

**UNIVERSITY OF CINCINNATI
COLLEGE OF PHARMACY**

BY-LAWS

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TABLE OF CONTENTS

ARTICLE I: PREAMBLE	1
ARTICLE II: FACULTY	3
Sec. 1. Responsibilities	3
Sec. 2. Membership.....	3
Sec. 3. Meetings.....	3
Sec. 4. Voting	3
Sec. 5. Elections.....	4
Sec. 6. Appointment, Reappointment, Promotion and Tenure.....	5
Sec. 7. Collateral Employment.....	5
Sec. 8. Leaves.....	5
Sec. 9. Course Approval.....	6
Sec. 10. Grievances	6
Sec. 11. Research and Experimentation.....	7
a. Human Experimentation.....	7
b. Animal Experimentation.....	7
c. Ethical Conduction of Research and Experimentation	7
ARTICLE III: COMMITTEE STRUCTURE	
Sec. 1. General Policies	8
Sec. 2. Standing Committees.....	9
ARTICLE IV: STUDENT BODY	
Sec. 1. Membership.....	10
Sec. 2. Governance.....	10
Sec. 3. Course Work	11
Sec. 4. Faculty Committee Participation	13
Sec. 5. Student Welfare.....	13
Sec. 6. Honors Designation	13
Sec. 7. Graduate Student Grievance Procedures	14
ARTICLE V: ADMINISTRATION	
Sec. 1. Authority	15
Sec. 2. Responsibilities	15
Sec. 3. Review Period	16

APPENDIX I

POLICIES AND PROCEDURES FOR APPOINTMENT. REAPPOINTMENT. PROMOTION AND TENURE

I.	Introduction	17
II.	Evaluation of Criteria and Procedures.....	18
	A. Appointment of New Faculty.....	18
	B. Review	18
	C. Promotion and/or Tenure	19
	D. Tenured Faculty Review	19
	E. Retrenchment Termination	19
	F. Grievance Procedure	19
III.	Criteria for Professional Titles/Ranks	19
	A. Academic Rank for Titles Without Qualifiers.....	20
	B. Academic Rank for Titles With Qualifiers	20
	C. Area or Discipline	22
IV.	Criteria for Reappointment and Promotion.....	22
	A. Tenure-Track Faculty	22
	B. Non-Tenure Track Faculty	23
V.	Reappointment, Promotion and Tenure	29
	A. Committee an Appointment, Reappointment, Promotion and Tenure	29
	B. Documentation Guidelines	29
	C. Organization of ARPT Guidelines	30

ADMINISTRATIVE PERFORMANCE REVIEWS OF DIVISION CHAIRPERSONS .. 34

EVALUATION PROCEDURES AND GUIDELINES

Teacher - Course Evaluation Procedures.....	36
Teacher - Course Evaluation.....	37
Didactic Course Evaluation Form	38
Teacher Evaluation Form (Classroom)	39
Laboratory Course Evaluation Form.....	40
Pharmacy Practice Laboratory Teaching Evaluation Form	41
Professional Experience Program Preceptor & Learning Experience Evaluation Form	42
Peer Classroom Visitation Appraisal Procedure (CVA).....	45
Classroom Visitation Appraisal by the Dean	46
Classroom Visitation Appraisal Form	47
Advanced Degree Education	49

SERVICE

Introduction	50
College Committee Service Form.....	52
University Service Self-Evaluation Form	53
Academic Advising Self-Evaluation Form	54
Academic Advising Student Evaluation Form	55

Organization Advising Form.....	56
Professional and Public Service Form.....	57
Professional Experience Program Evaluation Form.....	58
Field Service Faculty Professional Experience Program Evaluation Form.....	60

APPENDIX II

COMMITTEE CHARGES

Academic Performance and Hearing Committee.....	61
Admissions Committee.....	61
Appointment, Reappointment, Promotion and Tenure Committee.....	62
Curriculum and Outcome Assessment Committee [rev. 10-22].....	63
Executive Committee.....	64
Graduate Program Committee.....	64
Information Technology and Resources Committee.....	65
Space and Facilities Committee [10-00].....	66
Student Affairs and Honors Committee.....	66

APPENDIX III

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL POLICY.....	68
--	-----------

APPENDIX IV

GRADUATE STUDENT ACADEMIC PERFORMANCE STANDARDS.....	70
---	-----------

APPENDIX V

RESEARCH POLICY AND PROCESS FOR INVESTIGATION OF SCIENTIFIC MISCONDUCT FOR THE HEALTH SCIENCES CENTER OF THE UNIVERSITY OF CINCINNATI.....	71
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APPENDIX VI

ADDENDA TO ARTICLE II, SECTION 4. VOTING [.....	75
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ARTICLE I

PREAMBLE

The Cincinnati College of Pharmacy was the first College of Pharmacy established west of the Allegheny Mountains. The College was formally established through a charter granted by the Ohio Legislature in 1850. It operated as a private college until July of 1954 when it became an integral part of the University of Cincinnati and administratively became a part of the Medical Center in 1968.

The current goals of the College of Pharmacy are: 1) To prepare its graduates in such a manner that they can assume the professional, intellectual, legal, civic and moral responsibilities of the profession of pharmacy with dignity and honor; 2) To satisfy its responsibility to the profession by providing educational programs of an advanced nature and of a continuing education classification; and 3) To fulfill its responsibility to the public by providing new knowledge, skills and expertise through research, education and service programs.

These aspirations may be realized through educational and related programs to accomplish the following: 1) offer proper professional educational training to prepare graduates to enter the many fields embodied in modern pharmacy with full appreciation of the high ideals characteristic of each; 2) offer advanced study of professional and scientific nature consistent with perceived needs; 3) further the research environment and program in order to satisfy the responsibility of the College to the profession and the public; 4) emphasize the proper relationship with fellow pharmacists, allied professionals, and patients; 5) develop full appreciation of the pharmacist's civic and social responsibilities as well as the professional obligation to local, state and national pharmaceutical associations; 6) provide continuing education for pharmacists of such quality and scope that it can be used to meet the needs of the profession for continued competency.

The following sections provide the framework of common concern on the part of various groups such as students, faculty, and administration which shall allow these groups to work toward the current goals and objectives of the College of Pharmacy.

The Rules of the University and the agreement between the University of Cincinnati and the AAUP, University of Cincinnati chapter, are recognized as governing documents in the establishment of current and future College of Pharmacy policies.

The College of Pharmacy subscribes to the University of Cincinnati Nondiscrimination Policy, University Rule 3361:10-13-01 which states:

The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sex orientation, handicap, status as disabled veteran or veteran of the Vietnam era, or age will not be practiced in any of its activities. Furthermore, where past or present discrimination continues to have an adverse effect upon members of minority groups and women, the University will take affirmative action to eliminate the effect.

An amendment to these By-Laws shall be enacted when at least a majority of the voting faculty, meeting in an open, duly constituted and called faculty meeting shall vote their approval.

The current edition of Roberts Rules of Order, Newly Revised, shall serve as the basis for parliamentary authority governing the appropriate actions within the College of Pharmacy not specifically covered by these By-Laws.

ARTICLE II

FACULTY

Sec. 1. Responsibilities.

The faculty of the College of Pharmacy is the governing body of the College and shall have the primary responsibility for policy concerning the academic programs of the College. It shall establish the regulations governing admissions, exclusions, curriculum, academic performance, conferring degrees, honors and awards as well as such other matters as may be within its jurisdiction. It shall establish the policy for regulation of research and service programs and be responsible for governance through its deliberations.

Sec. 2. Membership.

Membership in the College faculty shall consist of those people meeting the requirements as described in The Rules of University 3361:50-01-03.

Sec. 3. Meetings.

- (a) The faculty shall meet at least once every quarter during October, February, and May at a previously announced date with an agenda distributed 24 hours in advance of the meeting. The Dean has the prerogative of calling a special meeting as there is need.
- (b) A quorum shall consist of two-thirds of the faculty authorized to vote.

Sec. 4. Voting.

Assistant Professors of (field or discipline), Associate Professors of (field or discipline), and Professors of (field or discipline) as well as full-time field service and clinical faculty of the rank of assistant professor and above have the right to vote. These faculty also have the right to extend voting privileges to other members of the faculty, providing that such a faculty member is nominated by a voting member of the faculty and elected by a majority of a quorum consisting of two-thirds of the faculty authorized to vote. Voting privileges extended by the faculty are recorded and dated in APPENDIX VI.

Sec. 5. Elections.

- (a) All matters concerning elections are handled by the faculty nominating committee of the Executive Committee.
- (b) Election Procedures
 - (1) Individual notice shall be given at least two (2) working days before an election. This notice shall include the list of the nominees chosen by the nominating committee of the Executive Committee.
 - (2) Only voting members are entitled to hold office.
 - (3) Persons eligible for office shall be nominated by the nominating committee or from the floor.
 - (4) Immediately after nominations are closed, a secret ballot shall be taken using CP-26 Ballot Form.
 - (5) Immediately after the secret balloting, the ballots shall be counted by tellers appointed by the chairman of the Nominating Committee and the results announced at that time.
 - (6) The person gaining the majority of votes in any given election is to be declared the winner of that election. In the case of a tie vote there shall be a tie-breaking election following allowance of reasonable discussion.
 - (7) In the case of an election of 2 or more persons to equal positions on a committee or other deliberative body, the 2 or more persons receiving a majority of votes shall be declared elected. If less than 2 or more persons receive a majority of votes, only those persons receiving a majority shall be declared elected and another ballot shall be conducted with those persons declared elected being removed from the second ballot. Balloting shall continue in this manner until the required number of persons have received a majority of the votes cast.
 - (8) Nominating and balloting shall be completed for each elective position or committee or delegation before proceeding to the next election.

- (9) The term election shall mean notice of elections, nominations, balloting, announcement of results, and any of the other matters mentioned above.

Sec. 6. Appointment, Reappointment, Promotion and Tenure.

The Policies and Procedures for Appointment, Reappointment, Promotion and Tenure attached as Appendix I constitute the policy in these matters.

Sec. 7. Collateral Employment.

- (a) In addition to the general rules and regulations contained in The Rules of The University the following will be in the College of Pharmacy policy:

- (1) Outside employment may be performed not to exceed one day per week from 8:00 A.M. to 5:00 P.M. on a Monday through Friday basis which is designated as the attendance week.
- (2) No collateral employment, except through joint appointments can be held within the University to any units, Colleges or Hospitals. This does not preclude temporary periods for honorariums connected with continuing education programs of the College of Pharmacy or similar programs of other units when a professor is invited to participate. Also, this does not preclude uncompensated temporary guest lecturing in academic programs of other University of Cincinnati units.
- (3) All requests for outside or collateral employment must be submitted in writing to the Dean outlining the duties to be performed and such time as it involves attendance week as noted in rule 1 above. This is to accompany A-128 University of Cincinnati Request for Approval to Perform Outside Service Form and be submitted 30 days before the requested starting date.
- (4) In every case permission must be obtained according to University and College policy.

Sec. 8. Leaves.

The policy of the College of Pharmacy regarding leave of absence is that as outlined in the current agreement between the University of Cincinnati and the AAUP, University of Cincinnati chapter.

Sec. 9. Course Approval.

- (a) All courses intended to be taught by faculty of the College as part of the formal course offerings of the College of Pharmacy shall only be offered subsequent to approval by the faculty of the College of Pharmacy following review and proper recommendation from the appropriate committee of the faculty, i.e. Curriculum or Graduate Program Committees.
- (b) The approval of the faculty as above is needed for new courses, change of course content of existing courses and change of course title or description if it involves a change which is more than minor in nature. The new course or change in existing course shall be initiated by the University of Cincinnati Course Approval Form R-501. A copy of this form shall be circulated with the appropriate documentation to the faculty for their use in evaluation prior to formal action.

Sec. 10. Grievances.

- (a) A grievance or complaint requiring formal resolution is handled under the procedures set forth in the current Agreement between the University of Cincinnati and the AAUP, University of Cincinnati Chapter, hereafter referred to as the Agreement. Grievances fall into two categories - Type A and Type B. The process for resolving a Type A grievance differs from that of a Type B grievance.
- (b) A Type A grievance is limited to those complaints regarding reappointment, promotion, tenure, and continuous appointment processes of the University. Formal resolution of a Type A grievance requires the filing of a Grievance Form with the University Faculty and Librarians Grievance Committee (UFLGC). A copy of the current Agreement should be consulted for specific details.
- (c) A Type B grievance considers all other complaints which are grievable under the terms of the current Agreement. In general, complaints which are Type B in nature must undergo a process of mediation in an attempt to resolve the problem before the filing of an official Grievance Form with the UFLGC is allowed. Depending on the nature of the complaint and the parties involved the mediation process involves either a Collegiate or a Provostal Mediation Team. The current Agreement should be consulted for details on procedures and timetables.

Sec. 11. Research and Experimentation.

- (a) Human Experimentation

All research or class experiments involving human patients or volunteers shall be governed by the rules and regulations set forth by the University of Cincinnati Medical Center, Institutional Review Board (IRB). Studies requiring committee review and approval are listed in Section B of the IRB Investigations Handbook. Prior approval must be obtained from the IRB before initiation of those studies requiring review.

