BYLAWS OF THE FACULTY

ARTICLE I: FUNCTION, FACULTY MEMBERSHIP, ORGANIZATIONAL OFFICERS AND GOVERNANCE

SECTION A  FUNCTIONS OF THE FACULTY

The faculty of the College of Pharmacy shall be responsible for the governance of its affairs including, but not restricted to, student policies, curricular matters, faculty promotion and contract policies, and such operational policies as may be specified by the Bylaws.

SECTION B  MEMBERSHIP

All persons holding a full-time appointment, i.e., 50 percent time or greater contractual appointment with Western New England University College of Pharmacy at the rank of Instructor or above shall be voting members of the faculty of the College of Pharmacy. Faculty appointments of Visiting, Adjunct, Research, or Clinical Adjunct shall not have voting privileges.

SECTION C  DEAN OF THE COLLEGE OF PHARMACY

The Dean of the College of Pharmacy, as the presiding officer of the faculty, is the primary faculty organizational officer responsible for all faculty and learner activities and academic business directed to the successful completion of the role and mission of the College of Pharmacy.

The Dean of the College of Pharmacy is appointed by and serves at the discretion of the President and Provost of the University.

SECTION D  FACULTY OFFICERS OF THE COLLEGE OF PHARMACY

Other faculty officers, appointed to administer specific responsibilities delegated to them by the Dean, shall assist the Dean of the College of Pharmacy. Such additional faculty officers shall be: (1) The Assistant/Associate Deans for Academic Affairs, Student Affairs, and Experiential Affairs, and Assessment and Accreditation; (2) academic Department Chairs; and (3) other program administrators who may be appointed such as department vice chair, chiefs of clinical services, directors or coordinators. Faculty officers are appointed by and serve at the discretion of the Dean with the approval of the Provost.

SECTION E  MEETINGS OF THE FACULTY

Meetings of the faculty shall be convened at least once during each fall and spring semester. Additional meetings of the faculty may be convened at the discretion of the Dean.

The Dean shall preside over all meetings of the College of Pharmacy faculty organization, or in his/her absence, the Dean may designate another member of the faculty.
Robert’s Rules of Order, Newly Revised, shall be the parliamentary authority for all meetings, except as otherwise specified in the Bylaws.

All actions of the faculty establishing policy recommendations and/or changes in the Bylaws shall require an affirmative vote by a two-thirds majority of the eligible present voting members of the faculty on two consecutive meetings at two different time periods. Any curricula or new degree program additions/amendments brought to the faculty by the Academic Affairs Committee shall require an affirmative vote by a two-thirds majority of eligible present faculty voting members. All other actions of the faculty shall require an affirmative vote by a simple majority of the members voting.

SECTION F  EXECUTIVE COMMITTEE OF THE COLLEGE OF PHARMACY

The Dean, Assistant/Associate Deans, academic Department Chairs, and Assistant to the Dean, and faculty/staff members with administrative responsibilities (at the discretion of the Dean of Pharmacy) shall constitute the Executive Committee of the College. The chair of this committee shall be the Dean.

The Executive Committee shall serve to advise the Dean, and under his/her direction, coordinate and cause to be implemented all faculty, student, and staff activities required to fulfill the role and mission of the College. The committee shall be guided in its administrative and governance functions by policy and recommendations proposed by faculty committees and ratified by a two-thirds majority vote of the eligible present voting members of the faculty membership. To this end, the Executive Committee shall recommend to the Dean:

1. The appointment of the faculty members nominated to serve on both standing and ad hoc faculty committees, except where membership is determined by faculty vote.
2. The charges to each standing and ad hoc committee.
3. The disposition of all minutes, recommendations and policy made by standing or ad hoc committees.
4. Budget allocations and adjustments.
5. Strategic planning activities, goals, and initiatives of the College.
6. Other matters as may be brought to the committee by the faculty and officers of the College.

