



# Bylaws of the School of Dentistry

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Adopted by the Governing Faculty on 10/29/15

History of changes adopted by the governing faculty  
10/4/16, 12/13/17, 11/29/18, 10/25/19, 2/26/21, 9/30/21, 11/24/22

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## 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 provision of the Bylaws of the Board of Regents.

## **ARTICLE I**

### **The Faculty**

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

- (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.
- (b) The term governing faculty (voting faculty) shall include those members of the School of Dentistry who are members of the professorial staff, the clinical instructional staff, whose academic home is at the School of Dentistry, and who are full-time faculty members of the University of Michigan. In addition, 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.
- (c) The term professorial staff (tenure track faculty) shall include professors, associate professors and assistant professors.
- (d) The term clinical instructional staff shall include clinical professors, clinical associate professors, clinical assistant professors, clinical instructors and clinical lecturers.
- (e) The term research staff shall include those individuals holding positions on the research professor track, research scientist track and research investigators. They are not members of the governing faculty.
- (f) Adjunct and visiting faculty are members of the supplemental instructional staff and are not members of the governing faculty.

#### **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.
- (b) The governing faculty of the School of Dentistry shall 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.
- (c) 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

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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.

- (d) 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.
- (e) Graduate programs that provide degrees from Rackham Graduate School shall be administered in accordance with the rules and coordinating powers of the Horace H. Rackham School of Graduate Studies.
- (f) The Dental Hygiene program shall be administered in accordance with the rules and coordinating powers of the School of Dentistry.

### **Section 3. Faculty Meetings**

- (a) 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.
- (b) The dean or a designate of the dean shall preside at all faculty meetings.
- (c) Special meetings may be called by the dean or the Executive Committee, or upon the written request of 10% of the governing faculty. The purpose of the meetings shall be stated in the call and no other business may be transacted. Except in cases of emergency, at least seven days notice must be given.
- (d) 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.
- (e) The minutes of all faculty meetings, annual reports and any recorded meetings shall be kept in the office of the dean for a minimum of seven years, and will be available to the Dental School community via MiTools.

### **Section 4. Faculty Organization**

- (a) Faculty members are organized according to departments and programs of instructional activities as appropriate for the dental, graduate and postgraduate curricula in the school.

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## ARTICLE II

### Administration of the School

#### Section 1. The Dean

- (a) The dean shall be appointed by the Board of Regents on the recommendation of the president of the university to act as the 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, the Provost and the Executive 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 approved by the Executive Committee.
- (b) The chairperson of each department shall be responsible for the day-to-day operations 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 identifying the department needs for recruitment and development of departmental faculty members. Recruitment of faculty shall be approved by the dean.

#### Section 4. Leadership Team

- (a) The Leadership Team shall consist of the chairpersons of the departments in the school, associate and assistant deans and individuals with administrative responsibilities as designated by the dean.
- (b) The Leadership Team shall be chaired by the dean or designate.
- (c) The dean shall convene the Leadership Team regularly to discuss school-wide issues and to acquire advice on implementing school and department policy.

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## Section 5. The Executive Committee

- (a) The Executive Committee shall consist of six members of the governing faculty appointed by the Board of Regents, with no less than one-half of the membership being professorial (tenure) track faculty and one of the professorial (tenure) track faculty being at the professor with tenure rank. 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. Members 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. Members of the Appointment, Promotion and Tenure Committee and department chairpersons shall not be eligible for this committee. In the event that there is only one member of the Executive Committee at the professor with tenure rank, then the previous two Executive Committee members at the professor with tenure rank will be auxiliary Executive Committee members for the purpose of promotion and tenure reviews.
- (1) Membership on the Executive Committee is by election. 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 or electronic 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 Board of Regents for each open position. In the event of a long-term vacancy that does not warrant the member's removal from the committee, the committee membership may elect by vote, the most recent Executive Committee alumni to the position for however long is needed to fill the vacancy. In the event of a permanent vacancy on the Executive Committee, the person receiving the next highest number of votes in the most recent election shall be the alternate for that position. In the event of a member's vacancy after June 30<sup>th</sup> of his/her third year of service, the dean may select a faculty member elected as one of the incoming members from the most recent election to fill the vacancy.
- (b) The committee shall be chaired by the dean of the School of Dentistry. The dean shall vote only when a tie vote of the elected members of the Executive Committee occurs. In the dean's absence, the Executive Committee will be chaired by a committee member designated by the dean.
- (c) The functions of the committee shall be:
- (1) To advise the dean on administrative functions.

