## BYLAWS

### SCHOOL OF DENTISTRY

### THE UNIVERSITY OF MICHIGAN

### Preface

The School of Dentistry, one of the schools of the University of Michigan, has the authority to select its own organization and conduct its business according to the rules and regulations provided below. These bylaws are based upon the provisions of the Bylaws of the Board of Regents, which are referenced by numbers in the right hand margin of this document.

### ARTICLE I

#### The Faculty

**Section 1. Definitions as used in these Bylaws**

<table>
<thead>
<tr>
<th>(a) The term faculty shall include members of the teaching, clinical and research staff together with the executive officers, the directors of various teaching and research units and persons with similar duties.</th>
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<td>(b) The term governing faculty shall include those members of the School of Dentistry who are members of the professorial staff, the clinical instructional staff, instructors and lecturers who hold appointments of one-half time or more; provided, however, that such instructors and lecturers have held appointments for one or more years and are voted into the governing faculty by a quorum of the professorial and clinical instructional staff.</td>
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<td>(c) The term professorial staff shall include professors, associate professors and assistant professors.</td>
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<td>(d) The term clinical instructional staff shall include clinical professors, clinical associate professors, clinical assistant professors and clinical instructors.</td>
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<td>(e) The term research staff shall include those individuals holding positions in the primary research track including research scientists, associate research scientists, assistant research scientists and research investigators. They are not members of the governing faculty.</td>
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<td>(f) Adjunct and visiting faculty are members of the supplemental instructional staff and are not members of the governing faculty.</td>
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**Section 2. Powers and Duties of the Governing Faculty**

| (a) The governing faculty shall be in charge of the affairs of the School of Dentistry except as delegated to the Executive Committee. | 5.02 |
| (b) The governing faculty of the School of Dentistry shall from time to time recommend to the Board of Regents for approval such regulations as are not included in the Regents Bylaws but which are pertinent to the structure and major operating procedures of the School of Dentistry, such as departmental organization, requirements for admission and graduation, and other educational matters, such as curricula and program development, the determination of which is in the particular competence of the faculty. | 5.03 |
Subject to the ultimate authority of the Board of Regents, the governing faculty also is vested with the plenary powers to make rules and regulations concerning other matters such as grading regulations, class attendance, committee organization and related internal matters. All such rules and regulations shall be recorded in the minute books of the governing faculty and filed with the Secretary of the University.

The governing faculty shall be responsible for providing suitable instruction for the students enrolled in the School of Dentistry. The faculty shall recommend to the Board of Regents students under its jurisdiction who qualify for University degrees. The faculty shall, subject to approval of the Board of Regents, possess such other powers as are necessary for the performance of its duties.

Graduate programs that provide Rackham degrees shall be administered in accordance with the rules and coordinating powers of the Horace H. Rackham School of Graduate Studies.

**ARTICLE II**  
**Administration of the School**

**Section 1. The Dean**

(a) The Dean shall be appointed by the Board of Regents on recommendation of the President of the University to act as executive officer of the faculty and chairperson of the Executive Committee.

(b) In addition to professorial duties, the Dean shall perform such duties as may be prescribed by the Board of Regents, the President, and the Provost and Vice President for Academic Affairs, and by the rules and regulations established by the governing faculty.

**Section 2. Administrative Officers**

(a) The appointment of an appropriate number of administrative officers with the rank of Assistant or Associate Dean shall be recommended to the President by the Dean after consultation with the Executive Committee of the School.

(b) The administrative officers of the School shall assist the Dean in performing the executive function of the School and act for the Dean as designated.

**Section 3. Chairpersons of Departments**

(a) A chairperson for each department within the School of Dentistry shall be appointed by the Dean and the Executive Committee, following appropriate University and Affirmative Action procedures.

(b) The chairperson of each department shall be responsible for the day-to-day operation of the department, including fiscal matters.

(c) The chairperson, in consultation with the department faculty, shall determine the organizational structure of the department.

