

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

**Article I.     DEFINITIONS AND RESPONSIBILITIES**

**Section 1.01   Definitions**

The Dean of the Tufts University School of Dental Medicine (Dean) is appointed by the Tufts University Board of Trustees and, after the President and Provost/Senior Vice President, is the leader of the faculty and chief executive officer of the Tufts University School of Dental Medicine (School). In addition to being responsible for all aspects of School operation, and overseeing all of its activities, the Dean will make recommendations to the Provost for appointments to and promotions within the Faculty; prepare the business for the meetings of the Faculty; execute its orders and regulations; preside at the meetings of the Faculty in the absence of the President and Provost; make an annual report to the President; 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 of the School (Faculty) are those persons appointed to conduct the academic affairs of the School in accordance with these Bylaws. Faculty members will consist of those who are appointed to one of four faculty tracks:

- (a) Track 1: Tenure Track and Tenured Faculty Appointments, which will have three rank titles: Assistant Professor of Dental Medicine, Associate Professor of Dental Medicine, and Professor of Dental Medicine. All Tenure Track and Tenured Faculty Appointments will be full-time faculty who meet the Tufts University criteria for appointment to a tenure track position. For tenure track and tenured faculty, the University defines full-time as a commitment of five days per week devoted to university-related academic pursuits on a 12-month basis. This may include up to one day per week of intramural or extramural practice or other professional pursuit, at the discretion of the Dean.
- (b) Track 2: Non-tenure/Contract Track Faculty Appointments, which will have three rank titles: Assistant Professor, Associate Professor, and Professor without qualifying prefix or suffix. Non-tenure/Contract Track Faculty Appointments will be open to full-time and part-time (minimum 0.5 FTE or greater), benefits-eligible faculty:
  - (i) To be considered full-time, faculty must work a minimum of eight sessions per week and a minimum of four days per week.
  - (ii) To be considered part-time, benefits-eligible, faculty must devote 0.5 FTE or more to TUSDM, which is defined as a minimum of five sessions with no minimum day requirement.
- (c) Track 3: Clinical Instruction Track Faculty Appointments, which will have two rank titles: Clinical Instructor and Senior Clinical Instructor. Clinical Instruction Faculty Appointments will be open to part-time, less than 0.5 FTE, non-benefits-eligible paid faculty.
- (d) Track 4: Volunteer Clinical Associate Faculty Appointments, which will have two rank titles: Clinical Associate, Senior Clinical Associate. Clinical Associate appointments will be for non-compensated practitioners who volunteer to support and mentor students and residents in the School's on-campus clinics located at One Kneeland Street, Boston, Massachusetts and in School-affiliated off-campus clinics.

The School also may engage individuals outside the four-track structure to support its educational mission. Faculty with Contingency and Courtesy Appointments will be: Adjunct Faculty, Visiting Faculty, Externship Preceptors, and Emeritus Faculty.

## **Section 1.02 Responsibilities**

The responsibilities of the Faculty of the School will be to

- (a) establish, subject to the Tufts University Board of Trustee approval if required, the objectives for the School's educational programs, the content and form of the curriculum, and the requirements for the award of degrees;
- (b) develop and present educational programs of the highest quality;
- (c) oversee and establish criteria for selecting and promoting the student body, including admissions, academics and student life;
- (d) promote excellence in patient care through development, refinement, implementation and review of the clinical patient care system; and
- (e) advise the Dean on other matters of School policy or matters affecting the School.

## **Article II. GENERAL FACULTY**

### **Section 2.01 Membership and Voting Privileges**

All faculty members who have Tenure Track and Tenured (Track 1), Non-tenure/Contract (Track 2), or Clinical Instruction (Track 3) Faculty Appointments will be members of the General Faculty and have voting privileges. The President, Provost, Dean, Associate Deans, and Assistant Deans will be *ex officio* members of the General Faculty, regardless of faculty appointment.

Faculty with Clinical Associate Faculty Appointments (Track 4), although considered members of the Faculty, may participate and be heard at the meetings of the General Faculty but without voting privileges. Clinical Associate Faculty (Track 4) will be represented in meetings of the General Faculty by the Clinical Associate faculty member elected to the Faculty Advisory Council, and he/she will have voting privileges.

