

# University of Florida College of Dentistry's Constitutional Bylaws

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## **ARTICLE I The Purpose of the Constitutional Bylaws**

The Bylaws of the Constitution of the University of Florida College of Dentistry describe the specific regulations by which the College is governed within the guiding processes and procedures detailed in the Constitution. The Faculty, through the Faculty Assembly and the Faculty Advisory Board in consultation with the administration, determine the regulations contained in the Bylaws. The administration, in consultation with the Faculty, will oversee and be responsible for the successful execution of the mission of the College. If there is conflict between the Constitution and the Bylaws, the Constitution will supersede the Bylaws.

## **ARTICLE II Shared Governance**

### **SECTION 1 Definition of Shared Governance**

Academic shared governance at the departmental, college, or institutional level is the collaborative participation of faculty and administration in the decision and policy-making process, with each entity taking primary responsibility for specific areas in which they are most knowledgeable. It must be kept in mind that there is an ultimate authority that must make the final approval. Even with all parties sharing in the decision, all changes resulting from these decisions must be approved by an accountable officer such as the Department Chair, Dean, Vice President, and Provost or University President and in some cases the Boards of Governors or Trustees. The administration holds the authority and responsibility over the colleges granted to it through a succession of delegation down through the state university administrative hierarchy. The Faculty's role is to bring its expertise to the decision-making process. No major decision will be made without all the stakeholders participating as partners commensurate with their expertise in the specific area on the decision as contributing partners. Effective shared governance is a balance between extended participation in the governance process with clearly defined accountability. Five principles that will guide the policies and processes of shared governance in the college are: mutuality, collegiality, and collaboration; transparency; representative participation; mutual accountability; clarity of roles.

### ***SECTION 2 Interactions of the Faculty and the Administration***

Three levels of interaction characterize the interactions between the College of Dentistry's Administration and its Faculty. These levels were originally defined by the University Faculty Senate and are adapted for use in the College's environment:

**Determination** - The Faculty, through the Faculty Assembly and its representative subgroups, is involved in the determination of specific issues, following the guidelines, rules, and policies of the University of Florida. These areas include academic activities, educational curricula, and evaluation guidelines for promotion and tenure.

**Recommendation** - The Faculty, through the Faculty Assembly and its representative subgroups, makes recommendations on certain matters. The Dean (or designee) may modify or reject the recommendations only after a further consultation with the College of Dentistry's Faculty Advisory Board. The Dean shall inform the College of Dentistry's Faculty Advisory Board of the final decision and the reason(s) for the decision. These areas include strategic planning, budget allocation, and faculty benefits.

**Consultation** - The Faculty, through the Faculty Assembly and its subgroups, shall have an opportunity for consultation with the Dean (or designee) on other matters connected with the priorities, procedures, and policies of the College of Dentistry and their implementation. These areas include administrative activities and leadership for the College.

## **ARTICLE III      Implements of Shared Governance**

### ***SECTION 1 Faculty***

#### **A. Faculty Assembly**

The name of this assembly is the University of Florida College of Dentistry Faculty Assembly hereinafter called "the Faculty Assembly" or "the Assembly." The Faculty of the University of Florida College of Dentistry meets in assemblies to:

(a) Establish rules and regulations of self-governance including the identification of the various standing committees and the election of their members. These are to be in accordance with

University and Board of Trustees' policies, the Florida Administrative Code, the University of Florida Constitution, the statutes of the State of Florida and the principles of shared governance at the University of Florida;

(b) Make recommendations to the Dean regarding academic policies on student affairs, pre-doctoral education, advanced education, continuing education, and research;

(c) Disseminate and gather information of a general and scientific nature;

(d) Provide a forum for presentation of an annual college budget overview by the dean.

The Assembly acts within the general policies, rules, and regulations established by the Board of Trustees and the University, and those responsibilities assigned to administrative officers of the University are retained. These include the authority to call meetings of the Faculty, to preside at such meetings, and to serve or to have representatives serve as *ex officio* members of all standing committees of the Assembly.

