# BYLAWS OF THE SCHOOL OF DENTISTRY
## CREIGHTON UNIVERSITY
### (AS AMENDED ON MAY 9, 2016)

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>PREAMBLE</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>ARTICLE I</strong></td>
<td>Definition of Faculty</td>
<td>5</td>
</tr>
<tr>
<td><strong>ARTICLE II</strong></td>
<td>Faculty Organization</td>
<td>6</td>
</tr>
<tr>
<td>Section 1</td>
<td>The Faculty Council</td>
<td>6</td>
</tr>
<tr>
<td>Section 2</td>
<td>The Executive Committee</td>
<td>6</td>
</tr>
<tr>
<td>Section 3</td>
<td>The Executive Faculty Committee</td>
<td>7</td>
</tr>
<tr>
<td>Section 4</td>
<td>The Student Performance Committee</td>
<td>8</td>
</tr>
<tr>
<td>Section 5</td>
<td>Faculty Meetings</td>
<td>8</td>
</tr>
<tr>
<td>Section 6</td>
<td>Philosophy of Representation</td>
<td>8</td>
</tr>
<tr>
<td><strong>ARTICLE III</strong></td>
<td>Academic Administrative Units</td>
<td>9</td>
</tr>
<tr>
<td>Section 1</td>
<td>Academic Departments</td>
<td>9</td>
</tr>
<tr>
<td>Section 2</td>
<td>Academic Divisions</td>
<td>9</td>
</tr>
<tr>
<td><strong>ARTICLE IV</strong></td>
<td>Officers of the School of Dentistry</td>
<td>10</td>
</tr>
<tr>
<td>Section 1</td>
<td>The Dean</td>
<td>10</td>
</tr>
<tr>
<td>A.</td>
<td>Administrative Responsibility</td>
<td>10</td>
</tr>
<tr>
<td>B.</td>
<td>Selection and Appointment</td>
<td>11</td>
</tr>
<tr>
<td>C.</td>
<td>Evaluation</td>
<td>11</td>
</tr>
<tr>
<td>Section 2</td>
<td>The Senior Assistant/Associate Dean for Academic Affairs and Administration</td>
<td>11</td>
</tr>
<tr>
<td>A.</td>
<td>Administrative Responsibility</td>
<td>11</td>
</tr>
<tr>
<td>B.</td>
<td>Selection and Appointment</td>
<td>13</td>
</tr>
<tr>
<td>C.</td>
<td>Evaluation</td>
<td>13</td>
</tr>
<tr>
<td>Section 3</td>
<td>The Assistant/Associate Dean for Clinical Operations</td>
<td>13</td>
</tr>
<tr>
<td>A.</td>
<td>Administrative Responsibility</td>
<td>13</td>
</tr>
<tr>
<td>B.</td>
<td>Selection and Appointment</td>
<td>15</td>
</tr>
</tbody>
</table>
ARTICLE V
Department Chairs

Section 1  Organization  22
Section 2  Administrative Responsibility  22
Section 3  Selection  22
Section 4  Evaluation  23

ARTICLE VI
Division Heads

Section 1  Organization  24
Section 2  Administrative Responsibility  24
Section 3  Evaluation  25

ARTICLE VII
Program Directors

Section 1  Designation of Program Directors  26
Section 2  Director of Biomedical Sciences / basic Sciences Core  26
Section 3  Director of Curriculum  26
Section 4  Director of Continuing Education  27
Section 5  Director of Dental History  27
Section 6  Director of Extramural Programs  27
Section 7  Director of ILAC Dental Program  27
Section 8  Director of Implant Dentistry  28
Section 9  Director of OneWorld Clinic  28
Section 10  Director of Oral and Maxillofacial Radiology  29
Section 11  Director of Oral Health Research  29
Section 12  Director of Orthodontics  29
Section 12  Director of Student Services  29
ARTICLE VIII
Standing Committees

Section 1 Designation of Standing Committees 31
Section 2 Committee Purposes, Authority and Membership
   A. Committee on Academic Misconduct 31
   B. Committee on Admissions 33
   C. Committee on Background Evaluation 34
   D. Committee on Clinical Records 36
   E. Committee on Clinical Standards of Care 37
   F. Committee on Curriculum 38
   G. Committee on Instruments and Materials 40
   H. Committee on Rank and Tenure 42
   I. Committee on Scholarship and Financial Aid 43
   J. Committee on Strategic Planning and Assessment 44
   K. Committee on Student Appeals 45
Section 3 Eligibility 46
Section 4 Appointment of Ad-Hoc Committees 46

ARTICLE IX
Amendment Procedures

Section 1 Review and Revision of the School of Dentistry Bylaws 47
PREAMBLE

The primary objective of the School of Dentistry is to educate dental students. Additional goals are performance of research and other scholarly activities, delivery of patient care and service to the community. The members of the faculty of this school realize that, to achieve these goals, faculty development, cooperation and communication must exist among all elements of this institution. These Bylaws have been organized to facilitate that cooperation and communication within our institution. It is expected that through the implementation of this document all members of the faculty can, and are encouraged to, contribute to the attainment of our primary and secondary goals by participating in the orderly growth, development and maintenance of school programs.

These Bylaws and any revisions or amendments thereto, are subject to, and shall not infringe upon, the authority of the Board of Directors as provided by the Articles of Incorporation and the laws of the State of Nebraska and the Statutes of Creighton University as adopted by the Board of Directors. The Bylaws of the School of Dentistry shall conform to the Faculty Handbook and the University Statutes. Copies of the Bylaws of the School of Dentistry and all revisions thereof are distributed to all faculty of the dental school. Copies are also available in the Office of the Dean.
ARTICLE I

DEFINITION OF FACULTY

The School of Dentistry faculty shall consist of the following categories: (1) Teaching-Research Faculty, (2) Clinician-Educator Faculty, (3) Resident Faculty, (4) Research Faculty, (5) Adjunct Faculty, (6) Special Faculty, (7) Contributed Service Faculty, (8) Visiting Faculty, (9) Affiliate Faculty, (10) Emeritus Faculty, and (11) University Professors. Each of these categories is described in the Creighton University Statutes. The President of the University is an ex-officio member of the School’s faculty.

The Dean recommends such faculty members to the Provost for approval by the President of the University who makes the appointments of such faculty members in writing. Such duly appointed faculty members who accept such appointment shall do so in writing. Such appointments shall clearly express in writing: (a) the category (as listed above), (b) eligibility for benefits, (c) the rank (as appropriate to the category) and the discipline(s) (with primary area, and secondary area(s), if any), (d) the track (tenure or non-tenure, as appropriate) and any special duties and/or conditions of appointment. Special conditions of appointment may not remove rights and benefits provided for in the Faculty Handbook. No titles other than those contained herein shall be used. Conditions of appointment shall not be altered except by mutual consent.

Full-time faculty classified as Teaching-Research Faculty typically devote eight half-days a week (32 hours) to dental school programs. Full-time faculty who are classified as Clinician-Educator Faculty typically devote seven half-days a week (28 hours) to dental school programs as specifically defined in negotiations between the Dean and a given faculty member.

Adjunct Faculty will perform duties equal to or more than 50%, but less than 75% of the normal minimum requirement of a full-time Teaching-Research Faculty member (16-24 hours *1,040 hours/year). Special Faculty will perform duties at less than 50% of the workload of a full-time Teaching-Research Faculty member (less than 16 hours). Contributed Service Faculty are part-time faculty who perform duties without compensation from the University except for an occasional honorarium from the University and approved expense reimbursement.