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- (2) To investigate and formulate educational and instructional policies for consideration by the faculty.
- (3) To represent the faculty in matters of budget and other financial affairs including an annual budget review with the dean.
- (4) To represent the faculty in recommendations for faculty appointment, promotion, tenure, and termination.
- (5) To advise the dean on response to policy violations and other misconduct of the faculty.
- (6) To represent the faculty as the final authority on decisions regarding all student academic standing, progression and dismissal in the school.
- (7) To review, consider and make recommendations to the annual report from each of the standing committees.
- (8) To divulge potential conflicts of interest (close collaborators, mentors, family, friends, etc.) and recuse themselves from discussions when deemed necessary.



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## ARTICLE III

### Committees of the School of Dentistry

#### Section 1. Standing Committees

- (a) Each standing committee shall have written standing rules which provide guidance for how the committee functions and carries out its responsibility, as delineated in these Bylaws. The written rules will be reviewed on a regular basis and determined by the committee members.
- (b) All standing committees shall submit a written report annually to the Office of the Dean of all actions taken and of recommendations for actions in the coming year. Rules and minutes of all standing committee meetings shall be made available through the Office of the Dean. For the Executive Committee and Appointment, Promotion and Tenure Committee, summary minutes only will be available.
- (c) All members of standing 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. Department chairpersons shall not be eligible for standing committees.
- (e) Members of standing committees (excluding the Curriculum Committee) 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 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, unless otherwise indicated.
- (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) Voting status of ex officio members on the standing committees shall be determined by the committee members and documented in the committee's standing rules unless otherwise indicated.
- (i) The following standing committees are established by regental action or by the governing faculty:
  - (1) Executive Committee
  - (2) Appointment, Promotion and Tenure Committee
  - (3) Nominations and Elections Committee
  - (4) DDS Curriculum Committee
  - (5) Dental Hygiene Curriculum Committee

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## (6) 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 voting 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) The 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.
- (b) The chairperson of each committee shall submit a written report annually of all actions taken each year and of recommendations for actions in the coming year. Rules and minutes of all committee meetings 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.
- (c) Members of the 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 indicated. Voting status of ex officio members will be determined annually by the committee members, unless otherwise indicated.
- (d) The chairperson of each committee shall be the appropriate assistant or associate dean or director and shall be appointed by the dean, unless otherwise indicated.
- (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 as administrative advisory committees by the governing faculty:
  - (1) DDS Admissions Committee
  - (2) Dental Hygiene Admissions Committee
  - (3) DDS Student Academic Review Boards I and II
  - (4) Dental Hygiene Student Academic Review Board
  - (5) Honor System Review Committee
  - (6) Graduate Programs Committee
  - (7) Oral Health Sciences MS Program Committee
  - (8) Oral Health Sciences PhD Program Committee
  - (9) Continuing Education Committee
  - (10) Clinic Programs Committee

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- (11) Clinic Operations Committee
- (12) Course Directors Committee
- (13) Research Committee
- (14) Quality Assurance Committee
- (15) Multicultural Affairs Committee
- (16) Strategic Planning Committee
- (17) Strategic Planning Domain Committees

## **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 dean, assistant dean 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.

