

School of Dentistry Faculty Senate

BYLAWS

Article 1. NAME

Section 1.01 The name of this Senate will be the Medical College of Georgia School of Dentistry Faculty Senate, hereinafter called "the Faculty Senate" or "the Senate."

Article 2. PURPOSE AND FUNCTIONS

Section 2.01 Purpose. The twofold purpose of the Senate is to facilitate involvement of members of the faculty and administration of the School of Dentistry in: (1) communication and joint planning to achieve the goals of the School of Dentistry, and (2) shared authority and interdependent responsibility for decision-making and performance in the School of Dentistry.

Section 2.02 Functions. The responsibility of the Senate in the operation and administration of the School of Dentistry shall be in accordance with the Bylaws of the Board of Regents, Article VI, Section B-5, and the Bylaws and Statutes of the Medical College of Georgia. These responsibilities include but are not limited to the following:

- (a) Matters pertaining to faculty affairs;
- (b) Recommendations to the Dean regarding the admissions, evaluation, promotion and graduation of students;
- (c) Recommendations to the Dean regarding the educational policies, programs, and curricula of the School;
- (d) Fostering an atmosphere conducive to the professional and personal development of faculty and students;
- (e) Advising the administration on other matters pertinent to the School of Dentistry;
- (f) Public service activities including continuing education;
- (g) Gathering and disseminating information of general and scientific nature.

Section 2.03 The Senate acts within the general policies, rules and regulations established by the Board of Regents 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 Senate.

Article 3. MEMBERSHIP

Section 3.01 Automatic Membership. All faculty having from 80% to full-time appointments in the School of Dentistry, plus Administrative and Professional classifications, will automatically be members by virtue of and coincident with their appointments.

Section 3.02 Part-time Faculty. Representatives of part-time faculty (less than 80%) will be elected for a three-year term. The election will be conducted using a single ballot system by the Steering Committee with recommendations from department chairs. One representative will be elected for each full-time equivalent (FTE).

Section 3.03 All members of the Faculty Senate will have all the privileges of membership, including the right to vote, to nominate, and to receive all communications of the Senate.

Article 4. OFFICERS

Section 4.01 Chair. The Chair shall be a member of and preside at meetings of the Steering Committee and Faculty Senate. The term of office will be two years after serving as Chair-Elect. No chair will serve for two consecutive terms but may fill an unexpired term of 12 months or less. The Chair also serves as the Faculty Senate representative to the School of Dentistry Administrative Council unless he/she is a chair of a department. In that case, the Steering Committee will elect one of its members who is not a department chair. The duties of the office will be to:

- (a) Organize the work of the Senate;
- (b) Transmit the views of the Steering Committee to the faculty and to the Dean.

Section 4.02 Secretary. The Faculty Senate will elect a Secretary for a two-year term (not to run concomitantly with the term of the Senate Chair). The Secretary shall be a member of the Steering Committee. The Secretary's office is not limited to one term. The duties of this office will be those conventionally associated with the official title but specifically will include:

- (a) Notifying the Senate members approximately two weeks prior to each meeting and soliciting agenda items;
- (b) Distributing the agenda at least one week prior to each regular Senate meeting;
- (c) Serving on the Nominating Committee;
- (d) Fulfilling other responsibilities specifically provided for in the Bylaws or those assigned by the Chair of the Senate.

Section 4.03 Chair-Elect. The Faculty Senate will elect a Chair-Elect who shall be a member of the Steering Committee. The duties of this office will be those conventionally associated with the official title but specifically will include:

- (a) Presiding in the absence of the Senate's Chair;
- (b) Acting as the body's parliamentarian;
- (c) Serving as chair of the Nominating Committee;
- (d) Representing the School of Dentistry on the Executive Committee of the University Faculty Senate;
- (e) Observing the workings of the Senate.

Section 4.04 In the event the office of the Chair becomes vacant, the Steering Committee will appoint a successor pro tem until the next annual election. In the event the office of Secretary becomes vacant, the Steering Committee will appoint a member of the Steering Committee to fill the unexpired term.

Section 4.05 All elected officers of the Senate shall be full-time faculty at MCG for at least 2 years and hold the rank of Assistant Professor or above. All elected committee members will be full-time (80%) faculty.

