

**Present:** Kevin Baer, Glenn Anderson, Gina Craft, Jeff Evans, Shawn Manor, Keith Jackson, Mike Cockerham, Laurel Sampognaro, Larry Humble, Paul Sylvester, Mary Rhea

**Excused:** Karen Briski

### New Business

Issue	Discussion	Recommendation/Follow-up	Status
Recruitment and Retention Update	<p>Dr. Sampognaro</p> <p><b>Admissions Information</b></p> <ul style="list-style-type: none"> <li>• 35 verified applications in PharmCAS               <ul style="list-style-type: none"> <li>○ 2 from Arkansas</li> <li>○ 1 from Arizona</li> <li>○ 32 from Louisiana</li> </ul> </li> <li>• 6 PEP students have complete applications in PharmCAS and are ready to admit               <ul style="list-style-type: none"> <li>○ 1 from Arkansas</li> <li>○ 5 from Louisiana</li> </ul> </li> <li>• 18 applicants have been invited for the Early Decision September interview date               <ul style="list-style-type: none"> <li>○ 16 have accepting the invitation (all from LA)</li> </ul> </li> <li>• 102 applications in progress in PharmCAS</li> </ul> <p><b>Progression Information</b></p> <ul style="list-style-type: none"> <li>• P1 student failures per class               <ul style="list-style-type: none"> <li>○ Calculations – 16</li> <li>○ Pharmaceutics – 2</li> <li>○ Drug Action – 14</li> <li>○ Pathophysiology 26                   <ul style="list-style-type: none"> <li>▪ 13 P1 students failed 2 exams</li> <li>▪ 4 P1 students failed 3 exams</li> </ul> </li> </ul> </li> <li>• P2 student failures per class               <ul style="list-style-type: none"> <li>○ Endocrine module – 18</li> <li>○ Neuro/Psych module – 6</li> <li>○ Research – 8                   <ul style="list-style-type: none"> <li>▪ 6 P2 students failed 2 exams</li> <li>▪ 1 P2 student failed all three exams</li> </ul> </li> </ul> </li> <li>• P3 student failures per class               <ul style="list-style-type: none"> <li>○ Cardo module – 6</li> <li>○ Self Care II – 2</li> </ul> </li> </ul>	None required.	Resolved

	<ul style="list-style-type: none"> <li>I have met with 14 P1 students so far and have 18 appointments with students from that class next week.</li> <li>I will reach out to the P2 and P3 students that have failed multiple exams.</li> </ul>		
IPE Report	Dr. Cockerham presented the IPE plan that was crafted by Drs. C. Smith and Stewart. The plan was approved, pending minor edits from Associate Dean Cockerham, unanimously.	Dr. Cockerham to finalize plan for submission to ACPE	Resolved
Salary Revision, plan for faculty replacement	After two emergency sessions with Dr. Pani and Bill Graves last week, we will submit Phase 1 of the salary plan, minus the adjustments for the administrative team, to University administration. Phase 1 will be retroactive to 10/1/17. Salaries for the administrative team will be addressed with Phase 2, which will occur 7/1/18.	Dean Anderson to submit plan to Dr. Pani	Resolved
Building use (Rental agreement, after hour events, emergencies, etc)	<p>Rental Agreement: Dr. Craft will draft a policy for the committee to review.</p> <p>Emergency process for after hours: Students will call 911. The UPD call list will be Dr. Craft followed by Dean Anderson.</p> <p>Is an advisor required for after-hours events in our building? For formal organizational events, we must follow University policy.</p>	<p>Dr. Craft to draft policy.</p> <p>Faculty advisors shall follow University policy regarding student organization events.</p>	Pending draft policy
Dulfilhio society	We've been attempting to bring current our recognition of contributors to the Dulfilhio society. We've been unsuccessful in determining the level of giving by donors.	Dr. Craft will follow up with the foundation to obtain the needed information.	Pending response from foundation.
Saudi Cultural Mission	The current process for handling our students from Saudi Arabia is being questioned by OSPR. Dr. Sylvester is requesting Dean Anderson's support in addressing this issue.	Dr. Anderson to contact Dr. Pani to determine next steps.	Pending discussion with Dr. Pani
Reorganization	Dean Anderson presented two potential reorganization scenarios that have been developed by the College administrative team. These will be presented to the faculty of the College on 10/6.	Presentation to faculty on 10/6.	Resolved.

### Old Business

Issue	Discussion	Recommendation/Follow-up	Status
Request for matching funds	Pending from 9/8 meeting	<p>Short term – SOP is on the hook for matching funds.</p> <p>Long term – Need to work with Dr. Pani on a policy.</p>	Pending



College of Health and Pharmaceutical Sciences  
 School of Pharmacy  
 Office of Academic Affairs

Division	Office of Academic Affairs
Reporting	Michael Cockerham, MS, PharmD, FASHP  Associate Dean
Key Items for Communication	<ol style="list-style-type: none"> <li>1. IPE Report Update –Draft report has been reviewed by the IPETF with edits made to objectives and minor text edits.</li> <li>2. Teach-Out Plan, final copy has been approved by the Curriculum committee with 2 minor edits and approved by the Deans. The plan was sent to Dr. Craft for submission to ACPE.</li> <li>3. HR posting of Dir Professional Affairs has been posted as of Friday, September 15, 2017. Required to take applications for 5 days. To date, no other applications received. If no applications received, paperwork will be completed today and Dr. Sampognaro announced as permanent Director on Monday.</li> <li>4. 2018-19 Schedule has been sent to DH's for review of courses. 1<sup>st</sup> run due 10/16.</li> <li>5. Updating Faculty Roster for SACS Accreditation. Request sent to faculty for proof of credentials.</li> </ol>
Requesting the following items be considered for action	<ol style="list-style-type: none"> <li>1. IPE Report Submission and review.</li> </ol>



College of Health and Pharmaceutical Sciences  
 School of Pharmacy  
 Office of Academic Affairs

Division	Assessment & Administrative Affairs
Reporting	Gina Craft
Key Items for Communication	1. No new items to report
Requesting the following items be considered for action	<ol style="list-style-type: none"> <li>1. Dulfilhio society – traditions, etc.</li> <li>2. Facility Rental Agreement</li> <li>3. Potential donation of pharmacy collectibles to SOP</li> </ol>



College of Health and Pharmaceutical Sciences  
 School of Pharmacy  
 Office of Academic Affairs

Division	Department of Basic Pharmaceutical Sciences
Reporting	Karen P. Briski, Ph.D., Professor and Department Head
Key Items for Communication	<ol style="list-style-type: none"> <li>1. Dr. Barabutis has verbally accepted our offer of employment. His start date is October 9.</li> <li>2. I will attend the LSUHSC Industry Day in late October with Drs. Mattaiolampakis, Chamcheu, and Barabutis to facilitate introductions to medical school and LaTECH faculty.</li> </ol>
Requesting the following items be considered for action	<ol style="list-style-type: none"> <li>1. I am concerned that replication of the time frame currently experienced regarding the hiring of Dr. Barabutis would likely be detrimental to future efforts to attract talented personnel.</li> </ol>



College of Health and Pharmaceutical Sciences  
 School of Pharmacy  
 Office of Academic Affairs

Division	Clinical and Administrative Sciences
Reporting	Jeffery Evans, Int Dept Head
Key Items for Communication	<ol style="list-style-type: none"> <li>1. One potential faculty member interested in position in the Department, but currently no hireable positions available. This should change within the next few weeks.</li> <li>2. Dr, Kristi Lowery has announced her departure from the faculty effective 8 December 2017. She is the eighth faculty member to leave this year from the department .</li> </ol>
Requesting the following items be considered for action	<ol style="list-style-type: none"> <li>1. None</li> </ol>



College of Health and Pharmaceutical Sciences  
School of Pharmacy  
Office of Academic Affairs

Division	Shreveport Campus
Reporting	Shawn Manor
Key Items for Communication	1. Dr. Mandy Storer's last day September 22 <sup>nd</sup> .
Requesting the following items be considered for action	1. How do we attribute ILS hours to individual faculty with respect to work load calculations? 2. Plan for replacing lost Shreveport faculty?



