



Division of Pharmacy Committee Terms of Reference

1.0 Responsibilities

- Act as a forum for issues pertinent to the Division of Pharmacy, and the College of Pharmacy and Nutrition
- Bring recommendations to Faculty Council standing committees and management committees
- Receive recommendations from the Pharmacy Program Advisory Committee on matters related to the design, development, implementation, and review of the PharmD program
- Approve changes to the design, development, and implementation of the PharmD program
 - Report changes to the UAAC
- Receive updates from:
 - Executive Committee members
 - Groups affiliated with the profession
 - Student groups
- Establish working groups as needed to support the Division of Pharmacy
- Develop and review policies and procedures for the Division of Pharmacy for approval at Faculty Council

2.0 Accountability

- The Division of Pharmacy Committee is accountable to Faculty Council through the existing reporting structure

3.0 Members

- *Voting*
 - Dean (or designate) (Permanent member)
 - Assistant Dean, Pharmacy (Chair and Permanent member)
 - Associate Dean Academic (Permanent member)
 - Associate Dean Research and Graduate studies (Permanent member)
 - Permanent faculty members of the Division of Pharmacy (tenured, tenure-track, non-tenured)
 - Academic staff members of the Division of Pharmacy (coordinators)
 - One undergraduate student representative (year 2)
 - One graduate student representative
- *Non-Voting*
 - Dean's Office Administrative Assistant (Permanent member)
 - Preceptors employed by the Division of Pharmacy
 - Affiliated staff not employed by the Division of Pharmacy
 - Adjunct faculty members of the Division of Pharmacy
 - Associate members of the Division of Pharmacy
 - Clinical Assistant Professors of the Division of Pharmacy

4.0 Roles and Responsibilities

4.1 Chair

- Call division committee meetings
- Chairs division committee meetings



- Sets the agenda; reviews meeting minutes prior to circulation
- Provides input to the College Executive Committee on behalf of the Division
- Take recommendations to Faculty Council collegial or management committees
- Prepare the written report to be presented to Faculty Council
- When chair is unavailable, another member will be appointed to act as chair

4.2 Members

- Provide agenda items to the chair in advance of scheduled meetings
- Direct the work of specific working group(s)
- Provide feedback that is designed to strengthen the Division and College
- The Dean's Office Administrative Assistant arranges division meetings and assists the chair in preparation and distribution of meeting materials and agenda

5.0 Term

- There are no term limits; except for student members, who serve a 2 year term

6.0 Working Groups

- The Division of Pharmacy Committee may develop working groups as needed

7.0 Meeting Schedule

- Two meetings in the Fall Term and two meetings in the Winter Term
- Additional meetings may be called as necessary

8.0 Notes

- Meeting notes shall be kept on file with the Executive Assistant to the Dean
- Meeting notes shall be available to all committee members
- Any information deemed to be confidential in nature (e.g., individual health or personal issues) shall be handled and stored in a secure manner
- Meeting notes are available upon request, but confidential information will be withheld from minutes at the discretion of the chair
- Confidential information recorded during meetings shall be kept on file with the Executive Assistant to the Dean

9.0 Reporting

- The committee reports to Faculty Council

10.0 Review and Amendment of Terms of Reference

- Review the Terms of Reference every 12 months
- Amendment may occur at any time by consensus of the chair and members to be approved by Faculty Council
- Changes to TOR's and procedures to be submitted to the Governance Committee for review