Article 5. STEERING COMMITTEE

Section 5.01 The Steering Committee will identify the standing and special committees of the Faculty Senate, specify their responsibilities and approve the rules and regulations governing their operations. The term of office of the Steering Committee members will be three years. No member will serve for successive terms unless elected Chair or Secretary of the Senate. The Faculty Senate will have a Steering Committee consisting of 10 members, stipulated as follows: Chair of the Senate, the Chair-Elect, the Secretary, 2 members from Basic Sciences, 4 members from Clinical Sciences and the Dean as an ex officio member (without limit of the number of terms). The Basic and Clinical Science members' terms will be staggered so that one member of each group is elected each year, with the goal of proportionally representing all ranks of the faculty.

Article 6. MEETINGS

Section 6.01 The Faculty Senate will meet every two months on the first Wednesday unless precluded by other schedule conflicts. The final determination for change will be made by the Chair of the Senate in consultation with the Dean. Normally, five (5) regular meetings of the Senate will be held during the academic year in the months of September, November, February, April and June.

Section 6.02 Special meetings may be called by the following: the Steering Committee, the Dean of the School of Dentistry or the President of the Medical College. Special meetings may also be called upon the request of one-third of the members of the Faculty Senate to any of the above authorities. The purpose of the meeting and one or more items of business shall be specified in the call of the meeting.

Section 6.03 Forty percent (40%) of the membership of the Senate will constitute a quorum for any regular or special meeting. When a quorum is not present, the meeting will be postponed (except for informational purposes) not to exceed two weeks from the date of the original meeting.

Section 6.04 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Senate may adopt. The Chair-Elect will be the parliamentarian.

Section 6.05 A simple majority (one-half plus one) of all members present and voting will suffice for all substantive business except as stated elsewhere in these Bylaws or as provided for procedural matters in *Robert's Rules of Order Newly Revised*.

Section 6.06 The privilege of the floor may be extended to visitors at the discretion of the presiding officer.

Section 6.07 The minutes of Senate meetings will be distributed to all members of the Faculty Senate.

Section 6.08 Meeting Agendas

- (a) The agenda shall be prepared by the Chair and distributed by the Secretary.
- (b) Agenda items will be solicited by the Chair 14 days prior to the scheduled meeting and submitted to the Secretary in time to meet the requirements of 6.08(d) below.
- (c) A matter may be included in the agenda at the request of any committee or any member of the faculty.
- (d) The agenda shall be distributed to each member at least five (5) working days in advance of the meeting.

Section 6.09 The order of business at Faculty Senate meetings normally will be as follows:

- (a) Call to order
- (b) Minutes of preceding meeting
- (c) Introduction of new faculty members
- (d) Reports of standing committees
- (e) Old business
- (f) New business
- (g) Dean's comments
- (h) Announcements

Section 6.10 New business may be presented to the Senate at a meeting for discussion and then referred to the appropriate committee for review and presentation at the following meeting for formal vote. New business may be submitted for vote at the time of presentation with the approval of two-thirds of the Senate members present.

Section 6.11 The minutes of the Senate will be distributed to all members of the Faculty Senate by the Secretary within one month following the Senate meeting.

Article 7. ELECTIONS

Section 7.01 Procedure. Every year, 10 days prior to the April meeting, the Secretary of the Senate will distribute to each member a list of all standing committees indicating the composition of each committee and which positions will be available for the coming year. (When mail ballots are required, the Senate Chair is responsible for preparation, distribution, and tabulation of such ballots.) Nominees, other than for the position of Chair of the Senate, who receive a simple majority of the votes cast within two weeks will be elected, with the results announced at the June meeting.

Section 7.02 Chair. Two weeks prior to the February meeting in the Senate Chair's second year of tenure, the Nominating Committee will identify possible candidates for Chair. The faculty will be queried for possible nominees at least one week prior to the meeting; then at the April meeting, additional nominations from the floor may be made. A minimum of two nominees are required. A mail ballot containing the names of all nominees will be distributed by the Chair of the Senate. The candidate receiving a majority of the total Senate membership's votes will be elected. In the case of a candidate's failure to receive a majority of the total membership vote, a run-off election between the two leading candidates will be held at the next regularly scheduled Senate meeting, at which time a majority of those members present and voting will elect the new Chair by open voting.

