The Ben and Maytee Fisch College of Pharmacy
Doctor of Pharmacy (Pharm.D.) Program
Admissions Committee

BYLAWS
2015-04-01 APPROVED by the Admissions Committee
2015-04-21 REVISED & APPROVED by the Admissions Committee
2015-06-30 REVISED & APPROVED by the Admissions Committee

I. Background
The Admissions Committee was formed under authority and responsibility of the Faculty
Bylaws. As a committee of the Faculty, and whereas admissions, curriculum and
assessment are closely integrated, the Admissions Committee was established to monitor
and improve student recruitment and admissions of high quality and diverse students into
the College of Pharmacy.

The ACPE Accreditation Standards (Standard 16) require that the Admissions Committee,
along with the Office of Student Affairs, serve as the responsible body recruiting and
admitting a diverse body of highly qualified students into the Doctor of Pharmacy
(Pharm.D.) program.

II. Name
The name of the committee is the Admissions Committee of the Ben and Maytee Fisch
College of Pharmacy at The University of Texas at Tyler.

III. Charges of the Committee
The Admissions Committee is responsible for reviewing and evaluating applications to the
Pharm.D. program using a whole file review process. The Admissions Committee is
responsible for determining the selection of students for the Pharm.D. program. In
addition, the Admissions Committee reviews the current criteria, policies, and procedures
to ensure the selection of students who have the potential for academic success, the ability
to achieve the professional competencies, and to practice in culturally diverse
environments. The committee will create charges annually, which are submitted to the
Dean for approval. Recommendations for changes to student selection criteria should be
brought to the faculty for approval.

To actively conduct its charge, the Admissions Committee shall:

1. Periodically review and make recommendations regarding recruitment strategies
   that result in successful recruitment of a high quality, diverse student population;
2. Establish an admission interview process that evaluates student applicants in areas
   such as communication skills, baseline knowledge of pharmacy, aptitude for group
   work and TBL experiences;
3. Periodically review and make recommendations regarding pre-professional
   curricula in conjunction with the Curriculum Committee;
4. Evaluate and improve the admission qualification criteria;
5. Ensure student admission qualification criteria comply with accreditation guidelines and compliance in meeting or exceeding UT Tyler admission standards;

6. Review student applicant files and make recommendations for on-site interviews; following interviews and whole file reviews, review applicant files and determine admission status following interviews;

7. Review and respond to candidate requests for exceptions to the admission criteria on a case-by-case basis;

8. Review admissions policy and recommend modifications to the Dean;

9. In conjunction with the Assessment and Curriculum Committee, review performance outcomes of admitted classes for continuous improvement in student admissions;

10. Implement changes in the application procedures as needed to improve the efficiency and/or effectiveness of the admissions process; and,

11. Articulate and disseminate policies to select candidates prepared to successfully complete the Pharm.D. program and to enter practice as professional pharmacists.

The admissions policies and procedures will be reviewed at least every two years until the first Pharm.D. class graduates then at least every four (4) years. The initial reviews will focus on refining policies and procedures for recruitment, admission, interview process, and selection of candidates for admission.

IV. Organization

A. Members. Voting membership includes six (6) full-time or part-time ranked College of Pharmacy faculty and four (4) community members. College of Pharmacy faculty should be divided equally between the departments. Community members shall be pharmacists actively practicing and licensed in the State of Texas and may include adjunct faculty members. There are no student members on the Admissions Committee.

Non-voting members of the Admissions Committee include the Assistant/Associate Dean of Student Affairs (who only votes in the event of a tied vote), College of Pharmacy Student Affairs Coordinator, Assistant/Associate Dean of Academic Affairs, and a member of the UT Tyler admissions or advising faculty/staff.

The normal membership period for faculty and community members is two (2) years, with the opportunity for reappointment for another two (2) year term. At least one (1) faculty appointment in each department and one (1) community member will be newly appointed or reappointed in alternating years to allow for long term continuity within the committee.

B. Officers. The officers of the committee include the Chair, the Vice-Chair, and the Secretary. All committee members will be eligible to hold office following their first year of membership on the committee. The Vice-Chair will normally succeed the Chair.