College of Health and Pharmaceutical Sciences  
 School of Pharmacy  
 PAC Unit Report

Division	Graduate Studies and Research
Reporting	Paul W. Sylvester, Ph.D.  Pfizer, Inc. B.J. Robison Endowed Professor of Pharmacology and Director of Graduate Studies and Research
Key Items for Communication	1. Ginger Bigelow has taken over invoicing the Saudi Cultural Mission for Saudi tuition. We had reached an agreement several years ago that ULM would charge out of state tuition for Saudi students and when the money was received, ULM would keep the amount equal for in state tuition and the difference would be placed in accounts set up for each student in OSP that their advisor could use for research supplies. Ginger has decided to ignore this agreement and now wants to send multiple invoices for tuition and bench fees. This was tried in the past and resulted in nearly a 200K dollars deficit for ULM and it took more than a year to resolve this issue. ULM has no formal agreement to collect research fees from the Saudi Cultural Mission. This is a serious problem and will result in Pharmacy no longer accepting Saudi students in the Graduate Program. I have contacted Dr. Pani about the problem. It was Dr. Pani and myself who resolved this problem and made the original agreement with the Saudi Mission.
Requesting the following items be considered for action	1. I am requesting that Dean Anderson express our concerns to Eric Pani and suggest that we continue to follow the original agreement between the Saudi Cultural Mission and ULM.





College of Health and Pharmaceutical Sciences  
 School of Pharmacy  
 Office of Academic Affairs

Division	Office of Outcomes Research and Evaluation
Reporting	Larry J. Humble, PharmD, PhD  Director
Key Items for Communication	<ol style="list-style-type: none"> <li>1. Salary adjustments for SFY 2018: in process</li> <li>2. Currently advertng for Medicaid Clinical Quality Program Manager. This ULM position will be stationed at LDH in Baton Rouge.</li> <li>3. Louisiana Medicaid Drug Utilization Review Board meeting (Thursday, 9/26/2017): OORE analytics and pharmacy teams working with LDH on agenda item presentations.</li> <li>4. OORE analytics team working with Medicaid Director and other LDH staff on MCO plan comparisons.</li> <li>5. Met with Urban Institute and LDH staff to discuss IRB amendments required for additional data extraction for the Louisiana Strong Start evaluation. Strong Start is a program which aims to reduce preterm births and improve outcomes for newborns and pregnant women.</li> <li>6. OORE analytics team working with the Medicaid Maternal and Children’s Health Medical Director to specify recipient exclusion criteria for the Initiation of Injectable Progesterone performance measure.</li> <li>7. OORE analytics team is programming quality measures for Healthy Louisiana MCO contract extension and programming additional quality measures for submission to CMS by LDH.</li> <li>8. Ongoing: OORE analytics and pharmacy teams are currently working on statewide HEDIS® Comprehensive Diabetes Care chart review. Some of the results of this chart review (A1C testing &amp; A1C poor control) will be reported to CMS by LDH.</li> <li>9. On Radar: Drafting of contract for SFY 19, SFY 20 and SFY 21.</li> </ol>
Requesting the following items be considered for action	None at this time.



College of Health and Pharmaceutical Sciences  
 School of Pharmacy  
 Office of Academic Affairs

Division	Office of Student and Professional Affairs
Reporting	Laurel Sampognaro
Key Items for Communication	<ol style="list-style-type: none"> <li>1. I worked with David over the past two weeks to learn as much about the position as I could during that time frame. David has graciously agreed to continue helping me transition.</li> <li>2. The first interview date is September 29<sup>th</sup>, and I have currently invited 17 applicants to interview. 15 have accepted so far.</li> <li>3. At the last meeting, David requested that the department chairs encourage faculty to participate in the interview process. At this time, 17 clinical faculty responded to the poll and 12 (48%) of them are available to interview and 3 basic science faculty (27%) have responded and are able to interview.</li> <li>4. Thank you Dr. Evans for strongly encouraging your department members to participate in at least 80% of the interview dates.</li> <li>5. After the first round of P1 exams, I have reached out to schedule meetings with those students that were not successful on one or more of the tests to reinforce study strategies introduced in Boot Camp and see how they are doing.</li> </ol>
Requesting the following items be considered for action	<ol style="list-style-type: none"> <li>1.</li> </ol>

## FACILITY RENTAL AGREEMENT

This Facility Rental Agreement (“Agreement”) is made and effective this **[INSERT DAY]** day of **[INSERT MONTH, YEAR]** (“Effective Date”), by and between the **UNIVERSITY OF LOUISIANA AT MONROE**, a state-assisted institution of higher education established and existing under the laws of the State of Louisiana, *d/b/a* **[INSERT NAME OF DEPARTMENT THAT MANAGES THE FACILITY BEING RENTED]**, located at **[INSERT ADDRESS FOR MANAGING DEPARTMENT]** (herein referred to as "Lessor"), and **[INSERT PARY NAME]**, a **[INSERT LEGAL STATUS]** existing under the laws of the State of **[INSERT STATE]**, **[IF LOUISIANA IS NOT THE STATE OF INCORPORATION, INSERT THE PHRASE “authorized to do and doing business in the State of Louisiana”]**, having its principal office at **[INSERT STREET ADDRESS, CITY AND STATE]** (herein referred to as "Lessee"). Lessor and Lessee are each a “Party” to this agreement and collectively are referred to as “Parties”.

**WHEREAS**, Lessee desires to utilize Lessor’s **[INSERT FACILITY NAME]** (“the Facility”) for the purpose of **[INSERT DESCRIPTION OF THE ACTIVITY THAT WILL BE CONDUCTED ON THE FACILITY]** (“Event”) and for no other purpose whatsoever.

**WHEREAS**, Lessor, for and in consideration of the performance by Lessee of all covenants, conditions, terms and agreements hereinafter contained, agrees to grant Lessee the non-assignable right to use the Facility in its present condition.

**NOW, THEREFORE**, the Parties hereby agree as follows:

### **1.0 THE FACILITY**

**1.1** Lessor does hereby rent to the Lessee and the Lessee does hereby accept from the Lessor the enjoyment and use of the Facility at the following dates and times (collectively the “Rental Period):

**Date(s)**

**Time(s)**

**[INSERT]**

**[INSERT]**

### **1.2 Use of the Facility**

- (a) The Facility is to be used by Lessee during the Rental Period for the sole purpose of holding the Event. The Event may not vary without prior written approval of the Lessor.
- (b) The Rental Period, in addition to the Event, will be used by Lessee to set up and remove event-related equipment, signage, and such other physical arrangements as may be necessary for the Event.
- (c) Lessee shall be solely responsible for furnishing volunteers and other staff for the Event.

