RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
BYLAWS FOR THE GOVERNANCE
OF THE
RUTGERS BIOMEDICAL AND HEALTH SCIENCES
RUTGERS SCHOOL OF DENTAL MEDICINE

Article I  CONSTRUCTION AND APPLICATION

Title A Construction

I.A.1 These Bylaws shall constitute the rules for the governance of the School of Dental Medicine of Rutgers, the State University of New Jersey as authorized by law. Nothing in these Bylaws shall be construed as an infringement upon the powers and authority of the Board of Governors or upon the powers and authority of the President as delegated by the Board or an infringement upon the provisions of any current or subsequent collective bargaining agreement negotiated between Rutgers, the State University of New Jersey, and the faculty bargaining unit.

I.A.2 As a basic principle in the construction and/or revision of these Bylaws, the revisions of the Bylaws of the Rutgers School of Dental Medicine shall be determined following appropriate consultation among the Faculty, the Academic Assembly, the Dental School Administration, the University Administration, Student Body, Alumni, and when appropriate, recognized representatives of citizens of the area(s) in which the School is located.

I.A.3 In the event of a conflict between these Bylaws and the Rutgers School of Dental Medicine Procedural Code, the Bylaws shall govern, and any ambiguity shall be construed in accordance with the terms of the Bylaws.

Title B Application

I.B.1 These Bylaws shall apply to all sub-units of the Rutgers School of Dental Medicine as defined in Article II, Titles A and B.

Article II  ADMINISTRATIVE STRUCTURE

Title A Officers of the Administration-RUTGERS SCHOOL OF DENTAL MEDICINE

Section 1 The Dean

II.A.1.1 Under the President and the Chancellor, the Dean shall be the chief academic and administrative officer of RUTGERS SCHOOL OF DENTAL MEDICINE with primary responsibility for implementing the mission of the school. The Dean’s duties and powers shall include the following:

II.A.1.1.1 primary responsibility for the school’s educational, research, health care and service programs, for the development of teaching and research affiliations, for administration of the school, for promotion of the school’s development and effectiveness, and for maintaining accreditation with appropriate groups or agencies;

II.A.1.1.2 evaluation and final approval of curricula;

II.A.1.1.3 supervision of the members of the academic and non-academic staff of the school;

II.A.1.1.4 recommendation to the President and the Board of Governors of appointment, reappointment and promotion of and conferral of tenure upon qualified individuals to serve as faculty of the school;

II.A.1.1.5 oversight of system of review of the effectiveness of performance of individual faculty members;

II.A.1.1.6 development and implementation of a system of career development for individual faculty members;

II.A.1.1.7 recommendation to the Chancellor and the President of appointment, reappointment and promotion of qualified individuals to serve as administrators of the school;

II.A.1.1.8 preparation and recommendation of the annual budget;

II.A.1.1.9 review and approval of the expenditure of funds allocated to the school;

II.A.1.1.10 assignment of space within the school;
II.A.1.11 development of liaisons and mechanisms to foster consultation and discussion with appropriate community
and other external constituent groups;

II.A.1.12 submission of reports and recommendations to the Chancellor and the Board of Governors concerning the
operation, plans and development of the school.

II.A.1.2 The Dean may be appointed only by the Board of Governors upon the nomination of the Chancellor from among the
slate of nominees provided by a Dean’s Search Committee. The members of the Search Committee shall be
appointed by the Chancellor; the majority shall be from a list of individuals nominated by the Officers of the Academic
Assembly and the elected part time representative of the Sub-Committee on Committees, and endorsed by the
Academic Assembly. The Committee shall consult student representatives, alumni representatives and
representatives of the community in the school’s service area.

II.A.1.3 The slate of nominees for Dean recommended by the Search Committee shall be vetted by ballot by the Academic
Assembly. A 67% majority of the Academic Assembly members voting shall constitute an endorsement of the slate.
The results of the ballot shall be transmitted to the Chancellor prior to his/her consideration.

II.A.1.4 Any candidate nominated for Acting Dean or Interim Dean shall be vetted by the Academic Assembly. A 67%
majority of the Academic Assembly members voting shall constitute an endorsement of the nominee. The results of
the ballot shall be transmitted to the Chancellor.

II.A.1.5 The term of the Dean shall be indefinite, without tenure, and at the pleasure of the Chancellor.

II.A.1.6 There shall be a periodic review of the school and the stewardship of the Dean at least once every five (5) years.
The Chancellor shall appoint a committee to conduct the review and to report its findings and recommendations to
the Chancellor who will recommend appropriate action to the President and Board of Governors. The committee
shall take steps to ensure that the faculty and other appropriate constituencies have opportunity for input to the
committee’s review. At least 50% of the committee shall be members of the RUTGERS SCHOOL OF DENTAL
MEDICINE faculty. If the University review is delayed in a manner that is unsatisfactory with the Academic Assembly,
the Assembly may request the Executive Council conduct a review of stewardship of the Dean.

II.A.1.7 The stewardship of the Acting or Interim Dean shall be subject to review by the Executive Council anytime but at
least every two (2) years. The Acting Dean or Interim Dean shall not participate in such review in his or her capacity
as chairperson of the Executive Council. The Executive Council shall forward the results of the review of the
stewardship of the Acting Dean or Interim Dean to the University President, the Board of Governors, the Academic
Assembly, and the Acting or Interim Dean.

II.A.1.8 Procedures for consultation by the Dean with the faculty are set forth in the Rutgers School of Dental Medicine
Procedural Code.

II.A.1.9 The Dean shall report annually in June to the Academic Assembly, the Chancellor and the Board of Governors and
make recommendations about the school’s operation, plans and development.

II.A.1.10 It shall be the prerogative of the Dean to attach a separate opinion to any recommendations made by the Academic
Assembly, Executive Council, or any committee of those bodies that is submitted to the Chancellor or Board of
Governors.

Section 2 Subordinate Administrative Officers.

II.A.2.1 The Dean may, with the approval of the President of the University upon the recommendation of the Chancellor ,
appoint and delegate authority and/or responsibility to such subordinate administrative officers as may be deemed
necessary for effective administration. All appointees shall serve at the pleasure of the Dean.

