

University of Louisville School of Dentistry

# ULSD Bylaws

**The ULSD Faculty Governance Document and Bylaws**

Approved by the ULSD Faculty Assembly 9/7/2011

# University of Louisville School of Dentistry Bylaws

## Preamble

These Bylaws are the official statement of the organization and rules of governance of the faculty of the School of Dentistry, University of Louisville. The School of Dentistry is an academic unit of the University of Louisville. It has the authority to recommend awarding degrees and certificates. It functions under the rules, regulations and guidelines of the University of Louisville as specified in the University's Redbook.

## Mission

### School of Dentistry Mission

The mission of the School of Dentistry is detailed in Appendix 1 of this document.

### Departmental Missions, Goals and Objectives

The faculty of each of the departments of the University of Louisville, School of Dentistry, led by the department chair, will develop its own mission statement and goals to support its mission. These statements will be developed in congruence with the mission statements for the University and the School of Dentistry. The faculty will also develop objectives which will serve as a basis for assessment of the achievement of the departmental goals.

### Academic Programs of the School of Dentistry

The programs of the school are those academic degrees or programs in the School of Dentistry that have been approved by the faculty and recognized officially by the University. The School of Dentistry operates the following academic programs:

1. The Doctor of Dental Medicine program
2. The baccalaureate program in Dental Hygiene
3. Masters Degree in Oral Biology
4. Postdoctoral certificate programs in various dental specialties.

The faculty of the School of Dentistry is responsible for general educational oversight of those programs. The governance committee structure is the method of carrying out that oversight.

## Faculty of the School of Dentistry

The Faculty Assembly of the School of Dentistry is the organization that represents the faculty. Its purpose is to ensure that the faculty of the School of Dentistry fulfill their obligations and responsibilities and exercise their rights as defined in the University of Louisville's Redbook.

### Authority

The University's Redbook (Article 3.3.2), gives the faculty of the School of Dentistry the following authority:

"Except as otherwise provided, each faculty shall have general legislative powers over all matters pertaining to its own personnel policies, criteria, and procedures, to its own meetings, and to admission requirements, curricula, instruction, examinations and recommendation to the Board of Trustees for granting degrees in its own academic units."

The faculty of the School of Dentistry will exercise its authority through its general meetings and through its committee structure:

1. *Standing* committees perform a continuing function. The members may be elected by the faculty,

appointed by the chair of the Faculty Assembly, or appointed by the dean to oversee a continuing policy or research area.

2. *Governance* committees are standing committees that are elected by the executive or departmental faculty to administer their rights and responsibilities as defined in the Redbook (Article 3.3.2),
3. *Ad hoc* committees are appointed by the chair of the Faculty Assembly or the dean to address a particular issue for a limited time.

Any standing or ad hoc committees may not supersede the authority of a governance committee in its area of responsibility.

### **Responsibilities**

As part of its general legislative power over all matters pertaining to its own affairs, the faculty and its members shall be responsible to:

1. Help to develop school and departmental mission statements.
2. Assist in the development and review of the school's strategic plan and priorities for action.
3. Advise the dean on matters related to the mission, budget, and planning of the school.
4. Recommend to the dean specific actions and programs to achieve the overall goals of the School of Dentistry.
5. Identify and explore areas of faculty concern and recommend appropriate action to the dean of the School of Dentistry.
6. Maintain academic excellence through development, refinement, implementation and review of the curriculum.
7. Promote excellence in patient care through development, refinement, implementation and review of the clinical patient care system.
8. Review and submit to the dean recommendations and proposals for establishing new certificate or degree programs or the dissolution of existing programs.
9. Recommend faculty personnel actions to the dean by way of the Faculty Personnel Committee.
10. Create from its membership standing and special committees, and elect representatives necessary to conduct its business.
11. Develop research and scholarly activities that enhance the school's research priorities.
12. Develop service activities that enhance the school's external service priorities.

### **Types of Faculty**

#### **General Faculty**

##### **Membership**

The General Faculty of the School of Dentistry consists of:

1. All full-time faculty members (tenured, tenure track or term) who hold the rank of instructor, assistant professor, associate professor or professor in the School of Dentistry.
2. All part-time faculty members who have at least one day per week (.2 FTE) commitment to the School of Dentistry.

