



Tufts
UNIVERSITY

School of
Dental Medicine



*FACULTY
HANDBOOK*

One Kneeland Street
Boston, Massachusetts 02111

Dedication

Tufts University School of Dental Medicine is fortunate to have a strong team of devoted faculty. While full-time faculty provide the core administrative, organizational and research components of the School, part-time faculty are essential in fulfilling our clinical teaching mission. These talented faculty share with our students their knowledge gained from years in private practice, bringing the “real world” into the clinic.

Many of our part-time faculty are known collectively as “the volunteer faculty”. They donate their time to the School for the sheer joy of teaching, or the desire to “give something back” to their alma mater or profession. Their contributions to our educational programs are invaluable and irreplaceable.

To all of the outstanding professionals that serve as our faculty, the School’s first faculty handbook is dedicated, with admiration, respect and appreciation.

Policies, procedures, and practices included in this Faculty Handbook derive from a variety of sources, including, but not limited to:

Board of Trustees
University and School Administrations
Faculty of the School of Dental Medicine
Business Conduct Policy

Some policies, procedures, and practices are University-wide; others pertain to the School of Dental Medicine only.

The policies and procedures included are subject to periodic revision and change. Tufts reserves the right to modify and rescind said policies and procedures at any time and with sufficient notice. Every effort has been made to ensure that the material herein is current as of the date of printing. Faculty members should check with the Dean's Office if there are questions about particular policies and procedures.

Published by the Office of the Dean
of the School of Dental Medicine

***Updated on 9.14.15 to include new Vacation, Parental Leave, Domestic Violence Leave and Sick Leave Policies.
A Full New Edition expected soon.***

TUFTS UNIVERSITY

Tufts University is an institution of higher learning, chartered by the Commonwealth of Massachusetts. "The legal corporate name of the Corporation is **Trustees of Tufts College**, under which name the management and execution of its business affairs are conducted. The name **Tufts College** is to be employed when referring collectively to the College of Liberal Arts and the College of Engineering and to their particular activities. The name **Tufts University** is to be employed when referring to the institution in its entirety and inclusive of its undergraduate, graduate, and professional schools and other activities of the institution as a whole."

Throughout this document, "**the School**" refers to Tufts University School of Dental Medicine.

DIVISIONS AND FACULTIES OF THE UNIVERSITY

Schools

- [The School of Arts and Sciences](#) consists of the following.
 - The College of Liberal Arts
 - Jackson College for Women
 - The College of Special Studies
- [The Graduate School of Arts and Sciences](#)
- [The School of Engineering](#)
- [The Fletcher School of Law and Diplomacy](#)
- [The School of Dental Medicine](#)
- [The School of Medicine](#)
- [The Sackler School of Graduate Biomedical Sciences](#)
- [The Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy](#)
- [The Cummings School of Veterinary Medicine](#)
- [The Jonathan M. Tisch College of Citizenship and Public Service](#)

The faculty of each school has its own bylaws, except that the College of Liberal Arts and Jackson College constitute a single faculty with a single set of bylaws. Membership criteria and responsibilities of the several Arts and Sciences and Engineering (A&S&E) faculties are specified in the bylaws of each of the faculties.

Board of Trustees

Article III of the Bylaws of the Trustees of Tufts College (amended by the board November 6, 2004) states: The Officers of the Corporation shall be the Chair of the Board of Trustees, up to three Vice Chairs, the President of the University, the Treasurer and the Secretary, all of whom shall be elected at the annual meeting of the Trustees and shall hold office for one year or until their successors shall be duly elected and qualified, the Provost, the Executive Vice President, the Vice President for University Advancement, the Vice President for University Relations, and other officers, including without limitation those having titles that include the words 'President,' 'Vice President,' 'Treasurer,' or 'Secretary,' as the Board may from time to time elect or appoint, who shall serve at the will of the Board of Trustees. Other trustee groups include the Executive Committee and standing committees: the Administration and Finance Committee and its subcommittees, the Investment Subcommittee and the Buildings and Grounds Subcommittee; the Committee for University Advancement; the Academic Affairs Committee; the Committee on Trusteeship; the Honorary Degree Committee; the Compensation Committee; and the Audit Committee. In addition, there are ten boards of advisors who counsel the trustees and the administration on the School of Medicine and the Sackler School of Graduate Biomedical Science, the School of Dental Medicine, the Cummings School of Veterinary Medicine, the Fletcher School of Law and Diplomacy, the Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy, the Jonathan M. Tisch College of Citizenship and Public Service, the School of Engineering, the School of Arts and Sciences, the Department of Athletics, and the International Board of Advisors.

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CHAPTER 1

SCHOOL OF DENTAL MEDICINE'S VISION, MISSION and GOALS STATEMENTS

VISION: PATIENT-CENTERED EDUCATION COMMITTED TO EXCELLENCE

MISSION STATEMENT:

"Tufts University School of Dental Medicine is an accredited private dental school which provides education to diverse predoctoral and postgraduate students to prepare them to practice dentistry in the 21st century with knowledge of many different patient populations, dental specialties, and varied practice settings. This education occurs in an ethical and professional environment in which quality dental care is provided to our patients.

We present a dynamic curriculum which provides excellent clinical training, integrates the health sciences with clinical experience and utilizes modern technology. Our success is based on maintaining a strong faculty and staff, supported in their commitment to teaching and administration, on-going development, scholarship, research, student service and community service."

The Goals of the School are:

- 1). Dental Education
- 2). Patient Care
- 3). Research
- 4). Community Service

CHAPTER 2

ACADEMIC FREEDOM

Policies concerning academic freedom and responsibility have been approved by the Board of Trustees.

STATEMENT OF THE BOARD OF TRUSTEES

According to the Policy on Academic Freedom, Tenure, and Retirement of the Tufts University Board of Trustees:

Academic freedom is essential to the free search for truth and its free exposition and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental, not only to the advancement of truth, but for the protection of the rights of the teacher in teaching and of the student to freedom in learning as well. It carries with it duties correlative with rights.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but no regular activity for pecuniary return shall be engaged in without the approval of the University.

The teacher is entitled to freedom in the classroom in discussing his or her subject, but the teacher should be careful not to introduce into his or her teaching controversial matter which has no relation to the subject.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but the teacher's special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge the profession and the institution by his/her utterance. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not an institutional

spokesperson.

CHAPTER 3

FACULTY GOVERNANCE

The Bylaws of the Faculty govern the participation and responsibilities of faculty and the description which is provided is explanatory only.

Faculty Meetings

The Bylaws of the Faculty of the School ensure that faculty members participate in and contribute to the development of policy and procedures via all standing committees. All standing committees have members elected by the faculty as well as members appointed by the Dean. The Committee on Committees solicits nominations from the General Faculty for committee membership each year. The charges of each committee are clearly stated in the Bylaws (Chapter 10). Full-time or part-time faculty members elected or appointed to a committee have a direct voice in all aspects of the School's programs.

Faculty who are not members of any committee may present their views, suggestions or proposals at the General Faculty meetings held twice a year or through their department chair who can act as spokesperson to the Executive Faculty or the School administration. There are formal monthly or bimonthly meetings of department chairs and division heads with members of the administration at which such issues may be discussed. Furthermore, any member of the faculty may attend any meeting of the Executive Faculty (usually held every month, but a minimum of six times per year) unless declared "In Executive Session." In this forum, faculty members are encouraged to express their views and participate in policy development. In addition, ad hoc committees, appointed by the Dean, deal with program development and include faculty members as well as administrators. Sometimes, open hearings are held by the administration or a committee to solicit input from faculty members.

Faculty Committees

Standing committees of the School of Dental Medicine are described in the Bylaws; they include both elected and appointed membership. *Ad hoc committees* or *task forces* may also be appointed each year, by the Dean, as the need arises. Procedures for the nomination and election of faculty to the

elected committees and descriptions of each committee are outlined in the Bylaws of the School of Dental Medicine (Chapter 10).

A list of all committees and their memberships is distributed to the committee members and the General Faculty in the fall term of each year. The Bylaws provide for student membership on some faculty committees, provided that faculty always constitute a majority of any such committee. Reports of the standing committees are presented monthly to Executive Faculty and a six month summary twice a year, at the General Faculty meetings.

