

Temple University School of Dentistry Bylaws

Article I. Prevailing Authority of University Policies

The term "University Policies" shall refer to any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within his/her authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.¹

In the event of any conflict or contradiction between any bylaw of the School of Dentistry or any action taken by the School under the authority of its bylaws and any University Policy now in effect or adopted in the future such bylaw or the action taken shall be superceded by the pertinent University Policy.

Article II. Dean

- A. The President of the University appoints the Dean of the School in conformance with such Dean Search Guidelines as the President may from time to time promulgate.
- B. The Dean shall report to and be accountable to the President or his/her designee, and shall serve at the pleasure of the President.

¹ University policies as defined here shall include collective bargaining agreements that have been approved by the Board of Trustees or by the President when he/she has been delegated to do so by the Board of Trustees, and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract.

- C. The Dean is the chief executive officer and the chief academic officer of the School of Dentistry. His/her duties and responsibilities are defined by any pertinent policies of the Board of Trustees, by the Dean's Position Description that shall be issued from time to time by the President, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President
- D. The Dean shall exercise such authority as may be delegated to him/her by University Policies. He/she shall be responsible for the administration of the School of Dentistry budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.
- E. The Dean shall be an *ex officio* member without vote of all standing committees of the School of Dentistry.

Article III. School of Dentistry Organization

- A. School Administration and Staff. The Dean shall, subject to applicable University Policies and within the School's authorized budget, appoint associate deans, assistant deans, department chairs, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the School administration, pursuant to University Policies.
- B. School of Dentistry Collegial Assembly.
 - 1. Every full-time faculty member of the faculty of the School shall be a voting member of the Collegial Assembly.

2. The Collegial Assembly shall meet at least annually. Additional meetings may be held at the call of the Dean or by written petition with agenda of twenty-five percent of the members of the Collegial Assembly. Ten days advance notice shall be given to faculty members of the School of all meetings of the Collegial Assembly, except that the Dean may call an emergency meeting upon 48 hours notice if so authorized by the President or his/her designee.
3. The Collegial Assembly shall be authorized to recommend amendments to the School bylaws and other School policies for approval by the Dean. However, all such bylaws and policies shall be subject to University Policies.
4. The Collegial Assembly may be requested by the Dean to nominate faculty to serve on School committees.
5. The Dean shall be the presiding officer of the Collegial Assembly. The Collegial Assembly may elect a vice chair to preside in the Dean's absence and a secretary to maintain minutes of the meetings of the Collegial Assembly.
6. Where provided by University Policies, the Collegial Assembly may recommend to the Dean criteria and procedures to be followed in considering persons for appointment to the faculty and for tenure and/or promotion. However, such policies shall not be inconsistent with University Policies.
7. The Collegial Assembly may recommend academic plans, policies, and programs for the School to the Dean.

8. The Dean shall annually, at a regularly called meeting of the Collegial Assembly, provide a State of the School address or statement that sets forth the academic condition of the School and outlines goals for the improvement of the School's academic policies and programs.
9. Except when other rules have been adopted by the Dean after consultation with the Collegial Assembly, the meetings of the Collegial Assembly shall be guided by Robert's Rules of Order (latest edition).

C. Dean's Advisory Committee

1. The School shall have a Dean's Advisory Committee which shall be at least fifteen members, including twelve faculty, the Dean as chair, and two students; but a larger Committee may be constituted by the Dean after consultation with the Collegial Assembly. The Dean's Advisory Committee shall be large enough to give appropriate representation to the academic disciplines within the School.
2. All full-time members of the School faculty shall be eligible to sit on the Dean's Advisory Committee. One half of the faculty members of the Dean's Advisory Committee shall be composed of faculty elected by the Collegial Assembly from among its membership assuring representation of each department in the school within the elected faculty members. The remaining one-half of the faculty positions on the Dean's Advisory Committee shall be appointed by the Dean. Faculty members shall serve two-year staggered terms, and the terms of the members initially appointed under these bylaws

shall be determined by lot. Faculty may be reappointed or reelected to the Dean's Advisory Committee for one additional term.

3. There should be two student members of the Dean's Advisory Committee: one postdoctoral student and one predoctoral student. The Dean shall seek recommendations for student members from the Student Council in the case of the predoctoral students, and the Associate Dean for Advanced Education in the case of the postdoctoral student. The Dean shall endeavor to appoint student members of the Dean's Advisory Committee from among these nominees, although he/she is not precluded from appointing other members of the student body in his/her discretion if no students are nominated as provided in these bylaws or if necessary to assure diversity of representation from within the student body. Student members shall serve for only one term.
4. The Dean is normally expected to obtain the advice of the Dean's Advisory Committee on the appointment of academic administrators, the formulation and revision of academic policies and programs, the School budget, and such other matters as the Dean may regard as important to academic excellence in the School.
5. Where University Policies permit, the Dean may use the Dean's Advisory Committee to provide advice about appointments to the faculty, recommendations for tenure and/or promotion, and awards of merit pay.
6. The Dean's Advisory Committee shall meet as often as necessary to address the issues submitted to it by the Dean but not less often than twice in the fall semester and twice in the spring semester.