##### **Privileges**

1. Any member of the General faculty may attend and speak at any Faculty Assembly meeting.
2. Any member of the General Faculty may serve on any ad hoc committee of the school.

#### **Executive Faculty**

##### **Membership**

The Executive Faculty consists of:

1. All full-time members of the faculty.
2. All part time members of the faculty who have at least a 0.8 F.T.E. commitment to the school.
3. A part-time member of the faculty who has been elected to the Executive Faculty. The

part-time faculty who hold less than a .8 FTE commitment to the school will elect three of their members to serve as voting members of the faculty. These three members will be considered Executive Faculty members for voting privileges but not for election to the governance committees.

#### **Privileges**

1. Any member of the Executive Faculty may vote on any issues brought before the faculty. These include elections to School of Dentistry and university-wide committees, changes to bylaws and other documents related to faculty governance, issues related curriculum, admissions, student progress, or graduation from the programs of the School of Dentistry.
2. Any member of the Executive Faculty may serve on the governance committees, standing committees or ad hoc committees of the School of Dentistry (except as noted above for part-time faculty elected to the executive faculty).

#### **Graduate Faculty**

##### **Membership**

The Graduate Faculty consists of:

1. All members of the faculty who have applied for and been accepted as members of the Graduate Faculty as defined in the *Minimum Guidelines for Graduate Education at ULSD*.

##### **Privileges**

1. Only members of the Graduate Faculty may serve on committees overseeing, or vote on any issues directly related to the Graduate Research Programs.

#### **Officers of the Faculty**

The Executive Faculty of the ULSD Faculty Assembly shall elect the following officers on or before July 1 of each year. The officers will serve a two-year term beginning the fall semester of the academic year. Any officer may succeed him/herself in any position. No permanent member of the school or university administration (department chair or higher) may serve as an officer of the Faculty Assembly during their appointment to the administrative position. The duties of the officers are:

##### **1. Chair**

1. Preside over all meetings of the Faculty Assembly, except for the special meeting called by the dean for the purpose of approval of candidates for graduation.
2. Represent the Faculty Assembly when and where appropriate.
3. Serve as representative of the faculty on the School of Dentistry Council.
4. Appoint members to standing and ad hoc faculty committees, as needed.

##### **2. Vice Chair**

1. Chair the Faculty Assembly in the absence of the chair.

##### **3. Secretary**

1. Record and transmit the minutes of all meetings to all members of the Faculty Assembly.
2. Serve as the corresponding secretary, when appropriate.
3. Maintain records as necessary.

#### **Executive Committee of the Faculty Assembly:**

The Executive Committee of the Faculty Assembly shall act as an advisory body to the chair of the Faculty Assembly. The chair of the Faculty Assembly will determine meeting times and frequency and will preside over meetings.

The Executive Committee shall be composed of the current and the immediate past officers of the Faculty Assembly, and the school's university senators. The committee will advise the chair on faculty matters and serve as the nominating committee, as described later. If any member of the Executive Committee is unable to complete his or her term, the chair of the Faculty Assembly may appoint a replacement to serve

the remaining term of the member.

### **Meetings of the Faculty**

The Faculty Assembly will meet regularly as needed to complete its business.

1. The Faculty Assembly shall meet regularly, at the discretion of the chair. The chair must call at least one meeting each semester.
2. The chair of the Faculty Assembly will call a special meeting upon receipt of a petition stating the specific nature of business to be transacted. It will include the time and date and must be signed by one third of the members of the Executive Faculty. Written or electronic notice of the meeting will be circulated to all Faculty Assembly members.
3. The dean will call a special meeting of the Faculty Assembly to recommend granting degrees and certificates from the programs at the School of Dentistry.
4. The dean may request that the chair call a meeting of the Faculty Assembly at any time.
5. A quorum is 33% of the eligible members (Executive Faculty).
6. The secretary of the Faculty Assembly will record the meeting and prepare the minutes. Minutes shall be distributed with the agenda for the next meeting to all faculty members. Agendas and approved minutes shall be sent to the dean and the Office of the Vice President and University Provost.
7. Votes may be taken through the University e-mail system. A voting quorum is 33% of the eligible members (Executive Faculty).
8. The latest edition of Robert's Rules of Order shall govern the conduct of business in all instances not covered by the Bylaws.

