

ACADEMIC ORGANIZATION AND BYLAWS  
OF  
THE UNIVERSITY OF TEXAS HEALTH SCIENCE  
CENTER AT SAN ANTONIO  
DENTAL SCHOOL

August 10, 2011

Approved by:  
Dental School Faculty Council 4/5/11  
General Faculty 5/5/11  
Dean and President 8/10/11

**For the purpose of this document, the following definitions will be used:**

- 1) **"Departments"** - the Clinical Departments included in the Dental School's administrative structure (Comprehensive Dentistry, Developmental Dentistry, Endodontics, Oral and Maxillofacial Surgery and Periodontics)
- 2) **"Faculty Member"** - an individual with a primary academic appointment in one of the Dental School departments
- 3) **"Full-Time Faculty Member"** - a "Faculty Member" with 100% of his/her academic appointment within the University of Texas Health Science Center at San Antonio
- 4) **"Adjunct Faculty Member"** - a "Faculty Member" with an academic appointment, but no compensation from the Dental School
- 5) **"Part-Time Faculty Member"** - a "Faculty Member" not meeting the criteria for "Full-Time" or "Adjunct"

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
I. Mission and Goals of the Dental School .....	4
II. The Dental School Faculty Council .....	6
III. The Dental School Faculty Assembly .....	9
IV. Dental School Committees .....	19
Academic Performance Committee .....	21
Admissions Committee .....	23
Admissions Selection Subcommittee .....	24
D.D.S./Ph.D. Admissions Review Subcommittee .....	25
Scholarship and Loan Subcommittee .....	25
Advanced Education Committee .....	26
Clinical Quality Assurance and Risk Management Committee .....	28
Curriculum Committee .....	30
Curriculum Management Committee .....	32
Faculty Development Committee .....	34
Group Practice Administration Committee.....	36
Instruments and Materials Committee .....	38
Research Committee .....	40
Strategic Planning Committee .....	42
Student/Faculty Relations Committee .....	43
V. Ad Hoc Committees .....	45
VI. Amendments .....	46
VII. Rule of Order .....	46
VIII. Execution of These Bylaws .....	46

## **I. Mission and Goals of the Dental School**

### **Mission**

The Dental School Mission is the acquisition, dissemination and use of knowledge toward the enhancement of oral health. This mission is addressed through six interrelated action components: education, research, patient care, community, faculty and staff, and infrastructure.

### **Goals**

#### **Education**

The Dental School will:

- GOAL 1. Maintain our role as the principal source of dental health professional education in South Texas.
- GOAL 2. Attract from the applicant pool, the best qualified applicants for admission into our undergraduate and graduate programs.
- GOAL 3. Graduate competent dentists who demonstrate that level of special skill, knowledge, attitudes, behaviors, ethical practices, and experiences necessary to make the transition from faculty supervision to the unsupervised practice of general dentistry.
- GOAL 4. Maintain and monitor a curriculum that is contemporary, relevant, and efficient, competency and scientifically based, which will foster ethical behavior, problem solving skill, critical thinking, and the concept of life long learning.
- GOAL 5. Provide advanced and continuing education programs that are responsive to current and future needs of the profession.

#### **Research**

The Dental School will:

- GOAL 6. Contribute to the broad body of basic and applied knowledge related to oral health including emphasis on the needs of South Texas, and disseminate that new knowledge.
- GOAL 7. Provide opportunities for students and faculty to develop the skills necessary for independent scholarship.
- GOAL 8. Develop a national and international leadership role in oral health related research.

**Patient Care**

The Dental School will:

- GOAL 9. Provide quality, patient centered care to patients whose treatment needs are compatible with the educational programs of the Dental School.

**Community**

The Dental School will:

- GOAL 10. Provide leadership to the community in fostering public awareness of the behavioral economic and social impact of oral disease.
- GOAL 11. Foster a spirit of cooperative academic citizenship with the Dental School, the Health Science Center, and the health care community.

**Faculty & Staff Development**

The Dental School will:

- GOAL 12. Attract and maintain highly qualified faculty and staff.
- GOAL 13. Provide professional growth opportunities to promote faculty and staff quality and prepare them to meet the changing needs of the institution and the profession.

**University Infrastructure**

The Dental School will:

- GOAL 14. Provide the physical, financial, administrative, and communications technology resources necessary to support the teaching, research, and patient care activities of its faculty, students, and staff.

## II. The Dental School Faculty Council

### A. Membership (with vote)

- Dean
- Administrative Officers (Vice-Dean and Associate Deans reporting to the Dean)
- Dental School Department Chairs
- Two Chairs from the School of Medicine's Basic Science Departments (appointed annually by the School of Medicine's Vice Dean for Basic Science Research)
- Two full-time faculty representatives from the Dental School (elected annually by the Faculty Assembly)
- One full-time faculty member representative from the School of Medicine's Basic Science faculty members teaching in the Dental School (appointed annually by the School of Medicine's Vice Dean for Basic Science Research)

### B. Members by Position (without vote)

- President
- Senior Executive Vice President and Chief Operating Officer
- Vice-President for Academic Administration
- Dean of the Graduate School of Biomedical Sciences
- Dean of the School of Health Professions
- Dean of the School of Medicine
- Dean of the School of Nursing
- Secretary of the Faculty Council

Absent voting members may be represented by designated voting alternates.

### C. Objectives

The Faculty Council shall consider matters that directly or indirectly affect the programs of teaching, research, and patient care of the Dental School and shall make their final recommendations regarding these matters to the Dean. The Council shall, in accordance with the powers delegated to the faculty by the Board of Regents of The University of Texas System, within limitations set by the Rules and Regulations of The University of Texas System, concern itself with policy decisions in relation to the admission and instruction of predoctoral students, dental curriculum, standards of academic performance and honors, promotion and/or dismissal of students, and the approval of predoctoral students for certification for graduation.

### D. Officers

Chair: The Dean will be the Chair.

Secretary: The Secretary shall be appointed from the full-time faculty of the Dental School by the Dean and shall take Minutes of Faculty Council meetings.

### E. Meetings

1. Regular Meetings - A regularly scheduled meeting of the Faculty Council shall be held each month. Items for the agenda should be submitted at least five full working days prior to the meeting. Voting members of the Council should receive the agenda at least one day prior to the meeting.

2. Special Meetings - A special meeting of the Council may be called by the Chair or upon request in writing from four members of the Council or 20% of the Dental School's full-time faculty members.

F. Guests

The Chair may invite a faculty member or any other interested party to attend a meeting as a guest of the Council. A faculty member or other interested parties, upon a request addressed to the Chair or upon the request of the Council, may be granted permission to attend a meeting of the Council for the purpose of contributing to a particular discussion. Such a guest or guests may have the privilege of the floor but will be excused from the meeting immediately following their contribution to the discussion.

G. Quorum

A majority of the voting membership of the Council shall constitute a quorum for the transaction of its business.