The following are the 14 standing committees of the School of Dental Medicine:

- Admissions
- Advanced Education
- Committee on Committees
- Compliance Committee
- Continuing Education
- Curriculum
- Dental Faculty Practice*
- Ethics, Professionalism and Citizenship
- Faculty Appointments, Promotions and Tenure
- Outcomes Assessment
- Patient Care Quality Assurance
- Research
- Risk Management, Safety and Infection Control Committee
- Student Promotions
- Technology

*committee members are elected by participants in the School's faculty practice

Faculty Participation in Trustee Committees

Faculty may, upon invitation of the Board of Trustees, participate as non-voting members on the following Trustee standing committees: Trustee Committee on Administration and Finance; Trustee Development Committee and Campaign for Tufts Committee and Trustee Academic Affairs Committee. Faculty participants are recommended by the Committee on Committees.

Faculty may also be invited to represent the School on various University-wide committees, upon recommendation of the Dean.

CHAPTER 4

FACULTY APPOINTMENT, RENEWAL, AND TERMINATION

Definition of Full-time Faculty

Full time faculty, as designated by the University, have 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 per week 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 (Bylaws, Article I).

Policies and Procedures for New Appointments

All individuals who are being proposed for a faculty appointment must first complete the Tufts University School of Dental Medicine Application for Faculty Appointment (available from the Department Chair) and return it to the Office of the Faculty Secretary along with a copy of the current state dental license, DEA registration and/or Massachusetts Controlled Substance registration (if applicable) and updated curriculum vitae. The curriculum vitae should follow the format developed by the Faculty Appointments, Promotions and Tenure Committee (available from the Department Chair).

Concurrently, a letter of recommendation from the Department Chair must be sent to the Chair of the Faculty Appointments, Promotions and Tenure Committee (FAPTC), along with a current curriculum vitae (see Chapter 4 for additional application requirements above the level of Assistant Professor).

The Faculty Secretary will contact the FAPTC Chair after the application has been received and licensure has been verified. If the application is found satisfactory, the license is found to be in good standing, and all required supporting materials have been received, the proposed appointment will be considered by the FAPTC at its next meeting. Action on the appointment may be taken or postponed, at the discretion of the committee members. Postponement usually means that the FAPTC would like additional information or clarification about the appointment level or appointee.

The FAPTC Chair reports actions of the committee to the Executive Faculty **for information only**. The appointment is not in effect until the Dean and

other required University administrators have approved it.

Before starting work, the faculty member must provide the following additional material. Blank forms may be obtained from the appropriate departmental assistant and returned to that person upon completion:

- I-9 Immigration Form
- Mantoux TB Test Results
- Hepatitis Informed Consent
- Background Summary Sheet
- Faculty Data Sheet
- Safety and Infection Control Training Videotape and Quiz

If this is a paid appointment, the new faculty member must also supply:

- Direct Deposit Authorization
- W-4 Tax Form

PAY FREQUENCY

Faculty earning above \$3,000 per year are paid semi-monthly on the 15th day and last business day of the month. Direct deposit stubs/pay checks are sent to each department where they may be collected from the departmental assistant. Those who earn less than \$3,000 annually are paid via honoraria twice a year in May and November.

***POLICIES AND PROCEDURES OF THE COMMITTEE
ON FACULTY APPOINTMENTS, PROMOTIONS AND TENURE
TUFTS UNIVERSITY SCHOOL OF DENTAL MEDICINE
(entire text, in italics)***

The Faculty Appointments, Promotions and Tenure Committee reviews all recommendations for faculty appointments, promotions and tenure and submits its recommendations to the Dean for action. The Committee also annually meets with all full time, tenure-track faculty members and, where appropriate, advises them concerning the School's policies and procedures on promotions and tenure. Department Chairpersons, however, have the responsibility to assure that their faculty members understand the policies and procedures related to promotions and tenure, to advise their faculty members concerning their status, and to provide the appropriate means for academic advancement.

The criteria which are considered in evaluating faculty members for promotion or tenure include teaching, research and other scholarly activities, and contributions to Departmental/School/University activities. The same standards of quality are applied to all departments of the School of Dental Medicine.

Teaching includes the mastery of a subject area and the communication of that information to students and/or colleagues through lectures, seminars, laboratory and clinical instruction, and continuing education.

Research is the process by which original and/or unique information is obtained. It includes both basic laboratory and clinical investigations and is evaluated on the basis of publications.

Scholarly activity includes participation and leadership in professional activities, such as membership on professional/editorial boards and receipt of scholarly awards.

Since promotions and tenure are awarded for positive reasons, a recommendation not to promote or grant tenure does not necessarily imply the existence of negative factors.

I. FULL-TIME FACULTY TITLES and CRITERIA for APPOINTMENTS and PROMOTIONS

Full-time faculty members as designated by the University are those who have a commitment of five (5) days per week devoted to academic pursuits related the University on a twelve 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) tenured*
- 2) on the tenure track*
- 3) on a contractual agreement.*

CRITERIA FOR APPOINTMENTS AND PROMOTIONS OF FACULTY MEMBERS WHO ARE TENURED OR ON THE TENURE TRACK:

Instructor

Those who have completed the appropriate training programs and are pursuing an academic career.

Assistant Professor

Those who show promise as teachers and researchers with an indication of commitment to an academic career and, where appropriate, have had specialty training in a chosen field of interest.

Associate Professor

Those who have a record of superior accomplishment in teaching and research. Although the proportion of these two may vary, the quality of each must be superior.

Professor

Those who have demonstrated the ability to conduct and to supervise high quality teaching and research and who hold the respect of their professional peers for contributions to their field.

Appointments of tenure track candidates during the probationary period are renewed annually in accordance with the School's policies. Only those faculty members who have achieved the level of associate professor or professor may be considered for tenure.

All full-time faculty members (i.e. contract track, tenure track or tenured) have equal rights, benefits and privileges, i.e. title, administrative appointment (chairmanships, directorships), promotion, remuneration, due process and faculty practice participation.

A confidential annual written evaluation of all full-time faculty members by the appropriate department chair must be filed with the Faculty Secretary by July 1st of each year and copies of this evaluation are to be made available to the Dean and the evaluated faculty member. These forms must be signed by the faculty member and the chairperson.

CRITERIA FOR APPOINTMENTS AND PROMOTIONS OF FACULTY MEMBERS ON THE CONTRACT TRACK:

Instructor:

An individual whose clinical training is such that it qualifies her/him to teach.

Assistant Professor:

An individual who has demonstrated skills and dedication required to teach.

Associate Professor:

An individual who has a recognized record of superior accomplishment in teaching and who has demonstrated exceptional clinical skills.

Professor:

An individual who has demonstrated the ability to conduct and supervise high quality teaching, holds the respect of the students, faculty and peers for contributions to his/her field and has exceptional clinical skills.

CONTRACT LENGTH AND RENEWAL

The initial contract and its renewal, at any level, will follow the current established procedures for the appointment of faculty.

Initial appointment contract periods will be at a maximum of :

*Instructor - one (1) year
Assistant Professor - three (3) years
Associate Professor - five (5) years
Professor - five (5) years*

Subsequent contract periods will be renewed for a maximum of:

*Instructor and Assistant Professor - three (3) years
Associate Professor and Professor - five (5) years*

Promotion in rank of a faculty member is not required for renewal of a contract.

CHANGING TRACKS

Change from contract track to tenure track or from tenure track to contract track is allowed one time.

Change from contract track to tenure track will be considered upon written request by the faculty member to the chairperson of the department. It requires written recommendation of the department chair, review by the Faculty Appointments, Promotions and Tenure Committee and written approval of the Dean. The decision of the credit years (either at Tufts or any institution before Tufts) to be given towards the ten year probationary time also rests with the Faculty Appointments, Promotions and Tenure Committee and is subject to the written approval of the Dean. The tenure track appointment letter must include a statement of credit years.

Change from tenure track to contract track will be considered upon a written request by the faculty member to the chairperson of the department. It requires the written recommendation of the department chair and the written approval of the Dean. This must be done not later than the end of the fifth

probationary year.

II. ACADEMIC TENURE

The major purpose of evaluating faculty members for tenure is to secure and maintain the best possible faculty. In making a tenure decision, the quality of the candidate in respect to teaching effectiveness, research and scholarly activities, and contributions to departmental/school/university objectives are evaluated in relation to others at a comparable level in their field.

Initial appointments of faculty members are ordinarily made for successive terms in a probationary period. The probationary period is ten years of full-time service. Credit for full-time service as a faculty member in other appropriate institutions of higher education may be given towards this probationary period. This credit will not exceed three years in the aggregate unless the University and faculty member agree in writing at the time of employment that a longer period of such service will be so credited. During the ninth year of the probationary period, the credentials of the full-time faculty member will be reviewed and, if approved, the faculty member will be granted an appointment with tenure, i.e., without limit of time, unless notified in writing to the contrary prior to the beginning of the tenth year. Thereafter, the services of a tenured faculty member can be terminated only for adequate cause, except in the case of retirement for age or under extraordinary circumstances because of bona fide financial exigencies.