(b) Animal Experimentation

All research or class experiments involving animals shall be governed by the rules and regulations set forth by the University of Cincinnati Institutional Animal Care and Use Committee (IACUC). Prior approval must be obtained from the IACUC before any animals may be used and yearly review of all protocols will be required.

(c) Ethical Conduct of Research and Experimentation

Research Policy and Process for Investigation of Scientific Misconduct for the Health Sciences Center of the University of Cincinnati (see Appendix V) is recognized as the governing document for all research personnel.

ARTICLE III

COMMITTEE STRUCTURE

Sec. 1. General Policies.

- (a) Standing committees, whose charges are listed in Appendix II, shall be the mechanism by which faculty participate in the governance of the College.
- (b) Committee chairman exercise authority specifically delegated by the Dean or his designee and are responsible to him for specified planning activities, assistance in the administration of a particular program or project, adhering to College and Committee timetables, and the exercise of appropriate leadership in the areas of responsibility designated. In accordance with the delegated authority, the Dean shall provide written general and specific charges for chairpersons of standing committees at the beginning of the academic year.
- (c) Committees are appointed on an annual basis by the Dean of the College after consultation with and advice of the Executive Committee. The Dean and Assistant Deans of the College of Pharmacy shall be ex-officio members of all College of Pharmacy committees except where they may be formally appointed members to those committees.
- (d) Meetings shall be held upon call of the chairperson or Dean of the College. Calls for the meetings shall be in writing with copies sent to the Dean's office.
- (e) Minutes of each meeting shall be submitted to each committee member, the Dean and Assistant Deans. An annual report shall be submitted to the Dean's office and all faculty at the end of the academic year. This report shall summarize the specific charges, actions and minutes of the committee for the year. Certain committees, as detailed in the general charges to committees (see Appendix II) shall submit copies of the minutes of each meeting to all members of the faculty. All minutes shall be distributed to appropriate personnel within a reasonable time period but no later than two weeks from the date of the meeting. All requests for action from College committees shall be submitted to the Dean on CP Form 22. Unless otherwise specified these requests shall be circulated to the faculty at least four working days prior to the next scheduled faculty meeting.

- (f) A simple majority of the membership shall constitute a quorum. Alternates may be appointed by individual members if they are unable to attend the meeting.
- (g) All regularly appointed members to College Committees who are in attendance at their meeting are eligible to vote on issues before the committee. In absence of regular members a duly appointed alternate may vote.
- (h) For those committees whose chairperson is to be elected by the membership, the election shall take place within ten (10) days of the formation of the committee. The meeting for this purpose shall be called and chaired by the member of the committee whose last name appears earliest in the alphabet. The results of the election are to be forwarded to the Dean of the College of Pharmacy.

Sec. 2. Standing Committees.

- (a) Academic Performance and Hearing
- (b) Admissions
- (c) Appointment, Reappointment, Promotion and Tenure
- (d) Curriculum and Outcome Assessment
- (e) Executive
- (f) Graduate Program
- (g) Information Technology and Resources
- (h) Space and Facilities
- (i) Student Affairs and Honors

ARTICLE IV

STUDENT BODY

The currently approved University of Cincinnati Student Code of Conduct is the governing document for all students which identifies those acts which constitute unacceptable conduct while on University owned or controlled property, while on professional practice assignments, while representing the University, or when the student's conduct interferes with the exercise of the University's organizational objectives or responsibilities.

Sec. 1. Membership.

- (a) Membership in the student body shall be limited to those full and part-time students admitted through the proper admissions committee of the College.
 - (1) The College of Pharmacy does not accept part-time and/or non-matriculated students into required courses with limited enrollment in the undergraduate professional degree program of the College of Pharmacy except in unusual circumstances.
 - (2) Required courses in the College of Pharmacy are not open to students enrolled in other Colleges or divisions of the University unless written permission is obtained from the instructor and approval is authorized by the College of Pharmacy Office.
- (b) The students in the program leading to the Doctor of Pharmacy degree in Pharmacy shall be enrolled in the four year professional curriculum after successfully completing the pre-pharmacy requirements.
- (c) Matriculated graduate students shall be enrolled in programs leading to the Master of Science in Pharmaceutical Sciences, the Ph.D. in Pharmaceutical Sciences/Biopharmaceutics or the Doctor of Pharmacy. Non-matriculated graduate students may enroll in graduate courses through the Division of Continuing Education with approval from the College.

Sec. 2. Governance

- (a) The governing body of the professional degree student body shall be the Student Tribunal.
- (b) The Tribunal is governed by a set of approved By-Laws and shall

have the power to promulgate and direct any movement which it feels to be of interest to the student body of the College of Pharmacy, provided it has the approval of the Faculty Advisor of the Tribunal and is not contrary to University or Student Senate policy.

- (c) Student grievances are handled according to student grievance policies and procedures as currently described in the University of Cincinnati Student Handbook. The Academic Performance and Hearing Committee exists to handle complaints which are not resolved through step 1, informal resolution, and step 2, mediation.

Sec. 3. Course Work.

- (a) The student body is responsible for satisfactorily completing the course requirements leading to the specific degree in accordance with the Rules of Academic Performance as established by the faculty of the College under the existing mechanism of approval.
- (b) Attendance by the student body to classes within the College of Pharmacy is in accordance with the following:
 - (1) Attendance in lecture courses which do not require student participation is voluntary. The number of classes attended will not enter into the determination of a student's grade.
 - (2) Attendance in courses which require student participation such as laboratories, seminars, group discussions, clinical clerkship, etc. is mandatory and attendance will be a factor in determining a student grade.
 - (3) Whether attendance is voluntary or mandatory, students will be held responsible for all course material covered and all assignments made during all class sessions.
 - (4) All tests, quizzes, and examinations will be announced at least one class period in advance.
 - (5) A student may withdraw from a course at any time through the last day of regularly scheduled classes.

- (c) The consideration of pass/fail option for pharmacy students is governed by the following:
- (1) Students (in the first, second, third and fourth professional years) in good academic standing may opt to take one elective course each quarter on a pass/fail basis in Colleges other than the College of Pharmacy. Permission of the department or instructor involved is necessary.
 - (2) Certain electives, because of the uniqueness of course content, are offered by the College of Pharmacy on a pass/fail basis only. Such courses are not counted towards the limitation of one elective course per quarter outlined in paragraph (c) 1.
 - (3) College of Pharmacy courses offered only on an A, B, C, or F grade basis may not be taken on a pass/fail basis.
- (d) Students must complete six college years, the last of which must be in residence at the College of Pharmacy and four years of which must be in an accredited college or school of pharmacy. Petitions for exceptions will be processed through the Curriculum Committee.
- (e) Academic Conduct Policy:
- All students enrolled in courses offered by the College of Pharmacy or by any department of the University must abide by the University's Student Code of Conduct and enrollment in any required or elective course is an acknowledgement of acceptance of the code. It is the responsibility of each student to know and comply with the University's Student Code of Conduct. A copy of this code is available for review in the College of Pharmacy office as well as in various University student affairs offices.
- (f) Academic Standards:
- All students enrolled in the College of Pharmacy will be subject to the University of Cincinnati College of Pharmacy Academic Probation, Suspension and Dismissal Policy currently in effect and appearing as Appendix III of this document.

Sec. 4. Faculty Committee Participation.

Student membership and participation in the deliberations of faculty committees shall be through the presence of voting members and/or alternates who are appointed by the Dean to the various committees upon nomination by Tribunal. Student members of committees assume the responsibility for the dissemination of committee information to appropriate student groups, classes or organizations as well as serve as the student body liaison for input into committee activities.

Sec. 5. Student Welfare.

Applicants, who fulfill the general requirements for admission to the College of Pharmacy, must submit the following documentation to qualify for unconditional admission:

- (a) A medical history report and documentation proof of immunization against certain vaccine preventable diseases signed by a licensed health care professional.
- (b) Evidence of licensure as an Ohio pharmacy intern. This license must be maintained throughout their enrollment in the College of Pharmacy.

Sec. 6. Honors Designation.

- (a) Students who are candidates for the Doctor of Pharmacy degree and who have met the College's residency requirement may be recognized by award of the following honors based on their graduate quality point average (QPA).

Distinction	3.7000 – 3.7999
High Distinction	3.8000 – 3.8999
Highest Distinction	3.9000 – 4.0000

The graduate quality point average (QPA) is based on all graduate course work taken at the University of Cincinnati.

Sec. 7. Graduate Student Grievance Procedures.

It is the policy of the University to provide an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner and within the department, if possible. The current policy and procedures, as outlined in the University of Cincinnati Graduate Handbook, shall be followed.

This document supersedes all former graduate student grievance procedures and does not supplant the University of Cincinnati Student Code of Conduct.

ARTICLE V

ADMINISTRATION

Sec. 1. Authority.

- (a) The administrative head of the College shall be the Dean who shall be appointed by the Board of Trustees according to The Rules of The University.
- (b) The Office of the Dean shall consist of the Dean, Assistant Deans, Associate Deans and those persons constituting his immediate staff.

Sec. 2. Responsibilities.

- (a) The Dean is responsible for those duties and functions as outlined in The Rules of The University.
- (b) The Dean shall act as the academic leader and chief administrative officer of the College and the College's programs. It is the responsibility of the Dean to create an environment which fosters excellence in academic programs, research and scholarly activities and service programs.
- (c) The Dean shall prepare budget proposals for the College and transmit and defend these to the University Administration.
- (d) The Dean shall be responsible for expenditure of budgeted funds and shall maintain fiscal and other accounts of the College.
- (e) The Dean shall represent the College to the University Administration through the Senior Vice President and Provost of the Medical Center, as well as to the academic, alumni, civic, governmental, industrial and professional communities at large.
- (f) The Dean and staff shall be responsible for the preparation and distribution of those documents and publications necessary for the operation of the College such as bulletins, recruitment brochures, etc.
- (g) The Dean shall facilitate intra college communications as well as inter college communications within the University.
- (h) The Dean's Office shall prepare an annual report of the College at the close of the academic year.

- (i) The Dean shall make recommendations on appointments, reappointments, promotions and tenure according to existing regulations.
- (j) The Dean shall make teaching assignments of the faculty of the College of Pharmacy along with other assignments or duties.
- (k) The Dean shall provide for the evaluation of the quality of teaching in the College, developing plans for the improvement and reorganization where needed. This responsibility includes, but is not limited to, a yearly classroom visitation appraisal by the Office of the Dean when requested as detailed in Appendix I.
- (l) The Dean shall coordinate the process of defining goals and objectives of the College within the broader scope of the University. He shall enlist the support of faculty, students and other appropriate persons in defining, choosing and implementing programs or policies in support of the goals and objectives.

Sec. 3. Review Period

The review period for the College of Pharmacy Administrative position of Dean shall be seven years.

APPENDIX I

College of Pharmacy

POLICIES AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE

The following sections establish policy guidelines for the faculty and administration on evaluation of faculty of the College and on procedures for making and implementing decisions derived from these evaluations. Policy pertaining to positions, whether or not mentioned herein, are subject to the criteria and procedures as described in The Rules of The University and the Agreement Between the University of Cincinnati and the AAUP Cincinnati Chapter. All faculty are strongly urged to consult the current Agreement articles on academic reappointment, promotion, and tenure.

I. Introduction

The College of Pharmacy uses two tracks for its faculty appointments. One is the tenure track (academic title without qualifiers) in which faculty members are subject to maximum probationary periods by which time tenure must be earned or appointment to the College of Pharmacy terminates. The time limit of the probationary period will vary depending on the rank of initial appointment as detailed in the Agreement between the University and the AAUP. The other track is the non-tenure track (academic title with qualifiers, i.e., field service, clinical, research, visiting, adjunct) for which the limitation of probationary periods does not apply. The length of period of the initial appointment of field service and full-time clinical faculty shall be for two to four years. Periods of reappointment for field service and full-time clinical faculty shall be from two to five years at the discretion of the Dean. Periods of appointment for full-time visiting faculty will be for a limited duration and not intended for renewal. All appointments for these positions are made at the discretion of the Dean.

Faculty titles shall be based on the qualifications and responsibilities of the individual. For the purpose of promotion and/or tenure, tenure-track, field service, research and full-time clinical faculty members are subject to evaluation by the Appointment, Promotion, and Tenure Committee. In evaluative procedures, faculty shall document activities consistent with their responsibilities.

The generally accepted criteria for appointment, reappointment, promotion, and tenure are based on teaching, scholarly activity and service. In evaluative procedures, faculty in tenure-track positions must demonstrate proficiency in teaching and scholarship and competence in service. Field service faculty must demonstrate proficiency in service and teaching, and competence in scholarly activity consistent with their service and teaching responsibilities. Full-time, non-tenure track clinical faculty must demonstrate proficiency in teaching and clinical

practice, and competence in scholarly activity and service.

These policies are further described in the following sections.

