

# **By-Laws of the Department of Pharmacological and Pharmaceutical Sciences**

## **College of Pharmacy, University of Houston**

Approved: November 18, 2022

### **Section I. The Faculty**

#### **A. Membership**

1. Tenured and Tenure-track faculty will consist of those full-time University employees who are tenured or tenure-track and devote at least 50 percent of their time to duties associated with the Department. Tenured and Tenure-track faculty will have full voting privileges.
2. Instructional faculty are non-tenure track University employees who primarily have instructional duties within the Department. They will typically have a Ph.D., M.D. or equivalent degree and are assigned ranks of Lecturer, Instructional Assistant Professor, Instructional Associate Professor, or Instructional Professor. Instructional faculty with full-time appointments of at least 9 months per year will have full voting rights except on issues that directly relate to promotion and tenure, in which case they will be non-voting.
3. Associate faculty consists of Visiting, Clinical, or Jointly Appointed faculty. They will have a Ph.D., M.D., Pharm.D. or equivalent degree and may consist of University employees who contribute to and participate in Departmental activities. Associate faculty generally do not have voting rights, although Jointly Appointed faculty may be accorded voting privileges by consent of the existing Tenured and Tenure-track faculty and the Department Chair.
4. Adjunct faculty will have a Ph.D., M.D., Pharm.D. or equivalent degree and will typically be non-University employees who contribute to and participate in Departmental activities. Adjunct faculty will not have voting privileges. They will be appointed for a period of up to three academic years after which they will be considered for reappointment based on a review of their current curriculum vitae and a report of their collaborations and/or activities in support of the Department.
5. Research Assistant Professor, Research Associate Professor and Research Professor positions are faculty who generally are paid from research grants or

other external funds and usually do not have formal teaching responsibilities. Research faculty may serve as Principal Investigator for externally funded research. Research faculty are not assigned laboratory space, but work within the space of a tenured or tenure-track faculty member by mutual agreement and with approval of the Chair. Research faculty will not have voting privileges.

6. Appointment of a Professor to Emeritus status will be approved by the Chair and by the voting faculty of the Department. Nominations for Emeritus status may come from either the Chair or the faculty. Professors Emeriti will continue to be members of the Department but will not have voting privileges. Emeritus faculty may serve as Principal Investigator on externally funded research grants.
  7. Voting faculty consists of Tenured and Tenure-track faculty, Instructional faculty and Associate faculty who have been afforded voting rights.
- B. Tenured and Tenure-track, Instructional, Research and Associate faculty comprise the research and teaching staff of the Department. Tenured and Tenure-track, Research and Associate faculty may serve as members of a dissertation committee as stipulated by the department Graduate Education Committee and described in the document Appointment of Dissertation Committee (Appendix A).
- C. New faculty searches will be conducted according to the guidelines established by the University of Houston. A Search Committee appropriate to the open position will be appointed by the Chair to conduct each authorized faculty search. The committee will consist of Tenured and Tenure-track faculty of any rank and may, if appropriate, include members of other University Departments. The Committee, in conjunction with the Chair, will coordinate advertising, review applications, prioritize candidates for interviews, and conduct the interview process for candidates. Selection of candidates for hiring will take place at joint meetings between the Chair and the Search Committee. All Search Committee members will vote on the candidates.
- D. A favorable recommendation for a Tenured and Tenure-track faculty appointment will require a majority vote of the Search Committee, approval by a majority of voting faculty members in the department, and concurrence by the Chair.
- E. Adjunct and Joint Appointments will be appointed as described in the document Department of Pharmacological and Pharmaceutical Sciences Policy for Adjunct and Joint Faculty Appointments (Appendix B). Research Faculty, Instructional faculty, lecturers and instructors will be appointed on an annual or tri-annual basis by the Chair and Dean according to rules of the College of Pharmacy and the University.