(d) Except as provided herein refreshments of any kind shall not be served or eaten in the Facility. In no event shall smoking be permitted in the Facility. Unless otherwise agreed to by the Lessor, the Lessor reserves the right to enter onto the Facility at any time during the Rental Period to ascertain compliance with the terms and conditions of this Agreement.

(e) In the event that Lessee desires to serve food and/or refreshments during the Event, Lessee shall obtain such food/refreshment services through the University's food service and beverage vendor(s). <http://ulm.edu/auxiliary/>.

(f) Lessee shall be required to set up and remove its own equipment and personal property at its own expense. Lessor shall not be responsible for damage to or loss of any equipment or property left in the Facility by Lessee or Lessee's guests or invitees.

(g) Publicity. Lessee agrees that all broadcasting and telecasting privileges are reserved for Lessor and Lessee shall not broadcast or telecast or permit to be broadcast or telecast in any way from the Facility without the written consent of Lessor. The filming or photography of Event activities or of the Facility for commercial purposes requires prior written approval of the University Communications Department and may require compensation to the University and compliance with a filming/photography agreement. Unless Lessor has executed a written agreement in which it specifically agrees to be a sponsor of the Event, Lessee agrees that all promotional and advertising material for the event shall include the following disclaimer in bold and capital letters: "THIS IS NOT A UNIVERSITY OF LOUISIANA AT MONROE PROGRAM OR EVENT". Printed programs or literature, if any, shall be provided by Lessee at its sole expense. Any such sale of these programs or literature may be done at the Facility, with all revenues accruing to Lessee, as long as the items are sold by Lessee's personnel. Lessee shall be prohibited from exhibiting any signs or other advertising material in or about the Facility except with the express permission of Lessor.

(h) Use Of Lessor Name/Logo. Except as otherwise provided in Section 8.0, Lessee may not use the name or any logo, trademark or other indicia of Lessor without the prior written consent of an authorized representative of Lessor. Written consent may be obtained by contacting the Public Information Office <http://ulm.edu/opi/>.

(i) Parking. Lessor shall have no duty to provide parking to Lessee for the Event. Lessee and Lessee's guests and invitees shall park at their own risk. Parking permits may be required. Lessee shall be responsible for understanding and agreeing to any parking rules and policies applicable to Lessor's property. Traffic and parking regulations shall be in effect at all time. <http://ulm.edu/police/parking.html>.

(j) Security. Lessor shall not be responsible for the security of Lessee, its employees, subcontractors, participants, guests or invitees at any time before, during or after the Event. Lessee shall require that its employees, representatives, guests, invitees, and participants follow the lawful directions of University security personnel during the term of this Agreement. Lessee further agrees that security for the Event shall be provided in accordance with the policies and

procedures of the ULM Campus Police Department; the provision of any such security shall be determined by ULM police department in its sole discretion; and that Lessee shall be solely responsible for the payment of security as determined by such officials.

(k) Lessee shall leave the Facility, and its vicinity, in the same condition as it was at the commencement of the term of this Agreement. Lessee agrees to pay any extra charges for labor and/or materials when an excessive amount of cleaning is required by Lessor to return the Facility to its prior condition. Lessee also agrees to pay Lessor for any damages as a result of Lessee's use of the Facility. The security deposit shall be applied toward any amount due by Lessor for excess cleaning and/or repair of damage.

(l) Misuse of Property. In the event that Lessee shall use or attempt to use the Facility for any purpose other than those specified herein, or in the event that Lessee shall in any other respect fail to observe and fulfill its agreements herein contained, or if any use or proposed use of the said Facility shall, in the reasonable judgment of the Lessor, be in any way contrary to law or adverse to the academic objectives or the policies of the Lessor, or otherwise improper or detrimental to the reputation of the Lessor, the Lessor without notice to Lessee shall have the right, at its option, to cancel this Agreement and take immediate possession of the Facility and all rights of Lessee shall thereupon terminate.

(m) Compliance, Health, and Safety. Lessee hereby agrees to comply in all respects with the Environmental, Health and Safety policies of the Lessee, as they may from time to time be available on the Lessor's web site (www.ulm.edu), and to otherwise conform its activities and those of its invitees in a manner that will not prevent or impede the Lessor's ability to provide a healthy and safe environment for its students, faculty, and staff. Lessee agrees to comply with all federal, state and municipal laws, statutes, regulations or ordinances and all agencies thereof, including but not limited to those relating to the payment of taxes or other charges on tickets, admissions or in any way connected with the Event. Lessee agrees to indemnify Lessor against any and all liability, claim, loss or payment of any kind by reason of Lessee's failure or omission to comply with any such law, statute, regulation or ordinance. Lessee further agrees to comply with all rules or requirements of the local police and fire departments, and to obtain and pay for any and all required permits and licenses (i.e. health department, liquor licenses, etc.). Lessee understands that there are occupancy limitations in the Facility and agrees that there shall not be admitted to the Facility a larger number of persons than the seating and/or fire capacity thereof will accommodate.

## **2.0 CONSIDERATION**

### **2.1 Payments**

(a) Rental and Deposit. As payment for use of the Facility to be provided by Lessor, the Lessee shall pay to Lessor a rental fee of [INSERT AMOUNT], of which a deposit in the amount of [INSERT AMOUNT] of said rental fee is due and payable at the time of signing this Agreement, and the remaining amount of [INSERT] is due and payable on or before 12:00

o'clock noon on [INSERT DATE – MUST BE BEFORE THE START OF THE EVENT]. All payments hereunder shall be received by the Lessor on or before the dates stated in the previous sentence and shall be submitted to University of Louisiana at Monroe, [INSERT NAME OF FACILITY MANAGER], [INSERT ADDRESS OF FACILITY MANAGER]. All checks and other instruments of payment shall be made payable to the “University of Louisiana at Monroe”.

(b) The rental fee includes the following services to be performed by the Lessor:

[INSERT DESCRIPTION OF THE SERVICES INCLUDED IN THE RENTAL PAYMENT SUCH AS PARKING, SECURITY, ETC] OR [INSERT “N/A” IF NO SERVICES ARE COVERED IN THE RENTAL FEE]

(c) The rental fee does not include [INSERT WHAT IS NOT COVERED SUCH AS PARKING, SECURITY, CLEANUP, FOOD OR REFRESHMENTS, ETC.]

## 2.2 Rights of the Lessor Upon Non-Payment or Late Payment; Cancellation by Lessee.

(a) Possession of the Facility. The Lessor shall not be obliged to give possession of the Facility to Lessee until all payments required under this Agreement have been made in a timely manner, as required herein.

(b) Failure to Make Payments When Due. If Lessee should fail to make all payments required by this Agreement on or before the time or times required herein, or make timely arrangements for insurance satisfactory to the Lessor as required herein, the Lessor shall have the right to cancel this Agreement and to retain all amounts of money previously paid on account of this Agreement as liquidated damages and not as a penalty. The Parties agree that such amounts are reasonable in light of the anticipated or actual harm to the Lessor caused by the non-payment of the total rental amount by the Lessee.

(c) Cancellation of Event by Lessee. The rental fee provided for herein shall be non-refundable to the Lessee in the event that the Lessee causes the Event to be cancelled.