Faculty with Courtesy and Contingency Appointments, although considered members of the Faculty, may participate and be heard at the meetings of the General Faculty at the discretion of the Dean but without voting privileges.

### **Section 2.02 Functions**

The General Faculty will review, discuss, and recommend changes relevant to faculty affairs, student affairs, didactic and clinical instruction, scholarship and research, and interdepartmental 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 within 10 business days of recommendation for its prompt action with said actions to be reported back to the General Faculty within 20 business days of the Dean's request for action.

It will also be the function of the General Faculty to

- (a) elect six representatives to the Executive Faculty;

- (b) elect a member of the General Faculty or designate a School officer to serve as Faculty Secretary;
- (c) elect three School representatives, or their replacements as necessary, to the Tufts University Faculty Senate;
- (d) elect non-appointed members of Standing and Management Committees (defined in **Article IV**);
- (e) elect any Representative Committees that they deem appropriate and delegate to them authority to act for the General Faculty;
- (f) recommend establishment of Ad Hoc Committees or Work Groups;
- (g) require reconsideration by the Executive Faculty of an action within a reasonable length of time, not exceeding one year; and
- (h) recommend, subject to approval of the Executive Faculty, amendments to the Bylaws and vote to accept or reject amendments to the Bylaws as outlined in **Article V**.

### **Section 2.03 Faculty Secretary**

The responsibilities of the Faculty Secretary will be to

- (a) provide due notices of all meetings of the General Faculty and the Executive Faculty;
- (b) keep minutes of all meetings and circulate them to members of the General Faculty and Executive Faculty, as appropriate;
- (c) keep a master file of minutes of all meetings of the General Faculty, Executive Faculty, and of all Standing Committees and make them available upon request to any faculty member;
- (d) maintain an accurate, up-to-date roll of eligible voting members of the General Faculty;
- (e) conduct annual election of non-appointed members of Standing, Representative, and Management Committees;
- (f) certify and report the results of all elections;
- (g) publish an annual list of Standing Committee membership that identifies elected, appointed, and *ex officio* members with respective voting status; and
- (h) undertake other duties as may be assigned by the General Faculty or Executive Faculty.

### **Section 2.04 Conduct of Meetings**

The General Faculty will be convened for regular and special meetings as follows:

- (a) Regular meetings of the General Faculty will be held at least twice during each academic year, and will be called by the Dean or the President. Notice of regular meetings will be distributed by the Faculty Secretary at least 15 business days prior to each meeting.
- (b) Special meetings of the General Faculty may be held whenever called by the President or the Dean; by written request to the Faculty Secretary by at least 10 members of the General Faculty; or by request of the Faculty Advisory Council (defined in **Article IV**

**Section 4.02).** A special meeting may only address such actions as specified in the call for such meeting. A notice of each special meeting, which will identify the purpose of such meeting, will be sent by the Faculty Secretary as soon as the agenda is made final.

- (c) In the absence of the President or Provost, the Dean will preside at General Faculty meetings. In his/her absence, the Associate Dean for Academic Affairs will preside.
- (d) The Faculty Secretary will prepare an agenda for each regular meeting of the General Faculty in consultation with the Dean, the Executive Faculty (defined in **Article III**), and Faculty Advisory Council (defined in **Article IV. §4.04**). Reports from Standing Committees may be included in the agenda. The agenda will be circulated with all relevant supporting materials to the members of the General Faculty no less than five business days prior to each meeting. Any member of the General Faculty may request that items be included or added to the regular meeting agenda. Such requests should be made in writing to the Faculty Secretary, be co-signed by at least 10 members of the General Faculty, and be received at least seven business days prior to the date of the meeting in which such items are to be considered.
- (e) The Faculty Secretary will prepare an agenda for each special meeting in accordance with such actions as specified in the call for such special meeting.
- (f) General Faculty meetings will be open to all of its members and any invited guests by permission of the Dean except when designated executive sessions.
- (g) Designation as an executive session may be made by the Dean and be indicated on the agenda for the meeting, or may be imposed at any time by a simple majority vote of those members of the General Faculty present, or may be imposed at any time by the presiding officer unless otherwise vetoed by a majority of those members of the General Faculty present.