(d) The chairperson shall be responsible for recruitment and development of department faculty members.
### Section 4. Board of Chairpersons

(a) The Board of Chairpersons shall include the chairpersons of the departments in the School.

(b) The Board shall be chaired by the Dean or designate.

(c) The Dean shall convene the Board of Chairpersons regularly to discuss schoolwide issues related to the departments and to provide advice on implementing School and department policy.

(d) Associate Deans, Assistant Deans, and Directors shall be present as determined appropriate by the Dean or by the Board of Chairpersons.

### Section 5. The Executive Committee

(a) The Executive Committee shall be composed of six members of the governing faculty appointed by the Board of Regents. Eligible faculty will include tenured professorial staff or associate and full professors of the clinical instructional staff. Each member will hold office for three years and will not be eligible for reappointment until after the lapse of one year. Appointment terms will be adjusted so that two shall expire each year.

(1) The Nominations and Elections Committee will prepare a slate of three eligible faculty members for every open appointment on the committee. The slate will reflect various constituencies within the School to ensure broad representation of different departments and disciplines. The slate will be presented to the faculty at a regular faculty meeting and additional nominations may be made from the floor provided that each nomination has prior approval of the nominee, and a petition of nomination signed by a minimum of ten voting faculty members. Election of final nominees shall be by mail ballot. A brief biographical sketch of each nominee will be circulated with the ballot. The Dean will recommend to the President two persons for each open position, selected in order of the faculty vote. The President will recommend one person to the Regents for each open position. In the event of a vacancy on the Executive Committee, a special election may be held with a slate of three candidates placed in nomination.

(2) The Dean of the School of Dentistry shall serve as the Chairperson of the Executive Committee. The Dean shall vote only when a tie vote of the elected members of the Executive Committee occurs. The Executive Committee will be chaired by a committee member designated by the Dean, in the Dean's absence.

(b) The duties of the Executive Committee include the following:

(1) Advise the Dean in administrative functions.

(2) Investigate and formulate educational and instructional policies for consideration by the faculty.

(3) Represent the faculty in matters of budget and other financial affairs.

(4) Act for the faculty in recommendations for appointment, promotion, and tenure.

(5) Prepare and circulate to each department an annual assessment of areas needing future, coordinated attention in the School for purposes of long-range planning.
**ARTICLE III**  
**Faculty Meetings**

**Section 1.** Faculty meetings of the School of Dentistry shall normally be held at monthly intervals during the calendar year of the School, except that a minimum of six meetings yearly shall be held.

**Section 2.** The Dean or a designate by the Dean shall preside at all faculty meetings.

**Section 3.** Special meetings may be called by the Dean or by the Executive Committee, or shall be called upon the written request of 10% of the governing faculty. The purpose of the meetings shall be so stated in the call and no other business may be transacted. Except in cases of emergency, at least seven days written notice shall be given.

**Section 4.** A quorum for meetings of the faculty of the School of Dentistry shall consist of twenty-five percent of the members of the governing faculty. Faculty members who are on leave will be excluded from the total count of governing faculty members for purposes of establishing a quorum.

**Section 5. Faculty meetings minutes and annual reports.**

The minutes and tape recordings of all faculty meetings and annual reports shall be kept in the Office of the Dean of the School of Dentistry.

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**ARTICLE IV**  
**Committees of the School of Dentistry**

**Section 1. Standing Committees**

(a) Standing committees shall have written standing rules which apply to the procedures used in carrying out the functions as delineated in these Bylaws. The written rules will be reviewed annually by committee members.

(b) All standing committees shall submit a written report by August 1 of all actions taken each year and of recommendations for actions in the coming year. Rules and minutes of all meetings of standing committees shall be available in the Office of the Dean of the School of Dentistry. For the Executive Committee and Appointments, Promotions, and Tenure Committee, summary minutes only will be available.

(c) All members of faculty committees shall have voting privileges unless otherwise specified. A quorum shall be one more than one-half of the committee membership.

