

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.
- E. Unless otherwise stipulated in these Bylaws, the presence of more than half of the voting membership shall constitute a quorum for the purpose of conducting business at a meeting.

**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, physical therapy (Omaha), or physical therapy (Phoenix) 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, Department of Physical Therapy (Omaha), or Department of Physical Therapy (Phoenix) 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 Assistant/Associate 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.
- G. When used in these Bylaws, the term, "majority" for voting purposes shall mean more than half of the members present and eligible to vote unless otherwise specified in these Bylaws.

## **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. Attendance at meetings can be in person or virtual.
- E. Voting by proxy is prohibited at all meetings of the School, a Program, or a Department.
- F. 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.
- G. Policies and policy-embedded 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 Assistant/Associate Dean, unless another faculty member is so designated by the Dean.

## **Section 3. Parliamentarian**

A School Parliamentarian, elected 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. School 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 or his/her designee shall appoint an Interim Dean and a Dean's Nominating Committee. The committee shall 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 or his/her designee from outside the School. The President or his/her designee 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 in accordance with University statutes. The Dean shall also be evaluated annually by one third of the faculty from each program. All faculty will be given the opportunity to evaluate the Dean once every three years.

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

- A. The Dean shall appoint Assistant/Associate Deans.
- B. Assistant/Associate 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 Assistant/Associate Deans shall be conducted annually by the Dean and one third of the faculty from each program. All faculty will be given the opportunity to evaluate the Assistant/Associate Deans once every three years.

## **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(s) and its members. The Chair(s) shall have responsibility for department policies, programs, procedures, and processes.
- 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 evaluate the performance of 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. The Department Chairs will also be evaluated annually by the faculty in their Department.

#### **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 processes.
- D. In the exercise of normal administrative responsibilities, a 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 evaluation 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, including School faculty *ex officio* appointees, shall have voting rights unless otherwise specified in these Bylaws. Committee members shall be appointed by the Dean or his/her designee 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 and Staff Development and Recognition Committee
  - 6. eLearning Committee
  - 7. Academic Issues Hearing Board
  - 8. Bylaws, Policies and Procedures Review Committee
  - 9. Justice, Equity, Diversity, and Inclusion Committee

- 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
  5. Pharmacy Reinstatement Appeals 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 Programs in Omaha and Phoenix 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 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.

## Section 2. Executive Committee

- A. The Dean, who shall serve as the Chair, and Assistant/Associate 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 include one elected faculty member from each Department in the School. Department Chairs are not eligible to serve on the Executive Committee. At least three elected faculty members shall be tenured, and the rest may be non-tenured with at least five (5) years employment with the School excepting the Phoenix campus faculty who are eligible at hire until FY 2026. 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.
- 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, Assistant/Associate Deans, Department Chairs, and Department Vice Chairs are not eligible to serve on the Committee. 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. Alternate members serve as substitutes for members who are excused or 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 recuse themselves 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 deliberations on that candidate. Such an absence shall not constitute a vacancy. Each candidate shall be allowed one preemptory conflict of interest challenge. Those faculty members who have recused 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 recused 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, Senior Associate Deans, Assistant/Associate Deans, Department Chairs, Senior Administrator, Director of Admission, Director of Faculty and Staff Development, and the Director for Chaplain Services. 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 Assistant/Associate Dean for Assessment, the Assistant/Associate Dean for Academic Affairs, Assistant/Associate Dean for Educational Outcomes, Director of EMS Education, one Co-Director from the Office of Distance Education, an Academic Success Consultant, the School psychometrician, one faculty member from the School of Medicine, one SPAHP representative from the Center of Interprofessional Education and Research (CIPER), and at least one representative from each Program Assessment Committee. The Committee shall be chaired by the Assistant/Associate Dean for Assessment. 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 regional and specialized accrediting bodies and systems for managing assessment data. The findings and activities of the Committee will be shared regularly with the Program Admission and Curriculum Committees, and at least annually with the entire faculty.

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

The Faculty and Staff Development and Recognition Committee shall consist of at least one faculty representative from each Department and four staff from distinct organizational units appointed by the Senior Administrator. The Committee shall be chaired by the Director of Faculty and Staff Development and supported by the Office of Faculty and Staff Development (OFSD) support staff. Staff appointed by the Senior Administrator, as well as the OFSD support staff, shall be voting members. The Committee shall be concerned with the continued professional development of the faculty and staff and implementing School-based faculty and staff awards and recognition programs. In carrying out those responsibilities, the Committee shall regularly develop, offer and evaluate development programs for faculty and staff in response to identified needs, and solicit nominations and identify recipients for School-based faculty and staff awards.

#### **Section 7. eLearning Committee**

The eLearning Committee shall consist of the Director of eLearning and Academic Technologies, who shall be the Chair, one Co-Director from the Office of Distance Education, one Coordinator of an Occupational Therapy distance pathway (rotated annually) the Assistant/Associate Dean for Academic and Student Affairs, the Director of Continuing Education, a Chaplain, a Health Sciences Library representative who shall be

non-voting, and one faculty representative from each Department. The Committee shall be responsible for advising the School's leadership on the eLearning vision, engaging in strategic planning related to eLearning, recommending eLearning-related policies and procedures to the Administrative Committee, and initiating/supporting programming to advance the School's eLearning vision

### **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 or designee appointed by the Dean. The students shall be voting members. Alternate members will be appointed for each 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 all aspects of their work. Ad hoc members from the Phoenix faculty may be added to the committee for issues involving Phoenix students.