### **Committees of the Faculty Assembly:**

The Executive Committee of the Faculty Assembly will develop governance committees for approval of the Executive Faculty. These committees fulfill the faculty's rights and obligations according to the Redbook. These are described in Appendix 2 to this document.

The faculty may enact other standing or ad hoc committees it deems important in conducting its business at the School of Dentistry. The faculty may dispose of committees it has formed that it deems no longer necessary. Governance committees may only be changed through changing the bylaws.

The chair of the Faculty Assembly and the dean will together meet with each governance committee at the beginning of the academic year to charge the committee with routine and special tasks for the upcoming year.

## **Administrative Officers**

### **The Dean of the School of Dentistry**

The dean is the administrative and educational head of the School of Dentistry as specified in the Redbook. The dean serves at the pleasure of the Board of Trustees and reports to both the University Executive Vice President and Provost, and to the Executive Vice President for Health Affairs as appropriate.

### **Authority**

The University's Redbook (Article 3.2.2), gives the dean of the School of Dentistry the following authority:

"Deans shall be the educational and administrative heads of their units. They shall report to the Executive Vice President and University Provost, through whom they shall be responsible to the President for the administration of their units."

## **Responsibilities**

The dean shall be responsible to:

1. Recommend the appointment of other administrative officers of the School of Dentistry.
2. Fill departmental officer vacancies as specified in the Redbook.
3. In consultation with the chairs/directors of the concerned departments/divisions and appropriate committees as specified in the Redbook, recommend to the Executive Vice President and University Provost the appointment, tenure, promotion, retention, sabbatical leave, annual salary increase and retirement actions of any faculty members and administrative officers of the school.
4. In consultation with the council, the Faculty Assembly, or independently as appropriate, appoint members to standing and ad hoc committees as needed for the proper operation of the school.
5. Serve as chairperson of the council and preside over the Faculty Assembly during special meetings to recommend the granting of degrees and certificates.
6. Represent the school at meetings of the university, professional associations, governmental agencies and other groups.
7. Create an environment that facilitates research and scholarly activity.
8. Develop and promote public service among members of the School of Dentistry community.
9. Develop and administer the School of Dentistry's budget.
10. Promote the School of Dentistry through fund-raising and alumni activities.
11. Recruit and retain the school's faculty and staff in response to programmatic needs and encourage their professional development.
12. Delegate duties to appropriate individuals or groups whenever indicated.
13. Assume other responsibilities and perform other duties as may be prescribed by the Board of Trustees, the President, the Executive Vice President and University Provost, the Vice President for Health Affairs or other appropriate administrative officers of the University.

## **Office of the Dean**

The dean may appoint vice, associate and assistant deans (as specified in the Redbook) for the proper functioning of the administration of the school. The people in these positions will be evaluated every five years as part of the University's unit decanal review.

## **Department Chairs**

### **Authority**

The University's Redbook (Article 3.3.5.C), gives the divisional or departmental officers of the School of Dentistry the following authority:

"The officer of a department, division, institute or school within a unit shall be the educational and administrative head of that group. The chair or director of any department, school, institute, or division shall be immediately responsible to the dean of the unit for work and progress of the department or division. "

### **Responsibility**

The departmental chair "shall be responsible for implementing the mission statement and specific goals and objectives through administration of faculty workload plans, space, equipment, staff, budgets, and other resources in the department, consistent with university policy and the law." The departmental chairs report to the dean and serve as members of the school's council. Each chair will carry out appropriate teaching, scholarship and service activities as a faculty member, and will be responsible for administering the academic, financial, physical and human resources of the department to achieve the goals of the department, school, and university.

