

College of Pharmacy and Health Sciences
Faculty Orientation Manual
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Mission and Vision Statements

University (<http://www.drake.edu/academics/policies>)

Mission Statement Drake's mission is to provide an exceptional learning environment that prepares students for meaningful personal lives, professional accomplishments, and responsible global citizenship. The Drake experience is distinguished by collaborative learning among students, faculty, and staff and by the integration of the liberal arts and sciences with professional preparation.

Vision Statement: Drake University will enhance its position as a premier comprehensive university in the Midwest and as a national leader in higher education for learning, faculty roles, and public service.

College of Pharmacy & Health Sciences (CPHS)

Mission Statement: The College of Pharmacy and Health Sciences provides an intellectually stimulating learning environment with collaborative learning among students, faculty, and staff. Graduates are liberally educated professionals who are dedicated to serving their clients, patients, profession, and community. The College emphasizes excellence and leadership in professional education, service, and scholarship.

Vision Statement: The CPHS will continue to be recognized for its innovation, demonstrating continuous quality improvement in teaching, scholarship and service, while boldly pursuing opportunities for breakthrough achievements within those same arenas. The College will uphold its tradition of preparing individuals to meet the expectations and challenges of health care practices, providing a balance between foundational scientific, socioeconomic, and practice theories along with meaningful, exemplary practice opportunities. Further, the College will fulfill its obligation to advance the level of health care knowledge and practice through scholarly endeavors, incorporating the efforts of all who define its learning communities and embracing the scholarly functions of discovery, innovation, application, and teaching.

University

A. Services and Departments: Initial Contacts

(Links to many campus services and resources may be found through blueView or on the www.drake.edu Drake website by clicking on Faculty & Staff, then viewing the links within each category). blueView is the Drake Portal System, available on the Drake home page in the upper right hand corner. A Drake ID number and password are required for entry into blueView. The department chair will provide you with this information. The use of blueView is basic to your work here at the University.

1. Human Resources: 1331 27th Street. The Point. 271-3133

You will need to visit HR your first day to complete I-9 and W-4 forms and determine the schedule for your Benefits Orientation session. A Drake photo ID (picked up in Olmsted Center, Student Life where your photo is taken and ID card is made) is necessary to use Drake facilities, such as the Bell Center (Recreation and Sports Complex), for faculty discounts at the University Bookstore, and to use for other activities. Important information for all Drake employees may be found on the HR blueview portal under Employee.

2. Facility Services/Keys: 1442 27th Street. 271-3775.

You will need to pick up and sign for your keys here. You will need to bring photo identification with you.

3. Commuter Parking Permit Purchases may be made in Student Accounts (Old Main) or the University Book Store or purchased On-line through the blueView Employee Tab.

Either of these locations will process payment for your permit to park in Drake employee parking lots as a commuter. Commuter parking permits should be purchased prior to the start of classes as they are for the academic year August - May (fee of \$160 for academic year 11-12). Parking permits may be purchased on-line with a credit/debit card—check the blueView Employee tab, parking registration channel for more information.

Parking spots close to the science buildings are available for clinical faculty who may only need to be on campus for a short time. (Pickup up a special window sticker from Marilea Chase to use these spaces.) These spaces still require the purchase of a commuter parking tag. Be mindful that there are parking lots specifically designated as either overnight parking or commuter parking. You do have the option of not purchasing a commuter parking permit and parking as available on side streets and walking.

4. Cowles Library (www.library.drake.edu)

Jane DeWitt, Associate Professor of Social and Administrative Pharmacy, is our college's library liaison. She can provide information to you for scheduling class instructional sessions or for a personal orientation session to the library and their website. Orientation may cover a tour of the facilities, information on website access using the COMPASS program, review of electronic resources, and review of the Uncover program which is a web-based document delivery service that employees have access to instead of relying on interlibrary loan. Please note the following services available to you as a faculty member:

- Request interlibrary loans by filling out the online form located on the Cowles website.
- Request library books, personal copies of books and/or photocopies to be placed on reserve at the Circulation desk. You can request books be purchased for the library collection by submitting the request to your department chair.

- Check out items for the entire school year. The exceptions are for browsing books or items requested by another patron.
- The college does not support print handouts for class instruction therefore, have your electronic resources archived in the Drake Digital Repository by contacting Claudia Frazer (x3776).
- Using the College's copy card, you can make copies at the library. These copies are charged back to the college. (See Joyce Sharp or Mary Jane Murchison for a copy card.)
- Check out books at the circulating law library materials (with a Drake ID), access most of the databases (a few have licensing restricting use only to members of the law school but most do not), and get reference assistance. Some of the databases and other materials dealing with health and pharmaceutical law, the FDA, etc. may be of particular interest. (home page is <http://www.law.drake.edu/library>)
- Access pharmacy specific and other subject specific portals on the Cowles website under "Research Tools" menu bar.

It is suggested that you include the Cowles Library webpage on your course syllabi if you require extensive use of the library for your course/s.

Our science/pharmacy liaison position is currently vacant for the library. Kris Mogle (4819) handles e-reserves for coursework supplemental materials available on-line to students. ***Faculty are highly encouraged to use e-reserves as a part of the university's go-green initiative.***

5. Telecommunications: 271-1811.

If you have your own on-campus office and direct telephone line, telecommunications will set-up a voice mail account for you at your office number. You will be given instructions on personalizing your voice mail with your name and any additional information you might like to provide callers. If you need further assistance on the Drake phone system, contact telecommunications or Marilea Chase, Administrative Assistant.

6. Olmsted /Student Center

A student lounge area, coffee shop & café, Student Services office, and ATM machine are located here. The Terrace cafeteria and Bulldog Theatre are located in the basement. A number of conference rooms including Parents Hall and the Drake Room are located on the upper level.

7. University Bookstore. 3003 Forest Avenue. 274-3401.

You may purchase books for your use directly through the bookstore as well as ordering books for your classes, if needed. If you are purchasing books related to your teaching and planning to use College funds, please obtain permission from your department chair prior to your purchase. Your Drake faculty ID entitles you to a discount on items purchased. You will need to contact the bookstore to reserve your academic regalia (hood, cap, gown) for graduation ceremonies.

8. Bell Athletic Center (across from the Field House). 271-3173.

You can reserve a locker on a yearly basis for a nominal fee. The Wellness Center offers a number of classes throughout the academic year. You can receive personal wellness and physical fitness training if you are interested. Use of the center by a spouse or dependent is available for a nominal membership fee. Personal wellness screenings are available as a part of the University benefit program for Drake employees who elect Drake health insurance coverage with the wellness plan.

B. Resource Materials available for faculty under “Academics” on the University web-page are accessible at: www.drake.edu/academics/. Included are links to each college, the academic calendar, links to Student Records and Academic Information for FAQs, course/exam schedules, commencement information, and related information. University policies are located at www.drake.edu/academics/policies, or on the left hand links of the academics page. These policies include:

1. Academic Charter of the University.
2. University Faculty Manual
3. Drake University Mission and Vision Statements
4. Drake University Statement of Principles
5. Drake University Strategic Plan
6. Drake University Policy Statements
7. Business Procedures Manual
8. Institutional Review Board
9. Student Handbook
10. Other important resources:
 - a. D-Book: Faculty and Staff Directory is available in *blueView*, Drake’s faculty, staff and student portal system. It is also available from the website at this address under the people search function at the top of the website: <http://www.drake.edu/about/siteinfo/directory.php>
 - b. Drake University General Catalog for both undergraduate and graduate programs. <http://www.drake.edu/catalog/ugrad/index.php> or <http://www.drake.edu/catalog/grad/index.php> or the college specific catalog at: <http://www.drake.edu/catalog/ugrad/cphs/index.php>
 - c. Class registration, enrollment information, grades, student photos, and advisee lists are maintained on the MyDUSIS system. Your link to MyDUSIS in on your homepage in *blueView* in the upper right hand corner.
 - d. Searching the Drake website: If you are searching for information specific to Drake University , you may find it faster to do a website search from the Drake homepage search link in the black upper tool bar.

College (<http://www.drake.edu/cphs>)

A. Tour of facilities and introduction to personnel

In addition to immediate college areas, the classrooms and meeting rooms commonly used should be toured with your department chair or designee. For clinical faculty, you will have access to a shared working office area for your use while on campus. Each faculty needs to provide a core set of information for their individual web page. This should be discussed with your department chair.

B. Staff and responsibilities:

1. A college organizational chart and explication that describes administrative and staff responsibilities is included in the CPHS Faculty Handbook.

2. Individuals and areas of responsibility

- Renae Chesnut, Associate Dean for Academic and Student Affairs. Dr. Chesnut will discuss her role and discuss the faculty's role in student advising, and other student issues.

- Chuck Phillips, Assistant Dean for Assessment. Dr. Phillips coordinates the strategy for collecting and analyzing results from the college's various assessment processes (ex. Student IDEA center evaluations, AACP surveys, etc.)

-June Felice Johnson, Department Chair, Clinical Sciences (Practice faculty). Dr. Johnson is the academic and administrative leader for the department. She will set up regular meetings with you for the first year to assure your progress and discuss your academic goals for the year.

- Bob Soltis, Department Chair, Pharmaceutical, Biomedical and Administrative Sciences. Dr. Soltis is the academic and administrative leader for the department. He will set up regular meetings with you for the first year to assure your progress and discuss your academic goals for the year.

- Denise Soltis, Assistant Dean for Clinical Affairs. Ms. Soltis will discuss the faculty and preceptor roles in our experiential program, program goals, rotation student evaluation system, preceptor training, and related issues. She will review the E*Value system -- our web-based portfolio system for the experiential program. Information about our experiential education office, programs, and preceptor resources may be accessed via the "experiential" tab or the practitioner tab on our college website toolbar.

-Faculty mentors for the college are assigned by department. They are Linda Krypel, Carrie Koenigsfeld, and Geoff Wall for Clinical Sciences, and Craige Wrenn and Chuck Phillips for the Pharmaceutical, Biomedical, and Administrative Sciences. Mentors will meet with new faculty on a regular basis to assist with departmental and institutional acclimation, develop goals and action, consult on time management, course syllabi, teaching strategies, classroom/clinical site observations, research and scholarship opportunities, as well as provide a context for professional networking and personal development. When you meet with your Department Chair, you will find out more about the mentoring program and who your mentor will be. More detailed information on the faculty mentors and mentees responsibilities are in the appendix.

- Course coordinators. If applicable, you will need to meet with the course coordinators for the courses you will be teaching to review the course format, teaching responsibilities, student evaluations, and assessment of learning. It is *highly recommended* that you visit various colleague's classes to familiarize yourself not only with content in related courses but also with course management, teaching pedagogy, and classroom management issues.