H. Minutes

The Minutes of the Faculty Council shall be recorded and a copy sent to the President of the Health Science Center and the voting members of the Council. The Minutes will be distributed prior to the next meeting. The approved Minutes of all standing committees shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy

I. Faculty Council Action

1. Jurisdiction

- a. The Faculty Council shall consider all academic matters that affect directly or indirectly the ability of the faculty to carry out their programs of teaching, research, and patient care in the Dental School. The Council shall consider any matters referred to it by the Dean, the President, the office of the Chancellor, or the Board of Regents.
- b. The Faculty Council may submit recommendations on any matters affecting the interest of the Dental School to the Dean for action or transmittal to the President, the Chancellor, and the Board of Regents.
- c. The Faculty Council shall act as the principal policy advisory group to the Dean and the Dental School administration.
- d. The Dean, as the administrative officer, is responsible for the approval of and implementation of all policy decisions subject to the approval of the President of the Health Science Center. In those instances in which the Dean does not implement Faculty Council recommendations, the Dean should provide the Council with an explanation for such action.

2. Voting

- a. Voting by written ballot can be requested by a majority vote, as provided for in Robert's Rules of Order.

### 3. Protests

- a. After the distribution of the Minutes of each Faculty Council meeting, any members of the faculty may individually submit a signed protest concerning the Council's action. If such protests concerning any given item are received from at least 20% of the Full-Time Dental School Faculty Members, the Chair (Dean) must present the protested item for reconsideration by the Council at the next regularly scheduled meeting.

### 4. Repeal of Faculty Council Recommendations

- a. In the event that the protest of the Faculty Council's action by the members of the faculty has led to a reconsideration of the action by the Council, or in the event that protests are made by 50% or more of the Full-Time Dental School Faculty Members, the protested item must be presented by the Council Chair at a meeting of the total faculty.
- a. It shall be the prerogative of the entire full-time faculty to modify, or rescind, the previous recommendations of the Council by three-fourths majority vote of the full-time faculty members.



### **III. The Dental School Faculty Assembly**

#### **Constitution**

In accordance with the powers delegated to the Faculty by the Board of Regents of The University of Texas System, a governing body of the Faculty is hereby constituted. The governing body, which is named the Faculty Assembly of the Dental School of The University of Texas Health Science Center at San Antonio and hereinafter called the Assembly, shall be subject to the authority of the Board of Regents and the authority vested in various administrative officers and subdivisions of The University of Texas System.

The members of the Assembly shall exhibit an active interest in the progress and future of the Dental School and shall be responsible for active participation in major planning for the Dental School and the campus as a whole. They shall accept responsibility for performing those functions essential to the maintenance and conduct of programs of excellence in all activities of the school. Therefore, the Assembly assumes its role as defined by the Rules and Regulations of the Board of Regents of The University of Texas System in areas of:

- General academic policies and welfare
- Student life and activities
- Requirements of admission and graduation
- Honors and scholastic performance generally
- Approval of candidates for degrees
- Faculty rules of procedure

In addition, the Assembly may consult with the Dean on general administrative affairs and on matters pertaining to the development of the Dental School of The University of Texas Health Science Center at San Antonio.

The Assembly shall act to achieve and maintain an informed membership and an environment conducive to academic freedom and professional excellence. Derivative action shall be perceived to be in the best interest of faculty, students, school, center, university, and public.

In its data acquisition and deliberation, the Assembly may consult with any agent, committee, or agency not denied by Rules and Regulations of the Regents. The Assembly may delegate authority to its committees (Article V).

#### **BYLAWS**

##### **Article I - Membership**

- A. The Assembly shall consist of all Faculty Members with academic appointments of 50% or greater in the Dental School.

## **Article II - Meetings**

- A. The Assembly shall meet in September, November, February, and May. Other meetings shall be called by the Chair upon written appeal of ten (10) percent of the members of the Assembly, or at the Chair's discretion. A written notice of the agenda for each regular or special meeting shall be circulated to members of the Assembly at least five (5) working days prior to the meeting. In the event that five (5) days notification is impossible for a special meeting, the business conducted must be limited to the item(s) listed in the written request for a meeting, or to the Chair's written agenda, and the results of votes taken during such meetings must be presented to the membership for ratification at the next regular meeting of the Assembly.
- B. Each member of the Assembly shall have one vote on each motion raised during meetings and one vote for the election of each officer.
- C. A simple majority of members at a meeting shall suffice for a motion to be carried, except as otherwise specifically stipulated.
- D. Twenty (20) percent of voting members shall constitute a quorum.
- E. Policy passed in the absence of a quorum at a regular meeting will be considered a decision of the Assembly unless a written petition by 10 percent of the Assembly is presented to the Chair within ten (10) days following the distribution of the Minutes.
- F. Parliamentary Procedure shall be governed by Robert's Rules of Order.

## **Article III - Officers**

- A. The officers of the Assembly shall be Chair, Vice-Chair, Secretary, and the two Full-Time Representatives of the Dental School. These elected officers must have Full-Time academic appointments in the Dental School.
  - 1. Criteria for Office and Duties
    - a. The Chair shall hold the rank of Assistant Professor, Associate Professor, or Professor, preside at meetings of the Assembly, and perform other duties that may be stipulated in these Bylaws.
    - b. The Vice-Chair shall hold the rank of Assistant Professor, Associate Professor, or Professor. The Vice-Chair shall preside at meetings of the Assembly in the Chair's absence, serve as an ex-officio voting member on the Committee on Committees, serve as parliamentarian, and perform other duties that may be stipulated in these Bylaws or assigned by the Chair.
    - c. The Secretary shall hold the rank of Assistant Professor, Associate Professor, or Professor. The Secretary shall prepare and distribute Minutes of meetings of the Assembly, ascertain the presence of a quorum, and perform other duties assigned by the Chair.
    - d. The Representatives to the Dental School Faculty Council shall hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor and shall serve on the Faculty Council as the faculty representatives. One representative must have a primary association with clinical education and the other must have a primary association with the basic sciences.

## B. Elections

1. Officers shall be elected at the May meeting and shall assume office at the September meeting of that year.
  - a. Nominations and Elections Committee - A Nominations and Elections Committee shall be named by the Executive Committee in February of an election year. The Committee shall consist of five (5) members of the Assembly.
  - b. Slate of Officers - The Nominations and Elections Committee shall nominate from the membership of the Assembly, one candidate for the office of Secretary, two candidates for the representatives to the Faculty Council. The names of these nominees shall be circulated to members of the Assembly at least two (2) weeks before the May meeting of that year. Additional nominations will be called for and may be made from the floor prior to the vote.
  - c. Absentee Votes - There shall be no absentee or proxy votes.
  - d. Voting - A simple majority of members at an election meeting shall suffice for election of officers.

## C. Terms of Office

1. Each officer shall serve for a term of one year. At the end of the term, The Secretary shall be installed without election as Vice-Chair and the Vice-Chair shall be installed without election as Chair.
2. Vacancies that occur during a term of office will be filled as follows:
  - a. The Vice-Chair will succeed to the position of Chair if that office is vacated.
  - b. Other vacated offices will be filled by appointment by the chair with approval of the Executive Committee.