Section 7.03 Steering Committee Members. At the April meeting of the Senate, nominations will be made by the Nominating Committee and from the floor for positions that will become vacant on July 1. A ballot will be distributed by the Chair.

Section 7.04 Special Committee Members. Upon recommendation by the Chair of the Faculty Senate or by the Dean of the School of Dentistry, a simple majority, open vote by the Faculty Senate will constitute appointment of special committees and their chairs.

Section 7.05 Standing Committee Appointed Members. Prior to the February meeting, the Dean's office will circulate a committee volunteer form for available positions on standing committees. The minutes of the April meeting will contain that list of volunteers. The Nominating Committee will assign members from the volunteers to available positions on Administrative Committees. The list of assignments will be presented to the Senate for approval. Once the standing committees' compositions are determined, the appropriate chairs will be determined or ratified by simple majority vote at the June meeting of the Senate. No chair of a standing committee may serve more than two consecutive terms except as stated in Article 8.

Section 7.06 Elected Standing Committee Members. Two weeks prior to the April meeting, the Nominating Committee will identify candidates for available elected positions. The faculty also will be queried for possible nominees at least one week prior to the meeting. At the April meeting, there may be nominations from the floor for available elected positions on standing committees. The minutes of the April meeting will contain the list of nominations. The Faculty Senate members will cast their votes within two weeks from receipt of said list of nominations, which is approved by the Chair of the Senate. No chair of a standing committee may serve more than two consecutive years except as stated in Article 8 of these Bylaws.

Section 7.07 Standing Committee Vacancies. In the event that a member of any standing committee is unable to complete his/her term, the Nominating Committee will identify a person to replace the departing member. Serving an unexpired term will not preclude any member from eligibility for a full term.

Section 7.08 Committee Rosters. Following the May elections, the Secretary of the Faculty Senate will prepare and submit to the Dean a list containing the recommendations of members and chairs of the standing committees. The Dean may modify the appointments and add names of other individuals as required for student members and ex officio members. A finalized list will be sent by the Dean's office to every faculty member after July 1.

Article 8. COMMITTEES

Section 8.01 All standing committees will assume the areas of responsibility as conventionally implied in the name of the committees. In addition to the committee functions described for each of the standing committees of the Faculty Senate listed below, the Dean of the School of Dentistry will charge each committee with specific duties and/or responsibilities. This charge will be sent to each committee chair after July 1.

Section 8.02 Chairs of the standing committees report and make committee recommendations through the Steering Committee and the Senate to the Dean except where University regulations or Senate action dictate otherwise. Each committee will be required to make an annual report at the April meeting.

Section 8.03 Standing committee members will serve for three years except where specified otherwise in the Bylaws. Where possible, members of standing committees shall be elected for three-year staggered terms, with one-third of the members elected each year. With approval of the Dean, members may be replaced for cause and new members appointed in their place by the Nominating Committee.

Section 8.04 When required, special committees may be identified as provided in the Bylaws.

Section 8.05 Unless otherwise noted, committee size will be determined by the Steering Committee in consultation with the previous committee chair. If workloads vary, a current chair may ask the Steering Committee for supplemental members. The Dean is an ex officio member of all committees.

Section 8.06 Standing Committees are divided into two sub-groups, depending upon functions and composition. Most of the committees hereafter called Administrative will be populated by faculty with special knowledge or positions. Membership on the Elected Committees is open to faculty with a desire to advance the functioning of the SOD.