The departmental chair has the following responsibilities:

1. Maintain and assure the integrity and curricular appropriateness of the department's academic programs.
  - a. Assess departmental course offerings as to curricular and educational effectiveness.
  - b. Assist and direct faculty development.
2. Maintain and assure the effective operation of departmental clinical teaching activities.
  - a. Schedule faculty to meet clinical education needs.
  - b. Direct clinical policies to assure proper patient treatment in departmental clinics.
3. Direct and assist the implementation of departmental mission, goals and objectives.
  - a. Negotiate the department's annual goals and work plan with the School of Dentistry's central administration.
  - b. Negotiate annual work plans with each of the faculty members of the department, perform annual reviews of performance based upon those plans, and recommend salary increases based upon the annual performance reviews.
  - c. Conduct and/or review annual performance appraisals and recommend salary increases to the staff assigned to the department.
  - d. Assure an appropriate balance of individual and departmental activities to meet the departmental mission, assisting and directing individual faculty in their scholarly, teaching and service development.
4. Prepare, administer and report the department's annual budget.
  - a. Maintain accountability for departmental expenditures.
  - b. Allocate space and other resources within the department.
5. Serve as information conduit, representing and communicating departmental needs and interests to central administration, and administration's needs and interests to the department, including serving on the School of Dentistry council.

### **Dental School Council**

The Dental School Council is advisory to the dean in all matters relating to the administration of the School of Dentistry. The chair of the faculty assembly and departmental chairs are members of the council. The dean may appoint additional members of the council so that there is a broad-based representation of all constituencies of the School.

The Dental School Council meets as often as requested by the dean.

### **Students**

The students of the School of Dentistry are those students who have been admitted into one of the academic programs as defined in Article II, Section C.

The School of Dentistry recognizes the student associations of each academic program as organizations that support all endeavors of student interest, as well as to establish effective representation with the faculty, administration, and other appropriate bodies. They may establish bylaws and other documents in accordance with all University policies, the Redbook, and the Student Handbook.

### **Staff**

The Staff Assembly shall be the official representative of the staff to the school. It shall promote and support endeavors of staff interest and shall contribute to the overall effectiveness of the school. The Staff Assembly may determine its process of representation to other university bodies by establishing bylaws and other documents in accordance with all university policies, the Redbook, and the Staff

Handbook.

### **Amendment to these Bylaws and Appended Documents**

These Bylaws and may be amended through the following process:

1. Any proposed amendments to any School of Dentistry governance document will be considered by the faculty only in written form. Any amendment proposal must be distributed to the members of the faculty with a date for an open forum to discuss the proposal. The proposal must be distributed at least two weeks before the forum.
2. The final version of the proposed amendment will be distributed to members of the faculty within 48 hours of the close of the discussion meeting by e-mail.
3. Voting on the amendment will take place within five working days of distribution of the final version of the amendment. The vote on the final proposed amendment will be through ballots submitted to the chair of the Faculty Assembly. Those ballots may be distributed through a meeting or the campus e-mail system. Members of the faculty have five working days after the distribution of ballots to submit votes by e-mail or campus mail.
4. Amendments to governance documents require votes cast by a minimum of 67% of the Executive Faculty (faculty eligible to vote). Acceptance of the proposal requires an affirmative vote of 50% of the members who vote on the proposal.
5. Amendments must be sent to the Vice President and University Provost for final administrative approval according to the provisions of the Redbook.

## **Appendix 1 - Mission of the School of Dentistry**

The University of Louisville School of Dentistry, through excellence in teaching and research, will educate competent dental professionals. The school will provide quality dental care and will serve the community to fulfill our urban and statewide missions.

### **Goals:**

To educate competent general dentists, specialists, and allied dental professionals.

To provide quality dental care.

To provide life-long learning opportunities for dental professionals.

To advance knowledge through research.

To serve the profession, the University, the community and Commonwealth, and the national/international community.

### **Departmental Missions, Goals, and Objectives**

Each department of the University of Louisville School of Dentistry has developed its own mission statement and goals to support its mission. These were developed in congruence with the mission statements for the University and the School of Dentistry. Each department has also developed objectives which serve as a basis for assessment of the achievement of the departmental goals.

## Appendix 2 - Governance Committees of the Faculty of the School of Dentistry

This document defines the governance committees of the Faculty of the School of Dentistry. It describes their purpose, membership, terms of office, and selection of a chair.