II. Evaluation of Criteria and Procedures

- A. Appointment of New Faculty. The Dean shall announce and advertise the availability of all new positions to the full-time faculty of the College as well as other individuals and institutions as needed. The search procedures to be followed depend upon the title and nature of the appointment. For tenure track, field service and full-time clinical faculty positions, the Dean shall appoint a Search Committee made up of full-time faculty members to perform the initial screening of the applicants. The chair of the Committee shall be a full-time faculty member of the College. If appropriate, other individuals capable of evaluating applicant credentials may also serve on the Committee. The Dean shall convene an initial meeting with the Committee to establish specific procedures and expectations for the search. The Committee shall conduct a fair and appropriately documented evaluation of all applicants in accordance with University procedures, and, subsequently, submit a rank-ordered list of suitable candidates to the Dean. In a timely manner, the Dean shall then determine which individuals are to be invited for an on-site interview.

When a candidate for a tenure-track, field service or clinical position is invited for an interview, the candidate shall be expected to present a seminar and have a personal interview with as many faculty members as possible. At the conclusion of the visitation the Dean shall solicit a written evaluation from each faculty member. It is expected that a candidate would not be appointed to the College faculty should a consensus of the faculty be opposed to the appointment.

Appointments to adjunct, clinical, research and visiting faculty positions shall be handled by the appropriate College division. All such appointments shall contribute to the mission of the College.

The Dean of the College of Pharmacy shall give written notice to each person appointed to a non-tenure track position which shall state that they do not have the right to be reviewed for tenure. The letter shall also describe the precise terms of the appointment offered and any conditions placed upon reappointment or promotion.

- B. Review. Each tenure-track faculty member not yet having tenure must be involved in an annual review with the Dean of the College of Pharmacy. The purpose of this review shall be to make the faculty member aware of the positive and negative aspects of his performance as it relates to his progress towards promotion and/or tenure. In the course of the review, such matters

as past performance concerning teaching quality, scholarly activities, clinical practice, professional, administrative, and community services, and any other items of significance will be considered.

Each full-time, non-tenure track faculty member must be involved in a similar review. This review will cover performance consistent with their responsibilities.

C. Promotion and/or Tenure

1. Procedures to Initiate Considerations

Consideration by the Appointment, Reappointment, Promotion and Tenure Committee on promotion and tenure may be initiated by the Dean of the College of Pharmacy. After consultation with the Dean or Chairman of ARPT, a faculty member may request consideration for promotion and/or tenure, if applicable.

D. Tenured Faculty Review:

All tenured faculty must be involved in a review with the appropriate Division Chair on an annual basis. Each Division Chair will report to the Dean the results of these reviews.

E. Retrenchment Termination:

Nothing herein contained shall prevent the termination of an appointment in case of retrenchment necessitated by financial exigency, according to policies and procedures of the current agreement between University of Cincinnati and AAUP University of Cincinnati Chapter.

F. Grievance Procedure:

Following a negative recommendation by the Senior Vice President and Provost for Health Affairs, a faculty member may choose to file a Type A grievance as described in Article II, Section 10 of the College of Pharmacy By-Laws and the current Agreement between the University of Cincinnati and the AAUP, University of Cincinnati Chapter.

III. Criteria for Professional Titles/Ranks

Each faculty member with an appointment in the College of Pharmacy shall have one academic title designated for use in all official capacities. Faculty titles shall describe both the academic rank and the area or discipline in which that individual has College of Pharmacy-related teaching, research and/or service activities. The academic rank designation shall be separated from the area or discipline

designation by using the word of, i.e. (academic rank) of (area or discipline). Academic rank designations may be either without or with qualifiers depending upon whether the faculty member holds a tenure-track or non-tenure track appointment, respectively.

A. Academic Rank for Titles Without Qualifiers. All tenure- track faculty members shall hold the academic rank designation of Assistant Professor, Associate Professor, or Professor based on the criteria listed below.

1. Assistant Professor. Appointment or promotion to the rank of Assistant Professor should be based upon potential. The candidate should have a strong academic record and should possess the highest applicable degree. There should be a clear indication that the individual has the aptitudes for the successful performance of the professional responsibilities assigned to him/her and the potential for significant growth in teaching and scholarly activity which shall eventually qualify him/her for the rank of Associate Professor.
2. Associate Professor. Appointment or promotion to the rank of Associate Professor is based upon the actual performance as well as the potential for further development. The individual should be growing professionally as well as technically as a proficient teacher and scholar. The Associate Professor should demonstrate competence in service. The candidate shall be recognized for his/her accomplishments at the regional or national level.
3. Professor. This represents the highest academic rank and, as such, implies that the individual is recognized by peers in his/her profession as an accomplished individual in the field of specialization, and by associates and students as a proficient teacher and scholar. In general, he or she shall be responsible for an important area of teaching and scholarship. They shall have demonstrated proficiency in these two major criteria areas. They shall demonstrate competent contributions in service. The candidate shall be recognized for his/her accomplishments at the national or international level.

B. Academic Rank for Titles With Qualifiers All non-tenure track faculty members shall hold academic rank designations as outlined in Section III. A. and qualified by the phrase Field Service or the word Clinical, Research, Visiting or Adjunct. Since those holding qualified titles are not in the tenure track, these faculty are exempt from the maximum probationary period which requires the earning of tenure or non-reappointment to the faculty of the College. The following considerations shall apply to appointment of faculty having titles with qualifiers:

1. Field Service. All full-time, non-tenure track faculty members whose

responsibilities lie within the Professional Experience Program shall hold the academic rank designation of Field Service Instructor, Field Service Assistant Professor, Field Service Associate Professor or Field Service Professor, depending upon the qualifications of the individual. Field Service appointments are reserved for positions where full-time professional responsibilities primarily involve teaching and off-campus, undergraduate training site selection, liaison and monitoring of student activities.

2. Clinical. All full-time and part-time faculty members in this non-tenure track shall hold the title of Instructor of Clinical Pharmacy, Assistant Professor of Clinical Pharmacy, Associate Professor of Clinical Pharmacy or Professor of Clinical Pharmacy depending upon the qualifications of the individual. Part-time clinical appointments are reserved for faculty members whose primary employment and patient care activities are located off-campus. A contractual portion of a part-time clinical faculty member's salary is derived from College teaching and academic activities. Full-time clinical faculty members are employed by the College, but maintain a clinical practice in an affiliated practice setting.
3. Research. All full-time, non-tenure track faculty members whose major responsibilities involve research shall hold the title of Research Instructor, Research Assistant Professor, Research Associate Professor or Research Professor depending on the qualifications of the individual. Although such individuals may have some negotiated responsibilities in the area of teaching and/or service, this title series is reserved for those individuals who are appointed essentially as full-time researchers.
4. Visiting. All full-time, non-tenure track faculty members whose appointment is for a limited duration and are not intended for renewal shall hold the academic rank of Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor or Visiting Professor depending upon the qualifications of the individual. The appointments are made at the discretion of the Dean.
5. Adjunct. All part-time faculty members in this non-tenure track shall hold the academic rank designation of Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor or Adjunct Professor depending upon the qualifications of the individual. Adjunct faculty appointments are intended for individuals who provide important programmatic contributions on a continuous, but limited and often uncompensated, basis.

C. Area or Discipline. Immediately following the unqualified or qualified rank

designation, the title of each faculty member in the College of Pharmacy shall also indicate the discipline which most accurately reflects the area(s) of teaching, research and/or service toward which that faculty member devotes his/her major efforts. It is intended that this area or discipline designation should not be based solely on the academic degree a faculty member holds or on a specialty area in which that degree may have been earned, but rather on the specific area(s) in which that faculty member devotes major effort during his/her appointment in the College of Pharmacy.

IV. Criteria for Reappointment and Promotion

A. Tenure-Track Faculty

1. Teaching. All tenure-track faculty are expected to teach in our degree programs, and therefore teaching proficiency is an indispensable factor for any category of recommendation. Teaching may be a major focus for some faculty members. Teaching proficiency is to be documented and evaluated using forms and procedures established herein in addition to other documentation the individual may wish to submit.
2. Scholarly Activity. Scholarly activity is essential to increase knowledge and to maintain proficiency within various disciplines. As such, proficiency in scholarly activities is expected of all tenure-track faculty and may be a major focus for some faculty members. The applicant for Appointment, Reappointment, Promotion and/or Tenure must identify his/her role in the design and execution of the research as well as the role in all publications and presentations. Scholarly activity is illustrated, but not limited by the following:
 - a. Research. This may be accomplished in a variety of settings (e.g. a university laboratory, institutional patient care, community or industrial setting, in a library facility, classroom, or computer database environment).
 - b. Publications. Examples of this include, but are not limited to, peer-reviewed research articles, professional practice articles, review articles, research reports, abstracts, textbook work of sole or contributing authors, published electronically or on the internet, or copyrighted audio-visual materials. Highest priority will be given to peer-reviewed contributions to the primary literature; however, poster presentations and published abstracts are also considered.
 - c. Other areas which, due to diversified faculty interest and expertise, may manifest scholarship in a variety of subject

areas, content, and format, e.g., invited lectures and seminars at recognized institutions of higher education, or to professional practice organizations.

3. Service. It is generally understood that some faculty members, due to the nature of their responsibilities, may have one or more of the following emphasized:

- a. Responsibilities which encompass program administration, chairmanship or membership of committees;
- b. Participation in extension or continuing education programs and other formal presentations;
- c. Voluntary, non-appointed, non-elected service to professional or scientific societies;
- d. Service to the community at large which brings credit to the College and University;
- e. Patient care activities which involve direct contact with patients, non-pharmacist health care practitioners, and, where appropriate, pharmacists, through the normal course of a faculty member's responsibilities while holding an appointment in the College. As a result of that direct contact, knowledge and information concerning drug use and/or drug therapy provided by the faculty member is used by the patients or health care practitioners in an effort to: increase patient compliance; decrease, monitor, and/or suggest treatment for adverse drug reactions; design and implement patient specific dosing regimens; or evaluate new dosing regimens.

B. Non-Tenure Track Faculty

1. Full-Time Clinical Faculty

- a. Teaching. All full-time clinical faculty are expected to teach in our degree programs, and, therefore, competence in teaching is an indispensable factor for any category of recommendation. Teaching is a major focus for faculty members in this track. Teaching proficiency is to be documented and evaluated using forms and procedures established herein in addition to other documentation the

individual may wish to submit. Other documentation may include, but not be limited to, evaluations from participants at invited lectures and performance evaluations from clinical practice sites. In most cases, faculty will spend approximately one third of their effort in teaching.

- b. Clinical Practice. The full-time, appropriately licensed, clinical faculty member will develop and maintain an active clinical practice in an affiliated practice setting. This practice shall serve as the basis for clinical teaching responsibilities, and shall be consistent with the needs/requirements of both the College and the practice setting. Clinical practice and teaching activities will involve direct contact with patients, other health care professionals and students. As a result of that direct contact, knowledge and information concerning drug use and/or therapy provided by the faculty member will be used by the patients, other health care professionals and students to optimize pharmacotherapy. Examples include: increasing patient compliance; decreasing, monitoring for and/or suggesting treatment of adverse drug reactions; designing and implementing patient-specific dosing regimens; or evaluating new dosing regimens. In most cases, full-time clinical faculty will spend approximately one half of their effort in clinical practice.
- c. Scholarly Activity. As with any faculty position, scholarly activity is a necessary part of full-time clinical faculty responsibilities. However, unlike tenure track faculty, scholarly activity is necessary only at the level of competence. In addition to those scholarly activities listed with Tenure-Track faculty, scholarly activity is illustrated, but not limited by the following examples.
 - i. Research. This may be accomplished in a variety of settings (e.g. a university laboratory, institutional patient care, community or industrial setting, in a library facility, classroom, or computer database environment).
 - ii. Publications. Examples include, but are not limited to, peer-reviewed research articles, professional articles, review articles, research reports, abstracts, textbook work of sole or contributing authorship, or copyrighted audio-visual materials. Highest priority will be given to peer-reviewed contributions to the primary literature.

- iii. Other areas. Due to diversified faculty interest and expertise, scholarship may manifest in a variety of subject areas, content, and format, e.g., invited lectures and seminars at recognized institutions of higher education, or to professional practice organizations,
- d. Service. It is generally understood that faculty members in this track shall also participate in one or more of the following areas.
 - i. Responsibilities which encompass program administration, chairmanship or membership of committees:
 - ii. Participation in extension or continuing education programs and other formal presentations:
 - iii. Voluntary, non-appointed, non-elected service to professional or scientific societies:
 - iv. Service to the community at large which brings credit to the College and University.

2. Field Service Faculty

- a. Teaching: All field service faculty are expected to teach in the professional degree program. Teaching proficiency is to be documented and evaluated using forms and procedures established herein in addition to other documentation the individual may wish to submit.
- b. Service: Due to the nature of the title and its importance to the University, documentation of proficiency in service activities is essential to field service faculty. Service activities may include but are not limited to:
 - i. Service to students by assisting them in choosing the best professional experience training sites to meet their goals and needs;
 - ii. Service to students by assisting them in selecting and completing their academic projects during their professional experience training;
 - iii. Service to students by assisting them in any professional situations or personal problems during their

off-campus training programs;

iv. Service to the University by maintaining close liaison with off-campus training sites and preceptors, maintaining their proficiency in training and patient care, and, developing new .trainingsites;

v. Involvement in professional practice through patient care and giving support to pharmacists and other health care professionals;

vi. Membership and chairmanship of College and University committees;

vii. Service to professional organizations;

viii. Presentations at extension and continuing education programs;

ix. Consulting and/or active practice in a community or institutional pharmacy.