Section 8.07 Administrative Committee Responsibilities

- (a) **ADVANCED EDUCATION COMMITTEE.** The committee will advise in the development, maintenance, and evaluation of the advanced education program core curriculum and all other issues common to advanced education. The committee consists of the Program Directors of each residency program and the Director of the Graduate Studies program for the SOD. The Assistant/Associate Dean for Academic Affairs will be ex officio chair of this committee.
- (b) **CLINIC CHAIRS COMMITTEE.** The committee will review clinical operations, instruction and patient service activities (including the quality assurance program for the predoctoral curriculum) and make recommendations to the Associate Dean for Patient Services. The committee consists of the clinical department chairs, the chair of the Infection and Hazard Control Committee, and a clinical member of the Steering Committee. The Associate Dean for Patient Services will serve as ex officio chair.
- (c) **CONTINUING DENTAL EDUCATION COMMITTEE.** The committee will assess the needs of the constituencies of the School of Dentistry for continuing education and recommend a program of continuing education. It will recommend policy and procedure for the School of Dentistry continuing education activities including the use of MCG facilities for continuing education programs by other organizations. The Dean will appoint the chair. The committee will be appointed by the chair from participating CE course directors. At-large members may be elected by the Senate to represent all departments.
- (d) **IMPLANT COMMITTEE.** The committee will act as an advisory committee on implant systems and implant curricula to the Curriculum Committee for the School of Dentistry. It will define policies and procedures to assure that patients receiving implants are treated comprehensively, will establish criteria for outcomes assessment, and will establish a method for tracking patient progress. This committee will establish a process of triage to oversee patient distribution among appropriate departments. The committee will be appointed by the Nominating Committee, to include representation from each of the areas in the SOD where implants will be placed. The Associate Dean for Clinical and Patient Services will be a permanent member. The committee will elect its own chair.
- (e) **INFECTION AND HAZARD CONTROL COMMITTEE.** The committee will monitor OSHA, CDC, ADA and other appropriate agency policies regarding infection and hazard control in the dental environment. It will update infection control and hazards procedures for the Documents and References Manual and website as indicated and maintain the compliance plan. It will recommend policy and protocols and provide periodic evaluations to assure that the School of Dentistry is in compliance with appropriate infection and hazard control standards. It will advise the Associate Dean for Patient Services who will serve as an ex officio member. Its make-up will include a representative from each clinical department in the School of Dentistry, and Dental Hygiene; staff representatives from the dispensary, central sterilization, and assisting; and one student each from the sophomore, junior and senior classes. The committee will be appointed by the Nominating Committee. The Steering Committee will appoint the chair in consultation with the Dean.

- (f) **STUDENT ACADEMIC REVIEW COMMITTEE** The committee will monitor academic performance of students and make recommendations for each student's academic progress. It also will recommend student academic policy. Recommendations for student academic progress and academic policy are made to the Dean. The committee consists of 16 full-time faculty members appointed by the Nominating Committee for 4 year terms, with 4 committee members selected each year, with a goal of proportional representation between basic science and clinical faculty, The committee reports directly to the Dean. The Associate Dean for Academic Affairs will serve as the ex officio permanent chair. Following recommendations from the Chair, the nominating Committee will appoint a Vice Chair who will represent the School at hearings, as needed. The Associate Dean for Student Affairs will be an ex officio member of the committee.
- (g) **STUDENT AFFAIRS COMMITTEE.** This committee serves as a general forum to promote scholarship, motivation, professionalism, and extracurricular activities among the students and between the students and the faculty. It will encourage, promote and develop activities to enhance student/faculty communication and well-being at the School of Dentistry. It will promote and coordinate new student orientation, MCG Family Day, White Coat Ceremony, Hooding Ceremony, Graduation, student seminars, ASDA Days, GDA Partners Program, and the Senior Student Awards programs. It will administer the Student Code of Conduct. The committee consists of at least 26 members, and includes the president of the A.S.D.A., the president of the S.N.D.A. (or their designated representatives) , and a student representative from each class. About eighty percent of the committee will be full-time faculty members selected by the Nominating Committee, with the advice of the Associate Dean for Students, Admissions, & Alumni, who will serve as an ex- officio member. The committee will elect its chair.
- (h) **TEACHING EXCELLENCE AND OUTSTANDING FACULTY COMMITTEE** The committee will solicit nominees for the teaching excellence and outstanding faculty awards. The committee will select the recipient for the annual teaching excellence award prior to the first week of August each year. This award is presented at the Welcome Back Assembly of the SOD. The committee also will conduct the election for the outstanding faculty award in January for presentation at the Spring Assembly of the MCG Academic Senate. A committee of five members will be appointed by the Nominating Committee from the pool of previous winners. The committee will elect its chair.