8. Highlights: New faculty information

Absences:

Absences due to illness should be reported to your Department Chair and to Mary Jane Murchison. Planned absences regarding personal or professional travel, including attendance at professional meetings, should be requested by completing a "**Request for Absence from Campus**" form available electronically. If approved by your department chair, it will be maintained on the college master calendar by Mary Jane Murchison. This allows the administrative assistants and secretaries to handle any calls from students or others during your absence and verifies your absence for university purposes. Extended absences, such as planned maternity leave, require discussion with your department chair, completion of FMLA forms (see under Policies and Information on the Employee Tab in *blueView* and the HR website), and contact with HR for planned absences. If your absence is for travel and you need to request offset funds, you need to complete a "**Travel Expense**" form

prior to your absence. This should also be sent to your Department Chair for approval PRIOR to your trip.

For twelve-month employees who earn **vacation** time, planned absences for vacation must be requested using the same “**Request for Absence from Campus**” form. This information is reported on a monthly basis to payroll for appropriate accounting to appear on your paycheck stubs. Use of vacation time/days out is reported to Mary Jane Murchison who places also absence information on the college vacation and days-out calendar. Twelve month faculty will enter their vacation time on the University Leave reporting system monthly and submit to the college approver by the 2nd day of the month. Mary Jane Murchison or your department chair will show you how to access the leave reporting system.

Advising:

All faculty are required to participate in academic advising of students enrolled in the college. Renae Chesnut is responsible for this area and coordinates assignment of advisees in consultation with the Department Chairs. Students are required to meet with their advisor at a minimum of once/semester for each semester of their first two years of the pre-pharmacy program, during the third year of the professional program and as needed at other points during their academic careers. Health Sciences students are required to meet with their advisor during the first semester of enrollment and as needed during the remainder of their education. Information describing the faculty and student roles in our advising program may be found in the student handbooks under Academic Advising. Information on the Drake Curriculum that will guide discussions with your advisees can be found at <http://www.drake.edu/dc>.

Animal Vivarian:

Liz Stucker is the animal caretaker for the College and some ancillary departments. Liz is located in Cline Room 17. She is actively involved in maintaining appropriate facilities for research animals and is a member of the Institutional Animal Care and Use Committee. Liz is assisted by an Animal Care Technician Timothy Johnson.

Audiovisuals:

The College has laptop computers, a portable LCD projector, a video camera, audio recorder, clickers, and other electronic equipment for use by the faculty. These should be reserved by contacting Joe Scavo at 271-4604. Please let Joe know if you need training on any of these items.

Additional audiovisuals can be ordered from Media Services. There are two forms that can be found on the Drake Media Center web page www.drake.edu/dtc/. The “AV request form” should be completed in order to reserve any needed audiovisual materials. This should be done as far in advance as possible. If they are able to meet your request, you will receive a confirmation by email. The “AV setup form” should be completed if you wish Media Services to set up your audiovisuals in the classroom. As indicated you will need to know date, time, and classroom in order to reserve these materials.

Blackboard and e-Reserves:

As a part of the Drake Go-Green initiative, faculty are should provide as much of their course information as possible electronically through BlackBoard. The College does not support print handouts by faculty for

classroom instruction. Handouts should be made available to students through BlackBoard or by e-reserves. Kris Mogle (4819) at Cowles Library will assist you with making materials available with e-reserves as well as aiding in copyright questions. Please call the Help Desk at 3001 for assistance with BlackBoard. Additional information is available on the website at:

<http://www.drake.edu/it/instructional/blackboardfaculty.php>

Business Cards:

An initial set of business cards will be ordered for the faculty member upon arrival at Drake University by the college secretary Mary Jane Murchison. A basic template is utilized and may be modified to fit the faculty member's individual situation. Reorders should be approved by your department chair.

Collaborative Education

Institute (CEI):

The Collaborative Education Institute (CEI) modules have been developed for preceptors use. These are essential for new Clinical Science faculty to complete. These should be completed BEFORE precepting students on either Introductory Pharmacy Experiences (IPE) or Advanced Pharmacy Experience (APE) rotations. They are located at www.ceinstitute.org. Instructions for log in can be obtained from the Experiential Education office through Kathy Schott at 4016 or email kathy.schott@drake.edu

Classrooms:

Classroom scheduling is handled by contacting Kevin Moenkhaus (x3902) in the Student Records office. If you need further assistance with room requests, please talk to the college secretary, Mary Jane Murchison or administrative assistant Sharyn O'Connor-Beener. The University uses room scheduling software that matches course needs to room inventories. A worksheet will be distributed by the college prior to each semester for each faculty to complete when scheduling a class. When reserving rooms not related to coursework, you will need to know the day, time, event, and number of people expected in order to assist one of the secretaries or administrative assistants in scheduling a room. When scheduling College proprietary rooms (Cline 127 conference room), HI 19B, or HI 119 (computer lab)), please contact Mary Jane Murchison. For other rooms, please contact the Student Records Office. Please recheck the Room Scheduler link in *blueView* prior to your event to make sure the reservation is still accounted for.

Plan to visit any classroom you are scheduled to teach in ahead of time to determine if any additional audiovisual equipment needs to be ordered.

Class lists:

Class lists of registered students with pictures are available through the blueView Portal under MYDUSIS by selecting the Faculty and Advisors Menu. You must select the correct semester to view your current class list.

Cline 206:

Cline Hall Room 206 is the main multimedia classroom in the Cline (Pharmacy and Science) building. This classroom is equipped with a standard overhead, slide projector, videotape, DVD & CD player, PC & Mac computer for Powerpoint presentations, and an ELMO document projector. Please try out this equipment prior to using it for the first time.

If you have difficulties using the equipment, you should call Joe Scavo at 271-4604 or Brad Toussaint 271-2687.

Break Rooms:

All buildings have a microwave and refrigerator available. Faculty and staff contribute to supplies available in the break room such as coffee etc. Check with the staff in your area on the procedures for use, donating etc.

**Computer
Lab HI 119:**

Our college supports its own computer laboratory, located in Harvey-Ingham 119. In addition to computer workstations, other equipment such as an LCD projector and overhead projector are available for classes held here. This laboratory is used to teach pharmacy classes so reservations are required for other uses. When not in use for class, the laboratory is open to faculty and students. Electronic resources available in the laboratory include Micromedex, Facts & Comparisons, Clinical Pharmacology, Lexicomp handbooks and a number of other resources.

**Computing
Support:**

Joe Scavo is our Systems Administrator and provides computer support services to the College. Joe is responsible for maintenance of the computer laboratory HI 119 as well as the remainder of the computers in the College. Joe is also a good resource for helping with service and teaching endeavors that are dependent on technology.

**Cline Conference
Room:**

The college has a conference room located in Cline Room 127. This conference room is available to all faculty. Scheduling is arranged through our Mary Jane Murchison or Sharyn O'Connor-Beener.

D-Book:

The electronic Faculty and Staff Directory is available in *blueView*, Drake's faculty, staff and student portal system under the Drake Search Channel or it is available on the website through the upper right hand corner by completing a people search:
<http://www.drake.edu/about/siteinfo/directory.php>

Exam Grading:

Tests forms (similar to Scantrons) may be used for multiple-choice/multiple-answer exams. The test forms and instructions are available in the Fitch 105 office from Mary Jane Murchison. Forms may be processed by Mary Jane Murchison or by the course instructor. Directions for uploading the information into Blackboard is available at <http://www.drake.edu/it/instructional/blackboardfaculty.php>

Fax machines:

Fax machines are located in Cline 106 (fax # 271-4171), Fitch 106 (fax # 271-1867), and Olin 452 (fax # 271-4569). Incoming faxes, if identifiable, will be placed in your mailbox or left on the counter. Faculty members are usually responsible for sending outgoing faxes.

Fitch 102:

The Davidson Pharmacy Practice Lab was extensively renovated in 2008-2009. It is a state of the art prescription and pharmacy processing lab designed to model a retail pharmacy. It has a PDX processing system as well as a Parata automated dispensing machine. Students can complete all aspects of community pharmacy practice in the lab, from entering patient information, processing and filling prescriptions, billing insurance, verifying prescription accuracy, and counseling patients.

Requests for use of this room must be made and approved in advance. The form to request use of this room may be found at www.drake.edu/cphs/forms.php. This form is submitted to Heidi Price-Eastman, Pharmacist in Charge.

Grants:

Information on grants, grant proposals, and Drake Grant procedures are available from your department chair or Jayne Smith (ext. 3788) in the Sponsored Programs Office. (<http://www.drake.edu/academics/grants/>). All grants proposals must be approved by your department chair before submitting to the dean for signature.

HI 19B:

This classroom is mainly used for small classes or practicums. Faculty may schedule meetings through our administrative assistants based on room availability.

Honor Code:

In accordance with the mission of health-related professional practice and research, the Drake University College of Pharmacy and Health Sciences aims to inculcate professionalism in its students so they may provide quality care to society. Students, faculty and staff (collectively known as "members of the College community") in the College of Pharmacy and Health Sciences represent themselves, the College and the health care professions in all of their actions. As future practitioners and researchers, students will be expected to adhere to a high level of professionalism. The concept of professionalism includes an implication that members of the college commit themselves to the pursuit of truth. Therefore, one purpose of the Honor Code is to foster and promote an atmosphere of trust and ethical and professional behavior, not to create an uncomfortable academic environment.

The Honor Code asks that students and faculty act honorably in their interactions with other members of the College community and hold themselves to the same standards and expectations as their peers. If a student or faculty member commits an act of academic dishonesty or unprofessional behavior, he or she violates the Honor Code, breaches the trust of the College community and defames the name of the College. The consequences of a student violating the Honor Code may include being dropped or suspended from the College, or other appropriate sanctions. By having the option of removing students who willfully violate the trust placed in them by the College community, the College can help secure a community of trust free from suspicion of unprofessional behavior. Failure to self-report an Honor Code violation, or having knowledge of an Honor Code violation and failing to report it are acts that are themselves Honor Code violations.

This document was approved and is effective for all members of the College community.

The entire honor code is available at:

http://www.drake.edu/cphs/policies_handbooks/honor_code_0910.php

A copy of the complete honor code also is appended to this manual.

New faculty will discuss the Honor Code with their respective department chair. New faculty will sign the Honor Code. A copy of the signed pledge sheet will be kept in your personnel file.

Mail: Outgoing mail is picked up in Cline 106 twice daily (late morning and early afternoon). Incoming mail will be sorted and placed in your faculty mailbox in Fitch Hall. Mary Jane Murchison can assist you with the location of your mailbox. Mail and packages requiring a signature may be delivered to the Campus Mail Services at 1222 24th Street. Deliveries from UPS and FedEx are received in the Fitch office. **Overnight mail** can be given to Mary Jane Murchison or her designee to prepare. Federal Express requires 2 hours notice and therefore they must receive your mail by 2:30 p.m. in order for it to go out that day. UPS and priority mail may also be utilized, so please ask the administrative assistants for more information. The cost of overnight mail will be charged to your department.