- c. Scholarly Activity: As with any faculty position, scholarly activity is a necessary part of field service faculty responsibilities. However, unlike tenure-track faculty, scholarly activity is a minor part of field service faculty activities. It should be directed toward the evaluation and/or application of concepts and techniques in professional practice that increase the ability of practitioners to provide patient care. Presentations and posters at professional meetings and journal articles are commendable and encouraged.

3. Research, Adjunct and Part-time Clinical Faculty

The above titled faculty shall be reappointed or promoted based on criteria developed by the Division under which said faculty is appointed.

a. Division of Pharmaceutical Sciences

i. Research Faculty

Consideration for reappointment or promotion shall include scholarly activity as the primary criterion with some involvement in teaching or service as negotiated upon the initial appointment.

(i) Scholarly Activity

As defined in Appendix I, Section IV.A.2 (page 22) of the College of Pharmacy By-Laws and as negotiated in the initial appointment.

(ii) Teaching

Teaching competence, as negotiated in the initial appointment, is to be documented and evaluated using forms and procedures established within the College of Pharmacy By-Laws in addition to other documentation the individual may wish to submit.

(iii) Service

Can include service to scientific societies, the community and participation on College and University committees. Service is expected to be minimal as negotiated in the initial appointment.

ii. Adjunct Faculty

Adjunct faculty, paid or unpaid, may be reappointed or promoted based on evaluation by the Division of continued and documented contribution to its mission.

b. Division of Pharmacy Practice

i. Part-time Clinical Faculty

Consideration for reappointment and promotion should include documentation of teaching, clinical practice, service and may include scholarly activity.

(i) Teaching: All part-time clinical faculty are expected to contribute to teaching. Teaching competence is to be documented and evaluated using forms and procedures established herein in addition to other documentation the individual may wish to submit.

(ii) Clinical Practice: The part-time, appropriately licensed, clinical faculty member will develop and maintain an active clinical practice at an affiliated site. This practice shall serve as the basis for clinical teaching responsibilities, and shall be consistent with the needs/requirements of both the college and the site.

Clinical practice and teaching activities will involve direct contact with patients, other health care professionals and students. As a result of that direct contact, knowledge and information concerning drug use and/or therapy provided by the faculty member will be used by the patients, other health care professionals and students to optimize therapy. Evaluation of clinical

practice can include letters of student evaluations, letters of recommendation, and other documents that support practice activity.

(iii) Scholarly Activity: As with any faculty, scholarly activity may be a part of part-time clinical faculty responsibilities. However, unlike tenure track faculty scholarly activity is not a major part of part-time clinical faculty activities. It may be directed toward the evaluation and/or application of concepts and techniques in professional practice that increase the ability of practitioners to provide patient care. Presentations and posters at professional meetings and journal articles are commendable and encouraged.

(iv) Service: Can include:

- participation in college committees (when invited)
- participation in extension or continuing education and other formal presentations
- service to professional or scientific societies
- service to the community at large which brings credit to the college and university

ii. Research Faculty

Consideration for reappointment or promotion should include scholarly activity with some involvement in teaching or service.

(i) Scholarly Activity: Scholarly activity is illustrated but not limited by the following:

- (a) Research. This may be accomplished in a variety of settings (e.g. a university laboratory, institutional patient care, community or industrial setting, in a library facility, classroom, or computer database environment).
- (b) Publications: Examples include but are not limited to, peer reviewed research articles, professional articles, review articles, research reports, abstracts, textbook work of sole or contributing authors, or copyrighted audio-visual materials. Highest priority will be given to peer reviewed contributions to the primary literature.
- (c) Other areas which, due to diversified faculty interest and expertise, may be manifest in a

vareity of subject areas, content and format, e.g., invited lectures and seminars at recognized institutions of higher education, or editorial or referee services to professional or scientific journals.

(ii) Teaching: Teaching competence is to be documented and evaluated using forms and procedures established herein in addition to other documentation the individual may wish to submit.

(iii) Service: Can include service to professional or scientific societies, to the community and participation in continuing education programs and other formal presentations.

iii. Adjunct Faculty

Adjunct faculty, paid or unpaid, may be reappointed or promoted based on evaluation of continued and documented effectiveness in teaching or service or scholarly activity depending on their role at the college and division.

V. Reappointment, Promotion and Tenure

A. Committee on Appointment, Reappointment, Promotion and Tenure

In all cases involving reappointment, promotion and/or tenure of tenure-track and full-time non-tenure track field service faculty members, the initial review, evaluation and recommendation shall be done by the College ARPT Committee. The report of the ARPT Committee shall be given to the Dean who shall transmit a copy to the faculty member. Upon completion of his/her review, the Dean will transmit his/her decision to the next level of review along with a copy to the candidate. Following completion of the evaluation process, the ARPT report shall be kept in the College personnel file. Past ARPT reports shall not be available to the ARPT Committee unless the faculty member chooses to submit it as part of his or her dossier.

B. Documentation Guidelines

When evaluating tenure-track faculty, field service faculty or full-time, non-tenure track clinical faculty for reappointment to the same professorial rank, or for promotion and/or tenure, the ARPT Committee shall evaluate documentation of past accomplishments and look for indications of future potential in the established performance areas of teaching, scholarly activity, clinical practice and service, depending on the responsibilities of the involved faculty. Due consideration will be given to the fact that field service and full-time clinical faculty perform a different, but no less integral, part of the College mission than tenure-track faculty and are not held to the same standards of performance in the area of scholarly activity.

The individual faculty member under consideration must establish an ARPT dossier containing a narrative cover memo which includes a brief description of the basis upon which the faculty member feels reappointment, promotion and/or tenure is merited. The ARPT dossier must also contain documentation in support of the bases described in the form of evaluation forms, listings, letters of appraisal, copies of publications, course evaluations, etc. This dossier should be presented to the Dean.

This ARPT dossier is to be prepared solely by the faculty member and is not to be confused with the College personnel file. The College-maintained personnel file shall not be accessible to the ARPT Committee unless specific written permission is given by the faculty member being evaluated. However, data in the College personnel file may be transferred temporarily to the ARPT dossier upon written request by the faculty member to the Dean. If new material bearing on the substance of a prospective decision becomes available during the review process, the candidate, academic unit head, Dean, or appropriate administrator may add such material to the dossier until the appropriate Provost renders his or her recommendation. The candidate shall be provided with a copy of any information or document added to the dossier. Upon completion of the evaluation process, all materials submitted by the faculty member shall be returned to him or her; materials transferred from the College personnel file and letters of evaluation submitted to the College and/or Dean concerning the evaluation consideration shall be transferred and maintained in the College personnel file. Upon written agreement between the Dean and the involved faculty member, any item or items may be removed from the file and destroyed.

C. Organization of ARPT Dossier

To ensure that the committee has the necessary information available for evaluation in an organized fashion the following guidelines for organization of the ARPT dossier should be followed. See also part H of this section.

1. Narrative Cover Memo: This memo, in addition to describing the bases which the faculty member feels supports a positive recommendation, should clarify aspects of the performance record which are not readily apparent in the form of other documents.
2. Documentation of Teaching Activities:
 - a) A list of all courses taught, enrollment data and an indication of percent contribution in team-taught courses;
 - b) A description of any involvement in the development of current course offerings or any future course offerings;
 - c) Student course evaluations for each required course or sequence of courses taught for every year of appointment; The documentation form to be submitted is the original printout of the results of the student course evaluations or an exact copy thereof. The number of student respondents must be indicated. The approved College forms and guidelines are to be used.
 - d) For didactic courses, a classroom visitation appraisal evaluation from the appropriate Division Chairperson and one from the Office of the Dean of the College shall be submitted for every year of appointment.
 - e) Other forms of documentation of teaching activities at the option of the faculty member being evaluated.
3. Documentation of Scholarly Activities:
 - a) Titles and abstracts of research grants which have been submitted or are in the process of being developed along with the status of the application in regard to funding;
 - b) A list of presentations and publications accompanied by abstracts or reprints;
 - c) A list of student research projects that have been or are currently being supervised along with a statement of progress;
 - d) A list of all other research projects accompanied by a

statement of progress;

- e) A list of patents awarded or pending;
- f) Documentation of unpublished scholarly activity;
- g) Other documentation, at the option of the faculty member being evaluated, such as letters of evaluation.

4. Documentation of Activities in Service:

- a) Completed student advising evaluation forms.
- b) Completed evaluation forms for committee activities.
- c) A statement of University and professional activities accompanied, when feasible, by letters of evaluation.
- d) A statement of community service activities accompanied, when feasible, by letters of evaluation.
- e) A list of presentations in the area of continuing education accompanied, when feasible, by letters of evaluation.
- f) A statement of contributions in patient care accompanied by letters of evaluation and other appropriate documentation.
- g) For field service faculty, student evaluations for their PEP rotations accompanied, when feasible, by letters of evaluation by preceptors involved in training students on PEP rotations.

5. Letters of Recommendation (Peers):

A minimum of 2 letters of recommendation must be submitted directly to the Dean from peers who are selected and requested to do so by the individual faculty member under consideration. These letters may be solicited by the candidate, the candidate's Division Chair, or the Dean, at the request of the faculty member. At least one of these letters must be solicited from an individual possessing the expertise to evaluate the candidate's performance in his/her chosen discipline.

6. Letters of Recommendation (Faculty)

For every candidate to be considered for promotion and/or tenure, recommendations shall be requested from faculty members to include at least one assistant professor, one associate professor, and one professor. Each faculty member so requested is charged with the responsibility of considering and reviewing the qualifications of the candidate for promotion and/or tenure and submitting, in writing, documentation in support of their recommendation. The Dean may solicit recommendations from other sources having knowledge of a candidate's qualifications. By October 1 of each academic year a list of candidates who will be under review for the academic year shall be sent to the Chairman of the ARPT Committee.

7. Curriculum Vitae:

A current up-to-date curriculum vitae which includes a description of overall responsibilities as perceived by the faculty member.

8. Annual Reports:

When an individual has been a faculty member for more than one year, all Annual Progress Reports should be included.

FIVE DEFINITIONS
OF DIVISION CHAIRPERSONS

1. The term of appointment for an individual holding the position of division chairperson in the College of Pharmacy shall be for a period of at least 4 but not more than 5 years. This individual may be reappointed as the division chairperson, but an administrative performance review (APR) must be completed prior to reappointment.
2. The APR for division chairpersons shall be completed by the end of the penultimate year of their appointment. Chairpersons shall be informed in writing of this policy by the Dean's office at the time of their appointment and again at, least six months before the end of the penultimate year of that appointment.
3. The APR is initiated by the Dean by calling and chairing a meeting of the full-time faculty in the division of the chairperson under consideration. The meeting shall be called as soon as practicable after the six month notice referred to in 2. above is sent to the chairperson. The chairperson does not attend this meeting. The purpose of this meeting is to establish a reasonable timetable for the completion of the review and to consider the mechanism(s) and options available to the full-time division faculty in this review process.
4. At the meeting mentioned in 3. above, the Dean shall inform the full-time faculty members of the division that their individual evaluations of the chairperson's performance are invited in the form of letters addressed to the Dean. Only the Dean and the chairperson under review have the right of access to these letters. The full-time faculty of that division shall also be informed that in addition to any letters they may chose to write individually to the Dean, they may also democratically establish an Ad Hoc Divisional Chairperson Review Committee. The Committee need not be established immediately, but a mechanism to do so in a timely fashion should be determined during this meeting.
5. If established, the Ad Hoc Divisional Chairperson Review Committee is charged with developing and submitting to the Dean a recommendation along with supporting evaluative documentation. The majority of the Committee members must be full-time faculty members of the division. At least one member of the Committee must not be a member of the division, but shall hold a full-time faculty appointment in the College of Pharmacy. The latter individual(s) is/are recommended for membership on the Committee by the full-time division faculty and appointed by the Dean. The Committee shall elect one of its members to chair its activities.

6. The Ad Hoc Divisional Chairperson Review Committee has considerable latitude in developing the specific procedures by which it operates and subsequently fulfills its charge as listed in 5. above. The Committee may request individual evaluations from faculty, students, staff or anyone else it views as being in a position to constructively comment on the chairperson's administrative performance. The Committee may also develop and circulate an evaluation tool or survey based on the chairperson's job description and other relevant attributes. Once the Committee's charge has been accomplished, all documents related to this review shall be forwarded to the Dean's office for disposal.

7. The views expressed by the full-time division faculty through their Committee and/or via their correspondence with the Dean concerning the administrative performance of the chairperson of their respective division shall weigh heavily in the review process. This does not, however, preclude the Dean from soliciting advice from other individuals who may also be in a position to provide helpful information regarding the chairperson's performance. Any information received by the Dean's office concerning the APR shall be available for review by the chairperson subsequent to a reasonable and timely request to do so. The chairperson has the opportunity to submit written remarks in response in any information utilized in the APR.