(d) All members of each standing committee shall be elected without regard to departmental affiliation, unless otherwise specified.

(e) Members of standing committees shall be elected by a vote of the governing faculty or of the departmental faculty, depending upon the specific committee. The person receiving the second highest number of votes in an election shall be the alternate for that position. The alternate will fill the unexpired term if a

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(c) Executive Committee members who are on sabbatical leave will be replaced for the period of that leave from the most recent slate of nominees by majority vote of the Executive Committee members and approval by the Dean.
vacancy arises, unless otherwise indicated in the rules of the standing committee.

(f) The chair of each standing committee shall be elected by the members of the committee, unless otherwise indicated. A chair-elect for the following year shall be selected by the members of the committee at the last regularly scheduled committee meeting of the winter term.

(g) The term of membership on each standing committee shall be for three years, unless otherwise indicated. The terms shall be staggered for continuity.

(h) Ex officio members of the standing committees and associated voting status shall be determined by the committee members and documented in the committee’s standing rules.

(i) The following committees are established by regental action or by the governing faculty:
   (1) Executive Committee
   (2) Committee on Appointments, Promotions, and Tenure
   (3) Nominations and Elections Committee
   (4) Curriculum Committee
   (5) Bylaws Committee

### Section 2. Subcommittees of Standing Committees

(a) Each standing committee has the right to establish subcommittees to deal with specific aspects of its mission.

(b) The chairperson of the subcommittee shall be a member of the standing committee.

(c) The subcommittees may include members of the faculty and staff other than those elected or appointed to the standing committee.

### Section 3. Administrative Advisory Committees

(a) Administrative Advisory Committees shall have written standing rules that apply to the procedures used in carrying out the functions as delineated in these Bylaws. The written rules will be reviewed annually by committee members.

(c) The Chairperson of each Administrative Advisory Committee shall submit a written report by August 1 of all actions taken each year and of recommendations for actions in the coming year. Rules and minutes of all meetings of Administrative Advisory Committees shall be available in the Office of the Dean of the School of Dentistry. For the DDS Admissions and Student Academic Review Committees, summary minutes only will be available.

(d) Members of the Administrative Advisory Committees shall be appointed by the Dean, or appropriate Assistant or Associate Dean or Director, and the Executive Committee. All members shall have voting privileges unless otherwise specified. Voting status of ex officio members will be determined annually by committee members.

(e) The term of membership on each committee shall be for three years unless otherwise indicated. The terms shall be staggered for continuity.

(f) The following committees are established by the governing faculty:
### Section 4. Ad Hoc Committees

(a) Ad hoc committees may be established by a majority vote of the governing faculty or by the Dean, Associate/Assistant Deans and/or the Executive Committee.

(b) The manner in which the members shall be selected must be designated when the committee is established.

(c) The charge and the date for completion shall be stated in writing to all Ad Hoc Committee members.

(d) Ad hoc committees shall not be required to keep minutes of their meetings. A written report of the completed tasks shall be submitted in lieu of minutes.

### ARTICLE V

**Standing Committees**

#### Section 1. Executive Committee (described earlier)

#### Section 2. Committee on Appointments, Promotions, and Tenure

(a) This committee shall consist of six members (4 tenure track and 2 clinical track) of the governing faculty, elected by the governing faculty. Eligible faculty for membership on the APT Committee includes associate and full professors of the regular instructional and clinical tracks. Members of the Executive Committee and department chairpersons shall not be eligible for this committee.

(b) The chairperson shall be elected by the committee members. The senior administrative officer who oversees Faculty Affairs shall serve without vote.

(c) The functions of this committee shall be:

1. To make recommendations to the Dean and Executive Committee regarding all professorial and clinical instructional faculty appointments at 50% or greater effort to the Dean and Executive Committee.