### **Section 2.05 Quorum**

Ten percent of the voting members of the General Faculty will constitute a quorum for the transaction of all business. The Faculty Secretary will determine all quorums.

### **Section 2.06 General Faculty Representatives to the Executive Faculty**

General Faculty will elect a total of six representatives to the Executive Faculty who will serve staggered two year terms:

- (a) An election of three members of the General Faculty to serve as representatives to the Executive Faculty will be conducted electronically in concert with Standing Committee elections held annually in June.
- (b) General Faculty representatives to the Executive Faculty will comprise five full-time faculty and/or part-time benefits-eligible faculty (Track 1 or Track 2) and one part-time non-benefits-eligible faculty (Track 3). In the event of a tie vote of the General Faculty, the Dean, President, or Provost may vote to break such tie when serving as the presiding officer of the General Faculty.

- (c) The Faculty Secretary will request and provide an annual deadline for all voting members of the General Faculty to submit the names of those members of the General Faculty who are interested and willing to serve as representatives to the Executive Faculty.
- (d) The Faculty Secretary will prepare and distribute electronically an official ballot with the names of all persons expressing a desire to serve, and indicating their full or part-time status. Once the official ballot is distributed, no additional nominations will be accepted or considered. Write in candidates will not be considered.
- (e) No more than two elected General Faculty members from the same department, either full or part time, may 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.
- (f) Terms are for two years; consecutive reelection to a specific Standing Committee is permitted one time only. Faculty eligibility to serve will resume following a one year hiatus.
- (g) In the event that a General Faculty representative to the Executive Faculty is unable to complete a full term, the remainder of the representative's term will be filled by the member of the General Faculty who competed in the most recent election and had the highest vote count among the non-appointed members.

## **Section 2.07 General Faculty Representatives to the Tufts University Faculty Senate**

Election of the three School representatives to the Tufts University Faculty Senate, or replacement if any representative is unable to complete his/her term of service, will be held in accordance with the Bylaws of the Tufts University Faculty Senate. Eligible candidates must be voting members of the General Faculty.

## **Article III. EXECUTIVE FACULTY**

### **Section 3.01 Membership and Voting Privileges**

The Executive Faculty will consist of the President, Provost, and Dean; the chairpersons of all clinical and basic science departments; all associate and assistant deans; the chairpersons of all Standing Committees of the School; the chairperson of the Faculty Advisory Council; six representatives of the General Faculty; one representative of the alumni elected by the Tufts University Dental Alumni Association; two persons appointed by the Dean; other persons recommended by the Dean with the approval of the Executive Faculty; and the Faculty Secretary. All members of the Executive Faculty may vote in the deliberations of the Executive Faculty, except the Dean, President and Provost, who will vote only when acting as presiding officer, and as prescribed in *Robert's Rules of Order, Newly Revised*.<sup>1</sup> The Faculty Secretary, if designated, will not have voting privileges.

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<sup>1</sup> See [Roberts Rules of Order](http://robertsrules.com/) on the Official web site of the Roberts Rules Association at <http://robertsrules.com/>

### **Section 3.02 Functions**

The Executive Faculty will serve as the primary deliberative and decision making body of the School. It will also be the function of the Executive Faculty to

- (a) coordinate the activities of Standing Committees;
- (b) request, receive, and act upon the reports of all Standing Committees and any Management and Ad Hoc Committees;
- (c) approve, reject, or amend actions of Standing Committees, except for the Faculty Appointments, Promotions and Tenure Committee;
- (d) formally adopt and make official policies recommended by the Standing Committees within the scope of their missions and policy areas;
- (e) 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;
- (f) recommend to the General Faculty amendments to these Bylaws, including recommending the establishment of new Standing Committees and abolition of existing committees;
- (g) deal with matters of faculty policy and concern not in the province of the Standing Committees;
- (h) officially recommend candidates for the D.M.D. and Master of Science degrees to the Board of Trustees; and
- (i) approve the award of certificates to students in advanced education programs.