TEACHER - COURSE EVALUATION PROCEDURES

1. The evaluation is to be run by Tribunal as a portion of the regular Tribunal course evaluations.
2. The response data are to be used by the faculty for self improvement of teaching effectiveness and by the Administration for making decisions on reappointment, promotion, tenure and salary.
3. The Chairman of the Curriculum Committee shall make an oral presentation of the rationale and purposes of course evaluations to the first, second and third professional year classes just prior to the running of the first evaluation in any given year.
4. Each required professional program course (laboratory and non-laboratory) shall be evaluated once during each academic year using the appropriate form. The evaluation shall be conducted at the end of the last or final examination or at the end of the quarter if no further examinations are scheduled.
5. The following procedure shall be utilized for all non-laboratory, professional program courses:
 - a. All full-time faculty members shall be evaluated in the professional program curriculum at least once per year by each student class (i.e., first year, second year, etc.) they teach. In the usual case, this should be done in the course in which the instructor gives the most lectures/presentations and shall occur during the last lecture/presentation for which he or she is responsible in that course.
 - b. All students shall be requested to evaluate each instructor. The instructor shall not be present when the evaluation is conducted.
 - c. The course coordinator as well as the Student Tribunal representative shall be involved at the beginning of each course in scheduling these evaluations. Each instructor shall receive prior notice from the course coordinator specifying the date when he or she will be evaluated.
6. Any faculty member may request to be evaluated in as many courses as they would like throughout the year. This is encouraged and should ordinarily be granted unless a particular course already has so many evaluations scheduled that additional optional evaluations would become a problem.
7. The teaching and course evaluations should be run according to the developed mechanisms which were approved by the Curriculum Committee and Appointment, Reappointment, Promotion and Tenure Committee. These detailed mechanisms and the protocol are listed below.
8. Supplemental questions specific to any course may be added to the Course Evaluation Form at the discretion of the course coordinator or professor in charge.

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

TEACHER - COURSE EVALUATION

I. Tribunal Course Evaluation Committee

The Committee shall consist of two members from each of the professional classes and a chairman with second professional year status. One of the first professional year members shall function as the vice-chairman and shall assume the chairmanship in the subsequent year.

II. Protocol

A. A memorandum, requesting a date and a time slot for evaluation, shall be distributed to each instructor by the end of the second week. It is the responsibility of the instructor to respond to the request and deposit the information in the Tribunal mailbox by the end of the fourth week.

B. The various members of the Tribunal Course Evaluation Committee shall be notified of the selected times and be assigned to the courses under evaluation. The various members of each class shall be responsible for the mechanics of conducting the evaluations in their assigned course. Elective courses shall be handled by a member of the Committee taking the course or by the chairperson of the Tribunal Course Evaluation Committee.

C. Subsequent to the completion of all teaching and course evaluation, the chairperson of the Tribunal Course Evaluation Committee shall deliver the evaluations to the office of the Associate Dean for Academic and Professional Affairs.

D. By the middle of the quarter following the quarter during which the evaluations were conducted, the original teaching evaluations and course evaluations shall be delivered to the individual professors and course coordinators, respectively.

E. Prior to delivering the evaluations to the professors, copies of the teaching and course evaluations shall be submitted to the Office of the Dean.

III. Confidentiality of Reports

Confidentiality is of utmost importance and shall be maintained. Only the professor under evaluation and the Dean's office shall receive the results of the teacher evaluation. Neither the Tribunal nor the individual members of the Tribunal Course Evaluation Committee will keep a copy of the evaluations.

IV. It is the responsibility of the Tribunal Course Evaluation Committee to see that evaluations for all courses are done properly and according to the protocol.

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

DIDACTIC COURSE EVALUATION FORM

This evaluation form is intended to give you an opportunity to comment on courses in the College of Pharmacy. The primary purpose of this form is to provide the faculty with information which should help to continually improve College course offerings and the methods by which they are presented. Please consider each question below and provide constructive suggestions wherever possible.

1. How clear were the goals of the course and what was expected of you?
Comments?
2. Did the progression of topics or exercises appear to be in the optimal order or sequence to maximize learning? Do you have any suggestions as to how topics should be arranged?
3. Were there topics you felt were given too much or too little time?
4. How beneficial were **non-lecture**, active-learning activities (**i.e.**, recitations, papers, presentations, small groups projects, etc.) to your comprehension of the material? How could these activities be improved?
5. Comment on how your efforts **and/or** participation in this course were assessed. How could this assessment process be improved?
6. To what extent has this course increased your knowledge and comprehension of the material covered?
7. Are there any additional comments you would like to make concerning this course?

Course/Yr _____ / _____

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

TEACHER EVALUATION FORM

This evaluation form is intended to give you an opportunity to comment on the classroom teaching activities of faculty members involved in College of Pharmacy courses. The primary purpose of this form is to provide the instructor with information which should help to continually improve College course offerings and the methods by which they are presented.

Please consider each question below and provide constructive suggestions wherever possible.

1. Comment on how effectively the instructor communicated course material.

2. If you had a question or a comment, were you given an ample opportunity either during or after class to discuss the material with the instructor? Comments?

3. What did you like about the manner in which the course material was presented?

4. Rate the instructor's ability to effectively facilitate learning:

_____	Ineffective
_____	Somewhat effective
_____	Effective
_____	Highly effective
_____	Extremely effective

5. How can the instructor improve his/her teaching to facilitate learning?

Professor _____ Course/Yr _____!

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

LABORATORY COURSE EVALUATION FORM

Instructions: This evaluation was written jointly by the College of Pharmacy student Tribunal and the Curriculum Committee with the hope that it will serve as a means of improving courses and instruction.

As applied to your laboratory section indicate your degree of agreement or disagreement with the following statements by inserting the appropriate letter in the space provided.

Please assign your rating by using the 5 point rating scale:

- A = Strongly Agree
- B = Agree
- C = Undecided | No Opinion
- D = Disagree
- E = Strongly Disagree

- _____ 1. Laboratories are organized for effective use of time.
- _____ 2. The printed material for laboratory assignments give sufficient instructions for the procedures to be followed.
- _____ 3. The laboratory assignments manifest practical **and/or** theoretical principles.
- _____ 4. Laboratory grading procedures are well defined.
- _____ 5. Laboratory reports are graded fairly and impartially.
- _____ 6. **The** professor in charge of the laboratory is readily available.
- _____ 7. Laboratory assistants can handle student problems in laboratory.
- _____ 8. Laboratory assistants are effective instructors.

Professor _____ Course/Yr _____ / _____

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

PHARMACY PRACTICE
LABORATORY TEACHING EVALUATION FORM

This evaluation form is intended to give each student an opportunity to comment on instruction in the pharmacy practice laboratory courses in the College of Pharmacy. The primary purpose of this form is to provide the full-time faculty with information that should help to continually improve laboratory course instruction.

Please consider each question below and provide constructive suggestions wherever possible. Comments and opinions are to be directed at the performance of the full-time faculty involved in the lab.

1. How clear were the **goals/purpose** of the laboratory exercises presented by the faculty member? If unclear did you request clarification? Comments?
2. If you had a question or a comment about the lab assignments were you given ample opportunity either during or after lab to discuss the material with the faculty member? Comments?
3. Were you communicated to by the faculty member in a constructive manner about your laboratory assignments? Comments?
4. Do you have any recommendations for changing or improving the way this laboratory course is taught? Suggestions?
5. Do you have any comments on the volunteer instructors that were assigned to you? Please list their name so we can provide feedback.

Professor _____ Course/Yr _____ / _____

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

PROFESSIONAL EXPERIENCE PROGRAM PRECEPTOR &
LEARNING EXPERIENCE EVALUATION

Student: _____ Rotation: _____

Preceptor: _____ Month: _____

Please write in one of the following for each category:

- 1 = Always 3 = Sometimes
2 = Frequently 4 = Never

Part I. Evaluation of the Preceptor

- _____ 1. The preceptor was a pharmacy practice role model.
- _____ 2. The preceptor gave me feedback on a regular basis.
- _____ 3. The preceptor's feedback helped me improve my performance.
- _____ 4. The preceptor was available when I needed him or her.
- _____ 5. When possible, the preceptor arranged the necessary learning opportunities to meet my objectives.
- _____ 6. The preceptor displayed enthusiasm for teaching.
- _____ 7. The preceptor gave clear explanations.
- _____ 8. The preceptor asked questions that caused me to do my own thinking.
- _____ 9. The preceptor answered my questions clearly.
- _____ 10. The preceptor modeled for me, coached my performance, or facilitated my independent work as appropriate.

Please comment on areas of strength and those needing improvement for items 1-10

Please write in one of the following for each category:

1 = Consistently True

2 = Partially True

3 = False

Part II. Evaluation of the Learning Experience

- _____ 1. I understood the objectives for this learning experience prior to beginning.
- _____ 2. The learning opportunities afforded me during this learning experience matched the objectives specified for this rotation.
- _____ 3. Resources I needed were available to me.
- _____ 4. I feel that the preceptor's assessment of my performance on the objectives was fair.
- _____ 5. I was encouraged to further develop my ability to self-assess during this learning experience.
- _____ 6. This learning experience provided me opportunities to provide pharmaceutical care in a responsible way to my patients.

Comments:

Was the site conducive to learning? Please specify.

Did you feel you were part of the health care team?

What were the strengths of this learning experience?

What were the weaknesses of this learning experience?

What suggestions can you make to improve this learning experience?

Student's Signature/Date: _____

Preceptor's Signature/Date: _____

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

PEER CLASSROOM VISITATION APPRAISAL PROCEDURE (CVA)

It may be desirable to have classroom visitation appraisals (CVA) as a mechanism for teaching evaluation in the appointment-promotion process, but an annual evaluation for each instructor for each required course is not logistically feasible nor warrants the resource expenditures for the information acquired. However, the ARPT Committee does envision circumstances when the CVA would be of value as a component of the appointment-promotion process, therefore the following mechanisms are developed:

1. The CVA as detailed here shall be limited to use in the appointment- promotion and/or tenure process.
2. Any individual faculty member and/or the Dean may request the CVA be made part of the review process.
3. The members for each CVA of a faculty member being reviewed shall be appointed by the ARPT Committee. A faculty member shall have the right to request a replacement of one CVA team member.
4. Each CVA should be done by a team of three faculty members, at least one member must be from a related field, and one from a completely different field. Independent visitation of team members shall be scheduled to encompass an overview of the entire quarter.
5. Prior to any evaluation, the CVA team shall meet with the chairman of the ARPT Committee to discuss appraisal terms according to the standards set up by the ARPT.
6. The CVA team shall arrange a preliminary conference with the faculty member under review for the determination of visitation times and to allow for any discussion of the course format and subject materials. At the preliminary conference the faculty member shall be supplied with a copy of the CVA format and an explanation of the CVA process.
7. Subsequent to the evaluation the CVA team shall meet with ARPT Committee Chairman or the entire Committee when deemed appropriate to discuss results of the evaluation.
8. Subsequent to the evaluation, the faculty member may request to meet with the ARPT Chairman to discuss the appraisal. This review shall be limited to findings of the CVA team and shall not include feedback for improving instruction or suggestions for changes in teaching techniques or formats, since this is not in keeping with the objectives of the ARPT Committee in reviewing a candidate for appointment or promotion. For the purpose of teaching improvement, a faculty member who is under review may contact the team captain for comments pertaining to this aspect of evaluation.

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

CLASSROOM VISITATION APPRAISAL BY THE DEAN

By virtue of his position as the chief administrative officer of the College of Pharmacy, the Dean possesses the ultimate responsibility for the quality of the teaching-learning process conducted by the faculty of the College. Consequently, the prerogative is to establish a means by which the Dean can submit a formal appraisal of teaching effectiveness to the ARPT (or similar committee). Such an appraisal may then be included with the other established forms of data collected with regard to evaluation of teaching.

1. A classroom visitation appraisal may be personally conducted by the Dean of the College of Pharmacy at the request of the individual faculty member or at the request of the Dean.
2. A preliminary conference should be arranged with the instructor for the purpose of establishing a visitation date and to discuss the goals of the course, the course outline and the specific class to be visited.
3. The visitation shall be conducted and the appraisal form completed (Using the same rating form as that for the "Peer Conducted" Classroom Visitation Appraisal).
4. Subsequent to the evaluation, the Dean may submit his remarks to the Chairman of the ARPT Committee, and such evaluation will be included in the teaching performance of the faculty member.
5. Subsequent to the evaluation, the faculty member may request to meet with the ARPT Chairman to discuss the Dean's appraisal. This review shall be limited to the Dean's findings. It shall not include feedback for improving instruction or suggestions for changes in teaching techniques or formats since this is not in keeping with the objectives of the ARPT Committee in reviewing a candidate for appointment or promotion.