### **Article IV - Faculty Assembly Minutes**

- A. The Secretary shall prepare Minutes of all meetings of the Assembly.
  1. Approval
    - a. The Minutes shall be approved by a majority of the Assembly.
  2. Distribution
    - a. The Secretary shall distribute the approved Minutes to members of the Assembly, Dean of the Dental School, the President of the Health Science Center, the Vice-Chancellor of Health Affairs and the Library, or as otherwise directed by the Rules and Regulations of the Board of Regents.
    - b. The approved Minutes of all standing committees shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy.

## **Article V - Committees**

- A. Committees of the Assembly shall be:
- Nominations and Elections Committee
  - Committee on Committees
  - Executive Committee
  - Teaching Awards Committee
  - Post-Tenure Evaluation Committee
- B. The Nominations and Elections Committee
1. Membership
    - a. Voting members of the Nominations and Elections Committee shall be five (5) members of the Assembly named by the Executive Committee by November of each year. At least one member must have a primary association with clinical education and at least one member must have a primary association with the basic sciences.
  2. Objectives
    - a. The functions of the Committee shall be to recommend a slate of officers for the Assembly, and to conduct the nomination and election of members of the Committee on Committees, and the Post-Tenure Evaluation Committee, and to fill any vacancies in the Faculty Senate and ADEA Representative-at-Large positions.
  3. Officers
    - a. Chair: The Chair shall be elected by the Nominations and Elections Committee.
    - b. Secretary: The Secretary shall be named by the Chair and shall keep the Minutes of the meeting, and the results of the election.
  4. Term
    - a. The term of office shall be one (1) year. Members may serve no more than two (2) consecutive terms.
  5. Meetings
    - a. The Committee shall meet as often as necessary to complete the objectives as defined above.
  6. Minutes
    - a. The Secretary shall record the Minutes of all meetings and send a copy to members of the Committee within five (5) days of the meeting. The approved Minutes of all standing committees shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy.

7. Election of Committee on Committees:

- a. Members shall be elected from the full-time Dental Faculty. The Vice-Chair of the Assembly shall be a voting ex-officio member of the Committee on Committees.
- b. By January 15 of each year, the Nominations and Elections Committee shall submit to the members of the Assembly a slate with at least two names for each anticipated vacancy on the Committee on Committees. Additional nominations may be made by submitting a candidate's name, over the signature of five members of the Assembly, to the Nominations and Elections Committee by February 1.
- c. Written or electronic ballots for the election of committee members will be prepared and distributed by February 8, and returned to the Nominations and Elections Committee by February 15.
- d. In the event of a tie vote for a vacancy, a run-off election will be held within two weeks.

8. Election of Post-Tenure Evaluation Committee:

- a. Four members shall be elected from the Dental Faculty to serve a two-year term, and one shall be appointed by the Dean from outside the Dental School to serve a one-year term. All members must be full-time tenured faculty; administrators and chairs are not eligible. One half of the committee will rotate off each year. Members of the PTEC will elect a new chair each year from the elected members.
- b. Written or electronic ballots will be prepared and distributed by May 1 and returned to the Nominations and Elections Committee by May 8.

B. Committee on Committees

1. Membership

- a. Five faculty representatives (with vote) elected from the Dental Faculty, and the Vice-Chair of the Faculty Assembly (without vote)  
  
(Absent voting members may not send alternates)
- b. There shall be no more than one (1) representative from any department, except the Department of Comprehensive Dentistry, which may have no more than two (2) members, on this Committee, excluding the Vice-Chair of the Faculty Assembly.

2. Objectives

- a. Recommend faculty and student candidates to the Dean for membership on the standing committees, except when other provisions are specified. Nominees from within the Committee shall not be recommended. All recommendations for appointment to Dental School Committees should attempt to create broad and diverse (gender, ethnicity, academic responsibility) representation of the faculty (and students, if appropriate) on each Committee.

- b. Maintain records of all standing committee memberships and tenure of office.
- c. Examine the Bylaws and committee organization periodically and make any recommendations to the Dean, as well as reporting to the Assembly.

### 3. Officers

Chair: The Chair shall be elected by voting members of the Committee.

Vice-Chair: The Chair shall appoint a Vice-Chair.

Secretary: The Chair shall appoint a Secretary to take Minutes of all meetings.

### 4. Term

- a. The term of office shall be two (2) years. A year shall extend from March 1 to the last day of February. A member may serve only two (2) consecutive terms.

### 5. Meetings

- a. Meetings shall be held at appropriate times in order to fulfill the stated objectives and may be called by the Chair, by the Dean or by written request to the Chair signed by two members of the Committee.

### 6. Quorum

- a. A majority of the voting members shall constitute a quorum.

### 7. Minutes

- a. The Secretary shall record the Minutes of all meetings and a copy shall be sent to all members of the Committee, the Executive Committee, and to the Dean, within five (5) days of the meeting. The approved Minutes of all standing committees shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy.

## C. Executive Committee

### 1. Membership

- a. Voting members of the Executive Committee of the Assembly shall be the Chair, Vice-Chair, Secretary, the Immediate Past Chair (without vote), and the two Representatives to the Faculty Council.

### 2. Objectives

- a. The functions of the Committee shall be to:
  - (1) Schedule meetings of the Assembly, set and circulate the agenda to members of the Assembly.

- (2) Appoint a Nominations and Elections Committee.
- (3) Be the principal liaison between the Assembly and other groups, organizations, or committees of affiliated faculty bodies.
- (4) When appropriate, advise the Dean and other Dental School administrative officers on matters of concern to the faculty.
- (5) Appoint ad hoc committees as necessary to carry out the charges and wishes of the Assembly.

### 3. Minutes

- a. The Secretary shall record the Minutes of all meetings, and send a copy to members of the Committee within five (5) days of the meeting. The approved Minutes of all standing committees shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy.

## D. Teaching Awards Committee

### 1. Membership

- a. Voting members of the Teaching Awards Committee shall be five (5) members of the Assembly named by the Executive Committee in November of each year. There will be no more than two (2) members from any department on the committee.
- b. The Associate Dean for Student Affairs shall be an ex-officio member of the Teaching Awards Committee.

### 2. Objectives

- a. The function of the Committee shall be:
  - (1) Request nominations for teaching awards.
  - (2) Contact nominees, solicit and collect letters of support from faculty, students, and appropriate administrators from a list of names provided by the nominee; then review all letters and make not more than six recommendations to the Executive Committee of the Assembly for the awards.
  - (3) Examine the awards periodically and make any recommendations to the Executive Committee, as well as reporting to the Assembly.
  - (4) Evaluate the support package for a nominee to determine if the individual is competitive for other teaching awards, advise the original nominator(s) of that potential and provide recommendation, if appropriate, for changes to the package.

### 3. Officers

Chair: The Chair shall be named by the Executive Committee. The Chair shall develop and coordinate the yearly schedule of the teaching awards process.

Secretary: The Secretary shall be named by the Chair and shall keep the Minutes of the meetings and a record of the award recipients.

### 4. Term

a. The term of office shall be two (2) years.

### 5. Meetings

a. The Committee shall meet as necessary to select the award recipients.