Title B Organization

Section 1 Departments

II.B.1.1 The Rutgers School of Dental Medicine may be subdivided into Departments in a manner consistent with the mission
and goals of the Rutgers School of Dental Medicine. Those departments which serve only the RUTGERS SCHOOL
OF DENTAL MEDICINE may be created, dissolved or receive a change in name by the Chancellor and Board of
Governors, upon recommendation of the Dean, after consultation by the Dean with the involved departmental faculty,
the Executive Council, and the Academic Assembly.

II.B.1.2 Each department shall have a chair who shall be appointed by the Dean, with the approval of the, for a term of no
more than five (5) years, from among a slate of nominees provided by a Search Committee of the Faculty.

II.B.1.3 The Search Committee shall be selected and shall function according to procedures set forth in the Rutgers School
of Dental Medicine Procedural Code.
II.B.1.4 **Duties and Powers:** Under the Dean, the department Chair shall have general administrative responsibility for, as well as participate in the educational, research, health care and service programs of the department. The Chair’s duties shall include the following:

II.B.1.4.1 development and operation of departmental programs;

II.B.1.4.2 supervision of departmental faculty and staff;

II.B.1.4.3 annual evaluation of all departmental faculty and review of those evaluations delegated to division, section or program heads;

II.B.1.4.4 the process of establishing annual goals and objectives by or for individual faculty members;

II.B.1.4.5 counseling concerning career development for individual faculty members;

II.B.1.4.6 recommendations to the Dean regarding all issues of concern to the department;

II.B.1.4.7 review of the budget and program plans with the members of the department;

II.B.1.4.8 recommendations regarding appointments, reappointments, promotions, changes in faculty status, leaves, dismissals and acceptance of resignations following review with senior full-title faculty members of the department as defined in the bylaws of the school;

II.B.1.4.9 evaluation of the department’s educational, research, service and, where appropriate, patient care programs, and of faculty and staff performance;

II.B.1.4.10 maintaining accreditation with appropriate groups and agencies;

II.B.1.4.11 preparation and submission of an annual report to the Dean regarding instructional activities, research and service accomplishments, performance and progress of faculty and financial management within the department.

II.B.1.5 **Methods of Selection and Review:** The department Chair may be appointed only by the Board of Governors upon the recommendations of the Dean and the Chancellor from among a slate of nominees provided by a search committee as provided for in the Rutgers School of Dental Medicine Procedural Code.

II.B.1.5.1 The Chair shall serve at the pleasure of the Dean. The performance of the Chair will be reviewed annually by the Dean.

II.B.1.6 The Department Chair shall be subject to review and evaluation at least once every five (5) years. Such reviews shall be carried out following procedures set forth in the Rutgers School of Dental Medicine Procedural Code. The findings of such reviews shall be reported to the Dean.

II.B.1.7 A vice chair shall be selected in accordance with the Rutgers School of Dental Medicine Procedural Code, who, in the absence of the chair may be responsible for the operation of the department.

Section 2 **Departmental Divisions, Sections, and Programs**

II.B.2.1 Departments within the Rutgers School of Dental Medicine may be divided in a manner consistent with the aims and policies of such departments. Divisions, sections, or programs may be created, dissolved or receive a change in name only upon recommendation of the Chair after review by the departmental faculty, and the Executive Council, and with the approval of the Dean, the Chancellor, and the Board of Governors.

II.B.2.2 A division, section or program head may be appointed by the Dean upon the recommendation of the Chair, following consultation with the departmental faculty, and with the approval of the Dean and the Chancellor, and shall serve at the pleasure of the Chair.

II.B.2.3 The stewardship of each division, section or program head shall be subject to review at least once every five (5) years. Such reviews and evaluations shall be carried out following procedures set forth in the Rutgers School of Dental Medicine Procedural Code. The findings of such reviews and evaluations shall be reported to the Chair and the Dean.
III.A.1 The faculty shall consist of those individuals, who hold academic titles in the Rutgers School of Dental Medicine, regardless of where their duties are performed. The Dean, or his/her designee, shall be the presiding officer of the faculty. The presiding officer may vote only in the case of a tie.

Section 2 Duties and Powers

III.A.2 The Faculty, under the Dean, the Chancellor, the President and the Board of Governors, shall have the duties and powers with regard to academic activities listed in these Bylaws. Recommendations of the faculty shall be forwarded to the Dean, who may attach his or her additional recommendations to the Chancellor and the Board of Governors.

The duties and powers of the faculty include:

III.A.2.1 establishment of requirements for admission; development of criteria and procedures for selection of students; and, via a committee of the faculty, recommendation of students for admission;

III.A.2.2 design, approval, implementation, evaluation and revision of the curriculum;

III.A.2.3 establishment and promulgation of the academic calendar;

III.A.2.4 encouragement of research activities of faculty members and of students;

III.A.2.5 establishment of standards for examinations, grading, academic standing, honors in courses, and attendance;

III.A.2.6 establishment of requirements for degrees and certificates;

III.A.2.7 recommendation through the Dean and the President to the Board of Governors, of those candidates who have fulfilled the requirements for degrees and certificates;

III.A.2.8 establishment of regulations and procedures under which the faculty operates;

III.A.2.9 recommendations to the Board of Governors of amendments to these Bylaws through the Dean and the President.

Section 3 Communication with University’s Administration

III.A.3 Ordinarily, communication between the faculty and the Chancellor or Senior Vice Presidents regarding issues of importance to the faculty or the school shall be through the Dean. However, when appropriate or necessary, the faculty may communicate directly with the Chancellor or Senior Vice Presidents.

Title B The Academic Assembly

Section 1 Function

III.B.1.1 The Academic Assembly (hereinafter referred to as “Assembly”) shall consider and act upon those School policies which have been referred to it by the Dean, by the Executive Council, by petition (as described in the Rutgers School of Dental Medicine Procedural Code), or by introduction from the floor of the Assembly.

