

AUBURN UNIVERSITY

HARRISON SCHOOL OF PHARMACY

FACULTY AND STAFF MEETINGS

Reviewed Aug. 11, 2015

Faculty Business Meetings

Meetings of the faculty are regularly scheduled and may be called to address special issues. The Dean will preside at meetings of the faculty. In the absence of the dean, an associate or assistant dean will preside as designated by the dean. The executive secretary to the dean will record and distribute the minutes of the faculty meetings. The following rules will govern the conduct of the meetings:

- Both voting and nonvoting members of the Harrison School of Pharmacy faculty and staff, including graduate assistants/associates, residents, and fellows may attend.
- Notification of meetings are distributed at least one week in advance. Agenda and supporting discussion documents will be distributed in advance. Faculty will receive notification of specially called meetings and agenda at least 24 hours in advance.
- Meetings will be held every other month during the calendar year.
- Calls for agenda items requiring faculty action occur in advance and are included in the distributed agenda.
- Motions to be voted upon by the faculty can only be introduced in regard to business items actually appearing on the agenda. A vote on any motion by ballot procedure may be requested by any faculty member. Voice from faculty attending meetings via teleconference or video conference will be addressed and reported by each connected site.
- Minutes of all meetings will be distributed to each faculty member and such other persons as designated by the dean within two weeks of the meeting.

Faculty Voting Privileges

All faculty, both tenure-track and clinical track, may vote in Harrison School of Pharmacy faculty meetings. Faculty from other departments with joint appointments in the Harrison School of Pharmacy will only vote in the department where they hold their primary faculty appointment and are not eligible to vote in HSOP faculty meetings. The departments of Drug Discovery and Development, Health Outcomes Research and Policy, and Pharmacy Practice each may determine their own rules for voting in department meetings especially in relation to affiliate faculty.

Faculty Colloquium

The meetings are held alternating with faculty business meetings and are intended to provide an opportunity to explore proposals and issues pertinent to the program. Generally the topic is approached with both a proposal and evidence to facilitate a learned discussion. Examples of colloquium discussions include substantial curriculum changes, introduction of significant education approaches, discussions about the appropriate use of technology.

HSOP Staff Meetings

Meets twice a month and includes administrative staff. The purpose is to share information about the progress of the School and other information relative to the organization.

PRN Meetings with Dean

Informal meetings in which all faculty who wish to participate may attend. The purpose is to informally discuss topical issues facing the school.