### 6. Quorum

a. A majority of the voting members shall constitute a quorum.

### 7. Minutes

a. The Secretary shall record the Minutes of all meetings and send a copy to members of the Committee within five (5) days of the meeting. The approved Minutes of all standing committees shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy.

## E. Post-Tenure Evaluation Committee

### 1. Membership

- a. Four members from different departments, except the Department of Comprehensive Dentistry, which may have up to two (2) members, shall be elected from the Dental Faculty to serve a two-year term.
- b. One voting member (a full-time UTHSCSA faculty member from outside the Dental School) shall be appointed by the Dental Dean to serve a one-year term.
- c. All members must be full-time tenured faculty; administrators and chairs are not eligible. One half of the committee will rotate off each year. Members of the PTEC will elect a new chair each year from the elected members.

### 2. Objectives

- a. The function of the committee shall be:
  - (1) To conduct evaluations of tenured faculty in order to ascertain that a tenured faculty member continues to be of value to the school and institution in implementing its academic programs. Each faculty member shall be judged in the context of his or her assigned responsibilities.



- b. The following provisions shall apply to the review process:
  - (1) Review is to be conducted every five years from being granted tenure.
  - (2) Review can be deferred if it coincides with promotion, leave, etc.
  - (3) Faculty must be notified at least six months prior to evaluation.
  - (4) Twenty (20) percent of the tenured faculty are reviewed each year.
  - (5) Selection will be a random drawing of faculty up for review each year.

### 3. Officers

- a. Chair: The Chair shall be elected by the PTEC. The Chair shall develop and coordinate the yearly schedule of the process.
- b. Secretary: The Secretary shall be named by the Chair and shall keep the Minutes of the meetings.

### 4. Term

- a. The term shall be two years for elected members and one year for appointed members.

### 5. Meetings

- a. The PTEC shall meet as necessary to complete its objectives.

### 6. Minutes

- a. The Secretary shall record the Minutes of all meetings and send a copy to members of the Committee within five (5) days of the meeting. The approved Minutes of all standing committees shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy.

## **Article VI - Amendments**

- A. Any proposed Amendment must be signed by at least five (5) members of the Assembly and submitted in writing to the Chair of the Assembly. Reasons for proposing the Amendment shall be attached.

### 1. Constitution

- a. Within two weeks of notification of the Chair, the Secretary shall distribute the proposed Amendment to all members of the Assembly. The Amendment shall be voted upon by written or electronic ballot. The proposed Amendment shall become part of the Constitution when at least a majority of all the members of the Assembly vote for its adoption.
- b. Ballots for voting on Constitutional Amendments must be returned to the Secretary within two (2) weeks of the time they are distributed to the members. Ballots received by the Secretary after this time shall not be valid.

## 2. Bylaws

- a. All proposed changes to the Bylaws shall be distributed to each member at least ten (10) days prior to an official meeting and may be adopted by seventy-five (75%) percent of the members present and voting at that meeting.

#### **IV. Dental School Committees**

##### A. The standing committees shall be:

- Academic Performance Committee
- Admissions Committee
- Advanced Education Committee
- Clinical Quality Assurance and Risk Management Committee
- Curriculum Committee
- Curriculum Management Committee
- Faculty Development Committee
- Group Practice Administration Committee
- Instruments and Materials Committee
- Research Committee
- Strategic Planning Committee
- Student/Faculty Relations Committee

##### B. Organization of a Committee

The organization of all standing committees shall be outlined in the Dental School Bylaws. The Dean shall be member by position of all committees. A committee chair, as deemed necessary, may appoint a subcommittee from the committee membership to study and make recommendations concerning areas of specific interest to the committee.

##### C. Membership

Membership of each committee shall be determined in the appropriate section of these Bylaws. Selection to membership, unless otherwise specified, shall be based on recommendations from the Committee on Committees of the Faculty Assembly and approved by the Dean. The selection process should attempt to balance committee membership in gender and ethnicity. Where the guidelines specify that certain Dental School administrative positions have membership on certain committees and these positions are unfilled, the Dean shall have the prerogative of appointing a faculty member to serve on the committee until such administrators are appointed. All officers shall have a term of one year, unless otherwise stated in the Bylaws, and are subject to re-appointment. Departmental membership of a faculty member shall be determined by primary academic appointment. In instances where an alternate may attend in the absence of a member, "alternate" is defined as a person designated by the member and approved by the committee Chair to attend in the member's absence. Non-voting consultants may be added to any committee at the discretion of the Dean. Consultants will attend meetings at the invitation of the Chair. A "member by position" is appointed to a committee by virtue of the office or title the individual holds.

##### D. Charges

The charges shall be outlined in the Bylaws. Additional charges may be directed by the Dean.

##### E. Meetings

Faculty members or students may attend a committee meeting by requesting permission from the Chair. In addition, the Chair may invite any interested

parties to attend a meeting as guest of the committee. Such guests shall have the privilege of the floor for the purpose of contributing to a particular discussion. Should a guest have a specific item for discussion, it is the prerogative of the Chair to place the item on the agenda. Anyone who is an attending alternate will identify himself to the Chair before the meeting begins. Prior to conducting business, the Chair shall recognize all voting members. All committees have the right to call an executive session by majority vote of the members present at that meeting. Each committee shall have an organizational meeting within the first 30 days of the beginning of the new term. Routine activities of all committees may be conducted by written or e-mail communication at the discretion of the Chair. All actions from these communications should be described in the committee's minutes.

F. Term

The annual term for the members of all standing committees shall be for the academic year of September 1 to August 31.

G. Quorum

A majority of the voting members shall constitute a quorum.

H. Minutes

The approved Minutes of all standing committees shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee unless otherwise stated in the Bylaws.

I. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

J. Operating Protocol

An operational protocol shall be established by members of the committee, and shall be subject to periodic review and revision. Each committee shall review its Bylaws at least once annually. Any recommendations deemed necessary will be made to the Dean.

K. Operational Expenses

A mechanism for reimbursement of expenses incurred during the conducting of committee activities shall be determined by the Dean.

## **Academic Performance Committee**

### A. Appointed Members (with vote)

- Seven full-time faculty members with at least five having primary appointments in the Dental School \*

Absent voting members may not be represented by alternates.

\* Membership should be distributed among faculty members with different teaching responsibilities (GPG core faculty, preclinical lab faculty, didactic teaching in the clinical, basic and/or behavioral sciences) and content expertise. Members of the Faculty Council, except for the Associate Dean for Student and Academic Affairs, are ineligible to serve on this committee.

### B. Members by Position (without vote)

- Associate Dean for Student Affairs
- Associate Dean for Academic Affairs
- Registrar or Assistant Registrar

### C. Charge

The responsibility of this committee shall be to recommend to the Associate Dean for Academic Affairs appropriate action regarding the academic performance of students. Recommendations of this committee shall be based on established criteria set by the Faculty Council and may include promotion, academic warning, academic probation, an altered curriculum, remediation, repeat of the academic year or dismissal.

