

The UF College of Dentistry Constitution and Bylaws were last revised in 2009. If you have questions about this constitution, contact the current Chair of the Faculty Assembly, Dr. Clay Walker.

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## **CONSTITUTION**

### ARTICLE 1. NAME

1.1 The name of this assembly will be the University of Florida College of Dentistry Faculty Assembly hereinafter called "the Faculty Assembly" or "the Assembly."

### ARTICLE 2. OBJECTIVES

2.1 The faculty of the University of Florida College of Dentistry meets in assemblies to:

(a) establish rules and regulations of self-governance including the identification of the various standing committees and the election of their members (These are to be in accordance with University and Board of Trustees' policies, the Florida Administrative Code, the University of Florida Constitution, the statutes of the State of Florida and the principles of shared governance at the University of Florida);

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

research;

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

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

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

### ARTICLE 3. MEMBERSHIP

3.1 The membership of the Assembly will be composed of all full-time faculty of the College of Dentistry. Additionally included will be the Chief of the Dental Service of the Gainesville Veterans Administration Medical Center and one compensated part-time faculty representative elected by the compensated part-time faculty of the college for a two year term.

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

### ARTICLE 4. OFFICERS

4.1 The Faculty Assembly will elect a Chairperson who will serve as its presiding officer and as Chairperson of the Steering Committee. The duties of the office will be those conventionally associated with the official title and as provided specifically in the Constitution and Bylaws and as assigned by the Assembly. The term of office will be two years. No chairperson will serve two consecutive terms. The Chairperson also serves as the Faculty Assembly representative to the College of Dentistry Executive Advisory Board, unless he/she is a chairperson of a department. In that case, the Steering Committee elects as a representative one of its members who is not a department chairperson.

4.2 Election of the Secretary. The Secretary of the Faculty Assembly is to be elected by the Steering Committee from its membership for a two-year term (not to run concomitantly with the term of the Assembly Chairperson). If the Secretary is beginning his/her second year of membership on the committee at the time of election, he/she will be granted a third year on the committee to complete the term of office. In such event, one less person would be elected to the Steering Committee membership at the beginning of the Secretary's second year of tenure. 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) presiding in the absence of the Assembly's Chairperson;
- (b) notifying the Assembly members approximately one month prior to each meeting and soliciting agenda items;
- (c) distributing the agenda at least one week prior to each regular Assembly meeting;
- (d) preparing minutes following each Assembly and distributing them to the faculty;
- (e) managing the logistics of annual faculty elections as well as special elections held throughout the year as needed;
- (f) fulfilling other responsibilities specifically provided for in the Constitution and Bylaws or those assigned by the Chairperson of the Assembly.

4.3 In the event the office of the Chairperson becomes vacant, the Steering Committee will appoint a successor pro tempore until the next annual election. In the event the office of Secretary becomes vacant, the Chairperson will appoint a member of the Steering Committee to fill the unexpired term.

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

#### ARTICLE 5. STEERING COMMITTEE

5.1 The Steering Committee will identify the standing and special committees of the Faculty Assembly, specify their responsibilities, and approve the rules and regulations governing their operations. The development of such rules and regulations is the responsibility of the committees.

5.2 The Steering Committee will consider matters related to the Constitution and its Bylaws.

#### ARTICLE 6. MEETINGS

6.1 Regular meetings of the Assembly will be convened bimonthly.

6.2 Special meetings may be called by the following: the Steering Committee, the Dean of the College of Dentistry, the Senior Vice President for Health Affairs, or the President of the University. Special meetings may also be called upon the request of one-third of the members of the Faculty Assembly to any of the above authorities.

6.3 Members present will constitute a quorum. A majority of all members present

and voting will suffice for all substantive business except as stated elsewhere in this constitution.

6.4 The rules contained in the current edition of Robert's Rules of Order (Newly) shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with these by laws and any special rules of order the Assembly may adopt.

6.5 The Chairperson will appoint a parliamentarian on an annual basis.

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

## ARTICLE 7. ELECTIONS

7.1 When applicable, all elections will be held annually on or before the May meeting of the Assembly.

7.2 The election results will be announced at the May meeting and newly elected persons will assume their responsibilities on July 1.

7.3 Student members are elected by their respective classes each fall. Student committee members have complete voting rights on the respective committee on which they serve.