## **Section II. Officers and Administration**

### **A. Department Chair**

1. The Chair will be appointed by the Dean after input from the department's voting faculty as set forth in the College of Pharmacy By-Laws.
2. The Chair will provide academic and administrative leadership for the Department. The roles and responsibilities of the chair are outlined on the Provost's web page (<https://uh.edu/provost/policies-resources/faculty/resources/dept-chair-roles/>).

### **B. Assistant Department Chair**

1. The Assistant Department Chair will be appointed by the Dean after consultation with the Chair and after receiving input from the voting faculty.
2. The Assistant Department Chair will perform duties as described in Appendix C plus other duties as assigned by the Chair.

### **C. Department Hearing Officer for PPS Graduate Students**

1. The Department Hearing Officer will be appointed by the Chair. The appointment will be for two years and may be renewed.
2. The Department Hearing Officer will be responsible for adjudicating alleged violations of the University of Houston Academic Honesty Policy following guidelines and recommended by the Provost Office (<https://www.uh.edu/provost/policies-resources/honesty/>).

## **Section III. Committees**

### **A. Standing Committees:**

1. Department Advisory Committee:

The Department Advisory Committee will advise the Chair and Assistant Chair in the administration of the Department. The Committee may consider matters of the Department budget, Departmental policy, overall planning and development of the Department, areas for new faculty hiring, and other Departmental business. The Department Advisory Committee will consist of the one elected member from each division elected by the voting faculty of that division. The members will serve a three-year term, with one member replaced each year. The Advisory Committee will meet at the beginning of the fall and spring semesters and as needed thereafter.

## 2. Faculty Evaluation Committee:

The Faculty Evaluation Committee will conduct an annual performance review of all Tenured, Tenure-track and Instructional faculty in accordance with College and University policy. The Faculty Evaluation Committee will make recommendations to the Chair regarding merit raises. The Faculty Evaluation Committee also will serve as the Departmental 3<sup>rd</sup> Year Review (and 4<sup>th</sup> year if necessary) Committee and make recommendations to the Chair regarding faculty progress towards tenure and/or promotion based on a review of the evaluative material specified by the College and University. In all cases the recommendations of the Faculty Evaluation Committee are advisory to the Chair who will make the final evaluations and decisions.

The Committee will consist of five tenured or tenure-track faculty members elected by the voting faculty. The Committee Chair will be appointed from among its members by the department Chair. Each committee member will serve a three-year term with 3 members being elected one year and 2 the next.

The basis of annual faculty evaluations will be the Faculty Annual Report document submitted by each faculty member using the link provided by the UHCOP Office of Assessment. In the case of mandatory Departmental 3<sup>rd</sup> Year Reviews (and 4<sup>th</sup> year if necessary), the review will be based upon a third (fourth) year review portfolio prepared by the candidate as described in College of Pharmacy and University Promotion and Tenure policy. For 3<sup>rd</sup> (4<sup>th</sup>) year reviews, only members of the Committee who are senior in rank to the candidate can vote on 3<sup>rd</sup> (4<sup>th</sup>) Year review decisions. However, all members may participate in the discussions prior to the vote.

## 3. The Graduate Education Committee:

The Graduate Education Committee will be responsible for graduate recruitment, admissions, and graduate curriculum issues including degree plans, development of long-range curriculum plans, designing new curriculum, creation of new courses, and supervision of Departmental graduate courses. The committee also will recommend action on graduate applications and appointments, recommend action of student petitions (such as laboratory transfers), and student progression. The committee will coordinate with the UHCOP Assistant Dean for Graduate Programs, as needed. The Graduate Education committee will consist of 5 faculty members, 1 doctoral candidate graduate student member, the Assistant Department Chair (ex-officio) and a Chair. The 5 faculty members (2 each from the disciplines of pharmaceuticals and pharmacology and 1 from medicinal chemistry), will be chosen by the faculty members of that discipline via a process of their choosing (election, appointment with consent, etc.). Faculty members will serve 3-year terms with the pharmaceuticals 1 and pharmacology 1 representatives elected in the first year of the