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## ARTICLE IV Standing Committees

### Section 1. Executive Committee (described earlier in Article II, Section 5.)

### Section 2. Appointment, Promotion and Tenure Committee (APT)

- (a) The APT Committee shall consist of six members of the governing faculty elected by the governing faculty for a three year term. The committee shall be made up with no less than one-half of the membership being professorial (tenure) track faculty. Eligible faculty will include tenured professorial staff or associate and full professors of the clinical instructional staff. Members of the Executive Committee and department chairpersons shall not be eligible for this committee.
- (b) The dean for Faculty Affairs shall serve as chairperson of the committee and shall serve without vote.
- (c) The functions of the 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.
  - (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 Executive Committee.
  - (4) To review annually the criteria, policies and procedures for appointment, promotion and tenure and recommend appropriate changes where required.
  - (5) To divulge potential conflicts of interest (close collaborators, mentors, family, friends, etc.) and recuse themselves from discussion when deemed necessary.

### Section 3. Nominations and Elections Committee

- (a) The Nominations and Elections committee shall consist of five governing faculty members elected by the governing faculty for a three year term. Members of the Executive Committee and department chairpersons are not eligible for this committee.
- (b) The committee shall be chaired by a third-year member elected by the committee. The dean for faculty affairs will serve ex officio without vote.
- (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.

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- (4) To ensure that paper election ballots are counted by at least two committee members. If the ballot is electronic, results shall be verified by at least two members of the committee.
- (5) To retain election ballots on file for one year.

## **Section 4. DDS Curriculum Committee**

- (1) The DDS Curriculum Committee shall consist of one primary member and one alternate member of the governing faculty from each department and from the Dental Hygiene faculty. One member will be appointed by the respective department chair of each academic department and the Director of the Dental Hygiene division to serve a two year term as an alternate member, after which he/she will move into the primary member position for an additional two year term, for a total of four consecutive years of service. Members and alternates are encouraged to attend each meeting. However, each department and Dental Hygiene will have one vote. After four years of service, a faculty member will be eligible for re-appointment on the committee. In the event of a primary member's permanent vacancy the alternate member will move into the primary member position. They will then serve two years from the date they enter as a primary member. The department chair will appoint a governing faculty member to serve as the interim alternate member for two years. In the event of an alternate member permanent vacancy the department chair will appoint a governing faculty member to serve as the alternate member for the remaining term. The appointment of a primary or alternate member's term can be terminated at any time at the discretion of the chair of the respective department. 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.
  - (a) The dean for Academic Affairs shall serve as chairperson of the committee and shall serve without vote.
  - (b) The functions of the committee shall be:
    - (1) To examine all predoctoral educational programs in the school to ensure that they meet the school's mission.
    - (2) To review and evaluate systematically, on a continuous basis, the curricular components of current predoctoral programs and recommend necessary changes to the governing faculty.
    - (3) To review and evaluate proposed courses or curricula of new programs, and recommend to the governing faculty for approval any changes which substantively alter approved curricula.
    - (4) To report annually to the Executive Committee regarding curriculum overview, to include assessment of program outcomes.

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## **Section 5. Dental Hygiene Curriculum Committee**

- (a) There will be three Dental Hygiene Curriculum Committees: Entry-level, Degree Completion and Graduate. Each committee shall consist of their respective director with the director of Dental Hygiene. In addition, there will be at least two full-time or adjunct dental hygiene faculty members on each committee
- (b) The respective program director shall serve as chairperson with vote.
- (c) The functions of the committee shall be:
  - (1) To examine all dental hygiene educational programs in the School of Dentistry to ensure they meet the missions of the programs and school.
  - (2) To review and evaluate systematically, on a continuous basis, the curricular components of the current Dental Hygiene programs and to recommend necessary changes.
  - (3) To review and evaluate proposed courses or curricula of new programs, and recommend to the governing faculty for approval any changes which substantively alter approved curricula.
  - (4) To report annually, to the Executive Committee regarding curriculum overview, to include assessment of program outcomes.

## **Section 6. Bylaws Committee**

- (a) This committee shall consist of three members of the governing faculty elected by the governing faculty for a three-year term. At all times, the committee shall have no less than one tenured faculty member and one clinical track faculty member.
- (b) The committee shall be chaired by the committee member with the longest period of service on the committee. The dean for faculty affairs will serve ex officio without vote.
- (c) The functions of the committee shall be:
  - (1) To review annually the Bylaws of the school, 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.
  - (3) To monitor the implementation of the bylaws of the school.
  - (4) To keep the faculty informed about current bylaws of the school.