III.B.1.2 The RUTGERS SCHOOL OF DENTAL MEDICINE Academic Assembly shall meet as specified in the Rutgers School of Dental Medicine Procedural Code.

III.B.1.3 The Assembly shall advise the Dean on matters affecting the operation and policies of the school.

III.B.1.4 The Assembly may, upon request or upon its own initiative, express faculty concerns directly to the Dean. If so requested by the Academic Assembly, the Dean shall take these concerns forward to the Chancellor and the Board of Governors.

III.B.1.5 The Assembly has the right to accept or reject decisions of the Executive Council as specified in Rutgers School of Dental Medicine Bylaws III.D. 1.8 The Dean will be bound by the Assembly's decision.

Section 2 Membership

III.B.2.1 Faculty: All persons who hold academic titles (see RUTGERS SCHOOL OF DENTAL MEDICINE Bylaws Article IV, Title A) in the UMDNJ-Rutgers School of Dental Medicine shall be members of the Academic Assembly with voting privileges as specified in the Rutgers School of Dental Medicine Procedural Code.
III.B.2.2 University Administration Representation: The Chancellor and Rutgers University-Newark Provost shall be voting members of the Assembly.

III.B.2.3 Alumni Representation: The alumni shall annually appoint five (5) representatives as voting members of the Assembly. These names should be submitted to the Secretary of the Academic Assembly prior to July 1st.

III.B.2.4 Disputes: All questions regarding voting privileges of individual members shall be referred for decision to the Committee on Faculty Affairs.

Section 3 Officers

III.B.3.1 Officers of the Assembly shall be nominated and elected by the membership of the Assembly.

III.B.3.2 President: The President shall be the presiding officer. As the presiding officer, the President’s duties are to establish the agenda and to call and preside over the meetings of the Assembly. The President shall be a member of the Executive Council with vote. The term of office shall be for one year.

III.B.3.3 Vice President: The Vice President shall preside over the Assembly in the absence of the President, and shall serve on the Executive Council with vote. The term of office shall be for one year. The Vice President shall assume the office of President in the succeeding year.

III.B.3.4 Secretary-Treasurer: The Secretary-Treasurer shall be responsible for keeping official records including a membership list of the Assembly, sending out notices, which include the meeting agenda, conducting all correspondence of the Assembly, preparing and keeping the minutes and distributing them to the membership. In addition, the Secretary-Treasurer shall maintain all financial records, collect dues, and report to the members concerning the financial matters of the Assembly. The term of office of the Secretary shall be two (2) years and successive terms in office shall not be permitted.

Title C Committees of the Assembly

Section 1 Organization

III.C.1.1 The Executive Council is a standing committee of the Assembly.

III.C.1.2 Other Standing Committees of the Assembly shall consist of the following:

- Admissions Committee
- Appointment and Promotions Committee
- Bylaws and Elections Committee
- Community Advisory Committee
- Continuing Education Committee
- Curriculum Committee
- Environmental Safety Committee
- Faculty Affairs Committee
- Faculty Development Committee
- Planning Committee
- Postdoctoral Education Committee
- Research Committee
- Student Academic Performance Committee
- Student and Faculty Relations Committee

III.C.1.3 Ad Hoc Committees of the Assembly may be established for special issues as directed by the Assembly.

Section 2 Committee Charges

III.C.2.1 The charge to each of the Standing Committees is set forth in the Rutgers School of Dental Medicine Procedural Code.

Section 3 Responsibility

III.C.3.1 The Standing Committees of the School shall be responsible to the Assembly for carrying out their charges.

III.C.3.2 The committee Chair will submit reports to the Dean, Executive Council and Academic Assembly as set forth in the Rutgers School of Dental Medicine Procedural Code.

Section 4 Appointment
III.C.4.1 The Sub-Committee on Committees shall forward to the Executive Council its nomination for chairs and members of each Standing Committee, except the Committee on Appointments and Promotions, as set forth in the Rutgers School of Dental Medicine Procedural Code.

III.C.4.2 There shall be an administrative officer appointed by the Dean as needed to be the liaison between the Administration and the Standing Committees except the Faculty Affairs Committee and the Appointments and Promotions Committee.

III.C.4.3 Faculty shall be appointed to the Standing Committees in the manner set forth in the Rutgers School of Dental Medicine Procedural Code.

III.C.4.4 Each Standing Committee shall appoint a Vice Chair by a method of its choice to act in the absence of the Chair.

III.C.4.5 Committee membership shall be reviewed by the Sub-Committee on Committees in July of each year. The Sub-Committee on Committees may recommend to the Executive Council changes in committee memberships. Committee assignments shall be made in accordance with procedures set forth in the Rutgers School of Dental Medicine Procedural Code.

III.C.4.6 Following procedures set forth in the Rutgers School of Dental Medicine Procedural Code, the Sub-Committee on Committees may recommend to the Executive Council the recall of Standing Committee chair if it finds that the chair has not fulfilled the responsibilities expected of a committee chair.

III.C.4.7 Following procedures set forth in the Rutgers School of Dental Medicine Procedural Code, and upon the recommendation of a committee chair and approval of the committee, any member of a committee may be recalled by the Executive Council upon the recommendation of its Sub-Committee on Committees, if the Executive Council finds that the committee member has not fulfilled the usual responsibilities expected of a committee member.

Section 5 Operation

III.C.5.1 The committees shall regulate their own internal affairs subject to the provisions of these Bylaws and the Rutgers School of Dental Medicine Procedural Code. They shall be empowered to form ad hoc or sub-committees as deemed appropriate for the fulfillment of their charge.

III.C.5.2 Subject to the provisions of the Bylaws and the Rutgers School of Dental Medicine Procedural Code, standing committees shall develop operating procedures to govern their routine action. Such procedures or any changes therein are subject to review and approval by the Executive Council.

III.C.5.3 All committee meetings shall be open to members of the Assembly unless otherwise stated in these Bylaws or the Rutgers School of Dental Medicine Procedural Code, or when, in the discretion of the committee, it would be necessary to preserve the right of privacy in personnel matters. A quorum shall consist of a majority of the committee membership. Voting in committee shall be by secret ballot when at least 25% of those committee members present so vote.