### Authority

According to the University's Redbook (Article 3.3.2), the faculty of each unit has the following responsibility and authority:

"Except as otherwise provided, each faculty shall have general legislative powers over all matters pertaining to its own personnel policies, criteria, and procedures, to its own meetings, and to admission requirements, curricula, instruction, examinations and recommendation to the Board of Trustees for granting degrees in its own academic units."

When applied to the School of Dentistry, the Redbook's mandate says that the faculty has responsibility and authority in four general areas:

1. Admissions to the School of Dentistry programs.  
The faculty will determine the criteria for admission, and who is admitted to the programs of the school.
2. The curricula, instruction, and examinations in the programs of the School of Dentistry.  
The faculty will determine the curricula required for the programs of the School of Dentistry, and will establish methods of instruction and examinations that prove student competence.
3. Certifying the graduates of the programs of the School of Dentistry.  
The faculty will review the progress of each student in the programs of the school, require remedial or other additional work when required, and propose dismissal of students from the program when students do not meet the academic or professional expectations of the faculty. Through this process and a cumulative affirmation, the faculty will certify to the Board of Trustees that graduates have fulfilled the academic requirements of the faculty.
4. Faculty governance for the faculty of the School of Dentistry.  
The faculty will establish criteria for promotion in rank, tenure, and other issues related to the governance of the faculty. It will establish criteria and procedures for its meetings and fulfill its faculty responsibilities.

The faculty of the School of Dentistry has established committees to fulfill their responsibilities in these areas for the various programs of the school. These are the governance committees of the Faculty of the School of Dentistry and will serve as the official representative of the faculty in these issues. The dean, Faculty Assembly, or other entities may appoint or elect committees for other purposes within the school, but they may not supersede the authority of the governance committee in their area of responsibility. These may be recurring (standing) committees or may be called for a limited time or purpose (ad hoc committees).

Faculty committees will meet as needed to fulfill their responsibility. Faculty members will be elected to various committees of the Faculty Assembly during the first week of the fall semester each year. The Executive Committee of the Faculty Assembly will insure that each position is filled as required by this document. The administration of the School of Dentistry will provide staff support for these functions. In consultation with the chair of the department, the dean will ensure that faculty members are assigned appropriate teaching, service and research loads (through the Annual Work Plan) to accomplish their

elected committee activities.

The governance committees of the Faculty of the School of Dentistry are:

Admissions

- D.M.D. Program Admissions Committee
- Dental Hygiene Admissions Committee
- Postdoctoral Affairs Committee (PAC)
- Graduate Programs Oversight Committee

Curriculum

- D.M.D. Program Curriculum Committee
- Dental Hygiene Curriculum Committee
- Patient Care and Clinical Operations Committee
- Postdoctoral Affairs Committee (PAC)
- Graduate Programs Oversight Committee

Certifying Graduates

- D.M.D. Program Student Progress and Promotion Committee (SPPC)
- Dental Hygiene Academic Achievement Committee
- Graduate Programs Oversight Committee
- Student Review Council
- Student Grievance Committee

Faculty Governance

- Faculty Personnel Committee

**Eligible Faculty Members**

Any member of the Executive Faculty is eligible to serve on the governance committees of the Faculty of the School of Dentistry. All ex-officio committee members are non-voting members of the committee.

**Nomination of Members for Election**

The Executive Committee of the Faculty Assembly serves as the nominating committee for elections to committee vacancies (except as otherwise stipulated below). They will allocate the positions among the departments (where required by this document) to insure that a proportional representation on committees is achieved. They will ensure (to the degree possible) that faculty members of all involved departments and areas of the school are appropriately represented on each governance committee.

The nominating committee will ensure that there is an open call for nominations for vacant positions and that eligible faculty members are given the opportunity to run for that position.

The nominating committee then provides a slate of candidates to fill expiring faculty positions on each governance committee.

The nominating committee will meet as needed so that the election to governance committees will occur so that members will be seated by the beginning of the fall semester.

**Terms of Members**

Each faculty member elected to a governance committee will serve for a two-year term. They may succeed themselves. Members will serve staggered terms, so that approximately one-half of the membership of each governance committee will be elected each year.