SECTION G  AMENDMENTS

Amendments to the Bylaws shall be presented in writing to each member of the faculty at least fifteen working days prior to the meeting at which such amendments shall be voted. Amendments to the Bylaws shall require a two-thirds majority vote of the eligible present voting members of the faculty on two consecutive meetings at two different time periods. Non-substantive changes (i.e. grammatical or typographical) do not require a vote by the faculty.
ARTICLE II: ORGANIZATION UNITS

SECTION A  ACADEMIC DEPARTMENTS

The faculty of the College of Pharmacy shall be organized into academic departments according to professional or scientific area and teaching discipline. These departments shall be known as: (1) The Department of Pharmaceutical and Administrative Sciences, and (2) The Department of Pharmacy Practice. Additional departments, which may be created to meet future needs of the College, shall be formed and governed in accordance with these Bylaws.

The Department of Pharmaceutical and Administrative Sciences is composed of tenured, tenure track, and non-tenure track academic appointments based on the candidate’s abilities, academic background, and current degree.

The Department of Pharmacy Practice is composed of tenured, tenure and non-tenure track academic appointments based on the candidate’s abilities, academic background, and current degree.

Each department shall formulate and follow a departmental mission statement and goals, which are in support of the mission and goals of the College. The mission and goals of the department shall also adequately and appropriately support the special and unique faculty needs of that department, and shall also effectively contribute to the development and delivery of the professional curriculum, to policy pertaining to faculty governance, and academic standards.

Each department shall be allocated a separate operational budget, and a member of the departmental faculty appointed to such responsibility by the Dean shall administer each. These administrators shall be the academic department faculty Chairs, and each will be responsible for providing leadership and governance to all faculty and staff appointed to that department. Department Chairs in the College of Pharmacy shall serve at the discretion of the Dean.

A Department Chair may be assisted in his/her responsibilities by other faculty members appointed to serve as vice departmental chairs. Such appointments, like that of the Chairs, are through approval by and action of the Dean.

SECTION B  FACULTY COMMITTEES

Standing faculty committees shall be appointed by the Dean to represent the total College faculty organization in the governance of their affairs, and to protect and promulgate faculty interests pertaining to the mission, role and functions of the College. These committees shall develop policy and provide recommendations for the governance of the following specific areas of academic business:

1. Learner qualifications and standards for admission into the professional and graduate education programs.
2. Learner standards for professional behavior and expectation within the professional and graduate education programs.
3. The programs of study for professional and graduate education, requirements and standards for graduation and progression from these programs.
4. The requirements and standards for faculty professional development, including academic promotion.
Faculty membership on standing College of Pharmacy committees shall be determined by the requirements of committees as described in these Bylaws, and shall equally represent each department (Article III). When faculty nomination and vote determine membership, such elections will be conducted by the Dean’s office. The Dean, from nominations submitted by the Executive Committee, shall appoint committee memberships. In either case, individual faculty members shall serve on only one standing committee in the College at any one time, except, if a department does not have sufficient qualified members to serve, or where a faculty member may be elected to serve on the Faculty Affairs Committee while still serving on another committee. Individual committee memberships shall also be limited to a period not to exceed two consecutive academic years, except as provided for initial committee appointments. The two-year limitation also does not apply to designated administrative representatives nor does it apply to the alternate for promotion and tenure committee. A retiring member of any one committee may again be appointed, nominated or elected to that same committee after a lapse of one academic year.

If an elected or appointed departmental faculty representative to a standing College committee leaves the faculty organization permanently or due to extenuating circumstances the Dean shall cause to have an alternate representative to that committee elected or appointed no later than fifteen business days following the occurrence of the committee vacancy. An alternate representative shall serve only for the time remaining on the original term of the faculty representative replaced, but will be eligible for re-election or re-appointment to that same committee as a regular representative immediately following the completion of the alternate’s term of committee membership.

Faculty membership on standing College committees shall be appointed initially to allow a replacement of only 50% of its elected or appointed membership in an academic year. To accomplish this, each standing committee to be newly organized under these Bylaws shall be appointed with one-half of the faculty membership serving for a period of three years, and one-half for the regular two-year period. Those members appointed for three years initially will be replaced after that period by an equal number of representatives appointed for the normal two-year period.