III.C.5.4 The rules for committee procedure and conduct are set forth in the Rutgers School of Dental Medicine Procedural Code.

III.C.5.5 Committees shall forward any requests for clerical or staff assistance to the Sub-Committee on Committees, which if it concurs with such request, shall forward it to the Dean or the Dean’s designee. The availability of staff assistance shall be determined by the Dean or the Dean’s designee.

Title D The Executive Council

Section 1 Duties and Powers

III.D.1.1 The Executive Council shall be a Committee of the Assembly and shall act for the faculty with regard to the duties and powers of the faculty enumerated in these bylaws. However, the right of the Assembly to review and to accept or reject decisions of the Executive Council shall not be abridged.

III.D.1.2 Subject to further action by the Assembly, the Executive Council shall act on its behalf on policies and business of the Dental School when such actions receive the support of a majority of Executive Council members present and voting. The Executive Council may accept, reject, or return to Committee for further action any report or recommendation of a Standing Committee or Ad Hoc Committee.

III.D.1.3 The Executive Council shall advise the Dean on matters affecting the operation and policies of the school.

III.D.1.4 The Executive Council may, upon request or upon its own initiative, express faculty concerns directly to the Dean. If so requested by the Executive Council, the Dean shall take these concerns forward to the Chancellor and the Board of Governors.
III.D.1.5 Procedures for Executive Council meetings are set forth in the *Rutgers School of Dental Medicine Procedural Code*.

III.D.1.6 The Executive Council may refer to the Assembly for its discussion and action, any issue prior to taking any final action. Such issues shall then have priority on the agenda of the next meeting of the Assembly.

III.D.1.7 The Executive Council may establish, charge and dismiss its own Ad Hoc Committees. The Executive Council shall consider, and vote on matters that have been initiated and developed in the appropriate committees.

III.D.1.8 Any actions approved by the Executive Council shall be implemented forthwith, but shall be delayed in their implementation when a signed appeal by thirty (30) members of the Assembly is presented within ten (10) working days to the Secretary of the Assembly. Upon receipt of such an appeal the Secretary shall request the President of the Assembly to call a meeting of the Assembly which shall convene within three (3) working days to reconsider the Executive Council’s decision.

Section 2 Membership

III.D.2.1 The Executive Council shall be composed of the Dean, the President, and the Vice President of the Assembly; one (1) representative from the RUTGERS SCHOOL OF DENTAL MEDICINE Alumni Association; one (1) chair from each RUTGERS SCHOOL OF DENTAL MEDICINE department; eight (8) representatives that shall be elected at-large from the faculty as follows: four (4) shall be full time, two (2) shall be part time, one (1) shall be elected from the RUTGERS SCHOOL OF DENTAL MEDICINE basic science faculty, and one (1) shall be elected from the NJMS basic science faculty teaching dental students. The Vice Dean, Associate and Assistant Deans, and the Directors of University recognized research centers or institutes will be members of the Executive Council without vote. The chairs of NJMS departments involved in the RUTGERS SCHOOL OF DENTAL MEDICINE curriculum will be members ex-officio, without vote. There shall be one (1) representative from the RUTGERS SCHOOL OF DENTAL MEDICINE Student Government Association. The student member shall be prohibited from voting on faculty personnel, student financial aid, and student academic performance matters but shall have a vote on all other matters.

III.D.2.2 The Dean shall be Chair of the Executive Council. During a temporary absence of the Dean, the President or Vice President of the Assembly shall serve in his or her place as Chair of the Executive Council. The Chair shall vote only in case of a tie.

Section 3 Sub-Committee on Committees

III.D.3.1 The Executive Council shall have a standing Sub-Committee on Committees, whose membership shall consist of the Dean, who shall be the chair; the President, Vice-President and Secretary-Treasurer of the Assembly; and a part-time member of the Academic Assembly to be elected by the faculty.

III.D.3.2 All actions of the Sub-Committee on Committees shall be in accordance with its charge, as set forth in the *Rutgers School of Dental Medicine Procedural Code*, and all such actions shall be advisory to the Executive Council, subject to adoption or rejection by the Executive Council.

ARTICLE IV APPOINTMENT, REAPPOINTMENT AND PROMOTION OF FACULTY

Title A Academic Titles

Section 1 Definitions

IV.A.1.1 Full Academic Rank: Rank held by those members of the faculty of RUTGERS SCHOOL OF DENTAL MEDICINE having the titles of professor, associate professor, assistant professor and instructor.

IV.A.1.2 Qualified Academic Rank: Rank held by those members of the faculty of RUTGERS SCHOOL OF DENTAL MEDICINE having the titles of lecturer, associate and titles preceded by the designations “clinical,” “adjunct” and “visiting.”

IV.A.1.2.1 Part-time faculty participating primarily in programs involving patient care shall be designated by the titles clinical professor, clinical associate professor, clinical assistant professor and clinical instructor.

IV.A.1.2.2 Part-time faculty who participate primarily in research and teaching shall be designated by the titles adjunct professor, adjunct associate professor, adjunct assistant professor and adjunct instructor.

IV.A.1.2.3 Faculty whose service is for a limited time may be appointed as visiting faculty, e.g., visiting professor, visiting associate professor, visiting assistant professor.

IV.A.1.2.4 Faculty whose service is discontinuous or intermittent may be appointed as lecturers.
IV.A.1.2.5 The title of associate may be used when other academic titles are judged not to be appropriate.

IV.A.1.3 Full-Time Faculty: Those members of the faculty who have agreed to abide by all the rules and regulations of the University and whose professional careers are fully dedicated to the instructional, research, health care or service missions of the University.

IV.A.1.4 Part-Time Faculty: Those members of the faculty who have agreed to abide by all the rules and regulations of the University and whose professional careers are only partially committed to the school. They may participate in teaching, research, clinical or service programs and in general University service.

IV.A.1.5 Emeritus Faculty: Members of the faculty who, by virtue of retirement, have been relieved of regularly assigned teaching and administrative responsibilities may be designated as emeriti.