### **Committee Operations**

The chair of the Faculty Assembly and the dean will charge each governance committee at the annual meeting the first month of the fall semester. Each governance committee will elect a chair from its members at the first meeting of the academic year, except as noted below.

## **Committees to Govern the Admission of Students**

### **Dental Hygiene Program Admissions Committee**

#### **Purpose:**

The committee interprets and applies the standards of admission approved by the faculty. Based upon these criteria, they select candidates for admission to the Dental Hygiene program each year. The committee recommends changes in policy and criteria to the Faculty Assembly when it believes such changes are warranted, and informs the dean of the applicants to be admitted.

#### **Membership:**

The Dental Hygiene Admissions Committee is composed of all Executive Faculty members of the dental hygiene program faculty, and one D.M.D. program faculty member elected by the faculty of the School of Dentistry. The dean or his/her designee serves as an ex officio member of the committee.

#### **Elections:**

The D.M.D. faculty member will be elected by the faculty at large.

#### **Chair:**

The chair will be elected from and by the committee's membership annually.

### **D.M.D. Program Admissions Committee**

#### **Purpose:**

The committee interprets and applies the standards for admission approved by the faculty. Based upon these standards, they select candidates for admission to the D.M.D. program each year. The committee recommends changes in policy and criteria to the Faculty Assembly when it believes such changes are warranted, and informs the dean of the applicants to be admitted.

#### **Membership:**

The committee is composed of six members of the executive faculty. The committee may annually elect additional faculty members (Executive or General) with full rights to help fulfill its purpose. The committee may also appoint student or other non-faculty members to aid in the recruitment and interview process, but at no time may these non-faculty members vote on the admission status of a candidate to the D.M.D. Program. The dean or his/her designee serves as an ex officio member of the committee.

#### **Elections:**

The D.M.D. faculty members will be elected by and from the executive faculty at large.

#### **Chair:**

The chair will be elected from and by the committee's membership annually.

## **Committees to Govern the Curricula of the Programs**

### **D.M.D. Program Curriculum Committee**

#### **Purpose:**

The Curriculum Committee establishes and oversees the content and structure of the didactic and clinical curricula. To fulfill their mission, they:

1. Ensure that the goals and objectives of the faculty and D.M.D. program are met.
2. Ensure that the curriculum meets the requirements of accrediting bodies.
3. Review the curriculum annually

4. Propose changes in courses to departmental chairs.
5. Set academic schedules to insure continuity.

**Membership:**

The committee is composed of eight faculty members from the ULSD departments that have D.M.D. courses (academic or clinical) assigned to and taught from their departments, and one faculty member from the basic science faculty of the School of Medicine who teaches a course in the D.M.D. curriculum. In addition, each student class elects one student consultant (non-voting) member. The dean or his/her designee serves as an ex officio member of the committee.

**Elections:**

The Executive Committee of the Faculty Assembly will allocate vacant positions to ensure proportional departmental representation on the committee. Members of the committee will be elected by their departmental faculty.

**Chair:**

The chair is elected from and by the Executive Faculty at large and will not be considered an additional faculty member of the department for allocation of representation to this committee.

### **Dental Hygiene Program Curriculum Committee**

**Purpose:**

The Dental Hygiene Curriculum Committee establishes and oversees the content and structure of the didactic and clinical curricula. To fulfill their mission, they:

1. Ensure that the goals and objectives of the faculty and dental hygiene program are met.
2. Ensure that the curriculum meets the requirements of accrediting bodies.
3. Review the curriculum annually
4. Propose changes in courses to departmental chairs.
5. Set academic schedules to insure continuity.

**Membership:**

The Dental Hygiene Curriculum Committee is composed of all Executive Faculty from the dental hygiene program. Additionally, one D.M.D. faculty member who is a dental hygiene course director, and one faculty member from the basic science faculty of the School of Medicine who teaches a course in the dental hygiene curriculum will be members. The dean or his/her designee will serve as an ex officio member of the committee.

**Elections:**

The non-program faculty members will be elected by the Executive Faculty at large.

**Chair:**

The chair will be elected from and by the committee membership annually.