Name tags: A Drake University nametag will be provided to all new faculty for use at Drake University functions. Reorders for lost nametags and/or new titles should be approved by your department chair.

Office Supplies: Office supplies are kept primarily in the Fitch Office. Pens, pencils, computer disks, markers, overhead markers, envelopes, paper tablets, file folders etc. are available. Faculty may take supplies as needed. Please let the office staff know when supplies are getting low.

Other Expenses etc: All expenses should be approved by your department chair prior to ordering any needed supplies, books, or processing memberships, subscriptions, registrations etc. Once you receive approval from your Department Chair with an account code, forward to Joyce Sharp for processing. Please specify if the purchase is to be used for classroom instruction purposes.

Some items may require a direct pay reimbursement. Electronic forms are available for you to complete your reimbursement request. Be sure to save, itemize, sign/date, and write the purpose for the expense on ALL receipts to verify these expenses. **The University will not reimburse for purchase of alcoholic beverages.**

Mileage reimbursement rates for the University are available on the HR link. The least expensive option (mileage reimbursement versus renting a car should be chosen.

For a complete reference of the University guidelines in this area, please refer to the Business Procedures Manual at http://www.drake.edu/busfin/policies_folder/policies_index.php.

Paychecks : Faculty are paid monthly on the last working day of the month. A record of your paycheck details is available on MYDUSIS through the employee link.

Your first paycheck from Drake University will be a hard copy check sent to your department. After that all deposits will be made electronically.

Photocopying:

Photocopiers for routine copy jobs are located in Cline 106 and Fitch 105. (Please use the Fitch copier for large jobs). A photocopy request form is located in Fitch 105 and should be completed, paper clipped to what needs photocopied, and placed in the work study box. Examinations should be given **directly** to Mary Jane Murchison. Once examinations are completed they will be either kept locked up in the secretary's office or placed in your locked office.

Plastic photocopy cards for use at Cowles library are available for faculty. With approval of your department chair, Joyce Sharp or a designee will request a copy card for you. Charges will be billed directly to your department's account.

Posters

The College has an HP printer for creating posters for faculty presentations at meetings and conferences. This is located in the Fitch Hall administrative work area. The 36 x 60 poster template is available on the College faculty and staff website at <http://www.drake.edu/cphs/forms.php>

Printshop:

Very large print jobs (such as multiple page exams and assignments for the larger lectures) can be handled by Mary Jane Murchison through OfficeMax Impress. Please contact her directly on submission of your print jobs to her electronically. The expenses incurred via OfficeMax will need charged to a Drake account. The use of print shop services should be pre-approved by your department chair. Professional posters can be prepared on college equipment housed in Fitch Hall.

Refrigerated Items:

Refrigerated items may be kept in the small refrigerator in Cline 106 or Fitch 105. Please make sure that you remove used items promptly in order to avoid spoilage and unpleasant smells. Alcohol may not be kept in these refrigerators without special permission.

Syllabi for Courses:

As you prepare to teach a course, please consult the syllabi guidelines in the appendix. Faculty who serve as instructors of record for didactic courses are responsible for syllabi in compliance with the syllabi guidelines located in the Appendix.

Travel Expense Reimbursement:

All faculty receive funds for individual faculty development. The amount should be communicated to you by your department chair. **(See Faculty Handbook for policy on distribution of funds)**

All requests for travel reimbursement should be recorded on a "**Travel Expense Report**" electronic form. This form should be completed, signed, and given to Joyce Sharp along with your original, itemized receipts for ALL eligible expenses, an account code (or indication that expenses are for faculty development) and department chair approval. The University does not reimburse for any alcohol purchases. Joyce Sharp will review the information in case clarification is needed and forward to accounting for processing. Drake University has a per diem policy for meals and incidentals that will be followed. There is a link on the college web page under Helpful Links.

Please review the Business Procedures Manual at prior to your first trip so that you understand what expenses will be reimbursed.

Voice mail:

Drake voice mail is available for all faculty who have on-campus offices. For assistance please check the website for personalizing your voice mail message on your office phone (<http://www.drake.edu/it/telecomm/>) Click on the Getting Started with Xpressions link on the left menu. Voice mail should be available at the practice sites for those faculty that have off-campus offices. To check your messages for your campus telephone from off campus dial 271-3891 and follow the instructions.

9. Resource Materials:

Many links to materials, policies, student handbooks, Honor Code policy, curricular changes, and other information may be found on our college web page on the “Resources” link. There is also a section on the Faculty portion of the CPHS web page labeled Faculty Development where various resources are located.

10. College calendar

Many activities and events relating to college events, faculty meetings, student organizational meetings, and professional meetings are listed on the college’s calendar. It may be accessed on the “events calendar” link on the College web page.

Important activities for the college that faculty need to note include (but are not limited to) the following:

White Coat Ceremony: Conducted immediately prior to the start of the academic year for students entering the professional pharmacy program (P1 year).

Health Sciences Meet and Greet: Held in the fall for the students and faculty to get together casually. Has been an informal meal.

Residency showcase: Organized by the student ASHP organization. Faculty have the opportunity to talk to students about residency programs. Fall.

Employer Career Fair and Interview days: Potential internship employers visit campus to interview pharmacy students for available positions. That evening there is an Pharmacy Career Fair (employers and residencies) and the following day, interviews for P4. Fall.

Preceptor showcase: A gathering of preceptors who meet with groups of students at specified tables to discuss their rotation; assist students in making rotation choices. Fall.

Pharmacy & Health Sciences Day: THE major professional activity of the year for the college. Coordinated and planned by students. Features poster sessions, guest speakers, awards, special interest tracks. Spring.

Weaver Medal of Honor Lecture: This annual lecture is delivered by the Weaver Medal of Honor Recipient. The lecture is held on the Wednesday of Drake Relays Week. The Weaver Medal of Honor is the college’s highest honor recognizing an individual who has fulfilled one of the following criteria: the individuals efforts have advanced the education, research, or outreach mission of the college for the benefit of human health; the individual has created or helped promote a program of excellence in the college; the individual has made a substantial impact on the profession of pharmacy, or the individual has provided to the college significant financial resources that have supported strategic change and progress.

Health Sciences Senior Capstone Presentations: Student presentations of their culminating projects for their respect tracks in the major.

Graduate Seminar and Recognition Ceremony: This was a new event offered in Spring 2010 combining information for the P3 students and JR Health Sciences students for the next year as they begin the job search. In addition, all were recognized with a “pin” for celebrating their move into the experiential senior capstone experiences for their degree program.

PharmD Hooding ceremony: All students who have graduated attend with their families and receive their hoods prior to the University's graduate ceremony the following day. All faculty are expected to attend.

Health Sciences Graduation Celebration: This event was held after the hooding ceremony and before the President's Graduate reception. This event honored each health sciences student who was completing their course of study for their degree.

Graduation: All faculty are expected to attend graduation ceremonies to recognize and support our accomplished students as they receive their undergraduate or graduate degree.

All Pharmacy Reunion 2011: This was a new event welcoming all alumni back to campus during the Drake Relays 2011. Plans for any future event will be announced later

DEPARTMENT

A. Job description. This will be reviewed by your department chair.

B. Faculty Workload

Workload Assignments

Teaching workload models are defined by the department chair in collaboration with department members. Individual faculty workloads are then determined in conjunction with the department chair based on the departmentally endorsed teaching workload model. Equitable workload assignments include teaching, scholarship, and service. Faculty may obtain a copy of the current workload models from their department chair. Working premises regarding the establishment of workloads in the departments are:

- 1) Delivery of the curriculum (courses, topics and experiences including experiential education) is a priority.
- 2) Workloads need to be equitable for faculty of all ranks.
- 3) Given the variety of courses and experiences in our College's programs and departments and the needs of the university (FYS, Honors, AOI's, Service Learning), a singly defined or standardized teaching load is not possible. Teaching loads and assignments need to reflect the curricular outcomes, be flexible, and reflect all types of education practices within the college.
- 4) Faculty must have opportunities to develop for promotion and tenure. Faculty must participate in teaching, scholarship and service.
- 5) Faculty must be adaptable to changes in the curriculum and to new teaching practices.
- 6) Senior faculty are likely to assume greater leadership and mentoring roles.

Workload expectations

A. Teaching

- 1) Teaching is a core focus for faculty, the College, and the University.
- 2) Teaching is valued in all formats and includes didactic, recitation, practicum, experiential and undergraduate research.
- 3) All faculty must be deemed excellent in teaching.
- 4) Workload must be equitable, allowing each faculty member the opportunity to demonstrate excellence

B. Scholarship

- 1) Scholarship is required of a faculty member and is strongly supported by the College
- 2) Regardless of rank, time and effort must be devoted to this activity and should be comparable among those in a given track (tenure or non-tenure).

3) Expectations and productivity may be different depending on rank and departmental model.

C. Service

- 1) Service is important as a means to govern and improve the academy and the professions.
- 2) Service includes college, university, professional and community service
- 3) Each faculty member is required to provide some level of service
- 4) Service requirements are expected to increase as a faculty member progresses through the ranks
- 5) A faculty member should not expect a significant change in workload in other areas when higher levels of service are needed or sought.

Faculty Responsibilities

Teaching. The teaching load of each faculty member is determined by a number of factors, which include, but are not limited to, the following: disciplinary expertise, commitment to research/scholarly activity, and administrative responsibilities.

Teaching Loads.

Assignment of teaching responsibilities is the primary responsibility of the appropriate department chair in consultation with individual faculty members and the dean. Although the College encourages faculty to develop courses for non-College programs (e.g., Honors Program), these types of courses should be approved by the appropriate department chair, and if appropriate, the applicable University committee prior to the submission of any such course proposals. College approval of such course offerings by faculty shall be contingent on the programmatic needs and personnel resources of the College.

Academic Advising. Advising responsibilities for faculty are assigned by the Associate Dean for Academic and Student Affairs in collaboration with the appropriate department chair. Faculty members may also be asked to serve as advisors to various student professional organizations.

Service Responsibilities. Each faculty member may be asked to serve on university, college, or department committees. Assignment to college and/or department committees is a joint responsibility of the dean and department chairs. Although each faculty member is expected to assume a fair share of service activities, every attempt shall be made to ensure that service responsibilities do not detract from faculty members' commitment to teaching and research/scholarly activity. The College definition of service is provided in Appendix I.

Professional Activity. The College encourages faculty to participate in professional organizations, community service, and outside consulting activities. Although these activities represent private activities of individual faculty members and are not subject to University regulation, it is expected that the extent of these activities will not interfere with a faculty member's ability to effectively discharge his/her University responsibilities. Refer to section 2.6 for required communication of these activities.

