

FACULTY CONSTITUTION AND BYLAWS OF INDIANA UNIVERSITY SCHOOL OF DENTISTRY

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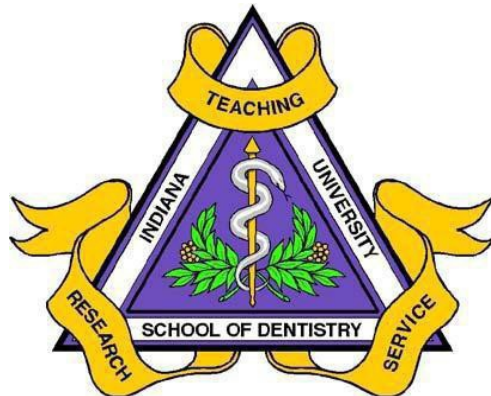


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FACULTY CONSTITUTION AND BYLAWS OF INDIANA UNIVERSITY SCHOOL OF DENTISTRY

CONSTITUTION

Article I. Name

The name of the organization shall be the Faculty Council of Indiana University School of Dentistry.

Article II. Powers and Responsibilities

Section 1. Source of Powers

Subject to the limitations imposed by the laws of the State of Indiana, the Trustees of Indiana University, the Faculty Constitution of Indiana University and the Faculty Constitution of Indiana University Purdue University, Indianapolis (IUPUI), this Constitution confirms and establishes faculty powers and responsibilities in the Faculty Council of Indiana University School of Dentistry.

Section 2. Faculty's Rights and Responsibilities

The Faculty Council shall retain and exercise powers and duties that pertain to the formation of goals and standards of dental education. The Faculty Council shall:

- Establish policies for admission, retention and academic placement of students;
- Establish policies governing conduct and discipline of students;
- Develop curricula, course content, academic procedures and degree requirements, and nominate candidates for degrees subject to the rights of review by appropriate governing bodies within the university and by appropriate external bodies when their prerogatives are affected;
- Review educational outcomes and policies continuously;
- Determine the academic calendar and the general policies for scheduling classes;
- Establish policies for institutional and student participation in extracurricular activities;
- Consider matters related to the Indiana University School of Dentistry Library;
- Recommend to the Dean procedures for general faculty welfare, faculty conduct and discipline, dismissal from the faculty, non-reappointment and non-promotion in academic rank and/or tenure;
- Participate in the process of selecting candidates for Dean, Associate and Assistant Deans;
- Recommend to the Dean at least one faculty representative to participate in any formal review process of Department Chairs, Assistant Deans and Associate Deans;
- Discuss faculty views on matters pertaining to the conduct and welfare of the school with the Dean through appropriate channels;
- Establish faculty governing bodies and determine their powers; and
- Implement processes/practices that may be subsequently delegated by the Trustees of Indiana University.

Section 3. Dean's Powers and Responsibilities

- A. The Dean is the chief administrative officer of Indiana University School of Dentistry and may appoint the persons necessary to assist in the discharge of the duties of the office.
- B. The Dean or his/her designee shall perform the following duties in regard to the Faculty Council:
 - Report to the Faculty Council at each meeting;
 - Meet with the Executive Committee of the Faculty Council semi-annually and additionally as needed; and
 - Certify to the Secretary of the Faculty Council the names of all faculty members including department, academic rank, tenure status or non-tenure track, and full or part-time status, at least one (1) month prior to the beginning of the academic year or upon request of the faculty.
- C. The Dean is not eligible to serve as an Officer of the Faculty Council or as Chair or elected member of any Faculty Council Committee.

Article III. Faculty Council

Section 1. Membership

All faculty holding full-time, part-time, adjunct, visiting, or Emeritus appointments and the librarians with academic appointments at Indiana University School of Dentistry shall constitute the Faculty Council of Indiana University School of Dentistry.

Section 2. Voting Members

- A.** Faculty: All faculty and librarians, with the exception of post-doctoral appointees, holding faculty appointments of 75 to 100 percent at Indiana University School of Dentistry shall be Voting Members.
- B.** Part-time and Adjunct Faculty: There shall be six (6) members of the part-time and adjunct faculty elected by the Faculty Council to serve a term of two (2) years. Three (3) of these representatives are elected in alternate years. These six (6) members shall be Voting Members.
- C.** Emeritus Faculty: Emeritus Faculty members are non-Voting Members unless otherwise stated in this Constitution and Bylaws.

Section 3. Associate Members

The Faculty Council may elect administrative officers who do not hold academic rank and other full-time employees of Indiana University School of Dentistry as Associate Members of the Faculty Council. Associate Members of the Faculty Council shall have all membership privileges unless otherwise stated in this Constitution and Bylaws.

Article IV. Officers

Section 1. Officers

There shall be: President, Immediate Past-President, President-Elect, Secretary, Secretary-Elect, and Parliamentarian.

Section 2. Terms of Office

All officers shall serve a term of one (1) year beginning July 1st. The President shall succeed to Immediate Past-President, the President-Elect shall succeed to President, and the Secretary-Elect shall succeed to Secretary.

Section 3. Executive Committee

The officers and two (2) At-Large members elected by the Faculty Council shall comprise the Executive Committee. The Parliamentarian shall be a non-voting member of the Executive Committee.

Article V. Meetings

Section 1. Regular Meetings

The faculty shall hold at least six (6) regular meetings each year, with one meeting at the end of each academic semester (Fall, Spring, Summer). Three meetings shall be scheduled at the discretion of the Executive Committee. At one of the meetings, the Dean shall report in detail on the State of Indiana University School of Dentistry. The Dean may make recommendations to the faculty and identify problems that are deemed pertinent. Additional regular meetings may be called by the President, or any officer designated by the President, or upon petition of ten (10) Voting Members.