In order to be considered for tenure, a faculty member of the School of Dental Medicine must be:

- 1. Serving the University full time,*
- 2. An associate professor or professor,*
- 3. Less than seventy years of age.*

Candidates may withdraw from the tenure track at any point up to the end of the eighth year, i.e., prior to the year in which they are scheduled to be reviewed.

III. PART-TIME FACULTY TITLES AND CRITERIA FOR APPOINTMENTS AND PROMOTIONS

Part-time faculty members are those who may be eligible for promotion, but are not eligible for tenure.

A. PART-TIME FACULTY TITLES - eligible for promotion

Faculty members appointed primarily for the purpose of clinical teaching are designated by the adjective "clinical", e.g., clinical professor. Titles of faculty members appointed solely for the purpose of research are modified by the adjective "research", e.g., assistant research professor. Criteria for the various ranks are as follows:

Clinical or Research Instructor

Those whose clinical or research training is adequate to permit them to teach and/or conduct research.

Assistant Clinical or Research Professor

Those who have demonstrated the skills required to teach and/or to conduct research.

Associate Clinical or Research Professor

Those who have a record of superior accomplishment in teaching and/or research.

Clinical or Research Professor

Those who have demonstrated the ability to conduct and supervise high quality teaching and/or research and who hold the respect of their professional peers for contributions to their field.

B. PART-TIME FACULTY TITLES - not eligible for promotion

Lecturer

Those who hold a faculty appointment of associate professor or professor at another school and who do not teach on a regular basis in the dental school.

"Adjunct" Titles

Faculty appointments may be made which bear the modifying adjective "adjunct" preceding the appropriate title. This title may be given to those who have high professional qualifications, no prior or current academic appointments and who do not teach or do research on a regular basis at the dental school. The appointment is for one year with possible annual renewal.

"Visiting" Titles

Faculty appointments may be made which bear the modifying adjective "visiting" preceding the appropriate title, e.g., visiting professor. The rank granted should be consistent with the School's standards, but no higher than the one held at the parent institution. The appointment is for a maximum of one year with possible annual renewal.

IV. APPOINTMENTS FOR STUDENTS

*Students are not allowed faculty appointments. Students in good standing, who are involved in teaching or research, may be designated as teaching assistants or research assistants. Since these are staff appointments, they are not subject to promotion or tenure. **(The titles clinical associate and research associate are reserved for staff members who are not students.)***

V. PROCEDURES FOR INITIATING FACULTY APPOINTMENTS, PROMOTIONS AND TENURE

A. *Recommendations or requests for faculty promotions for the following academic year should be received by the Committee no later than January 31st.*

B. *The following materials should be included for each recommendation:*

1. *For appointment or promotion to the rank of Instructor or Assistant Professor:*

- a. *Letter of recommendation from the Department Chairperson*
- b. *Curriculum vitae*

2. *For appointment or promotion to the rank of Associate Professor or Professor and/or for tenure consideration:*

- a. *Letter of recommendation from the Department Chairperson*
- b. *Curriculum vitae*
- c. *Teaching schedule*
- d. *Description of current research activities; reprints of publications; and documentation of other scholarly activities*
- e. *Description of areas of service to the University*
- f. *At least five letters of evaluation of the candidate's accomplishments from faculty members outside of Tufts Dental School or other appropriate individuals. Accomplishments include but are not limited to: teaching ability, local, national and international reputation, research achievements, academic achievements and service to the School, University and community.*

The committee chairperson will solicit these letters.

- g. *Letters of evaluation of the candidate's teaching effectiveness from the Student Committee for Faculty Evaluation, a subcommittee of the Faculty Appointments, Promotions and Tenure Committee (FAPTC).*

C. *Changes from part-time faculty titles to full-time faculty titles and*

changes in departmental affiliations must be considered by the FAPTC.

- D. A department chairperson recommending appointment, promotion or tenure in the dental school for an individual whose major discipline is other than dental must obtain a written opinion from an appropriate individual representing that discipline.*
- E. Any appointment or promotion for faculty members who have a commitment in more than one school of the University, e.g. Dental and Medicine, must have the approval of the Department Chairpersons in each school.*
- F. New appointments and promotions shall become effective upon final approval.*

Amendments approved 9/24/98 by the Executive and General Faculties and 11/7/98 by the Board of Trustees. (end of Policies and Procedures document)

Medical Testing and Vaccination Requirements

All new appointments and reappointments of faculty are contingent upon the faculty member providing evidence of a negative result on a TB test and proof of immunization against Hepatitis B or signed release. Documentation of this information must be submitted to the School's Director of Medicine prior to entering the clinic.

CPR Certification

All Faculty with patient contact must be certified/recertified in Cardiopulmonary Resuscitation annually. This may be achieved via the School's own CPR classes or through an approved outside source. Proof of certification from an outside organization must be submitted to the Director of Medicine.

Faculty Identification Card

All faculty must have a Tufts photograph I.D. card. These cards may be

obtained from Campus Police, first floor, M & V building, Harrison Avenue. It must be worn at all times while in the School.

Resignation

It is expected that a faculty member who intends either to resign at the end of an academic year or to decline an offer of renewal will notify the department chair, in writing, sufficiently in advance so that the department can provide for the hiring of a replacement without any break in the continuity of the department's activities. The effective date of the faculty member's resignation should be the termination date of his or her current appointment. Except by express agreement with the Dean, a faculty member should not plan to vacate a position during the academic year.

Termination

Appointments of part-time faculty are renewable by Department Chairs and the Dean on an annual basis each September 1st. The decision not to renew a faculty member's appointment may be based on but is not limited to reasons such as poor attendance, unsatisfactory performance, or budgetary constraints.

The faculty member's appointment letter and the By-laws and policies of Tufts University and Tufts University School of Dental Medicine control the right of Tufts to terminate the appointment. In addition, any violations of this Handbook by the faculty member could also lead to discipline, including termination. The faculty member has the right to raise any issue of discipline with the Dean. He/she will review any case brought to his/her attention and determine whether the faculty member should have had reason to believe that his/her conduct could lead to discipline and whether the level of discipline is appropriate.

With regard to full-time faculty, the policy with regard to termination for cause of an appointment with tenure or prior to expiration of a contract is contained in the Academic Freedom, Tenure and Retirement Policy of the Trustees (see Appendix).

The following is a non-inclusive list of misconduct which could lead to immediate termination: violations of policies on conflict of interest, alcohol

and drugs, harassment, consensual relationships, medical and safety protocols, confidentiality of patient and University information and dishonesty. Other acts of misconduct not relating to these areas may lead to termination.

Retirement

There is no mandatory retirement date for faculty. When a faculty member chooses to retire, that individual should so inform the Dean, in writing, sufficiently in advance so that the department chair can provide for continuity of the department's activities. The effective date of the retirement should normally be at the end of an academic year.

Emeritus Status

Upon retirement from the University, the Dean may recommend to the Provost that outstanding full-time faculty who have served Tufts University for at least ten years prior to retirement be elevated to emeritus status. This recommendation is sent to the Provost and the President for forwarding to and approval of the Trustee Committee on Academic Affairs and the full Board. Emeritus faculty are encouraged to remain active in the University community.

CHAPTER 5

FACULTY RESPONSIBILITIES

All faculty, both full-time and part-time are expected to be involved in the following activities in some capacity. (See Chapter 4 for specific criteria for faculty on the various tracks.)

Teaching:

The School has a strong commitment to excellence in teaching in the classroom, in the laboratory, in the clinic, in tutorials and/or in remediation activities. Faculty must have an in-depth knowledge of and experience in their respective teaching disciplines. Teaching includes the effective communication of that information as well as the intellectual stimulation of students and colleagues. Innovative teaching methodologies are welcomed and encouraged.

Research:

Research is the process by which original and/or updated information is obtained. It includes both laboratory and clinical investigations and should result in publications. The School supports faculty in fulfilling their research interests so that, in turn, they will motivate students and new faculty members to participate in research. It is the School's policy that at least one-half day per week be available for research for full-time faculty members.

Advising and Mentoring:

Academic advising and mentoring of students is an important component of teaching. Because advising and mentoring are a part of the normal professional activity of a faculty member, it does not entitle him or her to additional financial compensation. However, the extent and quality of a faculty member's service as an advisor and mentor is considered a relevant topic for discussion during his/her annual performance review.