## ARTICLE 8. COMMITTEES

8.1 Standing Committees of the Assembly will be Student Admissions and Recruitment, Advanced Education, Clinical Affairs and Quality Assurance, Curriculum, Promotion and Tenure Advisory, Research, Steering, Strategic Planning, Student Affairs, Student Performance Evaluation, Information Technology Steering and Faculty Development Committees.

8.2 Chairpersons of the standing committees report and make committee recommendations through the Steering Committee to the Assembly except where University regulations or Assembly action dictate otherwise. Each committee will be required to submit an annual report at the May meeting. The annual reports will be posted on the College's Web site for all members to view. Chairpersons will be required to post approved committee minutes within 5 working days of meetings and make them available to all college faculty via a posting on the college Web site. Minutes must be available to faculty for review at least two weeks prior to consideration of related proposals at the Executive Advisory Board. All meetings will be appropriately noticed as per public records requirements. 8.3 Except where specified in the Constitution and Bylaws standing committee members will serve for three years and no committee chairperson may serve more than two consecutive

years except as stated in Chapter 2 of the Bylaws.

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

## ARTICLE 9. AMENDMENTS

9.1 Amendments to the Articles of the Constitution must be proposed in writing and submitted to the Steering Committee at least one month prior to the next Assembly meeting. The Steering Committee will present the proposed amendment to the Faculty Assembly with its recommendations. Proposed amendments will be published in the agenda for the next Faculty Assembly meeting, at which time the floor will be opened for action by the Assembly. The Constitution may be recommended for amendment to the Dean by a two-thirds majority vote of the members present and voting.

## ARTICLE 10. APPELLATE PROCESS

10.1 All actions of the Faculty Assembly are submitted for approval to the Dean who is the chief administrative officer of the College. In the event of disapproval, the appellate process will follow. The procedure includes these steps: At the conclusion of the discussion, a vote will be taken to determine the Assembly's support of the issue. If the vote does not support the disapproval of the Dean, the Secretary of the Faculty Assembly will draft an appropriate appeal memo to the Senior Vice President for Health Affairs. The draft memo will be reviewed for accuracy and completeness and revised as indicated by the Steering Committee, excluding the Chairperson of the Faculty Assembly and the Dean. After the Steering Committee has approved the draft, the final letter will be sent to the Senior Vice President for Health Affairs by the Secretary of the Faculty Assembly, with copies to the Chairperson of the Faculty Assembly and the Dean. The action taken by the Vice President may be appealed by the Faculty Assembly or the Dean to the President of the University.

# **BYLAWS**

## CHAPTER 1. ELECTIONS

1.1 Procedure. Prior to or on February 15 of every year, the Secretary of the Assembly 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. Accompanying this list of committees will be a list of all members with their academic rank and tenure status, since this information will be germane to eligibility for certain committees. When ballots are required, online voting will take place which will be conducted by the Assembly Secretary under the direction and responsibility of the Assembly Chairperson. Nominees, other than for the position of

Chairperson of the Assembly, who receive a simple majority of the votes cast within two weeks, will be elected, with the results announced at the May meeting.

1.2. Assembly Chairperson. At the March meeting of the Assembly Chairperson's second year of tenure, nominations from the floor will be made for the chairpersonship. The names of all nominees will be distributed on line for voting by the Assembly Secretary under the direction of the Chairperson of the Assembly. The candidate receiving a majority of the total Assembly membership's votes will be elected. In the case of a candidate's not receiving a majority of the total membership vote, a run-off election between the two leading candidates will be held at the next regularly scheduled Assembly meeting, at which time a majority of those members present and voting will elect the new chairperson by open voting.

1.3 Steering Committee Members. At the March meeting of the Assembly, nominations will be made from the floor for positions which will become vacant on July 1. Faculty members will cast their votes within two weeks of the published list of nominations, unless otherwise directed by the Chairperson of the Faculty Assembly.

1.4 Special Committee Members. Upon recommendation by the Chairperson of the Faculty Assembly or by the Dean of the College of Dentistry, a simple majority open vote by the Faculty Assembly will constitute appointment of special committees and their chairmen.

1.5 Standing Committee Members. At the March meeting, there will be nominations from the floor for available positions on standing committees. The minutes of the March meeting will contain the list of nominations. The Faculty Assembly members will cast their votes within two weeks of the published list of nominations. Once the standing committees' compositions are determined, the respective and appropriate chairpersons will be determined by simple majority vote at the May meeting of the Assembly.