Section 2. Special Meetings

Special meetings of the Faculty Council shall be scheduled, if requested in writing by ten (10) Voting Members. These special meetings shall be limited to the business detailed in the faculty petition. The President or any officer designated by the President may also direct the Secretary to call a special Faculty Council meeting to discuss specific business.

Section 3. Notice of Meetings

The Secretary of the Faculty Council shall formally notify each member of the Faculty Council at least three (3) working days in advance of the date of a regular, additional or special Faculty Council meeting and include a proposed agenda. The dates of the six (6) regular meetings will be scheduled at the beginning of the academic year and listed in the Indiana University School of Dentistry Academic Calendar. All Faculty Council meetings shall be scheduled at times when the majority of the voting membership is available to attend.

Section 4. Quorum

Twenty-five percent (25%) of the total number of Voting Members shall constitute a quorum for receiving reports and conducting business authorized by this Constitution.

Section 5. Record of Meetings

The Secretary shall prepare and make available to all faculty members all minutes and other documents acted upon by the Faculty Council. The Office of the Dean shall provide administrative and secretarial support for the Faculty Council, with oversight provided by the Secretary.

Article VI. Committees

Section 1. Responsibilities

The Faculty Council shall carry out the following responsibilities at the Indiana University School of Dentistry:

- Elect the membership of standing Faculty Council committees, as provided for in the Bylaws.
- Create such ad hoc committees as it deems necessary to perform the work of the Faculty Council; and
- Hear reports and vote on recommendations of the Standing and ad hoc committees.

Section 2. Standing Committees

The Standing Committees of the Faculty Council are:

- Admissions Committee:
 1. Dental
 2. Dental Hygiene
 3. Dental Assisting
- Appeals Committee
- Budgetary Affairs Committee
- Constitution and Bylaws Committee
- Curriculum and Assessment Committee:
 1. Dental
 2. Dental Hygiene
 3. Dental Assisting
- Executive Committee
- Faculty Affairs Committee
- Faculty Awards Committee
- Faculty Grievance Committee
- Professional Conduct Committee
- Progress Committee:
 1. Dental
 2. Dental Hygiene
 3. Dental Assisting
- Promotion and Tenure Committee
- Review and Enhancement Committee

Section 3. Reports

Reports and recommendations of each committee will be made as needed or requested. A written annual Summary Report of each committee's activities shall be submitted to the Executive Committee at the Fall Teaching Conference.

Article VII. Elections

The Executive Committee will submit a slate of candidates for each of the following offices: President- Elect, Secretary-Elect, Parliamentarian and At-Large Members for Standing Committees. Nominations from the faculty must be submitted to the Executive Committee on or before May 10th of each year. The list of candidates shall be circulated by May 15th to the Voting Members for election. Voting must be completed no later than June 1st of each year. The Executive Committee will prepare a slate of candidates for additional elections as needed.

Article VIII. Amendments

Section 1. Procedure

Any proposed amendment must be endorsed by ten (10) faculty members, given to the Secretary ten (10) working days before the next Faculty Council meeting, and circulated by the Secretary to the Voting Members three (3) working days before the meeting. The proposed amendment will be presented to the Faculty Council at this meeting as a first reading to allow time for discussion and the development of additional material. After the second reading at a subsequent Faculty Council meeting, the final vote on the amendment may be taken at that meeting or thereafter by electronic ballot.

Section 2. Constitution

The quorum required for constitutional amendments is two-thirds (2/3) of the total eligible Voting Members of the Faculty Council. Successful amendment of the Constitution shall require a two-thirds (2/3) majority of those voting once a quorum is achieved.

Section 3. Bylaws

The quorum required for bylaws amendments is two-thirds (2/3) of the total eligible Voting Members of the Faculty Council. Successful amendment of the Bylaws shall require a simple majority of those voting once a quorum is achieved.

Section 4. Clerical Modifications

The President is authorized, after consultation with the Constitution and Bylaws Committee, to make simple clerical modifications to the Constitution or Bylaws – such as corrections to spelling or punctuation, insertion or removal of cross-references, or updating the Constitution or Bylaws to reflect changes in the names of administrative offices or positions – provided that doing so in no way alters the intent of the text thus modified.



FACULTY CONSTITUTION AND BYLAWS OF INDIANA UNIVERSITY SCHOOL OF DENTISTRY

BYLAWS

I. Rules of Procedure

The current edition of Robert's Rules of Order shall govern the conduct of the meetings of the Faculty Council, except insofar as the Constitution and Bylaws make express provision to the contrary.

As provided in Robert's Rules of Order, *ex officio* means that members of Committees serve by virtue of their offices or positions. When an *ex officio* member of a Committee ceases to hold the office or position that entitles him/her to membership, the membership on the Committee term inates automatically. Unless otherwise indicated within the Committee's voting status, *ex officio* members who hold Full-Time faculty or librarian appointments will not have voting rights, be able to serve as the chair of that committee, or be able to make motions.

A quorum for Standing Committee meetings shall be fifty percent (50%) of the elected members. Emeritus faculty may serve with voting rights on committees only upon approval of the Faculty Council. All Faculty Council Standing Committees will provide an annual Summary Report in writing to the Faculty Council at the Fall Teaching Conference.

