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WAYNE STATE UNIVERSITY
SCHOOL OF MEDICINE
DEPARTMENT OF PHARMACOLOGY
BY-LAWS

Purpose of the By-Laws

These by-laws are intended to delineate the relationship of the Department of Pharmacology to Wayne State University and the WSU School of Medicine, and to provide specific procedures for governance of the Department.

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 School of Medicine, the Statutes of Wayne State University, and the current AAUP - WSU Agreement. If an inconsistency exists between departmental by-laws and any University or SOM by-laws, statutes, or collective bargaining agreements, the latter shall prevail.

Article II - Department Assembly

- A. In order to facilitate communication within the department, all faculty, staff, graduate students, and postdoctoral associates/fellows are encouraged to attend.
- B. Voting privileges, unless noted otherwise, are extended to 1) all WSU-salaried faculty with departmental appointments (primary, joint, tenure-retreat, or affiliate), 2) the elected representative of the graduate students, 3) the elected representative of postdoctoral trainees, 4) the elected representative of research staff, and 5) the Administrative Assistant (as a representative of the office staff), unless otherwise noted.
- C. For purposes of voting at department meetings, a quorum is needed to hold a vote, with a quorum defined as a majority of the department's eligible voting members.
- D. Records of the department meetings will be maintained. Minutes of meetings will first be disseminated as drafts, for approval at the next scheduled meeting.
- 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 Chair or at the request of three voting members.

Article III – Department Chair

Per SOM Bylaws, the Chair is responsible for providing leadership in medical and graduate education, research endeavors, and faculty recruitment. The Chair assumes responsibility for the overall management of the department, including direct oversight of the department's teaching, research, and service missions, while maintaining financial sustainability. The Chair of the Department reports directly to the Dean and serves as a liaison between the Dean and the department's faculty, staff, and trainees.

Some specific departmental duties and functions of the Chair include (but are not limited to):

- A. Recommends goals and standards of performance for departmental faculty.
- B. Recommends new faculty appointments to the Dean after consultation and advisory recommendations from faculty members.
- C. Chairs the Promotion and Tenure Committee and Salary Committee, and is an ex-officio member of all other departmental committees
- D. Transmits recommendations of the Promotion and Tenure Committee and Salary Committee, and submits independent recommendations to the Dean.
- E. Recommends sabbatical and other leaves of absence to the Dean.
- F. Recommends to the Dean renewal appointments of Graduate Assistants, based on Graduate Committee recommendations.
- G. Addresses student grade appeals that have not been resolved at the level of the course instructor or director, per University policy.
- H. Approves grant, contract, and fellowship applications of department faculty members, postdoctoral trainees, and graduate students, and transmits them to the Dean, VP for Research, or other administrative official, as appropriate.
- I. Appoints department administrative officials and all non-elective committee personnel.
- J. Supervises department administration and staff.
- K. Calls and presides at department meetings (except as specified in Article II Section E.

Article IV – Graduate Officer

- A. Appointed by Department Chair for a four-year term.
- B. Duties:
 - 1. Administers graduate program(s) 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 has been determined.
 - 4. Calls and chairs Graduate Committee meetings and reports to the department at faculty meetings.

Article V – Administrative Assistant

- A. Selected by the Chair after consultation with the faculty and staff.

- B. Duties:
1. Provides administrative support to the Department Chair.
 2. Assists Chair in supervision of office staff.
 3. Conducts voting by electronic ballot for all faculty, graduate student, postdoctoral trainee, and research staff elections.
 4. Assists faculty members in handling administrative matters and serves as their liaison with university offices.

Article VI – Department Committees

Duties and procedures related to the departmental Promotion and Tenure Committee and Selective Salary Committee are established by the University and subject to the collective bargaining agreement. Details are available at <http://facaffairs.med.wayne.edu>. Those duties and procedures, including any department-specific features, are outlined below.