The membership of the Assembly will be composed of all compensated faculty of the College of Dentistry with an appointment of 0.6 FTE or more.

Additionally, included will be the Chief of the Dental Service of the Malcom Randall Department of Veterans Affairs Medical Center and one compensated part-time faculty representative elected by the compensated part-time faculty of the college for a two-year term.

All members of the Faculty Assembly will have all the privileges of membership, including the right to vote, nominate, and receive all communications of the Assembly.

Meetings of the Assembly will be convened at regularly scheduled intervals. Special meetings may be called by the following: the Steering Committee, the Dean of the College of Dentistry, the Senior Vice President for Health Affairs, or the President of the University. Special meetings may also be called upon the request by one-third of the members of the Faculty Assembly.

Members present will constitute a quorum of the Faculty Assembly. A majority of all members present and voting will suffice for all substantive business except as stated elsewhere in these Bylaws.

The rules contained in the current edition of Robert's Rules of Order (Newly) shall govern the Assembly in all cases to which they are applicable and in which they are consistent with these Bylaws and any special rules of order the Assembly may adopt.

The Chair will appoint a member of the Constitution Committee as a parliamentarian on an annual basis.

The privilege of the floor may be extended to visitors at the discretion of the presiding officer.

## **B. Chair of the Faculty Assembly and Faculty Advisory Board**

The Faculty Assembly elects a Chair who serves as its presiding officer and as Chair of the Faculty Advisory Board. If a sitting member of the Faculty Advisory Board is elected Faculty Assembly Chair, this member is replaced by a new member who is elected to complete the term. The duties of the office will be those conventionally associated with the official title and as provided specifically in the Constitution and Bylaws and as assigned by the Assembly. The term of office will be two years. No Chair will serve two consecutive terms. Members of the administration, including Departmental Chairs, are not eligible to hold this position. All candidates for this position must be full time faculty at the associate professor level or above with a minimum of five years in the College.

### **C. Secretary of the Faculty Assembly and Faculty Advisory Board**

The Secretary of the Faculty Assembly and Faculty Advisory Board is elected by the Faculty Assembly from its membership for a two-year term (not to run concomitantly with the term of the Assembly Chair). The Secretary, like the Chair, cannot serve two consecutive terms. The duties of this office will be those conventionally associated with the official title and specifically will include:

- (a) presiding in the absence of the Assembly's Chair;
- (b) notifying the Assembly members approximately one month prior to each meeting and soliciting agenda items;
- (c) distributing the agenda prior to each regular Assembly meeting;
- (d) preparing minutes following each Assembly and distributing them to the faculty within one week of the meeting;
- (e) managing the logistics of annual faculty elections as well as special elections held throughout the year as needed;
- (f) fulfilling other responsibilities specifically provided for in the Constitution and Bylaws or those assigned by the Chair of the Assembly.

In the event the office of the Chair becomes vacant, the Faculty Advisory Board will appoint a successor pro tempore until the next annual election. In the event the office of Secretary becomes vacant, the Chair will appoint a member of the Faculty Advisory Board to fill the term until the next regular election.

All elected officers of the Assembly and all committee members will be full-time faculty members except where specified in the Constitution and Bylaws.

### **D. Meeting Procedures**

The Faculty Assembly will meet monthly or bimonthly. Any change in the scheduled meeting date will be made with the approval of the Faculty Advisory Board in consultation with the dean.

The meeting agenda formulated by the Faculty Advisory Board will be sent with notification of the meeting time, date, and place to all Faculty Assembly members by the Secretary of the Faculty Assembly the week preceding the meeting.

The following items will be included on the agenda as business at all standing Faculty Assembly meetings with the Faculty Advisory Board determining the content and order of the items for each meeting: Call to Order, Minutes of the Last Meeting, Introduction of New Faculty Members, Dean's Report, Guest Speaker (if scheduled), Old Business, New Business, Announcements, Adjournment.

