

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-03-71
POLICY TITLE: Appendix G – COP Standing Committees	EFFECTIVE DATE: 2/15/2012 REVISED: 7/01/2026
RESPONSIBLE DEPARTMENT: College of Pharmacy	Pharmacy Faculty

(A) PURPOSE

To establish the name, membership, manner of membership selection and appointment; and to delineate the authority of the Standing Committees of the College of Pharmacy.

(B) DEFINITIONS

- (1) “Accreditation Council for Pharmacy Education or ACPE.” The Accreditation Council for Pharmacy Education is the accrediting body of the College of Pharmacy.
- (2) “Affiliated Faculty.” Faculty who do not meet the criteria established for Core Faculty. These faculty have roles that are generally limited to formal and informal teaching on a periodic basis. These faculty may or may not receive modest honoraria for their teaching contributions.
- (3) “College.” A College is a collective body of faculty who prescribe and conduct a course of study leading to the award of a degree or degrees. Herein, the College of Pharmacy shall be “COP”.
- (4) “Core Faculty.” Core Faculty are tenured, tenure track, and non-tenure track faculty who make a substantive contribution to the College and receive salary support from the College. The Dean of the College has the discretion to designate other faculty as Core Faculty to promote the purposes of the College.
- (5) “Dean.” The Dean is the Chief Academic and Presiding Officer of each of the respective Colleges of the University. The authority and responsibilities of the Deans are further defined in the University Faculty Bylaws under Section E (1)-(4).
- (6) “Ex-officio members.” These committee members will serve to advise and support the committee but do not vote.
- (7) “Faculty Standing Committees.” The Faculty Standing Committees are appointed to represent the College faculty in interests related to the mission, role, and functions of the College. These committees shall develop policy and

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provide recommendations to the faculty for governance of the areas of academic business set forth herein. This Appendix sets forth the purpose, composition, and other matters concerning Admissions, the Committee on Academic and Professional Progress (including Executive Review), Curriculum, Outcomes Assessment, Pharmacy Executive Committee, Student and Faculty Awards, and Nontenure Track Faculty Appointment and Promotions Committees. The charge, composition, and other matters governing University Tenure and Promotions Committees are set forth in separate Appendices to the Bylaws.

- (8) “Pharmacy Executive Committee.” The Pharmacy Executive Committee is a committee composed of the Dean of Pharmacy, Associate Deans, Department Chairs, and a COP Representative, selected by the faculty, that sets policy and determines overall strategic direction for the COP.

(C) COMMITTEES

- (1) Name, Function, and Charges

The names, functions, and standing charges of the Standing Committees may be altered from time to time upon recommendation of the Dean or the Pharmacy Executive Committee, and a majority vote of the voting College Core Faculty. Project charges should be sent to the Standing Committee Chair/Vice Chair by August 1. If adjustments need to be made based on the previous year’s end-of-year report, these modified charges should be sent to the Standing Committee Chair/Vice Chair by September 1.

- (2) Subcommittees

The Standing Committees may develop such subcommittees as are necessary to conduct their business. Such subcommittees may include people other than Standing Committee members.

- (3) Reporting

- (a) All Standing Committees are advisory to the Dean. Standing

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Committees shall submit recommendations for substantive policy changes to the Dean who will consult with the Pharmacy Executive Committee.

- (b) Standing Committees shall submit a cumulative written report of its activities each academic year to the Dean who will make the report available to the Pharmacy Executive Committee for review or sooner if requested. Select committees listed below will make regular reports to the College Core Faculty at each meeting, or at least quarterly.

- (i) Admissions
- (ii) Curriculum
- (iii) Outcomes Assessment
- (iv) Pharmacy Executive Committee
- (v) Student and Faculty Awards

(4) Meetings

- (a) Meetings will be held at a time and manner that will promote participation.
- (b) These meetings may be held either in person or via video conference and teleconference or by any other modality that will allow all the members to hear each other and participate at the same time.
- (c) Any member may request that he/she be allowed to participate via electronic means. The Committee Chair will take reasonable measures to accommodate such requests.
- (d) When meeting via electronic means, a member who wants to speak should identify him/herself.
- (e) The College Standing Committees shall use Robert's Rules of Order

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Newly Revised to facilitate their meetings unless it conflicts with the Bylaws.