(i) The deposit provided for herein shall be non-refundable upon the expiration of [INSERT APPLICABLE TIME PERIOD DEPENDING ON THE START DATE OF THE EVENT] from the date of payment of said deposit to the Lessor.

(ii) The total rental fee provided for herein shall be nonrefundable after [INSERT DATE DEPENDING ON THE DATE OF THE EVENT].

## 3.0 MATERIALITY OF TERMS AND CONDITIONS

Time is of the essence to this Agreement and all of the foregoing and following terms and conditions contained herein are material to the agreement of the Parties. Each Party agrees to

observe, keep and perform all such terms and conditions, a breach of any of which shall constitute a breach of this Agreement.

#### **4.0 INDEMNIFICATION AND RELEASE BY LESSEE**

4.1 Lessee agrees to fully indemnify, protect, defend and hold harmless Lessor and Lessor’s governing board, members, officers, directors, employees, volunteers, agents, representatives and students (“Lessor Indemnified Parties”) from and against any and all claims, demands, suits, losses, liabilities (including attorneys’ fees associated with same) arising in favor of or asserted by or on behalf of any person or entity for bodily injury, personal injury, death or property damage arising out of or related to the Event or to the use of the Facility by Lessee (including, but not limited to, Lessee’s contractors, subcontractors, service providers, guests and invitees), regardless of whether caused, in whole or in part, by negligence, strict liability or other legal fault attributable to any of the Lessor Indemnified Parties.

4.2 Infringement of Intellectual Property. Lessee warrants and represents that no copyrighted music, videos, movies, photographic images or other sounds or images owned by another (“Intellectual Property”) shall be played, displayed on, broadcast from, or otherwise presented during the Event unless Lessee has the legal authority to use the Intellectual Property in the manner in which it is actually being used during the Event.

4.3 Limits of Lessor’s Liability; Lessee’s Release. Lessor shall not be liable for any loss of property or for any bodily injury, however incurred (including, but not limited to, damages arising from the infringement of Intellectual Property or the provision of food or beverages during the Event), that is incurred or suffered by the Lessee, its agents, employees, or invitees, on or in proximity to the Facility during the term of this Agreement. The Lessor is hereby expressly released and discharged from any and all liability for any loss, injury, or damages to such persons or property.

#### **5.0 ASSIGNMENT**

This Agreement shall not be assigned by Lessee, nor may Lessee subrent or sublicense said Facility, or any part thereof, or permit any business or activity on the Facility other than the use specified herein. This provision shall not be construed to prohibit Lessee from assigning its bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to Lessee.

#### **6.0 FORCE MAJEURE**

If the Facility is rendered unsuitable for the conduct of the Event by reason of Force Majeure, the Lessor and the Lessee are released from their obligations as they pertain to the Event. Force

Majeure shall mean any act of God, governmental act, act of terrorism, war, fire, flood, earthquake, hurricane, or other natural disaster, explosion or civil commotion.

## **7.0 INSURANCE**

In accordance with the provisions of Exhibit A, incorporated herein by this reference, Lessee shall be responsible for the provision of and the payment for insurance and/or other arrangements to protect the Lessor against loss, as provided for in such Exhibit.

## **8.0 LIMITED LICENSE**

8.1 License. Subject to the terms and conditions contained in Sections 8.2 and 8.3, the University (the “Licensor”) hereby grants to [INSERT LESSEE’S NAME] (the “Licensee”) a non-exclusive, non-transferable, irrevocable, limited license to make, reproduce, convert between media, and/or use:

- (a) videos, still photographs or other images of University-owned real property located on, in, or near the Facility; and
- (b) the approved name and stylized name of the College.

8.2 Limitations on Approved Uses. The limited license granted under Section 8.1 may be used *only* for the following purposes: (a) to display on tickets and invitations for the Event and/or on or private notes of appreciation after the Event; and (b) to memorialize the Event for the private use of the Guest.

8.3 Prohibitions. In no Event shall the images, name, stylized name and/or seal of the University, or any other intellectual property of the University be used for commercial purposes, or in conjunction with any disparaging remark or comment about the University College or any of its officers, employees, or students (“Covered Persons”), or be used in any disparaging way or in a way that portrays the University or a Covered Person in a false light or otherwise subjects it or them to public ridicule or disgrace.

8.4 Reservation of All Other Rights. Except for the rights specifically granted under this Section 8.0, the Licensor hereby reserves all right, title and interest in and to the University’s Intellectual Property.

## **9.0 ENTIRE AGREEMENT/AMENDMENT**

This Agreement constitutes the entire agreement between Lessor and Lessee regarding the subject matter hereof, and supersedes any and all prior or contemporaneous oral or written arrangements any and all of which are hereby made null and void. This Agreement may be amended only by a written agreement executed by authorized representatives of both Parties and which specifically references this Agreement.



## **10.0 WAIVER**

No waiver of any provision of this Agreement, or any right or remedy arising under any provision of this Agreement, shall be effective unless such waiver is in writing and executed by an authorized representative of the waiving Party. No waiver with respect to a specific circumstance or event shall be deemed a waiver as to any other circumstance or event.

## **11.0 NATURE OF RELATIONSHIP**

Lessor and Lessee shall at all times be considered by each other to be independent entities entering into this Agreement solely for the purpose of carrying out the provisions of this Agreement.

## **12.0 TERMINATION**

12.1 For Cause. Lessor may terminate this Agreement for cause based upon the failure of Lessee to comply with the terms and/or conditions of the Agreement; provided that Lessor shall give Lessee written notice specifying the Lessee's failure. If within a reasonable time after receipt of such notice, Lessee shall not have either corrected such failure, Lessee shall be in default and this Agreement shall terminate on the date specified in such notice.

12.2 For Convenience. Lessor may terminate this Agreement at any time by giving written notice to Lessee.

## **13.0 OWNERSHIP OF DOCUMENTS**

All records, reports, documents and other material delivered or transmitted to Lessee by Lessor shall remain the property of Lessor, and shall be returned by Lessee to Lessor, at Lessee's expense, at termination or expiration of this agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by Lessee in connection with the performance of the services agreed to herein shall become the property of Lessor, and shall, upon request, be returned by Lessee to Lessor, at Lessee's expense, at termination or expiration of this agreement.

## **14.0 AUDIT**

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration, and the University of Louisiana at Monroe auditors shall have the option of auditing all accounts of Lessee which relate to this Agreement.

## **15.0 FISCAL FUNDING**

The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the legislature. If the legislature fails to appropriate sufficient

monies to provide for the continuation of the Agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this Agreement, this Agreement shall terminate immediately.

**16.0 GOVERNING LAW; VENUE**

This Agreement, including without limitation, any disputes arising out of or relating to this Agreement, shall be governed by the internal laws of the State of Louisiana, without regard to its conflict of law provisions. Lessor and Lessee hereby submit to the exclusive jurisdiction and venue of the state courts located in the State of Louisiana with respect to any legal proceedings arising out of or relating to this Agreement.

**17.0 SEVERABILITY**

If any provision of this Agreement is ruled invalid in an arbitral or judicial proceeding, such finding shall not affect the validity of any other provision of this Agreement as a whole, which shall remain in full force and effect.