### **Clinical Operations and Patient Care Committee**

**Purpose:**

The committee ensures that the mission of the clinical curriculum is fulfilled. To fulfill their responsibility, they:

1. Ensure that clinical competencies (as defined in the curriculum) are met through availability of patients, patient assignment mechanisms and other clinical systems that support the needs of the clinical education program.
2. Evaluate and implement methods to improve patient care.
3. Coordinate clinical education and communication between the disciplines in the clinical programs of the school.

**Membership:**

The committee is composed of the clinical Group Leaders and the Discipline Coordinators (including one faculty member from the Dental Hygiene program). In addition, one student consultant (non-voting) from the Senior and Junior D.M.D. classes will be elected by the students of that class. The dean or his/her designee or designees will serve as an ex officio member of the committee.

Elections:

The Executive Committee of the Faculty Assembly will allocate vacant positions to ensure proportional departmental representation on the committee. Members of the committee will be elected by their departmental faculty.

Chair:

The chair will be elected from the Executive Faculty at large and will not be considered an additional faculty member of the department for allocation of representation to this committee.

## **Committees to Monitor Student Progress and Certify Graduates**

### **D.M.D. Program Student Progress and Promotion Committee (SPPC)**

Purpose:

The Student Progress and Promotion Committee recommends actions to the dean concerning D.M.D. student performance and continuation in the program. The SPPC:

1. Reviews the academic progress of each D.M.D. student regularly.
2. Makes recommendations to the dean concerning:
  - a. D.M.D. Program students in actual or potential academic difficulty
  - b. D.M.D. Program students who have demonstrated outstanding ability
  - c. D.M.D. Program students who are not meeting the professional or academic expectations of the faculty.
3. Proposes academic policy development or suggests modification to the appropriate sections of this document to the School of Dentistry's faculty.

Membership:

The committee is composed of eight executive faculty members from the ULSD departments that have D.M.D. courses (academic or clinical) assigned to and taught from their departments, and one faculty member from the basic science faculty of the School of Medicine who teaches a course in the D.M.D. curriculum. The dean or his/her designee will serve as an ex officio member of the committee.

Elections:

The Executive Committee of the Faculty Assembly will allocate vacant positions to ensure proportional departmental representation on the committee. Members of the committee will be elected by their departmental faculty.

Chair:

The chair will be elected annually from the membership of the committee.

### **Dental Hygiene Program Academic Achievement Committee (DHAAC)**

Purpose:

The Dental Hygiene Academic Achievement Committee recommends to the dean actions concerning dental hygiene program student performance and continuation in the program. The DHAAC:

1. Reviews the academic progress of each Dental Hygiene student regularly.
2. Makes recommendations to the dean concerning:
  - a. Dental hygiene program students in actual or potential academic difficulty
  - b. Dental hygiene program students who have demonstrated outstanding ability
  - c. Dental hygiene program students who are not meeting the academic or professional expectations of the faculty.
3. Proposes academic policy development or suggests modification to the appropriate sections of this document to the School of Dentistry's faculty.

Membership:

The committee is composed of all Executive Faculty members of the dental hygiene program

faculty, full-time faculty members of the dental hygiene program, and invited dental hygiene course directors. The dean or his/her designee will serve as an ex officio member of the committee.

Chair:

The chair will be elected for a term of three years from the full-time dental hygiene faculty membership of the committee.

### **Student Review Council**

Purpose:

The Student Review Council administers the Student Code of Professional Responsibility and reviews students who are accused of breaching the code. They recommend actions to the dean concerning sanctions and punishments for students who have been found guilty of violating the Code. They report their recommendations to the dean.

Membership:

The Student Review Council consists of four Executive Faculty members and two (non-voting) student members.

Elections:

Members will be elected by and from the Executive Faculty at large. One student representative will be elected from the combined freshman, sophomore, and dental hygiene classes and one representative will be elected from the combined junior and senior classes.

Chair:

The chair will be elected annually from and by the membership of the committee.

### **Student Grievance Committee**

Purpose:

The Student Grievance Committee processes student grievances concerning academic matters. Academic matters are defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instruction or affecting academic freedom. The committee makes recommendations on formal grievances to the dean.

