

To: Dr. Anita Gohel, Chair, Constitution Committee

Copy to: Dr. Marcelle Nascimento, Chair, Faculty Assembly  
Dr. Joseph Riley III, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: August 15, 2021

**Subject: Charge to the Constitution Committee, 2021-2022**

Thank you for agreeing to serve as Chair of the University of Florida College of Dentistry, Constitution Committee.

As stated in the College of Dentistry's constitution and bylaws, it is the responsibility of this committee to monitor the governance of the college and to ensure that the principles of shared governance are being followed. This committee monitors and assesses the functioning of all components of the colleges' governance system and reports their findings with recommendations to the FAB annually using the Faculty Committee/Workgroup Annual Report Form. The committee works in conjunction 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 for members of this committee are three years with staggered terms. No member will serve for 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.
- Address committee make-up in consideration of the number of members and rank/department representation.
- 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.

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.
- Maintain the database of members of all UFCD Standing, Joint, and Administrative committees

The Chair of the Constitution Committee will be a member of the Faculty Advisory Board (FAB) for the duration of their term as chair. The chair should refer all committee action items to the 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.