II. Officers of the Faculty Council

A. The President

The duties and authority of the President are as follows:

- Preside at all Faculty Council meetings;
- Chair the IU School of Dentistry Executive Committee meetings;
- Appoint, with the consultation of the Executive Committee, a Voting Member of the Faculty Council to any vacant Faculty Council committee position and to the positions of Secretary, Secretary-Elect, members At-Large and Parliamentarian to serve until the next Faculty Council election;
- Call a special election of the Faculty Council to fill a vacated President-Elect position;
- Serve or designate an Executive Committee member to serve as an *ex officio* member of all Faculty Council committees; and
- Vote only to break a tie vote or if the vote is taken by ballot.

B. The President-Elect

The duties and authority of the President-Elect are as follows:

- Serve as Chair of the Faculty Council in the absence of the President;
- Succeed to the Office of President at the expiration of the President's term or in the event that the President's position becomes vacant; and
- Serve as a member of the Executive Committee.

C. The Immediate Past-President

The duties of the Immediate Past-President are as follows:

- Serve as an advisor to the President;
- Serve as Chair of the Appeals Committee; and
- Serve as an *ex officio* member of the Executive Committee.

D. The Secretary

The duties of the Secretary are as follows:

- Notify all members of Faculty Council meetings at least three (3) working days in advance by circulating a proposed agenda with the time and place of each meeting;
- Circulate or post other meeting-related documents for faculty review;
- Issue minutes of the meeting and conduct correspondence;
- Maintain the Faculty Council electronic archive; and
- Serve as a member of the Executive Committee. The Secretary is eligible for re-election.

E. The Secretary-Elect

The duties of the Secretary-Elect are as follows:

- Serve as Secretary of the Faculty Council in the absence of the Secretary;
- Assist with the duties of the Secretary, as requested by the Secretary;
- Succeed to the Office of Secretary if the current Secretary chooses not to run for the position of Secretary the following year or in the event that the Secretary's position becomes vacant; and
- Serve as a member of the Executive Committee.

F. The Parliamentarian

The duties of the Parliamentarian are as follows:

- Render decisions on parliamentary procedure according to the current edition of Roberts Rules of Order; and
- Serve as a non-voting member of the Executive Committee.

In the absence of the Parliamentarian, an appropriate substitute shall be designated by the President of the Faculty Council or by the officer presiding over the meeting.

The Parliamentarian of the Faculty Council is eligible for re-election.

III. Faculty Representatives

A. American Dental Education Association (ADEA) Faculty Delegate

This delegate is elected from at least two (2) candidates from a slate of candidates prepared by the Executive Committee. The delegate serves a three (3) year term and is eligible for re-election. Upon election, the ADEA Central Office requires notification by the Dean's office of the name of the new delegate by January 1st preceding the annual session, at which the incumbent delegate's term ends.

B. IUPUI Faculty Council (IFC) Unit Representatives

Annually, the IFC sends a notice to the Dean to elect the number of representatives that the School of Dentistry has been allocated. This memorandum will be referred to the Executive Committee. The Executive Committee shall conduct an election as stated within these Bylaws and notify the IFC Secretary. IFC representatives serve two (2) year terms and are eligible for re-election. However, no representative may serve more than two (2) consecutive terms.

C. IUPUI Faculty Council (IFC) At-Large Representatives

Annually, the IFC sends a notice to the Deans so that each unit may nominate At-Large representatives for the IFC. This memo will be referred to the Executive Committee. The Executive Committee shall conduct an election if needed and notify the IFC Secretary of nominees. If elected, IFC At-Large representatives serve a two (2) year term and are eligible for re-election. No representative may serve more than two consecutive terms.

IV. Committees of the Faculty Council

A. Admissions Committee

1. Dental

Charge: The Dental Admissions Committee is charged with the responsibility of reviewing and selecting qualified and diverse candidates for admission to the pre-doctoral dental program who best demonstrate the capability of advancing the oral and general health of the diverse populations they will serve and to meet the workforce needs of Indiana and beyond.

Composition: The Committee will consist of ten (10) At-Large faculty members and seven (7) alternate members who will be elected by the Indiana University School of Dentistry Faculty Council. A ballot will be constructed by the Executive Committee with candidates solicited through open nomination. In addition, the Associate Dean for Diversity, Equity and Inclusion, the Associate Dean for Admissions and Student Affairs, the Associate Dean for Academic and Clinical Affairs, the Assistant Dean for Academic Affairs and the Assistant Dean of Clinical Affairs shall be *ex officio* members of the Committee. At-Large and alternate membership is limited to faculty members of the Indiana University School of Dentistry with doctoral degrees. At-Large members shall serve for a three (3) year term and are eligible for re-election. Alternate members shall also serve for a three (3) year term and are eligible for re-election. Members will serve staggered terms to ensure continuity of committee work. Committee alternates elected by the Faculty Council are acceptable substitutes when Admissions Committee members cannot be present for committee meetings. Non-Admissions Committee faculty may conduct applicant interviews as needed.

Quorum: There must be a total of ten (10) elected committee members present at committee applicant selection meetings. There must be a minimum of six (6) elected committee members present at non-selection meetings.

Chair: The Chair shall be elected by voting members of the Committee to serve a three (3) year term and maybe re-elected for one additional consecutive term.

Voting Status: All members of the Committee shall participate in discussions and have a confidential vote, including *ex officio* members, if they have participated in the admissions process that cycle, including prescreening or interviews. All committee discussions and votes will be confidential.

2. Dental Hygiene

Charge: The Dental Hygiene Admissions Committee shall make recommendations to the Faculty Council on admissions enrollment policies and procedures and shall select students for admission to the program.

