

Department of Pharmaceutical and Biomedical Sciences

Procedure guidelines for departmental committees

2011-2014 (three-year term)

Committee Overview

Executive Committee

- **Responsibilities:** Serve as the governing body of the department; responsible for development and implementation of departmental policies and procedures; act as leaders on issues associated with PharmD, graduate and BS programs, departmental resources, and special assignment; make suggestions to the department head on budget issues.
- **Members:** Dexi Liu (Chair), Michael Bartlett, Warren Beach, James Bruckner, Brian Cummings, James Franklin, Phillip Greenspan, Shelley Hooks, Cory Momany, Joy Wilson

Graduate Program Committee

- **Responsibilities:** Recruit students into the program; manage the graduate courses and daily operation; represent the department to work with Graduate School on graduate student issues; select graduate students for awards.
- **Members:** Shelley Hooks (coordinator), Brian Cummings, Raj Govindarajan, Tim Long

Bachelor of Science Program Committee

- **Responsibilities:** Finalize the preparation and get ready for start of the program in fall 2012 (more to be added).
- **Members:** Michael Bartlett (Chair), Deborah Elder, Michael Thomson

Seminar Committee

- **Responsibilities:** Identify, contact and invite seminar speakers; develop itinerary for each speaker and make seminar announcement; organize and manage the *David Chu Lectureship on Drug Discovery*.
- **Members:** James Franklin (Chair), Eileen Kennedy, Han-Rong Weng

Teaching and Assessment Committee

- **Responsibilities:** Ensure that lectures are delivered on time; implement departmental approaches to evaluating teaching; make recommendations to improve quality of teaching (teaching assignment and re-assignment, training, workshops on teaching).
- **Members:** Warren Beach (Chair), Robert Arnold, Aaron Beedle, Jason Zastre

Space, Facilities and Safety Committee

- **Responsibilities:** Make recommendations to the department head on space and facilities issues; work with the Environmental Safety Division to ensure full compliance of the department to the standard guidelines and policies of the Government and the University.
- **Members:** Cory Momany (Chair), Tony Capomacchia, Arthur Roberts, Tim Long

Mentoring Committee

- **Responsibilities:** Develop guidelines for mentorship; provide advice to junior faculty on career development, research, teaching, and university policies; help junior faculty with composition and writing of manuscripts and grant applications.
- **Members:** James Bruckner (Chair), Michael Bartlett, Dexi Liu, Vasu Nair

Social and Entertainment Committee

- **Responsibilities:** Organize activities to reduce pressure and tension, and to enhance the desire of teamwork, innovation and lifetime achievement.
- **Members:** Brian Cummings (Chair), Eileen Kennedy, Cory Momany, Maegan Rudd

Department Advancement Committee

- **Responsibilities:** Identify internal and external opportunities for faculty, staff and students for awards and recognition; help the candidate in preparing applications and submission; promote the interest of the department; identify opportunities for innovation and advancement of the department.
- **Members:** Phillip Greenspan (Chair), Mandi Murph, Catherine White

Graduate Program Committee

Members: Shelley Hooks (Coordinator), Brian Cummings, Raj Govindarajan, Tim Long

Responsibilities: Recruit students into the program; manage the graduate courses and daily operation; represent the department to work with graduate school on graduate student issues; select graduate students for awards.

Overview:

Because this committee serves to assess and enforce compliance with the requirements of the graduate program, the duties of the Graduate Program Committee will, in large part, be driven by the Graduate Program Policy Manual. General policies related to operation of the committee are as follows:

1. The committee will review applications and identify top candidates that match research interests of faculty who are accepting new students. Candidates will be evaluated based on research experience and productivity, letters of recommendation, quality of training program, GPA, standardized test scores, statement of purpose, and match with open positions. Top candidates will be interviewed prior to acceptance. The graduate committee will nominate students for fellowships according to eligibility criteria and overall credentials.
2. The committee will serve as advisors for incoming first-year students until a major professor and advisory committee are chosen. The committee member in the student's research area will serve as primary advisor regarding coursework and research rotations.
3. Once a student has selected an advisory committee, that committee has primary oversight of the student's progression and performance. The departmental graduate program committee will continue to annually assess student progression to confirm compliance with graduate program policies, requirements and deadlines. Any identified concerns will be forwarded to the student and major professor.
4. In the event that a student fails to meet a graduate program policy, requirement, or academic standard as defined in the graduate program policy manual, the departmental graduate committee will work with the student's advisory committee to determine the appropriate remediation and/or dismissal procedures. The graduate committee will serve to communicate departmental and UGA graduate school policies; the advisory committee will determine the proper outcome that is compliant with those policies.
5. The graduate committee will accept written requests from students or their major professors for waivers of certain graduate program policies, requirements or deadlines. Exemptions must be well justified.

