

**BYLAWS OF THE FACULTY
TUFTS UNIVERSITY SCHOOL OF DENTAL MEDICINE**

ARTICLE I. Definitions and Responsibilities

As used herein, the word "School" shall refer to the Tufts University School of Dental Medicine.

The Dean of the School is appointed by the Board of Trustees and is the highest official of the School, responsible for all aspects of its operation, under the direction of the President and Provost. In addition to overseeing all activities of the School, the Dean shall make recommendations to the Provost for appointments to and promotions within the faculty, execute the orders of the faculty in the areas of its responsibilities, preside at its meetings in the absence of the President and Provost and have such other duties, responsibilities and authority as may be delegated to the Dean from time to time by the President.

Members of the Faculty are those persons appointed to conduct the academic affairs of the School in accordance with the bylaws. Faculty members include those whose titles, however otherwise modified, include the words Instructor, Assistant Professor, Associate Professor, Professor or Lecturer. Full time faculty as designated by the University shall be considered a commitment of five (5) days per week devoted to academic pursuits related to the University on a 12-month basis. This may include up to one day of intramural or extramural practice or other professional pursuit, at the discretion of the Dean. Full-time faculty members may be 1) on the tenure track, 2) tenured, or (3) on a contractual agreement.

The responsibilities of the Faculty are:

to establish, subject to trustee approval, the objectives for the School's educational programs, the content and form of the curriculum, and the requirements for the award of degrees; to develop and present educational programs of the highest quality;

to oversee the student body, including admissions and student discipline;

to advise the Dean on other matters of School policy or matters affecting the School.

The Faculty Secretary, elected annually by the Executive Faculty in its last meeting of the academic year, shall provide due notice of all meetings of the General Faculty and the Executive Faculty, keep minutes of all meetings, and have such other duties as may be assigned by the General or Executive Faculty.

ARTICLE II. General Faculty

Section I. Membership

All members of the faculty are members of the General Faculty. The President, Provost, Dean, Associate Deans, and Assistant Deans shall be ex officio members of the General Faculty, if they are not faculty members.

Section 2. Voting Privileges

All members of the General Faculty, except those whose titles include the word "adjunct" or "visiting", may vote in deliberations of the General Faculty.

Section 3. Functions

It shall be the function of the General Faculty to: (1) be concerned with, discuss and recommend changes relevant to faculty affairs, student affairs, instruction, research and inter-departmental cooperation. Such recommendations will be referred to the Dean who will refer the matter to either an appropriate Standing Committee or to the Executive Faculty for its immediate action. Actions will be reported back to the General Faculty at their next meeting; (2) elect six representatives to the Executive Faculty; (3) elect any ad hoc committees that it deems appropriate and delegate to them authority to act for it; (4) require reconsideration by the Executive Faculty of an action within a reasonable length of time, not exceeding one year; (5) authorize mail ballots as provided in II, 4 (H); and (6) amend the bylaws of the Faculty, having received a recommendation from the Executive Faculty.

Section 4. Meetings

(a) Regular meetings of the General Faculty shall be held at least twice during each academic year on the call of the President or the Dean. Notice for a regular meeting shall be sent by the Faculty Secretary at least three weeks prior to the meeting.

(b) Special meetings of the General Faculty may be held on the call of the President or the Dean or on written request by ten members of the General Faculty to the Faculty Secretary. Special meetings shall include for action only such matters as are noted in the call for the meeting. Notice of special

meetings shall be sent by the Faculty Secretary at least three weeks prior to the meeting.

(c) Ten percent of the voting members of the General Faculty, as determined annually by the Faculty Secretary, shall constitute a quorum for the transaction of all business.

(d) The Dean shall preside in the absence of the President and Provost. The Faculty Secretary shall serve as Secretary of the General Faculty.

(e) An agenda for each regular and special meeting of the General Faculty will be prepared by the Faculty Secretary in consultation with the Dean and the Executive Faculty. Reports from standing committees may be included. The agenda will be circulated with all relevant supporting materials to the members of the General Faculty no less than three weeks prior to each meeting. Any member of the General Faculty may request that items be included or added to the agenda. Such requests should be made in writing to the Faculty Secretary, be co-signed by at least ten other members of the General Faculty, and be received at least one week prior to the day of the meeting at which such items are to be considered.

(f) General Faculty meetings will be open except when designated executive sessions; such designation may be made by the Executive Faculty and be indicated on the agenda for the meeting, or may be imposed at any time by majority vote of those present, or may be imposed at any time by the presiding officer unless otherwise voted by a majority of those present.