### D. Officers

Chair – The Chair shall be appointed from the voting faculty members of the committee by the Associate Dean for Academic Affairs, with approval from the Dean.

Vice-Chair - The Chair shall appoint a Vice-Chair from the voting faculty members of the committee.

Secretary - The Chair shall appoint a Secretary to take Minutes of all meetings.

### E. Term

The term of office shall be for three years. A member may serve no more than two consecutive terms.

### F. Meetings

The committee shall meet regularly throughout the academic year. Special meetings may be called by the Chair, by the Dean, the Associate Dean for Academic Affairs, or upon written request to the Chair signed by two members of the committee.

G. Quorum

A majority of the voting members shall constitute a quorum.

H. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

I. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Admissions Committee**

### A. Appointed Members (with vote)

- Twelve representatives from the Dental School faculty
- Two student representatives from the Senior Class
- Four student representatives from the Junior Class
- Non-Dentist Community representative
- Non-Faculty Dentist representative

### B. Members by Position (without vote)

- Associate Dean for Student Affairs - Chair (may vote in case of tie)
- Vice President for Academic Administration
- Registrar or Assistant Registrar

Absent voting members may not be represented by alternates

### C. Term

The term of office shall be three years for faculty members. The community representative and dental practitioner representative shall serve one-year terms that are renewable at the discretion of the Dental School. The appointment of the Non-Dentist Community Representative and the Non-Faculty Dentist Representative shall be appointed by the Associate Dean for Student Affairs, with approval from the Dean.

### D. Charge

1. Recommend to the Dean the criteria for admission to all pre-doctoral programs.
2. Monitor the admissions recruiting process in an attempt to insure that the Dental School is maximizing its efforts to secure the best students.
3. Sponsor and/or conduct research and active investigation of the admissions process to insure that we are acquiring the best students.
4. Advise the Dean concerning the guidelines for admission to transfer students.
5. Evaluate the admissions program and evaluate both attrition rates and performance of students in relation to the admission criteria.
6. Oversee the guidelines and policies of the Dental Early Acceptance Program and the International Dentist Education Program, recommending modifications for improvement in each, as necessary.

### E. Meetings

The Admissions Committee shall meet at the call of the Dean, the Chair, or by written request to the Chair signed by three members.

### F. Quorum

A majority of the voting members shall constitute a quorum.

G. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

H. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

**Sub Committees:**

**Admissions Selection Subcommittee**

A. Appointed Members (with vote)

- Associate Dean for Student Affairs – Chair
- Five representatives from the Dental School faculty

B. Officer

Chair - The Associate Dean for Student Affairs will serve as the Chair.

C. Term

The term of office shall be three years for faculty members. A member may serve two consecutive terms. The Associate Dean for Student Affairs may request a waiver of the term restriction.

D. Charge

1. Recommend candidates for admission to the Dental School to the Dean.
2. Maintain liaison with other Admissions Committees in The University of Texas System, the UT Central Applications Office, and the other Texas Dental Schools.
3. Maintain liaison with all institutions of higher education that provide applicants to Dental School programs.
4. Advise the Dean concerning transfer candidates.

E. Meetings

1. The Committee shall meet as necessary to complete their activities.



**D.D.S./Ph.D. Admissions Review Subcommittee**A. Appointed Members

This subcommittee is appointed as needed by the Associate Dean for Student Affairs and functions to summarize the evaluations of D.D.S./Ph.D. applicants for the Admissions Selection Subcommittee.

B. Meetings

The D.D.S./Ph.D. Admissions Review Subcommittee shall meet as determined by the Associate Dean for Student Affairs to fulfill its function.

**Scholarship and Loan Subcommittee**A. Appointed Members (with vote)

- Associate Dean for Student Affairs-Chair
- A representative of the Financial Aid Office
- A member of the Admissions Selection Subcommittee
- Two members of the Admissions Committee.

B. Charge

Advise the Associate Dean for Student Affairs regarding scholarship decisions.

C. Meetings

The Scholarship and Loan Subcommittee shall meet as determined by the Associate Dean for Student Affairs to fulfill its function.

## **Advanced Education Committee**

### A. Appointed Members (with vote)

- Directors of the Advanced Education Programs being offered in or associated with the Dental School
- Two resident representatives appointed by their respective Program Director based upon a rotating schedule determined by the Committee. One resident will be in their first year, and one resident will have completed at least one year of their program.

### B. Members by Position (without vote)

- Vice-Dean
- Associate Dean for Student Affairs
- Associate Dean for Academic Affairs
- Course Director, Core Curriculum
- Dental Director, AMVA Hospital
- Associate Dean of Graduate School of Biomedical Sciences
- Dental and Clinical Investigation Officer, Wilford Hall Medical Center
- Resident representative from the first year class of Wilford Hall residents

Absent voting members may be represented by voting alternates.

### C. Charge

The committee shall consider all non-clinical matters that affect Advanced Education Programs and shall make their recommendations to the Dean of the Dental School and the Dean of the Graduate School of Biomedical Sciences.

### D. Officers

**Chair** - The Chair shall be appointed by the Associate Dean for Student Affairs, with approval from the Dean. The Chair's position shall be rotated among the Program Directors. The term will be at least one year, but not exceeding three years based on the discretion of the Dean. The Chair will also serve as a member of the DSRDP Board of Directors, the Budget and Finance Committee of the DSRDP Board of Directors, and the Clinical Policy Committee.

**Vice-Chair** - The Vice-Chair shall be appointed by the Associate Dean for Student Affairs, with approval from the Dean. The Vice-Chair's position shall be rotated among the program directors. The term will be at the discretion of the Dean, at least one year, but not exceeding three years. The Vice-Chair will normally succeed to the Chair's position.

### E. Term

The Advanced Education Program Directors shall serve as long as they have responsibility for the program. The resident members shall serve a term of one year from July 1 through June 30.

### F. Meetings

The committee shall meet as necessary throughout the year. Meetings may be called by the Dean, the Chair, or by written request to the Chair signed by three members of the committee.

G. Quorum

A quorum shall consist of a majority of the voting members.

H. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

I. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Clinical Quality Assurance and Risk Management Committee**

### A. Appointed Members (with vote)

- One representative from each of the Dental School clinical departments
- One representative from the Dental Hygiene faculty
- One student representative from the Senior Class
- One student representative from the Junior Class

### B. Members by Position (with vote)

- Chair, Advanced Education Committee

### C. Members by Position (without vote)

- Vice-Dean
- Associate Dean for External Affairs
- Assistant Vice-President for Regulatory Affairs and Compliance
- Assistant Dean for Pre-doctoral Clinics
- Director, Dental School Laboratory Services
- Supervisor, Dental School Clinical Services
- Consultants as deemed necessary by the Committee Chair

### D. Working Group

A sub-set of the Clinical Quality Assurance and Risk Management Committee consisting of the Chair, Vice-Dean, Assistant Dean for Pre-doctoral Clinics, Supervisor of Clinical Services, and other faculty and staff members as needed, shall provide administrative support to the Committee and shall gather the data required for the Committee, to assess the effectiveness of the School's Clinical Quality Assurance Program.