7. Except when other rules are adopted by the Dean after consultation with the Dean's Advisory Committee, the work of the Dean's Advisory Committee shall be guided by Robert's Rules of Order (latest revision).

D. Standing Committees.

1. Where University Policies permit and taking into account the size of the School faculty and the scope of the School's programs, the Dean may establish other committees to undertake the work of the School. The size of such committees shall be established by the Dean, in consultation with the Dean's Advisory Committee. Unless otherwise stated below, all committees will have no fewer than five members each of which shall serve a two-year renewable term.
2. The Dean shall appoint faculty and student members to these committees except for the Personnel Committee and the Promotion and Tenure Committee to which members are elected by the Collegial Assembly, giving appropriate consideration to broad representation and diversity within the faculty.
3. Without limiting the committees that may be established to conduct the work of each School or requiring the creation of committees not mandated by University Policies or these bylaws, the Dean should give consideration to the creation of the following:
 - a. A curriculum management committee to review and recommend new academic programs that may be proposed, to recommend the discontinuation of programs that are no longer justified by academic

need or cannot be budgetarily maintained, and to monitor the review of quality and effectiveness of existing academic programs.

- b. A human resources and budget committee to consult with the Dean about the formulation of the School budget, the allocation of School resources, and steps to be undertaken to expand the School's resources through grants, contracts, gifts and other external funding sources.
- c. An outcomes assessment committee to develop and evaluate outcomes for the school based upon specific goals and objectives for education, research and service.
- d. An admissions committee to consult with the Dean about policies for admission to the dental predoctoral program and to fulfill the needs of the Office of Admissions with respect to recruitment, interviewing and decision-making concerning candidates seeking entrance to the DMD program.
- e. A promotion and tenure committee to review applications for promotion and tenure and to make recommendations about specific applications for promotion and tenure. Members shall be elected to the committee by the Collegial Assembly to assure representation of each department in the school. The promotion and tenure committee should give due consideration to promotion and tenure guidelines that may be issued by the President or his/her designee setting forth the documentation and assessment that the President will seek in

formulating his/her recommendations to the Board of Trustees about tenure and in making his/her decisions with respect to promotion.

f. A student promotions and appeals committee to make determinations as to the academic status of individual students and eligibility for promotion from one semester/year to the next, to hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance. The student promotions and appeals committee shall make recommendations to the Dean on each appeal or grievance. The student promotions and appeals committee shall follow all University and all School policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance. Unless precluded by University or School policies, the committee shall assure a student an opportunity to present his/her appeal or grievance, including reasonable evidence in support of his/her claim, and shall give the student's claim full and fair consideration. When the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the School, that person shall be given an opportunity to describe and document the rationale for his/her decision. All recommendations to the Dean shall reasonably summarize the student's claim, provide the

basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

- g. A clinical policies and procedures committee to review and recommend changes to clinical policies and procedures.
- h. A continuing education committee to recommend planning, development and evaluation of dental continuing education programs.
- i. An Honor Board to fulfill the policy established at the creation of the Honor Code, and to periodically review and recommend revisions of those policies.
- j. An instrument committee to annually review and recommend revisions to the instrument kits for predoctoral students.
- k. A quality assurance committee to monitor the quality of patient care and to recommend changes to continually improve patient care.
- l. A personnel committee to, except where University policy provides a procedure for a specific type of grievance, make recommendations to the Dean concerning matters related to the rights of faculty members, academic freedom and responsibility within the purview of the School of Dentistry.
- m. A research and study leave committee to review and evaluate the scientific and scholarly significance of leave applications and to submit a written report to the Dean, along with a recommendation based on the merit of the proposal and an assessment of the previous achievements of the applicant.

4. Ad hoc Committees

- a. The Dean, in consultation with the Dean's Advisory Committee, shall appoint an *ad hoc* Faculty Responsibility Committee to investigate serious allegations of misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. Not more than one member of the Faculty Responsibility Committee shall be appointed from the same program or department as the faculty member who is subject to investigation. A Faculty Responsibility Committee shall have no fewer than three, and preferably at least five, members.
- b. The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have an opportunity to present written or oral information to support his/her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainant and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that

will be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies on such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report.

- c. The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence - oral, written, or tangible - submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigation or to carry out University Policies. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary, and University Counsel shall endeavor to give reasonable assistance if possible.
- d. The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions and recommendations and, to the extent reasonably possible, should include as attachments any written statements, any documents and any other written or tangible evidence upon which the committee relied.

The Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the President or his/her designee.

Article IV: Revisions or Amendments to Bylaws

- A. Revisions or amendments to these Bylaws may be recommended by the Dean after consultation with the Collegial Assembly or the Dean's Advisory Committee. Recommended revisions shall be forwarded from the Dean to the President or his/her designee. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity to University Policies. After review by University Counsel, the President or his/her designee may approve revisions or amendments and set the date upon which they will become effective.
- B. In all cases, the Dean shall review the bylaws of his/her School every five years and, after consultation with the Collegial Assembly, may recommend revisions or amendments to the bylaws.