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

CLASSROOM VISITATION APPRAISAL FORM

Instructor: _____ Course: _____ Number of Students: _____

Team: _____ Academic Year: _____

Visitor: _____ Title: _____

Rating Scale: 5 Excellent 2 Fair
 4 Very Good 1 Poor or unacceptable
 3 Good X Does not apply

1. _____ The class presentation was well organized.
2. _____ Ideas were clearly expressed.
3. _____ The instructor appears to have mastered the subject matter.
4. _____ The class time was well used.
5. _____ The presentation was such that it encouraged critical thinking and analysis on the part of the students.
6. _____ The instructor was receptive to questions from the students.
7. _____ Involvement during class on the part of the student was encouraged.
8. _____ The instructor was able to accept the expression of views that were different than his own.
9. _____ The instructor exhibited enthusiasm during his presentation.
10. _____ The class presentation could be heard well.
11. _____ The class presentation could be seen well.
12. _____ Patience and a concern that students understand the subject matter was shown on the part of the instructor.
13. _____ The instructor showed flexibility and an ability to adjust to situations that arose in the classroom.
14. _____ The instructor was willing to admit a lack of knowledge.
15. _____ When admitting a lack of knowledge the instructor offered to get answers for the class.
16. _____ Yes ___ No ___ Were the major objectives of the lecture made clear to you?
17. _____ Yes ___ No ___ Do you believe that your visitation was at a time when you were able to fairly judge the nature and tenor of the teaching-learning process?

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY
CLASSROOM VISITATION APPRAISAL FORM (Cont.)

Preliminary Conference - Date: Time:

Classroom Visitation - Date: Time:

Follow-up Conference - Date: Time:
(With Team Captain,
if applicable)

Comments after the class visitation:

ADVANCED DEGREE EDUCATION

Much of the instructor's involvement in advanced degree education is determined on an individual basis. To evaluate a faculty member's efforts in this area, in a similar fashion to the professional program counterpart, is not feasible. Therefore, the following guidelines are recommended for use by the Appointment, Reappointment, Promotion and Tenure Committee as potential or possible criteria for evaluation:

1. Development, improvement and/or expansion of advanced degree programs.
2. Maintaining an active program.
3. Offering service courses for other advanced degree programs.
4. Supervision of graduate students at the M.S. or Ph.D. degree level.
5. Supervision of thesis and dissertation work.
6. Supervision of investigational work.
7. Development of new advanced degree courses and their revision.
8. Serving on graduate committees within and outside the College.
9. Serving on a committee for investigational projects.

In addition to these guidelines, the ARPT Committee may solicit letters of evaluation from current students or former graduates regarding the faculty member under consideration.

Other activities pertaining to advanced degree studies should be considered by the Committee when applicable.

SERVICE

Introduction

In an academic institution, faculty members are involved in practically all phases of their College's development and progress. Efforts are expended on various college and university committees, by participation as a member of the university governance groups, by student advising, by advising professional societies and fraternities, and by presentation of continuing education in addition to numerous other possibilities for service contributions in the college, university and community. Documentation including evaluation of performance of service activities is the responsibility of each individual faculty member.

I. College Committees

The documentation of committee service may be accomplished by using the appropriate form, letters of evaluation or other documentation.

II. Participation In University Committees And Governing Bodies

In dealing with this portion of service, it should be recognized that the evaluation becomes a more difficult task than that encountered in a college committee. Therefore, it is suggested that the involved faculty member complete the appropriate self-evaluation form.

III. Student Advising

Currently some faculty members in the College of Pharmacy are charged with academic advising and counseling of a group of students. Eventually everyone will be involved. Therefore, it is suggested that this kind of service be evaluated by dividing it into two parts:

- A. Student advising self-evaluation form filled out by the faculty member under evaluation. This provides a faculty member an opportunity to describe his or her activities in this area.
- B. Student Appraisal of Advising. Advisees should be given the opportunity to evaluate their advisor by completing the Academic Advising Student Evaluation form. These forms should be completed annually during the Spring Quarter priority registration. It should be the responsibility of the faculty advisor to insure the completion of these forms by his or her advisees.

IV. Student Professional Fraternities And Societies

The chief officer of a fraternity, society or student organization, after consultation with other officers, is requested to complete the Organization Advising form designed for this purpose.

V. Professional Activities, Public Service, And Continuing Education

Faculty members are continuously striving to become recognized by colleagues in their profession. This recognition is indicative of continuous growth which brings prestige to the institution in which they serve. Recognition as a professional is accomplished through awards or honors; serving on national committees; holding an elected office in a professional organization; attendance of and participation in national and local meetings; reviewing scientific articles for journals; presentations before professional groups; participation in continuing education; and participation on area wide health planning.

Efforts in these areas are certainly to be commended. In evaluating these efforts, it should be realized that a new faculty member will not have attained the same level of recognition as faculty members with more experience. The Professional and Public Service form should be used as a guideline for documentation of a faculty member's activities in this area. The office may utilize the information regarding professional activities listed in the annual report since the latter contains full documentation of activities during an academic year. Furthermore, programs sponsored by certain organizations, particularly in the area of continuing education, are, often rated and evaluated. When a faculty member is involved in these programs and in the event data are available regarding his performance in these programs, it is the responsibility of the faculty member to have such data forwarded to the College office to be placed in the appropriate file. This shall be utilized in the overall evaluation.

VI. Field Service

Field service faculty are expected to provide service to students, preceptors, patients and the University. This can be documented through feedback from students on how they were assisted by field service faculty using the appropriate form. It can also be documented through visitations to current training sites to maintain and improve their involvement in the Professional Experience Program as well as the development of new training sites. It can be documented by feedback from PEP preceptors training PEP students on how the field service faculty assisted them.

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

COLLEGE COMMITTEE SERVICE FORM

PROFESSOR:

EVALUATOR:
(CHAIRMAN)

- RATING SCALE:
- 5 Excellent
 - 4 Very Good
 - 3 Good
 - 2 Fair
 - 1 Unacceptable or Poor
 - X Does Not Apply

For Member and Chairman

- _____ 1. ATTENDANCE OF COMMITTEE MEETINGS
- _____ 2. PUNCTUALITY
- _____ 3. WILLINGNESS TO ACCEPT OR VOLUNTEER FOR COMMITTEE ASSIGNMENTS
- _____ 4. FULFILLMENT OF COMMITTEE ASSIGNMENTS IN TERMS OF WRITTEN AND ORAL REPORTS OR SUGGESTIONS
- _____ 5. MEETING DEADLINES FOR ASSIGNMENTS
- _____ 6. POSITIVE ATTITUDE IN THE BEST INTERESTS OF THE COLLEGE
- _____ 7. COOPERATION AND PARTICIPATION AS A PART OF A TEAM
- _____ 8. PARTICIPATION IN THE COMMITTEE DISCUSSION IN A RESPONSIBLE MANNER
- _____ 9. DISPLAY OF LEADERSHIP
- _____ 10. CONTROLS MEETING APPROPRIATELY
- _____ 11. DISTRIBUTES MINUTES AND AGENDA AS APPROPRIATE
- _____ 12. DELEGATION OF RESPONSIBILITY

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY
UNIVERSITY SERVICE SELF-EVALUATION FORM

PROFESSOR: _____ DATE: _____

1. Name the various committees and governance units to which you are appointed or elected.
2. Elaborate on your activities, e.g. attendance at meetings, participation in discussion brought to the body and their impact on the University as a whole and the College of Pharmacy in particular.
3. Frequency of reporting about your activities and deliberations, which took place in those bodies, to your constituency at your college.

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY
ACADEMIC ADVISING SELF-EVALUATION FORM

PROFESSOR: _____ DATE: _____

1. Number of Students Assigned:

Graduate: _____

Professional: _____

2. Have you received from the College office the necessary information regarding your advisees in ample time (e.g. grades, registration material, etc.) in order to enable you to perform your duties as an advisor?

3. Mention any innovative approach, on your part, which helped you accomplish your job.

4. Other comments: (Any special circumstances or problems that should be considered which have affected your ratings as an advisor.)

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY
ACADEMIC ADVISING STUDENT EVALUATION FORM

PROFESSOR: _____ DATE: _____

ADVISEE: _____ CLASS: _____

- RATING SCALE:
- 5 Excellent
 - 4 Very Good
 - 3 Good
 - 2 Fair
 - 1 Unacceptable or Poor
 - X Don't know or does not apply

- _____ 1. ADVISES YOU IN TERMS OF ALTERNATIVE AND ENCOURAGES YOU TO ASSUME RESPONSIBILITY FOR DECISIONS.
- _____ 2. HAS PERSONAL INTEREST IN ASSISTING YOU THROUGH ADVISING.
- _____ 3. KEEP APPOINTMENTS WHEN MADE IN ADVANCE.
- _____ 4. KEEPS UP-TO-DATE WITH REGULATIONS AND COURSE OFFERINGS.
- _____ 5. IF HE/SHE IS NOT FAMILIAR WITH CERTAIN REGULATIONS, DOES HE/SHE ATTEMPT TO FIND ANSWERS FOR YOU?
- _____ 6. MAINTAINS ACCURATE FILE ON YOUR PROGRESS.
- _____ 7. UNDERSTANDING; HELPFUL IN SUGGESTING SOLUTIONS TO SOME PERSONAL AND/OR OTHER NON ACADEMIC PROBLEMS.

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

ORGANIZATION ADVISING FORM

PROFESSOR: _____ DATE: _____

FRATERNITY OR SOCIETY: _____

- RATING SCALE:
- 5 Excellent
 - 4 Very Good
 - 3 Good
 - 2 Fair
 - 1 Unacceptable or Poor
 - X Not Applicable

- _____ 1. PERFORMANCE OF HIS/HER DUTIES AS AN ADVISOR.
- _____ 2. ABILITY TO HELP YOU SOLVE PROBLEMS.
- _____ 3. CONSIDERING YOUR ADVISOR'S INVOLVEMENT IN OTHER MATTERS OF THE COLLEGE, DOES HE/SHE ATTEMPT TO ATTEND AS MANY OF YOUR MEETINGS AS TIME ALLOWS?
- _____ 4. UNDERSTANDS YOUR POINT OF VIEW.
- _____ 5. WOULD YOU WISH TO HAVE HIM/HER AS AN ADVISOR IN THE FUTURE?

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY
PROFESSIONAL AND PUBLIC SERVICE FORM

PROFESSOR: _____ DATE: _____

1. Professional recognition in terms of awards or honors.
2. Membership in professional organizations and societies.
3. Activity in professional associations and societies.
4. Offices held in professional associations and societies.
5. Presentations before professional groups.
6. Attendance of professional meetings both national and local.
7. Reviewing scientific articles and/or books.
8. Participation in continuing education sponsored by an organization.
(If evaluation is done and is available.)
9. Participation in continuing education of the College.
10. Other activities (specify).

UNIVERSITY OF CINCINNATI COLLEGE OF PHARMACY

Professional Experience Program Evaluation

This evaluation form is intended to give each student an opportunity to comment on his/her overall activities involved with the Experiential Program Courses—his/her rotations' experience as a whole--as well as give feedback on the coordinating faculty member involved. We will use your constructive information in continuing our improvement of the Professional Experience Programs (PEP).

Use the following scale to complete this evaluation and place the number in the box next to each statement:

1= strongly disagree 2= disagree 3= neutral 4= agree 5= strongly agree

Section 1: Director of Professional Experience Programs	
1. The Director of Professional Experience Programs demonstrated sufficient knowledge of preceptors and training sites to assist you in selecting your PEP rotations.	
2. The Director of Professional Experience Programs communicated to you effectively during PEP classroom presentations.	
3. The Director of Professional Experience Programs communicated to you effectively via electronic communications while you were at your training site.	
4. The Director of Professional Experience Programs demonstrated concern for your professional development during your PEP rotations.	
5. The Director of Professional Experience Programs demonstrated a positive attitude towards you and your preceptors.	
6. The Director of Professional Experience Programs helped you when you needed assistance.	
Additional Comments:	
Section 2: Assessing Attainment of Individual Experiential Program Goals	
Item A: Content Knowledge	
7. The nine Advanced rotations allowed enough discussion of diseases, their monitoring and treatments in the patient populations you encountered to significantly improve your content knowledge.	
Item B: Practice Skills	
8. The Advanced rotation experiences significantly improved your practice skills so you are comfortable in your ability to:	
a. design, recommend, monitor/evaluate and document patient-specific pharmacotherapy.	
b. select correct medications and/or label and package for dispensing and administration in a timely manner.	
c. provide counseling to patients and/or caregivers relative to proper therapeutic self-management.	
d. act as a liaison to health care providers in regards to patients' pharmaceutical care.	