### **Section 3.03 Conduct of Meetings**

The Executive Faculty will convene for regular and special meetings as follows:

- (a) Regular meetings will be held at least six times during each academic year. The Faculty Secretary will give notice of regular meetings at least seven business days prior to the meeting.
- (b) Special meetings may be called upon one business day notice by the President, Provost or Dean or by the Faculty Secretary upon written request from any three members of the Executive Faculty.
- (c) The Dean or designee will preside at all meetings of the Executive Faculty in the absence of the President and Provost.
- (d) The Faculty Secretary will prepare the agenda for each meeting in consultation with the Dean and will circulate the agenda with all relevant supporting materials, including reports of Standing Committees, to the members of the Executive Faculty at least five business days before the meeting. Any member of the Executive Faculty may request agenda items be included.
- (e) The Faculty Secretary will keep minutes of all meetings of the Executive Faculty and circulate them to all members of the General 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. When 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 in writing a proxy with voting powers at such meeting. All proxies must be members of the General Faculty. Absentee votes will not be permitted.

- (g) All members of the General Faculty, members of the student body of the School, and members of the School or University administration may petition the Faculty Secretary in writing to have an item placed on an Executive Faculty meeting agenda. The request must state the issue to be heard. The presiding officer will have the power to grant or deny such a request. In the event of a denial by the presiding officer, the petitioner may request that the issue be submitted to the Executive Faculty. Upon approval by simple majority of the Executive Faculty members present at the meeting, the request for such hearing will be approved.
- (h) Meetings of the Executive Faculty will be open to all the members of the Tufts community and to those invited by the members of the General Faculty, except when such meeting is designated as an executive session, at which only elected or duly appointed members of the Executive Faculty will be present; such designation may be requested by a member of the Executive Faculty or by the presiding officer and requires an approval of a majority of the Executive Faculty members present. Minutes of executive sessions are confidential and will be made available only to voting members of the Executive Faculty.

### **Section 3.04 Quorum**

One-third of the Executive Faculty will constitute a quorum for the transaction of business at a meeting. All decisions, actions, and recommendations of the Executive Faculty will be determined by vote of a simple majority of those members in attendance. Each member of the Executive Faculty present will have one vote. When serving as the presiding officer, the Dean, President, or Provost will vote only in the event of tie vote of the General Faculty.

## **Article IV. FACULTY COMMITTEES**

### **Section 4.01 Committee Structure**

The Faculty will exercise its authority through the regular meetings of the General Faculty and the Executive Faculty and through its committee structure:

- (a) *Representative Committees* are committees that the General Faculty may form and elect to represent their rights and responsibilities to the Dean.
- (b) *Standing Committees* perform a continuing policy area leadership and oversight function. The members may be elected by the General Faculty or appointed by the Dean.
- (c) *Management Committees*, comprised of elected and appointed faculty as well as cognizant staff, ensure core operations of the School (e.g., technology or materials acquisition and management, implementation of continuing education programs, etc.) are efficient, effective, and fiscally sound. Management Committees will report on their respective activities on an annual basis to the Executive Faculty.

- (d) *Ad hoc Committees* and *Work Groups* may be recommended by the Executive Faculty or General Faculty or are appointed by the Dean to address a particular issue for a limited time.

Establishment of a new Representative Committee will require a majority vote of the General Faculty and approval of the Dean. A Representative Committee may be dissolved by an affirmative vote of no less than two thirds of the members of said Committee, by the Dean, by the Provost or the President, or by the University Board of Trustees.

Establishment of new Standing Committees and dissolution of existing Standing Committees require the approval of the Executive Faculty.

Establishment or dissolution of a Management Committee and composition of any such committees will be at the discretion of the Dean.

#### **Section 4.02 Representative Committees**

The Faculty has formed a Faculty Advisory Council to represent its rights and responsibilities and advise the Dean directly of any issues or concerns that may affect the Faculty of the School. The Council will be the representative voice of the Faculty and will, from time to time, poll the members of the Faculty for their concerns and opinions.

The Faculty Advisory Council, in accordance with its own set of governing bylaws, will comprise 15 members, including an elected chairperson and assistant chairperson, nine elected representatives of the Faculty, and six members appointed by the Dean. The Dean will be a non-voting guest when invited or when making a request to speak with the Council. Members of the Faculty will not be eligible to serve on the Council while serving in the School or University senior administration, which is defined as having an appointment of Department Chair and above. A staff member will not have a vote when present at a meeting of the Council.