(g) Election of representatives to the Executive Faculty will be made at the last scheduled meeting of the General Faculty in alternate years. The Faculty Secretary will request all voting members of the General Faculty to submit the names of all faculty members interested in serving on the Executive Faculty. Upon receipt of these names, the Faculty Secretary will prepare a ballot including the names of all persons expressing a desire to serve, and indicating full or part-time service. This ballot will be included with the agenda for the meeting. Additional nominations may be made from the floor. No more than two elected General Faculty members from the same department, either part or full time, will be permitted to serve on the Executive Faculty at any one time. In the event that more than two members from the same department are elected, the two members receiving the highest number of votes will be the representatives. Terms on the Executive Faculty

are for two years; consecutive reelection is permitted.

(h) To amend the bylaws of the Faculty or to require reconsideration of an Executive Faculty action, a quorum shall consist of ten percent of the voting membership of the General Faculty, and a two-thirds vote of those present shall be required to make such actions binding. In the event that less than ten percent are present at a General Faculty meeting which is considering amendment of the bylaws or requiring reconsideration of an Executive Faculty action, a mail ballot will be conducted if so voted by a majority of those present at the General Faculty meeting. Votes by mail will be tallied by the Committee on Committees on the date specified at the General Faculty meeting and stated in the ballot, not to exceed thirty (30) days from the date of the mailing. Votes received after that date will not be counted. In the event that less than ten percent of the voting members of the General Faculty respond to the mail vote, the action of the Executive Faculty shall stand or the proposed amendment to the bylaws shall be adopted if reaffirmed by two-thirds of the members of the Executive Faculty at a meeting at which a quorum is present.

ARTICLE III. Executive Faculty

Section I. Membership

The Executive Faculty shall consist of chairpersons of all clinical and basic science departments; the School's Director of Basic Health Sciences; the chairpersons of all standing committees of the School; six representatives of the General Faculty, four full-time and two part-time; one representative of the Alumni elected by the Dental Alumni Council; the President, Provost, the Dean and two persons appointed by the Dean; and other persons recommended by the Dean with the approval of the Executive Faculty; and the Faculty Secretary.

Section 2. Voting Privileges

All members of the Executive Faculty may vote in the deliberations of the Executive Faculty, except the President and Provost who shall vote only when acting as presiding officer and as prescribed in Robert's Rules of Order, Revised.

Section 3. Functions

It shall be the function of the Executive Faculty to:

(1) elect members of elected standing committees; (2) coordinate the activities of standing committees and request, receive and act upon the reports of all standing and ad hoc committees except that the Executive Faculty will not act upon reports of the Faculty Appointments, Promotions and Tenure Committee ; (3) periodically review the status of any standing committee which fails to meet or to report as required in these bylaws or as otherwise specified by the Executive Faculty; (4) approve, reject, accept, modify or amend actions of standing committees, except for the Faculty Appointments, Promotions and Tenure Committee; (5) recommend to the General Faculty amendments to the bylaws; (6) deal with matters of faculty policy and concern not in the province of the standing committees; (7) recommend candidates for the D.M.D. and Master of Science degrees to the Board of Trustees; and (8) approve the award of certificates to students in advanced education programs.

Section 4. Meetings

(a) The Executive Faculty shall meet at least six times during each academic year. Notice of regular meetings shall be given by the Faculty Secretary at least one week prior to the meeting and shall indicate contemplated business. Special meetings may be called with 24-hour notice by the President, Provost or the Dean; also by the Faculty Secretary on written request by any three members of the Executive Faculty.

(b) One-third of the Executive Faculty shall constitute a quorum for the transaction of business. All decisions, actions and recommendations of the Executive Faculty shall be determined by simple majority. Each member of the Executive Faculty present shall have one vote.

(c) The Dean shall preside in the absence of the President and Provost.

(d) The agenda for each meeting shall be prepared by the Faculty Secretary in consultation with the Dean and the chairpersons of the standing committees and circulated with all relevant supporting materials to the members of the Executive Faculty at least one week before the meeting. Items will be included in the agenda at the request of any member of the Executive Faculty. Any member of the Faculty, student body or

administration who is not a member of the Executive Faculty may petition to have an item placed on an agenda by following the procedures indicated under Article II, Section 4 (e).

(e) The Faculty Secretary shall keep minutes of all meetings of the Executive Faculty and transmit them to all members of the Executive Faculty. The Faculty Secretary shall keep a file of minutes of all meetings of the Executive Faculty and of all standing committees and make them available upon request to any faculty member. Minutes of executive sessions are confidential and made available only to voting members of the Executive Faculty.