3-year cycle and the pharmaceuticals 2 and pharmacology 2 elected in the second year of the 3-year cycle and the medicinal chemistry representatives elected in the third year of the 3-year cycle. The doctoral candidate graduate student member will serve a 1-year term and be elected by PPS graduate students. The Chair of the Graduate Education Committee will be appointed by the Department Chair to a 3-year term after consultation with the voting faculty. At the start of the last year of the chair's term, a chair-elect will be appointed and this chair-elect will shadow and assist the chair (ex-officio) during this year to become familiar with the responsibilities of the position.

Faculty within the specific disciplines will typically initiate development of graduate program requirements and take the lead on matters regarding the graduate curriculum in their discipline. Nevertheless, the Graduate Education Committee and the Department faculty must approve the curriculum in each discipline or any proposed changes in the curriculum.

All elected committee members and the committee chair will be voting members. However, the doctoral candidate student member shall not vote and will be excused when the GEC deals with admissions or students presently in the program.

- B. Other Committees will be appointed as deemed necessary by the Chair.
- C. Nominations for membership on each committee will be made by the voting faculty of the department during the summer of each year, subject to the approval of the Chair. An election by the faculty will be held each August. Tenured and Tenure-track or Instructional faculty may serve on any committee. Membership on committees will be for a 2-year term. Approximately one-half of each committee's members will be newly appointed each year. Faculty may serve unlimited sequential terms.
- D. In order to provide for faculty leadership development, the Chair will encourage and as appropriate nominate each Tenured and Tenure-track faculty member who has been at the University at least two years to participate in and/or chair Departmental, College and University committees.
- E. Open Appointed Departmental positions on College Committees will be selected by the Department Chair. Open Elected Departmental positions on College Committees will be elected by the voting faculty of the Department. Nominees may be Tenured and Tenure-track faculty or those Instructional, Clinical and Research faculty who have had three or more years of continuous service at the University.

## **Section V. Meetings**

- A. Departmental faculty meetings should be held monthly during the academic year and during the summer as necessary. Meetings may be called by the Chair or by at least

four voting Faculty upon written request to the Department Chair. A quorum (simple majority of voting faculty in residence) must be present in order to conduct business.

- B. An agenda for each meeting will be distributed to the faculty at least 48 hours prior to the meeting. Voting faculty members unable to attend a meeting may vote in advance on matters under consideration by submission of a written vote to the Chair.
- C. Secret ballots will be used if requested by any faculty member present.
- D. Consent of the faculty will mean approval by a simple majority of a quorum of the faculty at a departmental faculty meeting. In the case of balloting outside of a faculty meeting, consent of the faculty will mean a simple majority of votes cast in a written ballot.
- E. The Department Chair or his/her designee will be responsible for recording minutes of each faculty meeting. The minutes will be reviewed and approved by the voting faculty at the beginning of the next department meeting. The approved minutes will be archived on the department's SharePoint page.

#### **Section VI. Research and Scholarly Activity**

- A. Each faculty member will have complete freedom in choosing objectives for research and scholarly activity relevant to basic, translational, applied, and institutional research within the ethics of their profession, and in accord with AAUP principles.
- B. Tenured and Tenure-track faculty will be assigned office space and research space as appropriate within the Department. Instructional faculty will be assigned office space as appropriate within the Department. The extent and location of this space is at the discretion of the Chair.

#### **Section VII. Promotions, Tenure, Dismissal**

- A. Eligibility for promotion and/or tenure will be determined according to the current Faculty Handbook, College policies and the Manual of the Board of Regents. Evaluation and review will follow the written policies of the College.
- B. Provision for termination or dismissal of any faculty member will be in accordance with University guidelines as outlined in the Faculty Handbook.