#### **Section 4.03 Standing Committee Functions**

Each Standing Committee of the General Faculty will

- (a) specifically define its mission, including policy areas, objectives, and scope of activity, and submit those and any changes thereto in writing to the Executive Faculty for its approval;
- (b) recommend policies to the Dean and Executive Faculty in those specific areas identified in the mission;
- (c) ensure implementation of such policies and instructions in those specific areas identified in the mission;
- (d) appoint appropriate subcommittees to further the mission; and
- (e) receive instruction from the Dean, the Executive Faculty and the General Faculty.

#### **Section 4.04 Standing Committee Elections**

Annual election of members to Standing Committees will be conducted electronically in the month of June (effective June 2018) using a ballot prepared by the Faculty Secretary, in consultation with the Dean. All nominees must confirm willingness to serve if elected. If a



candidate fails to confirm his/her nomination by a deadline provided by Faculty Secretary, his/her name will be removed from the ballot. As appropriate, elections to Management Committees will be conducted concurrently with Standing Committee elections.

Elected Standing Committee and Management Committee member terms commence on July 1 following the June election and end June 30 on the final year of the member term.

#### **Section 4.05 Standing Committee Membership**

Each Standing Committee, except the Faculty Appointments, Promotions and Tenure Committee (FAPTC), must include at least one person appointed by the Dean with voting privileges. The Dean may appoint additional *ex officio* members without voting privileges. The Dean may, if appropriate, appoint faculty representatives with Clinical Instruction Faculty Appointments (Track 4) with or without voting privileges.

Faculty members will comprise at least two-thirds of the voting membership of each committee, with the exception of the FAPTC, which will have 100 percent faculty membership and the Compliance Committee which will have at least 50 percent faculty as voting members. Each Standing Committee, with the exception of the FAPTC, should include predoctoral and/or postgraduate student members who may be appointed by Standing Committee chairpersons or elected by their respective student bodies. Students may be voting or non-voting members at the discretion of the Standing Committee Chairperson.

Standing Committees should, if appropriate, include representatives from the School of Medicine's basic science faculty who provide instruction at the School, either by election or appointment. Standing Committees may include faculty members from other schools of the University, or *ex officio* representatives of pertinent University offices or functions.

Membership terms on Standing Committees will be for three years, with the exception of the FAPTC, which will have five year terms. To the extent 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.

The composition of Standing Committees may evolve based on the School's ongoing education, patient care, and research needs. The Faculty Secretary will maintain an up-to-date record of the preferred composition (i.e., minimum and maximum number of members; number of appointed, elected, *ex officio*, and student/resident positions, voting/non-voting status of positions) in consultation with Standing Committee Chairpersons.

#### **Section 4.06 Committee Chairpersons**

In concert with the annual election or to fill vacant positions, the Dean will appoint the chairperson or co-chairpersons of each Standing Committee, with the exception of the FAPTC, whose chairperson will be the faculty member with the rank of full Professor in Track 1 or Track 2 who has the longest continuous service on the FAPTC.

#### **Section 4.07 Conduct of Meetings**

Standing Committees will be convened for regular and special meetings as follows:

- (a) Regular meetings will be held as each Standing Committee deems necessary.

- (b) Special meetings may be called by the chairperson, the Dean, or by written petition of one-third of the committee's membership submitted to the Faculty Secretary.
- (c) The chairperson of the Standing Committee will prepare and distribute an agenda to the members with minutes of the previous meeting and any relevant supporting materials in advance of a meeting. Any member of a committee may have an item placed on the agenda. All Standing Committee agendas must include the following items: Policy Discussion, Review, and Approval.
- (d) Absence of a member from three consecutive meetings without reasonable and valid explanation may constitute grounds for removal from the committee for the balance of the member's term, as determined by the Executive Faculty. Where applicable, the committee may request that a replacement be named the Dean.
- (e) Each elected member present at a committee meeting will have one vote in the deliberations of that committee. Absentee votes or proxies will not be permitted.
- (f) Decisions of Standing Committees which do not involve changes in a previously ratified policy will 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.
- (g) The Standing Committee chairperson or designee must keep minutes of meetings and forward copies to the Faculty Secretary; and file an annual report on the work of the Standing Committee with the Dean and the Faculty Secretary, which will be made available to any faculty member upon request.