1.6 Standing Committee Vacancies. In the event that a member of any standing committee is unable to complete his/her term, a special election will be held at the next Assembly meeting to elect a successor for the unexpired term. The election of any substitute member will be conducted in conformity with the provisions of the original election. In the event the vacancy involves a chairperson elected by the assembly, the Steering Committee will appoint an Acting Chairperson among the remaining members of the respective committee until the next Assembly meeting to elect a successor for the remaining academic year. Serving an unexpired term will not preclude any member from eligibility for a full term.

1.7 Committee Rosters. Following the May elections, the Secretary of the Faculty Assembly will prepare and submit to the Dean a list containing the recommendations of members and chairpersons of the standing committees. The Dean may modify the appointments and add names of other individuals as required

for ex officio members or appointments. A finalized list will be sent by the Steering Committee to every faculty member after July 1.

1.8 Committee members are expected to attend all committee meetings. If unable to attend, they should inform the committee chairperson in advance. Attendance will be monitored and less than 50% attendance will result in dismissal from the committee and subsequent election or appointment of a replacement.

## CHAPTER 2. COMMITTEES

2.1 Committee Responsibility. 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 Assembly listed below, the Dean of the College of Dentistry, in consultation with the Steering Committee, will charge each committee with specific duties and/or responsibilities. This charge will be sent to each committee chairperson after July 1. Unless otherwise specified, the respective committee will elect a chairperson and vice chairperson. In the event that the individual committee cannot reach consensus regarding the chairperson and/or vice chairperson, the Faculty Assembly Steering Committee will bring the issue to resolution by appointing a committee member to the position.

2.1.1 Student Admissions and Recruitment Committee. It is the responsibility of this committee to recruit and select and recommend to the Dean the most outstanding group of student applicants for admission to the D.M.D. program of the College of Dentistry. The committee consists of ten full-time faculty members elected by the Faculty Assembly for three-year terms; no more than three private practitioners, one from an alumni group identified by the Dean for a one-year term; three dental students; one member from the basic science departments identified by the Dean; the Director of Student and Multicultural Affairs, the Freshman class advisor, the Director of Student Financial Aid, and the Director of the Internationally-Educated Dentist Program as ex officio members; and the Assistant Dean for Admissions as a member and permanent chairperson of the committee. Members of this committee who are not full-time members of the College of Dentistry will be identified by the Dean whether they are elected by their constituents or appointed. The committee's recommendations are presented directly to the Dean.

2.1.2 Advanced Education Committee. The responsibilities of this committee are to advise in the application and selection process of candidates to the advanced education programs and to develop, maintain, and evaluate its core curriculum. The committee consists of the Program Directors of each graduate/post-graduate program. The Associate Dean for Education will be an ex-officio member. The Assistant Dean for Advanced and Graduate Education will serve as permanent chairperson.

2.1.3 Clinical Affairs and Quality Assurance Committee. It is the responsibility of the

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 Clinical Affairs on clinic operatory utilization in all dental clinics. This committee also is responsible for addressing college-wide quality assurance issues and updating the Quality Assurance Manual in conjunction with the Quality Assurance Director. The committee consists of six full-time faculty elected by the Faculty Assembly and three students (one each from the second, third and fourth year classes). The Associate Dean for Clinical Affairs and the Quality Assurance Director will serve as ex-officio members. The Committee elects the chairperson and vice chairperson from among the members. The vice chairperson will become chairperson upon completion of the chairperson's term.

2.1.4 Curriculum Committee. It is the responsibility of this committee to evaluate, revise, and recommend policies to implement the pre-doctoral curriculum. The committee consists of seven faculty members elected by the Faculty Assembly, the Basic Science coordinator, the Associate Dean for Education, one student from each of the second, third, and fourth year classes, the Associate Dean for Clinical Affairs as ex officio (voting) member, the Director of Curriculum and Instruction as an ex-officio, non-voting member, and a member of the library faculty selected by the Health Science Center library as a non-voting member. The Committee elects the chairperson and vice chairperson from among the members. The vice chairperson will become chairperson upon completion of the chairperson's term.

2.1.5 Promotion and Tenure Advisory Committee. It is the responsibility of this committee to carry out the duties as outlined in the College's promotion and tenure guidelines and the Regulations of the University of Florida as related to the faculty appointment, promotion and tenure processes.