**THUS DONE AND SIGNED** on the day, month and year first written above.

WITNESSES SIGNATURES: LESSOR: UNIVERSITY OF LOUISIANA AT MONROE  
\_\_\_\_\_  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_

WITNESSES SIGNATURES: LESSEE: [INSERT NAME]  
\_\_\_\_\_  
By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_

**Attachment A  
Insurance Requirements**

[INSERT LESSEE NAME] shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with its use of University facilities. The cost of such insurance shall be borne by [INSERT LESSEE NAME].

A. Minimum Scope of Insurance. Coverage shall be at least as broad as: Insurance Services Office form number GL 0002 (ED. 1/73) covering Comprehensive General Liability and Insurance Services office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (“Occurrence Form” CG 0001). “Claims Made” form is unacceptable. The “Occurrence Form” shall not have a “sunset clause.”

B. Minimum Limit of Insurance. [INSERT LESSEE NAME] shall maintain limits no less than:  
Comprehensive General Liability: [INSERT AMOUNT – TO BE DETERMINED BY ULM RISK MANAGEMENT OFFICE DEPENDING ON THE NATURE OF THE EVENT BUT IN NO EVENT LESS THAN \$1,000,000.00] combined with limit per occurrence for bodily injury, personal injury and property damage.

Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage if [INSERT LESSEE NAME] hires any employees to work at such activities/events.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the University of Louisiana at Monroe. At the option of the University of Louisiana at Monroe: the insurer shall reduce or eliminate such deductible or self-insured retentions as respects to the University of Louisiana at Monroe, its officers, officials, employees and volunteers; or [INSERT LESSEE NAME] Shall procure a bond guaranteeing payment of loss and related investigation, claim administration, and defense expenses.

D. Other Insurance Provisions

1. General Liability

a. The University of Louisiana at Monroe, its officers, officials, employees and volunteers are to be covered as “additional insured’s” as respects: liability arising out of premises owned, occupied or used by the [INSERT LESSEE NAME]. The coverage shall contain no special limitation on the scope of protection afforded to the University, its officers, officials, employees or volunteers.

b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the University of Louisiana at Monroe, its officers, officials, employees or volunteers.

c. For activities involving minor children, the policy does not exclude coverage for child abuse, neglect and/or endangerment, including sexual molestation.

2. All Coverages. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, with a return receipt, has been given to the University of Louisiana at Monroe.

E. Acceptability of Coverage. Insurance is to be placed with insurers with an A.M. Best's rating of no less than A-VI.

F. Verification of Coverage. [INSERT LESSEE NAME] shall furnish the University with certificates of insurance, effecting coverage required by this clause. The certificates are to be received and approved by the University of Louisiana at Monroe before the activities/events commences. The University of Louisiana at Monroe reserves the right to require complete, certified copies of all required insurance policies at any time.



School of Pharmacy

# Application 2017

## Faculty Research Support Program

### Dean's Office

## Introduction

University of Louisiana at Monroe School of Pharmacy is requesting proposals from full-time faculty members under the newly developed Faculty Research Support (FRS) program. The total funding available in AY17 is expected to be on the order of \$100,000. Two levels of awards will be made available: Level 1 awards are intended to support faculty research leading to the acquisition of preliminary data and the submission of externally funded grant proposals; Level 2 awards will support smaller research projects leading to the production of scholarship such as peer-reviewed publications or regional or national conference presentations. Individual award maximums have been set in the amounts of \$25,000 for Level 1 awards and \$5,000 for Level 2 awards. As a condition of Level 1 awards, at the conclusion of the funding cycle (December 1, 2018) a proposal that is ready for submission to an external funding agency will be submitted to the Dean's Office. The detailed guidelines for the FRS program are available in the attached SOP Faculty Research Support Program Guidelines.

## Proposal Preparation

**Level 1 Proposals** (Awards of up to \$25,000 leading to external grant application)

All Level 1 proposals must contain each of the following:

I. **Completed Application**

All required information including necessary signatures must be provided.

II. **Abstract**

Provide a brief description of the intended research using language appropriate for a general scientific audience. Abstracts should be no more than 250 words, 12-point Times New Roman or Arial font, and single-spaced.

III. **Research Plan**

A detailed research plan must be provided that describes the purpose, design, and outcomes of the study. The research plan should be no more than 10 pages, double-spaced, using 12-point Times New Roman or Arial font, and with 1-inch margins. Specifically, the plan must address:

- a. Study Objectives and Specific Aims
- b. Significance of the Study
- c. Background of the Problem (including preliminary data if available)
- d. Methods/Approaches/Techniques used to address each aim
- e. Outcomes, Potential Problems, and Alternative Approaches
- f. Project Timeline
- g. Reference List
- h. Future Plans (include specific plans for submission of external grant proposal)



School of Pharmacy

# Application 2017

## Faculty Research Support Program

### Dean's Office

#### IV. **Budget**

All proposals must include both of the following components:

##### a. **Completed Budget Request Form** (Use NIH or NSF Forms)

The Budget Request Form should outline all requested expenses. Examples of requested budget items include:

- i. Student salaries, including fringe benefits
- ii. Supplies/operating expenses
- iii. Computer/database access
- iv. Literature searches
- v. Minor Equipment (< \$5,000)

##### b. **Budget Justification**

Provide a description of why each of the requested items are necessary within the budget to accomplish the proposed research. The justification should be in 12-point Times New Roman or Arial font, double-spaced, with 1-inch margins.

#### V. **Curriculum Vitae of Principal Investigator**

Include a CV of the principal investigator for the proposed research. The CV should be no longer than 4 single-spaced pages, using 12-point Times New Roman or Arial font, with 1-inch margins. Investigators should follow NIH, NSF, or other appropriate format according to where s/he will apply for external funding. All CVs should include an inventory of previous scholarly activities such as publications in peer-reviewed journals and all grant proposals submitted and/or awarded over the past 4 years. Use NIH or NSF Biosketch forms.

#### **Level 2 Proposals** (Awards of up to \$5,000 leading to scholarship)

All Level 2 proposals must contain each of the following:

##### I. **Completed Application**

All required information including necessary signatures must be provided.

##### II. **Abstract**

Provide a brief description of the intended research using language appropriate for a general scientific audience. Abstracts should be no more than 250 words, 12-point Times New Roman or Arial font, and single-spaced.

##### III. **Research Plan**

A detailed research plan must be provided that describes the purpose, design, and outcomes of the study. The research plan should be no more than 4 pages, double-spaced, using 12-point Times New Roman or Arial font, and with 1-inch margins. Specifically, the plan must address:

- a. Study Objectives and Specific Aims
- b. Significance of the Study



# Application 2017

## Faculty Research Support Program

### Dean's Office

- c. Methods/Approaches/Techniques used to address each aim
- d. Outcomes
- e. Project Timeline
- f. Reference List
- g. Future Plans (include specific plans for submission of external grant proposal)

#### IV. **Budget**

All proposals must include both of the following components:

##### a. **Completed Budget Request Form** (Use NIH Or NSF Forms)

The Budget Request Form should outline all requests expenses. Examples of requested budget items include:

- i. Student salaries, including fringe benefits
- ii. Supplies/operating expenses
- iii. Computer/database access
- iv. Literature searches
- v. Minor Equipment (< \$5,000)

##### b. **Budget Justification**

Provide a brief description of why each of the requested items are necessary within the budget to accomplish the proposed research. The justification should be in 12-point Times New Roman or Arial font, double-spaced, with 1-inch margins.