Section 8.o8 Elected Committee Responsibilities

- (a) **CURRICULUM COMMITTEE.** The committee will manage, evaluate, revise, and recommend policies to implement the pre-doctoral curriculum. The committee will recommend policy and major curriculum changes to the Dean through the Senate. The 14 member committee will consist of one representative from each of the following areas: Oral Health and Diagnostic Sciences, Oral and Maxillofacial Surgery, General Dentistry, Oral Rehabilitation, Endodontics, Orthodontics, Periodontics, and Pediatric Dentistry. Two members will be chosen from Oral Biology, and one student elected from each class. The Dean may select one third of the members, and the other two-thirds will be elected. The Associate Dean for Academic Affairs will serve as Chair. Terms will be staggered so one third of the membership will be elected each year.
- (b) **FACULTY DEVELOPMENT COMMITTEE.** The committee will advise the Associate Dean for Strategic Initiatives & Faculty Development on opportunities for faculty in-service education for teaching, research and other areas. The committee will be appointed by the Nominating Committee and shall consist of no fewer than 3 members. The Associate Dean for Strategic Initiatives and Faculty Development will be a member and permanent Chair of this committee.
- (c) **COMMITTEE ON INSTRUMENTS AND CLINICAL CONTINUITY.** Rather than setting forth clinical policy, it is the responsibility of this committee to expedite operations in the student clinics, to determine optimal instrument requirements for students, to update the Clinic Procedure Manual and to advise the Associate Dean for Patient Services on clinic operatory utilization in all dental clinics. The committee will appoint

(with the approval of the Dean) a faculty member to be in charge of maintaining a current student instrument list. This appointee will serve at the discretion of the committee and will be an ex officio member of the committee unless already a member of the committee. The committee will consist of a full-time faculty member from each clinical department as elected by the Faculty Senate and three appointed students. The Associate Dean for Patient Services and the Infection and Hazard Control Director will serve as ex officio members. The committee will elect its chair.

- (d) **NOMINATING COMMITTEE.** The committee will identify faculty that are willing and interested in serving on those committees that need elected and appointed representatives. When vacancies in standing committees occur between elections, the committee or the Dean (based on the original appointment) will identify persons to fill those seats. The members will include the Chair-elect and Secretary of the Steering Committee, one elected member, and the Dean (or his/her appointed designee).
- (e) **PROMOTION AND TENURE COMMITTEE.** The committee will review candidates being considered for promotion, tenure and/or post-tenure review and make recommendations to the Dean. It will annually review MCG and School of Dentistry promotion and tenure policy and update the School of Dentistry Promotion and Tenure Guidelines document. It will develop School of Dentistry policy and procedures for promotion, tenure and post-tenure review. It will ensure all School of Dentistry policies and procedures are consistent with the Board of Regents and MCG policies and procedures. The committee will consist of a minimum of 12 full-time professors and associate professors. At least 6 members will be tenured faculty. Half of the committee will be elected by the Faculty Senate and half will be appointed by the Dean, with proportional representation between basic science and clinical faculty. The Dean will appoint the Chair, who may serve only one 3-year term in that position. The chair must have served at least one full term before being appointed. The Chair will establish the meeting schedule and make subcommittee assignments for applicant review. Members will serve for 3 years and can serve no more than 2 consecutive terms, the chair being the only exception. Terms will be staggered so one third of the membership will be elected each year. No more than four committee members can hold academic appointments in any one department. The committee reports directly to the Dean.
- (f) **RESEARCH ADVISORY COMMITTEE.** It is the responsibility of this committee to stimulate interest in research by faculty members and students, and to communicate to these individuals the availability of research opportunities. It will monitor the factors influencing or inhibiting the ability of predoctoral students to become involved in research at MCG, and outline possible solutions to any barriers which exist. It will define the needs for research mentoring of junior faculty members and outline possible ways to enhance access to mentoring and information about research issues for these people. It will review grant proposals from faculty and graduate students submitted for funding by the Dental Foundation, and make recommendations about funding. It will develop a plan for a dental faculty seminar series. The committee consists of nine members: four full-time faculty elected by the Faculty Senate, four full-time faculty appointed by the Dean. The Associate Dean for Research will serve as a ex officio member. The Steering Committee will appoint the chair in consultation with the dean.
- (g) **STEERING COMMITTEE OF THE FACULTY SENATE.** The committee will review issues presented by the members of the Faculty Senate and refer them to the appropriate bodies for action. The committee will be responsible for maintaining and updating the Bylaws on an annual basis. The term of office of the Steering Committee members will be three years. No member will serve for successive terms unless elected Chair of the Senate. The second, successive term of office can only be as Chair of the Senate (see Article 5)
- (h) **STUDENT ADMISSIONS AND RECRUITMENT COMMITTEE.** It is the responsibility of this committee to recruit, select, and recommend to the Dean the most outstanding group of student applicants for admission to the D.M.D. program of the School of Dentistry. This committee will actively recruit applicants by informing high school and college students of opportunities in dentistry and encouraging qualified students to pursue a career in dentistry. It will advise prospective students of the prerequisites and procedures for applying to the School of Dentistry. It will develop policies and procedures for student admission to the DMD program that will ensure the best-qualified students are selected from the