#### **Section 4.08 Quorum**

A majority of the members of a Standing Committee will constitute a quorum with the exception of committees with student members with voting privileges. For those committees, the number of faculty members present must exceed the number of student members present in order to establish a quorum.

#### **Section 4.09 Standing Committee Missions**

The Executive Faculty of the School authorizes 12 Standing Committees under these Bylaws:

- (a) The **Admissions Committee** will have responsibility for the development and implementation of all policies and procedures related to predoctoral admissions. The Committee will meet regularly during the year to evaluate and review candidates in the applicant pool presented by the Admissions Office for acceptance into the D.M.D. program. Committee members will interview candidates and must sign an annual Conflict of Interest Agreement and a Confidentiality Agreement.
- (b) The **Advanced and Graduate Education Committee (AGEC)** will have responsibility for the development and implementation of Advanced and Graduate Education programs and for curriculum and research leading to the degree of Master of Science with a major in Dental Science. The Committee will coordinate, organize, and evaluate interdepartmental postgraduate level courses necessary for specialty certification and such other postgraduate clinical training programs that the School may offer. The Committee will assist the program directors in developing the didactic and clinical curriculum for their respective specialty programs and will have overall responsibility for

coordinating the schedules of the graduate studies and advanced education curricula to be compatible in achieving programs of the highest caliber. The AGECE will monitor students' academic and clinical progress and recommend candidates for the award of the Master of Science degree and for certificates of achievement to the Executive Faculty.

- (c) The **Clinic Steering Committee** will have responsibility for the development and implementation of all policies and procedures related to the efficient, effective, and strategic operation of the School's clinics. The Committee's core mission will be to ensure the clinics succeed as both educational and patient care settings; and, more specifically, that the programs and services provided are relevant, state of the art, and future oriented.
- (d) The **Compliance Committee** will have responsibility for development and implementation of all policies and procedures related to ensuring the School is compliant with all applicable federal, state, and local laws and regulations. Areas of concern include but are not limited to compliance with U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services and HIPAA Patient Privacy and Information Security regulations, the Massachusetts Department of Public Health clinic licensure regulations, and the Massachusetts Board of Registration in Dentistry regulations. Policies mandated by regulatory authorities that are recommended by the Compliance Committee may be formally approved and adopted by the TUSDM Dean. The Compliance Committee is authorized to establish a subcommittee to serve as a review board for potential faculty violations of policies in cooperation with appropriate School and University offices and committees; and specifically to act as a designated sanctions entity for violations of patient privacy and information security under the Health Insurance Portability and Accountability Act (HIPAA). Said subcommittee will not act as a review panel for faculty grievances.
- (e) The **Curriculum Committee** will have responsibility for all policies and procedures related to the predoctoral curriculum, including the curriculum content, the allotment of time for each subject or course, the arrangement of the schedule, and the establishment of clinical guidelines and requirements. It will also be responsible for evaluating the effectiveness and quality of the educational program.
- (f) The **Ethics, Professionalism, and Citizenship Committee (EPC)** will have responsibility for the development and implementation of policies and procedures to actively promote ethical and professional behavior and citizenship among the School's predoctoral and postgraduate student communities. The EPC will review all issues related to academic, professional, and ethical misconduct of predoctoral students; monitor compliance with the School's Standards for Professional and Ethical Conduct; review all specific instances of alleged unethical or unprofessional behavior; and impose sanctions if professional misconduct or ethical violations are confirmed. A **Postgraduate Ethics, Professionalism, and Citizenship (PGEPC) Subcommittee** of the EPC will have responsibility for the development and implementation of policies and procedures to actively promote ethical and professional behavior and citizenship among the School's postgraduate student community. The PGEPC will review all issues related to academic, professional, and ethical misconduct of postgraduate students; review all specific instances of alleged unethical or unprofessional behavior; and impose sanctions if professional misconduct or ethical violations are confirmed.

