

## **I. FUNCTIONS**

The functions of the Academic Council of the School of Pharmacy (“Academic Council” of “School”) shall be to approve, for recommendation to the Senate, all regulations, courses and programmes of study of the School and to discuss and make recommendations upon any other academic matter affecting the School.

## **II. MEMBERSHIP**

The membership of the Academic Council shall be:

1. The Dean of the School, all persons holding full-time academic appointments as professor, associate professor, assistant professor, lecturer or instructor, who teach in the faculty, laboratory instructors, coordinators engaged in the placement and supervision of students in the experiential learning program, PharmD program coordinator (hereinafter referred to as “faculty”), clinical faculty appointees and the Manager of Academic Programs;
2. Representatives of other faculties, schools or departments as may be recommended by the Dean of the School;
3. The president, vice-president (academic), the registrar or delegate; the university librarian or delegate;
4. The Registrar of the Newfoundland and Labrador Pharmacy Board (NLPB) or delegate;
5. Undergraduate students registered in the School proceeding to the full-time Doctor of Pharmacy or Bachelor of Science in Pharmacy, numbering 20 % of categories (1) and (2). The students shall be nominated annually by the Memorial University Pharmacy Society;
  - i) Only students who are beyond the third semester of the program are eligible for nomination;
6. One graduate student nominated annually by graduate students pursuing an MSc or PhD degree in the School;
7. One undergraduate student registered in the Doctor of Pharmacy for Working Professionals program, nominated annually by the PharmD for working professionals students;
8. Others whom the Council may decide to admit.

## **III. TERMS OF OFFICE**

The term of office of Council and its Standing Committees for faculty and staff shall be from September 1 to August 31 with the exception of the Awards Committee. The term of office for the Awards Committee shall be June 1 to May 31. The term of office for student representatives shall be from May 1 to April 30.

#### **IV. OFFICERS**

The officers of the Council shall be the Dean of the School as Chair, the Associate Dean of Undergraduate Studies who shall be Vice-Chair and a Secretary to be appointed by the Dean. The Vice-Chair shall act as Chair in the Dean's absence.

#### **V. COMMITTEES**

The Council shall establish such Standing Committees as it deems appropriate and shall determine the Terms of Reference of such Standing Committees. The Dean of the School shall be ex-officio member of all Standing Committees. Each committee shall meet at the call of its Chairperson and shall meet at least twice a year, with the exception of the Nominating Committee and Executive Committee. Business may be conducted via e-mail but shall not replace the need to hold meetings.

Membership in Standing Committees will be recommended by the Nominating Committee and appointed by Council. Appointment of members to Standing Committees for the upcoming academic year shall take place by June 1.

Special committees and ad hoc committees may be appointed by the Academic Council and/or the Dean as may be deemed desirable or necessary.

Any standing committee may co-opt any other individual, whether or not a member of Council, by majority vote of the members of the Committee present. Vacancies occurring on a Standing Committee may be filled at any time by nomination of the Dean. Members who are co-opted may not vote.

In the event that other Councils invite representatives from the Council to attend their meetings, those representatives shall be nominated and approved by the Council annually.

#### **VI. MEETINGS**

Meetings of the Council shall be held as stated in the By-Laws. Ten (10) members, six (6) of whom must be faculty members, shall constitute a quorum.

#### **VII. BY-LAWS**

By-Laws may be drawn up and amended by a two-thirds majority of those present and voting provided that the proposed By-Law or amendment has been submitted in writing and circulated to all members not less than ten days prior to the meeting of the Council.

#### **VIII. AMENDMENTS TO THE CONSTITUTION**

Recommendations for amendments to the Constitution shall be by at least a two-thirds majority of those present and voting provided that notice of the proposed amendment has been given at the previous regular meeting of the Council and that the proposed amendment has been submitted in writing and circulated to all members not less than 14 days prior to the meeting of Council.

