

Two types of committees exist within the college, those that report to the faculty and those that report to the Dean's office.

Standing committees of the faculty are established (or abolished) by a majority vote of the faculty. Major changes in scope or charges should also be approved by majority vote of the faculty. Each standing committee should include at least 5 members (including the chair) and shall meet at least once each fall and spring semester. All members of the Faculty Governance Council are elected by the faculty. Members of the Tenure and Promotion Committee are primarily selected by the faculty, with some members selected by the Dean's office. Members of all other standing committees are appointed by the Dean's office after recommendation by the appropriate department chair and consultation with the Faculty Governance Council (FGC). Committees whose work directly affects the College as a whole should have at least one representative from every department within the COP.

Faculty with full-time and part-time appointments are eligible to serve on committees, as long as their primary appointment is within the COP. Faculty carrying the title of Dean, Associate Dean, or Assistant Dean are generally not eligible to serve as voting members unless permitted by individual committee bylaws. Individuals who are not COP faculty are eligible to serve as special members, as defined by specific committee bylaws. The term of appointment to standing committees is three years except for Tenure and Promotion, Curriculum, and Admissions Committees, which each have terms of two years. Faculty are limited to serving a maximum of two consecutive terms on any committee, unless extenuating circumstances prevent this, such as limited availability of eligible faculty. Every term served by a faculty member beyond the two-term limit must be approved in writing by the Dean or Associate Dean for Faculty Development. A listing of all standing committees and their members is published annually on College of Pharmacy committee website: <https://facultyaffairs.pharmacy.ufl.edu/faculty-resources/faculty-council/>. Committees will be responsible for developing and implementing procedures for selecting the committee chair or equivalent committee leadership position(s) from among their members, which must be documented in the committee bylaws. In the absence of such bylaws, the Dean (or the Dean's designee) will appoint the committee chair, with the exception of the Tenure and Promotion Committee and the FGC.

A quorum for a committee constitutes the chair (or his/her designee) and a simple majority of committee members. All collective committee actions or policy changes should be decided by committee vote. A simple majority of the quorum will determine the result of the vote. The voting method used should be appropriate for the topic being voted upon, with the procedure used and vote result documented in the meeting minutes. Specific acceptable voting methods should be outlined in the committee's bylaws, if deemed necessary. The FGC has developed voting guidance for committees, which may be used as a reference. All committee members are eligible to vote, except for members serving as *Ex Officio* or unless outlined otherwise in individual committee bylaws.

Accountability for the committee is the responsibility of the committee chair, its members, the FGC, and the Dean (or Dean's designee). Direct oversight of standing committees is the responsibility of the FGC. Failure of a committee chair or committee member to adequately carry out their duties should be reported to that individual's direct supervisor. Each committee may develop methods to evaluate their membership's participation or performance, if deemed necessary. Concerns regarding the overall performance or conduct of committees should be reported to the FGC. Committee chairs must report committee activities to both the Dean (or Dean's designee) and the FGC at least once per academic year and upon request using a committee report form provided by the FGC. The committee chair or his/her designee must also present committee activities at a faculty meeting upon request from the FGC. The committee chair (or his/her designee) should prepare and maintain the agenda and minutes of each meeting. Agendas and minutes of the committee meetings must be made available to faculty members

upon request or through the College of Pharmacy website. These documents may be redacted as necessary for sensitive issues and/or in accordance with applicable laws or UF regulations.