2. To make recommendations on other appointments as requested by the Dean and Executive Committee.

3. To make recommendations for promotion and tenure to the Dean and the Executive Committee.

4. To review annually: criteria, policies and procedures for appointments, promotion and tenure and recommend appropriate changes where required.
### Section 3. Nominations and Elections Committee

(a) This committee shall consist of five governing faculty members elected by the governing faculty. Members of the Executive Committee and department chairpersons shall not be eligible for this committee.

(b) The chairperson of the committee shall be elected by members of the committee in terms of service on that committee.

(c) The functions of this committee shall be:

1. To prepare a slate of qualified candidates of diverse and appropriate representation for faculty elections to the standing committees and other offices.
2. To ensure that the ballot contains at least two candidates for each vacant position.
3. To conduct committee elections in a timely fashion, and tabulate and communicate the results of these elections to the faculty.
4. To count paper election ballots by at least two Committee members. If ballot is electronic, results will be verified by at least two members of the Committee.
5. To retain election ballots on file for one year.

### Section 4. Curriculum Committee

(a) This committee will be composed of one member and one alternate of the governing faculty from each department and from the dental hygiene faculty. Members and alternates are encouraged to attend each meeting. However, each department and dental hygiene will have one vote. The members of the Curriculum Committee will be determined in the following manner.

1. Four members of the governing faculty from each department within the School of Dentistry shall be nominated by the faculty of that department.
2. One nominated member and one alternate from each department and dental hygiene shall be elected by the governing faculty of each respective department of the School of Dentistry to serve on the Curriculum Committee.

(b) Other members of the Curriculum Committee shall be one dental student from each class year (D1 through D4) elected by their respective classes for service on the Curriculum Committee. Student members of the committee shall serve without vote. In addition, the senior administrative officer in charge of predoctoral education shall serve as Chairperson ex officio of the committee.

(c) The function of the Curriculum Committee shall be as follows:

1. To examine all predoctoral educational programs in the School of Dentistry to ensure that they meet the mission of the School.
2. To review and evaluate systematically at least every five years the curricular components of current predoctoral programs and recommend necessary changes to the governing faculty.
3. To review and evaluate proposed curricula of new programs or courses and recommend to the governing faculty for approval any changes which substantively alter approved curricula.
Section 5. Bylaws Committee

(a) This committee shall consist of three members of the governing faculty elected at large by the governing faculty.

(b) The chairperson of the committee shall be the committee member with the longest period of service on the committee.

(c) The functions of this committee shall be:

(1) To review periodically the bylaws of the School of Dentistry, study matters related to the bylaws, and recommend changes to the governing faculty.

(2) To assist in interpreting University policies and bylaws, as they affect the School of Dentistry.

(3) To monitor the implementation of bylaws of the School of Dentistry.

(4) To keep the faculty informed about current bylaws of the School of Dentistry.

ARTICLE VI
Administrative Advisory Committees

Section 1. DDS Admissions Committee

(a) This committee shall consist of at least ten members of the professorial or clinical staff and shall be chaired by the senior administrative officer in charge of admissions. The Assistant Director of Admissions and the Director of Multicultural Affairs of the School of Dentistry shall serve on the committee as ex officio members.

(b) The functions of the Admissions Committee shall be:

(1) To determine guidelines to be used for the admission of students to the DDS program. Recommendations for any major change in admissions policy shall be presented to the faculty for consideration and to the Board of Regents for approval.

(2) To evaluate records and interview all applicants as necessary.

(3) To keep abreast of the admissions criteria used by all dental schools generally.

(4) To assist in the recruitment of potential students.

(5) To recommend policies for allocation of scholarship aid to students.

(b) This committee shall meet at least twice during each academic year, but more frequently if necessary during periods of high numbers of applications.