## **Section VIII. Relationship to Other Governing Rules and Regulations**

Nothing in these By-Laws should be construed to supersede provisions of the Statutes of the University of Houston as described in the Faculty Handbook and other materials provided by the Office of the Provost or the By-Laws of the College of Pharmacy.

## **Section IX. Amending the By-Laws**

Amendments to these By-Laws will be submitted in writing to either the Advisory Committee or the Chair and will be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present or by an electronic ballot.

The By-Laws will be reviewed every three years by the Advisory Committee, Chair or by a Chair appointed committee.

### **History of the By-Laws:**

- Adopted for the first time March 2, 2014
- Amendment adopted 3/11/2014
- Revised and revision approved 10/21/2016
- Revised and revision approved 11/18/2022 (Appendix B approved on December 19, 2022)

Appendix A

UNIVERSITY OF HOUSTON  
COLLEGE OF PHARMACY

Department of Pharmacological and Pharmaceutical Sciences

APPOINTMENT OF DISSERTATION COMMITTEE

FOR \_\_\_\_\_  
Last First Middle

Anticipated Field of Research:

\_\_\_\_\_  
\_\_\_\_\_

The names and affiliation of the Committee Members are filled in below. Read the instructions for choosing a committee member (see next page).

*A committee member's initials indicates that he/she has read and understood our Conflict of Interest policy (see next page). Co-advisor: please indicate yourself.*

	Committee Member (print)	Affiliation (print)	Initials
1.	_____ Major Advisor	_____	_____
2.	_____ Co-advisor (if required)	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Acknowledged: \_\_\_\_\_  
Chair, Graduate Education Committee Date



**Rules for the composition of Ph.D. dissertation committee**  
*(Effective for all committees formed after November 18, 2022)*

Each committee must consist of at least 5 (five) voting members. In addition to the dissertation advisor serving as the Chair, two members must be primary or joint appointees in Pharmacological and Pharmaceutical Sciences, and one member must be from outside of the department (adjunct faculty is considered outside). Note: a faculty with a joint appointment in PPS is not considered outside of PPS.

When assembling a committee:

- Only 1 member may be from a non-academic institution (e.g. industry), and that person must demonstrate a track-record of scholarly work within recent 5 years (publications, grant applications, peer-reviewer, etc)
- Only 1 non-tenure track (research) faculty may serve, and that person must demonstrate a track-record of scholarly work within recent 5 years (publications, grant applications, peer-reviewer of manuscripts and grant applications, etc)
- No faculty may serve on a committee who cannot demonstrate a track-record of scholarly work within recent 5 years (publications, grant applications, peer-reviewer, etc)
- For a non-Ph.D. degree holder faculty (e.g. Pharm.D.) to serve as a committee Advisor/Chair, the faculty must select a Pharmacological and Pharmaceutical Sciences faculty with a Ph.D. to serve as a co-advisor. After graduating two PPS Ph.D. students as co-Advisor/Chair, the non-Ph.D. degree holder faculty (e.g. Pharm.D.) can serve as committee Advisor/Chair.

Conflict of interest policy

By initialing the **APPOINTMENT OF DISSERTATION COMMITTEE** form, each committee member acknowledges that he or she:

- is "arms-length" (e.g. not a spouse/domestic partner, business partner, etc.) with the advisor or student
- has not been a former student or post-doc of this student's advisor within the last 5 years
- is not employed by this student's advisor, except in the case that both the proposed member and the advisor are multi-PIs of a funded research project.

Faculty members who have such conflicts may still serve as non-voting members of a dissertation committee.

## **Appendix B**

### **Department of Pharmacological and Pharmaceutical Sciences Policy for Joint Faculty Appointments**

**Approved December 19, 2022**

Foreword: The present climate in science and academia makes strategic partnering and collaboration amongst faculty within and between institutions an essential component for success, both in teaching and research. To recognize highly qualified individuals who make that commitment to the Department of Pharmacological and Pharmaceutical Sciences, we as a faculty will provide individuals with Joint (e.g. inside the University of Houston) Faculty Appointments. These appointments will permit us to advertise to external constituencies the commitment that these individuals have made to the Department and provide public acknowledgement of our appreciation for the contributions of these individuals.