(f) Unexcused absence from three consecutive meetings of the Executive Faculty may constitute grounds for removal of the member from the Executive Faculty for the remainder of the member's term. Where applicable, the Executive Faculty will request that a replacement be named by the affected constituency. In cases of unavoidable absence from a meeting, a member may designate a replacement with vote. Absentee votes are not permitted.

(g) Members of the Faculty and student body may petition to be heard at a meeting of the Executive Faculty by making a request in writing to the Faculty Secretary. The request must state the issue to be heard. The presiding officer shall have the power to grant or deny such a request. In the event of a denial, the petitioner can require that the request be submitted to the Executive Faculty; with the concurrence of twenty percent of the Executive Faculty members present at the meeting, the request for a hearing shall be approved.

(h) Meetings of the Executive Faculty shall be open except when designated executive session, at which only elected or duly appointed members shall be present; such designation may be requested by a member of the Executive Faculty or by the presiding officer and requires a majority vote of members present.

(i) Election of members to elected standing committees will be made at the last scheduled meeting of the Executive Faculty for the academic year. The Committee on Committees will, after consultation with the Dean and the department chairpersons, prepare a ballot for consideration by the Executive Faculty, which ballot will be included with the agenda for the meeting.

Additional nominations may be made from the floor. Written ballots will be utilized in the election.

ARTICLE IV. Standing Committees

Section 1. Committee Duties and Responsibilities

The standing committees of the Faculty shall (1) recommend policy to the Dean and Executive Faculty in specific areas; (2) receive instruction from the Dean, the Executive Faculty and the General Faculty; and (3) implement such policies and instructions in those specific areas. Decisions of standing committees which do not involve changes in previously ratified policy shall be binding and valid unless amended or rejected by the Executive Faculty within a reasonable length of time not exceeding one year. Decisions that constitute changes in policy must be ratified by the Executive Faculty. Establishment of new standing committees and abolition of existing committees require amendments to these bylaws.

In addition, each standing committee shall (1) specifically define its policies, objectives and scope of activity, and submit any changes in writing to the Executive Faculty for its approval; (2) keep minutes of meetings and forward copies to the Dean and Faculty Secretary; and (3) file an annual report on the work of the standing committee with the Dean and the Faculty Secretary. The annual reports will be made available to any faculty member on request.

Section 2. Committee Names and Specific Responsibilities

(a) **Admissions Committee**, which shall have responsibility for developing predoctoral admissions policies and procedures for approval by the Executive Faculty, and shall have the authority to implement these policies and procedures.

(b) Advanced and Graduate Education Committee

The Advanced and Graduate Education Committee shall have charge of all matters and policies related to curriculum and research leading to the degree of Masters of Science with a major in Dental Science. The committee will also be responsible for coordinating, organizing and evaluating interdepartmental postgraduate level courses necessary for

specialty certification and such other postgraduate clinical training programs that the school may offer. The Committee will assist as necessary the directors of the Advanced Education programs in developing the didactic and clinical curriculum for their respective specialty programs and will have overall responsibility of coordinating the schedules of the graduate studies and advanced education curricula to be compatible in achieving programs of the highest caliber.

The committee shall recommend students for the award of the Master of Science degree as well as certificates of achievement to the Executive Faculty. Issues related to ethical conduct as well as promotion of advanced education and graduate students will also be reviewed by the committee at the request of the respective program directors or thesis advisors. Any student appeals will be forwarded to the respective standing committees for additional deliberation and final decision.

This committee shall also be advisory to the Dean on graduate programs for dentists conducted in cooperation with other Schools in the University or other educational institutions. Additional responsibilities will be to ensure high quality research projects, assist in recruitment and approval of qualified graduate faculty, develop lines of communication with graduate faculty at other institutions, propose new advanced education and graduate courses and other responsibilities requested by the Dean.

(c) **Committee on Committees**, which shall have the responsibility for (a) recommending the size, composition and nominees for all elected standing committees except the Committee on Committees; (b) considering faculty related matters, including grievances, which may be submitted to it by individual faculty members, and for making recommendations thereon according to School/University policy; (c) advising the Dean concerning the overall role and organization of the faculty; and (d) considering student appeal of decisions related to non-academic matters in accordance with School policy.

(d) **Continuing Education Committee**, which shall have charge of standards, arrangements, coordination, and educational instruction of short term postdoctoral and auxiliary programs.

(e) **Curriculum Committee**, which shall have charge of all matters related to the predoctoral educational policies of the School, the content of the curriculum, the allotment of time for each subject or course, the arrangement of the schedule, and the establishment of clinical guidelines/requirements. It shall also be responsible for evaluating the effectiveness and quality of the educational program.