Composition of committee:

The graduate committee will include the graduate coordinator, who will serve as chair, plus three tenure-track graduate faculty members from the department, appointed by the department head. One faculty member from each of the general disciplines of Pharmacology, Medicinal Chemistry, and Pharmaceutics should be included on the committee. Each member will serve up to three years on the committee, with staggered rotation dates so that no more than two faculty are replaced in a given year. A student representative will be elected annually by the graduate student body to act as a liaison between graduate students and faculty and provide feedback to the committee on issues related to curriculum, program structure, recruiting, etc.

Roles and Responsibilities:

- Review applications and recruit new students into the program
- Plan and host annual prospective student visitation day
- Serve as advisors for new students until they select a major professor and form advisory committee
- Ensure that students complete academic, research and teaching responsibilities
- Assess student progression and enforce compliance with departmental graduate program policy manual and UGA graduate school policies
- Review requests for waivers/exemptions of graduate program policies and requirements
- Serve as a liaison between graduate students and the UGA Graduate School
- Mediate conflicts between students and faculty if asked to do so by either the student or faculty member
- Assess the curriculum and propose appropriate changes as needed
- Propose and evaluate new graduate courses and forward to Curriculum Committee
- Assign departmental teaching assistant duties and assess performance
- Select graduate students for awards
- Continue to track students post-graduation and maintain alumni contact list
- Maintain student confidentiality on all academic matters

Bachelor of Science Program Coordinator

Members: Michael Bartlett (Chair), Deborah Elder, Michael Thomson

Responsibilities: Finalize the preparation and get ready for start of the program in fall 2012 (more to be added).

Overview:

The committee is appointed by the department head, and will provide an intermediate level of governance between the departmental faculty and the administrator of the BS program. The committee will meet at least once per semester (fall and spring), but may meet more often.

Roles and Responsibilities:

- Works with the BS Program Administrator in areas related to academic and student affairs. Decisions made by this committee related to these areas are appealable to the PBS Department Head.
- Provides a vision for the BS program and develop the policies and procedures which govern the BS program.
- Provides timely review of assessment data on the BS Program.
- Provides documents related to programmatic review of the BS Program

Seminar Committee

Members: James Franklin (Chair), Eileen Kennedy, Han-Rong Weng

Responsibilities: Identify, contact and invite seminar speakers; develop itinerary for each speaker and make seminar announcement; organize and manage the “David Chu Lectureship on Drug Discovery”

Overview:

The committee is composed of a chairman and two other faculty members. The committee will meet early each semester to discuss the seminar program for the upcoming semester. Other meetings may be called by the chairman when necessary.

Roles and Responsibilities:

- Choose and invite seminar speakers
- Supply contact information to secretaries who will arrange travel for the speakers
- Supply CVs and other information to the faculty about upcoming speakers
- Facilitate arrangement of speaker itineraries
- Arrange for rooms and audio/visual equipment for all seminars

Other:

- **Seminar Invitations:**

Following the initial meeting in each semester, members of the faculty in the Department of Pharmaceutical and Biomedical Sciences will be asked to suggest seminar speakers for the next semester. Each of these speakers will be considered by the members for the committee, and if agreed upon, the committee will extend an invitation to the speaker on behalf of the faculty member who made the suggestion. This faculty member will be the host for the speaker.

- **Seminars:**

As seminars approach, members of the committee will contact the host about arranging the itinerary for the visiting speaker. The committee will also assure that the host invites all faculty members in PBS to meet with the speaker if they desire. The committee will assure that the seminar schedule is listed on the PBS webpage and that seminars are listed in the events section of the main UGA webpage and weekly Columns. The committee will also assure that secretaries send seminar invitations to all members of the College of Pharmacy and other relevant departments.