C. Duties of Officers. The Chair, Vice-Chair (in the absence of the Chair), or designee (in the absence of the Chair and Vice-Chair) shall oversee all official meetings. The Secretary shall prepare minutes for each official meeting of the Committee and distribute copies to all members. The Secretary shall maintain an archive of pertinent material.
D. Appointment of Officers. The Chair and Vice-Chair will be appointed by the Dean and will serve a one (1) year term in that office. The Office of Student Affairs will serve as the secretary for the committee.

E. Recall of Officers. Officers shall be recommended for recall by a two-thirds (2/3) vote of the current roster of Committee members. Voting shall take place by electronic or written secret ballot. The recommendation shall be sent to corresponding department chair who will make a recommendation to the Dean.

F. Terms of Service. Members’ terms of service shall begin on August 1 of the appointment year. Faculty members shall serve two (2) year staggered terms. Committee members may be reappointed by the Dean at the conclusion of their term based on recommendations from the department chairs. The chair shall serve a one (1) year term and may be reappointed by the Dean at the conclusion of his or her term based on recommendations from the department chairs, but for no more than two (2) consecutive terms.

G. Vacancies. A vacancy can occur through such processes as resignation, termination of employment, temporary leave of absence for a period exceeding four months, or failure to attend meetings of any committee without advanced notification. If a vacancy occurs, the Dean, based on recommendations from the department chairs, shall appoint an alternative representative to that committee no later than fifteen working days following the occurrence of the committee vacancy. An alternative representative shall serve for the time remaining on the original term of the faculty representative replaced, but may be reappointed as a regular representative immediately following the completion of the original term. In the event of a temporary leave of absence, returning Faculty may resume their committee membership at the discretion of the Dean based on recommendations from the department chairs.

V. Meetings
A. Format. The Committee shall meet monthly, but may meet more frequently if required due to time requirements to meet its charge. Additionally, a special meeting may be called by the chair or if a majority of the committee petitions the Chair. This meeting may take place by an electronic medium or in person. The order of business at each regular meeting shall be:
   a. Call to Order
   b. Approval of Minutes of Last Meeting
   c. Old Business
   d. New Business
   e. Announcements
   f. Adjournment.

B. Parliamentary Authority. Robert’s Rules of Order Newly Revised shall be the parliamentary authority for all meetings, except when otherwise specified in the Bylaws.

A simple majority of the voting members shall constitute a quorum. (“Simple majority” is defined as > 50% of the committee members present and voting.) A single non-voting, ex-
officio member may be given voting privileges for a meeting in satisfy quorum requirements.

D. Open Meetings. At the discretion of the committee chair, attending committee meetings is open to any member of the Faculty. Meetings that involve the recommendation of students for on-site interviews and/or admission to the Pharm.D. program shall be done in closed session.

E. Voting. At all meetings of the Committee, voting shall be by voice, by show of hands, or by secret ballot as decided by the presiding officer or member consensus. If it is the Faculty’s consensus or presiding officer’s decision to vote by secret ballot, a motion to vote by secret ballot is in order. A motion to vote by secret ballot shall be carried by a majority of the voting members present and voting. Proxy voting may be allowed on specific motions if that proxy is submitted to the Chair in writing in advance of the meeting at which it is to be considered. Any subsequent amendments to the original motion shall automatically invalidate the proxy vote. All votes carry an equal weight within the committee.

F. Closed Sessions. Closed sessions are defined as committee meetings that either 1) include only committee members or 2) include faculty, staff, and pharmacists directly participant in interviewing student applicants. This is to allow for discussion of individual students and/or identifiable groups of students. The decision to call for a closed session will be guided by requirements of the Family Educational Rights and Privacy Act (FERPA) and will be made in consultation with the Associate/Assistant Dean for Student Affairs when needed or appropriate.

G. Amendment or Repeal of the Committee Bylaws. A motion for a change or repeal of any of the committee’s bylaws, along with appropriate explanation of the reason for the change, shall be distributed in writing to each voting member of the entire Faculty, no less than two weeks prior to a scheduled faculty meeting at which the change is to be discussed and/or voted on. For the motion to pass, it must carry a two-thirds (2/3) majority vote of the members present and voting.