#### V. **Curriculum Vitae of Principal Investigator**

Include a CV of the principal investigator for the proposed research. The CV should be no longer than 4 single-spaced pages, using 12-point Times New Roman or Arial font, with 1-inch margins. All CVs should include an inventory of previous scholarly activities such as publications in peer-reviewed journals and all grant proposals submitted and/or awarded over the past 4 years. Use NIH or NSF Biosketch forms.

### **Deadline, Evaluation, and Notification**

Application for the FRS must be received no later than 5:00 p.m., Monday, November 02, 2017, in the Dean's Office. Proposals will be evaluated by the Faculty Research Support Committee and their recommendations for awards will be forwarded to the Dean's Office for consideration and final action by the Dean or the Dean's designate. The Committee reserves the right to request clarification of a proposal from applicants before funding decisions are announced. Proposals will be evaluated on the probability of success of external funding, significance of the project to the field of study and/or the ULMSOP, and the significance of the research to the growth and professional development of the investigator(s). Notification of awards will be made on or about November 21, 2017. The funds will be available on December 01, 2017.

### **Compliance and Reporting**

For those applicants who receive a 2017 FRS, the following compliance and reporting documents must be submitted to the Dean's Office no later than December 01, 2018.



School of Pharmacy

# Application 2017

## Faculty Research Support Program

### Dean's Office

#### Level 1 Projects

- I. A final report indicating how award monies were expended and a listing of expenditures
- II. A list of funding agencies to which the proposal has been or will be submitted
- III. A copy, or a draft of the external grant proposal

#### Level 2 Projects

- I. A final report indicating how award monies were expended and a listing of expenditures
- II. A draft of the manuscript or presentation that has been submitted for peer review with appropriate journal or national/regional organization

ULM rules, regulations, and policies regarding the use of human subjects, animal care, biosafety, retention of records, hazardous waste, radioactive materials, patents and copyrights, royalties and fees, as well as other appropriate university policies apply to the FRS Program. Faculty and staff are responsible for following the established university compliance procedures regarding these rules and regulations that are available through the following ULM organizations:

**IACUC** <http://www.ulm.edu/research/iacuc.html>

**Office of Sponsored Programs and Research** <http://www.ulm.edu/research/>

**Environmental Health and Safety** <http://www.ulm.edu/safety/>

#### Additional Information

The FRS is specifically allocated to support the acquisition of preliminary data leading directly to submission of externally-funded grants or the publication of results in peer-reviewed journals. As such, it is not an extension of the various deans' or colleges' research awards. While some preliminary research may be supported by the FRS, a request for such support must demonstrate how the research will contribute to the growth and professional development of the investigator(s).

If you have questions concerning this FRS RFP, please contact the Dean's Office or call extension 1615.

The FRS Application may be found on page five of this document.







School of Pharmacy

# Application 2017 Faculty Research Support Program Dean's Office

ATTACH BUDGET AND BUDGET JUSTIFICATION FORMS (NIH or NSF Forms):



# Faculty Research Support Program

School of Pharmacy

## PURPOSE

The overarching purpose of the Faculty Research Support (FRS) Program is to grow the research and scholarship productivity of the ULM by providing a source of internal research funding available to both academic departments. Research grants will be used to support the acquisition of preliminary data leading directly to submission of externally-funded grants or the publication of results in peer-reviewed journals. FRS grants are not intended to serve as new faculty start-up funding or to develop laboratory and research capacity without clearly defined research projects and objectives. Furthermore, FRS grants will not be used to 1) supplement existing grants (internal or external) or research projects; 2) provide faculty with development funds to attend conferences, training seminars, or participate in continuing education activities; 3) fund faculty salary offsets or augmentation; or 4) support faculty sabbatical opportunities.

## PROCEDURE

Each academic year, the Dean's Office will invite the ULM faculty to submit proposals for the FRS Program. The Dean's Office will be responsible for coordinating the grant program, including the development of an annual funding pool, the proposal and award process, and review of final project reports. A Faculty Research Support Committee (FRSC) will be appointed annually by the Dean to review research proposals, award FRS grants, and review final reports. The composition of the FRSC will be as follows:

- Department Head Basic Pharmaceutical Sciences
- Department Head of Clinical Sciences
- 1 administrator from the Dean's Office
- 1 faculty member from each academic department
- 1 external reviewer from ULM or another institution (starting AY17)

All members of the committee will evaluate the research proposals using a standardized rubric. Members of the committee cannot be co- or principal investigators on any of the research proposals. If any member of the committee wishes to submit or be named as a co-investigator on a research proposal, s/he must request to the Dean to be recused from the committee and nominate a replacement. Committee members may, however, serve as collaborators on proposed projects but are required to identify themselves as such before the committee. In such cases, the committee member serving as a collaborator for a given project will be asked to provide informal input on the project to the committee but will not be permitted to rate the project.

## Funding

The FRS Program will be funded on an annual basis by the Dean's Office. The total funding available in AY17 is expected to be on the order of \$100,000. The size of the funding pool in subsequent years will be established and announced prior to the request for proposals, and is expected to be at least \$100,000.

ULM is committed to supporting and expanding the research opportunities of its faculty, and consequently the Dean's Office will be seeking to increase the size of the funding pool each year.

The FRS program will allow for two levels of grants. Level 1 grants may be awarded in amounts of up to \$25,000 and are targeted at projects that will produce preliminary data leading to the submission of an external research proposal. Level 2 grants are set at a maximum of \$5,000 for each award and will be used to support smaller projects that will result in tangible scholarship output such as peer-reviewed publication, book chapters, or presentations at regional or national conferences. As described below and evidenced through the RFP, it will be the responsibility of the investigator(s) to identify the level of grant to which s/he is applying. Furthermore, the proposal requirements for Level 1 grants are more extensive and expected to closely parallel the requirements for external grant agencies such as NIH and NSF.

The size of a given award, whether it be a Level 1 or Level 2, will be dependent upon the proposed project budget, the total amount of funding available for the given year, and the total amount of funding requested for all projects selected to receive funding. In some cases, the FRSC will contact the principal investigator(s) of a qualified project to determine the feasibility of conducting the research if only a portion of the requested funding is awarded. Should the FRSC fail to receive a sufficient number of qualified research proposals and be unable to award all available grant funding in a given year, remaining funds will be incorporated within the grant pool for the following year.

FRS grants may be used to support a number of research expenditures, including small equipment purchases (< \$5,000), purchases of samples and materials, and salary support for research assistants or part-time help. As noted previously, grants are not intended to provide faculty salary offset, fund faculty sabbaticals, support faculty development activities such as training seminars or conferences, or to serve as new faculty start-up funds. All expenditures are to be included within the budget section of the grant proposal for review by the FRS committee. Additional details will be articulated in the request for proposals.

### **Eligibility for Faculty Research Support Grants**

In order to participate in the FRS Program, applicants must meet the following eligibility requirements:

1. Hold a full-time faculty appointment at ULM ( $\geq .50$  FTE )
2. Submit an original research proposal that meets the established criteria for the level of grant the investigator(s) is seeking, on or before the assigned deadline
3. Submit research for which the investigator(s) has not previously been awarded an FRS grant or external funding to conduct
4. Is not a member of the FRSC at the time of the proposal review
5. Has not received a Level 1 grant within the past 5 years for which s/he failed to follow through with an external grant proposal

Faculty may submit more than one proposal as the principal investigator or co-investigator within a given year; however, the proposals must be for different levels of funding. In other words, the faculty member can submit one Level 1 and one Level 2 proposals, but s/he cannot submit two Level 1 or two Level 2 proposals. Any faculty member submitting more than one proposal at the same level will be asked to identify one of the two projects for consideration by the committee. Additionally, preference will be given to individuals who have not previously received FRS grant funding within the past 12 months.

