

To: Dr. Patricia Pereria, Chair, Constitution Committee

CC: Dr. Nadim Islam, Chair, Faculty Assembly
Dr. Joseph Riley III, Interim Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: August 12, 2019

Subject: Charge to the Constitution Committee, 2019-2020

Thank you for your service to the University of Florida College of Dentistry as Chair of the Constitution Committee for 2019-2020.

As stated in the College of Dentistry's constitution and bylaws, the responsibility of this committee is to monitor the governance of the college and to ensure that the principles of shared governance are followed. This committee monitors and assesses the functioning of all components of the colleges' governance system and reports their findings with recommendations to the Faculty Advisory Board (FAB) annually using the Faculty Committee/Workgroup Annual Report form. The committee works with the dean to review all the standing committees of the Faculty Assembly, specify their responsibilities, monitor their productivity and assess the rules and regulations governing their operations.

As stated in the bylaws, the term of office on this committee is three years with staggered terms. No member will serve successive terms. The committee consists of one full-time faculty member from each of the academic ranks of Assistant Professor, Associate Professor, and Full Professor, and three full-time faculty members at-large. Chairpersons or administrators are not eligible to fill elected positions on this committee. The Dean and Associate Dean for Faculty Affairs will be ex-officio, non-voting members.

This year I am asking the Constitution Committee to:

- Review and revise the constitution and bylaws as necessary to reflect the mission and membership of the Constitution Committee.
- Develop qualified slates of candidates for elected positions of all standing shared governance committees at the end of each fiscal year and upon the development of mid-cycle vacancies.
- Review and present any suggested changes to the constitution and bylaws to the Faculty Advisory Board and Faculty at large.
- Review and update the constitution and/or the bylaws as needed according to proper procedure.
- Invite Chairs of shared-governance committees that request any action to attend the Constitution Committee meeting and address any concerns or question.
- Create and maintain a database with names and terms of service for all UFCD Standing, Joint and Administrative committees.
- Be proactive in ensuring new and junior faculty are well-represented on shared governance committees.
- Monitor how well the college's constitution and bylaws serve the faculty and the college.

Constitution Committee
2019-2020 Committee Charge Letter

Additional charges for the coming year:

- Initiate a dialogue with the Chair of each standing committee regarding concerns or requests related to the UFCD Constitution or the Bylaws.
- Construct a database of members of all UFCD Standing, Joint, and Administrative committees.

The committee should refer all committee action items to the Faculty Advisory Board (FAB) on an ongoing basis for FAB's review, discussion and subsequent action, as needed. The committee should evaluate performance on these measures and when appropriate, action plans for improvement should be instituted using the Plan-Do-Check-Act (PDCA) cycle. The PDCA is the college model for outcomes assessment and evaluation.

I am looking forward to another productive academic year for our college and thank you for your efforts on behalf of the Constitution Committee.