Attendance will be taken and recorded at each meeting.

All meetings will be recorded and put on the intranet. Access to the recordings will be provided in accordance with Florida Statutes.

New business is presented to the Assembly at a meeting as an informational or discussion item and then may be referred to the appropriate action such as a standing committee.

At the next meeting the item can be presented to the Faculty Assembly for a vote. If there is a motion and a second followed by a two-thirds positive vote of the Assembly members present, members may vote on the issue at the time of presentation.

### ***SECTION 2 Departmental Chair***

The Department Chair serves as the department administrator and representative of the departmental faculty to the college administration. The Chair's duties to the faculty in their department include, but are not limited to the professional development and welfare of the faculty as well as the mission of the department.

If a vacancy occurs, the Dean may appoint an Interim Chair after consultation with the department's members or may launch an external search to fill the position.

In the latter case, the Dean shall appoint a Search Committee Chair, who may be from the department or from another department within the College. The Search Committee Chair shall form a search committee (which may include clinical track as well as tenure track departmental faculty) composed of a minimum of three departmental members with an appointment of 0.6 FTE or greater, selected by the department from the full-time departmental faculty. In addition, the Dean may appoint one or more faculty members from a related field outside the department, either in the College or outside of the College, after consultation with the search committee chair and the departmental representatives, to provide outside expertise.

The Search Committee shall advise the Dean by nominating two to three Chair candidates, if applicable. The Dean will select the top candidate after formal consultation with the Chair of the Search Committee.

The Dean's nomination shall be forwarded to the President for approval. If the department does not concur with the Dean's nomination, then a dissenting report may be forwarded to the President along with the nomination made by the Dean.

### ***SECTION 3 Faculty Committees***

All College of Dentistry committees elected or appointed will assume the areas of responsibility as conventionally implied by the name of the committees. Each committee will be available to respond to all critical issues that fall under their area of responsibility. By July 1 of each year, the newly constituted committees will receive specific charges that they will address in the upcoming year from the Dean of the College in consultation with the FAB. These charges will be developed from the final report of the previous constituted committee, the Administration, and the FAB.

No later than May 1 of each year, all committees will submit a report to the FAB of their activities during the preceding year by using the standardized reporting form. Unless otherwise specified, each standing faculty committee will elect a Chair to serve a two-year term and a Vice Chair to serve a one-year term by a majority vote of the voting members of the committee.

This activity report will also contain recommendations for future activities of the next year's committees as well as a list of unfinished business. These activity reports will be reviewed by the FAB and the Office of Faculty Affairs and used in the generation of the charges to that committee for the following year.

With the exception of the Faculty Senators elected to the University Faculty Senate, committee members may not be elected to consecutive terms. An exception to this is granted to committee members appointed or elected to fill out a vacant committee position of two years or less. Such

committee members may be re-elected for a full term (3 years) position on that same committee. An individual who has served a full term on a standing committee may stand for re-election to a standing committee after being off of that committee for a one-year minimum.

Unless otherwise stated, a quorum for all standing or special faculty or joint committees will consist of a simple majority of voting members.

**A. Constitution Committee**

The term of office on this committee is 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 four full-time faculty members at-large. Department Chairs or College 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.

**B. Faculty Advisory Board (FAB)**

The FAB consists of the two most senior eligible college representatives to the University Faculty Senate; three senior faculty (associate professor level or above with, at least, five years of experience at the University) elected by the Faculty Assembly; the Chair and Secretary of the Faculty Assembly; the Chair of the Constitution Committee; and one senior faculty member appointed by the dean to balance out the board. The Chair of the Faculty Assembly is also the Chair of the FAB. Departmental Chairs, associate deans, and assistant deans are not eligible for appointment or election to this board. The Dean will be an *ex officio*, non-voting member of the Board. The University Faculty Senators serve one-year terms; the Chair and Secretary of the Faculty Assembly serve a two-year term at the same time they serve the Faculty Assembly. The other members of the Board serve staggered three-year terms. If one or both of the college's senior University Faculty Senior Senators is not eligible for the Board, a second-year Senator would be chosen by the Chair of the Faculty Assembly and this individual would serve for two years on the FAB. No member serving a three-year term on the FAB can serve consecutive terms. If either the Chair or the Secretary of the Faculty Assembly is also in the third year as representatives to the University Faculty Senate, a second-year Senator will be selected by the FAB.