- (g) The **Faculty Appointments, Promotions and Tenure Committee (FAPTC)** will have responsibility for development and implementation of all policies and procedures related to faculty appointments, promotions, and tenure. The Committee will have the authority to initiate recommendations for promotion and tenure. If appropriate, the Dean may also initiate such recommendations. The Committee will oversee the faculty appointment, promotion, and tenure review process, and will annually interview and advise faculty members on the tenure ladder. FAPTC will comprise seven full-time faculty members at the rank of Associate Professor or above, at least five of whom must be full Professors. At least one member should be tenured.
- (h) The **Outcomes Assessment Committee (OAC)** will have responsibility for all policies and procedures related to evaluation of the School's performance. The Committee will establish measurable outcomes and conduct ongoing assessment to determine the degree to which the goals and objectives of the School are being met, including but not limited to outcomes specific to the School's Standards of Patient Care. The Committee will receive data and analyses from the appropriate resources, review them in relation to goals and objectives and, when necessary, make recommendations for improvement in both program-level and schoolwide effectiveness.
- (i) The **Patient Care Quality Assurance (PCQA) Committee** will have responsibility for the development and implementation of all policies and procedures that support the consistent delivery of high quality patient care in predoctoral and postgraduate clinics. Its primary focus will be all matters related to defining and ensuring adherence to the School's Standards of Patient Care and associated Quality Assurance Program. The Committee will work collaboratively with the Outcomes Assessment Committee to establish measurable patient outcomes and the Compliance Committee to conduct ongoing audits to ensure the School upholds the Standards of Patient Care.
- (j) The **Research Committee** will have responsibility for all policies and procedures related to the conduct of research at the School and will promote scholarship, research, and collaboration among individuals and departments. The Research Committee will recommend to the Dean expenditures for the School's Research Fund and such other undesignated monies for research as may be available.
- (k) The **Risk Management, Safety and Infection Control Committee** will have responsibility for the development and implementation of all policies and procedures related to keeping the School community free from recognized hazards and infection risks and in compliance with federal, state, and local regulations governing workplace and patient safety. The Committee will cooperate with the University Environmental Health and Safety Office to develop, document, and communicate a Risk Management, Safety and Infection Control program that educates and protects students, faculty, staff, and patients from recognized hazards and infection risks. The Committee also will identify and approve infection control products and devices, monitors infection control compliance in the clinical areas, and publish Protocols and Procedures for Infection Control (TUSDM Infection Control Manual).
- (l) The **Student Promotions Committee (SPC)** will have responsibility for the development and implementation of all policies and procedures related to student promotions and will have the authority to promote predoctoral students, to recommend students for graduation and academic honors, and to deal with those cases of academic and professional deficiency presented to it by the Chairperson or other administrator responsible for academic affairs. SPC will assure that the course grading policies are consistent with school grading policy guidelines outlined in the Curriculum Procedures Manual.

**Article V. AMENDMENTS TO THE BYLAWS**

**Section 5.01 Periodic Review**

The Dean will review the Bylaws every five years and, after consultation with the Executive Faculty and Faculty Advisory Council, may recommend Bylaw revisions or amendments to the General Faculty.

**Section 5.02 Amendment Process**

To amend these Bylaws of the Faculty, a quorum of the General Faculty will consist of 10 percent of the voting membership, and a two-thirds vote of those members to make such actions binding. In the event that less than 10 percent are present at a General Faculty meeting which is considering of these Bylaws, an electronic ballot voting will be conducted.

Votes by electronic ballot will be tallied by the Faculty Secretary on the date specified at the General Faculty meeting and stated in the ballot, not to exceed 30 days from the date of the ballot distribution. Votes received after that date will not be counted.

In the event that less than 10 percent of the voting members of the General Faculty respond to the ballot, proposed amendment to these Bylaws will be adopted if approved by two-thirds of the members of the Executive Faculty.

**Section 5.03 University Review**

All amendments must be approved by the Tufts University Board of Trustees prior to their effective date and implementation. The Dean will forward amendments to the University President or his/her designee and the University Counsel to assure conformity to Tufts University policies. After review by University Counsel, the President will present the revisions to the Board of Trustees who will amend or approve and set the date upon which they will become effective.

**Article VI. PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order, Newly Revised* will 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:**

**Tufts School of Dental Medicine General Faculty:** September 13, 2017

**Tufts University Board of Trustees:** November 4, 2017

**Effective Date:** November 4, 2017

**Next Scheduled Review Date:** January 2022