* Note: The University Faculty Handbook outlines the requirement for eligibility for University benefits as a minimum of 1040 hours per year. Faculty agreements are normally for 52 weeks.
ARTICLE II
FACULTY ORGANIZATION

SECTION 1  The Faculty Council

A.  Council Purpose and Authority

1.  Provide an opportunity for a free exchange of ideas in matters of concern to the faculty of the School of Dentistry and provide a forum for the presentation of faculty advice and counsel to the Officers of Academic Administration of the School of Dentistry (as defined by ARTICLE IV). The Faculty Council may, therefore, advise the Officers of Academic Administration of the dental school concerning administrative, teaching, research, clinical and service matters. These may include School faculty standards and policies; matters of faculty appointment, promotion, rank and tenure; curricular matters; and general areas of faculty interest and concern.

B.  Council Membership

1.  Council membership shall consist of all full-time faculty in the School of Dentistry with the exception of the Officers of Academic Administration. A total of two voting members on the Faculty Council come from the Special Faculty and Adjunct Faculty.

2.  The Faculty Council President shall represent the Council on the Executive Committee, Executive Faculty Committee and Student Performance Committee.

SECTION 2  The Executive Committee

A.  Committee Purpose and Authority

1.  Acts as a representative body for the faculty and in an advisory capacity to the Dean regarding policies relating to the internal affairs of the School of Dentistry. These areas may include but are not limited to matters of faculty standards and policies; curricular matters; admissions, and clinical affairs. The Executive Committee may provide for a free exchange of ideas of concern to the School and may provide a forum for the presentation and explanation of administrative decisions.

2.  Meets in conformity with University Statutes. A simple majority of the membership shall constitute a quorum.

3.  Administrators, faculty and students of the School of Dentistry shall be given an opportunity to place items on the agenda provided such a
request is submitted in writing to the secretary of the Dean at least one week before the meeting.

B. Committee Membership

1. Consists of the following individuals from the Dental School: the Dean, Associate and Assistant Dean(s), all Department Chairs, one student (the President of the Senior class, or in his/her absence, the Vice-President of the Senior class), and the President of the Faculty Council. The School's Chaplain and Senior Director of Finance shall be non-voting members.

2. The Dean shall preside over the Executive Committee. In the Dean's absence, his/her designee shall preside over the meetings.

3. A secretary provided by the Office of the Dean shall keep and disseminate minutes, notify members of meetings, and attend to Executive Committee correspondence.

SECTION 3 The Executive Faculty Committee

A. Committee Purpose and Authority

1. Advises the Dean on matters pertaining to the Dean's selection of Department Chairs and on matters pertaining to faculty appointments and dismissals. It may also provide a forum for the presentation and explanation of internal administrative affairs of the School, including budget (exclusive of individual faculty information).

2. Meetings may be called at any time by the Dean. A simple majority of the membership shall constitute a quorum.

B. Committee Membership

1. Consists of the following individuals from the Dental School: the Dean, the Associate and Assistant Dean(s), all Department Chairs, the Senior Finance Administrator, the School's Chaplain and the President of the Faculty Council. The School's Chaplain and the Senior Finance Administrator shall be non-voting members.

2. The Dean shall preside over the Executive Faculty Committee. In the Dean's absence, his/her designee shall preside over the meetings.

3. A secretary provided by the Office of the Dean shall keep minutes of meetings (which are available to the committee members upon request), notify members of meetings, and attend to Executive Faculty Committee correspondence.
SECTION 4  The Student Performance Committee

A. Committee Purpose and Authority

1. Advises the Dean concerning matters of promotion, probation, suspension, graduation and/or dismissal of a student from the School of Dentistry.

B. Committee Membership

1. Consists of the following individuals from the School of Dentistry: all Department Chairs, the President of the Faculty Council, the Assistant/Associate Dean for Clinical Operations, the Assistant/Associate Dean for Student Affairs and Admissions (as a non-voting member), the Senior Associate Dean for Clinical and External Affairs, and the Senior Assistant/Associate Dean for Academic Affairs and Administration (who will chair this committee). The School's Chaplain shall be a non-voting member.

SECTION 5  Faculty Meetings

The Dean may, from time to time, convocate the entire faculty of the School of Dentistry. Such faculty meetings will provide a forum for the presentation and explanation of administrative decisions and for a free exchange of ideas in matters of concern to the dental school community. At least one meeting shall be held each semester (see Article IV, Section 1-A8).

SECTION 6  Philosophy of Representation

There is considerable overlapping of function and responsibility with the various representative bodies in the School of Dentistry. This overlap was designed intentionally so that the most pluralistic approach possible for advisement of the Dean of the School of Dentistry would be obtained through representation from all constituencies in the School.
ARTICLE III

ACADEMIC ADMINISTRATIVE UNITS

SECTION 1 Academic Departments

A. A Department is an administrative division within the School of Dentistry consisting of faculty members engaged in educational, research and/or service pursuits under the direction of a Chair. A faculty member may be a member of more than one department, in which case one department shall be designated primary and the faculty member shall serve under the primary direction of this Departmental Chair. Secondary appointments shall be arranged by the Dean of the School of Dentistry with the approval of the Provost and the President.

B. The Dean of the School of Dentistry is empowered to establish, discontinue, combine or re-organize departments with the prior review and comment of the Executive Committee and the approval of the Provost.

C. The faculty of each department shall consist of all who conduct courses within that department, even though they may be members of other administrative units.

SECTION 1.2 Academic Divisions

A. A Division is an administrative component within a Department consisting of faculty members engaged in educational, research and/or service pursuits under the direction of a Head. The Division is organized around a specific discipline, specialty or subspecialty that has a relatively discrete body of knowledge, practice or organizational purpose.

B. The Dean of the School of Dentistry shall appoint a Division Head and the Division faculty following a recommendation from the Department Chair.
ARTICLE IV
OFFICERS OF THE SCHOOL OF DENTISTRY

SECTION 1 The Dean

A. Administrative Responsibility

1. Exercise general executive responsibility under the Provost and assume overall responsibility for the School’s academic, service and research programs and define, delegate and monitor all areas of administrative responsibility.

2. Define the mission, goals, objectives, policies and procedures of the School of Dentistry and conduct periodic review and revision as necessary, with input from assistant/associate deans, department chairs, faculty, staff, students and alumni.

3. Establish, implement and monitor systems for assuring compliance with statutes, bylaws, and policies of the University, Health Science Schools, as well as state and federal guidelines, regulations and requirements.

4. Develop and implement short and long-term planning systems for the School of Dentistry, departments, and faculty, and establish priorities for the implementation of these programs as well as budget allocations.

5. Recommend to the President, through the Provost, faculty appointments, promotions, grants of tenure and terminations. In the evaluations preceding such recommendations, the Dean shall consult the Department Chair. When a faculty member serves in more than one department, the Dean shall consult the Chair of the other department(s) concerned. If more than one college or school is served by a faculty member, the Provost shall consult the respective Deans before forwarding the recommendation to the President.

6. Forward evaluations of faculty members for promotion in rank and/or awarding of tenure to the University Committee on Rank and Tenure through its Chair following consultation with the appropriate departmental Chair and the Chair of the Committee on Rank and Tenure of the School of Dentistry.

