

COLLEGE OF PHARMACY, NURSING, AND HEALTH SCIENCES

ADMINISTRATION

The dean of the College of Pharmacy, Nursing, and Health Sciences shall have general administrative responsibility for the School of Pharmacy and Pharmaceutical Sciences, the School of Nursing, and the School of Health Sciences.

To assist in carrying out these responsibilities, the dean may appoint assistant and associate deans and delegate to them certain authorities and responsibilities.

The dean also appoints heads for the schools. These heads shall have delegated administrative authority and responsibility in their respective academic units for:

1. Development and maintenance of appropriate policies in the areas of instruction, research, and service activities;
2. Recruitment and recommendation of new staff for appointment;
3. Recommendation for changes in salary, rank, and tenure of staff members;
4. Development and management of the operating budget;
5. General welfare and progress of the school.

CONSTITUTION OF THE COLLEGE OF PHARMACY, NURSING,
AND HEALTH SCIENCES*

ARTICLE I
COMPOSITION AND OFFICERS OF THE FACULTY

1.0 Composition.

1.1 *Membership* of this faculty shall consist of the dean and other administrators of the schools and the members of the faculty of Purdue University whose services are under the jurisdiction of the dean of the schools.

1.2 *Voting Faculty.*

The voting faculty shall consist of those members of the faculty of professorial rank including tenure and nontenure track faculty and those full-time instructors who have completed two years of service in the instructor rank and are not candidates for an advanced degree. Other members of the faculty and professional staff may attend meetings of the faculty with voice but no vote.

2.0 Officers.

2.1 The dean of the College of Pharmacy, Nursing, and Health Sciences shall serve as chair of the combined schools' faculty meetings. The dean may appoint a chair pro tem to serve in his/her absence.

2.2 A recording secretary shall be appointed by the dean and shall serve for a period of two years. The recording secretary can be reappointed to serve consecutive terms.

ARTICLE II
JURISDICTION OF THE FACULTY

1.0 The faculty of each school shall have jurisdiction over its internal affairs except when the interest of other schools or of the University as a whole are affected, as is established by the University code.

1.1 Action(s) voted on by the faculty of an individual school that might have effects on other school(s) are subject to review by the dean of the College of Pharmacy, Nursing, and Health Sciences.

1.2 Actions voted on by the faculty of any individual school or the faculty of the combined schools that might affect the interests of the University as a whole are subject to review by the University Senate.

* Revised May 6, 2005.

- 2.0 The faculties of the School of Pharmacy and Pharmaceutical Sciences, the School of Nursing, and the School of Health Sciences shall each adopt a constitution and/or by-laws, which after approval of the appropriate head and the dean shall be filed with the secretary of the senate.

*ARTICLE III
REPRESENTATIVES*

- 1.0 The School of Pharmacy and Pharmaceutical Sciences shall be represented in the University Senate by two senators, the School of Nursing and the School of Health Sciences shall be represented in the University Senate by one senator each, and when five senators are allocated one senator shall rotate every three years between the School of Nursing and School of Pharmacy. All senators will be nominated and elected by the voting members of the school that they will represent.

*ARTICLE IV
MEETINGS*

- 1.0 There shall be at least one meeting of the College of Pharmacy, Nursing, and Health Sciences each year, at the call of the chair.
- 1.1 Additional meetings may be called when deemed necessary by the chair, or upon written request to the dean by five or more voting members from each of two or more of the individual schools.

*ARTICLE V
COMMITTEES OF THE FACULTY*

- 1.0 Appointments to committees, including the chairs thereof, provided for in this constitution shall be made annually by the dean in consultation with the heads of each school except for those committees specifically designated otherwise by University policies or procedures. The committee structure includes but does not mandate standing committees, special committees, and subcommittees as the need may arise.
- 1.1 Standing Committees.

A standing committee is a permanent committee that reports directly to the dean and/or the faculty. Standing committees and their functions are:

- (a) Executive Committee.

This committee shall consist of the associate deans, school heads, department heads, and development directors. The dean or his/her designee shall serve as chair. The committee shall serve in an advisory capacity to the dean and as a mechanism for intraschool communications at the administrative level. The committee may be convened whenever the dean deems a meeting advisable.

(b) Area Promotions Committee.

The area promotions committee shall consist of the dean, serving as chair; all of the school heads and department heads of the Schools of Pharmacy and Pharmaceutical Sciences, Nursing, and Health Sciences (if more than one of these titles is held by a single individual, that person will have only one vote); one full professor from each department in the School of Pharmacy and Pharmaceutical Sciences; one full professor from the School of Health Sciences; and two full professors from the School of Nursing. These full professors will be elected by voting faculties of the respective schools in accordance with procedures established by each school. At least one-third of the total committee shall consist of persons without administrative responsibilities.* The associate deans in the School of Pharmacy shall serve on the area promotions committee as ex-officio members.

(c) Grade Appeals Committee.

There shall be one Grade Appeals Committee for the College of Pharmacy, Nursing, and Health Sciences. The Grade Appeals Committee shall consist of three undergraduate students (one from each school), one graduate student from each school and three members of the instructional staff (one from each school). In addition, there shall be two alternates for each category. Faculty members shall be elected in the spring (not later than May 1) for a two-year term to commence serving June 1. Undergraduate and graduate student members and alternates shall be elected annually for a one-year term in accordance with the procedures established by each school. No member shall serve more than two consecutive terms. The committee shall select its own chair, perform such duties and be delegated such authority as approved by the Board of Trustees and as outlined in the Student Handbook.

(d) College Grievance Committee.

There shall be one Grievance Committee for the College of Pharmacy, Nursing, and Health Sciences. The College Grievance Committee shall consist of thirty members selected at random from the voting faculty of the three schools whose responsibilities are not primarily administrative. A person is primarily administrative if more than fifty percent of the person's appointment during the academic year (or during the current fiscal year or during the semester in which the grievance is filed) is devoted to administrative duties. The School of Nursing shall be represented on this Committee with 10 members, the School of Pharmacy with 18 members, and the School of Health Sciences with 2 members.

* Minutes of the meeting of the Schools of Pharmacy, Nursing and Health Sciences on 1 April 1983.

Each member shall serve a two-year term; however, to ensure continuity the first five members from Nursing, the first nine members from Pharmacy, and one member from Health Sciences (determined by lot) will serve only one year. Thereafter, fifteen members (five from Nursing, nine from Pharmacy, and one from Health Sciences) will be selected every spring for two-year terms beginning in the following fall.

Within two weeks of the beginning of each fall term, the Grievance Committee will meet to review its charge and to elect a chair, secretary, and steering committee consisting of the chair, secretary, and three other members of the committee. The Grievance Committee will follow established Purdue University policies in regard to all grievances.

1.2 Special Committees.

A special committee is a temporary committee that has a specific assignment and reports directly to the dean. A special committee may be appointed by the dean at any time and is automatically dismissed when its assigned objectives have been completed. The faculty may request the establishment of a special committee by majority vote at any regularly scheduled meeting; and the same procedure may be used by the faculty of any individual school at any of its regularly scheduled meetings.

1.3 Subcommittees.

A subcommittee is a temporary committee established by and reporting to a parent committee. It is dismissed on completion of its assigned task.

ARTICLE VI AMENDMENTS

- 1.0 An amendment to this constitution may be made by an affirmative vote of two-thirds of the voting members present at any meeting of the faculty that is comprised of a quorum (50% of the voting faculty). Copies of the proposed amendment will be distributed to the faculty members at least 30 days prior to the meeting.