three faculty members shall be tenured and the rest may be non-tenured with at least five (5) years employment with the School. The terms of faculty members shall be for two years at staggered intervals. Faculty members shall be elected every year by a vote of the faculty at a School faculty meeting.
- C. The Executive Committee shall have a Secretary who shall be appointed annually by the Dean. It shall be the duty of the Secretary, who shall be a non-faculty

member, to distribute notices of Executive Committee meetings, publish and distribute the agenda no fewer than five working days prior to the meeting, act as recorder for meetings, produce a written record of recommendations given to the Dean no more than five working days after each meeting and attend to Executive Committee correspondence.

- D. The functions of the Executive Committee shall be in accordance with the University Statutes. It is the responsibility of the Executive Committee to advise the Dean concerning all matters which relate to internal academic affairs of the School including but not limited to matters of policy concerning allocation of budgetary resources, strategic planning, and interpretation of the Bylaws. The Dean must consult with the Executive Committee prior to appointment of faculty and administrators, and other changes in faculty status.
- E. The Executive Committee shall meet at least three times each six-month period. Additional meetings may be called at any time by the Dean or by petition by twenty percent of the Executive Committee membership. A simple majority shall constitute a quorum. Meetings shall be open, except when the Dean decides, or a majority of the members present vote, to conduct business in executive session. Faculty, administrators, and students of the School shall be given the opportunity to place an item on the agenda provided such a request is submitted to the secretary at least five working days before the meeting.

### **Section 3. Rank and Tenure Committee**

- A. The Rank and Tenure Committee shall consist of seven tenured and two alternate tenured members at the rank of Associate Professor or Professor of the School of Pharmacy and Health Professions faculty. Members and alternate members (first alternate and second alternate) of the Rank and Tenure Committee shall be elected by the voting faculty of the School, with one member being elected from each Department in the School and the remaining members and alternate members being elected at large. The Dean, Associate/Assistant Deans, Department Chairs, and Department Vice Chairs are not eligible to serve on the Committee. Elections will be held in the spring and terms of office shall commence on the first day of the fall semester following. Terms will be for three years at staggered intervals. Members are limited to serving two consecutive terms. The Chair of the Rank and Tenure Committee will be elected by the Committee at the first meeting. Only members who have already served for one year on the Committee shall be eligible to serve as Chair. Each of the alternate members serves as a substitute for any of the seven members who are absent for any reason. All vacancies on the Committee shall be filled by an election by the voting faculty of the School. A quorum shall consist of five of the voting members of the Rank and Tenure Committee. All votes on tenure and/or promotion shall be by secret ballot.
- B. If the case of a Committee member is initiated for promotion review, the member must take a leave of absence from the Committee for the academic year in which

the case will be considered. If the case of any faculty member is referred to the Committee over whom any member of the Committee has a direct supervisory relationship, or if any members of the Committee have any other actual or perceived conflict of interest, those Committee members shall be excused and absent themselves from meetings of the Committee during such deliberations. Such an absence shall not constitute a vacancy. Each candidate shall be allowed one preemptory challenge which shall not count as a vacancy. Those faculty members who have excused themselves, or who have been excused on preemptory challenge, in accordance with this section shall not have access to the dossier for the case from which they have excused themselves or have been excused.

- C. The functions of the Rank and Tenure Committee shall be in accordance with the University Statutes. The Rank and Tenure Committee of the School shall meet after October 31 to review and discuss dossiers. It is the responsibility of the Rank and Tenure Committee to review all completed dossiers and make a recommendation favoring or opposing conferral of tenure or advancement in rank. Each recommendation shall be added, together with the vote and reasoning, to the dossier of the candidate. The Committee shall forward its recommendations in writing to the Dean by December 10.
- D. Each member of the Rank and Tenure Committee agrees to refrain from discussing the cases brought before the Committee outside formal Committee sessions, except with other Committee members, or as otherwise duly directed.
- E. No member shall serve in the same academic year on the University Committee on Rank and Tenure.

#### **Section 4. Administrative Committee**

The Administrative Committee shall consist of the Dean, Associate/Assistant Deans, Department Chairs, Senior Administrator, Director of Admission, Director of Assessment, and Executive Director of eLearning and Technology. The Committee shall be chaired by the Dean. The Committee shall advise the Dean on matters relating to the School and its programs.

#### **Section 5. Assessment Committee**

The Assessment Committee of the School shall consist of the Director of Assessment, the Associate/Assistant Dean for Academic Affairs, Executive Director of eLearning and Technology, Director of EMS Education, Academic Success Specialist, one faculty member from the basic sciences in the School of Medicine, and at least one representative from each Program Assessment Committee. The Committee shall be chaired by the Director of Assessment, who shall be a voting member. The Committee shall be concerned with formative and summative program assessment, and integration of assessment activities across programs. The Committee will advise administration on the design, implementation,

tracking and reporting of assessment activities for accrediting bodies in occupational therapy, pharmacy, and physical therapy, and data base management. The findings and activities of the Committee will be shared annually with the Program Admission and Curriculum Committees as well as the entire faculty.