IV.A.1.6 Distinguished Professors: Distinguished professors are faculty members of surpassing academic achievement. Such achievement may include outstanding and continued research and scholarly work, excellence in teaching, and major contributions in areas such as clinical service, curriculum, program development and service to the school or University.

Section 2 Approved Titles

IV.A.2.1 The following academic titles are approved for use: distinguished professor, emeritus professor, emeritus associate professor, professor, associate professor, assistant professor, clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct instructor, visiting professor, visiting associate professor, visiting assistant professor, lecturer and associate.

Section 3 Determination of Academic Title

IV.A.3.1 In determining the academic title to which an individual is recommended for appointment or promotion, the qualities to be considered shall be those which determine (a) the effectiveness of the individual in performing prescribed duties and (b) the overall contributions of the individual to the goals and purposes of the School and University.

IV.A.3.2 Determination of academic title shall take into consideration the following factors:

IV.A.3.2.1 Mastery of subject matter as demonstrated by such factors as degrees, licenses, honors and awards, and reputation.

IV.A.3.2.2 Effectiveness in teaching as demonstrated by such factors as performance evaluation, judgment of peers, student response and performance, and development of teaching materials and techniques.

IV.A.3.2.3 Research and scholarly or professional accomplishments as demonstrated by such factors as contributions to scientific, educational or clinical knowledge, publications, grants and reputation.

IV.A.3.2.4 Contributions to and implementation of the service mission of the University, that is service to the host communities of the University’s campuses and to the entire state.

IV.A.3.2.5 Continuing growth as demonstrated by such factors as advanced study or research, ability to handle increasing responsibility and reputation.

IV.A.3.2.6 Degree and effectiveness of service to the University through activities such as service on school or University committees and performance of administrative responsibilities.

Title B General Provisions

Section 1 Appointment

IV.B.1.1 All members of the faculty shall have an appointment specified with regard to the school or schools and to the department or departments in which the appointment is effective.

Section 2 Date of Appointment

IV.B.2.1 Academic appointments and reappointments shall be based on the academic year, which shall commence on July 1 of each calendar year and extend through June 30 of the following year. Continuing appointments shall take effect on July 1. Initial appointments may take effect on any specified date. If the date is other than July 1, an anniversary date shall be specified for the purpose of determining years of service. The anniversary date shall be July 1 of the current academic year or July 1 of the following academic year, whichever is closer to the effective date of the appointment.
Section 3  Terms and Conditions of Appointment

IV.B.3.1 The terms and conditions of appointment, including tenure where applicable, shall be stated in writing at the time of appointment or reappointment and shall be signed by the faculty member and the Dean or the Dean’s designee and in the possession of both the institution and the appointee before the appointment or reappointment may be considered valid.

Section 4  Computation of Service

IV.B.4.1 In computing consecutive years of service for the purposes of this title, periods of vacation leave, periods of sick leave with full salary and periods of leave under the Faculty Renewal Program shall be included. Periods of unpaid leave of absence shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

Title C Full Academic Rank

Section 1  Eligibility for Full Academic Rank

IV.C.1.1 Full-Time Faculty: Full-time faculty as defined in these bylaws and subject to the provisions and guidelines governing academic appointments set forth in Article IV of these bylaws, are eligible for and ordinarily should receive appointments to full academic rank. In order to qualify for full academic rank, faculty members shall demonstrate ability to carry responsibilities at a level of proficiency appropriate to their rank.

IV.C.1.2 Academic Administrators: Academic administrators within the school or in another school or unit of the University who qualify for faculty appointments may be appointed to full academic rank.

IV.C.1.3 Coterminous Full-Time Faculty: Faculty at affiliated institutions of a school or at another school of the University who qualify as full time as defined in these bylaws may be appointed to full academic rank. Academic appointments given under this Section shall be coterminous with the expiration or termination of the faculty member’s contract with the affiliated institution or with the other school of the University. Financial responsibility for such appointments shall rest with the affiliated institution or with the other school of the University.

IV.C.1.3.1 Academic administrators appointed to full academic rank under these bylaws may be awarded faculty appointments which shall be coterminous with the termination of the administrative appointment.

IV.C.1.3.2 Where fifty percent (50%) or more of the academic base salary of a full-time member of the faculty is derived from sources other than the state budget of the University (“outside funding”) at the time of the full-time appointment, the appointment may be made at full academic rank and may have a provision that the faculty member must agree in writing that the appointment shall be coterminous with the availability and receipt of the outside funding for the position, and that said appointment shall be without tenure.

IV.C.1.4 Part-Time Faculty: Under special circumstances and following the review process described below, a few part-time faculty may be appointed to positions of full academic rank. Such appointments may be considered for individuals who do not qualify as full-time faculty as specified in these bylaws, but whose professional service contributions are particularly meritorious and whose professional careers are heavily committed to the University. Upon the positive recommendations of the department Chair, the Appointments and Promotions Committee, a 2/3 majority of those present at a regular meeting of the Executive Council, the Dean and the President, appointments of part-time faculty to positions of full academic rank shall be considered by the Board of Governors. Such appointments may be made only by the Board of Governors after reviewing the recommendations of the Chair, the Appointments and Promotions Committee, the Executive Council, the Dean and the President.

Section 2  Procedures and Criteria for Appointment and Promotion to Full Academic Rank

IV.C.2.1 The Rutgers School of Dental Medicine Procedural Code contains the procedures and clearly defined criteria for appointment and promotion to each full academic rank. There shall be separate sets of criteria for appointment and promotion for faculty whose efforts are focused on (1) clinical activity, on (2) research, and on (3) education, administration or service. In establishing such criteria, the school shall take into consideration those faculty who have significant responsibilities in more than one mission-related area.

IV.C.2.1.1 The school criteria and procedures shall be in writing; the Dean shall assure that faculty are informed of these criteria and procedures.

Section 3  Process of Appointment

IV.C.3.1 Initial Appointment
IV.C.3.1.1 Upon the positive recommendations of the department Chair, the Dean, and the Chancellor, appointments of instructors shall be made by the President, or his or her designee after advice from the University Promotions Review Committee.