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## ARTICLE V

### Administrative Advisory Committees

#### Section 1. DDS Admissions Committee

- (a) The DDS Admission Committee shall consist of at least ten members of the professorial (instructional) staff or clinical instructional staff at assistant professor or above. The admissions associate director and the director of Diversity and Inclusion shall serve on the committee as ex officio members with voting privileges determined annually by the committee.
- (b) The committee shall be chaired by the dean for Student Services ex officio with voting privileges determined annually by the committee.
- (c) The functions of the committee shall be:
  - (1) To determine guidelines to be used for the admission of students to the DDS and Internationally Trained Dentist programs. 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 scholarships and financial aid to students.

#### Section 2. Dental Hygiene Admissions Committee

- (a) There will be three Dental Hygiene Admission Committees: Entry-level, Degree Completion and Graduate. Each committee shall consist of their respective director and the director of Dental Hygiene. In addition, there will be at least two members of the professorial or clinical instructional staff on each committee.
- (b) The committee shall be chaired by the respective program director with vote.
- (c) The functions of the committee shall be to evaluate all applicants and determine admission status annually.
- (d) The committee shall be active during the admission cycle and may meet outside of this time period by request of the committee chair.

#### Section 3. DDS Student Academic Review Boards I and II

- The Student Academic Review Board I is for years 1 and 2 of the DDS curriculum
  - The Student Academic Review Board II is for years 3 and 4 of the DDS curriculum
- (a) The DDS Student Academic Review Boards I and II each shall consist of a faculty member from each department, appointed to ensure representation from key courses for the respective years in the curriculum. In addition, Student Academic Review 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

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member of the Executive Committee shall serve on the boards. The dean for Academic Affairs and dean for Student Services will serve ex officio on each board without vote. However, in the case of a tie the Academic Dean will cast the deciding vote.

- (b) Each board will be chaired by a member of the board with two years' service, elected by the board members.
- (c) The functions of these boards shall be:
  - (1) To review and recommend to the governing faculty changes to the policies for scholarship and promotion.
  - (2) To review the transcripts of all students in academic difficulty and determine appropriate waivers or remedial, dismissal or readmission actions.

## **Section 4. Dental Hygiene Student Academic Review Board**

- (a) The Dental Hygiene Student Academic Review Board shall consist of four dental hygiene faculty who teach in the program in which the student is enrolled (Entry-level, Degree Completion or Graduate), the director of Dental Hygiene and one non-dental hygiene faculty member from the Department of Periodontics and Oral Medicine. Because of the appellate process, no member of the Executive Committee shall serve on the board.
- (b) The board shall be chaired by the director of Dental Hygiene.
- (c) The functions of the board shall be:
  - (1) To review and recommend to the governing faculty changes to the policies for scholarship and promotion.
  - (2) To review the transcripts of all students in academic difficulty and determine appropriate waivers or remedial, dismissal or readmission actions.

## **Section 5. Honor System Review Committee (HSRC)**

- (a) The Honor System Review Committee shall consist of fifteen members including:
  - 8 dental students, two from each class elected by their respective class each year at regularly scheduled elections for a one year term with unlimited terms to graduation.
  - 3 dental hygiene students, one from each class elected by their respective class each year for a one year term with unlimited terms to graduation.
  - 4 faculty members nominated by the dean for Student Services (who serves as the HSRC advisor) in April and approved by the Executive Committee for a three year term and limited to two consecutive terms.
  - Additionally, one alternate from each dental and dental hygiene class will be elected to serve in the absence of the regular student member from their respective class.
- (b) The committee shall be chaired by a student elected annually by the committee members. The dean for Student Services shall serve ex officio as advisory to the committee without vote.

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- (c) The functions of the committee shall be:
  - (1) To uphold the honor system policy that establishes a fair system to formally address violations of the honor system policy.
  - (2) To follow its standard operating procedures as stated in the school's honor system policy that is made available to all students, faculty and staff.
  - (3) To hear all written complaints regarding violations of the honor system policy.
  - (4) To convene at least twice during each academic year, but more frequently as necessary. The first meeting after elections shall include HSRC training for all members.