Membership:

The Student Grievance Committee consists of four faculty members and three (voting) student members.

Elections:

One student representative will be elected from the combined freshman and sophomore classes, one representative will be elected from the combined junior and senior classes, and one member will be elected from the combined dental hygiene classes. Student members will be elected annually by and from their constituent groups. The faculty members will be elected from the Executive Faculty at large.

Chair:

The chair will be elected annually from and by the membership of the committee.

## **Committees with Combined Governance Responsibility**

### **Graduate Research Program Oversight Committee**

Purpose:

The committee is responsible for oversight of the admissions, curriculum and student progress of students in the Master's Degree in Oral Biology program. The committee also coordinates with the School of Interdisciplinary and Graduate Studies (SIGS) to insure compliance with that program. To fulfill these responsibilities, they:

1. Develop criteria for, and monitor the selection of candidates for admission to the

- program.
2. Develop and monitor curriculum of the program to ensure that accreditation compliance and the goals and objectives of the faculty are met.
  3. Monitor and report student progress through the program.
  4. Recommend actions to the dean concerning students who do not meet the academic or professional expectations of the faculty.
  5. Recommend to the faculty at large those candidates who have completed the program and are eligible for award of the degree.
  6. Propose academic policy development or suggest modification to the appropriate sections of this document to the School of Dentistry's faculty.
  7. Coordinate the School of Dentistry graduate offerings with the School of Interdisciplinary Graduate Studies (SIGS) to insure compliance with those programs.

**Membership:**

The committee is composed of five members of the Executive Faculty who hold an appointment as Graduate Faculty in the School of Dentistry. The dean or his/her designee serves as an ex officio member of the committee.

**Elections:**

The faculty members will be elected by and from the Executive Faculty at large who hold appointments as Graduate Faculty in the School of Dentistry.

**Chair:**

The chair will be elected from and by the committee membership annually.

**Postdoctoral Affairs Committee (PAC)**

**Purpose:**

The committee is responsible for oversight of the admissions, curriculum and student progress of students in the postdoctoral clinical (certificate) programs. To fulfill these responsibilities, they:

1. Promulgate rules for selection of candidates for admission to the programs.
2. Provide oversight and assistance to the directors of the postdoctoral programs in fulfilling the clinical and didactic requirements of their programs.
3. Monitor curricula of the programs to ensure that accreditation compliance and the goals and objectives of the faculty are met.
4. Monitor and report student progress through the program.
5. Recommend actions to the dean concerning students who do not meet the academic or professional expectations of the faculty.
6. Recommend to the faculty at large those candidates who have completed the program and are eligible for award of the certificate.
7. Propose academic policy development or suggest modification to the appropriate sections of this document to the School of Dentistry's faculty.

**Membership:**

The committee consists of the director of each postdoctoral and advanced education clinical program sponsored by the School of Dentistry. The dean or his/her designee serves as an ex officio member of the committee.

**Elections:**

Members of the committee serve by result of their administrative position as director of their respective program.

**Chair:**

The chair will be elected from and by the committee's membership annually.

## **Committees for Faculty Governance**

### **Faculty Personnel Committee**

#### **Purpose:**

This committee constitutes the personnel committee as required by the Redbook. The purposes of this committee are to:

1. Assess the proposed appointment for all 80% or greater faculty appointments.
2. Recommend the award or denial of tenure to faculty members of the school.
3. Make recommendations for pre-tenure and post-tenure reviews.
4. Make recommendations for promotion in rank.
5. Review the periodic post-tenure review process.

#### **Membership:**

The committee is composed of seven tenured Executive Faculty members. In addition, one part-time member of the General Faculty will serve as an alternate when a part-time faculty member is being considered for promotion. The dean or his/her designee will serve as an ex officio member of the committee.

#### **Elections:**

The Executive Committee of the Faculty Assembly will allocate vacant positions to ensure proportional departmental representation on the committee. The members will be elected by and from the Executive Faculty at large. The part-time member will be elected by and from the General Faculty who are not Executive Faculty.

#### **Chair:**

The chair will be elected annually from and by the membership of the committee.