## **Section 6. Faculty Development and Recognition Committee**

The Faculty Development and Recognition Committee shall consist of at least one faculty representative from each Department and be chaired by the Associate/Assistant Dean for Faculty Development. The Committee shall be concerned with the continued professional development of the faculty and implementing the School's faculty awards and recognition program. In carrying out those responsibilities the Committee shall regularly develop, offer and evaluate programs of faculty development in response to faculty-identified needs, and solicit nominations and identify recipients for School-based faculty awards.

## **Section 7. eLearning Committee**

The eLearning Committee shall consist of the Executive Director of eLearning and Technology, who shall be the Chair, Directors and Associate/Assistant Directors of all distance pathways in the School, and Associate Dean for Academic and Student Affairs. The Committee shall regularly review the eLearning Plan of the School and make recommendations to the faculty for its content, implementation, and assessment. The Committee shall be concerned with identifying eLearning opportunities and making recommendations to the Dean regarding these opportunities and the resources needed to adopt them.

## **Section 8. Academic Issues Hearing Board**

The Academic Issues Hearing Board shall consist of one faculty representative and one student from each Program and be chaired by the Senior Associate Dean. The students shall be voting members. Alternate members will be appointed for each full member of the Hearing Board. The Hearing Board shall review and act upon written grade appeals as outlined in the School's Grade Appeals Policy, cases involving academic misconduct as outlined in the School's Misconduct Policy, and other issues as determined by the Dean. All members of the Hearing Board shall maintain confidentiality concerning individual cases.

## **Section 9. Bylaws, Policies, and Procedures Review Committee**

The Bylaws, Policies, and Procedures Review Committee shall consist of one faculty representative from each Department, and a Committee Chair appointed by the Dean. The School's representative to the University Committee on Faculty Handbook and University Statutes shall serve as an ex officio member. The Committee shall review the School Bylaws on an annual basis and bring justified recommendations for change to the faculty. The Committee shall also review School policies and procedures (both faculty and administrative) on an every-three-year basis and make justified recommendations for change to the appropriate body. In discharging its responsibilities, the Committee is

encouraged to seek input from the School community and/or to invite others to participate in Committee meetings, as appropriate.

## **Section 10. Program Admission Committees**

The Admission Committees of the Pharmacy Program, the Occupational Therapy Program and the Physical Therapy Program shall each consist of at least four full-time program faculty members, at least one administrative officer, two full-time program students, and an admission officer. The Dean may appoint a program alumnus who shall be a voting member of the Committees. The two students on the Pharmacy Program Admission Committee shall be voting members. The Committees are charged with the responsibility of reviewing applicant qualifications, and admitting or denying admission of students to the respective programs based on criteria approved by the respective Program faculty. Each Committee shall periodically review and recommend admission criteria and policies for the admission of students for approval by the respective Program within the School. The Committees shall review and approve applicant recruitment material.

## **Section 11. Program Curriculum Committees**

### **A. Occupational Therapy and Physical Therapy**

The Curriculum Committees of the Occupational Therapy Program and the Physical Therapy Program shall consist of not less than four members of the Program faculty and two full-time Program students. The Director of the Post-professional Doctor of Occupational Therapy Pathway and the Director of the Transitional Doctor of Physical Therapy Pathway shall be a member of the respective Curriculum Committee. The Chair of the Occupational Therapy Assessment Committee and the Chair of the Physical Therapy Assessment Committee shall be a member of the respective Curriculum Committee. The Associate Dean for Academic and Student Affairs shall be a non-voting member of the Committees. The Dean may appoint a program alumnus who shall be a voting member of the Committees. The Committees shall concern themselves with all matters relating to the content of their respective educational programs. They shall review, develop, and bring recommendations to the respective faculty for curricular changes, course content revisions, prerequisites for courses, and pre-professional course requirements for all curricula within each Program. The Committees shall review curricula and recommend revisions to the faculty in the expected learning outcomes of courses and the expected competencies of graduates. The content of every course shall be reviewed in accordance with discipline specific accreditation standards and the department assessment plan.