## **Selection Criteria**

To be considered for funding, all research proposals (Level 1 and Level 2) must contain the following:

1. Description of the intended research (abstract)
2. Name of primary investigator(s) and other personnel involved in the research (including co-investigators and intended collaborators)
3. Statement of how the research will contribute to the growth and professional development of the principal investigator(s)
4. Detailed budget outlining specific line-item costs by category, grouped by thousands of dollars
5. Resources needed to conduct the research
6. Research plan
7. If approval by IRB or IACUC is necessary, funding for those aspects of the project will not be disbursed until necessary approval has been obtained.
8. Timeline for completion of the research

Level 1 proposals must also include:

9. Identification of grant agency and type of grant to which investigator(s) will apply for funding following conclusion of research supported by the FRS grant

Research proposals must follow the standardized format as specified for the desired level of funding in the annual request for proposals. The proposal must be a new research project that has not previously been supported through external funding or an FRS grant. The principal investigator(s) must possess sufficient expertise and ability or include collaborators with the appropriate expertise to accomplish the intended research.

## **Proposal Review Process**

Once received by the chair of the FRSC, the proposals will be reviewed by the committee. Proposals that meet the established criteria will be evaluated using a standard rubric to rate the quality of the proposal, significance of the research, and feasibility of the study. Separate rubrics will be utilized to evaluate the two levels of grants. If it chooses, the FRSC may establish a minimum score for projects to be considered qualified for funding at each level. Generally, projects receiving the highest ratings will be awarded FRS grants. The FRSC will notify all investigators whether their projects have been selected to receive funding in full or in part on or before the established deadline. Furthermore, the FRSC will provide feedback to each investigator whose project was not awarded funding in order to highlight areas that could be improved within the proposal to increase its likelihood of receiving funding in the future.

## **Requirements for Awardees**

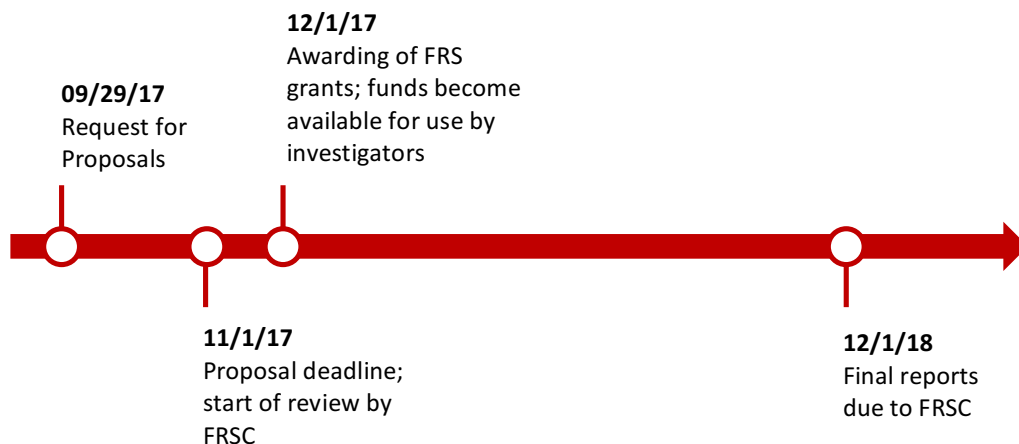
All grant recipients will be required to submit a brief final report on their progress and outcomes in conducting the approved research to the FRSC within twelve months of disbursement of the grant funds. Throughout the research, investigators are expected to manage grant funds in a manner consistent with the original proposal. Revisions to the research budget beyond a 30 percent change to specific line items must be submitted to the FRSC for review and approval. All research must be approved, where necessary, by the ULM IRB or IACUC, and investigators are expected to comply with all applicable OSHA standards

and human and animal subjects research protocols. Finally, any changes to the project timeline that would require extension of the project or grant funds beyond the designated twelve-month period must be submitted to the FRSC for approval.

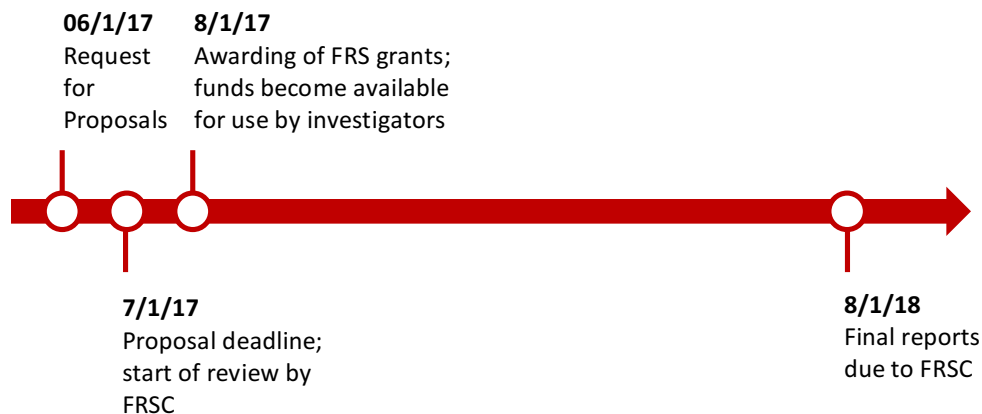
## Timeline

The proposed timelines for the FRS grant cycle in FY17 and FY18 are depicted below. As shown, the timeline for FY17 is compressed relative to the anticipated timeline for subsequent years.

### FY17



### FY18



**2017-18 Faculty Research Support Committee**

TBA

*\*committee chair*



School of Pharmacy

**SOP OP:** **100.009 - University of Louisiana at Monroe School of Pharmacy Faculty Retention Plan**

**PURPOSE:** Articulate the School's core belief in retention of faculty. This policy outlines the primary targets for retention interventions, the administrative actions undertaken, and programs implemented for the purpose of retention.

**REVIEW:** This OP will be reviewed by September of every even-numbered year (beginning 2018) by the Executive Committee and approved by the Dean.

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### **100.009.001 - INTRODUCTION**

The mission of the School of Pharmacy (SOP) is to educate future health care professionals to meet the diverse pharmaceutical care needs of the people of Louisiana and to serve the professions of pharmacy and toxicology through a balanced program of education, research, service, and patient care. Retention is not a one size fits all solution, but rather a complex menu of opportunities that address individual and professional development needs. The School has developed and resourced a plan to meet the needs of faculty that addresses the following key issues: 1) development, 2) investment, 3) recognition and, 4) compensation.

### **100.009.002 - DEVELOPMENT**

All employees have a reasonable expectation for skill development and professional growth. The School commits to this vision and plans to meet this goal by:

1. Developing ongoing, routine development programs for faculty (eg. Faculty Development Committee and Faculty Affairs Committee);
2. Seeking opportunities for development of interdisciplinary programs;
3. Establishing new faculty orientation and mentor/mentee programs;
4. Annually budgeting for individual developmental travel that is financially equitable;



5. Establishing and resourcing a Leadership Development Program that targets growth of individual faculty in areas of interest; and
6. School administration will encourage and recognize faculty efforts to secure travel funds external to ULM School of Pharmacy, including funding provided through ULM's main campus.