(f) **Dental Faculty Practice Committee**, which shall (a) review and recommend for approval by participating members and the administration the annual operational budget and the formula for overhead assessment of the Dental Faculty Practice; (b) recommend to the participating faculty and the Dean for their approval general policies for the operation of the program; and (c) formulate the detailed rules and regulations for implementing the plan and consider proposed expenditures for the efficiency of the practice. The Bylaws of the Dental Faculty Practice shall govern its functions under Article IV Section 3 to 8 of these bylaws.

(g) **Equal Educational Opportunity Committee**, which shall recruit special groups of students for admission to the School, and develop programs designed to further their progress. The formal admission of such special student candidates will be the responsibility of the Admissions Committee.

(h) **Ethics, Professionalism and Citizenship Committee**, which shall have the responsibility for: a) actively promoting ethical and professional behavior and citizenship among students, faculty and staff; b) reviewing and making recommendations concerning all issues related to the ethical and professional behavior of students, faculty and staff and; c) appointing a subcommittee of the Ethics, Professionalism and Citizenship Committee annually to review all specific instances of alleged unethical or unprofessional behavior by students.

Concerns and written allegations related to staff behavior will be referred to the appropriate supervisors; those related to faculty behavior will be referred to the Committee on Committees.

(i) **Faculty Appointments, Promotions and Tenure Committee**, which shall be concerned with all recommendations for faculty appointments, promotions, or tenure and shall be capable of initiating such

recommendations. Whenever appropriate, the Dean may initiate such a recommendation. The committee shall also be concerned with general policies governing faculty appointments, promotions and tenure, and will annually interview and advise faculty members on the tenure ladder.

(j) Outcomes Assessment Committee, which shall evaluate through an ongoing assessment of outcomes the degree to which the goals and objectives of the school are being met. The Committee receives data and analyses from the appropriate resources, reviews them in relation to goals and objectives and, when necessary, makes recommendations for improvement in the school's/programs' effectiveness.

(k) Patient Care Quality Assurance Committee, which shall be concerned with all matters relating to the function, maintenance, and coordination of all clinics managed by the School. Its primary focus shall be all matters related to the coordination of quality assessment in the patient care areas of the School.

(l) Research Committee, which shall promote research in the School, and collaboration among individuals and departments. This committee shall recommend to the Dean expenditures for the School's Research Fund and such other undesignated monies for research as may be available.

(m) The Risk Management, Safety and Infection Control Committee, which shall be concerned with all matters related to the development, coordination, and enforcement of policies that keep the School community free from recognized hazards and infection risks. The Committee cooperates with the University Environmental Health and Safety Office to develop, implement and educate everyone in a written Risk Management, Safety and Infection Control program that protects students, faculty, staff and patients from recognized hazards and infection risks. It also educates, develops and monitors compliance with guidelines for government regulations. This committee is also responsible for the Annual Risk Management, Safety and Infection Control Symposium. This committee recommends approved infection control products and devices, monitors infection control compliance in the clinic and advises on the Infection Control curriculum content.

(n) Student Promotions Committee, which shall have the authority to promote predoctoral students, to recommend students for graduation and

academic honors, and to deal with those cases of academic deficiency presented to it by the administrator responsible for academic affairs.

(o) **Technology Committee**, which shall be responsible for advising about and/or advancing the appropriate use of technology to help the School meet its stated vision, mission and goals. The charge includes seeking external sources of funding for support of technology.

Section 3. Committee Membership

Each standing committee except the Committee on Committees and the Faculty Appointments, Promotions and Tenure Committee must include one person appointed by the Dean ex officio with voting privileges. Additional ex officio members without voting privileges may be appointed by the Dean.

(a) At least two-thirds of the membership of each committee must be members of the faculty.

(b) Each standing committee shall, wherever possible, include representatives from the School of Medicine's basic science faculty giving instruction at the School.

(c) Each standing committee except the Committee on Committees, the Continuing Education Committee, the Faculty Appointments, Promotions and Tenure Committee and the Dental Faculty Practice Committee should include predoctoral and/or postdoctoral student members elected by their respective student bodies in numbers specified by the Committee on Committees.

(d) Standing committees, wherever appropriate, may include faculty members from other schools of the University.

(e) Membership terms on standing committees will be for three years, except for the Faculty Appointments, Promotions and Tenure Committee. Where possible, terms will be staggered so that approximately one-third of the committee members will be elected each year. Consecutive reelection is possible but must follow the regular procedure of nomination and election. Consecutive reelection is possible once for members of the Committee on Committees.

