

FACULTY CONSTITUTION AND BYLAWS
OF
INDIANA UNIVERSITY SCHOOL OF DENTISTRY
2009-2010



TABLE OF CONTENTS

CONSTITUTION

I. NAME	1
II. POWERS AND RESPONSIBILITIES	1
A. SOURCE OF POWERS	1
B. FACULTY RIGHTS AND RESPONSIBILITY	1
C. DEAN'S POWER AND RESPONSIBILITY	2
III. FACULTY COUNCIL	2
A. MEMBERSHIP	2
B. VOTING	2
C. ASSOCIATE MEMBERS	2
IV. OFFICERS	2
A. OFFICERS	2
B. TERMS OF OFFICE	2
C. EXECUTIVE COMMITTEE	3
D. PARLIAMENTARIAN	3
V. MEETINGS	3
A. REGULAR MEETINGS	3
B. SPECIAL MEETINGS	3
C. NOTICE OF MEETINGS	3
D. QUORUM	3
E. RECORDS OF MEETINGS	3
VI. COMMITTEES	3
VII. ELECTIONS	4
VIII. AMENDMENTS	4

BYLAWS

I. RULES OF PROCEDURE	5
II. OFFICERS OF THE FACULTY COUNCIL	5
A. PRESIDENT	5
B. PRESIDENT-ELECT	5
C. IMMEDIATE PAST PRESIDENT	5
D. SECRETARY	6
E. PARLIAMENTARIAN	6
III. FACULTY REPRESENTATIVES	6
A. ADEA DELEGATE	6
B. UNIT REPRESENTATIVES TO IUPUI FACULTY COUNCIL	6
C. AT-LARGE REPRESENTATIVES TO IUPUI FACULTY COUNCIL	6
IV. COMMITTEES OF THE FACULTY COUNCIL	7
A. ADMISSIONS: DENTAL, DENTAL HYGIENE, DENTAL ASSISTING	7
B. APPEALS	8
C. BUDGETARY AFFAIRS	8
D. CONSTITUTION AND BYLAWS	9
E. CURRICULUM /ASSESSMENT:1). DENTAL 2). DENTAL HYGIENE 3). DENTAL ASSISTING	9
F. EXECUTIVE	10
G. FACULTY AFFAIRS	11
H. FACULTY PROFESSIONAL CONDUCT	11
I. LIBRARY	12
J. PROGRESS: 1). DENTAL 2). DENTAL HYGIENE 3). DENTAL ASSISTING	12
K. PROMOTION AND TENURE	13
L. REVIEW AND ENHANCEMENT	14
M. TEACHING	14
N. TECHNOLOGY AND INFORMATICS	14
V. TERMS OF OFFICE	15



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 Board of Trustees of Indiana University, the Faculty Constitution of Indiana University and the Faculty Constitution for Indiana University-Purdue University at Indianapolis, 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;
- continually review educational outcomes and policies;
- 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 IUSD 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;
- petition the Dean through appropriate channels regarding views of the faculty on any matter pertaining to the conduct and welfare of the school;
- establish faculty governing bodies and determine their powers;
- implement processes/practices that may be subsequently delegated by the Trustees.

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;
 - 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 of any Faculty Council Committee.

Article III. Faculty Council

Section 1. Membership

All faculty holding full-time, part-time 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. Full-time Faculty: All faculty and librarians holding full-time faculty appointments at Indiana University School of Dentistry shall be Voting Members.
- B. Part-time Faculty: There shall be six (6) members of the part-time 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 members are Voting Members.
- C. Emeritus Faculty: Emeritus Faculty members are non-Voting Members unless otherwise stated in the Bylaws.

Section 3. Associate Members

The Faculty Council may elect administrative officers who do not hold academic rank and other full-time employees as Associate Members of the Faculty Council. Associate Members of the Faculty Council shall have all membership privileges.

Article IV. Officers

Section 1. Officers

There shall be: President, Immediate Past-President, President-Elect, and Secretary 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 and the President-Elect shall succeed to President.

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 IUSD 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

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;
- hear reports and vote on recommendations of the Standing and *ad hoc* committees.

The Standing Committees of the Faculty Council are:

Admissions: (1) Dental (2) Dental Hygiene (3) Dental Assisting
Appeals
Budgetary Affairs
Constitution and Bylaws
Curriculum and Assessment: (1) Dental (2) Dental Hygiene (3) Dental Assisting
Executive Committee
Faculty Affairs
Faculty Professional Conduct
Library
Progress: (1) Dental (2) Dental Hygiene (3) Dental Assisting
Promotion and Tenure
Review and Enhancement
Teaching
Technology and Informatics Committee

Reports and recommendations of each committee will be made to the Faculty Council 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, 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

The Constitution and Bylaws may be amended by a two-thirds (2/3) vote of Voting Members of the Faculty Council. 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.