7. Appoint standing or temporary faculty, staff and student committees.

8. Preside at faculty meetings of the School of Dentistry.

9. Cooperate with the Provost and the President of the University in the preparation of the annual budget and special reports.
10. Submit an annual report and/or goals assessment to the Provost as requested.

11. In the exercise of his/her duties, the Dean shall be, *ex-officio*:
   a. Member and Chair of the School’s Executive Committee and Executive Faculty Committee.
   b. Member of the School’s Strategic Planning and Assessment Committee.
   c. Member of the University Provost’s Council and VP’s
   d. Member and Chair of the School’s Student Appeals Committee.

B. Selection and Appointment

The President shall appoint a Dean’s Nominating Committee. The Committee will normally be composed of two members elected by the Executive Committee of the School of Dentistry from among their own number, three members elected by the faculty of the School of Dentistry, two dental students elected by the members of the student body, one or more members of the School of Dentistry Alumni Advisory Board and two at-large members appointed by the President from outside the School of Dentistry. The President may also appoint two additional at-large members to provide for involvement by affiliated institutions.

C. Evaluation

A performance review of the Dean is conducted annually by the Provost and once every three years it includes input from faculty, staff, students and alumni.

**SECTION 2** The Senior Assistant/Associate Dean for Academic Affairs and Administration

A. Administrative Responsibility

1. Coordinate the required and elective teaching programs with the goals and mission of the University and the School of Dentistry.

2. Supervise the organization of the formal/required curriculum through recommendation of content, sequencing, assignment of credit hours, scheduling of classes and final examinations.
3. Supervise the organization of the elective curriculum through recommendation of content, sequencing, assignment of credit hours and scheduling of classes.

4. Supervise the evaluation of the curriculum through: 1) examination of course objectives, content and methodologies; 2) conducting performance based analysis of students’ academic achievements; 3) management of scheduled course evaluations and faculty evaluations.

5. Obtain from the Assistant/Associate Dean for Clinical Operations and the electronic clinic management system relevant quality control assessment data and provide this to appropriate Department Chairs and Course Directors for incorporation into the curriculum.

6. Supervise and monitor the activities of the Director of Curriculum and/or the Chair of the Curriculum Committee.

7. Coordinate the arranging for tutors for students experiencing academic difficulties, arrange make-up courses and review classes.

8. Monitor all students’ academic records and ensure candidates for degrees have satisfactorily completed all components of the formal curriculum and attained all competencies at the School of Dentistry.

9. Monitor a Faculty Development Program that includes in-service education on the areas of research, clinical science, biological science and education methodologies.

10. Conduct a mid-year review of departmental goals and accomplishments.

11. Coordinate interprofessional education activities and manage the School of Dentistry’s participation in the University’s planning process.

13. In the exercise of his/her duties, the Senior Assistant/Associate Dean for Academic Affairs and Administration shall be, *ex-officio*:

   a. Member of the School’s Executive Committee and Executive Faculty Committee.

   b. Member and Chair of the Student Performance Committee.

   c. Member and Chair of the Academic Misconduct Committee.

   d. Member of the Clinical Standards of Care Committee.

   e. Member of the Curriculum Committee.

   f. Non-voting Member of the Rank and Tenure Committee.

   g. Member of the Background Evaluation Committee.
h. Member of the Strategic Planning and Assessment Committee

i. Non-voting member of the Student Appeals Committee.

B. Selection and Appointment

The Dean of the School of Dentistry shall appoint the Senior Assistant/Associate Dean for Academic Affairs and Administration.

C. Evaluation

A performance review of the Senior Assistant/Associate Dean for Academic Affairs and Administration is conducted annually by the Dean and once every two years it includes input from the faculty.

SECTION 3 The Assistant/Associate Dean for Clinical Operations

A. Administrative Responsibility

1. Publish a Clinic Manual each year prior to the beginning of the Summer Clinic that provides detailed information regarding policies and procedures to be followed by students, faculty and staff related to clinical operations.

2. Supervise all clinic policies and procedures as well as develop and implement new policies and procedures related to patient care and clinical operations as needed.

3. Maintain regular communication between departments, faculty, students and staff regarding clinical operations.

4. Coordinate the integration and interrelation of treatment modalities of the various clinical disciplines.

5. Serve as the coordinating authority during resolution of differences of opinions regarding treatment plan options.

6. Develop and publish student block assignments prior to the beginning of the Summer Session, Fall Session and Spring Session.

7. Coordinate after hours emergency care and maintain an after hours emergency care log.

8. Manage clinical space assignment to ensure an efficient utilization of chairs and equipment.
9. Monitor all procedures necessary for the maintenance and protection of property and equipment assigned to all clinics.

10. Assure the effective use of clinic equipment, personnel and supplies.

11. Conduct, with the assistance of the Senior Assistant/Associate Dean for Academic Affairs and Administration, quality assurance audits in the areas of treatment rendered and record keeping; adherence to infection control protocol; timeliness of patient care and completion cases; injury reports; remakes; fee adjustments and fee waivers; and patient satisfaction. This information will be reported to the Standards of Care Committee and appropriate segments shared with various didactic/clinical disciplines.

12. Exercise final authority for all remakes, retreatments, fee adjustments, fee waivers, etc., and report this information to the Standards of Care Committee for institutional review and to the Senior Assistant/Associate Dean for Academic Affairs and Administration for curricular review.

13. Maintain information regarding the performance and productivity of each student and each clinical department. In the case of student data, such may be required to be reported to the Senior Assistant/Associate Dean for Academic Affairs and Administration for purposes of monitoring student activity through the Student Performance Committee.

14. Work closely with the Board Coordinator to administer the Senior Clinical Competency Examinations.

15. Review clinics’ fee schedules on a regular basis, recommend and implement changes when appropriate and coordinate these activities with the Senior Director of Finance.

16. Manage the financial aspect of all clinic activities to include supply inventory, patient accounts and insurance claims and work closely with the Senior Director of Finance to ensure that applicable budget goals are met.

17. Maintain an appropriate and legally acceptable patient record system and be responsible for storage, content, release and adequacy in a manner that is consistent with applicable regulations.

18. Institute and maintain acceptable methods and procedures of infection control, instrument sterilization and radiation hygiene, and monitor both student and faculty compliance with these protocols and directives. This information will be reported on a regular basis to the Standards of Care Committee.
19. Coordinate patient assignment, transfer, and inactivation of records of discontinued patients in accordance with University and School of Dentistry policies.

20. Monitor patients assigned for treatment to assure that care is being provided within a reasonable time period and in accordance with an approved treatment plan. He/She will also coordinate record audits, patient surveys and the recall system to monitor patient care. Information on patient management will be reported on a regular basis to the Standards of Care Committee.

21. Supervise activities regarding patient recruitment and retention.

22. Resolve patient complaints regarding professional services and billing problems in the School of Dentistry clinics.

23. Provide administrative oversight for the clinical component of the cooperative agreements with the other institutions.

24. In the exercise of his/her duties, the Assistant/Associate Dean for Clinical Operations shall be, *ex-officio*:
   a. Member of the School’s Executive Committee and Executive Faculty Committee.
   b. Member of the Student Performance Committee.
   c. Member and Chair of the Clinical Records Committee.
   d. Member and Chair of the Clinical Standards of Care Committee.
   e. Member of the Curriculum Committee.
   f. Member of the Instruments and Materials Committee.
   g. Member of the Background Evaluation Committee.
   h. Member of the Strategic Planning and Assessment Committee

B. Selection and Appointment

The Dean of the School of Dentistry shall appoint the Assistant/Associate Dean for Clinical Operations.