### E. Task Forces

The Chair on an as-needed basis may appoint Task Forces to focus and make recommendations on specific issues related to the School's Clinical Quality Assurance Program.

### F. Charge

The Clinical Quality Assurance and Risk Management Committee shall be advisory to the Assistant Dean for Pre-doctoral Clinics and the Vice-Dean on all matters related to the quality of patient care being provided in the School's programs. The Committee's activities will include the following:

1. Review and revise the Dental School's Standards of Care.
2. Review and revise the Dental School's clinical policies and operations manuals.
3. Establish and monitor indicators of clinical quality taking appropriate action when needed to ensure patient safety, patient care that meets the School's standards, and compliance with university, state, and federal regulations.
4. Evaluate and make recommendations that ensure the efficiency of patient care processes.

5. Consider and respond to other issues as referred by other standing committees of the Dental School and university administrators.
6. Maintain a liaison with the Health Science Center's Infection Control (Incident) Committee.
7. Evaluate and make recommendations regarding patient complaints on an as needed basis.
8. On request, assist the Associate Dean for External Affairs in communicating Dental School policies and procedures to extramural training sites.
9. On request, assist the Associate Dean for Academic Affairs on curricular matters related to the quality of patient care.
10. Review all unusual incidents that arise from the delivery of patient care.

G. Officers

Chair - The Chair shall be appointed from the voting faculty members of the committee by the Vice-Dean, with approval from the Dean.

H. Term

The term of office shall be for three years. Student representatives will serve one year. A member may serve two consecutive terms.

I. Meetings

The committee shall meet at least quarterly throughout the year. Additional meetings may be called by the Dean, the Chair, or by written request to the Chair signed by three members of the committee.

J. Quorum

A majority of the voting members shall constitute a quorum.

K. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

L. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Curriculum Committee**

### A. Appointed Members (with vote)

- Five full-time faculty members, with at least four having primary appointments in Dental School departments\*

Absent voting members may be represented by non-voting alternates. Alternates will be appointed in advance and may attend all meetings as non-voting members. They will be voting members if they attend in place of the voting member.

\* Membership of the voting members should be distributed among faculty with different content expertise.

### B. Appointed Members (without vote)

- Two students (One DS3 and one DS4) – a DS3 student would be appointed annually to serve a two-year term

### C. Member by Position (with vote only in case of a tie)

- Curriculum Management Committee – Chair

### D. Members by Position (without vote)

- Associate Dean for Academic Affairs
- Associate Dean for External Affairs
- Associate Dean for Student Affairs
- Assistant Dean for Educational and Faculty Development
- Assistant Dean for Pre-doctoral Clinics
- Director, International Dentist Education Program
- Chair, Strategic Planning Committee
- Chair, Any appointed curriculum related Task Force (the list will be updated as new Task Forces are appointed or deleted as charges are completed)
- President, Dental Student Association
- Faculty Member Alternates
- Representative, Academic Center for Excellence in Teaching
- Representative, Library
- Representative, Registrar's Office

### E. Charge

The Curriculum Committee shall serve as an oversight committee for all curricular issues and in an advisory role to the administration. Recommendations concerning review of courses, new policy, changes to existing policy and changes to the curriculum shall be forwarded to the Associate Dean for Academic Affairs and the Dean for approval. Major changes should be forwarded to the Faculty Council for approval. The Committee's activities will include the following:

1. Develop and maintain an annual calendar for the Committee.
2. Monitor, study and evaluate current trends, educational concepts, teaching methods and curricular design in dental education and make appropriate recommendations regarding change in the curriculum including plans for implementation.

3. Develop community education strategies for students, faculty and the external community.
4. Evaluate and act upon all major proposals for changes in the Dental School predoctoral curriculum.
5. Develop and monitor the appropriate outcomes in order to evaluate the curriculum, and ensure that the curriculum is adequate and relevant to prepare the graduate for a career in dentistry.
6. Assist with appointments for, and review reports from appointed Task Forces that deal with curricular issues.

F. Officers

Chair - The Chair shall be appointed from the voting faculty members of the committee by the Associate Dean for Academic Affairs, with approval from the Dean.

Vice-Chair - The Chair shall appoint a Vice-Chair from the voting faculty members of the committee.

Secretary - The Chair shall appoint a Secretary to take Minutes of all meetings.

G. Terms

The term of office shall be three years for appointed members. An appointed member may serve only two consecutive terms.

H. Meetings

The committee shall meet monthly throughout the year. Additional meetings may be called by the Dean, the Chair, the Associate Dean for Academic Affairs, or by written request to the Chair signed by four members of the committee.

I. Quorum

A majority of the voting members shall constitute a quorum.

J. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

K. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Curriculum Management Committee**

### A. Appointed Members (with vote)

- Seven full-time faculty members with at least five having primary appointments in Dental School departments\*
- One student representative from the Senior Class
- One student representative from the Junior Class

### B. Appointed Members (without vote)

- One student representative from Freshman Class
- One student representative from Sophomore Class

Absent voting members may be represented by non-voting alternates. Alternates will be appointed in advance and may attend all meetings as non-voting members. They will be voting members if they attend in place of the voting member.

\* Membership of the voting members should be distributed among faculty with different content expertise.

### C. Members by Position (without vote)

- Associate Dean for Academic Affairs
- Associate Dean for External Affairs
- Associate Dean for Student Affairs
- Assistant Dean for Educational and Faculty Development
- Assistant Dean of Pre-doctoral Clinics
- Faculty Member Alternates
- Student Member Alternates
- Representative, Academic Center for Excellence in Teaching
- Representative, Registrar's Office
- Representative, Office of Academic and Facilities Scheduling

### D. Charge

Recommendations from the Curriculum Management Committee concerning new policy, changes to existing policy and major changes to curriculum shall be forwarded to the Curriculum Committee. The Curriculum Committee assigns the following responsibilities to the Curriculum Management Committee:

1. Develop and maintain an annual calendar for the Committee.
2. Review, evaluate and, make recommendations concerning existing pre-doctoral curricular offerings. These may include but are not limited to regular, elective and remedial courses; clerkship rotations, and; all outreach programs to ensure that all courses or programs follow sound educational precepts and to ensure that all course activities are in the best interest of our students and our School. This process should include evaluation of role, scope, sequence and allotted hours.
3. Monitor the annual schedule of pre-doctoral curricular offerings and the annual calendar for the academic year.
4. Communicate with and report to the Curriculum Committee.



E. Officers

Chair - The Chair shall be appointed from the voting faculty members of the committee by the Associate Dean for Academic Affairs, with approval of the Dean.

Vice-Chair - The Chair shall appoint a Vice-Chair from the voting faculty members of the committee.

Secretary - The Chair shall appoint a Secretary to take Minutes of all meetings.

F. Terms

The term of office shall be three years for appointed members. An appointed member may serve only two consecutive terms. Students may be reappointed and serve their class for multiple years.

G. Meetings

The committee shall meet throughout the year as needed to conduct the Committee's business. Additional meetings may be called by the Dean, the Associate Dean for Academic Affairs, the Chair, or by written request to the Chair signed by three members of the committee. Routine activities of the Committee may be conducted by written or e-mail communication.