## **Section 6. Graduate Programs Committee**

- (a) The Graduate Programs Committee shall consist of the program directors of the various graduate programs of the School of Dentistry. The dean for Academic Affairs will serve ex officio on the committee without vote.
- (b) The committee shall be chaired by a committee member elected by the committee.
- (c) 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 7. Oral Health Sciences MS Program Committee (OHS MS)**

- (a) The Oral Health Sciences MS Program Committee shall consist of the director of OHS-MS Program, and three Oral Health Sciences-MS Program faculty for a three-year term, and one staff advisory member without vote. Oral Health Sciences-MS Program faculty will not be eligible for reappointment until after the lapse of one-year. Appointment terms will be adjusted so that no more than two members will rotate off in a given year. One OHS PhD Program student will serve a one year term and will not be eligible for a consecutive term.
- (b) The committee shall be chaired by the director of the OHS-MS Program.
- (c) The functions of the committee shall be:
  - (1) To review and establish the program standards.
  - (2) To assist in the recruitment and admission of potential OHS-MS Program students.
  - (3) To review and advise on the academic progression of the OHS-MS Program students.
  - (4) To review and advise the dean on program administration including financial

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status.

- (5) To review and advise on emerging student and program issues.
- (6) To serve as a liaison to the Horace H. Rackham School of Graduate Students regarding student progression.

## **Section 8. Oral Health Sciences PhD Program Committee (OHS PhD Program)**

- (a) The Oral Health Sciences PhD Program Committee shall consist of the director of OHS PhD Program, the director of the T-32 Program and three Oral Health Sciences Program faculty for a three-year term (term limit applies to OHS PhD Program faculty only). Oral Health Sciences Program faculty will not be eligible for reappointment until after the lapse of one-year. Appointment terms will be adjusted so that no more than two members will rotate off in a given year. One OHS PhD Program student will serve a one year term and will not be eligible for a consecutive term. The dean for Research will serve ex officio without vote. To ensure continuity, the immediate past director of OHS PhD Program may be invited to serve ex officio for a term without vote.
- (b) The committee shall be chaired by the director of the OHS PhD Program.
- (c) The functions of the committee shall be:
  - (1) To review and establish the program standards.
  - (2) To assist in the recruitment and admission of potential OHS PhD Program students.
  - (3) To review and advise on the academic progression of the OHS PhD Program students.
  - (4) To review and advise the dean on program administration including financial status.
  - (5) To review and advise on emerging student and program issues.
  - (6) To serve as a liaison to the Horace H. Rackham School of Graduate Students regarding student progression.

## **Section 9. Continuing Education Committee**

- (a) The Continuing Education Committee shall consist of the departmental continuing education representatives and shall be empowered by the department chairs to act on their behalf, with the exception of budgetary decisions.
- (b) The committee shall be chaired by the administrative officer responsible for continuing education and development.
- (c) 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; as well as to approve submitted courses.

## **Section 10. Clinic Program Committee**

- (a) The Clinic Program Committee shall consist of the director of Predoctoral Clinical Education, the Faculty Coaches, the dean for Community Based Dental Education and

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the director of the Dental Hygiene Program. The dean for Academic Affairs and the dean for Patient Services will serve ex officio.

- (b) The committee shall be chaired by the director of the Predoctoral Clinical Education with vote.
- (c) The functions of the committee shall be:
  - (1) To discuss weekly, items of importance to patient care and academic progress of students in the comprehensive care portion of the curriculum.
  - (2) To address policies affecting the interface between patient care and academic programs.
  - (3) To review recommendations made by the various components of the Clinic Operations Committee and implement change as necessary to assure a quality clinical program.