IV.C.3.1.2 Upon the positive recommendations of the department Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Appointments and Promotions Committee, the Dean, the Chancellor and the President, appointments of assistant professors on the tenure track or to the tenure track from a non-tenure track shall be considered by the University Promotion Review Committee. Assistant professors may be appointed on or to the tenure track only by the Board of Governors after reviewing the recommendations of the Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Appointments and Promotions Committee, the Dean, the Chancellor , the President and the University Promotion Review Committee.

IV.C.3.1.3 Upon the positive recommendations of the department Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Appointments and Promotions Committee, the Dean, and the Chancellor appointments of assistant professors on or to the non-tenure track shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee.

IV.C.3.1.4 Upon the positive recommendations of the department Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Appointments and Promotions Committee, the Dean, the Chancellor and the President, appointments of associate professors and professors on the tenure track or to the tenure track from a non-tenure track or with tenure shall be considered by the University Promotion Review Committee. Associate professors and professors may be appointed on or to the tenure track or with tenure only by the Board of Governors after reviewing the recommendations of the Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Appointments and Promotions Committee, the Dean, the Chancellor, the President and the University Promotion Review Committee.

IV.C.3.1.5 Upon the positive recommendations of the department Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Appointments and Promotions Committee, and the Dean, appointments of associate professors and professors on the non-tenure track or to the non-tenure track shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee.

IV.C.3.2 Reappointment - The process for reappointment shall be the same as for initial appointment on the non-tenure track except that in no case shall action be taken by the RUTGERS SCHOOL OF DENTAL MEDICINE Appointment and Promotions Committee.

Section 4 Term of Appointment

IV.C.4.1 Non-tenured faculty may be appointed for terms of one to five years and may be reappointed for additional terms of one to five years.

Section 5 Notice of Non-Reappointment

IV.C.5.1 Written notice that a term appointment is not to be renewed upon expiration is to be given to the appointee by the Dean of the school or the Dean’s representative as soon as possible and not less than:

IV.C.5.1.1 four months prior to the expiration of a one-year appointment;

IV.C.5.1.2 six months prior to the expiration of a two-year appointment; and

IV.C.5.1.3 twelve months prior to the expiration of an appointment longer than two years as computed from the anniversary date.

Section 6 Process of Promotion

IV.C.6.1. The process for promotion shall be the same as for initial appointment to each rank except that there shall be a process for self-nomination.

IV.C.6.2 After consultation with the members of his/her department, the Chair of each Dental School department shall submit, through the Dean, to the Appointments and Promotions Committee, the names of members of his/her department he or she recommends for promotion.

IV.C.6.3 A faculty member who is not recommended for promotion by his/her department Chair and who wishes to be considered may submit his or her credentials directly to the Dean and to the Appointments and Promotions Committee with a copy to the department Chair and/or for consideration by the faculty members of his/her department. A positive recommendation by the Appointments and Promotions Committee shall require consideration by the Board of Governors or by the President, or his designee, depending on the tenure, tenure-track or non-tenure-track status, regardless of negative recommendations of the Chair, the Dean and/or the Chancellor.
Section 7 Committee Operation

IV.C.7.1 Procedures for Appointments and Promotions Committee operation shall be set forth in the Rutgers School of Dental Medicine Procedural Code.

Section 8 Distinguished Professors

IV.C.8.1 Privileges - The distinguished professor may have for a stipulated period of time supplemental funds for research, educational or clinical activities, as well as other perquisites to be determined by the Dean.

IV.C.8.2 Designation of Distinguished Professors - The Rutgers School of Dental Medicine Appointments and Promotions Committee shall review and make recommendations concerning Distinguished Professors. Upon the positive recommendations of the department Chair, the Rutgers School of Dental Medicine Appointments and Promotions Committee, the Dean and the President, designations of Distinguished Professors shall be considered by the Board of Governors. Designations of Distinguished Professors shall be made only by the Board of Governors after reviewing the recommendations of the Chair, the Rutgers School of Dental Medicine Appointments and Promotions Committee, the Dean and the President.

Section 9 Appeal Process for Promotion Decisions by the Appointments and Promotions Committee

IV.C.9.1 The Chair of the Appointments and Promotions Committee shall forward to the candidate a written report of negative vote results with the reasons for the committee decision with a copy to the department chair. A candidate who wishes to appeal the committee’s decision, must do so within ten (10) working days of receipt of such notification. These appeals should not involve reevaluation of credentials. Appeals will only be allowed based upon alleged procedural error by the Appointments and Promotions Committee, or alleged failure of the Appointments and Promotions Committee to base its decisions solely on the standards as defined in the Rutgers School of Dental Medicine Procedural Code. The procedures to be followed in hearing such appeals are described in the Rutgers School of Dental Medicine Procedural Code.

Title D Qualified Academic Rank

Section 1 Eligibility for Qualified Academic Rank

IV.D.1.1 The Part-Time Faculty. The part-time faculty as defined in these bylaws, and subject to the provisions and guidelines governing academic appointments set forth in these bylaws, are eligible for appointment to positions of qualified academic rank. The amount of time devoted to the School and University shall be determined by the department Chair in consultation with the Dean. Their service may be paid or voluntary.

IV.D.1.2 Full-time faculty as defined in these bylaws whose academic qualifications or role does not qualify them for appointment to full academic rank, may be appointed, on an exception basis, to qualified academic rank.

Section 2 Procedures and Criteria for Appointment and Promotion to Qualified Academic Rank

IV.D.2.1 Appointment and promotion of faculty to positions of qualified academic rank shall be based upon demonstrated ability to carry out responsibilities at a level of proficiency appropriate to their rank.

IV.D.2.2 The Rutgers School of Dental Medicine Procedural Code contains the procedures and clearly defined criteria for appointment and promotion to each qualified academic rank with salary and for appointment and promotion to each non-salaried qualified academic rank.

IV.D.2.3 The Dean shall assure that faculty are informed of these criteria and procedures.

Section 3 Process of Appointment

IV.D.3.1 Initial Appointment

IV.D.3.1.1 Upon the positive recommendations of the department Chair and the Dean, appointments to qualified academic rank of instructors shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee.