Composition: The Committee shall consist of the Dental Hygiene Program Director and all faculty members with full-time appointments in the Dental Hygiene Program. A minimum of two (2) additional dental or dental hygiene faculty with teaching responsibilities in the Dental Hygiene program shall be elected by the Faculty Council to serve a two (2) year term and are eligible for re-election. The Chair may appoint one (1) part-time faculty member from the Dental Hygiene Program Faculty to serve as a voting member of the Committee for a one (1) year, renewable term. The Assistant Dean for Admissions and Student Affairs or a designee and the Associate Dean for Diversity, Equity and Inclusion will serve *ex officio*.

Chair: The Chair shall be elected by the voting members of the Committee to serve a two (2) year term and maybe re-elected.

Voting Status: All members of the Committee may propose candidates' names for admission to the Dental Hygiene Program and all members may participate in voting for acceptance of candidates. *Ex officio* members shall not be eligible to vote on other matters that may come before the Committee.

3. Dental Assisting

Charge: The Dental Assisting Admissions Committee shall make recommendations on admissions enrollment policies to the Faculty Council and shall select students for admission to the program.

Composition: The Committee shall consist of at least six (6) faculty members to include the Dental Assisting Program Director and all faculty members with full and part-time appointments in the Dental Assisting Program. Additional Dental and Dental Hygiene faculty with part-time teaching responsibilities with the Dental Assisting Program shall be elected by the Committee to serve a two (2) year term and are eligible for re-election. An At-Large member may be elected to serve on the Committee with approval of the Committee. The Associate Dean for Admissions and Student Affairs and the Associate Dean for Diversity, Equity and Inclusion will serve as *ex officio*.

Chair: The Chair shall be elected by the voting members of the Committee to serve a two (2) year term and may be re-elected.

Voting Status: Each member of the Committee shall have a vote, except those serving *ex officio*.

B. Appeals Committee

Charge: The Appeals Committee shall hear student appeals of Progress Committee and PCC decisions for suspension or dismissal from Indiana University School of Dentistry due to issues of academic performance or repeated incidents of misconduct. The Chair of the Appeals Committee and the President of the Faculty Council will present findings to the Dean for final resolution.

Composition: The Committee will consist of the members of the Executive Committee and three (3) At-Large members with the rank of Associate Professor or above. There shall be no more than one (1) At-Large member from the same department. All appeals must be heard by at least five (5) members of the Appeals Committee.

Chair: The Immediate Past-President shall Chair the Committee.

C. Budgetary Affairs Committee

Charge: The Budgetary Affairs Committee shall review the general academic priorities of Indiana University School of Dentistry and the reflection of such needs in the creation of budgets, inform the Faculty Council of budgeting procedures and points of potential faculty input and alert the Faculty Council to matters of budgetary importance external to the School of Dentistry. In the case of financial exigency, the Committee will participate with school administration in the formation of a plan to address the problems, as described in the "Policy on Dealing with the Effects of Financial Difficulties," adopted by the IUPUI Faculty Council, March 7, 1996.

Composition: The Committee shall be composed of one (1) member elected from each department and two (2) At-Large representatives elected by the Faculty Council. Department Chairs, Associate Deans, Assistant Deans and the Dean shall not be eligible to serve. Elected members shall serve for a two (2) year term and are eligible for re-election. The Assistant Dean for Finance and Administration and the Dean shall serve *ex officio*. The Indiana University School of Dentistry representative to the IUPUI Budgetary Affairs Committee shall serve *ex officio*.

Chair: The Chair shall be elected by the voting members of the Committee to serve a two-year term and may be re-elected but may serve no more than two (2) consecutive terms.

Voting Status: Each elected member of the Committee shall have a vote.

D. Constitution and Bylaws Committee

Charge: The Constitution and Bylaws Committee shall review the Constitution and Bylaws once per semester, draft revisions when necessary and provide, in conjunction with the Parliamentarian, interpretations of those documents when questions arise. This Committee will be charged with maintaining an accessible, up-to-date version of the Constitution and Bylaws.

Composition: The Committee shall consist of three (3) members elected by the Faculty Council. The elected members may not include the Dean, Associate Deans, Assistant Deans or Department Chairs. The members will serve a two (2) year term and may be re-elected. There will be no more than one (1) Committee member from the same department. The Parliamentarian shall serve *ex officio*.

Chair: The Chair shall be elected by the voting members of the Committee to serve a two (2) year term and maybe re-elected.

Voting Status: Each elected member of the Committee shall have a vote.

E. Curriculum and Assessment Committee

1. Dental

Charge: The Committee shall maintain a continuing review and oversight of the predoctoral dental curriculum, including institutional grading, assessment and remediation policies and procedures, as well as institutional competencies. The Committee shall approve curricular revisions such as, but not limited to, course/module content, objectives and outcomes; addition or deletion of a course/module (including electives); course/module sequencing and scheduling; and credit hour assignment and distribution. When deemed appropriate, the Committee will make recommendations to the Faculty Council. The Committee will make an annual report to the Faculty Council. The Office of Academic Affairs will provide the Committee with administrative support.

Composition: The Committee will be composed of one member (1) elected by each department, with two (2) At-Large representatives elected by the Faculty Council. The Associate Dean for Academic and Clinical Affairs, the Assistant Dean for Academic Affairs, the Assistant Dean for Clinical Affairs, the Associate Dean for Admissions and Student Affairs and the Associate Dean for Diversity, Equity and Inclusion will serve as *ex-officio* members. Members shall serve for a three (3) year term and are eligible for re-election; however, no member may serve more than two (2) consecutive terms. One elected student from each class serves as an *ex officio* member for a one (1) year term; students may be re-elected.

Chair: The Chair will be elected for a two (2) year term by the voting members of the Committee and may be re-elected.