C. Evaluation
A performance review of the Assistant/Associate Dean for Clinical Operations is conducted annually by the Dean and once every two years it includes input from the faculty.

Section 4  The Senior Assistant/Associate Dean for Clinical and External Affairs

A. Administrative Responsibility

1. Represent the interests of, and report to, the Dean of the School of Dentistry, in interactions with agencies external to the University regarding clinical programs, residency training, hospital dentistry and other issues. This includes, but is not limited to, CHI Health, local and state government agencies, Veterans Affairs, the University of Nebraska Medical Center, Building Healthy Futures, Community Health Centers, and components of organized dentistry.

2. Act as the Secretary of the Alumni Advisory Board and oversee the organization of the semi-annual meetings of the Board.

3. Provide oversight and coordination of all extramural community outreach programs in which dental care is provided.

4. Coordinate and plan all facility projects in conjunction with interested parties, and shall be the liaison with University Facilities Management for all facility issues.

5. Develop and maintain a long-range plan for the replacement of major equipment and do so in conjunction with the Senior Director of Finance and the Committee on Instruments and Materials.

6. Serve as Chair of the Committee on Instruments and Materials and provide oversight of all activity related to purchase, storage, and distribution of all instruments and supplies, as well as technology, required for the efficient management of all clinics and laboratories.

7. Manage the Supervisor of Dental Services in the Dental Store.

8. Provide administrative oversight for the clinical component of the cooperative agreements with other institutions, including, but not limited to, Iowa Western Community College Dental Hygiene and Dental Assisting programs, and Metropolitan Community College Dental Assisting program.

9. Coordinate all clinic policies and procedures as well as review, develop and assist the Assistant/Associate Dean for Clinical Operations in the implementation of these policies and procedures.

10. Maintain regular communication among departments, faculty, students and staff regarding clinical affairs and coordinate the integration and
interrelation of treatment modalities of the various clinical disciplines in conjunction with the Assistant/Associate Dean for Clinical Operations.

11. Serve as the coordinating authority during resolution of differences of opinions regarding treatment options referred from the Assistant/Associate Dean for Clinical Operations.

12. Review quality assurance audits regarding the timeliness of patient care and completion cases; remakes; fee adjustments and fee waivers; and patient satisfaction as provided by the Assistant/Associate Dean for Clinical Operations. This information will be reported to the Standards of Care Committee and appropriate segments shared with various didactic/clinical disciplines.

13. In conjunction with the Assistant/Associate Dean for Clinical Operations, audit information regarding the performance and productivity of each student and each clinical department. In the case of student data, such may be required to be reported to the Senior Associate Dean for Academic Affairs and Administration for purposes of monitoring student activity through the Student Performance Committee.

14. Supervise the Dental Continuing Education Program and work closely with the Director of Continuing Education, the Coordinator of Continuing Education and the Senior Director of Finance on programs and budget.

15. Work closely with the Board Coordinator to administer the Dental and Dental Hygiene Licensing Examinations.

16. In the exercise of his/her duties, the Senior Associate Dean for Clinical and External Affairs shall be, ex-officio:

   a. Member of the School’s Executive Committee and Executive Faculty Committee.

   b. Member of the Student Performance Committee.

   d. Member of the Clinical Standards of Care Committee.

   e. Member of the Curriculum Committee.

   f. Member of the Background Evaluation Committee.

   g. Member and Chair of the Committee on Instruments and Materials.

   h. Member of the Strategic Planning and Assessment Committee.

B. Selection and Appointment
The Dean of the School of Dentistry shall appoint the Senior Associate Dean for Clinical and External Affairs.

C. Evaluation

The Dean conducts a performance review of the Senior Associate Dean for Clinical and External Affairs annually, and once every two years it includes input from the faculty.
SECTION 5  The Assistant/Associate Dean for Research

A. Administrative Responsibility

1. Engage in and demonstrate successful grantsmanship, research and publication in their area of expertise.

2. Guide and counsel faculty members with respect to selection, preparation and design of research proposals.

3. Assist the faculty with the preparation and management of contracts and grants in accordance with requirements of the granting agency and University regulations.

4. Assist the faculty in the preparation of contract or grant supplements, progress reports, etc. necessary for continuation of proposed research activities.

5. Notify faculty of opportunities for research support by disseminating information on contract and grant funding requirements.

6. Advise and guide dental students who wish to participate in research activities. Coordinate and match interested students with faculty in research.

7. Use data from the Annual Departmental Reviews to maintain an up-to-date listing of all scholarly / research activities (including publications) and report this information to the Strategic Planning and Assessment Committee of the School of Dentistry as well as the Graduate School Office for the annual update of the Faculty Bibliography.

8. Help coordinate the acquisition of space, supplies and equipment to support the research activities of faculty members and students of Creighton University School of Dentistry.

9. Encourage and coordinate cooperative and/or interdisciplinary research projects with other disciplines within the University community and with other institutions.

10. Participate as a senior advisor to current and future graduate programs in the School of Dentistry.

11. Serve as the School representative internally and externally and participate in various institutional research, planning and implementation activities.

12. In the exercise of his/her duties, the Assistant / Associate Dean for Research shall be, ex-officio:
a. Member of the School's Executive Committee and Executive Faculty Committee.

b. Member and Chair of the Research Committee.

c. Member of the Student Appeals Committee.

d. Member of the Background Evaluation Committee.

B. Selection and Appointment

The Dean of the School of Dentistry shall appoint the Assistant/Associate Dean for Research.

C. Evaluation

A performance review of the Assistant/Associate Dean for Research is conducted annually by the Dean and once every two years it includes input from the faculty.

SECTION 6 The Assistant/Associate Dean for Admissions and Student Affairs

A. Administrative Responsibility

1. Coordinate activities within the Office of Admissions and Student Affairs to provide seamless and integrated service to faculty, staff and students.

2. Advise students concerning academic, University or personal problems, and coordinate referral of students to other University services as necessary.

3. In collaboration with the Director of Student Services, organize and assign academic advisors for each class.

4. Work with faculty as a representative of student interest in matters of academic integrity.

5. Identify and coordinate the provision of accommodation for any special needs students to comply with existing regulations.

6. In collaboration with the Director of Student Services, coordinate the immunization of dental students against infectious diseases with University Student Health.

7. Coordinate all matters dealing with student financial aid, including University-based loans and scholarships, with the University Financial Aid Office.

8. Serve as faculty moderator for student government within the School.
9. In collaboration with the Director of Student Services, solicit, maintain, and coordinate practice and career opportunities within the School.

10. Coordinate administrative letters of recommendation for students and alumni.

11. Serve as the reporting authority for the Director of Student Services and the Chaplain of the School of Dentistry.

12. Contribute, as appropriate, to all accreditation self-study initiatives.

13. In the exercise of his/her duties, the Assistant/Associate Dean for Student Affairs shall be, ex-officio:

   a. Member of the School’s Executive Committee and Executive Faculty Committee.

   b. Member and Chair of the Scholarship and Financial Aid Committee.

   c. Non-voting member of the Student Performance Committee.

   d. Non-voting member of the Academic Misconduct Committee.

   e. Non-voting member of the Student Appeals Committee.

   f. Member and Chair of the Admissions Committee.

   g. Member and Chair of the Background Evaluation Committee.

B. Selection and Appointment

   The Dean of the School of Dentistry shall appoint the Assistant/Associate Dean for Admissions and Student Affairs.