## **1 MEETINGS**

- 1.1 The Council shall meet at least three times each academic year on a schedule that assures that the necessary business of the School is completed in a timely manner.
- 1.2 A special meeting of the Council may be called by the Dean, or upon petition in writing of at least five members of the Council. Notice and agenda for a special meeting must be circulated at least 48 hours in advance of the meeting.
- 1.3 The office of the Dean, in consultation with the Secretary of Council, shall be responsible for the preparation and circulation of the minutes of the meetings and of the agenda at least 72 hours prior to the meetings (except in the case of a special meeting of the Council).
- 1.4 Joint meetings of the Council may be held with any of the Councils of other Schools, Faculties or Divisions in the University when deemed desirable by the officers of the Council and the appropriate officials of the other School, Faculty or Division.
- 1.5 Regular meetings have a limit of two hours. However, by majority vote, a maximum of two extensions of 15 minutes each shall be permitted.

## **2 STANDING COMMITTEES**

### **2.1 Nominating Committee**

- 2.1.1 There shall be a Nominating Committee, charged with the responsibility of preparing lists of nominees for all elective offices and standing committees of the Council as well as lists of nominees to serve as representatives of Council on such University bodies as require Council representation in other than an *ex-officio* capacity.
- 2.1.2 The Nominating Committee shall be appointed by the Dean.
- 2.1.3 Members of Council may nominate themselves or other Council members for seats on specific standing committees.
- 2.1.4 The Nominating Committee shall propose the chair of each committee.
- 2.1.5 The Nominating Committee shall circulate its list of nominees for committees to all members of the Council at least one week before the meeting of Council at which they are to be presented.

### **2.2 Committee on Undergraduate Studies**

- 2.2.1 The Committee on Undergraduate Studies is charged with such functions as are assigned to it by the Council through University regulations, and shall make recommendations to the Council on:

- 2.2.1.1 changes in course offerings and programs and new or amended academic regulations of the School and the University; 2.2.1.2 changes in academic policy;
  - 2.2.1.3 academic requirements for admission to the undergraduate program;
  - 2.2.1.4 matters relating to the promotion and graduation of students;
- 2.2.2 The Committee shall consider those academic matters referred to it by the Dean or any standing committee of the Academic Council.
- 2.2.3 Within the policies established by the Council, the Committee shall function jointly with the Registrar as the principal executive, advisory and appellate body. The Committee shall be responsible for developing adequate liaison with the Undergraduate Studies Committees of other Councils and of the Senate.
- 2.2.4 The membership of the Committee on Undergraduate Studies shall be the Dean, and four (4) faculty members elected by the Council, the Registrar or delegate, the Manager of Academic Programs, two full-time undergraduate pharmacy students beyond the third semester, nominated by Memorial University Pharmacy Society (MUPS) and one undergraduate student from the Doctor of Pharmacy for working professionals, elected by the working professional students, and the PharmD program coordinator. The Chair of the Committee on Undergraduate Student Admissions shall serve as an ex-officio member.
- 2.2.5 Three (two of whom shall be faculty members) shall constitute a quorum.

### **2.3 Committee on Undergraduate Student Admissions**

- 2.3.1 The Committee on Undergraduates Student Admissions is charged with the responsibility of recommending to the Dean suitable candidates for admission to the Pharmacy degree program in accordance with admission policies and requirements as established by the Council and the University.
- 2.3.2 The Committee on Undergraduate Student Admissions shall make recommendations to Council on criteria for assessment of applicants and selection procedures.
- 2.3 The membership of the Committee on Undergraduate Student Admissions shall be the Dean, three (3) faculty members elected by the Council, the Registrar or delegate, one alumnus of the School, one faculty member external to the School from a cognate discipline, the Manager of Academic Programs, two full-time undergraduate pharmacy students beyond the third semester, nominated by the Memorial University Pharmacy Society, one undergraduate student from the Doctor of Pharmacy for working professionals, elected by the working professional students, and the PharmD program coordinator. The chair of the Undergraduate Studies Committee shall serve as an ex-officio member.
- 2.3.4 Four (two of whom shall be faculty members) shall constitute a quorum.

### **2.4 Awards Committee**

- 2.4.1 The Awards Committee shall make recommendations to the Council respecting the Awards of the School for undergraduate and graduate students, pharmacy alumni and preceptors.
- 2.4.2 The Awards Committee shall consist of the Dean, three other members of Council and the Manager of Academic Programs. The Chair of the Committee on Graduate Studies and Research shall serve as an ex-officio member.