(5) Voting

- (a) Usually voting will take place at the meeting, whether the meeting is held in person or by electronic means. Voice votes are most common; however, written ballots may be used when requested.
- (b) Votes may also be taken by mail or by email when a full vote of the membership is desired. The Committee Chair shall determine who has the right to vote and will send ballots only to those people who are voting members. Votes will be made by each committee member with the Vice Chair and then Chair voting as the last two voting members of the committee. A majority vote is constituted by at least 51% of the attending, voting members.

(6) Minutes

- (a) Minutes of the Curriculum and Outcomes Assessment Standing Committees shall be kept as a record of the actions of these committees for accreditation purposes. Minutes of all other Standing Committees are at the discretion of the committee.

(7) Nominations

- (a) Faculty:
 - (i) By May 1, the Office of the Dean shall notify all constituencies in writing of expiring terms of the committee members of the Standing Committees of the COP to solicit nominations for consideration. Self-nominations are encouraged and accepted and should be submitted to the COP Department Chairs. By June 1, the Department Chairs will submit potential committee member candidates to the Dean of the COP, who appoints members of the Standing Committees after consultation with the Pharmacy Executive Committee.

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- (ii) All committee members will be notified of their appointment, reappointment, or expiring terms by July 1.
 - (iii) If a committee member vacates their committee position during the committee appointment term, the respective Department Chair shall notify the Office of the Dean. If the standing committee's chair is aware of such a situation, they should notify the respective Department Chair. A call for nominations would go out to potential candidates. Self-nominations are encouraged and accepted and should be submitted to the respective COP Department Chair. New appointments shall be completed within two (2) months.
- (b) Student:
- (i) Student nominations are different depending on the committee's responsibilities and the need for varying term lengths based on the committee's organization and workflow. The student nomination and selection process for each of the specific committees is listed below.
 - (a) Admissions Committee: A call for nominations will go out to first-year pharmacy students at the College by April 15. Students interested in serving on the Admissions Committee should complete the student nominations application per the NEOMED Office of Student Services within two weeks of the call for applications. These completed applications will be given to the Pharmacy Executive Committee by May 1 for selection and appointment. Students will be notified of their appointment by July 1.
 - (b) Committee of Academic and Professional Progress (CAPP): A call for nominations will go out to second-year pharmacy students at the College by April 15 to be members of the Student Conduct Council. Students interested in serving on the Student Conduct Council should complete the student nominations application per the NEOMED Office

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of Student Services within two weeks of the call for applications. Two (2) students will be chosen to be members of the Student Conduct Council by an election in which second-year pharmacy students may vote. Students will be notified of their appointment to the Student Conduct Council and then CAPP by July 1.

- (c) Curriculum and Outcomes Assessment Committees: A call for nominations for the Student Curriculum Council will be sent to first-year pharmacy students by October 1. Students interested in serving on the Student Curriculum Council should complete the student nominations application per the NEOMED Office of Student Services within two weeks of the call for applications. Two students will be chosen to be members of the Student Curriculum Council by an election in which first-year pharmacy students may vote. One of these students will be assigned to the Outcomes Assessment Committee while the other student will be assigned to the Curriculum Committee. These two students will be notified of their appointment to the Student Curriculum Council and either the Outcomes Assessment Committee or the Curriculum Committee by December 1.
- (d) Student and Faculty Awards Committee: A call for nominations will go out to the first-year pharmacy students at the College by October 1. A call for nominations will go out to the second-year pharmacy students at the College by April 15. A call for nominations will also go out to faculty at the same time. Students nominated by faculty members should be contacted by the College to determine their willingness to be considered for the committee. Students interested in serving on the committee should complete the student nominations application per the NEOMED COP Dean's office within two weeks of the call for applications. Student applications will be sent to the respective standing committee by November 1 for first-year students and May 1 for second-year students for committee selection by December 1 for

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first-year students and June 1 for second-year students. First-year students will be notified by December 15, and second-year students will be notified by July 1 of their appointment.

- (ii) Committee chairs with student members should be notified at the same time as student members are notified of their appointment to the committee.
- (iii) If a student is unable to fulfill their term on a given committee, the COP Office of Student Success or the COP Dean's Office per the initial student nomination process should be notified and an immediate call for nominations should be made to the students based on the criteria for the committee's appointment needs (i.e., year in the Doctor of Pharmacy curriculum). New appointments shall be completed within two (2) months.