C. Evaluation

   A performance review of the Assistant/Associate Dean for Admissions and Student Affairs is conducted annually by the Dean and once every two years it includes input from the faculty.
ARTICLE V

DEPARTMENT CHAIRS

SECTION 1 Organization

A. There shall be a Chair for each organized academic department of the School of Dentistry who shall be responsible for the administration of the department under the Dean of the School of Dentistry.

SECTION 2 Administrative Responsibilities

A. Establish and conduct, by consultation and discussion between the Chair and its members, the policies, procedures and programs of the department. The Chair shall have responsibility under the Dean concerning Division(s) and departmental policies, programs, procedures and regulations insofar as these do not conflict with general University policies and the policies of other Departments, Colleges or Schools.

B. In the exercise of normal administrative responsibilities, the Department Chair shall:

1. Demonstrate leadership in encouraging excellence in teaching and service and in the promotion of research in the department.

2. Supervise faculty activities and assist the Dean in recruiting and developing faculty in the Department.

3. Make recommendations to the Dean concerning salary, promotion and dismissal of faculty and staff of the department.

4. Conduct Departmental meetings on an as needed basis.

SECTION 3 Selection

A. Within four weeks of the announcement of a vacancy of a Departmental Chair, the Dean, upon consultation with members of that department, shall search out potential candidates and from among these candidates appoint a new Departmental Chair. The Dean, at his/her discretion, may, after advising the Executive Faculty Committee and the concerned department of his/her actions, appoint a Search Committee of not less than three nor more than five members. In most cases, tenured faculty shall make up the Search Committee. This committee shall recommend several candidates to the Dean. After receiving these and any other recommendations, the Dean shall consult the Executive Faculty Committee and then will make his/her decision. In addition to the foregoing provisions, the selection and appointment of a Chair shall be in conformity with the relevant sections of whatever formal agreements may exist between Creighton University and
other organizations with which the University is affiliated for certain joint programs.

B. An appointment to Chair a department shall normally be for three years, with reappointment normally limited to no more than two additional successive three-year terms.

SECTION 4 Evaluation

A. Evaluations of Department Chairs and department functions shall be conducted annually by the Dean.
ARTICLE VI

DIVISION HEADS

SECTION 1 Organization

A. There shall be a Head for each designated Division within a Department.

SECTION 2 Administrative Responsibilities

A. The Division Head shall have responsibility under the Department Chair for the operations of the Division. The Division Head shall:

1. Manage the day-to-day administrative responsibilities of the Division.
   a. Assist the Chair concerning clinical staffing, lecturing and preclinical laboratory staffing.
   b. Assign faculty and staff schedules and work loads.
   c. Work with the Chair to determine resources that are needed and then to obtain these resources.
   d. Work in a proactive manner to prevent situations which may result in employee or patient grievances.
   e. Work with the Chair and the University to address employee grievances in a timely and fair manner.

2. Maintain high quality in the Division’s academic and clinical program
   a. Review curriculum content and assure that what is being taught is current and presented in such a manner that the material is understood by the students.
   b. Assure that the Division is effectively cooperating with other Divisions within the Department and with other units outside the Department and within the School.
   c. Be accessible to faculty, staff and students.
   d. Work with the faculty and staff to create an enthusiastic and positive environment in which to work and learn.
   e. Arrange for student access to faculty when consultation, advice or tutoring is necessary.
   f. Work with the Chair to ensure a high level of faculty and staff training and development opportunities.
   g. Meet regularly (monthly) with the Division faculty to promote continuity and consistency of the educational program and to promote scholarly activity interests.

3. Assist the Chair in the development of Departmental strategic plans, guidelines and assessments
   a. Meet regularly with the Department Chair.
   b. Assist the Chair in the recruitment and retention of faculty and staff.
   c. Assist the Chair in annual faculty performance assessment.
d. Work with the Chair in assuring that faculty goals are being met in a timely manner, including those associated with promotion and tenure.

e. Perform other duties as assigned or required.

SECTION 3 Evaluation

A. Evaluation of Division Heads and Division functions shall be conducted annually by the Department Chair.
ARTICLE VII
PROGRAM DIRECTORS

SECTION 1 Designation of Program Directors

A. The faculty shall have the following program directors which shall make recommendations to the Dean or other authority delegated by the Dean and manage activities within their sphere of influence:
1. Director of Biomedical Sciences / Basic Sciences Core
2. Director of Curriculum
3. Director of Continuing Education
4. Director of Dental History
5. Director of Extramural Programs
6. (Co)Director of ILAC Dental Program
7. Director of Implant Dentistry
8. Director of OneWorld Clinic
9. Director of Oral and Maxillofacial Radiology
10. Director of Oral Health Research
11. Director of Orthodontics
12. Director of Student Services

Section 2 Director of Biomedical Sciences / Basic Sciences Core

A. Administrative Responsibility
1. Provide specific guidance for faculty seeking funding opportunities as well as help identifying and communicating opportunities for funding.
2. Help integrating biomedical sciences with pre-clinical and clinical research within the School of Dentistry.
3. Work collaboratively with the Assistant/Associate Dean for Research and the faculty to facilitate cross-faculty, interdisciplinary initiatives.
4. Provide support and mentorship in basic/biomedical research for faculty and students at the School of Dentistry.
5. Work collaboratively with the Oral Biology Masters Program by mentoring students and faculty on the research process, data analyses, thesis preparation and presentation within and outside the Dental School.
6. Promote engagement in interdisciplinary research between dental faculty and other Creighton schools as well as externally, whenever appropriate.
7. Supervise administrative and research staff.
8. Work with the Assistant/Associate Dean for Research on assessing the School's research activities, processes, and infrastructure and implement improvements, as needed.
9. Assist the Dean and the Assistant/Associate Dean for Research with other duties as assigned.

Section 3 Director of Curriculum

A. Administrative Responsibility
1. Serve as Chair of the Committee on Curriculum.
2. Maintain surveillance over the total dental education program so that it reaches stated Mission goals.
3. Coordinate activities with the Office of the Senior Associate Dean for Academic Affairs and Administration.
4. Maintain oversight of curriculum organization, implementation and evaluation.

Section 4 Director of Continuing Education

A. Administrative Responsibility
   1. Approve topics for CE presentations.
   2. Screen speakers for CE programs.
   4. Meet with appropriate Health Sciences Continuing Education Committees for approval of planned CE offerings.
   5. Approve venues for CE presentations.
   6. Review prospective menus if food is offered at a CE program.
   7. Represent the School of Dentistry on the Health Science Continuing Education Committee.
   8. Participate in the national CE organization, the Association of Continuing Dental Education.

Section 5 Director of Dental History

A. Administrative Responsibility
   1. Direct the Freshman History of Dentistry Course.
   2. Maintain the historical archives of the School.
   3. Interface with the University Archives Department.
   4. Provide historical resources for media outlets.
   5. Accept donations of historically significant materials.

