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Amended April 1, 2004

APPENDIX B
WAYNE STATE UNIVERSITY
SCHOOL OF MEDICINE

DEPARTMENT OF PHARMACOLOGY

BY-LAWS

Article I – Relationship to the College and the University

These By-Laws exist under the authority, and within the limits, of the By-Laws of the College of Medicine, the Statues of Wayne State University, and the current AAUP – WSU Agreement.

Article II - Department Assembly

- A. To facilitate communication within the department, all faculty, staff, and graduate students are encouraged to attend.
- B. A quorum at department meetings is a majority of the department's voting members.
- C. Voting privileges are extended to salaried faculty, to such professional personnel as are elected by the faculty at any regular faculty meeting, to an elected graduate student representative, and to the Administrative Assistant (as a representative of the staff).
- D. Records of the department meetings will be maintained in the department office.
- E. Department meetings will be held monthly at a time agreeable to the majority of the faculty. Additional meetings may be called by the Department Chairman or at the request of three voting members.

Article III – Department Chairman

Duties and functions:

- A. Recommends goal and standards of performance.
- B. Supervises department administration.
- C. Recommends to the Dean appointment of Graduate Assistants on the recommendation from the Graduate Committee.
- D. Recommends new regular faculty appointments to the Dean upon receiving recommendations from faculty members.
- E. Recommends sabbatical and other leaves of absence to the Dean.

- F. Transmit promotion and tenure recommendations of the Promotion and Tenure Committee and selective and equity salary increase recommendations of the Salary Committee and submits independent recommendations to the Dean.
- G. Appoints department administrative officials and all non-elective committee personnel.
- H. Chairs Promotion and Tenure Committee and Salary Committee with voice but not vote and is ex-officio member of all department committees.
- I. Approves grant and fellowship applications of department faculty members and transmits them to the Dean.
- J. Calls and presides at department meetings (except as specified in Article II Section E).

Article IV – Graduate Officer

- A. Appointed by Department Chairman for a two-year term.
- B. Duties:
 1. Administer graduate program under policies established by the department within university and college regulations.
 2. Processes graduate student applications which have been acted upon by the Graduate Committee.
 3. Advises students and guides their program of study until such time as a faculty advisor determined.
 4. Calls and chairs Graduate Committee meetings and reports to the department at faculty meetings.
 5. Convene graduate students for election of their representatives in September of each year.

Article V – Administrative Assistant

Duties

- A. Administrative support to the Department Chairman.
- B. Assists faculty members in handling administrative matters and is their liaison with all university offices.

Article VI – Department Committees

- A. Promotion and Tenure Committee
 1. Six tenured members, three of whom hold the rank of full professor.
 2. Two members (including one at the rank of full professor) to be elected annually by the salaried faculty for a three-year term to begin serving July 1 (using election procedures specified in Article VII).
 3. Ad hoc members may be elected as needed to replace members on leave. Such ad hoc members must meet the requirements as indicated above.

4. Meetings are called by the Department Chairman.
5. Makes recommendations for tenure and promotion (2/3 affirmative vote needed for tenure recommendation). Makes recommendations for joint and adjunct faculty appointments. Serves as committee for departmental faculty letter of support for faculty member's nomination for School and University awards.

B. Salary Committee

1. Five elected members of which at least three are members of the Promotion and Tenure Committee.
2. Each year sufficient numbers of members are elected for a three-year term so as to fill vacancies.
3. Ad hoc members may be elected as needed to replace members on leave. Such ad hoc members must meet the requirements as indicated above.
4. Meetings called by the Department Chairman.

C. Graduate Committee

1. Three committee members appointed by the Department Chairman, the Graduate Officer, one elected Graduate Student Representative, and the Chair of Graduate Admission (ex officio).
2. Meetings called and chaired by the Graduate Officer.
3. Supervises the operation of the graduate program and recommends changes in graduate courses, policies and regulations to the faculty assembly.
4. Reviews Graduate Assistant applications and recommends appointments to the Department Chairman

D. Seminar Committee

1. Three members appointed by the Department Chairman and one elected Graduate Representative.
2. Committee selects its own chairman.
3. Contacts speakers and schedules seminars with the approval of the Department Chairman.
4. Meetings called by the committee chairman.

E. Graduate Admissions Committee

1. Three members appointed by the Department Chair, one elected Graduate Representative and the Graduate Officer (ex officio).
2. The Department Chair selects the committee chair.
3. Recruits and selects candidates for admission to the departmental graduate program.

4. Meetings called by the committee chair.

F. Curriculum Committee

1. Four members appointed by the Department Chair and one elected Graduate Representative.
2. The Department Chair selects the committee chair.
3. Oversees the departmental teaching program including periodic review of course offerings and selection of course directors.

G. Pharmacology Colloquium Committee

1. One member (Chair) appointed by the Department Chair will coordinate departmental participation for years during which the Colloquium is hosted at another school.
2. Two additional members appointed by the Department Chair for years during which Wayne State University is the host institution.

H. Space and Facilities Committee

1. Three members appointed by the Department Chair.
2. The Department Chair selects the committee chair.
3. Makes recommendations to the Department Chair regarding allocation of space and oversees common space and facilities.

I. Budget Committee

1. Three members appointed by the Department Chair.
2. The Department Chair selects the committee chair.
3. Makes recommendations to the Department Chair regarding departmental budget allocation.

J. CyberPharmacology (Computer) Committee

1. Three members appointed by the Department Chair.
2. The Department Chair selects the committee chair.
3. Oversees the departmental web presence and departmental computers.

K. Research and Development Committee

1. Three departmental members appointed by the Department Chair and a non-departmental representative.
2. The Department Chair selects the committee chair.
3. Charge is to encourage and stimulate faculty research, to identify common research interests and promote interactions, both internally and externally,

and to seek out and disseminate information about new equipment and new technologies that will help faculty research programs.

Article VII – Election Procedures for Elected Department Committees

- A. Eligibility for elections:
 - 1. All voting faculty members except where specified otherwise and graduate students as specified in Article VIII.
- B. Voting by secret ballot for any number of candidates up to the number of vacancies.
 - 1. On the first ballot, candidates with the highest number of votes are elected.
 - 2. If a run-off is necessary, the number of candidates should not exceed twice the number of vacancies and a simple plurality is sufficient for election.

Article VIII – Graduate Student Participation in Department Administration

- A. All graduate students may attend department meetings and an elected representative (one) may vote.
- B. One graduate student who has achieved doctoral candidacy to be elected as a member of the Graduate Committee with vote.
- C. One graduate student to be elected as a member of the Seminar Committee with vote.

Article IX – Ratification and Amendment of Department By-Laws

- A. Ratification is by a 2/3 majority vote of those entitled to vote in the department assembly and acceptance by the Dean of the School of Medicine.
- B. Amendment
 - 1. A proposal, signed by at least 4 members of the department faculty, must be submitted in writing and distributed at least two days before discussion at a regular faculty assembly.
 - 2. Following discussion, a 2/3 majority vote on a mail ballot of those entitled to vote in the department assembly is required for adoption.