The FAB will meet with the Dean of the College on a regular basis. The Chair of the Faculty Assembly will chair all meetings and the Secretary of the Faculty Assembly will serve as Vice Chair of the FAB. Administrative assistance to the Board will be provided by the administration. The Associate Dean for Faculty Affairs serves a support role to the board as an *ex officio*, non-voting member.

**C. Curriculum Committee**

This committee consists of seven faculty members elected by the Faculty Assembly, the Basic Science coordinator, the Associate Dean for Academic Affairs, one student from each of the second, third, and fourth year classes, the Associate Dean for Clinical Affairs as *ex officio*, non-voting member, the Director of Curriculum and Instruction as an *ex officio*, non-voting member, and a member of the library faculty selected by the Health Science Center library as an *ex officio*, non-voting member. The Committee elects the Chair and Vice Chair from among the members.

**D. Clinical Affairs and Quality Assurance Committee**

This committee consists of six full-time faculty elected by the Faculty Assembly and three students (one each from the second, third- and fourth-year classes). The Associate Dean for Clinical Affairs and the Quality Assurance Director will serve as *ex officio*, non-voting members. The Committee elects the Chair and Vice Chair from among the members.

**E. Student Performance Evaluation Committee (SPEC)**

This committee consists of six full-time faculty members elected by the Faculty Assembly, and one full-time faculty member appointed by the Dean, with two committee members elected each year. In addition, the committee includes three pre-doctoral students, one from the second, third, and fourth year classes. The Associate Dean for Education will serve as the non-voting permanent Chair. In the event of a tie vote, the Associate Dean of Education may cast the deciding vote. There is no Vice Chair. The Assistant/Associate Dean for Student and Multicultural Affairs will serve as a permanent, non-voting, *ex officio* member of the Committee. Members of this committee will also serve as the College's representatives to the HSC Conduct Committee and will be advised of conduct violations of students undergoing academic review by this committee. The committee reports directly to the Dean, who handles all appeals originating from the actions of the committee.

**F. Faculty Senators (to the University Faculty)**

The College is allowed a specified number of Senators who are elected by the faculty to serve staggered three-year terms. New senators are elected as current terms end. The two most senior Senators will also be members of the Faculty Advisory Board if they are neither the Chair nor the Secretary of the Faculty Assembly. If either the Chair or the Secretary of the Faculty Assembly is also serving in the third year as representatives to the University Faculty Senate, a second-year Senator will be selected to serve on the FAB. There is no Chair or Vice Chair.

Faculty Senators are eligible for re-election to the Faculty Senate.

Department Chairs, Assistant Deans, or Associate Deans are not eligible for election to the Faculty Senate.

**G. Faculty Development Committee**

This committee consists of four tenured or tenure-track professors and four non-tenure track professors elected by the Assembly. The Dean appoints one faculty member from any rank to serve as a member. Committee members will serve staggered three-year terms. The Associate Dean of Faculty Affairs and the Director of Curriculum and Instruction will serve as an *ex officio*, non-voting member. The Committee elects the Chair and Vice Chair from among the members.