The committee will consist of eight full time faculty members of the college as follows: (a) four tenured faculty holding the rank of full professor; (b) two tenured faculty holding the rank of associate professor; (c) one clinical full professor; and (d) one clinical associate professor. One-half of the members of the committee (two tenured professors, one tenured associate professor and one clinical full or associate professor) will be elected by tenured faculty members of the college and one-half of the committee members will be appointed by the dean. The Committee will elect the chairperson and vice chairperson of this committee. These positions will be held by tenured faculty holding the rank of full professor. The vice-chairperson will become the chairperson upon completion of the chairperson's one-year term. Beginning in 2008, the terms of appointment for members of the Promotion and Tenure Committee will be for a period of three years with no member serving consecutive terms. The Associate Dean for Faculty Affairs will serve as a non-voting, ex officio Secretary of the committee. The committee reports directly to the Dean.

Tenure reviews, mid-career reviews for tenure accruing faculty, and tenure upon hire reviews, will be performed by a sub-committee consisting of the six tenured

faculty members.

Promotions and mid-career reviews for promotion will be reviewed by a sub-committee consisting of all members that hold a rank superior to that of the candidate under consideration.

Sustained performance evaluations will be reviewed by a sub-committee consisting of all members holding a rank equal or superior to the candidate under consideration.

New appointments at the rank of full professor will be reviewed by a sub-committee consisting of the five full professors only.

Professorial step reviews will be completed by a sub-committee consisting of the four tenured full professors.

The full committee will be responsible for the annual review and recommendations for modifications of the college Promotion and Tenure Guidelines. These recommendations will be submitted to the Faculty Assembly for discussion and approval.

2.1.6 Research 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. The committee consists of seven members: three full-time faculty elected by the Faculty Assembly, three full-time faculty appointed by the Dean. The Associate Dean for Research will serve as an ex-officio member. The Committee elects the chairperson and vice chairperson from among the members. The vice chairperson will become chairperson upon completion of the chairperson's term. 2.1.7 Steering Committee of the Faculty Assembly. The committee will review issues presented by the members of the Faculty Assembly and refer them to the appropriate bodies for action. The committee will be responsible for maintaining and updating on an annual basis the Constitution and Bylaws. The term of office of the Steering Committee members will be two years. No member will serve for successive terms unless elected Chairperson of the Assembly. The committee consists of one full-time faculty member from each of the academic ranks of Assistant Professor, Associate Professor, and Full Professor, three full-time faculty at-large and a chairperson elected by the Faculty Assembly. The Dean and Associate Dean for Faculty Affairs will be ex-officio members.

2.1.8 Strategic Planning Committee. It is the responsibility of this committee to continuously and systematically gather and analyze information which would allow the College to anticipate and appropriately respond to needed changes. The committee consists of the Director of Strategic Planning (appointed by the Dean), three full-time faculty appointed by the Dean, three full-time faculty elected by the Assembly, one representative from the Health Science Center, one representative

from the dental practice/FDA and one representative from the Academy of Alumni and Friends. The Director of Strategic Planning will serve as chairperson. The three full-time faculty appointed by the Dean and the three full-time faculty elected by the Assembly will serve staggered three year terms. Ex-officio members include the Dean, the Associate Dean for Faculty Affairs and the Associate Dean for Administration.

2.1.9 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. The committee consists of the president of the A.S.D.A., the president of the Dentistry College Council, four student members, one from each class, the Director of Student and Multicultural Affairs, the A.S.D.A. faculty advisor, and four full-time faculty members elected by the Faculty Assembly. The Committee elects the chairperson and vice chairperson from among the members. The vice chairperson will become chairperson upon completion of the chairperson's term.

2.1.10 Student Performance Evaluation Committee. It is the responsibility of this committee to make independent decisions regarding individual student's academic status based upon documentation provided to the committee (academic counseling reports, referrals from course directors and/or Academic Review Committee, and submission of course final grades). Students identified as having poor academic performance or delay in their academic progress are invited to a hearing with the Committee, following due process procedures as outlined in the Student Handbook, when placement on academic probation, retracking or dismissal is a consideration. The Committee also has the responsibility for approval of the dean's list and removing students from academic probation. The committee consists of six full-time faculty members elected by the Faculty Assembly with two committee members elected each year, three pre-doctoral students, one each from the second, third, and fourth year classes, and the Basic Science coordinator. The Associate Dean for Education will serve as the non-voting permanent chairperson. The Director of Student and Multicultural Affairs will serve as a permanent, non-voting, ex-officio member of the Committee. Members of this committee will also serve as the College's representatives to the HSC Conduct Committee and will be advised of conduct violations of students undergoing academic review by this committee. The committee reports directly to the Dean who handles all appeals originating from the actions of the committee.