## **Section 11. Clinic Operations Committee** *(also known as Clinic Issues Group)*

- (a) The Clinic Operations Committee shall consist of two Faculty Coaches on a rotating two year term, select Patient Services staff members and student representatives from the D2, D3, D4, DH3, DH4 and DDS/PhD classes and will meet approximately 7-10 times per year.
- (b) The committee shall be chaired by the director of Predoctoral Clinical Education.
- (c) The functions of the committee shall be:
  - (1) To address issues of mutual concern to faculty, staff, and students in the VICs and provide a vehicle for student input into decisions affecting comprehensive patient care in our clinics.
  - (2) To provide feedback and recommendations to improve clinical experiences for the predoctoral and dental hygiene students and faculty.
- (d) The Clinic Operations Committee may establish subcommittees to manage specific aspects of its mission and assist in various operations under the supervision of the dean for Patient Services. Such subcommittees may include Medical Emergency, Credentialing and Infection Control.
  - (1) The subcommittees of the Clinic Operations Committee shall be determined by the dean for Patient Services including committee chair assignment.
  - (2) The subcommittees shall meet as needed and report to the Clinic Operations Committee when necessary or requested by the dean for Patient Services.

## **Section 12. Course Director Committee**

- (a) The Course Director Committee shall consist of the course directors in the DDS curriculum of courses in a given semester and year.
- (b) The functions of the committee shall be to review the outcomes from the previous year and plan for optimal horizontal integration and coordination as well as provide feedback

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to the Curriculum Committee regarding any necessary changes. Major changes are brought to the Curriculum Committee for review and approval.

## **Section 13. Research Committee**

- (a) The Research Committee shall consist of the director of Clinical Research and ten members of the professional or clinical instructional staff made up of two faculty with expertise in each research program and from each academic department, selected by the Associate Dean for Research, with chair approval, to represent all research interests. One member from each department must be an associate or full professor on the professorial or clinical instructional track.
- (b) The committee shall be chaired by the dean for Research ex officio with vote.
- (c) The functions of the committee shall be:
  - (1) To advise the dean for Research on matters related to the research environment of the school and on new developments in science and technology that are significant to oral health.
  - (2) To advise the school on research related policies.
  - (3) To advise the school on research infrastructure.
  - (4) To review research space allocations annually and advise on needed reallocations.
  - (5) To review and evaluate the school's research cores.
  - (6) To help facilitate research training and advise on oversight.
  - (7) To serve as the internal review body for applications to use animals in research or instruction. Proposals will be reviewed for scientific merit as well as for proper use and care of animal subjects.
  - (8) To propose shared capital equipment.
  - (9) To provide oversight of research related functions and events.
  - (10) To review annual school research data.
  - (11) To function as the school's Lab Safety Committee as outlined in the school's Lab Safety Accountability Plan.
  - (12) To organize and facilitate an evaluation/review by external reviewers of the school's research enterprise every 5-6 years. The Office of Research will assist in planning and executing this task.

## **Section 14. Quality Assurance Committee**

- (a) The Quality Assurance Committee shall consist of at least one representative from each department and two student members. Additional faculty, staff and student members may be added by the committee chair as deemed necessary for the committee to conduct its business.
- (b) The committee shall be chaired by the dean for Patient Services.
- (c) The functions of the committee shall be:

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- (1) To develop, implement, oversee and evaluate quality assessment and assurance activities in the school.
- (2) To integrate quality assurance activities at appropriate points in the curriculum, including didactic and clinical courses.
- (3) To disseminate information about quality assurance activities to faculty, staff and students.
- (4) To develop and maintain appropriate documentation of patient reviews, procedures, implementation, results and corrective quality assurance measures.
- (5) To monitor quality assurance activities on an on-going basis.
- (6) To maintain records of the committee meetings and activities.
- (7) To ensure compliance with the standards for accreditation with regard to quality assurance activities.