Other Scholarly Activities:

The School expects its faculty to participate in scholarly activities at the School, University and national levels. At the national level this may include

such activities as membership in professional organizations and on editorial boards. At the University level, examples include various administrative duties such as membership on committees and other assignments requested from time to time by the Dean and/or department chair.

Professional Conduct

Faculty are responsible for ensuring that their conduct as members of the University community is consistent with University policies on discrimination and harassment. The manner in which faculty teach their students, in particular the pedagogical techniques and course content, has always been regarded as central to academic freedom. However, conflicts may arise when teaching methodology or subject matter violate students' rights to freedom from discrimination or harassment. The University has striven to include diverse populations within its community, and such members should not be subject to intimidation or harassment.

The University policies on consensual relationships and sexual harassment are contained in the Appendix. Alleged violations of these policies should be reported to the School's sexual harassment officers.

Professional conduct with regard to conflict of interest is detailed in the University's policy, contained in the Appendix.

Faculty Absence from Class or Clinic

Attendance at the School by faculty on their assigned days and performance of their duties are of paramount importance to fulfill the School's educational mission. Any absences must be justified by the faculty member who will submit a written request to the chair who will keep a separate file for that purpose.

With the approval of the department chair, faculty may make substitute provisions for their own anticipated absence from class to attend professional meetings or for equally important professional reasons. Absences from class should be made known as promptly as possible to the department chair and the students, and every effort must be made to provide satisfactory alternative arrangements.

Syllabus

Normally, at the beginning of each term, faculty are expected to distribute to their class a detailed syllabus, indicating required course work, examinations, readings, and other expectations. Faculty should adhere to the syllabus as closely as possible and to the standards for grading that they have established. Course directors, seminar/rotation/workshop heads must follow all procedures outlined in the Curriculum Guidelines. A copy of this is available from The Office of Academic Affairs.

Safety and Infection Control

Faculty must exercise reasonable care regarding the safety of students in classes, laboratories and the clinic. They should be aware of the location of all safety devices. Faculty should consult their departments for information specific to their discipline.

All new faculty, full-time and part-time, must attend a safety orientation session covering chemical handling, infection control procedures and incident reporting and procedures. These sessions are arranged through the University's Human Resources Division at 617-636-6600 and are usually held on alternate Mondays. As an alternative to the orientation session, faculty may choose instead to view the videotapes "Environmental Health and Safety" and "Infection Control at TUSDM" which must be achieved within two weeks of the effective date of the faculty appointment. The videotapes are available for borrowing from the faculty member's departmental manager/assistant. A brief question sheet must be completed and returned to the Infection Control Officer after viewing the tapes.

All faculty must attend an annual symposium on Safety/Infection Control Procedures required within Tufts University School of Dental Medicine as part of the standard of care and professional competence. Faculty are expected to assist in the training and development of students to this "accepted performance standard".

Faculty should refer to their copies of the Manual of Risk Management and Safety, Universal Procedures for Infection Control at Tufts University School of Dental Medicine, the Clinic Manual, MSDS sheets and other such handbooks for more information.

Student Evaluation of Courses and Didactic Faculty

All courses presented in the dental curriculum are evaluated annually by students using a standardized form. The form consists of three sections:

- 1) Overall course evaluation including course objectives and content.
- 2) Evaluation of individual instructors
- 3) Written comments

This evaluation is conducted by the Office of Academic Affairs.

The evaluation forms and instructions for updating them are sent to each course director at least one month prior to the end of each course. Course directors distribute the updated forms to students at the final examination, collect them and return them to the Office of Educational Measurement. The results of these evaluations are made available to course directors and department chairpersons. It is the responsibility of the course directors in particular and the department chairs and academic deans to use this information for improvements, where necessary.

Student Evaluation of Faculty Involved in Clinical Teaching

Student evaluations of faculty involved in clinical teaching is accomplished via a questionnaire consisting of:

- 1) The names of all teaching faculty and questions on their effectiveness as instructors
Space for written comments about any of the individuals listed on the questionnaire.

This questionnaire is coordinated by the Office of Educational Measurement. The students will be asked to complete these questionnaires at the end of their third and fourth years.

The results will be made available to the appropriate chairpersons. Recognition is given for “a job well done” and corrective action is taken where necessary.

Peer Evaluation of Courses

A peer evaluation process for courses was established by the Curriculum Committee. It is coordinated by the Office of Educational Measurement. For details, see the Curriculum Guidelines.

Faculty's Role in Tutoring/Remediation for Students

Faculty members participate in numerous School activities, including teaching, research and patient care. The teaching role has many facets, such as presentation and demonstration of both factual knowledge and technical skills, evaluation and feedback related to student performance, mentoring, motivating and tutorial/remediation activities.

A formal Student Tutorial Program has been instituted to help students who are experiencing difficulties. After the first examination/evaluation in a course, the course director determines which students are in need of tutorial assistance and selects tutors from faculty, graduate or upperclass students who have demonstrated superior academic and professional qualities and submits the names of the student-tutor pairings to the Student Tutorial Program administrator. One tutorial session per week for a course is usually sufficient.

In addition, remedial sessions or courses are offered (primarily during the summer breaks) by faculty for students who have not successfully completed certain courses. A clinical remediation program has been established. It is coordinated by the Assistant Dean for Academic Affairs, the Assistant Dean for Admissions and Student Affairs and the Chair of the Student Promotions Committee.

Commencement

Faculty members are expected to attend and participate in the commencement exercises of the School of Dental Medicine and are encouraged to attend the all-University segment. The academic procession at these events is formed by order of rank and date of first appointment. Faculty must wear appropriate academic regalia (cap and gown) for the occasion. The Dean's Office will provide financial assistance for the purchase

or rental of regalia.

CHAPTER 6

FACULTY DEVELOPMENT

The Trustees of Tufts University and the Administration of the School of Dental Medicine support the continued professional development of faculty members throughout the course of their careers, especially in the areas of teaching and scholarship. To this end, a number of formal and informal programs, designed to enhance professional advancement, are offered. These programs include but are not limited to: leaves of absence, attendance at meetings, awards for teaching and scholarship, Continuing Education courses, symposia, seminars and training sessions and intramural practice.

DEFINITION OF POLICIES CONCERNING SABBATIC LEAVE AND LEAVE OF ABSENCE OF MEMBERS OF THE FACULTIES OF TUFTS UNIVERSITY

Adopted by the Board of Trustees, April 16, 1959
Amended by the Board of Trustees, April 27, 1968
Further amended by the Board of Trustees, March 6, 1971,
to become effective September 1, 1971

PREAMBLE

Sabbatic leave is granted to members of a faculty as a recognition of notable service through teaching and scholarly contributions and as an aid and inspiration to further achievements. Sabbatic leave is intended to provide teachers with opportunities for scholarly development and contacts which shall contribute to their professional effectiveness and to the value of their latter service to Tufts University. It is assumed that a faculty member who accepts leave intends to return to the University. It is not intended that such leave shall be used primarily for the purposes of recreation.

A. Eligibility and Opportunity for Sabbatic Leave

Sabbatic leave is granted only to those of professorial rank (assistant professor, associate professor, professor) and in consideration of the nature and period of service with such rank at Tufts University. The candidate for leave shall have served with professorial rank at Tufts for at least six years, but nothing herein contained shall limit the right of the trustees to enter into a

special agreement concerning the time of the first sabbatic leave of a member of the faculty brought from another institution or organization. **The opportunity for taking sabbatic leave at regular intervals is not absolutely guaranteed by Tufts University and will be granted only when the condition of the department involved and of the university in general is such that the professor's absence will not seriously impair the interests of the university.** It is understood that consideration will be given to the special conditions in small departments, even though special expense to the university will be involved. Sabbatic leave cannot ordinarily be granted unless the applicant would, at the expiration of such leave, be eligible for continued service on a faculty of Tufts University for at least a year before retirement.

B. Periods of Leave; Compensation During Leave

Sabbatic leave may involve absence for an entire year (or for two half years), during which period the professor shall receive one-half of his/her regular salary; or it may involve absence for one-half year, with full salary. **It is understood that a member of the faculty on sabbatic leave is not to receive compensation for services in another institution or organization.** This shall not be so construed, however, as to preclude either fellowship or other grants-in-aid for advanced study, or such occasional teaching as may form an integral part of a program for advanced study.

C. Time and Requirements of Application for Leave

Completed application form (obtained from the Provost's Office or the Faculty Secretary) for leave should be addressed to the President of Tufts University via the chairman of the department concerned, the deans and the provost. The applicant must have a well-considered plan for spending the leave in a manner clearly calculated to contribute to the best interests of the university. A detailed written statement of this plan, together with clear indications of its professional advantages, shall accompany the application. Application forms should be received in the President's Office by January 1 preceding the academic year in which sabbatic leave is desired.