Item C: Practice Management	
9. The Advanced rotation experiences significantly improved your practice management so you are comfortable in your ability to:	
a. recommend a pharmacy or institution's policies concerning the formulary system, medication order writing and drug administration to physicians and other health care providers in a systemic and logical way which also secures consensus.	
b. participate in the pharmaceutical care system's process for reporting and managing medication errors and adverse drug reactions.	
c. apply principles of outcomes research and quality assessment methods to the evaluation of pharmaceutical care.	
d. apply principles of outcomes research and quality assessment methods to the evaluation of pharmaceutical care.	
e. promote public awareness of health and disease prevention.	
Section 3: Rotation Sequencing	
10. Your experience in the ambulatory Introductory experience provided adequate practice experience and exposure to be prepared for ambulatory and community advanced practice experiences.	
11. Your experience in the institutional Introductory experience provided adequate practice experience to be prepared hospital and other institutional advanced practice experiences	
12. Your experience in the core Advanced rotations (acute care general medicine, acute care medical surgical specialty, ambulatory care in an organized health care setting, ambulatory care in community pharmacy, drug information/policy development, and direct patient care selective rotation) provided enough opportunity to develop pharmaceutical care capabilities for inpatient and ambulatory settings.	
13. The four elective rotations provide sufficient opportunity to customize your experiential learning.	
14. If you had the opportunity, would you change the core areas which are mandatory in completing the Experiential Program? Yes or No If yes, which ones?	
15. If you had the opportunity, would you change anything about the electives in the Experiential Program? Yes or No If yes, how?	
16. Please feel free to share any additional comments about items above that you rated highly (4 or 5).	
17. Please feel free to share any additional comments about your advanced practice experiences.	

UNIVERSITY OF CINCINNATI - COLLEGE OF PHARMACY

FIELD SERVICE FACULTY
PROFESSIONAL EXPERIENCE PROGRAM
EVALUATION FORM

This evaluation form is intended to give each student an opportunity to comment on activities of the Field Service Faculty for the Professional Experience Program. The primary purpose of this form is to provide the information to help continually improve the Professional Experience Program and the faculty involved.

Please consider each question below and provide constructive suggestions wherever possible.

1. Did Field Service Faculty demonstrate sufficient knowledge of preceptors and training sites to assist you in selecting your PEP rotations?

Yes No

Comments:

2. Did Field Service Faculty communicate to you effectively:

a. during PEP classroom presentations.	Yes	No
b. during visits at your training site.	Yes	No
c. via written communications while you were at your training site.	Yes	No

Comments:

3. Did Field Service Faculty demonstrate concern for your professional development at each training site during your PEP rotation?

Yes No

Comments:

4. Did Field Service Faculty demonstrate a positive attitude towards you and your preceptors?

Yes No

Comments:

5. Did Field Service Faculty help you when you needed assistance?

Yes No

Comments:

Professor _____

Course/Yr _____/_____

APPENDIX II

COMMITTEE CHARGES

ACADEMIC PERFORMANCE AND HEARING COMMITTEE

Charge: The Committee shall be responsible for policy governing academic performance standards for professional degree students, and function as the College Hearing Committee. The Committee is charged to:

1. Recommend policy, methods, rules and procedures through which academic performance of students may be best evaluated.
2. Review, monitor and make recommendations concerning academic advising and counseling for students.
3. Serve as the committee hearing any appeal of academic actions taken by the College on the basis of the Academic Performance Policy.
4. Provide guidance to College of Pharmacy faculty members who serve in University policy positions or appointments relative to the establishment of University policy on student performance.
5. Investigate any alleged College of Pharmacy student violation of the University of Cincinnati Student Conduct Code and forward a recommendation to the Dean in accordance with the policy defined by the Student Code of Conduct.

Membership: The Committee shall consist of the two elected representatives from the College faculty, and two elected representatives by the College Tribunal. The Associate Dean for Academic and Professional Affairs will serve as the Chairman and Hearing Officer.

ADMISSIONS COMMITTEE

Charge: The Committee shall be responsible for the development, implementation and review of admission criteria and recruitment activities. The Committee is charged to:

1. Recommend policies, requirements and procedures for admission to the professional program of the College of Pharmacy.
2. Evaluate all requests for readmission and forward the recommendation to the Dean for final approval.

3. Evaluate the qualifications of applicants and recommend those selected for admission to the College of Pharmacy to the Dean.
4. Evaluate the various tools, criteria and procedures used in the process of appraisal and selection of applicants, study the trends of applications and admissions to pharmacy schools locally and nationally.
5. Organize, conduct and review recruitment activities which promote the profession of pharmacy and serve to attract potential students of high academic, professional and personal qualities.

Membership: Membership is recommended by the Executive Committee and appointed by the Dean.

APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE COMMITTEE (ARPT)

Charge: The Committee is charged with working within University guidelines set forth in the Rules of the University and current AAUP Collective Bargaining Agreement, and to:

1. Evaluate the accumulated documentation of individual faculty members for the purpose of making recommendations to the Dean in matters of appointment, reappointment, promotion and/or tenure.
2. Revise established criteria and procedures for appointment, reappointment, promotion and tenure as needed.
3. Document recommendations regarding appointment, reappointment, promotion and/or tenure.

Membership: This elected committee shall consist of four full-time faculty members, at least three of whom must be tenured and at least one should be a full professor. Two members of the Committee are elected annually to serve a two-year term. In addition, there will be a replacement, elected annually, who will serve in the event of a vacancy.

Implementation:

1. The Dean of the College of Pharmacy in consultation with the Committee shall declare when a vacancy exists on the Committee.
2. If a vacancy exists the elected replacement shall be appointed for the unexpired term.
3. If the replacement member has been appointed to the committee, the faculty shall elect a new replacement member at its next meeting.

Election to the Committee will be in accordance to procedures outlined in Article II Sec. (b). Faculty elected to this Committee have the right to decline appointment to other College committees.

Reporting: The Committee's recommendations (exclusive of personnel recommendations) shall be submitted to the faculty of the College of Pharmacy for approval and to the Dean's office for implementation. Recommendations regarding reappointment, promotion, and/or tenure shall be transmitted to the Dean of the College of Pharmacy and one copy shall be transmitted by the Committee to the individual being evaluated.

CURRICULUM AND OUTCOME ASSESSMENT COMMITTEE

Charge: The Committee acts as the coordinating body through which faculty-driven curriculum design and assessment is carried out. It is responsible for the overall composition and quality of the professional program including the manner in which it is taught and evaluated. It makes recommendations for action to the College faculty on curricular issues and curriculum assessment. The Committee is charged to:

1. Regularly review and assess the quality and effectiveness of the professional curriculum in terms of its ability to prepare students for productive pharmacy careers consistent with the basic philosophy and mission of the College.
2. Design, recommend and monitor assessment methods that measure desired curricular outcomes
3. Develop training programs that improve teaching and learning
4. Serve as the initial and ongoing reviewing body for course content, course placement, course credit hours and proposed course revisions.

Membership: Voting membership of the Committee shall consist of an appropriate number of full-time faculty members (one of whom will act as chair), four professional students (one from each class) and a librarian. In addition, the Associate Dean for Academic and Professional Affairs and the Assistant Dean for Clinical and External Affairs shall serve as *ex officio* members. Due consideration will be given to the need for: 1. Continuity of faculty appointments and 2. Appropriate balance across the curriculum.

Reporting: Minutes of each meeting shall be distributed to all faculty.

EXECUTIVE COMMITTEE

Charge: The Committee is advisory to the Dean on all matters which require decision or action but do not require action by the entire faculty. The Committee is charged to:

1. Assume responsibility for evaluation of faculty-generated requests, recommendations or concerns about the teaching, scholarship, service and professional practice aspects of the College's mission.
2. Develop long-range plans for the College and assume responsibility for the implementation of the plans.
3. Assume responsibility for oversight of any continuing education, distance learning, certificate or similar programs which may be offered through the College.
4. Address issues both intramural and extramural to the University that will have an impact on the ability of the College to carry out its mission. This includes issues related to OBR policy, affirmative action, regulatory agencies and the like.
5. Assume responsibility for maintenance and revision of College By-Laws.
6. Oversight of resource allocations to include capital equipment and other expenditures.
7. Recommend composition of College committees.
8. Serve as the faculty nominating committee for elected offices.

Membership: The Committee shall be composed of divisional chairpersons, two elected faculty members (one from each division) and College administrative staff as appointed by the Dean. One faculty member will be elected by the Division of Pharmacy Practice and one faculty member will be elected by the Division of Pharmaceutical Sciences each alternate year for a two-year term.

Reporting: Minutes of each meeting shall be distributed to all faculty

GRADUATE PROGRAM COMMITTEE

Charge: The Graduate Program is the body chiefly responsible for maintenance of program standards and assuring that College of Pharmacy graduate programs are in compliance with University of Cincinnati Graduate Guidelines as published in the Handbook of the Division of Graduate Studies and Research. All standards, policies, procedures, and problems concerning the graduate program are the responsibility of this committee. The committee is charged to:

1. Make final recommendations to the Dean on candidates for admission, candidates for dismissal, and candidates for degrees.
2. Define, in writing, provision for probationary acceptance of a particular student.
3. Approve the composition of the student's Dissertation, Thesis or Final Experience Committee.
4. Approve the composition of the Comprehensive Examining Committee.
5. Define, in writing, minimum academic standards for the degree.
6. Define, in writing, what is meant by reasonable progress towards the degree and the standards and procedures for annual review of academic and research performance.
7. Define, in writing, the standards and procedures for probation, suspension, and dismissal.
8. Evaluate and determine the credits that can be transferred into the program for admission of the student with advance standing.
9. Consider petitions to carry out research off campus.
10. Monitor and evaluate the program and recommend curricular and program changes to the faculty. Approves new graduate courses.
11. Advise the Dean on the awarding of Graduate Teaching Assistantships and University Graduate Scholarships.

Membership: Divisional chairperson or representative, Graduate Council representative, representative of Pharmacology and Cell Biophysics, Director of Graduate Studies and one graduate student representative. The Director of Graduate Studies will serve as Chairperson.

Reporting: Minutes of each meeting shall be distributed to all faculty.

INFORMATION TECHNOLOGY AND RESOURCES COMMITTEE

Charge: The Committee shall be responsible for all matters which pertain to the acquisition, access, and usage of computer hardware and software within the administrative, educational, and research programs of the College. The Committee Chair shall also serve on the University of Cincinnati Medical Center Computer Advisory Committee. The Committee is charged to:

1. Identify and prioritize the acquisition of new technology to support and enhance the education and research programs within the College.
2. Develop guidelines for access, usage, and monitoring of computer resources available within and to the College.

3. Periodically review access and usage of computer resources in order to maximize the efficiency and effectiveness of the College's capabilities.
4. Serve as College liaison to Medical Center and University Information Technology Committees.

Membership: Membership is recommended by the Executive Committee and appointed by the Dean.

SPACE AND FACILITIES COMMITTEE:

Charge: The Committee acts as an advisory body to the Dean on issues related to the quality, the quantity and the use of physical space within the College. The Committee is charged to:

1. Generate and maintain an up-to-date inventory of the amount and assigned use of space within the College
2. Evaluate the adequacy of specific areas and rooms as they relate to teaching, research and quality-of-life within the College. This includes recommendations to optimize the use of available facilities
3. Serve as an initial review body for proposed changes in the assigned use of space or its physical structure.

Membership: Division chairpersons and others as deemed appropriate by the Dean in consultation with the Executive Committee

Reporting: An annual report to the faculty

STUDENT AFFAIRS AND HONORS COMMITTEE

Charge: The committee shall be responsible for the quality of student life and recognition of student achievements. The committee is charged to:

1. Consider matters pertinent to student welfare and make recommendations concerning them as may be appropriate.

2. Review proposals for the establishment of student organizations such as Tribunal, Student APhA, fraternities and honorary societies; recommend conditions under which they may be established and policy and procedures for their operation, and assist in establishing mutually advantageous relationships with the College of Pharmacy.
3. Facilitate the development of responsible and representative student government and serve as a liaison and advisory group to student representatives relative to problems of student welfare and extracurricular activities.
4. Evaluate annually the adequacy and effectiveness of various services of the College as they may contribute to student welfare.
5. Assist, as may be feasible, in developing added resources for financial aid for students.
6. Establish guidelines for visits by individuals or representatives of corporations desiring to establish contact with the students for the purpose of recruiting for future employment.
7. Recommend who, in the opinion of the Committee, should receive special awards for academic excellence or be considered for participation in the Honors Day Program.
8. Make arrangements for the recognition of the students and publication of the list of awards and awardees through an appropriate Honors Day Program.
9. Fulfill the responsibility to the donors of the awards as to acknowledgement of their contribution and extension of thanks and gratitude to the donors for their participation.

Membership: President of the College of Pharmacy Tribunal, two other students, along with those College of Pharmacy faculty members who are appointed annually by the Dean.

APPENDIX III

ACADEMIC PROBATION, SUSPENSION AND DISMISSAL POLICY

The purpose of the Academic Probation, Suspension and Dismissal policy is to provide the professional College of Pharmacy student with a concise written statement of what the College of Pharmacy Faculty considers to be an unacceptable level of academic performance. A student whose academic performance is unsatisfactory is not in good academic standing and has a quality point deficiency while a student in good academic standing has no quality point deficiency. The policies define the basis on which the Academic Performance Committee evaluates the performance of students in regard to Probation, Suspension and Dismissal.