**SECTION 4 Joint Committees**

**A. Student Admissions and Recruitment Committee**

The Assistant Dean for Admissions will serve as a member and permanent chairperson of the committee. There is no Vice Chairperson. The committee will consist of twelve full-time faculty members elected by the Faculty Assembly for three-year terms and nine dental students. Additional members identified by the Dean for three-year terms include three private practitioners, one member from an alumni group, and one member from the basic science departments, and two faculty members at large. Members of this committee who are not full-time members of the College of Dentistry will be identified by the Dean, whether

they are elected by their constituents or appointed, and may be re-appointed for one additional three-year term. The Assistant Dean for Student and Multicultural Affairs, and the Assistant Director of Admissions will serve as *ex officio* members. All committee recommendations are presented directly to the Dean.

**B. Promotion and Tenure Advisory Committee**

The committee will consist of ten full-time faculty members of the college as follows:

The faculty-at-large will elect 2 tenured full professors, one tenured associate professor, one clinical full professor and one clinical associate professor; the dean will appoint 2 tenured full professors, one tenured associate professor, one clinical full professor and one clinical associate professor.

The committee will elect the Chair of this committee for a two-year term from the tenured faculty holding the rank of full professor. The committee will elect the Vice Chair of this committee for a one-year term from any member of the committee. The terms of appointment for members of the Promotion and Tenure Advisory Committee will be for a period of three years, with no member serving consecutive terms. The Associate Dean for Faculty Affairs will serve as an *ex officio*, non-voting member of the committee. The committee reports directly to the Dean.

Mid-career reviews, promotion and tenure applications, and sustained performance evaluations will be reviewed by all the members of the committee. Promotion and/or tenure votes will be performed by members of the committee that hold a rank superior to that of the candidate at the time of consideration. The committee will also review new appointments for associate professor and above and tenure upon hire.

**C. Research Committee**

The committee consists of seven faculty members: four full-time faculty elected by the Faculty Assembly, three full-time faculty appointed by the Dean. The Associate Dean for Research as an *ex officio* member. The Committee elects the Chair and Vice Chair from among the members.

**D. Student Affairs Committee**

The committee consists of the President of the Dentistry College Council, four student members, one from each class, a president of a student organization elected from among the presidents of all college student organizations, the Assistant Dean of Student and Multicultural Affairs, and five full-time faculty members elected by the Faculty Assembly. The committee elects the Chair and Vice Chair from the five faculty members elected by the Faculty Assembly.

**E. Information Technology Steering Committee**

The committee consists of three full-time faculty members elected by the Assembly and three full-time faculty appointed by the Dean. A member of the business office and a representative of the Information Technology group will be appointed by the Dean. The Director of IT-Customer Service and one member of IT Service, appointed by the Director of IT-Customer Service, will serve as *ex officio* members. Faculty will serve staggered three-year terms. The committee elects the Chair and Vice Chair from among the members.



#### **F. Strategic Planning Committee**

The committee consists of the Dean or the Dean's designee as the Chair, three full-time faculty appointed by the Dean, three full-time faculty elected by the Assembly (at Assistant, Associate, Full Professor), one representative from the Health Science Center, one representative from dental practice/Florida Dental Association, and one representative from the Academy of Alumni and Friends. The three full-time faculty appointed by the Dean and the three full-time faculty elected by the Assembly will serve staggered three-year terms. *Ex officio* members include the Associate Dean for Faculty Affairs, the Director of Finance and the Dean's Chief of Staff.

### **SECTION 5 Elections**

The Constitution Committee will assemble a list of committee positions that will be vacated on June 30 of that year and assemble lists of suitable candidates for those position from the faculty at large. All candidates for committee seats will be selected from willing faculty providing they meet all criteria of eligibility for the committee position in question.

Prior to or on March 1 of every year, the Secretary of the Assembly will electronically distribute the list of committee seats that will become vacant on June 30 and the slate of candidates for those seats. References to the online descriptions of the committees and a list of all faculty members with their academic rank and tenure status will also be included in this communication for the faculty's information. During the March Faculty Assembly meeting, additional nominations will be accepted from the floor for all up-coming committee vacancies. Online voting will take place for a minimum of two weeks following the March meeting of the Faculty Assembly and will be conducted by the Assembly Secretary under the direction and responsibility of the Faculty Advisory Board. The results of the election will be posted electronically within two weeks following the close of elections.