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 terminates 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, 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;
- 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;
- serve as a member of the Executive Committee of the Faculty Council

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;
- 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;
- serve as a member of the Executive Committee.

The Secretary is eligible for re-election.

E. 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;
- 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 American Dental Education Association Central Office requires notification by the Dean's office of the name of the new delegate by January 1 preceding the annual session, at which the incumbent delegate's term ends.

B. Unit Representatives to IUPUI Faculty Council

Annually, the IUPUI Faculty Council (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 members serve two (2) year terms and are eligible for re-election. However, no member may serve more than two (2) consecutive terms.

C. At-Large Representatives to IUPUI Faculty Council

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 members serve a two (2) year term and are eligible for re-election. No member 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 recommending admissions policies to the Faculty Council and selecting students for admission to the pre-doctoral dental program.

Composition: The Committee will consist of two (2) representatives from each Department and At-Large members elected by the Faculty Council. In addition, two (2) members of the Indiana Dental Association, two (2) members of the National Dental Association, the Coordinator for Student Diversity Support, the Associate/Assistant Dean for Student Affairs, and the Director of Admissions shall be *ex officio* members of the Committee. Two (2) dental students shall be appointed by the Student Affairs Council, one each from the third and fourth year dental classes. Additional At-Large members may be elected to serve. The number of additional members required will be determined by the Admissions Committee. All elected members shall serve a two (2) year term and will be eligible for re-election.

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

Voting Status: All members of the Committee shall have a vote except the third-year student. The third-year student shall vote only in the absence of the fourth-year student. *Ex officio* members shall be eligible to vote.

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 1 year, renewable term. The Chair shall appoint two (2) dental hygiene students, one each from the first and second-year class to serve as *ex officio* members. The Director of Admissions or a designee and the Associate/Assistant Dean for Student Affairs and the Coordinator of Diversity Support Services 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

All members of the Committee may propose candidates' names for admission to the Dental Hygiene Program and all members except the first-year student 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/Assistant Dean of Student Affairs and the Coordinator of Diversity Support Services 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 Committee shall hear student appeals of Faculty Council decisions for suspension or dismissal from IUSD due to issues of academic performance or 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 5 members of the Appeals Committee.

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

C. Budgetary Affairs Committee

Charge: The Committee shall review the general academic priorities of IUSD 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 Budget Officer and the Dean shall serve *ex officio*. The IUSD 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: This 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 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 may be 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 pre-doctoral dental curriculum. The Committee shall periodically evaluate institutional grading, assessment and remediation policies and procedures, as well as institutional competencies, and make recommendations as deemed appropriate to the Faculty Council. The Committee shall approve all 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. The Office of the Associate Dean for Dental Education will provide the Committee with administrative support.

Composition: The Committee will be composed of one (1) member elected by each department, with two (2) At-Large representatives elected by the Faculty Council. The Associate/Assistant Deans for Student Affairs, Dental Education, Academic Affairs, Clinical Affairs and the Director of Curriculum and Program Assessment will serve *ex officio*. Members shall serve for a two (2) 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 will serve 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, but may serve no more than two (2) consecutive terms.

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

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 may be re-elected.

Voting Status: 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 Assistant/Associate Dean of 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, 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, Parliamentarian and two (2) members elected by the Faculty Council. The elected members may not include the Dean, Associate Deans, Assistant Deans or Department Chairs. Elected 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 Executive Committee.

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

G. Faculty Affairs Committee

Charge: The Committee shall consider issues relating to faculty matters, such as academic freedom, salary and benefits policies, equal opportunity, faculty development, and other conditions of faculty work. The Committee will forward recommendations and report findings to the Faculty Council Executive Committee.

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

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 Professional Conduct Committee

Charge: 1) The Committee shall function in an integrated manner with the Student Professional Conduct Council, which will evaluate all professional/academic conduct incidents involving students. In evaluating these instances, the Committee will make decisions or recommendations based on their consideration of all the pertinent circumstances including, but not limited to, documented evidence of previous misconduct, the cooperation of the accused with the Committee's evaluation and the seriousness of the infraction. 2) The Committee shall provide faculty with the opportunity for peer review of reported incidents of alleged professional misconduct. The Committee shall be responsible for hearing charges and history associated with alleged professional conduct violations and investigating such charges. Based on the evidence presented, the Committee may make recommendations to the administration.

Composition: The voting membership of the Faculty Professional Conduct Committee shall consist of one (1) elected faculty representative from each department and shall include two (2) additional At-Large representatives elected by the Faculty Council. Elected members shall serve a two (2) year term and can serve no more than two (2) consecutive terms. In cases involving student academic/professional misconduct, the President of the Student Professional Conduct Council will be included as a member. The Chairs of the Progress/Promotions Committees and the Associate/Assistant Deans for Academic Affairs, Clinical Affairs, Dental Education and Student Affairs may serve as *ex officio* members as appropriate for the case.