Section 6 Director of Extramural Programs

A. Administrative Responsibility
   1. Develop, direct and manage required and elective courses: CPD 414 Senior Service Learning Program and CPD 402 Dental Extramural Program.
   2. Foster programming and rotations that include experiential, service-learning and other innovative educational models.
   3. Coordinate all oral and written communication, including contracts, between the School of Dentistry and community partners.
   4. Serve as the liaison between community-based faculty and school-based faculty.
   5. Address operational issues with community partners at community-based sites including infection control, safety, calibration, grading, cultural competency and quality assurance.
   6. Develop new partnerships with local, state and national leaders to support and sustain extramural programs.
Section 7  **Director of ILAC Dental Program**

A. Administrative Responsibility
1. Recruit, orient and supervise dental students for the ILAC Program.
2. Work with selected students to ensure they complete all of their third year clinic obligations.
3. Recruit dental professionals for the ILAC Program.
4. Acquire equipment, instruments and materials for the ILAC Program.
5. Have a presence in the Dominican Republic to ensure that instruments are functional and necessary supplies are present.
6. Interface with the ILAC Program offices at Creighton University and in the Dominican Republic.

Section 8  **Director of Implant Dentistry**

A. Administrative Responsibility
1. Direct and manage the didactic implant education: PRS 315 Junior Implant Fundamentals and PRS 415 Senior Advanced Implantology.
2. Provide laboratory experiences in implantology.
3. Provide support to faculty of pre-clinical courses who wish to incorporate implant concepts into their curricula.
4. Coordinate the provision of implant services to patients in the predoctoral clinic.
5. Develop, maintain and regularly update a database of patients that have been treated with dental implants.
6. Develop and oversee standing inventories of surgical and prosthodontic instruments and parts.
7. Address operational issues regarding the provision of implant services in the predoctoral clinic.
8. Provide support, as available, to faculty and students engaged in research into implant related questions.

Section 9  **Director of OneWorld Clinic**

A. Administrative Responsibility
1. Ensure that patients receive competent care that is consistent with the School's Standards of Care.
2. Ensure that students have a meaningful service experience that is compatible with their dental education and the Mission of Creighton University.
3. Provide direct supervision of the bimonthly clinics.
4. Schedule clinic and screening dates.
5. Schedule faculty supervisors.
6. Interface with the dental administration on clinic usage.
7. Interface with Iowa Western Community College Dental Hygiene Program.
8. Supervise post-clinic social events.

Section 10  **Director of Oral and Maxillofacial Radiology**
A. Administrative Responsibility
   2. Serve as the School Radiation Safety Officer.
   3. Track all radiation generators and the associated permits for the State of Nebraska.

Section 11 Director of Oral Health Research

A. Administrative Responsibility
   1. Facilitate clinical and translational research, particularly as it relates to epidemiological and clinical studies that utilize the electronic clinic management system database at Creighton University School of Dentistry.
   2. Assist faculty with clinical research to include sample size determination, formulation of study design, and assistance with writing grant proposals.
   3. Apply for external funding to support the research efforts of the School of Dentistry.

Section 12 Director of Orthodontics

A. Administrative Responsibility
   1. Design and execute the orthodontic didactic curriculum that is deemed appropriate for predoctoral dental education.
   2. Conduct three didactic courses and administer examinations associated with each.
   3. Advise students interested in researching topics relative to orthodontics and provide guidance during their endeavors.
   4. Encourage students who are interested in specializing in orthodontics and provide recommendations to selected graduate programs.
   5. Provide clinic orientation to new D3 students.
   6. Inventory, order, maintain and organize all orthodontic instruments and supplies and orthodontic laboratory materials.
   7. Evaluate all patients seeking orthodontic treatment at Creighton University School of Dentistry.
   8. Diagnose and plan treatment for all orthodontic patients who are accepted for treatment.
   9. Initiate all orthodontic treatment for patients that are accepted for treatment at Creighton University School of Dentistry.
   10. Assign capable students who elect to treat orthodontic patients that have been accepted for treatment.
   11. Provide part-time orthodontic faculty with materials to conduct instruction of students.

Section 13 Director of Student Services

A. Administrative Responsibility
   1. Manage and oversee all student cultural, social and organizational activities.
   2. Formulate and interpret specific policies and regulations.
3. Schedule and direct special events and provide related administrative and management support.

4. Provide leadership to students and faculty in planning, organizing and executing various co-curricular activities and frequently serve as the business officer for these activities by assisting in such areas as budget preparation and making arrangement for use of various on and off campus facilities.

5. Oversee programs such as new student orientation, student development and enrichment, disability support services, student counseling services and development of financial aid sessions.

6. Coordinate the Office of Student Affairs by managing student background checks and immunization records.

7. Serve as a liaison to University services offices across campus.
ARTICLE VIII

STANDING COMMITTEES

SECTION 1  Designation of Standing Committees

A. The faculty shall have the following standing committees which shall make recommendations to the Dean or other authority delegated by the Dean:

1. Committee on Academic Misconduct
2. Committee on Admissions
3. Committee on Background Evaluation
4. Committee on Clinical Records
5. Committee on Clinical Standards of Care
6. Committee on Curriculum
7. Committee on Instruments and Materials
8. Committee on Rank and Tenure
9. Committee on Scholarship and Financial Aid
10. Committee on Strategic Planning and Assessment
11. Committee on Student Appeals

B. Each standing committee shall meet at least once each Fall and Spring semester.

SECTION 2  Committee Purposes, Authority and Membership

A. Committee on Academic Misconduct

1. Committee Purpose and Authority

a. Serve as a forum to discuss and make recommendations on issues concerning the maintenance of academic integrity. Issues to be discussed by the Committee can be placed on the agenda by any faculty, student, administrator or staff. Examples of such issues could include but not be limited to exam security, test location and conditions, adequacy of proctoring, misconduct issues involving patient care and record-keeping, etc.

b. Hear cases of alleged academic misconduct once they reach the level of formal procedures.

c. Issues brought before the Committee will be decided by a majority vote of the voting members present.

d. A minimum of six voting members plus the Chair must be present to constitute a quorum.

e. All elected members of the Committee shall have a vote. The Chair will vote only in cases of a tie. All votes will be by secret ballot. All decisions of the group will be made by motions which pass.
f. Decisions of the Committee will be reported as recommendations to the Dean. The vote count on all decisions will also be reported to the Dean.

2. Committee Membership

a. Consists of four full-time faculty members and four student members (one from each class).

b. The Chair of the Committee will be the Senior Assistant/Associate Dean for Academic Affairs and Administration. The Assistant/Associate Dean for Admissions and Student Affairs and the Chaplain shall be ex-officio non-voting members of the Committee.

c. The four faculty members will be elected by the Faculty Council and serve for a one-year term commencing August 20. All full-time faculty are eligible for election as long as they are not members or alternates of the Committee on Student Appeals. Faculty may be re-elected to an unlimited number of one-year terms.

d. One student from each class will be elected by their peers and recommended to the Dean for a one-year term commencing August 20. All members of the class not on any type of probation will be eligible for recommendation. All but the senior member will be eligible for reappointment.

e. Should a student or faculty member of the Academic Misconduct Committee be involved in any manner in a particular incident of misconduct (witness, etc.), that member will be ineligible to sit on the Committee for that particular case and an alternate will be appointed by the Dean.
B. Committee on Admissions

1. Committee Purpose and Authority
   a. Annually, select a student body that will be capable of successfully completing the pre-doctoral education program in dentistry and upon graduation will reflect the goals of the University and fulfill the objectives and obligations of the School of Dentistry.
   b. Having made the selection, the Committee shall recommend that the selectees be tendered positions in the next entering class.
   c. The Chair of the Committee, under the authority delegated by the Dean, shall forward the proper letters of conditional or unconditional acceptance, alternate status or rejection.