#### Criteria for Consideration for Joint Appointment:

In order to be considered for Joint Appointment in the Department of Pharmacological and Pharmaceutical Sciences, candidates must meet the general academic criteria set for any faculty member in the Department. Namely the candidate must have an earned doctorate degree in the pharmaceutical, pharmacological, or related sciences and credentials which clearly distinguish the candidate as having the potential to make meaningful contributions to the Department. In addition, evidence must be provided for either prior participation in or a commitment to support the Department by participation in some of the activities listed below:

1. Participation in the teaching mission of the Department in either the professional pharmacy or graduate curriculum.
2. Service as major advisor to a student enrolled in the graduate programs of the Department.
3. Providing mentoring to junior faculty in the Department.
4. Participation in the research and scholarship activities of the Department either through direct research collaboration or through service related to consulting, grantsmanship or other advisory activities.
5. Service on select Departmental committees, such as special project committees or faculty search committees.

#### Process of Consideration for Joint Faculty Appointments:

1. A letter of nomination or support for the candidate from a tenured or tenure-track member of the Department's faculty must be provided. This letter should outline the contributions that the nominee has made or will make to the activities of the Department.
2. For initial appointment, candidates must provide to the Department chair, a curriculum vita and a letter indicating their desire to receive an appointment in the Department and their willingness to contribute to the activities of the Department.
3. The Department Chair will notify the Department's faculty of the nomination/request for joint appointment and will make the candidate's CV as well as the letters of

request/nomination available for review. At least 2 weeks will be provided to the department faculty for review of the candidate's credentials. If joint appointment requires a financial commitment by the Department, the Department Chair will outline this commitment and provide a justification for the commitment.

4. The appointment of the candidate will be discussed and voted on at a meeting of the Department faculty. A simple majority of the tenured and tenure-track faculty of the Department is required for approval of the appointment.

Review of Joint Faculty Appointments:

1. Every five years, a list of current joint faculty members and their nominator/supporter will be circulated to all of the tenured and tenure-track members of the Department's faculty by the Department chair.

2. Faculty will be asked to vote either for re-appointment or review of the appointment for each joint faculty member.

3. If a joint faculty member receives a simple majority of "review of the appointment" votes from the faculty, the nominator/supporter for the original appointment will be asked to contact the candidate and determine candidate's commitment to the joint appointment. If continued interest in the joint appointment is received from the joint faculty member, the nominator/supporter will be responsible for collecting information to support the reappointment of the candidate.

4. Re-appointment of any reviewed joint faculty appointees will be discussed at a meeting of the Department faculty. Approval by a simple majority of the tenured and tenure-track faculty of the Department is required for continuation of the appointment.

**Appendix C**  
**Department of Pharmacological and Pharmaceutical Sciences**  
**Assistant Department Chair**  
**Duties and Responsibilities**

**Introduction:** The position of Assistant Department was created to provide both a second-in-command in the case of an absence of the chair and to provide assistance to the department chair in the administration and leadership of the department.

**Duties and Responsibilities:**

1. To serve as the administrative head of the department in the absence of the chair.
2. To provide advice and counsel to the chair in matters of department business.
3. To provide administrative leadership to the department's graduate programs. This includes:
  - a) serving as an ex-officio member of the department GEC
  - b) making all TA assignments to courses
  - c) determining, in consultation with the chair, the number of graduate students to be admitted each fall, and to which programs
  - d) implementing departmental administrative policies regarding graduate students as needed to support the graduate programs
  - e) organizing, in consultation with the department GEC, the department portion of new graduate student orientation.
4. To chair the organizing committee for the annual departmental symposium.
5. To attend the monthly meetings of UH Department Chair in place of the chair when requested.