

**ACCREDITATION COUNCIL FOR PHARMACY EDUCATION**  
**INTERNATIONAL SERVICES PROGRAM**  
**GLOSSARY/DEFINITIONS**

Updated: October 2020

*The following definitions describe the way the terms are used in ACPE Certification and Precertification documents. The glossary is not intended to provide or imply a globally adopted definition of the term.*

**Academic dismissal:** Removal of a student by the school from the professional degree program for failure to meet the requirements and/or academic and professional standards set for the program.

**Academic staff:** The members of staff who have an academic title and are involved in teaching, research, scholarly activity, and service for the school. This includes staff personnel who hold an academic rank with titles such as professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. The category includes personnel with other titles, (e.g. dean, director, associate dean, assistant dean, chair or head of department), if their principal activity is instruction or research. It does not include student teachers or teacher aides. Similar terms: faculty, faculty members. (Source: adapted from OECD<sup>1</sup>)

**Academic Staff Handbook:** A document that defines and describes the conditions of full-time instructional, research, and clinical academic staff employment; the structures and processes through which the academic staff participates in institutional decision-making and governance; and the academic policies of the University. Similar term: Faculty Handbook.

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<sup>1</sup> Organisation for Economic Co-operation and Development  
<http://stats.oecd.org/glossary/detail.asp?ID=10>

**Administrators (of the university):** The senior executives who provide leadership and manage the daily and long-term operations of the university; would include positions such as President, Vice-President of Academic Affairs, Chancellor, Vice-Chancellor, Provost, Rector, Principal.

**Admission:** The granting of access to a student to study in an educational program.

**Assessment:** The structured evaluation of outcomes to determine how well the school is performing in various areas, such as, student learning, curricular effectiveness, research productivity, and community service.

**Attrition:** The reduction in number of students enrolled in a program of study for reasons including academic dismissal, transfer, voluntary withdrawal.

**Co-curricular:** Activities outside the formal curriculum - but alongside the curriculum - in which the student engages to apply classroom learning, or employ and enhance skills learned in the classroom. For these activities, there is an expectation of student learning, documentation of learning, and proper feedback and oversight to ensure the intended learning has occurred. Extra-curricular activities can serve as co-curricular activities if there is the expectation for application and documentation of classroom learning. (See also **Extra-Curricular**. For additional guidance, refer to *Guidance for the Accreditation Standards and Key Elements for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree*

<https://www.acpe-accredit.org/pdf/GuidanceforStandards2016FINAL.pdf>)

**Competence:** The ability of a pharmacy graduate to perform his/her duties accurately, make correct judgments, and interact appropriately with patients and colleagues. Professional competence is characterized by good problem-solving and decision-making abilities, a strong knowledge base, and the ability to apply knowledge and experience to

diverse patient-care situations. (Source: adapted from Council on Credentialing in Pharmacy<sup>2</sup>)

**Competency:** A distinct knowledge, skill, attitude, or value that is essential to the practice of a profession. A pharmacist must master a variety of competencies to gain proficiency in the profession. (Source: adapted from Council on Credentialing in Pharmacy<sup>6</sup>)

**Course File:** A comprehensive collection of documents and data related to a specific course of instruction containing, for example: the course description and syllabus; intended learning outcomes; course prerequisites; persons involved in delivery of the course; teaching methods, materials, textbooks, and other learning resources used; assessment instruments, sample questions, and marking schemes; assessment data and analysis of student grades; summary of students' evaluations of the course; comments regarding the instructor's evaluation, review, findings, and conclusions; proposals for course improvements; and any revisions or other actions taken to improve the course.

**Dean:** The person identified as the leader of the school of pharmacy and professional degree program; the term is intended to include terms such as Director, Chair, or Head of School.

**Enrollment:** The number of students enrolled (admitted and currently studying) in the professional degree program of the school of pharmacy.

**Extra-Curricular:** Non-curricular activities in which a student voluntarily engages for personal purposes such as service, stress reduction, or advancement of a personal interest. (See also **Co-Curricular**. For additional guidance, refer to *Guidance for the Accreditation Standards and Key Elements for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree*

<https://www.acpe-accredit.org/pdf/GuidanceforStandards2016FINAL.pdf>)

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<sup>2</sup> Council on Credentialing in Pharmacy  
<http://www.pharmacycredentialing.org/ccp/Files/CCPWhitePaper2010.pdf>

**Faculty (personnel):** See Academic Staff.

**Faculty (institution):** See School of pharmacy

**Formative Assessment:** Assessment procedures employed by teachers (academic staff) during the learning process to modify teaching and learning activities to improve student achievement.