A standing committee appointment shall be from July 1 through June 30 of the next year, with the exception of members of the Student Affairs Committee who will serve from July 1 through August 30 of the following school year, in order to complete the student admissions cycle. Each committee cycle will begin with the seating of new members, the election of new committee officers, and the determination of a specific agenda for the next year. These organization functions shall be accomplished by each committee by July 1 (or as close to this date as possible) of each year. Each committee will then begin its work, fully organized, no later than the first thirty days of the next academic year beginning approximately August 1.

1. New committee appointments are to be determined, as specified, no later than June 15, and be seated on the respective committees by July 1.
2. In addition to seating new members and approving the new agenda, each committee will, unless otherwise directed by these Bylaws, elect a chair. The committee chair shall direct the activities of the committee and preside over its meetings.
3. Committee officers shall serve for a period of one committee cycle beginning with the organizational meeting in which they were appointed or elected and extending through the next organizational meeting the following year.

Standing committees shall keep and approve all minutes of meetings and business. The committee chair or their designee shall be responsible for the timely preparation of the minutes and their archiving. When accepted and approved by committee membership, minutes shall be appropriately distributed to the faculty. Regular reports of committee activities will be made to the faculty by the committee chair or designee via normally scheduled faculty meetings. If a new recommendation or policy is submitted by the standing committee to the faculty for approval, ratification by a simple majority vote shall be required.
ARTICLE III: STANDING FACULTY COMMITTEES

SECTION A  FACULTY AFFAIRS COMMITTEE

The membership of the Faculty Affairs Committee shall be composed of:

1. Two members of the faculty from each academic department who are elected to the committee.
2. A member-at-large shall be elected by the faculty for a one-year term. The Faculty Affairs Committee shall call for nominations for the member-at-large position. The member-at-large shall be nominated at the College faculty meeting and a secret ballot election shall be held. Only faculty who are eligible to serve on the Faculty Affairs Committee can vote for the member-at-large.
3. Neither the Deans of the College of Pharmacy nor the academic Department Chairs or Vice-Chairs are eligible for election to the committee.
4. The chair of this committee will be elected by committee members and serve a one year term.

This committee, as an advocate of faculty welfare, may thus consider all matters of relevant business referred to it by the faculty, as well as by the Dean or other faculty officers. They will be responsible for maintenance of the College of Pharmacy Faculty Handbook. In more specific terms, this committee shall develop policy and make recommendations pertaining to procedures and instruments to be used in the evaluation of individual faculty activity by learners and faculty peers for the evaluation of petitions for promotion and tenure.

The Faculty Affairs Committee will also advise the Office of Academic Affairs on professional development needs and activities of faculty interest.

Specific activities include, but are not limited to:

1. Plan workshops, speakers, retreats or other structured activities designed to enhance the teaching skills of the general faculty.
2. Develop programs to encourage and reward faculty for achievements in teaching, research/scholarship and service.

To accomplish the work in the several areas of responsibilities, this committee may be divided into subcommittees.

SECTION B  CURRICULUM COMMITTEE

The membership of the Curriculum Committee (“CC” or Committee) shall be composed of:

1. Assistant/Associate Dean for Academic Affairs (ex officio without a vote except in case of a tie).
2. Assistant/Associate Dean for Experiential Affairs of the College (ex officio without a vote).
3. Assistant/Associate Dean for Assessment and Accreditation (ex officio with a vote).
4. Two members of the faculty from each academic department who are appointed to this committee by the Dean.
5. Two professional pharmacy learners nominated by the Pharmacy Student Governance Association (PSGA) annually and appointed by the Dean.
6. One practicing pharmacist appointed annually by the Dean who is not a full and/or part-time faculty member of the College of Pharmacy, serving a one year term.
7. The chair of this committee will be elected by committee members and serve a one year term. Neither the practicing pharmacist nor the professional pharmacy learners may serve as Chair of this committee.
Nonvoting guests may be invited with the approval of the Chair.

This Committee shall be responsible for conducting a continuing appraisal and evaluation of the professional pharmacy program of study, and for the development of recommendations of curricular revision, additions and other alterations to assure optimal student learning and outcomes.