2. Committee Membership
   a. Consists of no less than six members: five full-time faculty including the Assistant/Associate Dean for Admissions and Student Affairs (who has voting privileges) and one student representative.
   b. The Assistant/Associate Dean for Admissions and Student Affairs shall be the Chair of the Committee, ex-officio. All faculty members shall be appointed or re-appointed by the Dean for three-year terms at staggered intervals commencing August 20. The student member will be from the Junior class and elected by his/her peers, approved by the Dean and appointed to serve a two-year term commencing August 20.
C. Committee on Background Evaluation

1. Committee Purpose and Authority
   a. The Chair of the Background Evaluation Committee will review the background check of each accepted student applicant prior to his/her enrollment in the School of Dentistry.
   
   b. The Background Evaluation Committee will review the background check of each accepted student applicant that has an adverse result prior to his/her enrollment in the School of Dentistry. In reviewing the information consideration will be given to such adverse offense(s):
      - number of convictions
      - nature, seriousness and date(s) of occurrence of the violation(s)
      - rehabilitation
      - relevance of the crime committed to the dental profession
      - state or federal requirements relative to the dental profession
      - all known information regarding the student, including the student’s written explanation
      - any other evidence demonstrating an ability to perform clinical and academic expectations competently and free from posing a threat to the health and safety of others
   
   c. In preparation for a meeting of the Background Evaluation Committee, the Chair of the Committee will consult with individuals who have expertise in their respective area to review the adverse results. These individuals may consist of, but are not limited to, the following: representative of the General Counsel’s Office, representative of the Human Resources Department, University Privacy Officer and a faculty member appointed to the Nebraska Board of Dental Examiners.
   
   d. The Committee will review all information regarding adverse offenses and make a recommendation to the Dean concerning the suitability of a student enrolling in or remaining in the dental program.

2. Committee Membership
   a. Consists of the Assistant/Associate Dean for Admissions and Student Affairs, the Senior Assistant/Associate Dean for Academic Affairs and Administration, the Assistant/Associate Dean for Clinical Operations, the Senior Associate Dean for Clinical and External Affairs, and the Assistant/Associate Dean for Research.
   
   b. The Assistant/Associate Dean for Admissions and Student Affairs will chair the Background Evaluation Committee *ex officio*. 
D. Committee on Clinical Records

1. Committee Purpose and Authority
   a. Maintain surveillance over the clinical records system to ensure the maintenance of professionally and legally acceptable patient records with an appropriate degree of uniformity.
   b. Conduct regular records reviews to detect common errors as well as present suggestions for changes to the electronic health record.
   c. Make recommendations on all matters pertaining to Clinical Records unless such authority to change record forms and record keeping procedures is delegated to the Chair of the Committee. In this case, the Chair shall be the final authority.

2. Committee Membership
   a. Consists of the chairs of the clinical departments.
   b. The Assistant/Associate Dean for Clinical Operations shall be the Chair of the Committee, ex-officio.
   c. Ex-officio members will also include the Manager of Dental Information Technology, the Senior Assistant/Associate Dean for Clinical and External Affairs, and the Chair of the Iowa Western Community College Hygiene Program.
E. Committee on Clinical Standards of Care

1. Committee Purpose and Authority

a. Review the School’s clinical standards of care and revise them appropriately.

b. Conduct a formal system of quality assurance for patient care according to the various components of the School’s clinical standards of care and to make recommendations accordingly. The evaluation system will demonstrate, with measurable criteria, evidence that the standards of care are patient centered and focused on comprehensive dental care.

c. Review patient care programs with specific patient care review policies and procedures, document outcomes, and recommend corrective measures.

d. Recommendations are made to appropriate Chair(s), the Assistant/Associate Dean for Clinical Operations, the Manager of Dental Information Technology, and the Dean.

e. If serious problems are discovered concerning a patient’s individual care, the case shall be referred immediately to the Assistant/Associate Dean for Clinical Operations for expeditious action.

2. Committee Membership

a. Consists of no less than eight full-time faculty members, one of whom shall be the Assistant/Associate Dean for Clinical Operations, who serves as Chair. The other members will include the Chairs of the clinical departments, the Senior Assistant/Associate Dean for Academic Affairs and Administration, the Senior Assistant/Associate Dean for Clinical and External Affairs, one Junior student and one Senior student, each elected by their respective classes.

b. Length of faculty appointments shall be for as long as they serve as chair or in the designated administrative office. Student appointments shall be for one-year terms commencing August 20.
F. Committee on Curriculum

1. Committee Purpose and Authority
   a. Maintain surveillance over the total dental education program so that it reaches the stated mission and major goals of the School of Dentistry. It shall do this through the following curriculum management plan that is initiated annually, is ongoing, and includes input from faculty, students, administration and other appropriate sources. Principle objectives of the plan include:

   1. Curriculum organization: ensuring that the content, format, sequencing, and assignment of clock hours of courses most adequately reflects the goals and objectives of the School and results in the students attaining the stated competencies of the School.

   2. Curriculum implementation: assigning credit hours, scheduling classes and scheduling examinations for maximum efficiency.

   3. Curriculum evaluation: examining course objectives, content, and methodologies to ensure that they are current, viable, free of unwarranted repetition, relevant with respect to emerging information, and appropriate toward meeting the goals of the School and the attainment of competence by the students.

   b. All recommendations for change in the curriculum shall be made by the Committee directly to the Dean.

2. Committee Membership
   a. The Committee shall consist of at least seven faculty members and four student members. One faculty member shall be the Senior Assistant/Associate Dean for Academic Affairs and Administration, ex-officio, who may act as Chair, and another shall be the Assistant/Associate Dean for Clinical Operations, ex-officio. The remaining faculty membership shall be composed of representatives as follows: 1) at least one junior faculty member, one who is of no higher rank than Assistant Professor as determined at the time of appointment, 2) at least one senior faculty member, one who is of Professor rank, 3) at least one basic science faculty member, and 4) at least two clinical science faculty members (one of no higher rank than Assistant Professor as determined at the time of appointment).

   b. Membership shall be for three-year terms on a rotation basis with no limit on re-appointments. All faculty representatives shall be appointed by the Dean from the full-time faculty with their terms commencing August 20.
c. The Curriculum Committee student members shall consist of one representative from each of the four classes. Student members shall annually be elected by their respective classes. The Junior and Senior representatives shall have voting privileges.
G. Committee on Instruments and Materials

1. Committee Purpose and Authority

a. Ensure the proper selection and procurement of instruments, materials and equipment necessary for the successful conduct of the preclinical, clinical and research aspects of the dental education program. It shall communicate among all course directors, department chairs, faculty, and staff the processes that are in place for requesting, approving, ordering, and distributing all instruments and materials. It shall publish an annual calendar that will have relevant dates for requesting supplies for courses that are conducted in the three part academic year.

b. Maintain surveillance over the Supply and Instrument Management System (SIMS). This shall include reviewing the content of the carts that are used in the first and second year preclinical laboratories, as well as life expectancy of the durable goods in each, and establish replacement schedules based upon these reviews. It shall accept requests from departments and course directors for additional inclusions or exclusions of the instruments and materials in these carts.

c. Provide oversight of the management of the Dental Store and the purchasing process. This will be provided by design and review of metrics to measure usage and stock levels, comparison pricing and vendor selection, and internal ordering and distribution to specific cost centers and clinic customers.

d. Make recommendations to the Dean for capital equipment related to clinical operations and preclinical laboratory use.