**Full-time/part-time:** Full-time academic or other staff work exclusively in the school, typically 40-hours per week, for example; part-time academic or other staff may be employed by the school for less than 40 hours per week and may have employment at other sites.

**Goals (of a school or university):** Specific aims to fulfill the mission and vision.

**Graduates:** Pharmacists who graduated from the professional degree program of the school of pharmacy.

**Learning and Educational Resources:** These resources could include, but not be limited to: student and academic staff access to the Internet in appropriate venues including experiential sites; computer access; online or printed resources that may not be available in the library; educational or practice-based (i.e., dispensing system) software; a course management and/or portfolio site.

**Mission (of a school or university):** Primary purpose and objectives; reason for existing.

**Objective and Subjective Assessment Data:** Objective assessment data refers to metrics that measure programmatic outcomes. Some examples include outcomes of graduates on licensure examinations (if applicable), testing scores, student progression

rates, results of teaching and course evaluations, and benchmarking with peer programs. Subjective assessment data refers to facts presented by the school that support understanding or perception of programmatic outcomes, such as, student satisfaction surveys or focus groups.

**On-Time Graduation:** Successful completion by a student of the professional degree program within the standard allotted time (e.g., five academic years).

**Preceptor:** An individual who instructs students in a practice (non-academic) setting. Similar terms include: tutor, practice-based tutor, practitioner-educator.

**President (of a university):** The chief executive officer of the university. Equivalent terms may include Chancellor, Vice-Chancellor, Principal, or Rector.

**Professional degree program:** A postsecondary academic degree program offered at an institution of higher education and designed to prepare graduates to practice as a pharmacist.

**Progression:** Advancement through the professional degree program by a student; for example, from Year 1 to Year 2.

**Quality Assurance Manual:** a document or collection of documents that contain comprehensive details of the university and school structures, policies, procedures, schedules and timelines, plans and reports, assessment and other systems, key performance indicators and benchmarks, etc., used to manage and assure quality in accordance with the requirements of the university, national authorities, and applicable accreditation bodies.

**School of pharmacy:** The academic unit directly responsible for offering the professional degree program; related terms include college of pharmacy, faculty of pharmacy, department of pharmacy.

**Social accountability:** The obligation of pharmacy schools to direct their education, research and service activities towards addressing the priority health needs of the community, region, and/or nation they have a mandate to serve. The priority health needs are to be identified jointly by governments, healthcare organizations, health professionals and the public. (Adapted from WHO 1995 and ASPIRE 2012<sup>3</sup>)

**Staff:** All personnel employed at a school of pharmacy or university; includes academic and other personnel.

**Staff development:** A structured program where academic or other staff are trained in various areas to enhance their effectiveness, for example, as a teacher or researcher.

**Stakeholders:** The individuals, groups, or entities that have an interest or concern in the wellbeing and/or outcomes of the pharmacy school, institution, or program; for example, pharmacies that employ the graduates of the school, professional organizations, other healthcare providers who must work with the graduates.

**Strategic planning:** Discussing, investigating, and developing specific strategies to be implemented in the future to meet desired goals and objectives.

**Student Handbook:** Detailed written information about the school, university, academic program, learning experience, student services and resources, student conduct, and other requirements.

**Substantive change:** A notable change in the professional degree program, the school of pharmacy, or the institution that may impact the program's quality or its ability to remain in compliance with all quality criteria.

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<sup>3</sup> Association for Medical Education in Europe: International Recognition of Excellence in Medical Education; [www.aspire-to-excellence.org](http://www.aspire-to-excellence.org)

**Summative Assessment:** Assessment of achievement at the end of a defined period of study, such as the completion of a course, assignment, or module.

**University:** A postsecondary institution of higher education that is regularly incorporated, legally empowered, and authorized to award degrees in accordance with national and/or regional laws and regulations, and whose mission encompasses professional education, scholarship, research, and service.

**Values:** What is important to the school or university.

**Vision (of a school or university):** Aspirations; desired future state.

**Withdrawal:** Voluntary withdrawal by a student from the professional program, including for personal reasons.