Section 2. Student Academic Review Committee

(a) This committee shall consist of two review boards: Board I for years 1 and 2 of the dental curriculum, and Board II for years 3 and 4. Each board will include a faculty member from each department, appointed to ensure representation from key courses for the respective years in the curriculum. In addition, Board I will include a faculty member from the Medical School, appointed to represent a key course for the first or second year of the curriculum. Because of the appellate process, no member of the School of Dentistry Executive Committee shall serve on the boards. Each board will be chaired by a member of the board with three years’ service, elected by Board
members. The senior administrative officer for predoctoral academic programs will serve on each board *ex officio*.

(b) The functions of this committee shall be:

1. To review and recommend to governing faculty approval of all progression and graduation policies for the D.D.S. program. This includes recommending criteria for defining scholastic deficiencies and reinstating students whose further progression has been withheld according to the rules of the School of Dentistry.

2. To review the transcripts of all students in academic difficulty and determine appropriate waivers or remedial, dismissal or readmission actions.

**Section 3. Graduate Studies Committee**

(b) The functions of the committee shall be:

1. To periodically review existing graduate programs, evaluate requests for new graduate courses and programs, and assist in the accreditation of the specialty programs.

2. To formulate admission standards, core curriculum, and research requirements common to all graduate programs.

3. To maintain a liaison with the Horace H. Rackham School of Graduate Studies.

4. To coordinate efforts among graduate programs for effective use of didactic, clinical, and financial resources.

**Section 4. Continuing Education Committee**

(a) The committee shall be composed of the departmental continuing education representatives, and shall be chaired by the administrative officer responsible for continuing education and development. The respective CE representatives shall be empowered by the department chairs to act on their behalf, with the exception of budgetary decisions.

(b) The function of the committee shall be to evaluate the continuing education needs of the dental profession and the community and make recommendations for future continuing education programs, symposia, and conferences.

**Section 5. Clinic Program Committee**

(a) This committee will include: the four D4 Vertically Integrated Clinic (VIC) Directors, the Director of the AEGD Program, and the Director of the Dental Hygiene Program. The Associate Dean for Academic Affairs and the Assistant Dean for Patient Services will sit as *ex officio* members. The chair of this committee will be the Chair of the VICs.

(b) The VIC Directors are responsible for all of the patient care that occurs in their clinics. The Clinic Program Committee will meet weekly to discuss items of importance to patient care and academic progress of students in the comprehensive care portion of the curriculum. Policy issues affecting the interface between patient care and the academic programs will also be addressed. In addition, it will be the responsibility of the Clinic Planning Committee to review recommendations made by the various components of the Clinic Issues Group and implement change(s) as necessary to assure a quality clinical
(c) Clinic Issues Group

1. The Clinic Issues Group is chaired by the Assistant Dean for Patient Services and includes: the Chair of the Vertically Integrated Clinics; select Patient Services staff members; and student representatives from the D3, D4, DH3, and DH4 classes. This group addresses issues of mutual concern to faculty, staff, and students in the VICs and provides a vehicle for student input into decisions affecting comprehensive patient care in our clinics. The group meets bimonthly.

2. The functions of the Clinic Issues Group shall be as follows:
   - To provide feedback and recommendation on daily operational activities for the Clinic Program Committee.

3. A number of subcommittees shall be constituted in order to assist in various operations under supervision of the Assistant Dean for Patient Services. Subcommittees shall meet as needed and report to the committee as a whole when necessary.

(i) The Medical Emergency subcommittee shall be a formally constituted subcommittee and the chairperson shall be appointed by the senior administrative officer in charge of Patient Services.

(a) The composition and size of the subcommittee shall be determined by the senior administrative officer in charge of Patient Services.

(b) The functions of the subcommittee shall include:
   1. Responsibility for the management of medical emergencies which occur in the School of Dentistry.
   2. Periodic review of the emergency procedures and the equipment assigned throughout the clinical areas of the School of Dentistry.
   3. Perform an in-depth review of the management of all occurring medical emergencies.

(ii) The Credentials subcommittee shall consist of the senior administrative officer in charge of Patient Services and an appointed staff member in the Office of Patient Services.