#### **A. Election Criteria**

The election to college committees requires only the highest number of votes cast unless otherwise specified.

All voters will cast one vote for each open position and the nominees with largest number of votes from the votes cast will be elected. In the case in which more than one position is to be filled from a single list of candidates, voters will cast a vote for each position and the individuals receiving the highest numbers of votes will be elected. All special elections or replacement elections will be conducted online and open for a minimum of two weeks.

#### **B. Assembly Chairperson and Secretary**

At the March meeting of the Assembly Chair's second year of tenure, a slate of candidates for that office will be presented and the meeting opened for nominations from the floor for the Chair position. On alternate years, nominations for the Secretary of the Assembly will be made and follow the same procedure as with the Chair. The names of all nominees will be distributed on line for voting by the Assembly Secretary under the direction of the Chair of the Assembly. The candidate receiving a majority of the total votes cast will be elected. In the case of a candidate's not receiving a majority of the total membership vote, a run-off election between the two leading candidates will be held. A majority of those members voting will elect the new Chair.

#### **C. Special Committee Members**

Upon recommendation by the Chair of the Faculty Assembly or by the Dean of the College of Dentistry, a simple majority open vote by the Faculty Assembly will constitute appointment of special committees and their chairs.

**D. Committee Chairs**

All committee chairs will be elected by the committee members of the respective committees on or before August 1 of each year.

**E. Standing Committee Vacancies**

In the event that a member of any standing committee is unable to complete their term, a special election will be held after the next Assembly meeting to elect a successor for the unexpired term. The election of any substitute member will be conducted in conformity with the provisions of the original election. In the event the vacancy involves a chair elected by the Assembly, the committee involved will appoint an acting chair among the remaining members of the respective committee until a replacement member is elected and the full committee can elect a successor for the remaining academic year. Serving an unexpired term will not preclude any member from eligibility for a full term.

***SECTION 6 Criteria for Eligibility for Committee Service***

All Faculty Assembly members, appointed at 0.6 FTE or greater, are eligible for nomination for College committee membership and faculty leadership roles with specific restriction defined below or determined by the University Regulations.

With the exception of representatives elected to the University Faculty Senate, a faculty member normally cannot succeed themselves in any elected position. Normally, an individual must be off of a standing committee for a one-year minimum before being eligible for election to a committee. In exceptional circumstances, with the approval of the Constitution Committee and the Chair of the Faculty Assembly, this minimal requirement of one year may be waived, and an individual may be permitted to succeed themselves as a committee member.

Committee members are expected to attend all committee meetings. If unable to attend, they should inform the committee chair at least three days in advance. Attendance will be monitored and less than 50% attendance will result in dismissal from the committee and subsequent election or appointment of a replacement. This attendance requirement may be waived by the FAB under exceptional circumstances.

The Chair and the Secretary of the Faculty Assembly must wait at least one term before they can be re-elected to those offices.

Departmental Chairs, Assistant Deans, and Associate Deans are not eligible to be nominated for Chair or Secretary of the Faculty Assembly, for election to the University Faculty Senate, or election as the chair of a standing committee other than an administrative committee. Normally, a single individual is limited to only two elected or appointed committee or faculty leadership positions in any single year. Should an individual be elected to a third committee, they will be asked to resign from one of the three committees (their choice). It is recommended that an individual not accept the nomination for greater than two committees during any one election cycle. In exceptional cases, the Constitution Committee may issue a waiver to these rulings.

A number of standing committees have specific criteria for membership as defined in the Constitution and the Bylaws of the College that are only alterable by a constitutional amendment.

## **SECTION 7 Administrative Committees**

### **A. Advanced Education Committee**

The committee consists of the Program Directors of each graduate and advanced education program, and two resident/graduate student members as elected by the program directors. The Associate Dean for Advanced and Graduate Education and the Director of the School of Advanced Dental Sciences will serve as *ex officio*, non-voting members with the Associate Dean of Advanced and Graduate Education serving as the committee Chair.