Consulting and Outside Activity*. The University endorses consulting activities by faculty members. In general, consulting activities should not exceed one in five days per week. Faculty members desiring to engage in consulting activity must have the permission of the appropriate department chair and/or dean. Each faculty member must report, in writing, on an annual basis the nature and extent of all consulting activities and other outside professional activities to the appropriate department chair. Normally, the

information concerning these activities would be included as part of the annual activity report submitted by faculty. Refer to the University faculty handbook section: <http://www.drake.edu/academics/policies/pdf/other.pdf>

C. Guiding Principles for Work/Life Balance

The College of Pharmacy and Health Sciences faculty endorsed these Guiding Principles on June 29, 2011 as a proactive stance on maintaining a balance of professional work, family, and renewal for meaningful personal and professional lives for faculty and staff.

Communications.

- All emergency communications (communications mandating an immediate response or action) should be completed either in person or by telephone.
- Our culture values an open-door approach to community. However, if an office door is closed, recognize this as an unspoken message that focused work is being completed and should not be interrupted unless it is an emergency.
- All members of the College community respect each other and the need for all to focus on their work. Hallway conversations should be conducted in true hallways rather than directly across from faculty offices or in staff workspaces.
- All communication is to be completed in a professional manner. The honor code applies to all faculty and staff.

Email.

1. Members of the College community are requested to check their email twice daily such as once in the morning and once in the afternoon. It is recommended that you close your email client unless it is your scheduled time to check email to facilitate in person work and project completion
2. All members of the College community are committed to respond to email in a timely manner (2 business days). Emails, telephone calls or office visits to follow-up on an unanswered email may occur after 2 business days. Exceptions will be made for scheduled professional or personal absences or circumstances that prohibit routine email access (i.e. international travel).
3. No member of the College community is expected to acknowledge or return emails in the evenings, on the weekends or during holidays.

Meetings.

1. The College Faculty Meetings will be announced at the start of each term period (fall semester, spring semester and summer). These times will be determined based upon the teaching commitments of faculty and will be limited to one hour.
2. All College committees are encouraged to circulate an agenda 1 week prior to the meeting unless the individuals involved agree to another time frame (the point is to allow members enough time to prepare). Meetings should address items on the agenda and address other items if time allows.
3. All meetings should start on time and end on time.
4. All meeting participants should commit to prepare by reading the materials and reviewing the agenda prior to the meeting.
5. No synopsis of preparatory materials will be provided during the meeting.
6. When appropriate, meetings will be run strictly using Roberts Rules of Order. Full attention will be given to the meeting with all members being present and participatory. This means that we give our undivided attention to the situation at hand and will refrain from side conversations, checking email or cell phones or completing other work. Emergencies necessitating this type of action occur rarely. If necessary, individuals are encouraged to excuse themselves from the meeting or conversation to deal with urgent issues.

7. College committee meeting should end with an action plan for work to be completed prior to the next meeting. This action plan should include what must be completed, who is responsible for completing that activity, and the form that the report back to the committee will take.
8. It is recommended that one member of the college committee be identified at the beginning of each meeting to take minutes. Minutes will be distributed to all members and copied to the Dean's assistant preferably within 1 week of the meeting for placement on the server.

Work Commitment.

1. Our culture values an open-door approach to community. However, the University faculty manual requires faculty to have explicit office hours. All faculty are highly encouraged to schedule and publicize office hours. This approach provides a specific time frame to accommodate student learning needs, advising appointments, and mentoring functions. This time can be "blocked" on the faculty member's schedule. When there are no student needs to be met, this time is freed up to work on other priorities.
2. In order to provide adequate time for scholarship and research and to prioritize it for career success, all faculty are highly encouraged to schedule time for research/scholarship meetings. Faculty cannot choose to override their teaching commitments. Likewise, faculty should not be asked to override their scholarship/research commitments.
3. All members of our College community are encouraged to evaluate their professional service commitments to the University and/or their practice sites. Professional committee service to the University, profession or to practice sites (committees or project groups) should be balanced with a faculty member's other responsibilities.

Renewal.

1. Members of our College community are encouraged to "take a short break" every 90 minutes throughout the day for renewal.
2. Members of our College community are encouraged to take time away from their desk for lunch or exercise.
3. All members of our College community should take their vacation. Faculty and staff should be cross-trained as necessary to provide for smooth continuous service to constituents during vacations and leaves.
4. Members of our College community are encouraged to take sabbaticals when they are eligible.

D. Contractual/affiliation agreements (*for practice department faculty with responsibilities for experiential teaching*). This will be reviewed by your department chair.

E. Faculty development

1. Purpose: Teaching, service, scholarship
2. Your faculty development plan and goals. This should be reviewed with your department chair. Both the Department Chair and the departmental mentors will assist you in succeeding with your plan and achieving your goals.

The College of Pharmacy and Health Sciences offers internal faculty development and scholarship funds from the Jorndt Faculty Development Funds and the Harris Research Funds.

This funds have application processes and are awarded on a rolling basis. Detailed information on these funds are found in the appendix.

3. Mentoring

- The College has developed a more structured approach to mentoring with the appointment of department mentors. As background, the following are guidelines for mentoring which are excerpted from an AACU publication entitled Building the Faculty We Need, 2000:

"What a mentor **is**:

- One who empowers, encourages, and supports his/her mentees
- One who is an advocate for the mentee in the department, at professional meetings, etc.
- One who encourages and values good teaching
- One who expects mentees to have their own ideas and needs
- One who can provide information about what an academic career in this field involves
- One who can help point the mentee in an appropriate direction to find resources for better teaching, for finding employment, for professional development, etc.
- One who is reasonably available
- One who actively listens
- One who expresses positive expectations
- One who shares his/her own experiences when relevant and without removing the focus from the mentee
- One who is a positive role-model for the mentee
- One who encourages the mentee to reflect on his/her own experiences
- One who takes time to think carefully about the mentee's needs and goals
- One who can be trusted

What a mentor is **not**:

- One who must know everything about teaching to be helpful
- One who must guide the mentee in all aspects of the mentee's professional and personal development
- One who is shaming, manipulative, arrogant, controlling, or domineering
- A parent
- One who is responsible for all aspects of the mentee's success or failure
- One who takes sole responsibility for defining the mentoring relationship."

4. Peer review

A peer review process has been adopted by the college. It enables a more experienced colleague to review classroom activities and provide feedback useful for self-growth and goal setting. College faculty have agreed that annual peer review will be conducted for new faculty to assist in development and enhancement of teaching skills. The Faculty mentors visit the classes of new faculty and conduct a pre- and post-class interview to assess classroom performance. A published peer review instrument is used as a basis for these discussions and will be shared with you prior to your peer review. Faculty from both departments are encouraged to seek other colleagues for annual peer review as they progress from assistant professor to higher academic ranks.

5. Schedule of classroom and experiential site visits.

You are encouraged to visit a few classes and experiential sites, if applicable, to view varieties in teaching methodology and student assessment.

6. Student evaluations

The college uses the IDEA center evaluation system for all courses in the college. You will receive instructions on this process and how to interpret the results in one of the New Faculty Topic Series sessions and/or from our Assistant Dean of Assessment, Chuck Phillips.

7. Annual performance evaluation

Your department chair will evaluate you annually and will be discussing this process with you.

RESOURCES ON FACULTY LIFE

A. Books. The following are provided to all new faculty:

1. McKeachie WJ. Teaching Tips. Houghton Mifflin company, Latest edition.
2. Berger B. Promoting Civility in Pharmacy Education. 2002.
3. Clinical Faculty Survival Kit. ACCP. 2004 (*clinical faculty only*)

These useful texts are available from June Johnson (or Marilea Chase if June is out of the office) on a sign-out basis:

- Berger BA. Communication skills for Pharmacists. Building relationships. Improving Patient Care. 2002. (*clinical faculty only*)
- Cuellar LM, Ginsburg DB. Preceptor's Handbook for Pharmacists. ASHP. 2005. (*clinical faculty only*)

B. A list of available resources in the office of the department chairs is available upon request. **(see end of this manual)**

C. Organizations Related to Academia:

1. American Association of University Professors (www.aaup.org)
2. American Association of Colleges of Pharmacy (www.aacp.org)

D. Web sites

1. Organization web sites
 - www.aacp.org. American Association of Colleges of Pharmacy. This is the national organization representing pharmacy education. It is an excellent source of faculty development through its professional meetings and materials. Membership in AACP is free to first year faculty. You need to work with your department chair to get signed up for this free membership.
 - Information on **faculty sabbaticals**, compiled by the Faculty Affairs Committee of AACP and presented to the Council of Faculties at the July, 2006 AACP meeting, is available at the following link: <http://www.aacp.org/site/tertiary.asp?TRACKID=&VID=2&CID=513&DID=3937> (Go to www.aacp.org, resources, reference materials, academic life, sabbaticals)
 - www.iarx.org. The Iowa Pharmacy Association. This is the state's professional pharmacy association.
 - <http://www.theceinstitute.org>. This is the CEI website, a collaboration between IPA, Drake University, and the University of Iowa to offer CE and practitioner development opportunities.
 - www.idea.ksu.edu/ The IDEA Center is a non-profit organization whose mission is serving colleges and universities by providing products and

services to assess and improve teaching, learning, and administrator performance. Our college uses IDEA Center student evaluation forms and receives detailed analysis of the findings. The Center supports the evaluation and development of both programs and people. A valuable connection on the site is for topic "Papers" that range from procedural ideas (writing syllabi, constructing test questions) to student performance issues (getting students to think critically, motivating students).

2. List serve: majordomo@lists.stanford.edu. This will allow you to subscribe to Tomorrow's Professor, a helpful site for faculty. Type in "subscribe tomorrow's professor" in the subject and text box to join.

E. AACP Education Scholar Program.

This consists of a series of web-based modules available through AACP for advancement of teaching skills, professional scholarship, and instructional improvement for educators in the health profession. Discuss this with your department chair if you would like to apply your individual faculty development funds to purchase of any or all of the modules.

F. ACCP. The American College of Clinical Pharmacy has initiated 4 certificate programs to assist new faculty in career development. These are: 1) Teaching and Learning; 2) Clinical Practice Management; 3) Research and Scholarship; and 4) Leadership and Management (available at <http://www.accp.com/academy/index.aspx>). Faculty are encouraged to consider these development opportunities in collaboration with your department chair.

G. Professional meetings and seminars

Many of our professional organizations offer workshops and seminars on topics relevant to faculty starting out in an academic career. AACP usually offers a Teachers Seminar the day before its annual meeting in the summer, and ACCP frequently offers seminars the day before its major meetings. Be sure to check the websites of your professional organizations for development opportunities that occur in conjunction with a meeting you may be using your personal development funds to attend.

H. University faculty development

The University offers a series of seminars in the 1st year for all new faculty beginning their academic career at Drake. You are **highly encouraged** to attend these to better understand the teaching culture at Drake, become acquainted with other departments and new faculty, and learn what is available at Drake to help you succeed as a new faculty member. Faculty development opportunities funded through the Provost's office may be found at: <http://www.drake.edu/academics/acad-grants/fdv-grant.php> (If the dates are not current, assume a similar date for the next academic year.)