(a) The subcommittee shall be responsible for certifying the credentials of proposed faculty members and the annual recertification of dental and dental hygiene faculty members and dental auxiliary staff.

(b) The subcommittee shall be responsible for the planning, operation, and certification or recertification of all faculty members and dental and dental hygiene students in cardiopulmonary resuscitation procedures.

(iii) The Infection Control subcommittee shall be a formally constituted subcommittee of the Clinic Operations Committees and composed of at least one staff member from each department and appropriate staff members.

(a) The chairperson of the subcommittee shall be appointed by the senior administrative officer in charge of Patient Services.
(b) The subcommittee shall be responsible for the formulation, implementation, and evaluation of the current methods of infection control for all aspects of patient care within the School of Dentistry and affiliated extramural programs.

### Section 6. Research Committee

(a) The Research Committee shall consist of six to twelve members of the faculty, a maximum of two members from each of the six academic departments to represent both clinical and basic science interest. However, each department will have one vote. The committee shall be chaired by the senior administrative officer for research.

(b) The functions of the committee shall be:

1. Advise the senior administrative officer for research on matters related to the research environment within the School of Dentistry and regarding new developments in science and technology that are significant to oral health.
2. Oversee and help facilitate student research (see Student Research Committee).
3. Serve as an internal review body for Applications to Use Animals in Research or Instruction. The proposal will be reviewed for scientific merit as well as for proper use and care of animal subjects.

### Section 7. Student Research Committee

(a) The composition of this Student Research Committee shall consist of faculty and students determined by the Dean or his designate.

(b) The chairperson of the Student Research Committee is appointed by the Dean.

(c) The duties of this committee shall be as follows:

1. Encourage and facilitate research by undergraduate dental and dental hygiene students in the School of Dentistry.
2. Oversee the conduct of predoctoral research programs.
3. Organize a seminar series and a student research forum.
4. Work in combination with the Student Table Clinic Committee to assist students in preparing table clinics and to select the representative of the School of Dentistry in the annual Table Clinic Competition sponsored by the American Dental Association, and representatives for other competitions as appropriate.
5. Make recommendations for improvements in the annual table clinic program sponsored by the School of Dentistry.
6. Plan and prepare training grants related to short-term predoctoral research training and other supplemental funding for predoctoral student research.
7. One faculty member of the Student Research Committee shall serve as the Advisor to the Michigan chapter of the AADR Student Research Group.

### Section 8. Research Table Clinic Committee

(a) The composition of this Research Table Clinic Committee shall be determined by the senior administrative officer in charge of predoctoral education.

(b) The chair of the Research Table Clinic Committee shall be appointed by the
senior administrative officer in charge of predoctoral education.

(c) The duties of this committee shall be to plan and supervise annual student table clinics and assist students in preparing table clinics and work in combination with the Student Research Committee to select the representative of the School of Dentistry in the annual Table Clinic Competition sponsored by the American Dental Association, and representatives for other competitions as appropriate.

Section 9. Quality Assurance Committee

(a) The composition of the Quality Assurance Committee shall be determined by the senior administrative officer in charge of patient services. *(Proposed membership: Assistant Dean for Patient Services, Associate Dean for Academic Affairs, Comprehensive Care Director, D-3 faculty representation, preclinical faculty representation, graduate clinic faculty representation, dental hygiene faculty representation, clinical staff representation, faculty member experienced in quality assurance evaluation techniques, and two student members.) Total membership of the Quality Assurance Committee shall be eleven.

(b) The chair of the Quality Assurance Committee shall be the senior administrative officer in charge of patient services.

(c) The purpose of this committee is to develop, implement, oversee, and evaluate quality assessment and assurance activities in the School of

(d) The duties of this committee shall be to:

1. facilitate the development of appropriate quality assurance activities for the School.

2. integrate quality assurance activities at appropriate points in the curriculum, including didactic and clinical courses.

3. disseminate information about quality assurance activities to faculty, staff, and students.