Voting Status: Each member of the Committee shall have a vote except *ex officio* members.

2. Dental Hygiene

Charge: The Dental Hygiene Curriculum Committee is responsible for reviewing the Dental Hygiene Program's goals and objectives. This will include, but not be limited to, reviewing, evaluating, and revising the curriculum, and assisting in coordinating course content.

Composition: The Committee shall consist of the Dental Hygiene Program Director and all full-time Dental Hygiene Program Faculty Members. Additional faculty who teach within the dental hygiene curriculum may be elected by the Faculty Council for a renewable term of two (2) years. Part-time dental hygiene faculty members who teach within the program may also serve on the Committee through appointment by the Chair. The Chair shall appoint one (1) first year and one (1) second-year dental hygiene student to serve as *ex officio* members.

Chair: The Chair shall be elected by the voting members of the Committee to serve a two (2) year term and maybe re-elected.

Voting Status: Each elected and the appointed member of the Committee shall have a vote.

3. Dental Assisting

Charge: The Dental Assisting Curriculum Committee is responsible for reviewing the Dental Assisting Program's goals and objectives. This will include, but may not be limited to, reviewing, evaluating, and revising the curriculum and assisting in coordinating course content and faculty teaching responsibilities.

Composition: The Committee shall consist of at least six (6) faculty members to include the Dental

Assisting Program Director and all faculty members with full and part-time appointments with the Dental Assisting Program. Additional Dental and Dental Hygiene faculty with part-time teaching responsibilities in the Dental Assisting Program shall be elected by the Committee to serve a two (2) year term and are eligible for re-election. The Associate Dean for Admissions and Student Affairs will serve *ex officio*. The vice president of the current class will serve *ex officio*.

Chair: The Chair shall be elected by the voting members of the Committee to serve a two (2) year term and may be re-elected.

Voting Status: Each elected and appointed member of the Committee shall have a vote.

F. Executive Committee

Charge: The Executive Committee should meet at least monthly, or as necessary, to conduct the business of the faculty. The President of the Faculty Council shall report the actions of the Committee for faculty consideration at each regularly scheduled Faculty Council meeting. The Committee will determine the agenda for each Faculty Council meeting. All communications requesting faculty consultation, Faculty Council action, study or advice will be placed on the agenda or referred to an appropriate committee which shall report back to the Executive Committee with recommendations. The Executive Committee will ensure that Standing Committee reports and recommendations are available to the Faculty Council. The Executive Committee shall annually review the activities and charge of each Faculty Council Standing Committee.

The Committee shall present a slate of nominations for all committees, except when otherwise provided herein. The Committee will submit to the Faculty Council at least two (2) names per position for President-Elect, Secretary-Elect, Parliamentarian, faculty delegate to the American Dental Educators Association (ADEA), and IUPUI Faculty Council unit representation. Four (4) names shall be submitted for the two (2) elected Executive Committee members. Slates for other committees shall be forwarded with at least one (1) name per position. If the President-Elect position becomes vacant, the Executive Committee shall submit the names of two (2) candidates and hold a special election to fill this position. It is the responsibility of the Committee to survey members of the Faculty Council to identify members interested in serving as officers, representatives or committee members. Any Faculty Council member may nominate members for candidates. The Executive Committee shall prepare ballots for and conduct all elections.

Composition: The Committee will be composed of the President of the Faculty Council, the President-Elect, the Immediate Past-President, the Secretary, Secretary-Elect, Parliamentarian and two (2) at-large members elected by the Faculty Council. Members may not include the Dean and Associate Deans. At-large members shall serve for a two (2) year term and are eligible for re-election.

Chair: The President of the Faculty Council shall serve as the Chair of the Committee.

Voting Status: Each member of the Committee shall have a vote, except for the Parliamentarian.

G. Faculty Affairs Committee

Charge: The Faculty Affairs Committee shall consider issues related to faculty matters and conditions of work, including but not limited to: matters of academic freedom, faculty development, technology and informatics, and library affairs, etc. In addition, this committee will establish and support an ad-hoc Teaching Conference Committee and annually review and maintain the Faculty Handbook.

Composition: The Committee shall consist of one (1) elected representative from each department, with two (2) At-Large members elected by the Faculty Council. The Associate Dean of Faculty Affairs, Head Librarian, and the Associate Dean of Academic and Clinical Affairs shall serve as *ex officio* members. Each member shall serve for a three (3) year term.

Chair: The Chair shall be elected by voting members of the Committee for a two (2) year term and may be re-elected, but may serve no more than two (2) consecutive terms.

Voting Status: Each elected member of the Committee shall have a vote.

H. Faculty Awards Committee

Charge: The Faculty Awards Committee is charged with 1) promoting the submission of nominations for faculty awards which are external to Indiana University, University-wide, Campus-wide, and internal to Indiana University School of Dentistry; and 2) promoting transparency and limiting conflicts of interest in the selection of awardees for the awards determined by Indiana University School of Dentistry and the Committee. The overall goal of the Committee is to advocate for and assure appropriate recognition of our faculty in a manner that promotes transparency and equity, and limits conflicts of interest.

In order to promote the submission of nominations of the Indiana University School of Dentistry faculty, the Committee shall compile, distribute and post a list of major awards external to Indiana University, University-wide, Campus-wide, and internal to Indiana University School of Dentistry that are applicable for the Indiana University School of Dentistry faculty. The Committee shall inform the department chairs of relevant awards in their area whose submission deadlines are approaching. The Committee may also contact faculty and/or their chairs if they think these individuals could be nominated for upcoming awards.