2.1.11 Information Technology Steering Committee. It is the responsibility of this committee to provide strategic planning and direction for information technology support, based on a systematic plan drawn up by the Director of IT with active input from the committee. The committee will assist in setting priorities for major IT projects and initiatives. The committee will periodically review IT service, performance and effectiveness. The IT Steering Committee, in consultation with the IT Director, will review the annual IT budget and make recommendations to the Dean regarding resources needed to support information technology (hardware,

software and personnel). The committee consists of three full-time faculty elected by the Assembly, three full-time faculty appointed by the Dean, and the Director of Information Systems (ex-officio). One non-voting representative each, for the areas of Administration, Business, and Information Technology will be appointed by the Dean. Faculty will serve staggered three-year terms. The Committee elects the chairperson and vice chairperson from among the members. The vice chairperson will become chairperson upon completion of the chairperson's term.

.2.1.12 Faculty Development Committee. It is the responsibility of this committee to monitor and identify needs related to faculty professional career development including, but not limited to: teaching, research and patient care. In response to identified needs for faculty development, the committee develops strategies for the creation, implementation and assessment of programs to successfully address those issues. The committee works closely with the Offices of Education, Clinical Affairs and Research to carry out its charge. Administrative support is provided by the Associate Dean for Faculty Affairs who serves as an ex-officio member. The committee consists of two tenured full professors, two tenured associate professors, three associate or full clinical professors, one assistant tenure-track professor and one assistant clinical track professor elected by the Assembly. The dean appoints one faculty member from any rank to serve as a member. Committee members will serve staggered three-year terms. The Director of Curriculum and Instruction will serve as an ex officio member. The Committee elects the chairperson and vice chairperson from among the members. The vice chairperson will become chairperson upon completion of the chairperson's term.

2.1.13 Faculty Senators. Representatives to the Faculty Senate are elected through the process established by the Senate Office. Senators from the college are responsible for attending Faculty Senate meetings, obtaining input from college constituents on important issues considered by the Faculty Senate, meeting at least biannually as a group to discuss relevant issues, and providing reports at Faculty Assembly meetings.

2.2 Special Committees. On recommendation from the Dean, the Chairperson of the Faculty Assembly, or the Steering Committee, the Assembly may approve appointment of special committees and their chairpersons. The authority requesting initiation of the committee will write the charge to the committee and present it to its chairperson. Upon completion of the assignment, the chairperson will report in writing to the authority which requested initiation of the committee, to the Dean of the College, and to the Steering Committee. Upon final recommendation by the Dean and the Steering Committee, the Chairperson of the Faculty Assembly will report to and seek action by the Assembly.

## CHAPTER 3. FACULTY ASSEMBLY MEETING PROCEDURES

3.1 The Faculty Assembly will meet bimonthly on the first Thursday morning unless precluded by other schedule conflicts. The final determination for change will be made by the Chairperson of the Assembly in consultation with the Dean.

3.2 Agenda items should be submitted to the Secretary of the Assembly in writing. The Secretary will send written notification of the meeting, including agenda items, to all Assembly members.

3.3 The following items will be included on the agenda as business at standing Faculty Assembly meetings. The Faculty Assembly Steering Committee will determine the order of the agenda for each meeting.

- Call to order
- Minutes of preceding meeting
- Introduction of new faculty members
- Dean's comments
- Old business
- New business
- Announcements

3.4 New business may be presented to the Assembly 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 Assembly members present.

3.5 On an annual basis, the college's ADEA Council of Faculties representative will give a report to the Assembly outlining the activities of the council. The college representative will be appointed by the Dean.

## CHAPTER 4. AMENDMENTS

4.1 Amendments to the Bylaws must be proposed, in writing, to the Steering Committee of the Faculty Assembly. Following due consideration, the Chairperson of the Assembly will present the proposal, with recommendation, to the Faculty Assembly.

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

4.3 By unanimous action the Assembly may waive all procedural requirements for Bylaws amendments.