### **100.009.003 - INVESTMENT**

Progress requires investment. School investments include financial, time/opportunity, growth, and space. The School will invest in innovative activities by:

1. Financial:
  - a. Supporting an internal grant program, termed the Faculty Research Support Program (FRS), that will be funded annually.
  - b. Strive to create and resource new, innovative pharmacy practice opportunities.
  - c. Maintain and support policies that allocate portions of indirect funds from research activities back to the faculty member's laboratory and make available to the faculty members portions of salary offset to be used as bonus compensation.
  - d. Maintaining within the School's budget an annual research contingency fund. Such funds are to be targeted at provision of research start ups and for acquisition of and expansion of core facilities.
2. Time/Opportunity:
  - a. Announce and promote School expectations for faculty engagement in research/scholarship, teaching, practice, and service.
  - b. Assuring all faculty members annually have development plans/performance plans, in agreement with the department chair, that establish a percent effort allocation to scholarly or research pursuits.
  - c. Support a Community On Research in Education (CORE) targeted at stimulating innovative practices in education (as part of Center for Pharmacy Education).
  - d. Establishing fair, equitable, and reasonable policy on faculty and professional (including flex time, such as on-duty, off-station) leave for the purposes of research skill development and/or presentation of research outcomes.
  - e. Setting aside protected faculty time (time dedicated for anything a faculty member needs to succeed which should not exceed 10% of a faculty member's time) for development of required skill sets (pharmacy pedagogy, scientific techniques, writing techniques, etc.) amongst peers, research/scholarship, and course development hours.
  - f. Conducting periodic surveys to assess faculty satisfaction with the employment environment to evaluate if it may be improved.
  - g. Developing and implementing an instrument to level the workload between faculty and departments including both time spent teaching

and grading all classes, including lab oriented classes as well as experiential learning.

3. Growth:

a. Investigating and investing in new programs and opportunities that leverage existing strengths and improve upon existing weaknesses. Examples of programs that the school may pursue to enhance innovation growth include:

- i. Residency programs;
- ii. Post-doctoral fellowships; and
- iii. Graduate programs.

As well as provide adequate financial and human resources to support such programs.

b. Developing and resourcing programs to support PharmD student engagement and experience acquisition in research.

4. Space:

a. Continue supporting adequate research space policy and continue acknowledging research productivity.

b. Providing all faculty with reasonable, safe, and appropriate work accommodations (for example, shared faculty space is inadequate for HIPPA and FERPA laws) at their ULM SOP primary work site.

c. Assuring that all work spaces are maintained in good working order.

**100.009.003 - RECOGNITION**

Recognition is central to creation of an culture and environment of respect. The School will create multiple avenues for faculty recognition of accomplishments, milestones, and celebrations. To appropriately recognize employees, the school will:

1. Hold routine social events for employees to celebrate major holidays (Thanksgiving and Christmas), birthdays each month, employee personal life events (weddings, births, etc), and other events as requested by the Department Chairs or School Dean.

2. Faculty teaching excellence will be recognized annually through both student-selected and faculty-selected awards. Awardee selections will be made through a nomination-election process. Annual awards will include:

A. Student-selected:

- i. P1, P2, P3 year course team of the year and teacher of the year
- ii. P1, P2, P3, P4 year preceptor of the year

B. Faculty-selected:

- i. Educational Innovation of the year
- ii. Best manuscript award
  1. By department
  2. Awarded to first or corresponding author (not team)

C. Display names of past and present awardees of Educational Innovation of the year and Best Manuscript of the Year on plaques prominently displayed in the entry hallway of the School of Pharmacy.

- D. Plaques for faculty chairs of committees will be prominently displayed in the entry hallway of the School of Pharmacy.
- 3. Faculty research excellence and productivity in scholarship and research will be recognized by:
  - A. The School displaying names of past and present awardees of the Researcher of the Year selected by members of the Faculty Research Stimulus Program on a plaque prominently displayed in the entry hallway of the School of Pharmacy.
  - B. Acknowledging successful scholarship, grantsmanship, and innovation in the School's scrolling announcements on the center announcements display found on the first floor of the Coon Education Building.
  - C. Releasing public relations announcement to university, local, state, regional and national venues celebrating faculty successes.
- 4. Employee dedication and excellence in the services they provide will be acknowledged annually through the following methods:
  - A. Acknowledgment of immediate-past committee chairs at the September Faculty Meeting; and
  - B. Acknowledgement of employee longevity and promotions at the School's awards ceremony (May of each year). Employees will be recognized as new hires and for service at 5-year increments.
- 5. Dean's Awards for Excellence  
The Dean's Awards for Excellence recognize outstanding faculty contributions in the core mission areas of **Education, Research, and Clinical Care**. Awardee selections will be made through a nomination-selection process. Annual awards will include:
  - A. **Dean's Award for Excellence in Education:** This award recognizes and rewards faculty who demonstrate an ongoing commitment to educational excellence and have sustained a compelling record of excellence in teaching and learning.
  - B. **Dean's Award for Excellence in Research:** This award recognizes faculty members who have made significant and long-lasting research contributions that have advanced the fields of biomedical, behavioral, clinical, or medical research. Junior and senior faculty recipients are selected from the basic science departments and the clinical departments.
  - C. **Dean's Award for Excellence in Clinical Care:** This award recognizes one clinical faculty member who demonstrates exemplary patient-oriented services and conscientiously responds to the compelling needs of our community.
- 6. The Excellence in Mentoring Award. Award recognizes a faculty member who exhibits excellence in mentoring. Excellence in mentoring can be demonstrated in many ways—through the accomplishments of individual mentees, by the process by which faculty serve as role models for each other, and through the promotion of the professional development of others, creating a supportive, positive working environment.

7. Excellence in Leadership Award. Award recognizes a strong leader that demonstrates a unique ability to guide and inspire others, which in turn contributes to the effective and efficient functioning of the school. This person may approach their work in the following ways:
  - Inspires and encourages personal and professional development in others
  - Builds strong relationships that support a high level of trust and credibility
  - Adapts readily to new situations
  - Effectively persuades others using keen organizational awareness
  - Mentors and cultivates employees, creating a culture of respect that fosters an atmosphere conducive to achievement
  - Contributes to the success of an initiative that benefits those outside their own department and/or places emphasis on collaboration within and among departments
8. The School's Faculty Meeting agenda will include time and opportunity for faculty to identify and be recognized for personal and professional successes. These recognitions may be acknowledged by previously described methods or trigger follow-up for additional information so that acknowledgement may be given.
9. Acknowledge and showcase all awardees, selected celebrations, and accomplishments in the School's alumni yearly report.

#### **100.009.004- COMPENSATION**

The School is committed to providing compensation packages that are reasonable, responsible, and respectful to our employees. The following guidelines will be used when establishing compensation for employees:

1. Faculty and fulltime faculty administrators' compensation will be compared to American Academy of Colleges of Pharmacy (AACCP) salary data for the most recent year. These comparisons will be made annually as part of each faculty member's and administrator's annual performance evaluation. We strive to maintain faculty compensation comparison for all employees equivalent to or greater than the AACCP 60% salary based upon position/discipline, rank, and years in rank.
2. Faculty may defer raises and those funds may be considered for reallocation.