Other departments, such as the Office of Information Technology, routinely offer classes for faculty on various topics such as using technology in teaching, effective use of digital photography in teaching, and others.

I. Additional Information Technology Resources

The *Office of Information Technology* now offers over 42,000 video tutorials on 3D, audio, video, photography, graphic design, web and interactive design, business, and development from expert instructors. This resources provide training, practice, and advanced skill building opportunities to members of the Drake University Community via a campus-wide subscription to Lynda.com.

You can access Lynda.com tutorials on campus by pointing your web browser to <http://iplogin.lynda.com>. Off-campus access is provided via the *Campus Life* tab in *blueView*. Look for the *Lynda.com* link in the **eLearning Content Resources** channel.

Podcasting can be done and posted on iTunes U: <http://itunesu.drake.edu/contribute/> and <http://itunesu.drake.edu/>

Drake University works with Turning Technologies for Clickers to use to assist in teaching.

<http://www.turningtechnologies.com/audienceresponseproducts/responseoptions/responsecards/responsecardrf/>

Resources available in the college for loan to faculty

Berger BA. Promoting civility in pharmacy education. Pharmaceutical Products Press. 2002.

Berger VA. Communication skills for pharmacists. APhA. 2005.

Boyer EL. Scholarship reconsidered. Priorities of the professoriate. The Carnegie Foundation for the Advancement of Teaching. 1990.

Cuellar IM, Ginsburg DB. Preceptor's handbook for pharmacists. ASHP. 2005.

Desselle SP, Hammer DP. Handbook for pharmacy educators. Getting adjusted as a new pharmacy faculty member. Haworth Press. 2002.

Diamond RM. Preparing for promotion and tenure review. A faculty guide. Anker Publishing Company, Inc. 1995.

Diamond RM. Serving on promotion, tenure, and faculty review committees. A faculty guide. 2nd edition. Anker Publishing Company, Inc. 2002.

Elbaum B et al. Essential elements. Prepare, design, and teach your online course. Atwood Publishing. 2002

Filene P. The joy of teaching. A practical guide for new college instructors. University of North Carolina Press. 2005.

Galt K. Developing clinical practice skills for pharmacists. ASHP. 2006.

Hulley SB et al. Designing clinical research. 2nd edition. Lippincott Williams & Wilkins. 2001.

Johnson GR. First steps to excellence in college teaching. 3rd edition. Atwood Publishing. 1995.

McGlynn AP. Successful beginnings for college teaching. Engaging your students from the first day. Atwood Publishing. 2001.

McKeachie WJ. McKeachie's teaching tips. 12th edition. Houghton Mifflin. 2006.

Nilson LB. Teaching at its best. A research-based resource for college instructors. Anker Publishing Company, Inc. 1998.

Reinders TP. The pharmacy professional's guide to resumes, CVs, and interviewing. APhA. 2006.

Schumock GT. How to develop a business plan for clinical pharmacy services. ACCP. 2001.

Seldin P. The teaching portfolio. A practical guide to improved performance and promotion/tenure decisions. 2nd edition. Anker Publishing Company, Inc. 1997.

Stevens DD, Levi AJ. Introduction to rubrics. Stylus publishing. 2005

Appendices:

Faculty Mentors and Faculty Mentees Information

Faculty Mentor Job Description

- Assist new faculty members in understanding the prevailing departmental and institutional cultures and procedures.
- Provide information about time management and assist in developing a network of colleagues and contacts who can provide long-term mentorship in specific areas of identified need.
- Provide advice on preparation of course syllabi and materials, based on approved CPHS guidelines.
- Discuss various teaching strategies, and visit the new faculty member's classrooms, laboratories and/or clinical sites to provide feedback on teaching.
- Provide information about professional opportunities internal and external to the university (funding sources, potential collaborators, publication outlets).
- Review research and scholarship proposals and provide advice on publishing the results.
- Provide information regarding the structure of college and university committees and discuss the role of faculty governance.

Duties of the Faculty Mentor

Faculty in First Year of Appointment

- **Mentor/Mentee Meetings**
The mentors will schedule contact with the mentee twice per semester, and more frequently if needed. The initial contact may be a meeting, while subsequent contacts may be in person, email, or phone contact, and will be mutually determined by mentor and mentee. The focus of these discussions will be related to items listed in the above job description.
- **Optional Meetings**
The new faculty members are required to attend the New Faculty Topics Series during the fall semester. Mentors have the option of attending these sessions. Mentors and chairs will have access to materials presented for review and discussion with mentees.
- **Mentor/Chair Meetings**
The mentors and the department chair will meet at least twice a year to
 - Discuss progress of individual faculty and areas for additional focus
 - Identify any changes that need to be made to the program.

Faculty in Second and Third Year of Appointment

- **Mentor/Mentee Meetings**
The mentors will schedule contact with the mentee twice per semester, and more frequently if needed. The initial contact may be a meeting, while subsequent contacts may be in person, email, or phone contact, and will be mutually determined by mentor and mentee. The focus of these discussions is to:
 - Aid in achieving annual goals as developed by mentee and the department chair
 - Review the guidelines for developing the pre-promotion portfolio as outlined in the P&T section of the Faculty Handbook
 - Continue with networking assistance to develop additional long-term mentoring relationships
- **Mentor/Chair Meetings**
The mentors and the department chair will meet at least twice a year to
 - Discuss progress of individual faculty and areas for additional focus
 - Identify any changes that need to be made to the program.

Report

Once a year, each mentor will provide to the department chair a short summary of activities undertaken with their mentees and time spent with mentees. The report should include meeting summaries of actions taken and progress on goals.

Associate/Full Professors

The Chair will fulfill the role of primary mentor for senior faculty, and collaborate with faculty on a mentoring approach that best meets their needs at these levels.

Responsibilities of Mentees

The major goal of the formal faculty mentoring program is to provide experiences and to develop the skills necessary to become an independent, effective, and contributing member of the faculty. It is, therefore, incumbent on the new faculty member to

- Be open and receptive to new ideas and learning opportunities
- Be prepared for each meeting or event
- Seek and accept feedback regarding your strengths and developmental needs
- *Being willing to discuss openly and honestly your ideas, goals, and plan of action as well as any problems or concerns*
- *Take the initiative in developing new ideas and professional relationships*
- Take responsibility for your own career development

¹ *Bland C, Taylor AL, Shollen SL et al. Faculty success through mentoring: A guide for mentors, mentees, and leaders. American Council on Education. Rowman and Littlefield Education. 2009.*

Amended 8-13-10

College of Pharmacy and Health Sciences Dan and Pat Jorndt Faculty Development Fund

Through the generosity of Daniel Jorndt and Pat Jorndt, the Dan and Pat Jorndt Faculty Development Fund was established in 2009 to support the pursuit of faculty development activities, which shall educate, encourage and enhance faculty expertise by providing additional opportunities for education, leadership development, research and scholarship to faculty in the College of Pharmacy and Health Sciences. Priority will be given to requests that are clearly linked to a faculty member's career development plan and have tangible outcomes such as obtaining education necessary for teaching, scholarship or service, leadership development aligned with current or future leadership opportunities, national presentations or publications of scholarly work, travel costs incurred through national service, and research projects or equipment needs where alternative funding is limited or unavailable. Requests for research support should be directed to the Harris Research Endowment whenever possible.

As a minimum requirement for eligibility, faculty must hold a regular appointment (consecutive, tenured or tenure-track) of $\geq 50\%$ in the College of Pharmacy and Health Sciences.

Applications must be accompanied by a statement from the applicant's department chair attesting to significance the request plays in the faculty member's career development plan.

Estimated Total Disbursement: \$15,000 – 30,000 annually

Deadline: Priority Deadline: April 1 Funds available next FY

Criteria and Evaluation

1. The faculty development request must be of significant impact to the faculty member's career development and must be aligned with the faculty member's development plan or with expertise necessary for leadership roles.
2. The faculty development request is deemed to be outside norms that are supported through annual faculty development funds provided by the College.

3. The Applicant's eligibility for other faculty development programs and or history of receiving other forms of faculty development support will be factored into consideration of proposals.
4. Priority will be given to applications received by the deadline. However, applications received on a rolling basis through the year will be considered dependent on availability of funding and dispersed on a per semester basis.
5. Priority will be given to requests that can be completed within one fiscal year.
6. Applicants must agree to comply with the obligations of funded outlined below.

Application Procedures

Applications will be submitted to the faculty member's department chair and must include the following:

1. A complete Uniform Application Cover Sheet
2. A narrative outlining the faculty development request
3. When applicable, a plan for securing Institutional Review Board or Institutional Animal Care and Use Committee approval for the use of human and animal subjects.
4. A complete University Application Budget Checklist

The department chair will forward the application along with a statement attesting to role the request plays in the faculty member's career development plan as outlined above.

Obligations of Funding

1. A report must be submitted by the end of the FY in which funding was received. The report must include information on the development request funded, how the request fit within the faculty member's career development plan, and how the development opportunity was utilized for the benefit of the individual, the department, the college and the university as appropriate. A copy of any presentation or publication of the research will be provided to the Dean for documentation related to the disbursement of the Dan and Pat Jorndt Faculty Development Funds.

For funded research:

2. All research must be compliant with regulations and laws governing human or animal research.
3. All expenditures must conform to the University accounting guidelines and be completed by published deadlines.
4. Results of research funded must be presented to the faculty of the College in the year or the year immediately following receipt of funds.
5. Sponsorship of research by the Drake College of Pharmacy and Health Sciences' Dan and Pat Jorndt Faculty Development Fund must be acknowledged in any reports, publications or presentations of the research.

College of Pharmacy and Health Sciences Harris Research Endowment

The Harris Research Endowment was established to support research and scholarship in the College of Pharmacy and Health Sciences. Funds from the Harris Research Endowment must be utilized to support research and scholarship within the College. Priority will be given to research

that furthers a faculty member's goal for excellence in research and scholarship while advancing the strategic priorities of the Department, College and University.

As a minimum requirement for eligibility, faculty must hold a regular appointment (consecutive, tenured or tenure-track) of $\geq 50\%$ in the College of Pharmacy and Health Sciences.

Applications must be accompanied by a statement from the applicant's department chair attesting to role the request plays toward achieving excellence in scholarship, its alignment with the faculty members research and scholarship goals and its alignment with the strategic priorities of the department, the College and the University.

Estimated Total Disbursement: \$30,000 annually

Criteria and Evaluation

7. The research or scholarship to be undertaken must be of significant scholarly merit, according to standards of the discipline in which it is conducted, with the expectation that the work will culminate in a disciplinarily appropriate form of publication or public-making.
8. The Applicant's eligibility for other research support and or history of receiving other forms of research support will be factored into consideration of proposals.
9. Priority will be given to applications received by the deadline. However, applications received on a rolling basis through the year will be considered dependent on availability of funding.
10. Priority will be given to applications that can be completed within one fiscal year. Applications for multi-year funding will be considered if the projects are of substantial scale, would impact multiple faculty and/or students, or would significantly advance a strategic priority for the Department, College or University. Receipt of funding does not imply any obligation for future funding.
11. Applicants must agree to comply with the obligations of funded outlined below.