Please note that faculty members currently holding tenure-retreat appointments within the department have the same rights and responsibilities as other faculty members holding primary or joint appointments in Pharmacology. (Note: Going forward, the University will no longer make tenure-retreat appointments, but rather joint appointments, identifying the department where tenure would reside.)

Additional departmental committees, which the SOM by-laws refer to as ‘ad hoc’ committees, but which have existed as standing committees within Pharmacology (sometimes for decades), are also outlined below.

- A. Promotion and Tenure Committee
1. Consists of six tenured faculty members holding primary, joint, or tenure-retreat appointments in Pharmacology, three of whom hold the rank of full professor.
 2. Two members (including one at the rank of full professor) are to be elected annually by primary, joint, and retreat appointment faculty for a three-year term, to begin serving January 1 (using election procedures specified in Article VII).
 3. Ad hoc members may be elected as needed to serve the remainder of departing members’ terms but must, in any case, meet the requirements indicated above.
 4. In the case of faculty with a joint appointment, per University Guidelines, the composition of the joint tenure committee will reflect the proportionality of that appointment, but in no instance shall the tenure home unit receive less than fifty percent representation on the committee.

5. Meetings are called by the Department Chair, who chairs the committee with a voice but not a vote. Elected members of the committee shall, in turn, elect a spokesperson for the purpose of drafting and signing communications from the committee.
6. Duties include:
 - Makes recommendations for tenure and promotion (2/3 affirmative votes required for committee recommendation),
 - Provides to the Chair a written yearly evaluation of all non-tenured (Research track, non-tenured Tenure track) faculty members in the department, separate and distinct from the yearly salary review process that spans a three-year period.
 - Makes recommendations regarding appointments of affiliated and emeritus faculty members, and periodically reviews these appointments.

B. Salary (aka Selective Salary/Merit Review) Committee

1. Five elected members holding primary, joint, or tenure-retreat appointments in Pharmacology, of which at least three are current members of the Promotion and Tenure Committee.
2. Each year a sufficient number of members are elected by the primary, joint, and tenure-retreat appointment faculty for three-year terms so as to fill vacancies, with service to begin January 1 (using election procedures specified in Article VII).
3. Ad hoc members may be elected as needed to replace departing members, but must meet the requirements indicated above.
4. Meetings called by the Department Chair, who chairs the committee with a vote.
5. Duties include:
 - Evaluates the performance of individual faculty members over a three-year period in the domains of research, teaching/mentoring, and service (as applicable), based on the Factors and Guidelines of the SOM and University, and the materials submitted electronically by the faculty to the SOM Office of Faculty Affairs and Development (OFAD) or via other approved mechanisms.
 - Generates a narrative summary statement of activities and numerical scores for applicable domains, for submission to OFAD, the SOM Executive Committee of the Faculty Senate (EC), or other administrative authority,
 - Provides preliminary salary-related scores to departmental faculty members, as well as a mechanism for their timely appeal (if sought), prior to submission of finalized departmental scores to other administrative units (e.g., OFAD, EC, OVPR, other departments). Note: This has been past practice in Pharmacology for decades, and represents the one and only step for remedying any potential errors in the selective salary review process (subsequent levels of merit review cannot be appealed, per the

- bargaining agreement),
- Nominates eligible faculty members for SOM teaching or research awards, or for departmental service awards (Suggestions for other award nominations will be forward to the departmental Awards committee),
- Identifies, based on the salary/merit review process, faculty colleagues potentially in need of remedial assistance, and refers them to the appropriate resource (e.g. Chair, Faculty Development Liaison, OFAD, Promotion and Tenure Committee).

C. Graduate Affairs Committee

1. A minimum of three committee members (including the Graduate Officer) appointed by the Department Chair, 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(s) and recommends changes in graduate courses, policies, and regulations to the faculty assembly.
4. Reviews Graduate Assistant applications and recommends appointments to the Department Chair.

D. Seminar Committee

1. Two to three members appointed by the Department Chair, and the elected graduate student representative (or designee).
2. Committee selects its own chair, who calls meetings.
3. Contacts speakers and schedules seminars with the approval of the Department Chair.