To accomplish these essential goals and purpose, this committee shall have both the responsibility and right to:

1. Develop and maintain a dynamic curriculum, meeting the needs of professional and graduate outcomes.
2. Develop and maintain a description of expected learning outcomes for the total curriculum.
3. Develop and maintain a description of expected learning outcomes of each discrete required course, and maintain a description of each elective course within the curriculum.
4. Review the content of individual and collective courses as to the completeness and contemporary nature of the content as well as their contribution to the breadth, depth, and value to the curriculum.
5. Develop policy and make recommendations to the faculty as required in all matters relating to learner progress in achieving the educational outcomes.

To accomplish the work in the several areas of responsibilities, this committee may be divided into subcommittees under the direction of subcommittee chairs.

SECTION C ASSESSMENT COMMITTEE

The membership of the Assessment Committee (“AC” or Committee) consists of:

1. Assistant/Associate Dean for Assessment and Accreditation (ex officio with a vote only in the case of a tie).
2. Assistant/Associate Dean for Academic Affairs (ex officio with a vote).
3. One member of the faculty from the Department of Pharmaceutical and Administrative Sciences*.
4. One member of the faculty from the Department of Pharmacy Practice*.
5. One at large member of the faculty**.
6. Two professional pharmacy learners (one each from PY2 & PY3 classes) nominated by the Pharmacy Student Governance Association (PSGA) annually and appointed by the Dean.
7. College Instructional Designer (ex officio without a vote).

Nonvoting guests may be invited with the approval of the Chair.

*Staggered two-year memberships

**One year appointments, alternating Departments

The Committee shall be responsible for facilitating the continual and ongoing assessment of the program and its progress toward attaining its mission and goals, and the effectiveness of its curriculum on student learning. To accomplish these essential functions and responsibilities, the Committee will develop and maintain the programmatic Assessment Plan, including the collection, compilation, and dissemination of all data contained therein.

To accomplish these essential goals and purpose, this committee shall have both the responsibility and right to:
1. Collaborate with all stakeholders on the management of evaluation instruments for assessing progress toward attaining the mission and goals of the program and the effectiveness of its curriculum on student learning.

2. Collaborate with all stakeholders on the management of evaluation instruments for assessing progress within all components of the Strategic Plan.

3. Collaborate with all stakeholders on data collection related to maintaining compliance with ACPE standards for accreditation.

SECTION D  STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee shall be composed of the following membership:

1. Assistant/Associate Dean for Student Affairs (ex officio without a vote, except in the case of a tie).
2. An Assistant/Associate Dean representing Academic Affairs, Experiential Affairs, or Assessment and Accreditation (ex officio with a vote).
3. Assistant Director/Director of Pharmacy Admissions (ex-officio without a vote).
4. Two members of the faculty in each of the academic departments appointed by the Dean.
5. One professional pharmacy learner from each class nominated by the respective class serving a one-year term, and appointed by the Dean.
6. One practicing pharmacist appointed by the Dean who is not a full and/or part-time faculty member of the College of Pharmacy, serving a one year term.
7. The chair of this committee will be elected by committee members and serve a one-year term.

Neither the practicing pharmacist nor the professional pharmacy learners may serve as Chair of this committee.

The Student Affairs Committee shall serve as the standing faculty committee to:

1. Develop policy and make recommendations regarding standards for professional pharmacy learner recruitment and admission to the academic program.
2. Recommending to the Dean candidates for admission to the College of Pharmacy.
3. Develop and provide programming designed to instill and promote professionalism and develop leadership skills amongst learners.
4. Establish and recommend standards for the awarding of professional pharmacy learner scholarships, awards, and prizes, and supervise the giving of such.

To accomplish the work in the several areas of student affairs, this Committee may be divided into subcommittees under the direction of subcommittee chairs to consider the natural division of learner admissions, professionalism/leadership development, and the awarding of scholarships and other awards. Faculty from each department shall be equally represented on each subcommittee created.