H. Quorum

A majority of the voting members shall constitute a quorum.

I. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee, with a copy forwarded to the Chair of the Curriculum Committee.

J. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Faculty Development Committee**

### A. Appointed Members (with vote)

- Five full-time faculty members with primary appointments in Dental School departments (appointees should include clinicians and scientists) At least one appointed member will be non-tenured.

### B. Members by Position (with vote only in case of a tie)

- Director, Friday Morning Continuing Education Program (Grand Rounds)

Absent voting members may be represented by non-voting alternates. Alternates will be appointed in advance and may attend all meetings as non-voting members. They will be voting members if they attend in place of the voting member.

### C. Members by Position (without vote)

- Associate Dean for Academic Affairs
- Associate Dean for Research
- Assistant Dean for Educational and Faculty Development
- Director, Continuing Dental Education and Alumni Affairs
- Representative, Academic Center for Excellence in Teaching
- Special Events Coordinator, Office of the Dental Dean
- Faculty Member Alternates

### D. Charge

1. Identify and evaluate areas of need in faculty development.
2. Recommend to the Dean faculty development programs.
3. Explore means to support faculty development.
4. Foster and stimulate interest in faculty development.
5. Plan, promote, and host faculty development programs, specifically a Faculty Development Day in the fall and a Faculty Advance in the spring, as well as other activities as deemed appropriate.
6. Periodically review and make recommendations to the Dean concerning departmental faculty evaluation and faculty development programs.
7. Develop and periodically present an orientation session for new faculty describing faculty development opportunities.

### F. Officers

Chair - The Chair shall be appointed from the voting faculty members of the committee by the Associate Dean for Academic Affairs, with approval from the Dean.

Vice-Chair - The Chair shall appoint a Vice-Chair from the voting faculty members of the committee.

Secretary - The Chair shall appoint a Secretary to take Minutes of all meetings.

G. Term

The term of appointment shall be three years. If an appointed member wishes to serve more than two consecutive terms, they may be reappointed, provided other interested faculty are considered for appointment first.

H. Meetings

The committee shall meet monthly throughout the year. Additional meetings may be called by the Dean, Chair, or by written request to the Chair signed by three members of the committee.

I. Quorum

A majority of the voting members shall constitute a quorum.

J. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

K. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Group Practice Administration Committee**

### A. Appointed Members (with vote)

- Two faculty members from the Department of Comprehensive Dentistry (appointed by the Chair of Comprehensive Dentistry)
- One General Practice Group Leader (appointed by the Chair of Comprehensive Dentistry)

### B. Members by Position (with vote)

- Vice-Dean
- Assistant Dean for Pre-doctoral Clinics

### C. Charge

1. The purpose of the Group Practice Administration Committee (GPAC) is to:
  - a. Coordinate the operations of the group practices;
  - b. Coordinate the interaction of the group practices with the specialty departments, and;
  - c. Implement the clinical curriculum as defined by the Dental School.
2. In fulfilling this responsibility the GPAC will be responsible for the following:
  - a. Advising and making recommendations to the Assistant Dean for Pre-doctoral Education and the Vice-Dean on matters related to the operation of the pre-doctoral clinical education program. Matters may include but are not limited to; the pre-doctoral fee schedule, faculty credentials and privileging, clinical productivity and revenue, clinical expenditures, and faculty training; reviewing clinical course and rotation schedules and making recommendations to prevent conflicts, ensure student's core clinical experiences are comparable, and that they support the School's approach to clinical training; ensuring the methods of student evaluation and competency assessment are consistently applied in the group practices.
  - b. Implementing and maintaining processes and procedures that ensure the timely delivery of clinical care.
  - c. Implementing and maintaining processes that monitor the quality and outcome of care provided in the group practices to ensure it meets the school's standards.
  - d. Establishing and maintaining a process whereby student readiness for selectives can be made.
  - e. Monitoring faculty staffing in the General Practice Groups and the preclinical labs run by the Department of Comprehensive Dentistry to ensure optimal faculty/student ratios are supported.
  - f. Standardizing administration across all General Practice Groups to ensure comparable educational opportunities for all students.

D. Officers

Chair - The Vice-Dean will serve as the Chair.

Vice-Chair - The Assistant Dean for Pre-doctoral Clinics will serve as Vice-Chair.

E. Term

Membership is by position with the exception of the faculty members from the Department of Comprehensive Dentistry and General Practice Group Leader. They will serve at the pleasure of the Chair of Comprehensive Dentistry.

F. Meetings

The committee will meet at least quarterly. Additional meetings may be called by the Dean, the Vice-Dean, or at the request of two voting members.

G. Quorum

A majority of voting members will constitute a quorum.

H. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

I. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Instruments and Materials Committee**

### A. Appointed Members (with vote)

- Two faculty members from the Department of Comprehensive Dentistry
- One student representative from each of the Dental School classes (appointed by the Associate Dean for Student Affairs)

### B. Members by Position (without vote)

- Course Director from each pre-clinical laboratory course (or their designee)

### C. Members by Position (without vote)

- Associate Dean for Student Affairs
- Program Director or Designee of Dental Hygiene Education
- Director of Clinic Operations
- Instrument Leasing Supervisor
- Dispensary Supervisor
- Assistant Dean for Pre-doctoral Clinics

### D. Charge

1. Advise the Assistant Dean for Pre-doctoral Clinics and the Vice-Dean on matters pertaining to the acquisition and maintenance of materials and devices used in the Dental School's clinics and pre-clinical laboratories.
2. Ensure that materials necessary for patient care and student education are available when they are needed.
3. Conduct periodic assessments of the Schools instrument inventory and make recommendations for replacement when needed.
4. Monitor the cost of the Instrument Leasing Program and make recommendations for fee adjustments as needed.

### E. Officers

Chair – The Chair shall be appointed from the voting faculty members of the committee by the Vice-Dean, with approval from the Dean.

Vice-Chair - The Chair shall appoint a Vice-Chair from the voting faculty members of the committee.

### F. Term

Appointed faculty members will serve three-year terms. Student representatives will serve for one year.

### G. Meetings

The committee shall meet at least quarterly throughout the year. Additional meetings may be called by the Dean, the Vice-Dean, the Assistant Dean for Pre-doctoral Clinics, the Chair, or by written request to the Chair signed by three members of the committee.

H. Quorum

A majority of the voting members shall constitute a quorum.

I. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

J. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Research Committee**

### A. Appointed Members (with vote)

- Three faculty representatives from the Dental School Departments
- Two UTHSCSA researchers from outside the Dental School (chosen in consultation with the Research Committee Chair)
- One faculty representative from each of the Dental School's recognized Research Themes
- One pre-doctoral student representative
- One post-doctoral student representative

### B. Members by Position (without vote)

- Associate Dean for Research - Chair (may vote in case of a tie)
- Assistant Dean for Clinical Research
- President, San Antonio Section of American Association of Dental Research
- Director of the Dental Student Research Group
- Faculty Advisor, Dental Student Research Group
- Representative from the NIDCR Research Training Program

Absent voting members may be represented by non-voting alternates.