Chair: The Chair of the Faculty Professional Conduct Committee shall be a faculty Committee member elected by the voting members of the Committee and shall serve a two (2) 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 at the end of each academic year or more often as needed. The Chair of the Faculty Professional Conduct Committee or the Chair's designee shall serve as the faculty advisor at all the meetings of the Student Professional Conduct Council.

Voting Status: Each voting member of the Committee shall have a vote unless they are involved in the case being heard. Members of the Committee may request that a member recuse him/herself and a temporary member be appointed to serve. A member may be compelled to be recused by a vote of the Committee. In cases involving student academic/professional misconduct, the President of the Student Professional Conduct Council will vote. The Chair's vote will be reserved for those cases where a tie vote is encountered. *Ex officio* members do not have a vote.

I. Library Committee

Charge: The Committee shall establish library policies and consider requests for the addition and deletion of periodical subscriptions and the removal of items from the library holdings including both paper and electronic formats. In addition, the Committee may examine policies for library management.

Composition: The Committee shall consist of the Head Librarian and four (4) faculty members elected by the Faculty Council, with no more than one (1) member from each department. Elected members shall serve a two (2) year term and are eligible for re-election. The Executive Associate Dean for Academic Affairs shall serve as a member of the Library Committee. The Chair shall appoint one (1) student to serve as an *ex officio* member for a one year term.

Chair: The Head Librarian shall serve as Chair.

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

J. Progress Committee:

1. Dental

Charge: The 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 a decision concerning the promotion of dental students at the end of each semester. Committee decisions which result in disruption of normal academic progression to graduation require confirmation by vote of the Faculty Council. Decisions by the Faculty Council shall be forwarded to the Dean for action.

Composition: The Dental Student Progress Committee shall consist of one (1) elected representative from each of the departments and either 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/Assistant Deans for Dental Education, Student Affairs and Clinical Affairs and the Chair of the Professional Conduct Committee shall serve *ex officio*.

Chair: The Chair of the Progress 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 shall provide reports to the Faculty Council at the conclusion of fall, and spring semesters.

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 recommendations for promotion, degree certification, probation, withdrawal or dismissal for each student at the end of each semester and the summer term. The Committee shall report and make recommendations for action to the Faculty Council. Committee decisions which result in disruption of normal academic progression to graduation require confirmation by vote of the Faculty Council. The Faculty Council's recommendations shall be forwarded to the Dean for action.

Composition: The Dental Hygiene Student Progress 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/Assistant Dean for Student Affairs shall serve *ex officio*.

Chair: The Chair of the Progress 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 shall provide reports to the Faculty Council at the conclusion of fall, spring and summer semesters.

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 recommendations for promotion, degree certification, probation, withdrawal or dismissal for each student at the end of each semester. The Committee shall report and make recommendations for action to the Faculty Council. Committee decisions which result in disruption of normal academic progression to graduation require confirmation by vote of the Faculty Council. The Faculty Council's recommendations shall be forwarded to the Dean for action.

Composition: The Dental Assisting Student Progress 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/Assistant Dean for Student Affairs shall serve *ex officio*.

Chair: The Chair of the Progress 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 shall provide reports to the Faculty Council at the conclusion of fall and spring semesters.

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

K. Promotion and Tenure Committee

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

Composition: The Promotion and Tenure Committee shall consist of one (1) elected member from each department who has achieved the rank of tenured Full Professor. Two (2) 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 Academic 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 IUSD's representative to the IUPUI Promotion and Tenure Committee.

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

L. 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 "Annual Faculty Review and Enhancement Procedures" adopted by the IUSD Faculty Council on 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.

M. Teaching Committee

Charge: The Committee is charged with planning the Annual Teaching Conference as well as providing input for other conferences and workshops that would advance the scholarship of teaching at IUSD.

Composition: This Committee shall consist of one (1) elected member from each of the school's departments plus two (2) At-Large members elected by the Faculty Council. Each member shall serve a two (2) year term and may be re-elected. The Associate Dean of the Office of Dental Education and the Chair of the IUSD Faculty Affairs Committee will 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, but may serve no more than two (2) consecutive terms.

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

N. Technology and Informatics Committee

Charge: The Committee shall recommend policies and review issues related to technology and informatics, consider requests for technology purchases which have significant or school-wide impact, advise the Associate Dean for Academic Affairs on allocation of resources and conduct periodic satisfaction/needs surveys of faculty, staff and students.

Composition: The Committee shall consist of one (1) elected representative from each department and two (2) At-Large members elected by the Faculty Council. Members shall serve for a two (2) year term and are eligible for re-election. Administrators and staff with responsibilities for technology and informatics areas shall serve *ex officio*. The Chair shall appoint one (1) student to serve as an *ex officio* member for a one (1) year term.

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, but may serve no more than two (2) consecutive terms.

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

Article V. 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.