Teaching and Assessment Committee

Members: Warren Beach (Chair), Robert Arnold, Aaron Beedle, Jason Zastre

Responsibilities: Ensure that lectures are delivered on time; implement departmental approaches to evaluating teaching; make recommendations to improve quality of teaching (teaching assignment and re-assignment, training, workshops on teaching).

Roles and Responsibilities:

- Assist the department head in making teaching assignments when needed in the professional and BS Pharm. Sci. programs.
- Generate and maintain a teaching expertise/ability database for the department
 - The database will be a resource for the committee, course coordinators, and department head to assist in making teaching assignments and filling vacancies caused by faculty time-off (sickness, maternity leave, sabbatical leave, etc.), retirement, and re-assignment.
- Work with the course coordinator in covering lectures if needed.
 - The committee will contact the coordinators for all departmental courses to ensure that there is sufficient faculty assigned to the course to cover the lectures.
 - The course coordinator will be encouraged to contact the committee if assistance is needed in finding faculty to cover a topic.
- Mentor new faculty in the development of instructional methodology and style
 - The committee will assist new faculty through direct interaction as well as providing workshops on teaching (active learning, test preparation and item writing, lecture preparation, and teaching portfolio development) as needed. Additional experienced faculty will be recruited to assist the committee when needed.
- Set the schedule for evaluation and appoint peer teaching evaluation committees.
 - Peer evaluation of teaching is an important developmental tool in mentoring faculty (both new and more experienced). The committee will set the schedule for peer evaluation and appoint a committee to evaluate each faculty member in the department. This evaluation shall always be formative in nature and only be used to improve instruction in the department. It is also important that this evaluation be included in the third year review and subsequent P&T dossiers, as well as post-tenure reviews.
- Evaluate teaching loads for departmental faculty on an annual basis and recommend adjustment when needed.
 - Self-reporting of lectures will be included in the individual faculty members' annual report. From this data the committee can evaluate the faculty member's time commitment to instruction and make recommendations to the department head on increasing or decreasing teaching loads. From this data and the teaching ability database, the committee can also evaluate requests for reassignment or time off and recommend changes as needed.
- Develop and recommend policies involving instruction in the professional and BS. Pharm. Sci. programs.

Space, Facilities and Safety Committee

Members: Cory Momany (Chair), Tony Capomacchia, Arthur Roberts, Tim Long, Joy Wilson

Responsibilities: Make recommendations to the department head on space and facilities issues; work with the Environmental Safety Division to ensure full compliance of the department to the standard guidelines and policy of the Government and University.

Overview:

The Space, Facilities and Safety Committee shall serve in an advisory role to the department head on matters relating to safety, facilities, and space allocation/utilization. The committee acts to maximize the efficiency of departmental operations, continually review space and facilities needs for teaching and research, and develop recommendations to address long- and short-term space and facility needs. Members will manage, in conjunction with the department head, how space, facilities, and staff are allocated. This committee also acts to ensure that the department meets or exceeds all relevant safety standards. Members of the committee will inform the department of safety issues and changes in university policy, oversee the safety instruction provided to new employees, provide assistance to PIs in the development of safety plans, and conduct periodic inspections of laboratories.

Composition of the committee:

The Space, Facilities and Safety Committee will include three department faculty and one staff member. At least one faculty will have a strong chemistry background and be familiar with chemical safety. Another member will have molecular biology experience for biosafety. Faculty members will serve three-year terms and rotate off the committee on a staggered basis. If a college safety officer from the department is appointed by the Dean, that person will also be a member of the committee.