SECTION E  ACADEMIC STANDARDS COMMITTEE

The membership of the Academic Standards Committee shall be composed of:

1. Assistant/Associate Dean for Academic Affairs (ex officio with a vote), who shall serve as chair of the committee.
2. Assistant/Associate Dean for Student Affairs (ex officio without a vote)
3. Two voting members of the faculty, one from each academic department, appointed by the Dean.
4. Two alternate members of the faculty, one from each academic department, appointed by the Dean.
The Academic Standards Committee shall serve as the standing faculty committee on all matters relating to assessing learner progress in achieving the educational outcomes as identified by the faculty of the College of Pharmacy. Such activities shall include:

a) At the end of the spring semester each year, assess each learner’s progress towards accomplishing the curricular outcomes defined and delineated for each year.

b) Following learner placement on academic probation, meet with learners experiencing academic difficulty to determine the status of learner progression and decide upon learner retention, remediation, suspension, or dismissal.

c) Prior to Commencement deliver a summary report on the fourth professional year learners’ outcomes to the faculty.

d) All decisions of the Academic Standards Committee, subsequent to any appeals, shall be communicated to the affected instructors of record, faculty advisors, department chairs, and affected lead faculty advisors of student organizations.

Actions pertaining to learner progression, remediation, academic suspension, or academic dismissal taken by the Academic Standards Committee are final pending appeals. Appeal of the decisions made by the Academic Standards Committee can be found within the Academic Progression/Dismissal Appeals Process section of the College of Pharmacy Student Handbook.

SECTION F STUDENT-FACULTY ETHICS COMMITTEE

The Student-Faculty Ethics Committee shall be composed of the following membership:

1. The Assistant/Associate Dean for Student Affairs (“ADSA”), who shall serve as a Committee member (for business meetings only), as the mediator at mediation meetings, and the presiding agent at Committee pre-hearing and hearings.

2. Two faculty members from each department, appointed by the Dean, to serve as Committee members. The appointments for the faculty members from each Department shall be staggered, such that one member will be in his/her first year, (the secondary committee member), and one member will be in his/her second year (the primary committee member) of appointment to the committee. Both secondary and primary members will be full members at all business meetings. For Committee hearings, the primary committee members shall serve on the hearing panel, unless unable to do so, then the appropriate secondary committee member will serve in that primary committee member’s stead.

3. Four learner members, nominated by the PSGA and appointed by the Dean, to serve as committee members. Learner members shall be appointed for two year terms, commencing after their PY-1 term. The learner members’ terms shall be staggered; therefore, at the end of each academic year, two new members shall be appointed from the PY-1 class to serve during his/her PY-2 and PY-3 years. Both PY-2 and PY-3 learner members shall serve as full members at all business meetings. For Committee hearings, the PY-3 learners shall serve on the hearing panel, unless unable to do so, then the ADSA shall appoint one of the PY-2 learners to serve in that PY-3’s stead.

4. Should the ADSA be unable to assemble four Committee members, two faculty and two learners, the composition required to form a hearing panel; the Dean of the College shall appoint appropriate non-Committee faculty or learners to complete the panel.

5. The Chair of this committee shall be mutually agreed upon by the committee members. Members of the Committee with an academic appointment to the College, with the exception of the
Assistant/Associate Dean for Student Affairs, are eligible to serve as Chair or Secretary. Upon election, the Chair will appoint a willing voting member as Secretary.

The Student-Faculty Ethics Committee is charged with hearing cases in dispute of learner conduct on complaint of faculty or others. The hearing shall be scheduled by the Assistant/Associate Dean for Student Affairs, unless the case has been satisfactorily resolved during preliminary review by the Assistant/Associate Dean for Student Affairs. The Student-Faculty Ethics Committee will hear testimony from the reporting individual and the accused learner, evaluate the facts of the case, render a decision, and impose disciplinary sanctions if the learner is found to be in violation of the standards of academic, personal, professional, and social conduct. The ADSA shall sit in on all hearings, answering all questions regarding committee policies and procedures or evidentiary matters. Actions taken by the Student-Faculty Ethics Committee are final, pending appeal to the Dean of the College of Pharmacy; the process for appeal can be found within the Non-Academic Appeals Process section of the College of Pharmacy Student handbook.