Leave of Absence and Sabbatic Leave

Leave of absence, without pay, may be granted at any time, for not more than one academic year. In certain cases the president and trustees may count such a period of leave as part of the consecutive years of service which are a prerequisite to sabbatic leave.

E. Required Report

Upon returning to the university after sabbatic leave, the professor shall write a detailed report of activities during leave and shall transmit the same to the president (with a copy to the Dean) in a form suitable for publication. Less formal comments supplementary to this report will be welcomed.

(end of Trustee Policy on Leaves of Absence)

Attendance at Meetings

The School encourages faculty to participate in the professional activities of their discipline by attending conferences and meetings. Limited travel funds for this purpose are available at the department level. Departments are responsible for submitting travel budget requests as part of the annual budget process.

Teaching Awards

Excellence in teaching is a major component of the School's mission. In acknowledgment of this commitment and to encourage its continuance, the School of Dental Medicine in 1996 established *The Provost's Award for Outstanding Teaching and Service* and *The Dean's Award for Excellence in Clinical Teaching*; in 1998 *The Dean's Award for Excellence in Basic Science Teaching* was added. The Provost's Award is given each year to one faculty member who has demonstrated outstanding teaching and service to the School and is selected by the School's senior administration. The Dean's Award for Excellence in Clinical Teaching is given each year to one faculty member who is recommended by fourth year students in acknowledgement of outstanding instruction and support in the clinic. The Dean's Award for Excellence in Basic Science Teaching is determined by the Dean in consultation with the Senior Associate Dean and the Assistant Dean for Admissions and Student Affairs. The recipients are announced at the School's Commencement Ceremony each spring.

TUSDM Faculty Continuing Education Course Policy

Updated 1/26/2016

The Office of Continuing Education appreciates and strongly encourages faculty participation in its programs and has determined the following course enrollment policy which applies to all faculty at the School of Dental

Medicine:

TUSDM CE Lecture Course Policy

TUSDM faculty members (full-time, part-time or volunteer) may enroll in **one** lecture CE course annually **at no cost**. Faculty members may enroll in additional **lecture** CE courses at the cost of \$99 per lecture. Faculty members seeking to utilize their free lecture credit must register for the course at least 2 weeks prior to the course date.

TUSDM CE Hands-on Course Policy

TUSDM faculty members may enroll in **hands-on** CE courses at 50% of the listed enrollment fee. Courses with regular tuition of over \$1,000 **may be excluded** from this discount policy, at the discretion of the CE Director.

For all CE Courses

Any faculty member attending a CE course during a regular workday must receive permission from their chair or supervisor.

In order to utilize a credit for a free course, faculty members can visit the CE office in person, or by calling 617-636-6629, or by e-mailing dentalCE@tufts.edu.

Continuing Education Credit for Teaching and Research

The Massachusetts Board of Registration in Dentistry allows five Continuing Education credits to be obtained per year in the category of teaching and research appointments. Specifically the policy reads:

"A dentist involved in teaching or research activities at least one full day per week per academic year and holds at least a part-time faculty or research appointment shall receive five hours of continuing education credit annually."

Faculty Enrichment Symposia, Seminars and Training sessions

The Office of the Senior Associate Dean develops and conducts a number of faculty enrichment seminars per year designed to appeal to a wide audience. Programs have included topics ranging from specific clinical techniques to educational methodology. All faculty are welcome to attend and notices are

sent out at least one month in advance. A formal orientation program for new faculty was recently developed in order to help them understand their rights and responsibilities.

Additionally, the School holds its annual Infection Control Symposium and Risk Management Symposium which feature nationally recognized experts in those fields. Attendance at these symposia is required for all faculty.

Intramural Faculty Practice

Full-time faculty may choose to practice up to 10 hours per week in the School's intramural facility. The decision to permit the faculty member to join the practice is made in consultation with the Dean and the Chair of the Dental Faculty Practice Committee.

Library Privileges

Faculty of the School of Dental Medicine have borrowing privileges at Tufts University Health Sciences Library in the Arthur M. Sackler Center for Health Communications, 145 Harrison Avenue, phone 617-636-6706. Books from the general collection circulate for two weeks and can be renewed twice for two weeks each if no requests or recalls have been received. Books that are requested must be returned by the date due; if recalled, it must be returned within 2 days. A valid Tufts/NEMC library card is required to borrow. Applications for library cards are available at the Circulation Desk.

Up to two reserve books may be checked out at a time for 3 hour use in the library. If there is more than one copy of a library-owned reserve book it can generally be taken out for overnight use with a valid Tufts/NEMC library card. (One per person per night).

International Student Program for Faculty

Effective September 1, 1999, a faculty-track International Student program was created. The goal of the program is to support the development of current junior faculty who have a full-time appointment for at least one year and demonstrated the ability to teach, perform well clinically and conduct

research for Tufts University School of Dental Medicine. For details of the program, contact the Office of Admissions.

CHAPTER 7

PROMOTION AND TENURE

BOARD OF TRUSTEE POLICY

"A major purpose of evaluating personnel for tenure is, over the long term, to secure and maintain the best possible faculty for each of the departments in the University. The administration and faculties shall continue to develop and maintain procedures and criteria for appointments with tenure which will insure a comprehensive and critical assessment of each candidate.

"In making a tenure decision, the most important factor is the quality of the candidate including the following aspects, among others: quality of mind, intellectual force, teaching effectiveness, scholarship, and contributions to department objectives and those of the whole University. Evaluation of such quality shall include a comparison of the candidate with others in his or her field, whether or not at Tufts. In order to insure the flexibility required to meet changing conditions and needs of the University, consideration should also be given to the ratio of tenured to non-tenured faculty in his or her department, provided however that such ratio shall not preclude the granting of tenure to exceptionally qualified persons" (from the Board of Trustee policy on Academic Freedom, Tenure, and Retirement). Full text is included in the Appendix.

Responsibilities of the Faculty Appointments, Promotions and Tenure Committee

The Faculty Appointments, Promotions and Tenure Committee consists of seven full-time faculty members at the rank of Associate Professor or above, at least five of whom must be full Professors. Terms are for five years with one new member elected each year. No more than two representatives from a department may serve at any one time. The committee is chaired by that individual who is serving his/her fifth year on the committee and must be a full Professor. In the event that two faculty members enter their fifth year of service at the same time, that faculty member with more seniority on the committee will serve as chair.

The Committee reviews all recommendations for faculty appointments,

promotions and tenure and submits its recommendations to the Executive Faculty for action. The Committee also annually meets with all full-time, tenure-track faculty members and, where appropriate, advises them concerning the School's policies and procedures on promotions and tenure.

Responsibilities of Department Chairs Related to Promotion and Tenure

Department chairs have the responsibility to assure that their faculty members understand the policies and procedures related to promotions and tenure, to advise their faculty members concerning their status, and to provide the appropriate means for academic advancement.

Procedures for Tenure

See complete text of the Policies and Procedures of the Faculty Appointments, Promotions and Tenure Committee, Chapter 4, pp. 7-15.

CHAPTER 8

GRIEVANCE PROCEDURES

NOTE: THIS POLICY APPLIES ONLY TO BENEFITS-ELIGIBLE FACULTY

Tufts University Faculty Grievance Procedures

Section 1

In the interest of harmonious and efficacious performance of the duties and obligations of Tufts University and its faculty, the University recognizes the importance of prompt and equitable disposition of any grievance at the lowest organizational level possible under procedures of maximum informality and flexibility. It is the purpose of this grievance procedure to insure fairness in faculty relations and to be a means of resolving misunderstandings and redressing injustices fairly and without undue delay.

Any faculty member shall have the right to present a grievance and have it promptly considered on its merits. In the interests of informality and prompt resolution as stated above, neither the parties to a grievance nor the University shall be represented by legal counsel at meetings conducted pursuant to the steps of this procedure, although advice of legal counsel or other appropriate counsel may be sought at any time.

Section 2 - Definitions

(a) A grievance is defined as a complaint by a member of the faculty that she/he has been subject to a violation, inequitable application or misinterpretation of a specific provision of the Faculty Handbook or of a specific Tufts University policy or procedure affecting the faculty member. In cases involving appointments, renewals of appointments, promotions and tenure, grievances shall be restricted to issues of procedural due process. The grievance procedure shall not be applicable to grievances concerned with substantive matters of professional competence or worthiness for appointment, promotion, tenure or retention of a faculty member.