E. Graduate Recruitment and Admissions Committee

1. A minimum of three members appointed by the Department Chair, the elected graduate representative and the Graduate Officer (ex officio).
2. The Department Chair selects the committee chair, who chairs meetings.
3. Recruits and selects candidates for admission to the departmental graduate program(s).

- F. Curriculum Committee
1. A minimum of four members appointed by the Department Chair, and the elected graduate student representative.
 2. The Department Chair selects the committee chair, who calls meetings.
 3. Oversees the departmental graduate and medical teaching programs, 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 faculty members appointed by the Department Chair, the elected graduate student representative (or designee), and the elected postdoctoral trainee representative, will serve for years during which Wayne State University is the host institution.
- H. Space and Facilities Committee
1. A minimum of three members, including the departmental Administrative Assistant, 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. A minimum of 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. Website and Communications Committee
1. A minimum of two members appointed by the Department Chair.
 2. The Department Chair selects the committee chair.
 3. Oversees the departmental website and related communications.
- K. Research and Development Committee
1. A minimum of three departmental members appointed by the Department Chair.
 2. The Department Chair selects the committee chair.

3. Encourages and stimulates faculty research, identifies common research interests and promotes interactions, and seeks out and disseminates information about new equipment and new technologies that will help faculty research programs.

L. Awards Committee

1. A minimum of three departmental members appointed by the Department Chair, plus the elected graduate student representative (or designee), and a designated representative of the office staff.
2. The Department Chair selects the committee Chair.
3. Identifies departmental faculty colleagues whose excellence in teaching, mentoring, research, or service warrant nomination for a SOM or WSU award (excluding any awards subsumed under the Salary Committee duties)

M. Faculty Recruitment Committee

1. A minimum of five faculty members appointed by the Department Chair, in addition to the elected graduate student representative (or designee) and elected postdoctoral trainee representative.
2. The Department Chair selects the committee chair.
3. Identifies and contacts potential faculty recruits.
4. Serves as the point of contact with faculty candidates, planning and hosting visits to campus.
5. Solicits feedback about candidates from departmental faculty, trainees, and staff.
6. Makes a recommendation to the Chair regarding the decision to hire candidates.

Article VII – Voting Procedures and Elected Department Positions

A. Eligibility to vote and to be elected:

1. All primary, joint, and tenure-retreat appointment faculty members are eligible to vote and to be elected for faculty positions, subject to restrictions specified in Article VI. A quorum of eligible voters must participate for the results to be binding.
2. All graduate students are eligible to vote and to be elected as graduate student representative, subject to restrictions in Article VIII.
3. All postdoctoral trainees and research staff are eligible to vote and to be elected for their respective representative positions.

B. Voting shall be conducted by secret electronic ballot for any number of candidates up to the number of vacancies.

1. When feasible, voting should be conducted such that elected representatives assume their positions effective January 1st.
2. On the first ballot, candidates with the highest number of votes are elected.
3. 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 – Trainee and research staff participation in Department Administration

- A. All graduate students, postdoctoral trainees, and research staff may attend department meetings, and one elected representative from each classification may vote.
- B. The elected graduate student representative, who must have achieved doctoral candidacy at the time of selection, will serve as a voting member of the Graduate Affairs, Curriculum, and Graduate Recruitment and Admissions Committees.
- C. The elected graduate student representative may also choose to serve on the Seminar, Faculty Recruitment, Awards, and Colloquium Committees, or may delegate some of these responsibilities to other graduate students, with the advice and consent of the Graduate Officer and Chair.
- D. The elected representative of the postdoctoral trainees will serve on the Faculty Recruitment and Colloquium Committees.

Article IX – Ratification and Amendment of Department By-Laws

- A. Ratification is by a 2/3 majority electronic vote of those entitled to vote (Article II) 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 working days before discussion at a regular departmental assembly.
 2. Following discussion at the meeting, a 2/3 majority electronic vote of those entitled to vote (Article II) in the department assembly is required for adoption.