SECTION G  PROMOTION AND TENURE COMMITTEE

The membership of the Promotion and Tenure Committee shall be composed of:

1. Two members of the faculty shall be elected from each academic department by the respective department faculty. The two members from each department shall be in staggered terms.
2. Neither the Deans of the College of Pharmacy nor the academic Department Chairs or Vice-Chairs are eligible for election to the committee.
3. The chair of this committee will be elected by committee members and serve a one-year term.
4. All members of the committee shall be at the rank of Associate Professor or higher.
5. If a member of the Committee is under review for promotion or tenure during a year in which they are serving, that faculty member is not eligible to serve, and his/her membership on the Committee shall end immediately. An alternate faculty member shall be elected by the faculty of the respective Department, for the purpose of serving the remaining term of the departing member.
6. If a member of the Committee determines, for any reason, that he/she must recuse him/herself from the evaluation of a faculty candidate for promotion, tenure or midpoint review, then the respective Department shall elect an alternate to serve exclusively in the review of that faculty candidate.

The Promotion and Tenure Committee shall serve as the standing peer faculty evaluation body, and shall conduct all individual faculty activity evaluations requested by the Dean for purposes of recommending academic promotion and tenure.

SECTION H  UNIVERSITY SENATE ELECTIONS

The election of University Senator(s) from the College of Pharmacy shall be conducted:

a) Nominations sought by the Office of the Dean.
b) Election of senators is conducted by the entire faculty of the College of Pharmacy.
c) When more than one (1) candidate exists a secret ballot, either in person or electronic, will be conducted.
d) The alternate can be from either department.

SECTION I  AD HOC OR SPECIAL COMMITTEES

Ad hoc committees may be authorized and the chair appointed by the Dean. Charges to and responsibilities of these committees must be defined in writing by the Dean.
Faculty appeals committee

The membership of the College of Pharmacy Faculty Appeals Committee shall be composed of:

1. Two members appointed by the Dean.
2. Two members selected by the concerned faculty member.
3. A person chosen by mutual agreement between the concerned faculty member and the Dean.
4. Assistant/Associate Deans are eligible for appointment to this committee.
5. All members of the committee shall be at the rank of Associate Professor or higher.
6. All members of the Committee shall have undergone a successful promotion and/or tenure review.
7. The chair of this committee shall be mutually agreed upon by the committee members.

The Faculty Appeals Committee is charged with hearing cases in dispute of sanctions, dismissal or denial of promotion and/or tenure of faculty, and appealed annual evaluations. The hearing shall be scheduled upon request of the faculty member who is appealing as described in Sections 10 and 11 of the College of Pharmacy Faculty Handbook and the committee shall function according to the College of Pharmacy policies and procedures.
ARTICLE IV: ACADEMIC APPOINTMENTS

SECTION A   FACULTY APPOINTMENTS

Establishing rank and awarding contracts and/or tenure and promotion in the College shall conform to policies of the University.

SECTION B   ANNUAL REVIEW, PROMOTION AND/OR TENURE DECISION

Each academic department in the College of Pharmacy will establish the criteria, standards and guidelines to be considered in the promotion and tenure decision for faculty members of the department. It shall be the responsibility of the Dean to approve these standards and guidelines and to monitor their application.

The evaluation of a faculty member for tenure and/or promotion is the joint responsibility of the Promotion and Tenure Committee, Department Chair, Dean, Provost, and President.

The procedure for conducting review of any faculty member for purposes of recommending promotion, tenure, and reappointment shall be as follows:

1. All members of the faculty must undergo an annual review by their Department Chairs. The Department Chair will make recommendations to the Dean concerning annual reappointment by November 15th for faculty serving more than one year at the university and by February 15th for faculty in their first year of appointment.