(b) Grievances may be initiated only by employees either singly or jointly. "Parties" to the grievance shall be defined as the grievant (s) who is a

member of the faculty and the officer of the Tufts University administration about whose action the grievant is complaining.

(c) Working days shall be defined as days for which the university calendar calls for classes to be in session. The appropriate calendar is the official calendar of the particular Tufts school to which the grievant belongs.

Section 3 - Time Limits

If any grievance is not filed at any Step within the time limits specified in this procedure, the grievance shall be deemed settled on the basis of the last disposition and shall not be eligible for further processing. Failure at any Step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.

The time limits specified within the grievance procedure may be extended in any specific instance by written mutual agreement.

Section 4 - Adjustment of Grievance

Under these procedures, a "grievant" may choose to follow both the Informal Procedure and the Formal Procedure. However, the grievant is required to follow the Informal Procedure as a prerequisite to filing a grievance at Step 1 of the Formal Procedure. The time limits specified under both the Informal and Formal procedures will run concurrently.

A. Informal Procedure

A faculty member may present a grievance in writing to the appropriate committee of the individual schools. The grievance has to be presented within fourteen (14) working days after the faculty member had knowledge or reasonably should have had knowledge of the event leading to the grievance.

The written grievance shall contain a statement of the policy or procedure which the grievant claims to have been violated, name the administrator(s)/employee(s) about whose decision the grievant is complaining and state the remedy sought.

The appropriate committee shall confer with the grievant and within fourteen (14) working days of the filing shall advise the grievant of the merits of the

case and whether or not further action might be taken. The appropriate committee shall not take action or report further on the case without the written consent of the grievant. With the written consent of the grievant, the Chairperson of the appropriate committee, after consultation with the Committee, may communicate with the interested parties in order to resolve the grievance informally.

B. Formal Procedure

Step 1 - Department Level

Any faculty member having a grievance and having submitted his/her grievance through the Informal Procedure outlined above, shall submit a written statement of the grievance and the remedy sought to the department Chairperson within forty-five (45) working days after the grievant had knowledge or reasonably should have had knowledge of the event leading to the grievance. (For those faculty who have appointments in more than one department, the grievance must be submitted to the Chairperson of the department in which the grievant carries his/her primary appointment). The grievant shall discuss the matter informally with the Chairperson and every effort to resolve the grievance at this level shall be made. The department Chairperson shall respond to the grievance in writing within fourteen (14) working days of the filing at Step 1.

Step 2 - Dean

If, in the estimation of the grievant, the grievance is not satisfactorily resolved at Step 1, the grievant may within seven (7) working days after receipt of the Step 1 response, deliver the written statement of the grievance, together with a statement of the action taken by the Chairperson, to the Dean of the appropriate health science school. Copies thereof shall be delivered to the Chairperson, the Vice President for Health Sciences and the President. If the grievance involves an allegation of discrimination based on race, color, religion, national origin, sex, age or handicap, a copy of the grievance shall be sent by the Vice President for Health Sciences to the Special Assistant to the President for Affirmative Action. (The Special Assistant to the President may conduct an investigation of the incident and submit a report to the Dean and the Vice President for Health Sciences and President). The Dean shall investigate and attempt to resolve the grievance and shall within fourteen (14) working days after receipt of the written grievance render his/her

decision thereon.

Step 3 - Hearing Board

If the grievance is not resolved to the satisfaction of the grievant at Step 2, he/she may, within seven (7) working days after receipt of the Step 2 decision refer the grievance to the group designated by each individual school to receive formal grievances in writing with a request for a hearing. The request for hearing must state the grounds for the grievance, the remedy requested and contain a preliminary list of those persons whom the grievant intends to call as witnesses. In cases involving appointments, renewals of appointments, or promotion and tenure, the Step 3 hearing shall be restricted to issues of procedural due process and the hearing board shall not consider or act with respect to substantive matters concerned with professional competence or worthiness for appointment, promotion, tenure or retention of a faculty member.

(a) The Hearing Board shall convene the hearing as soon as possible, but not more than 30 working days from the date of the receipt of the hearing request. In the case of a faculty member who is under suspension, however, the hearing shall be held not later than fifteen (15) working days from the date of receipt of the hearing request.

(b) Within thirty (30) working days after the conclusion of the hearing (exclusive of school vacation periods), the hearing board shall report its findings, including recommendations for disposition of the grievance to the President for final disposition. Copies of the report shall be issued to all parties to the grievance and to the (Grievance Panel), the Dean and the Vice President for Health Sciences.

The President shall base his decision on the Step 3 record including the finding of the hearing board and he may seek the advice of any other university officials. At his discretion, the President may remand the grievance to the hearing board for further evidence and/or reconsideration of their findings, in which case the hearing board shall promptly take further evidence and/or reconsider their findings and issue a second report within fourteen (14) working days.

Section 5 - General Provisions

(a) The parties shall cooperate with each other in the investigation of any grievance and shall furnish each other such specific, reasonable and relevant information, not otherwise privileged, as is requested for the processing of any grievance.

(b) Documents developed in tenure and promotion proceedings involving the understanding and expectation that they are confidential will not be made available to the grievant by the University. Such documents may include, but are not limited to, letters of recommendation, evaluation forms and minutes of promotion and tenure committee deliberations.

(c) Attendance by persons other than parties to the grievance at Step 1 and 2 meetings shall be at the discretion of the Chairperson, Dean or Vice President for Health Sciences, respectively.

(d) Upon receipt of the grievant's request for hearing, a hearing board will be appointed. The size and membership of the grievance hearing board will be determined by the policy of the individual schools. The Hearing Board should elect a chairperson by majority vote. In the event that a faculty member has participated in the circumstances which led to the grievance, or in the event of other good cause shown, such person shall not serve on the hearing board.

(e) Conduct of the hearing:

1) The elected chairperson shall preside over the hearings.

2) No member of the elected hearing board may vote by proxy

3) The hearing shall be closed unless opened by mutual consent of the grievant and the hearing board

4) The personal presence of the grievant shall be required.

A grievant who fails without good cause to appear and proceed at such hearing shall be deemed to have abandoned the grievance.

5) Each party to the grievance may be accompanied and/or advised at the Step 3 hearing by a person of his/her own choosing and shall be so informed in the notification of the Hearing. However, parties will represent themselves in their presentation before the hearing board.

6) During the hearing, the parties to the grievance shall have the right to call and examine witnesses and to introduce evidence relevant to the issue of the hearing. At its discretion, the board may examine witnesses and arrange for the presentation of such additional evidence as it deems relevant. If the grievant does not testify in his/her own behalf, he may be called and examined as if under cross-examination.

7) Hearing need not be conducted strictly according to the legal rules of evidence or civil procedure.

8) Upon conclusion of the presentation of oral and written evidence, the hearing shall be closed and the hearing board will, at a convenient time, conduct its deliberations in executive session.

CHAPTER 9

BENEFITS POLICIES

To be eligible for benefits, paid faculty must work half time or more (at least five half-days per week) within the twelve month academic year.

Fringe Benefits

The Benefits Office in the Human Resources Department serves all Tufts employees. It provides full details to faculty on the following benefits: Basic Life Insurance, Optional Life Insurance, Long-Term Disability Insurance, Medical Insurance, Dental Insurance, Basic Retirement Benefits, Supplemental Retirement Annuity/Fidelity Custodial Accounts, Flexible Spending Accounts and Tuition Remission. All benefit policies of the University are subject to change and may be amended, changed, or discontinued at any time. Call the Human Resources Benefits Office at 617-627-3270.

The Human Resources Department mails a benefits package to eligible faculty as soon as it receives official notification of a faculty member's appointment. One-on-one orientation meetings are scheduled in late August or early September to explain in detail the benefits offered by the University.

Notes: All benefits-eligible employees are automatically enrolled in the University Basic Life Insurance and Basic Retirement Plan on the date the faculty member first becomes eligible. For all other benefits, the faculty member must actively enroll within 31 days from his/her eligibility date.

Tuition Remission

The Tufts University Tuition Remission Program provides tuition assistance for undergraduate enrollment at Tufts University for four groups: employees, spouses of employees, qualified same sex domestic partners of employees

and dependent children.

Tuition remission for four years of undergraduate study is available to dependent children of full-time regular employees and dependent children of the employee's same sex domestic partner. The employee must have been continuously employed for at least five years as of September 1st in any given year. Employees must remain employed on a full-time basis during the entire remission period. Other requirements and restrictions apply.