(8) Membership

- (a) Per the faculty bylaws, a committee is a body to which trust is committed. A committee is delegated responsibility to consider, to investigate, to take action on, or to report on important faculty matters.
- (b) The membership of all committees shall reflect a cross-section of the College unless otherwise required by accrediting standards and guidelines or other governing law or regulation. Unless otherwise noted for a specific committee, each standing committee will have a Chair and Vice-Chair appointed by the Dean. These two leadership positions should represent both the Department of Pharmaceutical Sciences and the Department of Pharmacy Practice.
- (c) Terms of appointment for faculty are normally three (3) years beginning July 1 unless otherwise specified. Terms of appointment for student members vary depending on the Standing Committee to which the student is appointed.

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- (i) Admissions Committee: Student terms are normally two (2) years beginning July 1 unless otherwise specified.
- (ii) Committee on Academic and Professional Progress (CAPP): Student terms are normally two (2) years beginning July 1 unless otherwise specified.
- (iii) Outcomes Assessment and Curriculum Committees: Appointments for first year pharmacy students are usually made in December, with service extending through their fourth professional year.
- (d) Following the restructuring of a committee's composition, terms may be initially staggered to provide continuity.
- (e) Terms on a given committee are not limited to a set number of terms. Faculty members should discuss the need or desire to rotate off a current committee with their respective Department Chair. Members shall attend a minimum of eighty percent (80%) of the regularly scheduled meetings of the Committee. A member may be replaced prior to the completion of a term upon the request of the Committee Chair, with approval by the Dean, when the member has failed to meet the attendance requirements.
- (9) Notification

The COP Dean shall appoint and reappoint all members. The COP Dean's office will notify members in writing of committee appointments, reappointments, and removals by July 1st of each academic year unless a member is replacing a previous member mid-term.
- (10) Quorum

A quorum for Standing Committee meetings consists of a majority of voting members present, whether attending in person or electronically, unless otherwise specified in the Bylaws.

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(11) Guests/Expert Consultants

Chairs of the Standing Committees may invite guests/expert consultants from another department, the university, or outside of the university to a committee meeting to provide specific insight and input into a committee's discussion to promote the purposes and goals of the committee. Guests/expert consultants are not members of these committees and do not have voting rights for these committees. They only serve to provide information as requested. Guests/expert consultants should be excused during private discussions of the Standing Committee and the voting process.

(D) COMMITTEE PURPOSE AND MEMBERSHIP

(1) Admissions Committee

The purpose of the COP Admissions Committee is twofold: (1) to oversee the admissions process by setting guidelines for the selection of the Colleges' students in accordance with all applicable requirements and standards on selection, the University Board of Trustees' Admissions Policy, and other policies promulgated by the University or College; and (2) to ensure that the faculty has final responsibility for the selection of their respective students in order to make individual candidate recommendations to the Dean.

- (a) All voting non-student Admissions Committee members must be actively involved in the teaching or advising of COP students.
- (b) Membership totals nine (9) voting, two (2) alternates, and three (3) ex-officio, non-voting members:
 - (i) Three (3) Pharmaceutical Sciences Core Faculty (voting);
 - (ii) Three (3) Pharmacy Practice Core Faculty (voting);
 - (iii) Two (2) second-year Pharmacy Students (non-voting unless due to an absence of a third-year pharmacy student member);

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- (iv) Two (2) third-year Pharmacy Students (voting);
 - (v) One (1) Affiliated Faculty who precepts COP students (voting);
 - (vi) Representative of the COP Office of Student Success (ex-officio without vote); and
 - (vii) Director from the Office of Admissions and Financial Aid or their designee (ex-officio without vote).
- (2) COP Committee on Academic and Professional Progress (COP CAPP)

The COP Committee on Academic and Professional Progress (COP CAPP) reviews the records of students based on CAPP Academic Guidelines to evaluate academic performance, assess intellectual readiness, and review unprofessional behavior concerns. COP CAPP enforces specific guidelines for academic advancement, while also providing due process and an individual review of each student's situation based on CAPP Academic Guidelines. All COP CAPP meetings are private, and all material presented and discussed is confidential. Students may be required to attend COP CAPP meetings. Each student is considered individually, on a case-by-case basis, and the student's entire record is evaluated. All committee deliberations and decisions will consider maintaining the quality of health education and the safety of the community.