For awards determined by Indiana University School of Dentistry and/or the Committee, the Committee shall regularly evaluate and request faculty feedback on the award selection processes. The selection processes must be based on data/evidence to ensure fairness and eliminate conflicts of interest. If a Committee member is a nominee for an award determined by the Committee, the Committee member shall recuse himself/herself from that entire selection process and an un-nominated replacement, preferably from the same department, will be appointed by the Committee within five (5) business days. In addition, the award criteria and selection processes must be clearly communicated to the faculty.

Composition: The Committee shall consist of one (1) elected representative from each department and two (2) At-Large members elected by the Faculty Council. The Associate Dean for Faculty Affairs shall serve as *ex officio*. There are to be no administrators on this Committee at the level of Department Chair or above. Each member shall serve for a three (3) year term and may serve no more than two (2) consecutive terms.

Chair: The Chair shall be elected by voting members of the Committee for a three (3) year term and may be re-elected, but may serve no more than two (2) consecutive terms.

Voting Status: Each elected member of the Committee shall have a vote.

I. Faculty Grievance Committee

Charge: The Faculty Grievance Committee (FGC) is charged with reviewing grievances of IUSD faculty members concerning dismissal, non-reappointment, tenure, promotion, academic freedom, salary adjustment, resolutions stemming from professional misconduct or other conditions of work. The Committee provides a means of peer evaluation, assessment of issues, and recommendations. Equity for the good of the individual and the good of the institution shall always be considered. The responsibilities of the Committee are to gather information regarding the substance of the grievance, analyze the relevant considerations (in light of existing policies and principles of professionalism and fairness), and prepare a written report of its findings and recommendations, to be shared with the Grievant, Dean, and the Executive Associate Dean/Associate Dean of Faculty Affairs. In cases in which the Committee considers that the rights of the faculty member(s) have not been adequately protected, the Committee should formulate a recommendation for remediation. The filing of a grievance in no way stops corrective, disciplinary, or administrative action that is needed to protect patients, students, staff and/or faculty or is otherwise permissible according to applicable university requirements.

Composition: The Committee shall consist of three (3) standing members and four (4) non-standing full-time faculty members to be appointed on a case-by-case basis. Several Committees with different non-standing members may be formed in case of multiple, non-related grievances. The three standing members will be the President, Past-President, and President-Elect of the IUSD Executive Committee. Non-standing members will be appointed by the President of the IUSD Executive Committee after consultation with the IUSD Executive Committee, the Dean and the Executive Associate Dean/Associate Dean for Faculty Affairs. Membership in the FGC is limited to IUSD full-time faculty. The appointment of non-standing members shall consider the nature of the case, rank of the Grievant to allow for fair peer

evaluation, and potential conflicts of interest which would preclude faculty from being appointed. Furthermore, consideration should be given to faculty with experience serving on the IUSD Executive Committee, the IUSD Promotion and Tenure Committee, the IUPUI Faculty Council, and/or prior experience as a Chair of a FC Committee. The Committee may request legal advice from the Office of the Vice President and General Counsel, as appropriate.

Procedure: An IUSD faculty member seeking to hear his or her grievance must contact the President, Past-President, or President-Elect of the IUSD Executive Committee within 30 days of the cause of his or her grievance. Within 14 days, the Committee shall be formed as described above. The Committee shall review, as appropriate, all relevant documentation pertaining to the case. The determination of 'relevance' will be made by the Committee. The Committee shall have access to any documentation leading to the grievance including but not limited to that held by the Administration or other bodies, for example the Promotion and Tenure Committee. The Committee is expected to meet with the Grievant but may also meet with other parties relevant to the grievance. The Grievant/other party may have up to two other persons present at the hearing, but the Committee must be informed as to the names and purposes for attending the hearing and must agree to their presence. Those representatives/observers may confer with the Grievant/other party they have been asked to represent, but representatives/observers do not have a right to address the Committee or otherwise actively participate in the process. The Committee is expected to conclude its deliberations within 30 days of its formation and shall provide a written report as described above within 14 days after that. The Committee will then disband and non-standing members will be released of their duty. The proceedings, information gained, and conclusions of the review shall be held in confidence to the extent practicable. The Grievant may withdraw a complaint at any time. If the Committee's review does not find merit in the Grievant's case, the Grievant may initiate procedures at the IUPUI campus level. If the Committee finds merit in the Grievant's case, the Committee will hand the case back to the party responsible for the grievance for reevaluation together with the Committee's report.

Quorum: At least two standing and two non-standing members must be present during Committee meetings, including those involving hearings. If the Chair cannot be present at a meeting, he or she will have to appoint a Deputy Chair who will chair the meeting. All members are required to be present for meetings during which the Committee Chair will be elected.

Chair: The Chair shall be elected by the standing and non-standing members of the Committee and must be tenured. The Chair shall serve a term equal to the Committee's activity; i.e. once the Committee has disbanded the Chair's term has ended. As multiple Committees may be enacted simultaneously, a Committee member may serve as Chair of more than one Committee at a time. The Chair(s) shall provide the Faculty Council with a de-identified quarterly report and a de-identified written summary report at the end of each academic year. To avoid breach of confidentiality, these reports shall contain no more than the number of cases dealt with and their outcome.

Voting Status: Each member of the Committee shall have a vote. Members of the Committee may request that a member recuse him/herself from participation on a case. A member may be compelled to be recused by a vote of the Committee. Upon recusal an alternate member may be appointed at the discretion of the Chair. The recused member must be replaced with a person of the same rank in order to maintain the composition of the Committee. In cases relating to tenure and/or promotion, only Committee members of at least the same rank as the Grievant shall have a vote. All committee discussions, reports and votes will be strictly confidential.