### **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 review all School-level policies and procedures brought forth from School constituents and make recommendations for change to the originator(s). At the appropriate time, the Committee shall bring reviewed/revised School policies and procedures to the appropriate body (e.g., School faculty, Administrative Committee, administrative officers) for approval. The Committee shall determine whether any policy or procedure submitted for its review falls within the scope of faculty governance and requires the approval of the School faculty, as mandated by these Bylaws. The Committee shall review all previously approved School policies and procedures on a tri-annual basis and make recommendations for change to the appropriate body. When considering policies and procedures, the Committee may seek input from the School community and may invite participation in Committee meetings, as appropriate.

### **Section 10. Justice, Equity, Diversity, and Inclusion Committee**

The Justice, Equity, Diversity, and Inclusion (JEDI) Committee shall consist of at least one faculty member from each Department, the Director of Faculty and Staff Development, an Office of Academic and Student Affairs staff member or administrator, the Assistant/Associate Dean for Business Affairs, an Admissions staff member or Director, and one student from each Program (at least one student must be a hybrid or distance student). The Chair of the Committee shall be a faculty member elected by the committee at the first meeting. All members of the Committee will be voting members. The Committee shall be responsible for developing programmatic initiatives in JEDI

related to faculty and staff development, educational curricula for each academic program, internal and external engagement, assessment, and advisement (e.g., cultural effectiveness training, annual programming, curricula assessment and design) to create a more inclusive environment. The Committee will also advise School leadership on issues related to JEDI.

## **Section 11. Program Admission Committees**

The Admission Committees of the Pharmacy Program, the Occupational Therapy Program, the Physical Therapy Program in Omaha, and the Physical Therapy program in Phoenix 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 appropriate Committee. 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 review and recommend admission criteria and policies for the admission of students for approval by the respective Program within the School every three years. The Committees shall review and approve applicant recruitment material.

## **Section 12. Program Curriculum Committees**

### **A. Occupational Therapy, Physical Therapy (Omaha), and Physical Therapy (Phoenix)**

The Curriculum Committees of the Occupational Therapy Program and the Physical Therapy Programs 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 shall be a member of the Occupational Therapy Curriculum Committee. The Chair of the Occupational Therapy Assessment Committee and the Chair of the Physical Therapy Assessment Committees shall be a member of the respective Curriculum Committee. The Assistant/Associate Dean for Academic 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 appropriate Committee. 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 on 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 department or School-generated assessment data.

### **B. Pharmacy**

The Pharmacy Curriculum Committee shall consist of not less than eight faculty

members with equal representation from each department, exclusive of *ex officio* members. The Director of Distance Pharmacy Education, 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 Assistant/Associate Dean for Academic 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 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 on 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 department or School-generated assessment data.

### **Section 13. Program Student Awards Committees**

The Student Awards Committees of the Occupational Therapy Program, the Physical Therapy Program (Omaha) and the Physical Therapy Program (Phoenix) 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 representation from each department. 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.

### **Section 14. Program Assessment Committees**

- A. Occupational Therapy, Physical Therapy (Omaha), and Physical Therapy (Phoenix)

The Program Assessment Committees of the Occupational Therapy Program and Physical Therapy Programs shall consist of not less than two full-time program faculty members, one student, at least one administrative officer, , and the School psychometrician. The Chair of each Program Curriculum Committee shall be a member of the respective Program Assessment Committee and the Director of Distance Occupational Therapy Education shall be a member of the Occupational Therapy 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 their respective faculties and students through written reports presented annually at faculty and student meetings.

B. Pharmacy

The Program Assessment Committee of the Pharmacy Program shall consist of not less than two full-time program faculty members with equal representation from each department, exclusive of *ex officio* members. One student from the campus pathway, one student from the distance pathway, at least one administrative officer, the School psychometrician, the Director of Distance Pharmacy Education, 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 make recommendations to the Curriculum Committee and Program 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 15. Pharmacy Reinstatement Appeals Committee**

The Pharmacy Reinstatement Appeals Committee shall be a standing committee of the Pharmacy program. The Committee shall be comprised of six members from each Department, all of whom must have at least three years of Creighton pharmacy faculty experience. The Assistant/Associate Dean for Academic Affairs or designee appointed by the Dean will chair the Committee as a non-voting member.

Committee members shall be recommended for service by both Department Chairs and appointed by the Dean. Two consecutive terms are permitted for Committee members. The four-year terms of all appointments shall be staggered, with new or returning members being appointed every two years.

Each panel adjudicating a reinstatement petition shall be comprised of three Committee members from each Department. Six members shall constitute a quorum. Votes on all motions shall be by secret ballot. Any member of the Committee who serves as an academic advisor for an appealing student must recuse himself/herself from all Committee deliberations for his/her advisee's appeal.

## **Section 16. 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. Ad Hoc Committees shall include membership from faculty located in Phoenix when appropriate.

## **Section 17. Advisory Committees**

Faculty members may elect to participate on School or Program advisory committees in a manner consistent with their interests. Advisory Committees shall include membership from faculty located in Phoenix when appropriate.

# **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

09/23/08 – Approved, School of Pharmacy and Health Professions

10/13/08 – Approved, Committee on Faculty Handbook and University Statutes

10/12/10 – Approved, School of Pharmacy and Health Professions

11/01/11 – Approved, School of Pharmacy and Health Professions

11/28/11– Approved, University Committee on Faculty Handbook & University Statutes

11/11/14 – Approved, School of Pharmacy and Health Professions

04/12/16 – Approved, School of Pharmacy and Health Professions

09/27/16 – Approved, School of Pharmacy and Health Professions

02/13/18 – Approved, School of Pharmacy and Health Professions

12/10/20 – Approved, School of Pharmacy and Health Professions

09/13/22 – Approved, School of Pharmacy and Health Professions