- (a) Decisions made by COP CAPP are recommendations to the Dean and must be reviewed before decisions are released to students. The Dean reserves the authority to approve, modify, or remand the decision back to the COP CAPP for additional review of a specific matter. The student will receive written notification of the Committee's decision. Students who were dismissed by COP CAPP may appeal that decision to the CAPP Executive Review Committee in accordance with the procedures and criteria set forth in The Compass. Appeals will be heard by the CAPP Executive Review Committee assembled at the time of the appeal, consistent with the voting and non-voting membership established in The Compass.

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(b) The membership totals six (6) voting, one (1) alternate, and three (3) ex-officio, non-voting members:

- (i) At least five (5) Core Faculty members from the College. A minimum of two (2) of the five (5) will be from the Department of Pharmaceutical Sciences and a minimum of two (2) of the five (5) will be from the Department of Pharmacy Practice. (voting);
- (ii) One (1) fourth-year Pharmacy student (voting);
- (iii) One (1) third-year Pharmacy student (non-voting unless there is an absence of the fourth-year pharmacy student member);
- (iv) COP Office of Student Success representative (ex-officio, non-voting, student advocate);
- (v) CAPP administrative support personnel(ex-officio, non-voting);
- (vi) University Registrar (ex-officio, non-voting).
- (vii) To ensure a quorum, a former member of the COP CAPP may be invited to attend the meeting and participate as a voting member (voting).

(3) Curriculum Committee

The COP Curriculum Committee (CC) has decision-making and policy-making authority and is responsible for the administration of the curriculum.

- (a) The CC will communicate curriculum changes to the students and faculty, in accordance with ACPE standards and guidelines.
- (b) Membership totals seven (7) voting, one (1) alternate, and thirteen (13) ex-officio, non-voting:
 - (i) Three (3) Pharmaceutical Sciences Core Faculty (voting);

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- (ii) Three (3) Pharmacy Practice Core Faculty (voting);
- (iii) One (1) first-year Pharmacy Student representative, Student Curriculum Council (ex-officio, non-voting);
- (iv) One (1) second-year Pharmacy Student representative, Student Curriculum Council (non-voting unless due to an absence of the third-year pharmacy student member);
- (v) One (1) third-year Pharmacy Student representative, Student Curriculum Council (voting);
- (vi) One (1) fourth-year Pharmacy Student representative, Student Curriculum Council (ex-officio, non-voting);
- (vii) One (1) Pharmacy Affiliated Faculty member (ex-officio, non-voting);
- (viii) Director of Experiential Education (ex-officio, non-voting);
- (ix) Vice Dean or their designee (ex-officio, non-voting);
- (x) Director of Curriculum or their designee (ex-officio, non-voting);
- (xi) Representative from the Office of the Registrar (ex-officio, non-voting);
- (xii) Representative, COP Office of Assessment (ex-officio, non-voting);
- (xiii) One (1) Curriculum Coordinator, Office of Education (ex-officio, non-voting);
- (xiv) Assistant Director, COP (ex-officio, non-voting);
- (xv) Assistant Director for the Learning Center (ex-officio, non-voting);

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(xvi) Chair or designee, Outcomes Assessment Committee (ex-officio, non-voting); and

(xvii) Director of Pharmacotherapy (ex-officio, non-voting).

(4) Outcomes Assessment Committee

The Outcomes Assessment Committee (OAC) has decision-making and policy-making authority and is responsible for the evaluation of the curriculum.

- (a) The OAC will communicate to the students and faculty changes regarding assessment, in accordance with ACPE standards and guidelines.
- (b) Membership totals six (6) voting, four (4) alternates, and eight (8) ex-officio, non-voting:
 - (i) Two or three (2-3) Pharmaceutical Sciences Core Faculty, two (2) votes;
 - (ii) Two or three (2-3) Pharmacy Practice Core Faculty, two (2) votes;
 - (iii) One (1) first-year Pharmacy Student representative, Student Curriculum Council (ex-officio, non-voting);
 - (iv) One (1) second-year Pharmacy Student representative, Student Curriculum Council (voting);
 - (v) One (1) third-year Pharmacy Student representative, Student Curriculum Council (voting);
 - (vi) One (1) fourth-year Pharmacy Student representative, Student Curriculum Council (non-voting unless there is an absence of one of the other pharmacy student members);
 - (vii) One (1) Pharmacy Affiliated Faculty member (non-voting, ex-officio);
 - (viii) Vice Dean or their designee (ex-officio, non-voting);