J. Professional Conduct Committee

Charge: The Professional Conduct Committee (PCC) is charged with reviewing charges and evaluating the evidence of alleged professional/academic misconduct incidents by students. In evaluating these instances, the Committee shall make decisions based on their consideration of all the evidence provided at a hearing attended by PCC members and the alternates. Final decisions will be forwarded to the Faculty Council Executive Committee. The FC Executive Committee will share the decision with the Dean. **The Dean will review the decision for equitability and consistency with due process, while also considering the discovery of new, pertinent information.** Concerns raised by the Dean shall require further discussion between the Professional Conduct Committee and the Dean, with the Faculty Council President and President-Elect serving as facilitators. The decision will then be reported to the Chair of the Progress Committee, Associate Dean for Academic Affairs, and Associate Dean of the Office of Admissions and Student Affairs. The Chair of the PCC shall provide the Faculty Council, at least quarterly, with an

identified report for projection and a written de-identified report for electronic archiving of the PCC actions.

Composition: The Committee will consist of a total of five (5) voting members from the IUSD Faculty and four (4) student members without voting rights. Three (3) At-Large DDS program faculty members, one (1) dental hygiene program faculty member and one (1) dental assisting program faculty member shall be elected by the Faculty Council and each shall serve a three (3) year term. The Committee shall have at least two (2) additional members to serve as alternates elected by the Faculty Council who serve a three (3) year term. No faculty member can serve more than two (2) consecutive terms. Faculty members will serve staggered terms. One (1) student from the third year dental class shall be elected as a member at the time of election of class officers. One (1) student from the fourth year dental class shall be elected as a member at the time of election of class officers. One (1) student from the second year dental hygiene class or higher and one (1) student from the dental assisting class shall be elected as members at the time of election of class officers. Each student member shall serve a one (1) year term. One (1) alternate student member shall be elected from the fourth year dental class by their class to serve a one (1) year term. No alternate member can serve more than two (2) consecutive terms. The Associate Dean for Admissions and Student Affairs shall serve as an *ex officio* member of the Committee.

Chair: The Chair shall be elected by the voting members of the Committee and must be a faculty member. The Chair shall serve a three (3) year term. The Chair is eligible to serve for not more than two (2) consecutive terms and shall provide a summary report to the Faculty Council as described above.

Voting Status: All members of the Committee will maintain confidentiality regarding all PCC matters. *Ex officio* and student members shall not have a vote. A quorum shall be five elected faculty members. Alternates will have voting rights as needed to achieve quorum. A member may be compelled to be recused by a vote of the Committee. Upon recusal, an alternate member shall serve as a voting member in all capacities involving that incident. For deliberations involving a determination of responsibility and the determination of sanctions, the Chair will vote only where a tie vote is encountered.

K. Progress Committee

1. Dental

Charge: The Dental Student Progress Committee is charged with monitoring the progress of dental students through the entire pre-doctoral curriculum. The Committee shall review student progress through the pre-doctoral curriculum and make decisions concerning the promotion, academic status and progress of dental students at the end of each semester or as needed. All Dental Student Progress Committee decisions will be forwarded to the Faculty Council Executive Committee. The Executive Committee will share the decision with the Dean, who will review the decision for consistency with due process. Concerns raised by the Dean shall require further discussion between the Dental Student Progress Committee and the Dean, with the Faculty Council President and President-Elect serving as facilitators. Final decisions will be forwarded to the Dean for implementation and reported to the Faculty Council as described below. If the Dean and the Dental Student Progress Committee are unable to reach a consensus, the matter shall be brought before the Faculty Council, as a whole, for resolution. A final decision, rendered by the Faculty Council, shall be forwarded to the Dean for implementation.

Composition: The Committee shall consist of one (1) elected representative from each of the departments and two (2) At-Large members elected by the Faculty Council. Elected departmental members shall serve a two (2) year term. Members elected At-Large by the Faculty Council shall serve a term of three (3) years. All members shall be eligible for re-election. Course/module directors from each specific semester shall be expected to provide input to the Committee at the meeting following the semester that includes their course/module. The Associate Dean for Academic and Clinical Affairs, the Assistant Dean for Academic Affairs, the Assistant Dean for Clinical Affairs, the Associate Dean for Admissions and Student Affairs, the Chair of the Professional Conduct Committee and the Associate Dean for Diversity, Equity and Inclusion shall serve *ex officio*.

Chair: The Chair of the Committee shall be elected by the voting members of the Committee, shall serve a two (2) year term and be eligible for re-election for no more than three (3) consecutive terms. The Chair of the Progress Committee shall provide the Faculty Council, at least at the conclusion of fall and spring semesters, with an identified report for projection and a written de-identified report for electronic archiving of the Progress Committee deliberations.

Voting: Each elected member of the Committee shall have a vote.

2. Dental Hygiene

Charge: The Dental Hygiene Student Progress Committee shall review student progress through the entire Dental Hygiene curriculum and make decisions for promotion, degree certification, probation, withdrawal or dismissal for each student at the end of each semester and the summer term. All Dental Hygiene Student Progress Committee decisions will be forwarded to the Faculty Council Executive Committee. The Executive Committee will share the decision with the Dean, who will review the decision for consistency with due process. Concerns raised by the Dean shall require further discussion between the Dental Hygiene Student Progress Committee and the Dean, with the Faculty Council President and President-Elect serving as facilitators. Final decisions will be forwarded to the Dean for implementation and reported to the Faculty Council as described below. If the Dean and the Dental Hygiene Student Progress Committee are unable to reach a consensus, the matter shall be brought before the Faculty Council, as a whole, for resolution. A final decision, rendered by the Faculty Council, shall be forwarded to the Dean for implementation.