### **B. Anesthesia and Sedation Committee**

This committee consists of the Chairs of each College department that has direct patient care programs or responsibilities, the Associate Dean for Clinical Affairs and Quality Assurance, the Associate Dean for Advanced and Graduate Education/Director of the School of Advanced Dental Sciences, and two residents elected by the Committee's members. The Committee Chair will be appointed by the dean. The Committee's recommendations are provided to the dean for final approval and action.

### **C. Peer Review Committee**

The committee consists of the Chairs of each College department (or their designee) that has direct patient care programs or responsibilities, the Associate Dean for Clinical Affairs and Quality Assurance, the Associate Dean for Advanced and Graduate Education/Director of the School of Advanced Dental Sciences, and the Director of the College's Faculty Practice. The Committee Chair will be appointed by the Dean. The committee's recommendations are provided to the Dean for final approval and action.

### **D. Scope of Practice Committee**

This committee consists of members of the faculty and administration appointed by the Dean.

## **ARTICLE IV Integration of Faculty and Administration in Shared Governance**

### **SECTION 1 Individual or Group Introduction of an Initiative**

Faculty members and groups of faculty members initiate a proposal into the shared governance process by sending a brief, but complete, description of their proposal to either the Chair or Secretary of the Faculty Assembly. All initiatives should have application to the College as a whole or the faculty overall. The Faculty Advisory Board will consider such proposals, and if it determines that the proposal merits further consideration the proposal will be sent to the most appropriate faculty committee or assistant/associate dean for consideration, comments, and action, or the proposal will be referred directly to the Faculty Assembly. A petition by at least twenty faculty members forces the proposal to the Faculty Assembly for its consideration, bypassing a possible rejection by the Faculty Advisory Board.

Initiatives that are narrow in scope or would affect a specific subgroup or unit in the College should be submitted directly to the Chair of the most appropriate College committee or assistant/associate dean.

The specific faculty committee that receives any proposal will treat it as new business, discuss it, and either reject, approve, or request modification or clarification. The standing committee will communicate all decisions on the disposition of proposals to the individual or group that initiated the proposal and copied to the Faculty Advisory Board within 90 days of receipt of the proposal. The receipt of such proposals and their disposition must be included in the committee's annual activity report.

All actions of standing committees on proposals or on committee charges that warrant input from the faculty as a whole or should be directly communicated to the College faculty will be communicated to the Chair of the Faculty Assembly and the Faculty Advisory Board for their decision on if and how the issue will be communicated to the faculty as a whole. When the issue is to be communicated to the administration, the Faculty Advisory Board will communicate the issue directly to the dean in their next regularly scheduled meeting.

### ***SECTION 2 Amendments to the Constitution or Bylaws***

Amendments to the Constitution or Bylaws are proposed in writing to the Faculty Advisory Board. This body, following consultation with the Dean, will consider the proposal and, if it deems the proposed amendment worthy of further consideration, will send it to the appropriate standing committee for its review and comments. The reviewing committee will approve, reject, or request alterations to the proposed amendment in consultation with the initiator and send it back to the Faculty Advisory Board. The Faculty Advisory Board would re-review the amendment and, if approved, electronically disseminate the amendment to the faculty. The proposed amendment will be placed on the agenda for the next Assembly meeting for discussion. After the discussion, the proposed amendment will be voted on at Assembly or by electronic ballot.

A minimum of forty-five percent of faculty eligible to vote must participate in the vote at the Assembly or in the electronic ballot in order for the outcome to be valid. The Constitution or Bylaws may be amended by a sixty percent majority of this vote. An approved amendment will take effect at the close of Assembly or the two-week electronic voting period.

By unanimous action, the Assembly may waive all procedural requirements for Bylaws amendments, but not Constitutional amendments.