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- (ix) Director of Curriculum or their designee (ex-officio, non-voting);
- (x) Director of Experiential Education or their designee (ex-officio, non-voting);
- (xi) COP Office of Assessment representative (ex-officio, non-voting);
- (xii) Chair or designee, Curriculum Committee (ex-officio, non-voting);
- (xiii) Director, Office of Institutional Research and Assessment or their designee (ex-officio, non-voting); and
- (xiv) Assistant Director, Learning Center, Office of Student Services or their designee (ex-officio, non-voting).

(5) Pharmacy Executive Committee

The purpose of the Pharmacy Executive Committee (PEC) is to set policy and strategy for the overall COP; assist in the rational allocation of resources; provide recommendations for COP committees, task forces, and groups; provide input concerning University issues of importance; assist in other matters of strategic and tactical importance to the COP. All matters will be executed in conjunction with the Dean.

- (a) Terms of membership will be ongoing and aligned with the member's role as a COP leader, subject to the approval of the College Dean. Faculty representative will serve a three-year term.
- (b) From time to time, the membership of PEC may be modified to assure appropriate input and breadth of experience.
- (c) PEC membership includes:
 - (i) Vice Dean;
 - (ii) Chair, Department of Pharmaceutical Sciences;
 - (iii) Chair, Department of Pharmacy Practice;

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- (iv) Core Faculty representative, as elected by the Core Faculty Council, who is responsible for preparing agenda items suggested by the faculty;
 - (v) Director of Student Success, COP;
 - (vi) Assistant Dean of Admissions, COP;
 - (vii) Director of Experiential Education;
 - (viii) Chair, COP Administrative Team;
 - (ix) Dean, COP who serves as Chair; and
 - (x) Other individuals as designated by the Dean.
- (6) Student and Faculty Awards Committee

The Student and Faculty Awards Committee is responsible for establishing criteria for student and faculty awards presented by the College.

 - (a) Membership totals nine (9) voting and six (6) ex-officio without vote:
 - (i) Two (2) Pharmaceutical Sciences Core Faculty (voting);
 - (ii) Two (2) Pharmacy Practice Core Faculty (voting);
 - (iii) One (1) Affiliated Faculty Member precepting NEOMED students (voting);
 - (iv) One (1) first-year Pharmacy Student representative (voting);
 - (v) One (1) second-year Pharmacy Student representative (voting);
 - (vi) One (1) third-year Pharmacy Student representative (voting);

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- (vii) One (1) fourth-year Pharmacy Student representative (voting);
- (viii) Dean of Students, Academic Affairs and Student Services (ex-officio, non-voting);
- (ix) Director of Student Success, COP (ex-officio, non-voting);
- (x) Director of Financial Aid or their representative (ex-officio, non-voting);
- (xi) Director of Office of Experiential Education (ex-officio, non-voting).

(7) Non-Tenure Track Appointments and Promotions Committee

The Non-Tenure Track Appointments and Promotions Committee is a Standing Committee of the College and is responsible for evaluating materials for faculty appointment, mid-point review, and/or promotion using the criteria for appointment or promotion as provided in the NEOMED Faculty Bylaws COP Appendix A, "Procedures for Appointment, Promotion, Reappointment, and Evaluation of Non-Tenure Track Faculty". The Committee is advisory to the Dean of the COP.

- (a) The Committee consists of six (6) voting core faculty members who hold the rank of associate professor or professor and one (1) ex-officio, non-voting member. Membership comprises:
 - (i) Four (4) Pharmacy Practice Core Faculty (one which will be appointed by the Dean as Chair and another as Vice Chair);
 - (ii) Two (2) Pharmaceutical Sciences Core Faculty; and
 - (iii) One representative of the Office of the Provost will serve as administrative support (ex-officio, non-voting).

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REFERENCES

FORMS

CROSS-REFERENCE REVISION HISTORY

July 1, 2022

June 24, 2025

RULES PROMUGLATED UNDER: ORC 115
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LEGAL