### **B. Pharmacy**

The Curriculum Committee shall consist of not less than eight faculty members with equal representation from each department. The Associate Dean for

Academic and Student Affairs, the Director of the distance pathway, the Chair of the Pharmacy Assessment Committee, one licensed pharmacy practitioner who is an alumnus and is not full-time faculty, and two students shall also be members of the Committee. The Associate Dean for Academic and Student Affairs shall be a non-voting member. The alumnus shall be a voting member. One student shall be from the campus pathway and one from the distance pathway. At least 75% of the pharmacy faculty members shall have a professional degree in pharmacy. The terms of faculty members shall be for four years at staggered intervals. The Committee shall concern itself with all matters relating to the content of its educational program. It shall review, develop, and bring recommendations to the faculty for curricular changes, course content revisions, prerequisites for courses, and pre-professional course requirements for all curricula within the Program. The Committee shall review curricula and recommend revisions to the faculty in the expected learning outcomes of courses and the expected competencies of graduates.

## **Section 12. Program Student Awards Committees**

The Student Awards Committees of the Occupational Therapy Program and Physical Therapy Program shall consist of not less than three full-time program faculty members. The Student Awards Committee of the Pharmacy Program shall consist of not less than four full-time program faculty members with equal departmental representation. The individual responsible for financial aid in the School shall be an advisory member of all Program Student Awards Committees. The committees shall nominate and/or select (depending on the requirements of the award) students for various awards, except where such nomination and/or selection is/are the responsibility of another organization or committee, and shall provide proper recognition of these students. The Committees shall coordinate and arrange for the awards ceremonies with the Associate/Assistant Dean for Academic Affairs or his/her designee. The Committees shall consider all proposals for addition of, change in, or deletion of, awards, scholarships, prizes, etc.

## **Section 13. Program Assessment Committees**

### **A. Occupational Therapy and Physical Therapy**

The Program Assessment Committees of the Occupational Therapy Program and Physical Therapy Program shall consist of not less than two full-time program faculty members, one student, at least one administrative officer, the Executive Director of eLearning and Technology, and the Director of the distance/transitional pathway. The Chair of each Program Curriculum Committee shall be a member of the respective Program Assessment Committee. The Program Assessment Committees shall organize and oversee the systematic collection of programmatic data for all pathways within their respective Program. They shall assess the data, receive and respond to requests for data and analyses from their respective Curriculum Committees, and make recommendations to the Curriculum Committees and Program faculty based on their independent review

of assessment data. The Program Assessment Committees shall coordinate and communicate with faculty through written reports presented annually at faculty meetings of the respective Programs.

**B. Pharmacy**

The Program Assessment Committee of the Pharmacy Program shall consist of not less than one full-time program faculty member from each department. One student from the campus pathway, one student from the distance pathway, at least one administrative officer, the Executive Director of eLearning and Technology, the Director of the distance pathway, and the Chair of the Pharmacy Curriculum Committee shall also be members of the Committee. The students shall be voting members. The Program Assessment Committee shall organize and oversee the systematic collection of programmatic data for all pathways in the Pharmacy Program. The Committee shall assess the data, receive and respond to requests for data analyses from the Pharmacy Curriculum Committee and pharmacy faculty based on their independent review of the assessment data. The Pharmacy Program Assessment Committee shall coordinate and communicate with the pharmacy faculty and students through written reports presented annually at faculty and student meetings. The Pharmacy Program Assessment Committee shall meet at least once annually with the Pharmacy Curriculum Committee to formally communicate assessment findings and to offer recommendations based on these findings.

**Section 14. Ad Hoc Committees**

Ad Hoc Committees of the faculty and their Chairs shall be appointed by the Dean or his/her designee for such functions as the Dean may direct.

**Section 15. Advisory Committees**

Faculty members may elect to participate on School or Program advisory committees in a manner consistent with their interests.

**ARTICLE V**

**Section 1. Amendments**

Any voting member of the faculty may propose amendments to the Bylaws at a regular or special meeting of the School. Action on any proposed amendment(s) shall occur at the next scheduled meeting not less than fourteen calendar days after submission of the proposed amendment(s). Approval of an amendment shall be by a two-thirds majority on a secret ballot.

**Section 2. Bylaws Interpretation**

Where ambiguity or a difference of opinion may exist in interpretation of the Bylaws, the Executive Committee shall provide an interpretation to the Dean.

### **Section 3. Parliamentary Authority**

The rules contained in the latest edition of Robert's Rules of Order shall be observed in all cases in which they are applicable and in which they are not inconsistent with the special provisions of these Bylaws.

1/14/03 – Approved, School of Pharmacy and Health Professions

5/23/03 – Approved, Committee on Faculty Handbook and University Statutes

8/24/04 – Approved, School of Pharmacy and Health Professions

11/17/04 – Approved, Committee on Faculty Handbook and University Statutes

9/26/06 – Approved, School of Pharmacy and Health Professions

10/6/06 – Approved, Committee on Faculty Handbook and University Statutes

8/21/07 – Approved, School of Pharmacy and Health Professions

5/20/08 – Approved, School of Pharmacy and Health Professions

9/23/08 – Approved, School of Pharmacy and Health Professions