applicant pool. The committee consists of approximately 30 members: 20 full-time faculty members selected by the Nominating Committee in consultation with the Associate Dean for Admissions; Alumni member(s) identified by the Dean; two dental students each representing the sophomore, junior and senior classes; one member from the MCG department of minority affairs; and a member of the Office of Student Admissions. The Associate Dean for Admissions will be a member and permanent chair of the committee. Members of this committee who are not full-time members of the School of Dentistry will be identified by the Dean, whether they are elected by their constituents or appointed. There will be no term limits for this committee. The committee's recommendations will be presented directly to the Dean.

- (i) **DENTAL PRACTICE GROUP BOARD OF TRUSTEES.** It is the responsibility of this board to manage and control the business and affairs, consistent with the goals of the Medical College of Georgia, as defined by the Dean of the School of Dentistry and the President of the Medical College of Georgia, and consistent with the Board of Regents' policy on "Cooperative Organizations." policies pertaining to all faculty members who provide patient care for the Dental Practice Group. This board is also responsible for creating and maintaining fiscal reports, reviewing annual budgets and developing and maintaining "Investment Policies" for the solvency and perpetuity of the Dental Practice Group. The committee consists of eight individuals, six of whom are elected by the voting members of the Dental Practice Group, one of whom shall be appointed by the Dean of the School of Dentistry and one of whom shall be the President of MCG, or his/her designee, and shall serve as an ex officio member. The Trustee appointed by the Dean of the School of Dentistry may be the Dean, or a designee who is a voting member of the Dental Practice Group. The committee will elect its own chair. The Associate Dean for Business and Finance is a non-voting ex officio member.
- (j) **STRATEGIC PLANNING COMMITTEE.** It is the responsibility of this committee to continuously and systematically gather and analyze information, which would allow the School to anticipate and appropriately respond to needed changes. The committee consists of 6 members: 3 full-time faculty appointed by the Dean, 3 full-time faculty elected by the Senate. The Associate Dean for Strategic Initiatives and Faculty Development will be an ex officio member. The committee will elect its chair.
- (k) **SPECIAL COMMITTEES.** On recommendation from the Dean, the Chair of the Faculty Senate, or the Steering committee, the Senate may approve appointment of special committees and their chairs. The authority requesting initiation of the committee will write the charge to the committee and present it to its chair. Upon completion of the assignment, the chair will report in writing to the authority, which requested initiation of the committee, to the Dean of the School, and to the Steering Committee. Upon final recommendation by the Dean and the Steering Committee, the Chair of the Faculty Senate will report to and seek action by the Senate.

Article 9. AMENDMENTS

Section 9.01 Amendments to the Bylaws must be proposed, in writing, to the Steering Committee of the Faculty Senate. Following due consideration, the Chair of the Senate will present the proposal, with recommendation, to the Faculty Senate. Proposed amendments will be published in the agenda for the next Faculty Senate meeting, at which time the floor will be opened for action by the Senate.

Section 9.02 The Bylaws may be amended at any meeting of the Senate by action of two-thirds majority vote of the members present and voting. Such amendments will take effect at the close of the meeting.