Composition: The Committee shall be composed of all full-time Dental Hygiene faculty and those faculty members who administer courses taught during that academic semester or term. The course director may designate a representative to attend the meeting and vote on behalf of the course director. Joint lecture/laboratory courses shall be considered as one course. In the event that a faculty member directs more than one course, that person may cast only one vote. The Chair of the Committee may invite other individuals as deemed necessary to conduct the Committee's business. The Associate Dean for Admissions and Student Affairs and the Associate Dean for Diversity, Equity and Inclusion shall serve *ex officio*.

Chair: The Chair of the Committee shall be elected by the voting members of the Committee, shall serve a two (2) year term and be eligible for re-election. The Chair of the Progress Committee shall provide the Faculty Council, at least at the conclusion of fall, spring and summer semesters, with an identified report for projection and a written de-identified report for electronic archiving of the Progress Committee deliberations.

Voting: Each member of the Committee shall have a vote.

3. Dental Assisting

Charge: The Dental Assisting Student Progress Committee shall review student progress through the entire Dental Assisting curriculum and make decisions for promotion, degree certification, probation, withdrawal or dismissal for each student at the end of each semester. All Dental Assisting Student Progress Committee decisions will be forwarded to the Faculty Council Executive Committee. The Executive Committee will share the decision with the Dean, who will review the decision for consistency with due process. Concerns raised by the Dean shall require further discussion between the Dental Assisting Student Progress Committee and the Dean, with the Faculty Council President and President-Elect serving as facilitators. Final decisions will be forwarded to the Dean for implementation and reported to the Faculty Council as described below. If the Dean and the Dental Assisting Student Progress Committee are unable to reach a consensus, the matter shall be brought before the Faculty Council, as a whole, for resolution. A final decision, rendered by the Faculty Council, shall be forwarded to the Dean for implementation.

Composition: The Committee shall be composed of all full-time Dental Assisting faculty and those faculty members who administer courses taught during that academic semester or term. The course director may designate a representative to attend the meeting and vote on behalf of the course director. Joint lecture/laboratory courses shall be considered as one course. In the event that a faculty member directs more than one course, that person may cast only one vote. The Chair of the Committee may invite other individuals as deemed necessary to conduct the Committee's business. The Associate Dean for Admissions and Student Affairs and the Associate Dean for Diversity, Equity and Inclusion shall serve *ex officio*.

Chair: The Chair of the Committee shall be elected by the voting members of that Committee, shall serve a two (2) year term, and be eligible for re-election. The Chair of the Progress Committee shall provide the

Faculty Council, at least at the conclusion of fall and spring semesters, with an identified report for projection and a written de-identified report for electronic archiving of the Progress Committee deliberations.

Voting Status: Each member of the Committee shall have a vote.

L. Promotion and Tenure Committee

Charge: The Promotion and Tenure Committee shall recommend, review and make public all policies and procedures relating to appointments, reappointment, promotion and granting of tenure, consistent with policies and procedures established by Indiana University. The Committee shall make recommendations to the Dean regarding appointments, reappointments, promotions and grants of tenure in accordance with established policies and procedures.

Composition: The Committee shall consist of one (1) elected member from each department who has achieved the rank of tenured Full Professor. Four (4) At-Large members with a rank of tenured Full Professor shall be elected from the Faculty Council. Members shall be elected for a two (2) year term and may be re-elected. The Associate Dean for Faculty Affairs shall serve *ex officio*.

Chair: The Chair shall be elected by the voting members of the Committee, shall serve a two (2) year term and be eligible for re-election. The Chair shall also serve as Indiana University School of Dentistry's representative to the IUPUI Promotion and Tenure Committee.

Voting: Each elected member of the Committee shall have a vote. Committee members must hold at least the proposed rank of the candidate under consideration to serve as a primary or secondary reviewer. Committee members **declaring** a conflict of interest* with the candidate cannot serve as a primary or secondary reviewer. Committee members who have a conflict of interest* with the candidate must abstain **from voting**.

*The definition of the term "conflict of interest" is as defined by the IUPUI Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers.

M. Review and Enhancement Committee

Charge: The Review and Enhancement Committee shall review tenured faculty members who are deemed to have failed to meet minimum levels of performance or productivity or who seek a change in career direction or emphasis. The Committee shall make recommendations to the Dean as to the outcome in accordance with the Indiana University School of Dentistry policy on "Annual Faculty Review and Enhancement Procedures" (adopted December 14, 2000).

Composition: The Committee consists of five (5) members who must be from different departments and elected by the Faculty Council. All members must be full-time, tenured faculty. Each member serves a two (2) year term and may be re-elected. There are to be no administrators on this Committee at the level of Department Chair or above. In case of a perceived conflict of interest, the faculty member being reviewed has the right to reject any member of the Committee. Rejected members will be replaced at the discretion of the Committee. If the faculty member being reviewed is a member of this Committee, he/she will also be replaced at the discretion of the Committee.

Chair: The Chair shall be elected by the voting members of the Committee, shall serve a two (2) year term and be eligible for re-election.

Voting: Each elected member of the Committee shall have a vote.

Terms of Office

Terms of office for all elected and appointed officers and Standing Committee members will run from July 1 to June 30, unless otherwise specified.

Amended: 6/30/2009; 10/19/2010; 5/25/2012; 3/23/2013; 11/6/2013; 7/8/2014; 10/2/2014; 12/1/14; 7/7/15; 1/5/16; 5/20/16; 9/27/16; 4/12/17