IV.D.3.1.2 Upon the positive recommendations of the department Chair, the Rutgers School of Dental Medicine Appointments and Promotions Committee, and the Dean, the Chancellor, appointments to qualified academic rank of assistant professors, associate professors and professors shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee.

IV.D.3.2 Reappointment: The process for reappointment shall be the same as for initial appointment except that in no case shall action be taken by the Rutgers School of Dental Medicine Appointments and Promotions Committee or any other faculty committee.
Section 4  Maximum Duration of Appointment

IV.D.4.1 Appointments to qualified academic rank shall not continue beyond June 30 of each academic year. Individuals with such appointments may be reappronted after review to ensure ongoing service to the School and University. Appointments to qualified academic rank shall not carry tenure.

Section 5  Process of Promotion

IV.D.5.1 The process for promotion shall be the same as for initial appointment to each qualified rank.

Title E  Academic Freedom and Academic Responsibility

IV.E.1 It is the policy of RUTGERS SCHOOL OF DENTAL MEDICINE to foster and maintain full freedom of discussion, inquiry, teaching and research. It is the responsibility of the faculty of RUTGERS SCHOOL OF DENTAL MEDICINE to foster and maintain high standards of professional, academic and public conduct and morals. Every member of the faculty of RUTGERS SCHOOL OF DENTAL MEDICINE is entitled to discuss relevant subjects freely in the classroom. In research and publication each faculty member is entitled to discuss freely those subjects with which he or she is competent to deal, to pursue inquiry thereunto and to present and endeavor to maintain the opinions and conclusions relevant thereunto. While free to express those ideas which seem to him or her justified by the facts, the faculty member is expected to maintain standards of sound scholarship and competent teaching. Every member of the faculty of RUTGERS SCHOOL OF DENTAL MEDICINE is obliged by his or her position and the standards of his or her profession to work for the betterment of RUTGERS SCHOOL OF DENTAL MEDICINE, the academic community and the communities where RUTGERS SCHOOL OF DENTAL MEDICINE facilities are located.

IV.E.2 Each faculty member should lend his or her counsel as may be required and should undertake in the spirit of community a fair share of the burdens of organization, legislation and deliberation within RUTGERS SCHOOL OF DENTAL MEDICINE and the department. Every member of the faculty, outside of the fields of instruction, research and publication should conduct himself or herself in a manner that is neither reprehensible nor yielding of discredit to RUTGERS SCHOOL OF DENTAL MEDICINE. When speaking or writing as a citizen, he or she shall be free from institutional censorship or discipline, but should be accurate, should exercise appropriate restraint, should show respect for the opinions of others and must clearly indicate that he or she is not a spokesperson for the institution.

Title F  Tenure

Section 1  Purpose

IV.F.1.1 Tenure may be regarded as a means to assure application of the policies set forth in Title E above.

Section 2  Definition of Tenure

IV.F.2.1 Tenure is continuous academic employment until retirement as long as the duties of the position are performed effectively, absent financial exigency or cause. Only the full academic rank of associate professor or professor may carry tenure. Tenured appointments shall continue until terminated in accordance with the rules set forth in these Bylaws.

Section 3  Eligibility and Criteria

IV.F.3.1 Tenure may be granted when merited upon or at any time following appointment or promotion to the rank of associate professor or professor. Tenure shall be conferred for achievements of the highest order, the greatest distinction in carrying out the responsibilities of the position, and for unusual promise for continued achievements. Criteria for tenure shall include superior intellectual attainment and academic productivity as evidenced both in teaching and research. The record of research performance or other scholarly achievements shall be outstanding, meriting recognition within the relevant discipline as being among the best in the field. Faculty members eligible for tenure shall also be influential and able teachers, and, if applicable, excellent clinicians. They shall have demonstrated a history of continued expansion of competence in their discipline(s) over a significant period of time. Their accomplishments shall represent important contributions to the mission and reputation of the department, the school and the University such that they are deserving of employment as faculty members until retirement subject to the conditions set forth in these bylaws.

IV.F.3.2 Faculty members who are granted tenure are expected to sustain their accomplishments and contributions to the teaching, research and, where applicable, clinical and service programs of the School and University and to their area(s) of expertise throughout the duration of the tenure appointment.

IV.F.3.3 The criteria for recommending individuals for tenure and procedures for evaluating faculty eligibility for tenure are set forth in the Rutgers School of Dental Medicine Procedural Code.
IV.F.3.4 The Dean shall ensure that the faculty are informed of these criteria and procedures.

Section 4  Award of Tenure

IV.F.4.1 Individuals appointed or promoted to the rank of assistant professor may be appointed in either non-tenure or tenure-track status. Assistant professors appointed to the tenure track and who remain on the tenure track shall have a formal review for tenure by their department chairs no later than the tenth year after the appointment to the tenure track as specified in the Rutgers School of Dental Medicine Procedural Code. If, following such review, the department chair declines to recommend a faculty member for tenure, the faculty member may self-nominate for tenure following procedures specified in the Rutgers School of Dental Medicine Procedural Code.

IV.F.4.2 The Rutgers School of Dental Medicine Procedural Code shall specify procedures for nomination of individuals for tenure as well as procedures by which a member of the faculty of the school may enter a formal request to be considered for tenure.

IV.F.4.3 The process for the award of tenure shall be as follows: Upon the positive recommendations of the department Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Appointments and Promotions Committee, the Dean and the Chancellor, awards of tenure shall be considered by the Board of Governors.

IV.F.4.4 Self-Nomination: A faculty member who is not recommended for tenure by his/her department Chair and who wishes to be considered may submit his or her credentials directly to the Dean and to the Appointments and Promotions Committee with a copy to the department Chair and/or for consideration by the faculty members of his/her department. A positive recommendation by the RUTGERS SCHOOL OF DENTAL MEDICINE Appointment and Promotions Committee shall require consideration by the Board of Governors regardless of negative recommendations of the Chair, the Dean and/or the Chancellor. Associate professors and professors may be awarded tenure only by the Board of Governors after considering the recommendations of the Chair of the department, RUTGERS SCHOOL OF DENTAL MEDICINE Appointment and Promotions Committee, the Dean and the Chancellor.