Application Procedures

Applications will be submitted to the faculty member's department chair and must include the following:

5. A complete Uniform Application Cover Sheet
6. A narrative outlining the research and/or scholarship project
7. When applicable, a plan for securing Institutional Review Board or Institutional Animal Care and Use Committee approval for the use of human and animal subjects.
8. A complete University Application Budget Checklist
9. The applicant's current curriculum vitae.

The department chair will forward the application along with a statement attesting to role the request plays toward achieving excellence in scholarship, its alignment with the faculty members research and scholarship goals and its alignment with the strategic priorities of the department, the College and the University to the Dean.

Obligations of Funding

1. All research must be compliant with regulations and laws governing human or animal research.

2. All expenditures must conform to the University accounting guidelines and be completed by published deadlines.
3. Results of research funded must be presented to the faculty of the College in the year or the year immediately following receipt of funds.
4. Sponsorship of the research by the Drake College of Pharmacy and Health Sciences' Harris Research Endowment must be acknowledge in any reports, publications or presentations of the research.
5. Every attempt must be made to present and/or publish the research (peer-reviewed journals preferred). Publication and/or presentation of the research in other venues will be accepted if no other opportunities for national presentation or publication can be identified.
6. A copy reporting the findings of the research must be submitted within 60 days following the timeline designated for completion of the research. A copy of any presentation or publication of the research will be provided to the Dean for documentation related to the disbursement of the Harris Research Funds.

DRAKE UNIVERSITY COLLEGE OF PHARMACY AND HEALTH SCIENCES

HONOR CODE

In accordance with the mission of professional practice and research, the Drake University College of Pharmacy and Health Sciences aims to inculcate professionalism in its students so they may provide quality care to society. Students, faculty and staff (collectively known as "members of the College community") in the College of Pharmacy and Health Sciences represent themselves, the College and the health care professions in all of their actions. As future practitioners and researchers, students will be expected to adhere to a high level of professionalism. The concept of professionalism includes an implication that members of the college commit themselves to the pursuit of truth. Therefore, one purpose of the Honor Code is to foster and promote an atmosphere of trust and ethical and professional behavior, not to create an uncomfortable academic environment.

The Honor Code asks that students and faculty act honorably in their interactions with other members of the College community and hold themselves to the same standards and expectations as their peers. If a student or faculty member commits an act of academic dishonesty or unprofessional behavior, he or she violates the Honor Code, breaches the trust of the College community and defames the name of the College. The consequences of a student violating the Honor Code may include being dropped or suspended from the College, or other appropriate sanctions. By having the option of removing students who willfully violate the trust placed in them by the College community, the College can help secure a community of trust free from suspicion of unprofessional behavior. Failure to self-report an Honor Code violation, or having knowledge of an Honor Code violation and failing to report it are acts that are themselves Honor Code violations.

This document was approved and becomes effective for all members of the College community May 2005.

I. PRINCIPLES

A. Philosophy

1. The individual worth and professional dignity of each member of the College community shall be recognized and respected.

2. Anyone accused of an Honor Code violation is presumed innocent until deemed in violation of the Honor Code by a preponderance of evidence using the Honor Code criteria.
3. All members of the College community have a duty to report violations of the Honor Code in the stated time frame.

B. Scope - The following individuals are subject to the Honor Code:

1. All persons who are registered as students in the College of Pharmacy and Health Sciences regardless of enrollment status (full-time, part-time, pre-pharmacy, health sciences, Pharm.D., etc.). Following admission into the College of Pharmacy and Health Sciences, all students shall be given a copy of the Honor Code in its entirety and shall sign the Pledge of Honor indicating his or her understanding. A document containing the Pledge and the student's signature shall be kept in each student's permanent file. Should a student not sign the Pledge, he/she will not be allowed to enter the College of Pharmacy and Health Sciences or maintain standing.
2. Students registered in other colleges and enrolled in pharmacy and health sciences courses. The Dean of the College of Pharmacy and Health Sciences will report the alleged violation, any disciplinary action and the outcome of any Honor Code Committee proceedings to the Dean of the student's college for possible further action.
3. Faculty, staff, and administrators employed by the College of Pharmacy and Health Sciences

C. Conscientious Retraction and Self-Reporting of Violations

- An individual may retract work (including examinations) he or she has submitted that violates this Honor Code and/or self-report his/her own conduct that violates this Honor Code. Should such a conscientious retraction or self-report occur, it will be governed by the following:

1. A member of the College community who has the courage and integrity to voluntarily come forth with a good faith retraction or self-report before gaining any knowledge that someone else may suspect him or her of a violation. This action has reaffirmed his or her personal commitment to the Honor Code and this person will be allowed to remain in the University community within the stated time frame. However, a student will be subject to other disciplinary action at the discretion of the faculty member or Dean/Student Affairs Officer, with appeal rights there from, as set forth below. Faculty and staff who self-report Honor Code violations will be subject to action at the discretion of that person's supervisor, department chair or Dean.
2. Once a member of the College Community is approached or questioned about an alleged Honor Code violation, time is expired for that person to make a retraction or self-report.
3. A student who wishes to make a conscientious retraction or self-report must contact the faculty member responsible for the course, the Dean, or the Student Affairs Officer. The student must submit a written statement attesting to the violation and include an affirmation that he or she has not

previously been accused of or questioned regarding the Honor Code violation. The statement must be signed and dated by the student, the faculty member, and the Student Affairs Officer and then placed in the student's file.

II. ACADEMIC DISHONESTY

A. Definitions

- An act of academic dishonesty is a violation of the Honor Code. Academic dishonesty is an all-encompassing term involving any activity that seeks to gain credit for work one has not done or to deliberately damage or destroy the work of others. Academic dishonesty includes, but is not limited to, the following:

1. Cheating - The act, or attempted act, of giving or obtaining aid and/or information by illicit means in meeting any academic requirements, including examinations.
2. Fabrication - Intentional and unauthorized falsification or invention of any information or citation in an academic sense in connection with any academic exercise or requirement.
3. Plagiarism - Representing another's ideas, phrases, discourse, or works as one's own.
4. Facilitating Academic Dishonesty - Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty (cheating, fabrication, or plagiarism). Facilitating academic dishonesty also includes the knowledgeable withholding Honor Code violations.

B. Examples of Academic Dishonesty

Examples of academic dishonesty may include, but are not limited to:

1. Copying from the Internet and representing it as one's own thoughts or work.
2. Copying from another student's paper, laboratory report, other report, or computer files and representing it as one's own thoughts or work. This applies to current or previous students' work
3. Using or possessing, during a test or laboratory activity, any material and/or devices (papers, notes, assignments, PDAs, calculators, etc.) not authorized by the person in charge of the test or activity.
4. Without the faculty member's permission, collaborating with another, knowingly assisting another or knowingly receiving the assistance of another in completing an examination or in satisfying any other course requirements.
5. Incorporating into written assignments materials written by others without giving them credit, or otherwise improperly using information written by others or submitting commercially prepared papers as one's own.
6. Submission of multiple copies of the same or similar papers without prior approval of the several faculty members involved.

7. Claiming as one's own work that which was done by tutors or others with no mention of credit to or the assistance of those persons.
8. Deliberately damaging or destroying another's laboratory experiments, computer work, studio work, or other written or documented works.
9. Knowingly obtaining access to, using, buying, possessing, photocopying, photographing (or otherwise copying), selling, stealing, sharing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release. This includes copying a previously displayed test for compilation into a mutual test bank.
10. Falsifying information concerning the presence of another student, substituting for another student, or permitting another student to substitute for oneself to take a test, complete an assignment or lab, or to make a presentation.
11. Intentional and unauthorized falsification or invention of any information or citation in connection with any academic exercise or requirement, including altering assignments submitted for grading.
12. Forgery, alterations, attempts to alter, or misuse of College of Pharmacy and Health Sciences or Drake University documents.
13. Citing as a reference any source which the student has not, in fact, actually reviewed or consulted, unless that source is clearly indicated as contained in another source the student did consult or use.
14. Entering areas without permission (buildings, offices, laboratories, etc.) to obtain an unfair advantage prior to completion of an academic exercise.
 - Each College of Pharmacy and Health Sciences faculty member reserves the right to further clarify and define their expectations of academic integrity through the course syllabus document.

III. UNPROFESSIONAL BEHAVIOR

A. General Statement

- While the University must create an environment in which professional attributes may be cultivated, each member of the College community has the duty to uphold the honor of the profession at its highest standards and accept its ethical and moral principles in pharmacies, rotation sites, workplaces, and other areas of health care practice involvement. Whether an act of unprofessional behavior requires a formal proceeding of the Honor Code Committee is dependant on the severity of the offense and whether the person in question has a pattern of behavior that demonstrates consistent unprofessional conduct.

B. Definitions

- All unprofessional behavior is a violation of the Honor Code. Unprofessional behavior includes any act or omission that is unethical, improper or ill-advised in light of accepted patient care practice and procedure and/or in violation of any regulations or laws governing the pharmacy and health sciences professions. Although not an exhaustive list, failure to follow any of the requirements set forth below constitutes unprofessional behavior.

1. Respect and Concern for the Welfare of Patients
Each member of the College will:
 - a. Treat patients and their families with respect and dignity both in their presence and in discussions with others.
 - b. Recognize when one's ability to function effectively is compromised and ask for relief or help.
 - c. Students should recognize the limits of their competence in the care of a patient and seek supervision or advice before acting.
 - d. Not use alcohol or other drugs in a manner that could compromise themselves or patient care (as outlined further in the Chemical Dependency Policy).

2. Respect for the Rights of Others
Each member of the College community will:
 - a. Refrain from contributing to or engaging in any activity which disrupts or obstructs the teaching or research activities of the College of Pharmacy and Health Sciences, either on the campus or at affiliated training sites, including rotation sites
 - b. Deal with other professionals, staff and peer members in a considerate manner and with a spirit of cooperation.
 - c. Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference or socioeconomic status.
 - d. Respect the patient's modesty and privacy of all information.

3. Trustworthiness
Each member of the College community will:
 - a. Be truthful in communication to others.
 - b. Maintain confidentiality of patient information according to HIPAA regulations.
 - c. Admit errors and not knowingly mislead others to promote one's self at the expense of the patient.
 - d. Not represent himself/herself as a pharmacist, physician, physician's assistant, or other health professional (other than a pharmacy student/intern or health sciences student).

4. Responsibility and Sense of Duty
Each member of the College community will:
 - a. Participate responsibly in patient care or research to the best of his or her ability and with the appropriate supervision.
 - b. Undertake clinical duties and persevere until they are complete.