2. Committee Membership

a. Consists of three (3) voting members: the Senior Assistant/Associate Dean for Clinical and External Affairs who will chair the Committee, ex officio, one representative from the didactic/preclinical laboratory curriculum, and one representative from clinical operations. Advisory members shall consist of the Supervisor of Dental Assistants, one representative from Finance, one representative from Purchasing, and one representative from the Dental Store.

b. The voting members shall assign financial and approval authority for designated functional areas to committee members or specified managers.
c. All members shall be appointed by the Dean for three year terms commencing August 20. There shall be no limit on the reappointment of faculty.
H. Committee on Rank and Tenure

1. Committee Purpose and Authority

   a. Review all dossiers of Teaching-Research Faculty and Clinician-Educator Faculty candidates of the School of Dentistry for conferral of tenure and advancement in rank and the promotions of part-time faculty.

   b. Make a recommendation favoring or opposing conferral of tenure and/or advancement in rank.

   c. Forward its recommendations, together with its vote and the reasoning for its recommendation, in writing to the Dean of the School of Dentistry. This recommendation shall be added, together with the vote and reasoning, to the dossier of the candidate.

2. Committee Membership

   a. Consists of seven members, who are tenured and who are members of the Faculty of the School of Dentistry. They shall be elected by the Faculty Council. No more than two faculty members from a department may serve on the Committee during a given year and the School’s representative on the University’s Rank and Tenure Committee is not eligible for membership. The Faculty Council will conduct the election of the Committee by secret ballot. Additionally, the Senior Assistant/Associate Dean of Academic Affairs and Administration shall be an ex-officio non-voting member of the Committee. Elected terms of office shall be for three years at staggered intervals commencing August 20.

   b. The Chair shall be elected by the Committee from within its members at its first meeting following the first day of the fall semester each year. Only members who have already served for one year on the Committee shall be eligible. The Chair may designate an Acting Chair for any meeting.

   c. The Committee shall refer to the University Handbook for Faculty and comply with the following items: Conflicts of Interest, Confidentiality, Vacancies, Quorum, Voting and Exclusion on Membership.
I. Committee on Scholarship and Financial Aid

1. Committee Purpose and Authority
   a. Identify sources of funds for loans and scholarships.
   b. Develop the criteria (unless already stipulated by the donor) under which the funds will be awarded.
   c. The Chair shall coordinate the awarding of University based aid with the Financial Aid Office and the Business Office. The Chair shall also facilitate the dissemination of information from the Financial Aid Office to dental students.

2. Committee Membership
   a. The Assistant/Associate Dean for Admissions and Student Affairs shall chair the Committee ex officio. No less than two members of the full-time faculty will be appointed by the Dean and one student from each class will be elected by the class.
   b. Length of faculty appointments shall be for three-year terms at staggered intervals. Student terms shall be for one year. Reappointments and re-elections shall be unlimited. The annual date of appointment shall be August 20.
J. Committee on Strategic Planning and Assessment

1. Committee Purpose and Authority
   a. Assess the external and internal environments of dental education in general and this School of Dentistry in particular. It shall evaluate the threats and opportunities of changes that the environment presents.
   b. Evaluate the strengths and weaknesses of the Dental School and identify new competencies that need to be gained to successfully meet changes in the environment.
   c. Be responsible for the direction and coordination of the Operational Plan for the School of Dentistry activities.
   d. Advise the Dean of the Operational Plan for the School of Dentistry mandated activities as well as of both short and long-term program changes that may need to be made in order for the School of Dentistry to successfully meet its mission.

2. Committee Membership
   a. Consists of no less than eight faculty members, one Junior and one Senior student elected by his/her peers, the Dean ex-officio, the Chair of the Curriculum Committee ex-officio, the Senior Assistant/Associate Dean for Academic Affairs and Administration ex officio, the Senior Assistant/Associate Dean for Clinical and External Affairs ex officio, and the Assistant/Associate Dean for Clinical Operations ex officio.
   b. All faculty members including the Chair shall be appointed by the Dean.
   c. Length of faculty appointments shall be for three-year terms at staggered intervals commencing August 20. Student terms shall be for one year. Reappointments and re-elections shall be unlimited.
K. Committee on Student Appeals

1. Committee Purpose and Authority
   a. Ensure that due process is afforded during student related decisions made by the Student Performance Committee and the Academic Misconduct Committee.
   b. Regarding the Student Performance Committee, this occurs following a rehearing by this body in which a recommendation to the Dean for dismissal was made and the student wishes to appeal.
   c. Regarding the Academic Misconduct Committee, this occurs when that Committee finds that an act of academic misconduct has occurred and the student wishes to appeal.
   d. Practices and procedures set forth in policies entitled “Policy on Re-Hearing by the Student Performance Committee and the Appeal Process” and “Policy on Procedures for the Promotion of Academic Integrity and the Management of Academic Misconduct” will be followed during deliberations of this Committee.

2. Committee Membership
   a. The Committee shall consist of three full-time faculty members. Three additional full-time faculty members will serve as alternate Committee members.
   b. The Chair of the Committee will be the Dean, ex-officio. In the absence of the Dean, the Provost or his/her designee will serve. The Assistant/Associate Dean for Research will serve on the Committee as an ex-officio voting member. In the absence of the Assistant/Associate Dean for Research, the Dean’s Advisory Group, on a case-by-case basis, will appoint a second ex-officio voting member to serve on the Committee. The Senior Assistant/Associate Dean for Academic Affairs and Administration, the Assistant/Associate Dean for Admissions and Student Affairs, and the Chaplain shall be ex-officio non-voting members of the Committee.
   c. The three faculty members and three faculty alternate members will be elected by the Faculty Council and serve for a one-year term commencing August 20. All full-time faculty members are eligible for election except members of the Student Performance Committee and the Academic Misconduct Committee. Faculty may be re-elected to an unlimited number of one-year terms.
   d. Should a faculty member of the Student Appeals Committee be involved in any manner in a particular incident of integrity and/or misconduct (witness, etc.), that member will be ineligible to sit
on the Committee for that particular case and an alternate will be called to serve.

SECTION 3  Eligibility

All members of the faculty are eligible for appointment to standing committees, except as might otherwise be stipulated.

SECTION 4  Appointment of Ad-Hoc Committees

The Dean shall appoint ad-hoc committees as deemed necessary and shall also designate the committee Chair. Such committees shall submit annual written reports to the Dean.
ARTICLE IX

AMENDMENT PROCEDURES

SECTION 1 Review and Revision of the School of Dentistry Bylaws

A. Any administrator or faculty member may submit proposals for change to the Dean. These proposals should be in writing and should include an explanation as to the necessity for the requested change.

B. Proposals so received will then be evaluated by an Ad-Hoc Bylaws Committee, appointed by the Dean, and those which are not in conflict with University Statutes will be referred to the faculty with the Ad-Hoc Committee’s recommendation.

C. These proposed amendments to the Bylaws shall be submitted and circulated to each faculty member one month in advance of a scheduled meeting date.

D. A majority (51% or more of the full-time faculty members of the School of Dentistry) must be present at this scheduled faculty meeting.

E. A two-thirds majority of those combined Teaching-Research and Clinician-Educator faculty members attending the meeting and voting is required to recommend to the Dean the approval of the amendment to the Bylaws. All amendments to the Bylaws require the Dean’s approval.

F. The Dean, ex-officio, may amend the School of Dentistry Bylaws when, in the Dean’s judgment, the change is necessary. Such amendments, however, shall be communicated to the faculty as soon as is practical, together with the circumstances which require the change in the Bylaws.