Roles and Responsibilities:

- Promote safe laboratory practice in the department
- Advise faculty in questions regarding safety and chemical waste handling practices
- Monitor the training of employees in Right-To-Know laws, chemical waste management, and other relevant policies
- Present a lecture on safety to graduate students
- Carry out safety inspections as supplement to university inspections
- Develop recommendations, review and initiate changes in departmental policy to promote safety
- Make recommendations to the department head concerning assignment of space for research and teaching
- Make recommendations to the department head on space for major equipment
- Regularly review the physical environment allocated to the department and make recommendations for improvements
- Perform an annual assessment of safety within the department
- Provide an annual report to faculty
- Carry out other assignments as requested by the department head

College of Pharmacy Laboratory Checklist

P.I. _____

- Are door signs up to date?
- Are RTK forms up to date?
- Are MSDS available?
- Are HazMat Training certificates available and up to date?
- Are wastes collected in compatible, leak-proof containers with tight fitting lids?
- Is liquid waste stored in areas with secondary containment away from floor drains or sinks?
- Are waste containers closed with a properly fitting lid or cap, except when adding waste? (No funnel in the container unless the funnel has a spring-loaded lid)
- Are incompatible wastes kept separate from each other so that mixing is not possible?
- Is waste stored in a posted Satellite Accumulation Area that is near the point of generation and under your control? (No storage in hallways or public areas; waste is not moved to another laboratory for storage)
- Is each waste container marked with the words "Hazardous Waste?"
- Is there less than 55 gallons per waste type and less than 1 quart of acutely hazardous waste?
- Are all laboratory personnel handling waste or signing waste manifests properly trained? (Documented annual hazardous waste training is required)
- Have outdated and/or unneeded chemicals been disposed of as hazardous waste?
- Are lab personnel familiar with the process for requesting a waste pick-up by ESD?

College of Pharmacy Research Safety Policy

Date: October 21, 2011

Research experiments performed in the College of Pharmacy will follow all university policies and regulations. Ensuring a safe laboratory environment is the PIs responsibility.

A subset of relevant regulations is found in the following sites:

- Hazardous Materials and Chemicals: <http://www.esd.uga.edu/hazmat/geninfo.htm>
- Radiation Safety: <http://www.esd.uga.edu/rad/index.htm>
- Laboratory Safety: <http://www.esd.uga.edu/chem/safetymanual.htm>
- Biosafety: <http://www.evpr.uga.edu/biosafety>

Items not specified or otherwise covered in university policies that apply to experiments conducted within the College of Pharmacy include:

- Gloves shall not be worn beyond the particular laboratory in which an experiment requiring gloves is being performed. Gloves must never be found on persons in the hallways or rooms beyond a laboratory.
- Traps will be put on vacuum systems connected to the building systems.
- Equipment failure must be promptly reported to the Building Facilities Coordinator. Relevant equipment includes shared equipment, such as autoclaves, dishwashers, and distilled water supplies.

Vacuum systems within the college:

All connections to the house vacuum system must be suitably trapped to prevent liquids or hazardous materials from entering the system. If liquids are being collected, for instance by aspiration, a secondary overflow trap must be in place after the primary capture container. All vacuum lines must have a Whatman® Vacu-Guard® Filter or equivalent before the vacuum hose barb. For hazardous or infectious biological materials, a HEPA-type filter must be put in place between the samples and the vacuum hose barb.

Use of the house vacuum system with radioisotopes must include an in-line filter that has an appropriate technology to capture all volatile radioactive materials before entry into the vacuum system. Wipe tests on tubing interiors before and after that filter must be routinely performed.

All stand-alone vacuum pumps must be equipped with in-line filters that trap volatile hazardous or noxious vapors. No volatile or hazardous vapors are to be allowed to escape the vacuum pump exhaust unless the output is directed to a working chemical hood to draw the fumes outside.

Procedure for reporting unsafe laboratory situations:

In life-threatening situations or where material damage is likely to occur, the police or other emergency personnel must be contacted immediately (706-542-2200).

In the event of chemical spills, the Environmental Safety Division must be contacted immediately (706-542-5801).

In the event of radiation spills, the Radiation Safety Office must be contacted immediately (706-542-5801).

Following the contact of these groups or in non-critical situations, the Facilities Coordinator (706-542-5295) and the College Safety Officer must be contacted.

In situations not covered by other Federal, State or University rules, policies or guidelines, the Facilities Coordinator and/or College Safety Officer will first attempt to remedy the problem through communication with involved parties. In the event that the situation is not remedied, the safety issue will be reported to the appropriate department head. If the problem persists after involvement of the department head, the Dean of the College will be notified.