- c. Notify the responsible person if something interferes with his or her ability to perform clinical or academic tasks effectively.

5. Ethical and Legal Consciousness

Each member of the College community will:

- a. Abide by all regulations, rules, and laws related to healthcare and the pharmacy and health sciences professions.
- b. Accept disciplinary action taken against him or her.
- c. Adhere to all rules and policies of individual institutions as they apply to themselves. (This includes matters related to misconduct; appropriate use of funds, materials, medications, and space within an institution; and acts of theft, forgery, falsification, or fraudulent use of university or work-site property.)
- d. Comply with laws and regulations concerning the use of chemical agents and illegal substances, including alcohol.
- e. Desist from deliberately misrepresenting or concealing information or material concerning an investigation of an alleged violation of this Honor Code.
- f. Hold in the strictest of confidentiality all information pertinent to the proceedings of an Honor Code investigation or hearing.
- g. Submit truthful information and reveal relevant information on all University applications or forms and in all Honor Code proceedings.
- h. Submit truthful information and reveal all requested and relevant information in all communications with any official board or regulatory body from whom certification or clearance must be received before the student may satisfy an academic requirement.

6. Professional Demeanor

Each member of the College community will:

- a. Maintain a neat and clean appearance and dress in attire that is accepted as professional to the population served.
- b. Be thoughtful and professional when interacting with patients and families.
- c. Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- d. Avoid offensive language, gestures, inappropriate remarks, and all forms of violence and threats.
- e. Respect others when using electronic devices and cell phones.

- f. Be punctual when attending classes, meetings, appointments, patient care settings, rotations sites, or other pertinent gatherings.
- g. Desist from purposely submitting false or misleading information on a resume or curriculum vitae concerning academic details/information (including class rank, grades, academic honors Dean's List, President's List, etc.) work experience, or any other matter relevant to past, current, or future employment.

IV. Self-reporting of ALLEGED AND ACTUAL LAW VIOLATIONS

- With the exception of speeding and parking tickets, students shall report to the Dean or the Student Affairs Officer all arrests, charges, guilty pleas and convictions within (fourteen) 14 days of their occurrence. This includes, but is not limited to, any charge or plea of guilty in connection with any felony or misdemeanor. Failure to so report constitutes an Honor Code violation. Upon receipt of a report, the Dean and/or Student Affairs Officer will investigate the matter and determine if action under the Honor Code is appropriate. If he or she decides no further action is necessary at that time, the information reported will be placed in the student's file.

V. HONOR CODE COMMITTEE

A. Membership and Selection

1. The Honor Code Committee (the "Committee") shall consist of seven (7) members: five (5) students, two of whom will be in the last two years of their enrolled program, and two (2) faculty members.
2. The faculty representatives will be selected by the College Administrative Committee (Dean, Associate/Assistant Deans, Student Affairs Officer, and Department Chairs) on an individual case basis. Faculty members selected shall have no direct involvement in the events in question
3. Applications for student positions on the Committee may be submitted to the Dean's Office at any time during the academic year prior to April 1.
4. By May 1 of each academic year, the Dean's Office will notify the Dean's Student Advisory Council of the applications. Confirmation requires a majority approval of the Dean's Student Advisory Council. Upon confirmation, Committee members begin serving the first day of the following fall term.
5. Five (5) of the student members will serve two year terms, being nominated in staggered years (e.g. two in odd numbered years and three in even numbered years). Each of these five (5) student members will be elected during his or her second year in the Pharm.D. program or junior year in the BSPS program. During the second year on the Committee, one of the students elected the prior year will serve as Chair of the Committee.
6. A student may be considered for membership on the Committee provided that he/she:

- a. Is admitted into the Pharm.D. program or upper level of the BSPS program when the term on the Honor Code Committee begins.
 - b. Is not on academic or disciplinary probation.
 - c. Has never been sanctioned by the University or College of Pharmacy and Health Sciences.
 - d. Is willing to submit written answers to designated questions and an possible interview by the Dean's Student Advisory Council and the Student Affairs Officer.
7. No student may serve concurrent terms as a Dean's Student Advisory Council member and an Honor Code Committee member.
 8. If a student is nominated for the Honor Code Committee while serving on the Dean's Student Advisory Council he or she must abstain from voting on his/her own nomination or selection.
 9. The student body will be informed of the Honor Code Committee membership via the College of Pharmacy and Health Sciences webpage (<http://www.drake.edu/cphs>).
 10. The Student Affairs Officer shall retain a list of all the students who have been nominated or who have expressed a desire to serve on the Committee for the selection of temporary and future appointees.
 11. If a member of the Committee is charged with violating the Honor Code, he/she shall be removed from the Committee until the charges are resolved and a temporary replacement shall be nominated and confirmed as described above. If the Committee member admits guilt or is found guilty of an Honor Code violation, then he/she shall no longer serve on the Committee unless he/she is specifically allowed to continue by the Dean. In that case, the temporary replacement shall serve out the remainder of the removed student's term.
 12. All other Committee openings shall be filled via the nomination/confirmation procedure described above, with replacements serving out the remainder of the exiting student's term.

B. Reporting of Violations

- All violations of the Honor Code must be reported within 30 days after the reporting person has knowledge of the violation. Failure to do so is in itself a violation of the Honor Code. However, the fact that a violation was not reported within 30 days shall not be a defense to any charge under the Honor Code.
- Violations of the Honor Code may be reported directly to the faculty member responsible for the course in which the act was committed, the Student Affairs Officer or the Dean (either in person or via e-mail).
- Reporting of information indicating that an Honor Code violation has occurred, where the reporting person has no good faith basis for believing an Honor Code violation has occurred, is an Honor Code violation.

- C. Procedures upon Receipt of Reports of Violations
- A report of an Honor Code violation does not immediately trigger Honor Code proceedings:
 1. If the alleged violation pertains to a student's activity in a course, the faculty member responsible for the course is notified and the initial handling of the report is left to his/her professional discretion, as discussed in the next section.
 2. If the alleged violation does not pertain to a course, the Dean and the Student Affairs Officer will exercise their professional discretion in handling the matter, as discussed in the next section.
- D. Action by Faculty Member or Dean/Student Affairs Officer
- A faculty member or Dean/Student Affairs Officer who receives information indicating an Honor Code violation may have occurred shall exercise professional judgment in selecting his or her course of action. Among the possible courses of action are the following:
 1. Discuss the matter with the member of the College community and conclude that no violation occurred. The matter is then discarded and maintained as a confidential transaction between the faculty member or Dean/Student Affairs Officer and the student.
 2. Discuss the matter with the member of the College community and conclude that a violation occurred, but refer the matter to the Honor Code Committee [2] (Note: If a matter is referred to the Honor Code Committee in this manner, the Committee must decide on its own (1) whether a violation occurred and (2) the appropriate penalty)
 3. In an attempt to reach an informal resolution of the matter, arrange a consultation among the faculty member, the member of the College community, the Dean, the Student Affairs Officer and/or any other appropriate persons. Following this consultation, if a resolution has not been reached, the faculty member or Dean/Student Affairs Officer retains the option to follow another course of action, including No. 4 below.
 4. For students who have allegedly violated the Honor Code, discuss the matter with the student and conclude that a violation occurred, and assign the appropriate penalty or penalties, including reprimand, grade reduction, or other course of action. If the faculty member or Dean/Student Affairs Officer feels that the student's actions jeopardize the welfare of other students or individuals, he/she may suspend or drop the student from a course. (Note: Only the Honor Code Committee can suspend or drop a student from the College of Pharmacy and Health Sciences for a violation of the Code.)
 - Any time a faculty member or Dean/Student Affairs Officer has determined a student Honor Code violation has occurred, that violation and any penalty assigned shall be reported to the Student Affairs Officer to be noted in the student's file. Past violations may be used to determine penalties, but not guilt, in future cases.
- E. Initiation of Honor Code Committee Proceedings

- Honor Code Committee proceedings will commence in one of the following situations:

1. A faculty member or Dean/Student Affairs Officer refers an alleged violation to the Committee.
2. A student appeals a faculty member or Dean/Student Affairs Officer's decision regarding a violation of the Honor Code and/or the penalty imposed by notifying the Student Affairs Officer or one of the members of the Honor Code Committee within seven (7) calendar days following notification of the decision that is being appealed. (Note: Where a student does not contest the fact that an Honor Code violation occurred, but only the penalty imposed, the Committee shall conduct proceedings only with regard to the appropriate penalty.)

F. Notification of Hearing

- The Chair of the Honor Code Committee shall notify the accused in writing at least fourteen (14) calendar days prior to the hearing date. The notification shall include the alleged Honor Code violation giving rise to the hearing; hearing procedures; date, time, and location of the hearing; copies of the documents the Committee intends to use at the hearing; and the name of the Chair.

In responding to the hearing notification, the accused may do any of the following:

1. Do nothing and await the hearing.
2. Enter a plea of guilty; or notify the Committee or the Student Affairs Officer that he or she is voluntarily withdrawing from the University and subsequently withdraw, which shall be considered an admission of guilt in the matter. In either case, the Committee shall then meet to consider the appropriate penalty (e.g. notation of student's transcript, etc.)
3. Waive the notice period or request a postponement of the hearing.
4. Request a separate hearing from other students being charged for Honor Code violations surrounding the same incident.
 - Requests will be granted or denied in the reasonable discretion of the Chair of the Honor Code Committee.

G. Student Rights in Connection with Honor Code Hearings

- Each student is guaranteed the following rights in connection with Honor Code Hearings:

1. To be sent notice of the charge and the alleged act(s) or omission(s) upon which the charge is based at least fourteen (14) calendar days before the hearing date;
2. To produce witnesses, hear all the evidence upon which the charge is based and answer the evidence through rebuttal (unless the accused fails to attend the hearing after being sent timely notice to his/her last known address);

3. To the extent not otherwise inconsistent with this Code, to remain silent about any incident in which the accused is a suspect on the basis of self-incrimination;
4. To be considered innocent until proven guilty by a preponderance of the evidence; and,
5. To have the results of the disciplinary matter presented in writing and to have the opportunity to appeal an adverse decision as outlined below.

H. Records

- Prior to each hearing, one of the Committee members will be designated as recording secretary by the Chair. A handwritten summary of the proceedings shall be housed in confidentiality with the Student Affairs Officer following the conclusion of the hearing. At the request of either party or the Committee, the proceedings shall additionally be tape-recorded and held with the other records. These records may be re-opened in the event of an appeal from the Committee decision or other future proceedings involving the student or the incident(s) at issue.