1. A student earning a quality point average QPA below 2.0 for any given quarter in all courses or below 2.0 for any given quarter in professional required courses will be placed on Warning. A student whose cumulative QPA drops below 2.0 in all courses or in professional required courses will be placed on probation.
2. A student will be required to appear before the Academic Performance and Hearing Committee every quarter he or she is on probation.
3. A student remains on probation until his cumulative QPA in all courses and in professional required courses is raised to 2.0 provided that his quality point deficiency in all courses and/or professional required courses does not exceed nine (9). A student on Probation is not eligible to hold office or act as a representative of the College of Pharmacy or the University through any recognized organization or activity.
4. A student who is on probation for three consecutive quarters of enrollment (excluding summer quarter) and who does not gain good academic standing will be suspended. The suspension period will be for three (3) academic quarters [summer counting as one (1) quarter].
5. A student whose quality point deficiency exceeds nine (9) will be suspended for a period of three (3) academic quarters [summer counting as one (1) quarter].
6. A student who is suspended must appear before the Academic Performance and Hearing Committee or the Assistant Dean for the purpose of conducting an exit interview and resolving any questions about the suspension status and the eligibility for filing a petition for readmission.
7. Reinstatement from suspension is not granted automatically. After the prescribed suspension period the student desiring to re-enter the College of Pharmacy must petition the Admissions Committee for readmission and appear in person before the Committee for his/her particular case consideration, and be subject to the Committee's recommendation. Upon readmission a student who has been

previously suspended is placed on a probationary status, with limitations as noted in (3) above, and must remove himself from probation within three (3) academic quarters (excluding summer).

8. Dismissal results when a student who has been suspended once warrants a second suspension. Dismissal constitutes a final permanent separation from the College of Pharmacy. Readmission of a dismissed student will not be considered.
9. Any student who has not completed all first professional year required courses will not be allowed to enroll in any second professional year required courses unless he or she has obtained written permission to pursue an individually paced program from the Associate Dean for Academic and Professional Affairs upon recommendation of the student's faculty advisor. A student who has not satisfactorily completed all required professional courses in the first and second professional year will not be allowed to enroll in any third professional year required courses.
10. A student must repeat any professional required course in which he or she has received a grade of "F". A student may repeat those professional required courses in which a grade of "C" has been earned upon written permission of the faculty advisor and the instructor in charge of the course with their written statements submitted to the College Office prior to enrollment. A student cannot repeat any required professional course in which he or she has earned a grade of "A" or "B". The credit hours and the quality points a student received when he repeats a course will be included in the calculation of his quality point average. The credit hours received for the course, however, will not be included in the total minimum credit hours necessary for graduation.
11. A student may appeal the action of the Academic Performance and Hearing Committee by submitting a letter of petition to the Chairman of the Academic Performance and Hearing Committee stating the specific action being appealed and giving specific information, circumstances and reasons in support of the appeal within 10 working days of notification of such action. The appealing student will be granted the opportunity to appear or may be called before the committee for the purposes of elaboration and clarification of the petition. The Committee will meet within 10 working days of the receipt of the appeal petition and shall notify the student in writing of the action taken by the Committee in regard to the appeal. The student subsequently has the right to pursue the appeal process according to grievance procedures as stated in the Student Handbook.

APPENDIX IV

GRADUATE STUDENT ACADEMIC PERFORMANCE STANDARDS

A minimum grade of C or S must be earned on all course work in order to obtain graduate credit. A quality point average (QPA) of 3.0 is required for a student to remain in good academic standing. A QPA of 3.0 is required for graduation from the College of Pharmacy.

A. Academic Probation and Dismissal

The Graduate Program Committee will serve as the reviewing body for academic performance of graduate students in the College of Pharmacy.

1. A student earning a quarterly quality point average (QPA) of less than 3.0 but maintaining a QPA of 3.0 or better will receive a letter of warning. Students having a QPA of less than 3.0 shall be placed on probation. Administrative grades will not be included in determining the student's current quarter status. As administrative grades are converted to letter grades a revised QPA will be calculated to determine the student's status.
2. A student must remove himself/herself from academic probation by raising the QPA to a 3.0 or above within two (2) quarters following the one in which he/she was placed on probation or be subject to suspension.
3. A suspended student may seek re-admission after three quarters. Students seeking re-admission must provide reasonable documentation to substantiate the re-admission request.
4. Any student suspended for the second time is considered to be permanently dismissed.
5. Any student receiving a failing grade "F" in any course within the standard plan of study is to be dismissed from the program.
6. Any full-time or part-time student who exceeds fifteen hours of "C" grade in courses other than prerequisites or deficiencies is subject to dismissal from the program.

APPENDIX V

RESEARCH POLICY AND PROCESS FOR INVESTIGATION OF SCIENTIFIC MISCONDUCT FOR THE HEALTH SCIENCES CENTER OF THE UNIVERSITY OF CINCINNATI

A major institutional goal of the University of Cincinnati Health Sciences Center is the furthering of biomedical research. This Health Sciences Center upholds the scientific method in the conduct of research and is unequivocally committed to the ethical conduct of research by its personnel. Individuals charged with supervision of research, as well as all individuals directly engaged in research, and collaborators of researchers outside their own laboratories bear obligations to pursue their studies in an ethical manner. Supervisors of research bear responsibility for the quality of the data emerging from their own laboratories as well as the laboratories of their collaborators. A requirement of valid experimental observation is that the data and/or the conditions of obtaining the data can be verified, either by scrutiny of accurate records made at the time of experimentation or by repetition of the experiments. Conduct which is inconsistent with the ethical conduct of research and which is considered scientific misconduct includes:

1. serious deviation, such as fabrication, falsification, misrepresentation, or arbitrary or biased selection of data, from accepted practices in carrying out research or in reporting the results of research; and
2. plagiarism or appropriating the data of another individual and presenting it as if it were one's own.

Scientific misconduct which is established could constitute grounds for administrative action including termination of the individual's appointment in the College and the University. It is recognized that accusations of falsifying or misrepresenting data or authorship are among the most serious charges that can be lodged against a researcher. Any person contemplating such accusations should fully consider the gravity of the accusation and its consequences and should make every reasonable effort to avoid lodging charges that prove to be devoid of a substantial element of truth. Frivolous or false accusations may also constitute grounds for administrative action.

When scientific misconduct is alleged, a sequence of events should take place within the institution to provide maximal opportunity for reaching valid conclusions about the alleged misconduct. In addition to reaching valid conclusions, it is imperative that protection be afforded to the rights and reputation of both accuser and accused, collaborators of the accused, those investigating the allegations, any sponsoring agency, any publisher, the College and the University. Thus University legal counsel shall provide advise and counsel throughout these proceedings.

During inquiry into and investigation of allegations, confidentiality shall be observed in the interests of all parties except that the Dean shall advise appropriate University

administrators and faculty. The Dean shall advise any sponsoring agency as necessary after it has been determined that the allegations warrant full investigation. The Dean may delegate any authority described here in. Any relevant evidence reviewed during these proceedings shall be catalogued and secured as advised by legal counsel.

All proceedings will be in accordance with applicable rules and contractual obligations of the University of Cincinnati. All individuals meeting with an Inquiry or Investigating Committee may be accompanied by a representative. Each Committee may establish its own rules of conduct within these guidelines and with the advice of legal counsel.

Allegations:

Charges of scientific misconduct should be brought to the director or head of the department or unit in which such conduct allegedly occurred. The director or head shall immediately inform the Dean of his/her College. If the person being accused is a department or unit director or head, the charge should be brought directly to the Dean. Any relevant evidence provided by the accuser shall be secured for the inquiry and investigation. An initial inquiry shall be instituted except for charges originating with a sponsoring agency which may proceed to complete investigation at the discretion of the Dean.

2. Initial Inquiry:

- a. The Dean shall advise the accused of the allegations and appoint an Inquiry Committee of no more than three individuals to conduct an initial inquiry into the allegations. University legal counsel shall advise the Inquiry Committee. The object of the initial inquiry is to determine whether or not there may be substance to the allegations and to recommend appropriate action to the Dean.
- b. Private and separate sessions will be conducted to hear the accuser, the accused, and others as determined necessary by the Inquiry Committee. All relevant evidence that is produced shall be reviewed and secured.
- c. The Inquiry Committee shall make a report and recommendation to the Dean within 5 working days after appointment of the Inquiry Committee by the Dean. Under exceptional circumstances the Dean may extend this period.
- d. Two basic recommendations may follow from this initial inquiry: 1) the allegations are without merit; or 2) the allegations have sufficient substance to warrant further investigation. In either case, subsequent action may be recommended.

- e. The Dean shall review the recommendation of the Inquiry Committee and decide whether to request complete investigation as described below or take any other appropriate action pursuant to University rules or contractual agreements. This decision shall be delivered in writing with the Inquiry Committee report and recommendations to the accused, the accuser, the Inquiry Committee, the Vice President for Research, the Senior Vice President and Provost for Health Affairs and the President of the University without unnecessary delay.

Investigation:

- a. At any time during the investigation that the Investigating Committee determines that sponsored research is involved and any sponsoring agency must be notified that an investigation is underway it shall so notify the Dean who shall notify the sponsoring agency. Any necessary notification will clearly state that the investigation is to determine the propriety of the conduct or reporting of the research and that the agency will be apprised of the results.
- b. The Dean shall appoint an Investigating Committee to conduct a complete investigation of the allegations. The Investigating Committee should not be excessive in size but should contain individuals with sufficient expertise and dedication to conduct a thorough and equitable investigation. University legal counsel shall advise the Investigating Committee.
- c. The investigation must be thorough and timely and provide both notice of all allegations to the accused and an opportunity for the accused to fully respond to all allegations. It will require the dedicated attention of the Investigating Committee. An appropriate deadline, which may be extended as necessary, shall be established by the Dean.
- d. Necessary support (e.g., clerical, gathering information, witnesses, organizational, security, record keeping and confidentiality) will be arranged by the Office of the Dean.

Private and separate sessions will be conducted to hear the accuser, the accused and others as determined necessary by the Investigating Committee. All relevant evidence that is produced shall be reviewed and secured. Interviews with any individuals should be recorded by tape recorder or Court Reporter unless the Investigating Committee is otherwise advised by legal counsel.

- e. The Investigating Committee will provide a written report of its findings, conclusions and recommendations, together with all pertinent documentation and evidence, to the Dean. Each member of the Investigating Committee shall sign the report or submit a signed dissenting report.

4. External Review:

The Dean may appoint an External Committee of faculty members and/or administrators from another institution or institutions to review and provide written comment on the findings, conclusions and recommendations of the Investigating Committee.

5. Administrative Action:

The Dean shall review the report of the Investigating Committee and the comments of the External Committee, if any, and recommend further action to the Senior Vice President and Provost for Health Affairs. This recommendation shall be delivered in writing together with the Committee report and recommendations to the accused, the accuser, the Investigating Committee, the Vice President for Research, the Senior Vice President and Provost for Health Affairs and the President of the University without unnecessary delay. With the advice of University legal counsel, the Senior Vice President shall decide how to proceed under applicable University rules and contractual agreements and shall deliver that decision in writing to the accused, the accuser, both Committees, the Dean, the Vice President for Research and the President without unnecessary delay. Collaborators of the accused shall be advised of any substantiated scientific misconduct or questions related to their research. The President shall advise the Board of Trustees as necessary.

6. Notification of Sponsoring Agencies and Publishers:

At any time that scientific misconduct as defined herein is substantiated in any sponsored or reported research, the Senior Vice President shall so notify the sponsoring agency and the publisher without delay in writing.

APPENDIX VI

ADDENDA TO ARTICLE II, SECTION 4, VOTING

Adjunct faculty may vote at College of Pharmacy faculty meetings. Each vote is extended based on one full-time equivalent (FTE) paid by the College through reimbursement to affiliated sites. The person casting this vote shall be elected by faculty who have been appointed as Adjunct Teaching Faculty with Voting Privileges at Division meetings.

Voting privileges were granted at the following faculty meetings:

1. May 21, 1997 - part-time clinical faculty at the Veterans Affairs Medical Center (1 vote)
2. May 21, 1997 - part-time clinical faculty at the Health Alliance (1 vote)
Rescinded due to action at October 20, 1999 All Faculty Meeting
3. February 18, 1998 - Tim Welty, Pharm.D. (Visiting Assistant Professor) (1 vote)
Rescinded on resignation, June 25, 1999
4. October 20, 1999 – Jill E. Martin, Pharm.D. (Research Assistant Professor of Pharmacy Practice) (1 vote)
5. October 20, 1999 – part-time clinical faculty at the Health Alliance (2 FTE) to include University Hospital, The Health Alliance of Greater Cincinnati, St. Luke, The Christ Hospital, The Jewish Hospital; and the Drug and Poison Information Center (3 votes)
6. October 20, 1999 – part-time clinical faculty at The Kroger Company (.5 FTE), Community Pharmacy Care (Northern Kentucky) (.5 FTE) (1 vote)
7. October 20, 1999 – part-time clinical faculty at Group Health Associates (.5 FTE), Skilled Care (.25 FTE), and Tri-Health (.25 FTE) (1 vote)
8. Rescind 2 votes as approved on May 21, 1997 and 4 votes as approved October 29, 1999.
9. Adjunct faculty with Division voting privileges (6 FTE) (6 votes) as approved October 15, 2003.