With regard to tuition remission for graduate courses at Tufts University, benefits-eligible faculty are entitled to take two courses per semester; their spouses or same-sex domestic partners may take one per semester. Dependent children are ineligible. Requirements and restrictions apply

If interested in the tuition remission benefit, contact Human Resources for a copy of the complete Tuition Remission Program.

http://hr.tufts.edu/1172048125288/Human_Resources-Page-hr2ws_1179840162743.html

Parental Leave

This policy is effective July, 1, 2015.

Purpose

This policy establishes guidelines for the use of parental leave by faculty.

Scope

This policy applies to all faculty members who have completed their 90-day orientation period at Tufts University.

Policy Statement

Parental Leave for Faculty Members with At Least 1 Year of Service

Faculty members who have at least one (1) year of service prior to the first day of taking Parental Leave, may take a leave of absence of up to twelve (12) weeks for the purpose of giving birth; preparing for or participating in the birth, adoption, or foster care of their child; or caring for their newborn or newly adopted or foster care child. Faculty members may choose to apply available paid sick time to their parental

leave. If the faculty member's sick time has been exhausted, the University will continue to pay the faculty member's salary for the duration of the leave. Faculty members who use available sick time will be allowed to retain up to three (3) sick days for future use upon returning to work. Please refer to the definitions for different types of parental leave for more details.

Parental Leave for Faculty Members with Less Than 1 Year of Service

Faculty members who have completed their 90-day orientation period and who have less than one (1) year of service prior to the first day of taking Parental Leave, may take a leave of absence of up to eight (8) weeks for the purpose of giving birth; preparing for or participating in the birth, adoption, or foster care of their child; and for caring for their newborn or newly adopted or foster care child. Faculty members may choose to use available sick, vacation, and/or personal time to cover this time. If the faculty member's sick time is exhausted during the first two (2) weeks of leave, the University will continue to pay the faculty member's salary for the duration of the first two (2) weeks. Any portion of the leave not covered by sick, vacation, or personal time will be unpaid. Please refer to the definitions for different types of parental leave for more details.

When Both Parents Work at Tufts

If both parents are employed by the University, they are allowed to take combined parental leaves totaling eight (8) or twelve (12) leave weeks, depending on their length of University service.

Interaction with Other Types of Leave

Parental leave runs concurrently with applicable disability and FMLA leave arising from pregnancy, birth, adoption, or foster care placement.

Types of Parental Leave / Definitions

Pregnancy related disability: Faculty members may take a Parental Leave of up to eight (8) or twelve (12) leave weeks depending on length of University service for the purpose of giving birth and subsequently caring for their newborn. Prior to the birth of their child, Parental Leave may be taken intermittently or on reduced leave schedule when medically necessary. Faculty members are required to provide health care certification to verify that such leave is necessary.

To care for the faculty member's child after birth: Faculty members may take a Parental Leave of up to eight (8) or twelve (12) leave weeks depending on length of University service for the purpose of participating in the birth and caring for their newborn. Faculty members are required to use this paid leave consecutively.

Placement for adoption or foster care: Faculty members may take a Parental Leave of up to eight (8) or twelve (12) leave weeks depending on length of University service for the purpose of preparing for or participating in adoption or foster care and caring for their newly adopted or foster care child under the age of 18 or under the age of 23 if the child is mentally or physically disabled. Prior to the placement of their child, leave may be taken intermittently or on a reduced leave schedule.

Sick Leave

Sick time is provided to allow faculty to:

- care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
- care for the individual's own physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
- attend routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse;
- address the psychological, physical, or legal effects of domestic violence; and
- travel to and from an appointment, a pharmacy or other location related to the purpose for which the time was taken (Provided that faculty make every reasonable effort to schedule such travel during non-classroom hours).

Earned sick time may be used for full or partial day absences. If an absence requires the University to cover the faculty member's clinic/class schedule, the University may require the faculty member to be absent during the entire clinic/class period. For example, if a faculty member

needs to be absent for the first two hours of a clinic session/course, the University may require that faculty member to take up to three hours of earned sick time.

Absence Notification, Attendance Expectations and Verification of Use of Sick Time

If a faculty member determines that he or she needs to be absent for a clinic session/or to reschedule a class, the faculty member should follow the standard procedures in place for his or her department, program or school. In most instances, these procedures allow for informal coverage of clinic /classes, make-up sessions and other reasonable professional courtesies extended to faculty who determine that they need to be absent during scheduled clinic/classroom or other work hours.

Payout of Sick Time

Sick time is not payable on termination of employment or appointment.

Illnesses Extending Beyond Three Days

Benefits-eligible faculty eligible may be eligible for up to six months of sick leave. The amount of time is pro-rated based on the faculty member's FTE. It is the University's practice to require documentation from the faculty member's primary care provider if the illness extends beyond three consecutive days or if there has been repeated use of sick days. All sick leave benefits will cease at the end of six months.

Interaction with Other Types of Leave

If any time off covered under this policy is also covered under the University's FMLA, Parental Leave or other leave of absence policies, sick time shall run concurrently with such leave. Faculty may choose to use, and the University may also require them to use, earned sick time to receive pay for absences under other leave policies if those absences would otherwise be unpaid.

Faculty members who are participating in the University's Long-Term Disability Plan (LTD) may apply for benefits under that plan.

Sick Time for Non-Benefits Eligible Faculty

This policy is effective July, 1, 2015.

Purpose

This policy establishes guidelines for the accrual and use of earned sick time by faculty who were previously ineligible to receive paid sick time. This policy is designed to provide such faculty with an opportunity to earn up to 40 hours of paid sick time per benefit year (July 1 through June 30).

Scope

This policy applies to all faculty whose primary work location for Tufts University is in Massachusetts and who were previously ineligible to receive paid sick time from the University.

Accrual of Sick Time

All faculty subject to this policy shall be eligible to use paid sick time. Sick time for faculty will be provided in a lump sum amount of 40 hours on July 1, which may be used throughout the fiscal year.

Use of Sick Time

Faculty may not use more than 40 hours of earned sick time per fiscal year. Earned sick time is available for use on July 1.

Domestic Violence Leave

This policy is effective July, 1, 2015.

Purpose

This policy establishes guidelines for the use of leave to address situations of domestic violence and abuse.

In order to help employees address situations of domestic violence and abuse, individuals may take up to fifteen (15) days of unpaid leave in a twelve (12) month period to address issues directly related to domestic violence against the employee or the employee's family member.

Appropriate use of such leave includes time off to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from a court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee. An employee may take such leave intermittently when necessary. Sick time taken to address the psychological, physical, or legal effects of domestic violence shall run concurrently with the employee's domestic violence leave.

All available accrued sick, vacation and personal time must be used during the period of the domestic violence leave. When all available paid accrued time runs out, the remainder of the leave will be unpaid.

When the need for domestic violence leave is foreseeable, an employee must give as much notice as possible. Employees may request domestic violence leave through their supervisor or the Human Resources Leave of Absence Administrator.

Personal Leave without Pay

Upon application by the faculty member, recommendation by the department chair, and approval by the Dean, the University may grant a leave without pay for personal reasons. The faculty member is encouraged to contact the Human Resources Benefits Office in advance to discuss his/her options. The leave is granted due to compelling personal circumstance that makes it impossible or difficult to be at work, but is not granted for personal gain or pleasure. During the course of the leave, the University does not contribute to the cost of any benefits; therefore, if a faculty member wishes to retain coverage, he/she must pay the full premium. Faculty should consult the Benefits Office to discuss coverage and payment of premiums. No personal leave of absence should exceed one year.

Family Medical Leave Act (FMLA)

Benefits-eligible faculty members may be entitled to up to 12 weeks of **unpaid**, job-protected leave for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth or placement for adoption or

foster care;

- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job

In general, to be eligible an employee must have worked for an employer for at least 12 months, have worked at least 1,250 hours in the 12 months preceding the leave and work at a site with at least 50 employees within 75 miles.

(source: U.S Department of Labor, Employment Standards Administration, Wage and Hour Division)

FMLA leave for qualified faculty members is currently monitored by the Faculty Affairs Officer.

Jury Duty

The University grants paid leaves for purposes of jury duty for all full-time and part-time faculty members. The department chair should be informed as soon as possible: (1) if a faculty member is called for jury duty and (2) if a faculty member is empaneled on a jury.

Vacation

Effective July 1, 2015

Vacation is based on the year beginning July 1 and ending June 30. Faculty members with less than 25 years of service receive 4 times the number of sessions worked per week in paid vacation per year. Faculty members with more than twenty-five (25) years of service are eligible for 5 times the number of sessions worked per week in paid vacation per year.