2.4.3 Three shall constitute a quorum.

## **2.5 Executive Committee**

2.5.1 The Executive Committee shall act in an advisory capacity to the Dean on any matter referred to it by him/her; shall make recommendations pertaining to the governance, direction and management of the School; conduct the affairs of Council during periods when Council is not meeting and act with respect to matters of emergency.

2.5.2 The Committee shall consider all petitions or appeals by undergraduate students or others with respect to any decision or recommendation by Council or any of its standing committees.

2.5.3 The Executive Committee shall consist of the Dean as Chairperson, the Vice-Chair of Council, the Associate Dean – Research and Graduate Studies, the Secretary of Council and one full-time undergraduate student beyond the third semester, nominated by the Memorial University Pharmacy Society who shall attend when appeals are being considered.

## **2.6 Faculty & Staff Awards Committee**

2.6.1 The Faculty and Staff Awards Committee shall be responsible for:

2.6.1.1 Monitoring and oversight of the School, University wide and Professional Distinction (e.g. PANL, AFPC, CSHP, CPhA, etc.) awards for which faculty and staff may be nominated to recognize outstanding teaching, research/scholarship, service, community engagement or other related professional activities.

2.6.1.2 Calling for nominations or recommending faculty and staff for awards and initiating and preparing nominations/nomination packages as appropriate and ensuring follow-up.

2.6.1.3 Recommending to the Dean the establishment of recognition awards and development of criteria (for research, scholarship, teaching, etc.).

2.6.2 The Faculty and Staff Awards Committee shall consist of three faculty and one staff member. One member, elected by the Committee shall serve on the University Awards Committee

2.6.3 Three members shall constitute a quorum

## **2.7 Committee on Graduate Studies & Research**

2.7.1 The Committee on Graduate Studies and Research is charged with initiating and making recommendations to the Council regarding amendments to the academic regulations pertaining to the graduate program.

2.7.2 The Committee on Graduate Studies and Research will be responsible for the development and evaluation of the curriculum of the graduate program and monitoring student progress. The Committee will perform such functions as are assigned to it by the Dean and Council in accordance with the policies and regulations of the School of Graduate Studies.

2.7.3 The Committee on Graduate Studies and Research will be responsible for recommending to the School of Graduate Studies suitable candidates for admission to graduate degree programs in pharmacy in accordance with admission policies and requirements as established by the Council of the School of Pharmacy.

- 2.7.4 The Committee on Graduate Studies and Research shall make recommendations on the use of research space within the School, equipment purchases for research and other matters relating to its research programs which may be referred to it by the Dean or other standing committees.
- 2.7.5 The membership of the Committee on Graduate Studies and Research shall be the Dean, the Associate Dean, Graduate Studies and Research and three (3) faculty members appointed by the Council of the School (with fair representation from each of the sub-disciplines); two faculty members external to the School, the Grants Facilitator Officer; one full-time undergraduate student beyond the third semester, nominated by Memorial University Pharmacy Society (MUPS); and one graduate student elected annually by the graduate students.
- 2.7.6 Three members (two of whom shall be faculty) shall constitute a quorum.
- 2.7.7 The Chairperson of the Committee on Graduate Studies and Research shall serve as the School's representative on the Academic Council of the School of Graduate Studies.

## **2.8 Committee on Pharmacy Practice Experiences**

- 2.8.1 The Committee on Pharmacy Practice Experiences shall make recommendations to the Council on matters pertaining to the pharmacy practice experience programs.
- 2.8.2 The Committee on Pharmacy Practice Experiences shall determine the grades for students enrolled in the practice experience courses and advise the Chair of the Committee on Undergraduate Studies the names of the students who successfully complete each pharmacy practice experience.
- 2.8.3 The Committee on Pharmacy Practice Experiences shall consist of the Dean, the Associate Dean of Undergraduate Studies, the Secretary-Registrar of the Newfoundland and Labrador Pharmacy Board (NLPB) or delegate, the Pharmacy Practice Experience Coordinator, Manager of Academic Programs, the PharmD program, coordinator, two faculty members (Pharmacy Skills and Clinical faculty) appointed by the Council of the School and one alumnus appointed by the School.
- 2.8.4 Four shall constitute a quorum.