## **Section 15. Diversity, Equity and Inclusion-Multicultural Affairs Committee (DEI-MAC)**

- (a) The DEI-MAC 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. Recommendations for new members will be submitted by the MAC to the dean or dean's designate. An administrator designated by the dean shall serve on the committee ex officio with vote.
  - (1) Membership types:
    - Committee members will serve a three-year term with vote.
    - Affiliate members have no term limits and are past committee members in good standing. Affiliate members may be re-appointed as a committee member after three years of uninterrupted status as an affiliate member. Affiliate members serve without vote but may address the committee regarding all issues.
  - (b) The committee shall be co-chaired by a faculty, a staff, a DDS student member, and a DH student member selected by the dean or a dean's designate.
  - (c) The functions of the committee shall be to improve the multicultural climate in the school by providing directions for change, initiating programs and monitoring progress. The committee will provide yearly outcome assessments to the dean for dissemination to faculty, staff and students.

## **Section 16. Strategic Planning Committee**

- (a) The Strategic Planning Committee shall consist of a faculty member from each department, two staff members, an adjunct faculty member (optional), up to two students representing all dental, dental hygiene and graduate students and a member of the Leadership Team appointed by the dean. One committee member may represent two membership positions.
- (b) The committee shall be chaired by the dean responsible for institutional effectiveness or their designee).

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- (c) The functions of the committee shall be:
  - (1) To annually receive and analyze institutional effectiveness outcomes data from each of the Strategic Initiative committees and the five domain committees.
    - i. People
    - ii. Education
    - iii. Research and Discovery
    - iv. Patient Care
    - v. Responsible Growth and Sustainability
  - (2) To annually report strategic plan status to the Leadership Team and Executive Committee.
  - (3) To annually communicate strategic plan progress to the school's faculty, staff and students.
  - (4) To routinely seek input from the Executive Committee, chairs, administrative officers, faculty, staff and students.
  - (5) To annually recommend changes to the Strategic Initiatives and strategic goal priorities for each domain.

## **Section 17. Strategic Planning Domain and Strategic Initiative Committees**

### *(Subcommittees to the Strategic Planning Committee)*

- (a) The School of Dentistry shall have a series of Strategic Initiatives and five strategic plan domains: (1) People, (2) Education, (3) Research and Discovery, (4) Patient Care and (5) Responsible Growth and Sustainability. There will be one committee for each domain and strategic initiative specified by the Strategic Plan. Each committee shall consist of an administrative officer whose primary responsibilities are in the domain or their designee, and other faculty, staff and students determined by the dean or dean's designate.
- (b) The committee shall be chaired by the administrative officer with primary responsibility for that domain or their designee.
- (c) The functions of the domain committees shall be:
  - (1) To write the detailed action plan for each strategic goal.
  - (2) To report progress toward the goals to the Strategic Planning Committee.
  - (3) To annually determine the activities required to accomplish each strategic goal.
  - (4) To annually determine the timeline and resources required to achieve each strategic goal.
  - (5) To annually determine the outcome metric(s) to assess success of each strategic goal.
  - (6) To carry out the activities required to achieve each strategic goal using the resources identified and with the timeline indicated.
  - (7) To gather the data for each outcomes metric on an ongoing basis.
  - (8) To report the outcomes data to the Strategic Planning Committee annually.

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## ARTICLE VI

### Amendments to the Bylaws

#### **Section 1. By the Authority of the University of Michigan Board of Regents**

- (a) These bylaws shall automatically stand amended when necessary to concur with the bylaws or actions of the University of Michigan Board of Regents. Such amendments shall be brought to the attention of the faculty.

#### **Section 2. Procedures to Amend the Bylaws**

- (a) These bylaws may be amended as an entire document or by article or section by written ballot or electronic ballot by an affirmative vote of two-thirds of the ballots returned or submitted by members of the governing faculty provided written notice of the proposed amendment is sent to each member of the governing faculty at least two weeks before the vote is taken.
- (b) They may also be amended without prior notice by an 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 shall be responsible for preparing revisions for approval by the governing faculty. In this instance, each article or section requiring revision shall be voted upon individually by written or electronic ballot following appropriate opportunity for faculty discussion.



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## Article VII Parliamentary Authority

**Section 1.** In the absence of specific written procedures which govern this school or its committees, the rules of parliamentary procedures that shall be followed are presented in Robert's Rules of Order (revised).

**Section 2.** This parliamentary authority is in accordance with procedures of the Bylaws of the University of Michigan Board of Regents.