College of Pharmacy Safety-Related Procedures (abbreviated)

Emergency: Dial 9-911

COP Local handling procedures for non-hazardous wastes:

- Bio-hazardous waste should be autoclaved in biohazard bags (PIs pay for these; they can be obtained from CRS cat#675775) marked with the PIs name and should have autoclave tape prominently present to indicate that sterilization was attempted. Autoclaved bags should then be put in black trash bags and placed in the trash compactor behind Pharmacy South by laboratory personnel.
- Sharps waste should be collected in red plastic sharps containers (PIs pay for these; they can be obtained from CRS cat#709627). Filled containers should be kept until pickup is announced. The collection point will be identified and the sharps containers should be placed in the pickup location. A company will collect them for proper disposal.
- Broken glass must be put into cardboard glass boxes that have plastic liners (PIs pay for these; they can be obtained from CRS cat#709627). The glass should not be wet and the box should not exceed 60 lbs.
- Used chemical containers must be washed three times with water (or appropriate reagent). All remaining labels must be completely defaced (spray paint or removed). Plastic bottles can go into regular trash. Glass bottles are to be put in the broken glass box if small or transferred to the trash compactor behind Pharmacy South by laboratory personnel.

Chemical waste management:

CHEMATRIX is the database portal for filing waste pickups and managing wastes on campus. You must complete yearly training to complete waste pickup forms. Website: <http://chematix.uga.edu/Chematix/>

Hazardous Materials Manual:

This contains detailed information on how much and how to deal with hazardous wastes. Website: <http://www.esd.uga.edu/hazmat/pub/hmtfmanual.pdf>

Non-hazardous materials that can proceed into the normal waste streams:

Aqueous materials of the following are allowed to be poured down the sink with running waters. Solid materials can be put inside trash dumpsters. Mark with, "Non-hazardous." Website: <http://www.esd.uga.edu/hazmat/pub/nhcl2002.pdf>

Signs for doors:

Make a request directly to ESP for door signs. Website: <http://www.esd.uga.edu/info/help.htm>

ESD Contacts:

- Chad Jordan, Manager, Laboratory Safety, 706-542-3509 or cjordan@esd.uga.edu
- Bill Megathlin, Coordinator, Chematix Program, 706-542-3875 or bmegathlin@esd.uga.edu
- Chad Cheely, Environmental Safety Specialist, Chematix, 706-542-0106 or ccheely@esd.uga.edu
- Brian Adams, Manager, Hazardous Waste Program, 706-369-5706 or badams@esd.uga.edu

PBS Mentoring and Support Program

Members: James Bruckner (chair), Michael Bartlett, Dexi Liu, Vasu Nair

Responsibilities: Develop guidelines for mentorship; provide advice to junior faculty on career development, research, teaching and university policies; help junior faculty with composition and writing of manuscripts and grant applications.

Overview: The Department of Pharmaceutical and Biomedical Sciences (PBS) is committed to supporting the professional development of early career faculty by connecting them with senior faculty who can advise, guide and help them better understand the academic setting. The department believes that mentoring can address many aspects of academic life, ranging from balancing professional and family obligations to advice about professional milestones that must be reached in order to advance through the ranks.

Program Goals:

- Promote the development and advancement of junior faculty through a program targeted and tailored to the specific needs of junior faculty
- Provide advice, encouragement and support for junior faculty to become successful and productive members of the university community
- Help junior faculty achieve a sense of job satisfaction and become a valued member of the department

Mentor-Mentee Engagement:

The department is committed to identifying one or more appropriate mentors for all junior faculty members through the Department Mentoring Committee. Although the faculty-mentoring program is voluntary, participation is strongly encouraged.

Assistance will be provided as needed with teaching, student advising, establishing a laboratory and research program, graduate student recruitment and mentoring, manuscript and grant writing, promotion and tenure requirements and PBS/College expectations, and progress in reaching professional milestones.

Mentor-Mentee Meetings:

It is expected that the mentor-mentee will meet on regular intervals as deemed appropriate by the mentor and mentee. The mentoring relationship may terminate once the mentee has reached a satisfactory level or no longer benefits from the relationship.

Mentor(s) will provide an annual report to the PBS Mentoring Committee summarizing topics discussed and feedback provided, perception of the mentee's receptiveness to advice and responsiveness as reflected by actions/activities; and progress in correcting deficiencies. This information will be provided in writing to the mentee and the Department Head in time for the latter's consideration in preparing the annual evaluation.