- Example: Faculty member with under 25 years of service works two days in the clinics performing morning, afternoon and evening sessions each day (6 sessions). This faculty member is entitled to 24 sessions of vacation time per year. If a faculty member with the same

workload has more than 25 years of service they are entitled to 30 sessions of vacation per year.

- Example: Faculty member with under 25 years of service works five days per week outside of the clinic (equal to 10 sessions). This faculty member is entitled to 40 sessions of vacation time per year (140 hours/20 days). If a faculty member with the same workload has more than 25 years of service they are entitled to 50 sessions of vacation per year (175 hours/25 days).

Vacation sessions will be pro-rated according to the start and end date of employment of the faculty member based on the fiscal cycle, July 1 to June 30. Part-time faculty members' receive pro-rated vacation time based on their regular work schedule.

Faculty may accrue a maximum of 3 sessions per day for working in the clinics; AM, PM, or evenings.

Faculty who do not work in the clinics are assigned an FTE based on the days worked at a rate of .2 FTE per day, which is equivalent to 2 sessions per day.

Usage Restrictions:

- Vacation time must be scheduled with, and be approved in advance by the department chairperson in a fair and equitable manner.
- Faculty members are free to decide which time periods they want to request for their vacations with no restrictions. However, it is expected that each faculty member be considerate and mindful of the needs of their department and fellow faculty members. Adequate faculty coverage for all academic sessions is of paramount importance requiring open and free communication with department Chair and fellow faculty members to ensure the needs of the school are met.
- Vacation days that are not used during a contract year are lost and cannot be carried over or "banked" for future use.
- Official University closings will not be counted as vacation days.

CHAPTER 10

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.

UNIVERSITY-WIDE POLICIES (selected)

Academic Freedom, Tenure and Retirement

http://provost.tufts.edu/1173277199936/Provost-Page-prov2w_1174240951069.html

Business Conduct Policy

http://finance.tufts.edu/policies/poli_busconducpolicy.php

Consensual Relationships

<http://www.tufts.edu/oeo/consensualrel.html>

Rights and Responsibilities with Respect to Intellectual Property

<http://www.tufts.edu/central/research/Property.htm>

Sexual Harassment

<http://www.tufts.edu/oeo/sexualharassment.html>

Use of Tufts Name and Insignia

<http://www.tufts.edu/central/research/Name.htm>

Other Tufts University policies can be found at

<http://inside.tufts.edu/policies/#infotech>

INFECTED HEALTH CARE WORKER (IHCW) PROTOCOL*

The infected health care worker will be accorded the same respect and support that is provided any other health care worker. The IHCW protocol is to protect and assist the infected health care worker (IHCW) in the work environment. The HCW is a student, staff or faculty whose activities involve physical contact with patients or with blood/body fluids from patients in the health care setting. Infections, both acute and chronic with high level of infectivity and/or transmissibility will be assessed including, but not limited to: pneumonia, mumps, measles, chicken pox, TB, hepatitis, and AIDS.

1. The IHCW will contact the Designated Faculty (DF)*, upon his/her earliest notification that they have an infectious condition and will consider it his/her moral and social responsibility to make this contact.
2. The DF with, if necessary, the assistance of the expert panel, will establish the health status of the IHCW and his/her susceptibility or their patients' susceptibility to infectious disease.
3. The DF with, if necessary, the assistance of the expert panel, will establish if immediate temporary isolation from the health care environment is needed.
4. The DF with, if necessary, the assistance of the expert panel, will establish the functional ability of the IHCW to perform assigned tasks or regular duties.
5. The DF with, if necessary, the assistance of the expert panel, will establish if illness interferes significantly with the IHCW's ability to provide quality care.
6. The DF with, if necessary, the assistance of the expert panel, will determine if specific patients are more vulnerable to infection.
7. The DF will confirm compliance of IHCW with established universal precaution guidelines to prevent transmission of disease.
8. The DF, with the assistance of the Panel, will establish if the involved IHCW performs "invasive procedures" and implement appropriate guidelines as established by the school.
9. The DF will ensure compliance of the IHCW with practice limitations, if recommended.
10. The DF will inform the IHCW regarding the resources available through the expert panel.
11. The DF will contact the expert panel in a confidential manner after obtaining the written consent of the IHCW, if additional advice or support is required.
12. Access to information from the "expert panel" will be made with the option of anonymity should the IHCW so desire.
13. Using the option of anonymity, the IHCW through the DF can discuss with the panel his or her situation, the varying action steps and the potential ramifications without fear of involuntary disclosure and negative consequences.
14. Access to professional counseling will be available for the IHCW through the DF or school appointed psychiatrist or legal counsel in the event of an occupationally acquired infection.
15. The DF will maintain (a) periodic monitoring of the IHCW on a case-by-case basis through various options—reports by the IHCW or the IHCW's personal physician; (b) all records regarding the IHCW in strict confidence.

*Dr. Ganda has been designated the primary contact. In the event Dr. Ganda is unavailable, Dr. Papageorge should be contacted.

Medical Emergency Protocol

Emergency medical problems can occur at any place in the dental building. Most commonly they will occur in the clinic, but they could also occur in a laboratory, office, restroom or lounge.

Whoever discovers the emergency situation should do the following:

- A. **Assume charge of the situation until relieved.** You are responsible for managing the event until expert help arrives.
- B. **Be calm and don't panic.** Most emergencies appear worse than they are. If you lose control, you will be of no help to the victim.
- C. **Check and note the time.** Knowing how long the victim has been in a compromised situation is very important to the management of the care of the victim. Write down the time on anything at hand. Record any major events that occur after the emergency starts. For example, if the person stops breathing, loses their pulse, passes out, etc.

Then, begin to assist the victim:

1. **Stay with the victim.** A person in distress should never be left alone.
2. **Get someone to help you.** You should stay with the victim, but also have another person at hand to assist you. This assistant is responsible for getting a medically qualified person (clinic instructor, oral surgery resident, code team) to assess the victim.
3. **Remove the victim from harm.** If the victim is light-headed, assist him/her to a horizontal position. If bleeding, apply pressure to the site. If attached to an electrical cord, pull the cord out from the receptacle. If seizing, assist to the floor unless seated in a dental chair.
4. **Summon expert help.** Once the victim is free from immediate harm the nearest clinical staff member should be directed to page an Oral Surgery Resident *“STAT”* to the scene using the clinic overhead paging system. Be sure to be clear as to the location (floor and bay number). Notify Campus Police at extension 6610. The Oral Surgery Resident (and staff) are generally present from 7:00 AM to 5:00 PM. For evening clinic there is no oral surgery coverage. Campus Police should be notified at extension 6610.

Check for pulse at the neck, watch the chest rise and fall to check for breathing. **If the patient does not have a pulse or is not breathing, a code “99” should be called and you should initiate cardiopulmonary resuscitation (CPR).**

5. **Get the code (crash) cart.** Send your assistant for the code cart. It is a red-wheeled cart kept near the dispensaries on floors 2, 3, 4, 5 and 8. Be sure to bring the green oxygen tank (kept near but separate from the code cart). Having the cart at hand will save valuable time when the expert help arrives.
6. **Keep the area clear.** Emergencies attract crowds, crowds interfere with those trying to help the victim. Order all those not actively helping the victim to stand back.
7. **For all emergencies:** An incident report must be filed in the office of the Assistant Dean of Clinical Affairs, DHS-3, and if the victim is a patient, a case note should be made in the clinic record.

Medical Emergencies Protocol Summary

If the patient is spontaneously breathing and is maintaining a pulse and blood pressure:

1. Call the R.N. and oral surgeons on the fifth floor, extension 6995.
2. State: ``There is a medical emergency on the _____ floor, operatory number _____.
3. Call Campus Police: Dental Tower, extension 6610
4. Notify the reception desk of your location.
5. If personnel is available, station someone in the reception area by the stairway to direct the emergency team to the emergency area.
6. The oxygen delivery system, stethoscope and sphygmomanometer should be available at the operatory.

OR

If the patient is not breathing and not maintaining a blood pressure:

1. Dial extension 5555 and repeat as follows:
 `Code 99, there is a medical emergency on the _____ floor, dental tower." The Team will be directed to the site by a person stationed at the door connecting *Proger Hospital to the Dental Tower*.
2. Specify child or adult.
3. Keep your phone clear—the CODE operator in the hospital will call back to check the arrival of the team within one minute of your first call.
4. Call *Campus Police: Dental Tower 6610*.
5. Alert R.N. on fifth floor, extension 6995..

Tufts University School of Dental Medicine Needle-stick/Percutaneous Incident Protocol