### C. Charge

1. Advise the Dean on all issues related to research.
2. Promote and make recommendations regarding faculty research.
3. Promote and make recommendations regarding student research

### D. Officers

Chair- The Associate Dean for Research will serve as the Chair.

Vice Chair – The Assistant Dean for Clinical Research will serve as the Vice-Chair.

Secretary - The Chair shall annually appoint the Secretary.

### E. Term

Appointed members shall serve for three years and student members for one year. An appointed member may serve two consecutive terms.

### F. Meetings

The committee shall meet at least quarterly. Additional meetings may be called by the Dean, the Chair, or by written request to the Chair signed by three members of the committee.



G. Quorum

1. At least 40% of the voting members shall constitute a quorum.
2. Electronic voting
  - a. Voting may be carried out by electronic means, such as e-mail, on items when deadlines would otherwise not be met by the regularly scheduled meeting.

H. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

I. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Strategic Planning Committee**

### A. Appointed Members (with vote)

- Five Dental School faculty members
- One representative from the School of Medicine's Basic Science faculty members teaching in the Dental School.

### B. Members by position (with vote)

- Vice-Dean
- Associate Dean for Academic Affairs
- Associate Dean for External Affairs
- Associate Dean for Research
- Associate Dean for Student Affairs
- Assistant Dean for Pre-doctoral Clinics
- Assistant Dean for Clinical Research

### C. Charge

The Strategic Planning Committee shall, in line with the School's Biannual Strategic Planning Process, conduct assessments of the internal and external environment and make recommendations to the Dean on directions for the School. The Committee shall also assess program outcomes to ensure the School's goals are being met.

### D. Officers

Chair – The Chair shall be appointed from the voting faculty members of the committee by the Vice-Dean, with approval from the Dean.

Vice-Chair - The Chair shall appoint the Vice-Chair from the voting faculty members of the committee.

### E. Term

Appointed members will serve three-year terms with no re-appointment limitations.

### F. Meetings

The Committee will meet as needed to fulfill its planning responsibilities. Additional meetings may be called by the Chair, the Dean or at the request of three committee members.

### G. Quorum

A majority of members will constitute a quorum.

### H. Minutes

The approved Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

### I. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **Student/Faculty Relations Committee**

### A. Appointed Members (with vote)

- Five full-time faculty members, with at least four having primary appointments in Dental School departments\*
- Four student representatives (one from each class)

\* Membership of the voting members should be distributed among faculty with different content expertise.

### B. Members by position (without vote)

- Associate Dean for Student Affairs

Absent voting members may be represented by non-voting alternates at the meetings.

### C. Charge

1. Serve as a liaison between students and faculty, recommending to the Dean actions addressing concerns expressed by representatives of either group.
2. Study the effects on student/faculty relations that are exerted by other groups.
3. Develop programs, propose policies and set in action mechanisms that will promote optimal constructive interaction between students and faculty.

### D. Officers

Chair - The Chair shall be appointed from the voting faculty members of the committee by the Associate Dean for Student Affairs, with approval of the Dean.

Vice-Chair - The Chair shall appoint a Vice-Chair from the voting faculty members of the committee.

### E. Term

The term of office shall be three years for faculty members and one year for students. Students may serve consecutive terms. Faculty members may serve only two consecutive terms.

### F. Meetings

The committee shall meet at least bi-monthly during the school year. Special meetings may be called by the Chair, by the Dean, or upon written request to the Chair signed by two members.

### G. Quorum

A majority of the voting members shall constitute a quorum.

#### H. Minutes

The Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee.

#### I. Final Report

The Chair shall submit an annual electronic report to the Dean, summarizing the committee's activities over the past year, and containing recommendations for actions.

## **V. Ad Hoc Committees**

### A. Appointments

The Dean, as deemed necessary or at the recommendation of a committee chair, may appoint Ad Hoc Committees or Task Forces to study and make recommendations concerning areas of specific interest or need. Usually an Ad Hoc Committee or Task Force will not be appointed for the purpose, which duplicates the charge of a standing committee unless specifically requested by the chair of that committee. An appointment letter, indicating the specific charge of the Ad Hoc Committee or Task Force and the anticipated time limit, shall be sent to each committee member. At the completion of the specific charge, each committee member shall receive a letter from the Dean or the Chair of the Ad Hoc Committee or Task Force stating that the committee has served its function and is disbanded.

### B. Objectives

An Ad Hoc Committee or Task Force shall have a specific charge, often appointed for a limited term.

### C. Officers

Chair - The Dean shall appoint the Chair of all Ad Hoc Committees and Task Forces.

### D. Term

The term of office of an Ad Hoc Committee or Task Force will terminate at the time the specific charge has been completed.

### E. Meetings

Meetings will be called by the Dean or the Chair.

### F. Quorum

A majority of the members shall constitute a quorum.

### G. Minutes

The original copy of the Minutes shall be electronically forwarded to the Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the Task Force or Committee.

### H. Final Report

The Chair shall submit an electronic report to the Dean, summarizing Ad Hoc Committee or Task Force activities and containing recommendations for actions.

## **VI. Amendments**

Section III: The Dental School Faculty Assembly provides for its own amendment.

All other Bylaws of the Dental School shall be amended only by the following methods:

1. Standing committees may offer an amendment to these Bylaws. The amendment shall be proposed in writing through the Dean to the Faculty Council with the reasons for proposing the amendment attached.
2. Five full-time faculty members may offer an amendment to these Bylaws. The amendment signed by at least five full-time faculty members shall be proposed in writing through the Dean to the Faculty Council with the reasons for proposing the amendment attached.

The Faculty Council shall study the proposed amendment and the reasons advanced to support it. Within 40 days of receiving the proposed amendment, the Faculty Council shall report its decision to endorse, modify, or reject the proposed amendment back through the Dean to the committee or the faculty members who proposed the amendment.

If the Faculty Council does not endorse the proposed amendment, the committee or faculty members proposing the amendment have the opportunity to follow the procedure outlined in Section II, Council Action, of these Bylaws.

If the Faculty Council endorses the amendment, it shall offer in writing the amendment to the Dental School Faculty within 40 days of receiving it, along with the conclusions reached as to the operational consequences of the proposed amendment.

Within 10 days of distribution, the Faculty Council shall hold an open meeting so that all faculty members have an opportunity to discuss the proposed amendment. Within 10 days of the open meeting, the Faculty Council shall conduct a secret ballot election. If 70% of the faculty voting in the election approves the amendment, it shall then be submitted to the Dean of the Dental School and the President of The University of Texas Health Science Center for their consideration and action. The amendments as approved by the Dean and the President shall become functional parts of these Bylaws of the Dental School.

## **VII. Rule of Order**

Unless otherwise stated in these Bylaws, Council and committee meetings shall be conducted according to Robert's Rules of Order.

## **VIII. Execution of These Bylaws**

These Bylaws shall become effective upon approval of the full-time Dental School faculty, the Dean of the Dental School, and the President of The University of Texas Health Science Center at San Antonio.