(f) **The Advanced and Graduate Education Committee** will consist of the directors of all existing Advanced Education programs (or their designate) and include representation from all departments, the Director of the Dental Distance Education Program, one graduate faculty member from another school within the University and one student member each from the advanced education and graduate programs. In addition, the committee shall include four faculty members elected by the Executive Faculty, at least two of whom should be graduate faculty. Representatives from the Office of Admissions and Office of Registration will serve ex officio without vote.

(g) **The Committee on Committees** will consist of six elected members and the Faculty Secretary as an ex officio member without vote. The Faculty Secretary will request the names of all faculty members interested in serving on the Committee on Committees and will then prepare a ballot to be sent to the Executive Faculty. The membership will consist of no more than two part-time faculty members and at least one tenured faculty member and one member of the basic science faculty. No more than one representative from a department may serve at any one time. The ballot will reflect these stated distribution guidelines.

(h) **The Continuing Education Committee** should include at least one representative of the Alumni elected by the Dental Alumni Council.

(i) **The Curriculum Committee** shall consist of ten voting members, five of whom shall be elected by the Executive Faculty and five appointed by the Dean. They should represent all clinical disciplines and at least two of the members should be from basic science departments.

(j) **The Ethics, Professionalism and Citizenship Committee** shall consist of seven faculty members elected by the Executive Faculty. It shall also include the director of the Ethics and Jurisprudence course. Students will be elected by their peers and will include one representative from each D.M.D. class. All shall have a vote.

(k) **The Faculty Appointments, Promotions, and Tenure Committee** will consist of seven full-time faculty members at the rank of Associate Professor or above, at least five of whom must be full Professors. Terms will be for five years with one new member elected each year. No more than two

representatives per department may serve on the committee at any one time.

(l) **The Patient Care Quality Assurance Committee** shall consist of eight faculty members elected by the Executive Faculty, with representation from each department, the Assistant Dean for Clinics, the Director of Clinic Operations, the Quality Assurance Manager, the Support Services Manager, the Patient Services Manager and three members of the School's administration (appointed by the Dean).

(m) **The Risk Management, Safety and Infection Control Committee** shall consist of eight faculty members elected by the Executive Faculty, with representation from each department, a representative from the University's Environmental Health and Safety Office, the Associate Dean for Clinics, the Director of Clinic Operations, the Support Services Manager, the Patient Services Manager, the Quality Assurance Manager, the Infection Control Coordinator and the Infection Control Officer and three members of the School's administration (appointed by the Dean). The committee will include one student representative from each predoctoral class and one postgraduate student representative.

(n) **The Student Promotions Committee** should include faculty members from each of the clinical departments.

(o) **The Technology Committee** shall consist of seven faculty members elected by the Executive Faculty, the Director of Information Systems and two members of the administration (appointed by the Dean). Students will be elected by their peers and will include one representative from each D.M.D. class. All shall have a vote.

Section 4. Committee Chairpersons

The chairperson of each standing committee shall be appointed annually by the Dean, except for the Faculty Appointments, Promotions and Tenure Committee, where the member serving the fifth year shall act as chairperson and in his/her absence, the member with the longest continuous service on the committee will act as chairperson. Only full Professors are eligible to chair the Faculty Appointments, Promotions and Tenure Committee.

Section 5. Frequency of Meetings

Regular meetings of each standing committee shall be held as necessary. Special meetings may be called by the chairperson, the Dean, or by petition of one-third of the committee's membership.

Section 6. Agenda

An agenda for each committee meeting shall be prepared by the chairperson of the committee and distributed to the members, with minutes of the previous meeting and any relevant supporting materials, at least one week in advance of a meeting. Any member of a committee may have an item placed on the agenda.

Section 7. Quorum

A majority of the members of a standing committee will constitute a quorum except that on committees having student members, the faculty members present must exceed the number of students present.

Section 8. Conduct of Meetings

Standing committee meetings will be conducted by the chairperson or a designated representative. Each committee has the right to appoint appropriate subcommittees. Absence of a member from three consecutive meetings may constitute grounds for removal from the committee for the balance of the member's term. Where applicable, the committee will request that a replacement be named by the Committee on Committees. Each elected member present at a committee meeting shall have one vote in the deliberations of that committee. Absentee votes are not permitted.

ARTICLE V. Amendments to the Bylaws

These bylaws may be amended as provided herein; amendments require approval by the Board of Trustees of the University.

ARTICLE VI. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the conduct of business in the General Faculty, the Executive Faculty and the Standing Committees, in all cases in which the rules are applicable and in which they are not inconsistent with the provisions of these bylaws.

Amendments approved by the Board of Trustees November 2006.