## **2.9 Strategic Planning Committee**

- 2.9.1 The Strategic Planning Committee is charged with planning, implementing and monitoring the Strategic Plan for the School. Specifically it will be responsible for:
- 2.9.1.1 Seeking input to the strategic planning process through the planning of retreats on a five-yearly cycle (or as appropriate)
  - 2.9.1.2 Developing a Strategic Plan for review and approval by faculty
  - 2.9.1.3 Regularly reviewing and reporting on progress with respect to meeting the goals and objectives of the strategic plan
  - 2.9.1.4 Recommending changes to the strategic plan as circumstances dictate
- 2.9.2 The membership of the Strategic Planning Committee shall be the Dean, three (3) faculty members appointed by the Council of the School, Associate Dean of Undergraduate Studies, Associate Dean of Graduate Studies and Research, Senior Administrative Officer, the Manager of Academic Programs, Communications Advisor

and one full-time undergraduate student, nominated by the Memorial University Pharmacy Society.

2.9.3 Five members shall constitute a quorum.

## **2.10 Recruitment Committee**

2.10.1 The Recruitment Committee is charged with developing and implementing an overall recruitment strategy for the graduate and undergraduate degree programs offered by the School.

2.10.2 The membership of the Recruitment Committee shall consist of the Dean, Associate Dean of Graduate Studies and Research, Chairperson of the Committee on Undergraduate Student Admissions, two faculty or staff members, Manager of Academic Programs, the Registrar or delegate, Communications Advisor, PharmD program coordinator, one full-time undergraduate student beyond third semester, nominated by the Memorial University Pharmacy Society, one student from the Doctor of Pharmacy for Working Professional program, elected by the working professional students, and one alumnus appointed by the School.

2.10.3 Four members shall constitute a quorum.

## **3 SUB-COMMITTEES OF STANDING COMMITTEES**

### **3.1 Committee on Curriculum Planning & Development**

3.1.1 The Committee on Curriculum Planning and Development shall be a subcommittee of the Pharmacy Committee on Undergraduate Studies.

3.1.2 The Committee on Curriculum Planning and Development is charged with researching, reviewing and evaluating on an on-going basis the undergraduate pharmacy program and for developing proposals regarding programs and curriculum. The Committee is further responsible for monitoring the School's performance against its mission statement, strategic plans and accreditation requirements in all matters pertaining to curriculum.

3.1.3 Proposals developed by the Committee on Curriculum Planning and Development will be forwarded for consideration and approval by the Pharmacy Committee on Undergraduate Studies.

3.1.4 The membership of the Committee on Curriculum Planning and Development shall be the Dean, four (4) faculty members elected by the Council (with fair representation of the sub-disciplines), Pharmacy Practice Experience representative, Health Sciences Library representative, Manager of Academic Programs, Pharm.D. Program Coordinator, and one alumnus of the School. The Chairperson of the Committee on Undergraduate Studies shall be an ex-officio member of the Committee on Curriculum Planning and Development.

3.1.5 Four (two of whom shall be faculty members) shall constitute a quorum.

### **3.2 Committee on Instruction, Assessment & Learning**

3.2 The Committee on Instruction, Assessment, and Learning shall be a subcommittee of the Pharmacy Committee on Undergraduate Studies.



- 3.2.2 The Committee on Instruction, Assessment, and Learning shall have responsibilities for researching and developing best practices for teaching and student learning, and educating faculty and instructors on these best practices. The Committee shall also have responsibilities for researching and developing best classroom assessment practices, both formative and summative, as well as educating faculty and instructors on these best classroom assessment practices.
- 3.2.3 Proposals developed by the Committee on Instruction, Assessment, and Learning will be forwarded for consideration and approval by the Pharmacy Committee on Undergraduate Studies.
- 3.2.4 The membership of the Committee on Instruction, Assessment, and Learning shall be four (4) faculty members elected by the Council (with fair representation of the sub-disciplines), and one full-time student beyond the fourth semester of the pharmacy program, elected by MUPS. The Associate Dean of Undergraduate Studies shall be an ex-officio member of the Committee on Instruction, Assessment, and Learning.
- 3.2.5 Three (two of whom shall be faculty members) shall constitute a quorum.

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