I. Attendance

- Attendance at the hearing is restricted to the members of the Honor Code Committee, the faculty member involved, members of the Administrative team (i.e., the Dean or the Student Affairs Officer), the accused, and witnesses. Five of the seven members of the Committee must be present. Witnesses, other than the accused, may be excluded from portions of the hearing at the discretion of the Chair. The accused may invite an advisor, who may attend the hearing, but the advisor may not represent the accused, offer testimony, or question witnesses. Upon approval of the Chair, other invitees of the accused or the faculty member who are not witnesses may be allowed to attend.

- No decision will be made based solely on the failure of the accused to attend. However, if the accused was sent a timely notice of the hearing at his/her last known address and fails to attend, the hearing will continue with all available information being presented and the Committee will deliberate and decide on the alleged Honor Code violation and penalty as discussed below.

- If a witness has reasonable cause as to why he or she will be unable to attend the hearing, the Chair must make reasonable accommodations to hear the witness's testimony or obtain a signed written statement.

J. Proceedings

- The Chair of the Honor Code Committee shall inform the accused as to the procedures to be followed throughout the course of the hearing. With the exception of the Committee members, the accused, the faculty member, the Dean/Student Affairs Officer, and witnesses, those present will not participate in the proceedings. The Chair shall take reasonable measures to insure an orderly hearing, including the removal of individuals who impede or disrupt the proceedings.

The hearing shall progress in the following manner:

1. The hearing shall begin with the presentation of an opening statement by the faculty member or Student Affairs Officer summarizing concisely the conduct at issue, the Code provisions allegedly violated and the sanction(s) being sought. The accused shall then present an opening statement stating any facts relevant to the proceedings, including facts indicating lack of guilt or extenuating circumstances.
2. The faculty member or Dean/Student Affairs Officer may then support his/her presentation by the testimony of witnesses and/or by other evidence. The accused and the Committee may question the faculty member or Dean/Student Affairs Officer and the witnesses.
3. The accused may support his/her presentation by the testimony of witnesses and/or by other evidence. The faculty member or Dean/Student Affairs Officer and the Committee may question the accused and the witnesses.
4. At the close of the evidence presented by the accused, the faculty member or Dean/Student Affairs Officer shall be given the opportunity to introduce rebuttal evidence which must be limited to any matters that have been raised in the evidence presented by or on behalf of the accused. The accused shall then have a right to present corresponding rebuttal evidence.
5. After all evidence has been presented, the faculty member or Dean/Student Affairs Officer may make a final argument, after which the accused may make a final argument.

- At the conclusion of the hearing, the parties are excused, and the Committee will deliberate in closed session on the alleged Honor Code violation.

K. Deliberation

- The Honor Code Committee considers any and all evidence offered at the hearing and deliberates until a verdict is reached. An Honor Code violation can be found only if the preponderance of the evidence establishes the following:

1. The alleged Honor Code violation actually occurred; and
2. The act or omission constituting the violation was performed by the accused.

- At the end of the deliberation, a secret ballot is taken, and a majority vote is required to judge the accused to have violated the Honor Code. The only record of this portion of the proceedings shall be the verdict.

1. If the verdict is "not guilty", the faculty member and Dean/Student Affairs Officer are bound by that finding.
2. If the verdict is "guilty", the Committee will then impose the appropriate penalty or penalties, again by majority vote.

L. Penalties

- A variety of penalties may be imposed once a "guilty" verdict has been reached, including, but not limited to one or more of the following:

1. Reprimand;
2. Community or professional service activities;
3. Loss of privileges granted to College of Pharmacy and Health Sciences students (i.e. representing the College during activities, provision of funds for professional activities, holding elected offices within College committees or organizations)
4. Grade reduction (including assignment of a failing grade);
5. Dropped from the course for the current semester;
6. Suspension from the College of Pharmacy and Health Sciences for a stated period of time;
7. Suspension from the College of Pharmacy and Health Sciences in which case re-admittance, if any, is governed by the procedures set forth in the College of Pharmacy and Health Sciences Student Handbook;
8. Being dropped from the College of Pharmacy and Health Sciences.

-Additional policies and procedures regarding probation, suspension, and dropped students may be found in the College of Pharmacy and Health Sciences Student Handbook and the Drake Student Handbook.

- The penalty will vary from incident to incident, depending upon all of the following:

0. Scope and magnitude of the offense;
1. Circumstances in which it occurred;
2. Prior record of the person being penalized; and
3. Evidence suggesting the existence or absence of a pattern of Code violations.

M. Hearing Report

- A concise report of the Committee's decision and its reasons therefore shall be submitted in writing to the accused, the faculty member and/or the Dean/Student Affairs Officer within seventy-two (72) hours of the Committee's decision.

N. Appeals of Hearing Committee Decisions

- The student may appeal the decision of the Committee to the Dean of the College of Pharmacy and Health Sciences. A written notice of appeal must be delivered to the office of the Dean within seven (7) calendar days from the receipt of the hearing report from the Committee. The notice must state the grounds for appeal, the reasons why the Committee decision should be changed and the requested outcome. If there is no timely appeal, the Committee decision is final. The following guidelines apply to appeals:

1. The Dean shall decide all appeals. If the Dean is not available or if the Dean was intimately involved in the case such that his/her involvement

in the appeal would be inappropriate, then the Dean will appoint another administrator to decide the appeal.

2. The grounds for appeal are as follows:
 - . Procedural error that prevented a fair decision by the Committee
 - a. Misstatement or misapplication of the Honor Code;
 - b. Decision of the Committee not supported by the facts or evidence;
 - c. Material evidence or facts, newly discovered, which could not with reasonable diligence have been discovered and introduced at the hearing; or
 - d. Unfair penalty imposed.
3. If none of the above-referenced grounds for appeal is present, the Dean/Designee shall dismiss the appeal, and the decision of the Committee is final.
4. If the appeal is not dismissed, the Dean/Designee may affirm or reverse the previous decision with regard to the student's guilt or innocence and may modify the penalty previously imposed.
5. Barring newly discovered material evidence or facts, an appeal is limited to a review of the record of the hearing, the written evidence introduced at the hearing, and the Committee's hearing report.
6. The Dean/Designee may not impose a more severe penalty than was previously imposed.
7. The Dean/Designee's decision on appeal is final.
8. A concise report of the Dean/Designee's decision and his/her reasons therefore shall be submitted in writing to the accused, the faculty member, and the Student Affairs Officer within seventy-two (72) hours of the Dean/Designee's decision.

O. Student Records

- Notations will be made in the student's permanent file of any convictions in accordance with the Code. Suspensions, and drops for violation of the Code may be noted on the student's transcript by the phrase "Honor Code Suspension" or "Honor Code Dismissal." If a verdict of "not guilty" was reached or the student was found "not guilty" on appeal, there will be no record whatsoever in the student's permanent file of the alleged violation.

P. Reporting of Alleged Unprofessional Behavior by Faculty or Staff

- A member of the College community observing allegedly unprofessional behavior by faculty or staff may discuss the situation with the member of the College community in question, or may report the alleged unprofessional behavior to that person's supervisor, a faculty member's department chair or to

the Dean of the College. Those parties will take any further action they deem necessary to resolve the situation

VI. AMENDMENTS

- Amendments to the Honor Code must be approved by a two-thirds vote of the Honor Code Committee or a two-thirds vote of the Dean's Student Advisory Council and must additionally be approved by the Faculty of the College of Pharmacy and Health Sciences.
- The Drake University College of Pharmacy and Health Sciences Honor Code, upon approval by the Dean's Student Advisory Council and Faculty, shall take effect beginning on the first official day of classes in May of 2005. The Code shall remain continuously in effect, regardless of whether or not the University is in session.

[1] Adapted from Campbell University School of Pharmacy Honor Code, Buies Creek, NC (2003).

[2] The faculty member or Dean/Student Affairs Officer may select this option where he/she feels the violation is serious enough to warrant consideration of the penalties of suspension, or being dropped from the College.

VII. THE PLEDGE OF HONOR

- "I do hereby certify that I understand and pledge to abide and be bound by the Drake University College of Pharmacy and Health Sciences Honor Code. I agree to conduct myself in a honorable manner at all times and to uphold the highest degree of academic honesty, professional and ethical behavior, and integrity. I understand that if I am ever found to be in violation of the Honor Code, I may be subject to a range of disciplinary sanctions, from academic exercise failure to being dropped from the College, all of which will be documented in my permanent file."

Faculty Member's Signature

Date

Guideline for CPHS Course Syllabi

A syllabus should be provided to students on or before the first scheduled meeting of the course. CPHS course syllabi should contain the following information:

1. Course title; credits; academic year and semester
2. Faculty names, office locations, telephone numbers and email addresses
3. Instructor and TA names, office locations, telephone numbers and email addresses
4. Office hours (either scheduled or by appointment)
5. Class time, and location (if available)
6. Course description (should match course description in course catalog)
7. Textbook and other resources
8. Course objectives and the program educational objectives covered by those course objectives.
9. Assessment (grading scale; weights of exams, quizzes, assignments, papers, etc.)
10. Policy for absence from class or exam
11. Statement about academic honesty (see below for suggested statement)
12. Statement about special accommodations (see below for suggested statement)
13. Semester schedule for course (especially exams, and assignment due dates)

The AAC recommends that the above information (2-4 pages) is together. Any additional information that is provided to students should be separate from this basic information in the syllabus. The AAC will collect current pharmacy course syllabi each semester.

April 2007

Suggested Statements

Disability Statement

It is the policy at Drake University to accommodate students with disabilities, pursuant to federal law and state law. Any student with a documented disability who needs accommodation, for example in arrangements for seating, examinations, note-taking, should contact Student Disability Services at 515-271-1835. Once the appropriate documentation is received from the Student Disability Services Office, please provide it to the instructor as soon as possible.

HONOR CODE

All University and College policies regarding student and instructor conduct and academic integrity apply to this class. The College's Honor Code Policy may be found in the Handbooks & Policies area linked at www.drake.edu/cphs.

If you have various assignments that are not typical academic exercises (papers, exams, etc.) then you will want to include those in an additional statement: Examples of Honor Code violations in this course include, but are not limited to, indicating attendance in class, _____.

Electronic Devices

Use of laptop computers and handheld electronic devices (i.e. phones, PDAs, iPods, etc) is permitted in class *during specified times* to assist learning. *Any use of any device* that leads to distraction from the learning *for other* students will not be tolerated. Inappropriate use may include viewing online content not related to the class (including social networking sites), text messaging, answering phone calls, viewing video, and listening to music on such devices. Repercussions for inappropriate use are at the discretion of the course instructor and may include (but are not limited to) dismissal from the class session, temporary confiscation of the device, and/or reporting the incident as an Honor Code violation.

June 2010

**Faculty Orientation Manual
SIGNATURE PAGE**

I am in receipt of this manual, its contents have been reviewed with me, and additional resources such as faculty handbooks have either been made available to me or will be available to access as soon as available.

I understand that the contents are not intended to be an implied contract or guarantee of any kind, but only guidelines for information helpful to all new faculty.

Faculty Signature: _____

Date(s) of Review: _____