Section 5  The Obligation of the University

IV.F.5.1 An appointment with tenure carries with it an obligation on the part of the University to continue to provide, until retirement or dismissal for cause, a salary for the appointed individual consistent with his or her rank and years of service except under conditions of financial exigency, which must be demonstrably bona fide as determined by the Board of Governors and with the participation and consultation of the faculty.

Section 6  Academic Tenure in Combination with Administrative Appointment

IV.F.6.1 Academic tenure may be given to any eligible person concurrent with an administrative appointment, but such tenure shall apply only to the position of academic rank and not to the administrative position. Such administrative position is terminable at will.

IV.F.6.2 Any person holding a tenured appointment who is given an administrative appointment shall continue to hold such tenured appointment in his or her position of academic rank.

Title G  Emeritus Faculty

Section 1  Privileges

IV.G.1.1 Emeritus faculty shall be entitled to attend, without vote, meetings of the faculty, to march in a position of honor in academic processions, to receive official University mailings, to avail themselves of the library and other facilities offered to faculty members, to represent the University or school on appointment at academic ceremonies of other institutions, and to take part with the faculties in all social and ceremonial functions of the University or school.

Section 2  Designation of Emeritus Faculty

IV.G.2.1. Upon the positive recommendations of the department Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Appointment and Promotions Committee, the Dean and the Chancellor, designations of emeritus faculty shall be considered by the Board of Governors. Designations of emeritus faculty shall be made only by the Board of Governors after reviewing the recommendations of the Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Appointment and Promotions Committee, the Dean and the Chancellor. Such recommendations should be based upon significant contributions in teaching, research or clinical or administrative services.
ARTICLE V LEAVES OF ABSENCE

Title A Faculty Renewal Program

Section 1 Policy and Purpose

V.A.1 There shall be a faculty renewal program, the purpose of which is to provide a means for improving or sustaining the professional competence of faculty to the benefit and enrichment of the educational, research, health care or service programs of the School and the University. To further this purpose a period of paid leave may be granted on the basis of demonstrated service to the School and the University and an application describing a program of planned study, formal education, research, writing, or an equivalent.

Section 2 Eligibility

V.A.2 Full-time full-title faculty who have completed at least six consecutive years of service within RBHS or its predecessor shall be eligible to be granted leave under this program. Consecutive years of service shall be computed as provided in these bylaws, and service in the individual schools prior to the formation of Rutgers Biomedical and Health Sciences shall be counted. An individual granted leave under this program shall be ineligible until an additional six consecutive years of service have been accumulated.

Section 3 Approval

V.A.3 Leave under this program may be granted only by the Chancellor upon considering the recommendations of the department Chair, the RUTGERS SCHOOL OF DENTAL MEDICINE Faculty Affairs Committee and the Dean. Faculty renewal leaves shall be reported annually to the Board of Governors.

Title B Other Leaves

V.B.1 Upon the recommendations of the department Chair and the Dean, the Chancellor may approve other leaves of absence by members of the professional staff at full or reduced salary, or may grant such leave without salary for acceptance of assignments of limited duration with other universities and colleges, public service agencies, or as a delegate, expert, consultant or similar function for other appropriate purposes consistent with the needs and interests of RUTGERS SCHOOL OF DENTAL MEDICINE.

V.B.2 Salaried leaves under this Title B shall be reported annually to Board of Governors.

V.B.3 Applications for such leaves of absence under this Title B shall be made to the Chancellor through the Dean upon recommendation of the department Chair. Each application shall include a statement of the purpose for which leave is requested, its anticipated duration and its value to the applicant, the School and the University.

ARTICLE VI TERMINATION OF SERVICE

Title A Termination at Will

VI.A.1 Appointments to Qualified Academic Rank: The service of individuals in any qualified academic rank may be terminated at will by the Dean.

Title B Automatic Termination

VI.B.1 Term Appointments: Term appointments may not be extended. The service of members of the faculty having term appointments shall cease automatically at the end of their specified terms and such automatic cessation shall not be considered termination for cause within the meaning of Title C in these bylaws.

Title C Termination for Cause

VI.C.1 Termination of service for cause of faculty with full academic rank shall be governed by the provisions of the applicable collective bargaining agreement.

Article VII GRIEVANCE PROCEDURE
VII.1 Grievances relating to violations of the provisions of these Bylaws not otherwise grievable under any collective negotiation agreement between the University and a certified representative of the Dental School faculty will be addressed by the Faculty Affairs Committee as outlined in the Rutgers School of Dental Medicine Procedural Code. There shall be no grievances under Article IV of these bylaws relating to promotions, appointments, reappointments or non-renewal of appointments.

VII.2 The grievance procedure is open to any member or group of members of the faculty.

Article VIII AMENDMENTS

Title A Amendments to the Policies and procedures

Section 1 Amendments Initiated by the Assembly

VIII.A.1.1 The procedure for bringing proposals for amendments before the Assembly are set forth in the Rutgers School of Dental Medicine Procedural Code. A resolution to amend shall be approved by a 2/3 majority of the ballots cast by the Assembly and shall become effective when approved by the Board of Governors.

Section 2 Amendments of Bylaws Changes Initiated by the Board of Governors

VIII.A.2.1 Amendments or changes to these Bylaws may be initiated and adopted by the Board of Governors, provided however, that no amendment or change shall be adopted unless sixty (60) days written notice thereof, and a copy of the proposed amendments with a written explanation, has been provided to the faculty of the RUTGERS SCHOOL OF DENTAL MEDICINE and an opportunity granted to the faculty to present its views to the Board of Governors within the sixty (60) day period.

Title B Amendments to the RUTGERS SCHOOL OF DENTAL MEDICINE Procedural Code

VIII.B.1 Proposed amendments to the Rutgers School of Dental Medicine Procedural Code may be adopted only in accordance with amendment procedures described in the Rutgers School of Dental Medicine Procedural Code.