Requirements for Mentor:

- Is caring and willing to assist with the mentee's career growth
- Is a good listener and provides feedback when necessary
- Is a sincere, honest and willing communicator who shares knowledge and experience
- Helps build self-confidence and offers encouragement through positive comments and support
- Is a good role model who teaches by example
- Is committed to making time for mentoring

Requirements for Mentee:

- Is enthusiastic and committed to the mentoring process
- Is receptive to feedback and guidance
- Actively seeks opportunity to learn
- Devotes time and energy to self-

Mentor Request Form

Department of Pharmaceutical and Biomedical Sciences

Name: _____ **Date:** _____

Work Phone: _____ **Email Address:** _____

Have you already identified a mentor? Yes ___ (*List the name, rank and affiliation*) No ___

Would you like to have a mentor with specific expertise? Yes ___ (*Please define*) No ___

Would you like to schedule an appointment with the Chair or Member of the Mentoring Committee?
Yes ___ No ___

Please list your career interests and research interests.

Please include things about which you would like to inquire.

Please list areas you would like your mentor to focus on (teaching, research, Students, promotion and tenure, paper or grant writing, career advancement...)

I agree to meet with my mentor at least once each semester.

Signature of Mentee

Date

Please return the signed form to Dr. James Bruckner, Chair of Department Mentoring Committee, 356 Wilson Pharmacy Building.

Social and Entertainment Committee

Members: Brian Cummings (chair), Eileen Kennedy, Cory Momany, Maegan Rudd

Responsibilities: Organize activities to reduce pressure and tension, and to enhance the desire of teamwork, innovation and lifetime achievement.

Overview:

The Social and Entertainment Committee will:

- Identify sites around Athens that are easily accessible to the majority of faculty that will facilitate interaction
- Plan events that do not require a significant time or travel commitment
- Organize at least one event each year that is family friendly and child appropriate
- Organize at least some events that are outside the College of Pharmacy
- Organize at least one “pot-luck” event at faculty homes.

Composition of the committee:

The Social and Entertainment Committee will include at least 3 faculty members and 1 staff member. At times, a graduate student representative may be included to facilitate appropriate faculty/student events. Committee members will be a mixture of both senior and junior faculty. Faculty members will serve 3-year terms and rotate off the committee on a staggered basis. The committee chair will be appointed by the Department Head and will serve on the Executive Committee.

Roles and Responsibilities:

- Facilitate social events designed to increase faculty interaction, decrease stress, and enhance departmental unity and team work.
- Plan and coordinate at least four faculty social activities each year. One of these should be the department holiday party. The majority of these will only involve faculty and staff. At least one event will be held off campus.
- Plan and coordinate one faculty/student social activity each year. This can be done in conjunction with a graduate student representative. Examples include picnics, tailgates or holiday parties.
- Work with the coordinator of the BS in Pharmaceutical and Biomedical Sciences, or other such individuals outside the college, to coordinate one faculty/undergraduate student social event each year.

Department Advancement Committee

Members: Phillip Greenspan (chair), Mandi Murph, Catherine White

Responsibilities: Identify internal and external opportunities for faculty, staff and students for awards and recognition; help the candidate in preparing application and submission; promote the interest of the department; identify opportunities for innovation and advancement of the department.

Goals:

- **Create a comprehensive list consisting of the following:**
 1. National and regional awards available to the constituents of the department. These awards include research and teaching achievement awards as well as small extramural research/teaching grants.
 2. Regional meetings that faculty/students should attend to increase the visibility of the department.
 3. Programs designed for visiting scholars to come to the department.
 4. Innovative programs in other academic units (inside or outside UGA) so that we may wish to adapt and improve such programs for PBS.

Tasks:

- Obtain the College's master award file from the Faculty Awards Committee
- Ask each PBC faculty to identify items 1-4 (listed above) in their specific area of expertise
- Fully compile UGA's awards and programs; this will be done by the Department Advancement Committee.
- Identify and help candidate to prepare and file application
- Create a web-based announcement for award submission opportunities, as well as promote awards and other recognition
- Gather information about funding opportunities for faculty as a whole or as individuals.