4. develop and maintain appropriate documentation of patient reviews, procedures, implementation, results, and corrective quality assurance measures.

5. monitor quality assurance activities on an on-going basis including, but not limited to, the following: review quality assurance mechanisms for the School’s clinic activities to include predoctoral, graduate, and DFA clinics; establish mechanisms to determine cause(s) of quality deficiencies; establish mechanisms to correct cause(s) of quality deficiencies; develop team peer review activities that involve broad representation of School personnel; evaluate post-operative treatment review mechanisms; review standards relating to appropriateness and need for dental care.

6. maintain records of Quality Assurance Committee meetings and activities.

7. ensure compliance with the standards for accreditation with regard to quality assurance activities.

Section 10. Multicultural Affairs Committee

(a) This committee shall consist of twelve members (or more, depending on the
need for diversity make-up) representing a diverse group of faculty, staff, undergraduate, predoctoral, and graduate students in the School of Dentistry determined by the dean or dean’s designate.

(b) This committee shall be co-chaired by both a faculty and a staff member selected by the dean or a designated representative.

(c) The purpose of the Multicultural Affairs Committee shall be to improve the multicultural climate in the School of Dentistry by providing directions for change, initiating programs, and monitoring progress.

(d) An administrator designated by the dean shall serve on the committee ex officio.

(d) The Committee will provide yearly outcome assessments to the dean for dissemination to faculty, staff, and students.

**Section 11. Institutional Planning Committee**

(a) This committee shall consist of the academic Department Chairs and the Executive Committee members. The Dean of the School of Dentistry shall serve as the chairperson of the Institutional Planning Committee.

(b) The committee’s responsibility will be to:

1. review the institutional outcomes data provided through the Institutional Outcomes Assessment Committee and other outcomes data to inform the planning process; and

2. review and update the School’s strategic plan on an annual basis in September.

**Section 12. Institutional Outcomes Assessment Committee**

(a) This committee shall include the Associate Dean for Academic Affairs, the Associate Dean for Graduate Programs and Facilities, the Associate Dean for Research, the Assistant Dean for Community and Outreach Programs, the Assistant Dean for Patient Services, the Assistant Dean for Student Services, the Director of the Dental Hygiene Program, the Manager of Human Resource Services, two at-large faculty, and a D3 and D4 student representative. The Associate Dean for Academic Affairs will serve as the chairperson of this committee.

(b) The committee’s responsibility will be to:

1. review and analyze the institutional outcomes assessment needs (What should we measure? How should we measure?) and results including review of instruments used and developed for collecting outcomes data, and

2. supply outcomes data and analysis of data to the Institutional Planning Committee annually in June.

**ARTICLE VII**

**Amendments to Bylaws**

**Section 1.** These bylaws shall automatically stand amended when necessary to concur with the Bylaws or actions of the Regents of the University. Such amendments shall be brought to the attention of the faculty.

**Section 2.** Procedure to Amend Bylaws

(a) These bylaws may also be amended by mail ballot by an affirmative vote of
two-thirds of the ballots returned by members of the governing faculty provided written notice of the proposed amendment is sent to each member of the faculty at least two weeks before the vote is taken.

(b) They may also be amended without prior notice by affirmative vote of 99% of the governing faculty present at an official faculty meeting, when a quorum is present.

(c) For extensive revision, the Bylaws Committee will be responsible for preparing revisions for approval by the governing faculty. In this instance, each article or section requiring revision will be voted upon individually by a mail ballot following appropriate opportunity for faculty discussion.

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<th>ARTICLE VIII</th>
<th>Parliamentary Authority</th>
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<td><strong>Section 1.</strong> In the absence of specific written procedures which govern this school or its committees, the rules of parliamentary procedure that shall be followed are presented in Robert's Rules of Order (revised).</td>
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<td><strong>Section 2.</strong> This parliamentary authority is in accordance with procedures of the Bylaws of the Board of Regents.</td>
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Last Revision 7/08