2. A faculty member who is eligible may request or petition review for mandatory promotion and/or tenure. The formal written request is presented to the Dean no later than July 1st of any academic year the faculty member desires to undergo mandatory promotion and/or tenure consideration. The Dean will then forward this request to the respective Department Chair and the chair of the Promotion and Tenure Committee.

   a. The petitioner, in consultation with their academic Department Chair, shall develop a dossier of the faculty member's accomplishments, according to the prescribed format in Appendix 2. The complete set of dossiers must be presented to the Dean’s Office no later than September 1st in the academic year the faculty member desires to be considered for mandatory promotion and/or tenure. The Dean will send a letter requesting an evaluation from three (3) internal and three (3) external reviewers, supplied by the petitioner and who possess the expertise to evaluate the petitioner.

   b. The Department Chair shall write an evaluation of the dossier with justification for or against mandatory promotion and/or tenure and submit it to the Dean no later than October 12th.

   c. Once the chair of the Promotion and Tenure Committee has received notification of the faculty member's request for consideration for mandatory promotion and/or tenure, the chair shall call a meeting of the Promotion and Tenure Committee to review the dossier and all additional information according to the standards and guidelines for mandatory promotion and/or tenure, tenure of the academic department where the faculty member holds a majority appointment. The Committee shall submit a written recommendation with justification and present the complete dossier along with all appended affidavits and information to the Dean no later than the October 12th in the academic year the faculty member petitions for mandatory promotion and/or tenure.
d. The Dean shall review the dossier and all appended affidavits, information, and recommendations according to the standards and guidelines for promotion and/or tenure. The Dean may, at his/her discretion, solicit additional external peer reviews of the faculty member's dossier, including affidavits and information appended by the petitioner, but shall not include any recommendations given at prior stages of the review. The Dean shall append a written recommendation with justification to the dossier and present the complete dossier along with all appended affidavits, information, recommendations and external reviews to the Provost no later than October 26th. The petitioner shall have access to the content of all appended affidavits, information, and reviews subsequent to the promotion/tenure decision, with all information that may identify the author(s) obliterated.

e. The identity of all internal and external peer reviewers shall be held confidential to the petitioner. The petitioner, upon appeal, shall have access to the content of the reviews with all information that may identify the reviewer obliterated.

3. A faculty member who is eligible may request or petition review for a non-mandatory promotion. The formal written request is presented to the Dean no later than October 1st of any academic year the faculty member desires to undergo promotion consideration. The Dean will then forward this request to the respective Department Chair and the chair of the Promotion and Tenure Committee.

a. The petitioner, in consultation with their academic Department Chair, shall develop a dossier of the faculty member's accomplishments, according to the prescribed format in Appendix 2. The complete set of dossiers must be presented to the Dean’s Office no later than October 1st in the academic year the faculty member desires to be considered for promotion. The Dean will send a letter requesting an evaluation/recommendation from three (3) internal and three (3) external reviewers, supplied by the petitioner and who possess the expertise to evaluate the petitioner.

b. The Department Chair shall write an evaluation of the dossier with a recommendation with justification for or against promotion and submit it to the Dean no later than January 25th.

c. Once the chair of the Promotion and Tenure Committee has received notification of the faculty member's request for consideration for promotion, the chair shall call a meeting of

d. the Promotion and Tenure Committee to review the dossier and all additional information according to the standards and guidelines for promotion of the academic department where the faculty member holds a majority appointment. The Committee shall submit a written recommendation with justification and present the complete dossier along with all appended affidavits and information to the Dean no later than the January 25th in the academic year the faculty member petitions for promotion.

e. The Dean shall review the dossier and all appended affidavits, information, and recommendations according to the standards and guidelines for promotion and/or tenure. The Dean may, at his/her discretion, solicit additional external peer reviews of the faculty member's dossier, including affidavits and information appended by the petitioner, but shall not include any recommendations given at prior stages of the review. The Dean shall append a written recommendation with justification to the dossier and present the complete dossier along with all appended affidavits, information, recommendations and external reviews to the Provost no later than February 4th. The petitioner, upon appeal, shall have access to the content of all appended affidavits, information, and reviews subsequent to the promotion/tenure decision, with all information that may identify the author(s) obliterated.

f. The identity of all internal and external peer reviewers shall be held confidential to the petitioner. The petitioner, upon appeal, shall have access to the content of the reviews with all information that may identify the reviewer obliterated.
ARTICLE V: RATIFICATION

These Bylaws shall become effective upon approval by vote of 2/3 (two-thirds) of the eligible present voting members of the faculty of the College of Pharmacy on two consecutive meetings at two different time periods.