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 The Rutgers School of Dental Medicine is an academic unit of Rutgers Biomedical and Health Sciences (RBHS). The mission of RBHS is to offer instruction in the health professions and sciences, to conduct related research, and to provide patient and health care and community service. Nothing in these bylaws shall contravene any provision of any applicable policy or procedure governing RBHS and/or Rutgers, its collectively negotiated agreements, or laws or regulations. These Bylaws are construed to recognize and implement the principle of shared governance of the School. They shall apply to all faculty of the School.

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, and the University Administration.

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 the 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 endorsement 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, Provost, the Chancellor of appointment, reappointment and promotion of and conferral of tenure upon qualified individuals to serve as faculty of the school; consistent with all University Polices and applicable collective negotiations agreements.

II.A.1.1.5 Implementation of the university’s processes for review of the performance of individual faculty members;

II.A.1.1.6 development and implementation of career development for individual faculty members consistent with University policy and applicable collective negotiations agreements;

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

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

II.A.1.1.9 oversight of the expenditure of funds allocated to the school;

II.A.1.1.10 assignment of space within the school;

II.A.1.1.11 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 concerning the operation, plans and development of the school, as required.

II.A.1.2 The Dean shall be appointed by the Chancellor.

II.A.1.3 When the position of Dean becomes vacant, a search committee shall be formed and a candidate, or candidates, shall be nominated by the Chancellor to the Board of Governors. Some membership of the search committee shall be from a list of individuals provided by election held by the Faculty of the School.

II.A.1.4 The Dean shall serve at the pleasure of the Chancellor.

II.A.1.5 The Dean shall report annually to the Academic Assembly.

II.A.1.6 The Dean will arrange to meet with appropriate groups, (e.g., Department, Executive Council, and Academic Assembly) to present information on a projected action that will have a major impact on the Rutgers School of Dental Medicine. The item(s) will be placed on the agenda of the scheduled meeting.

Section 2 Administrative Officers

II.A.2.1 The Dean may recommend to the Chancellor the appointment and delegation of 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.

II.B.1.2 Each department shall have a chair who shall be selected and shall function according to procedures:

II.B.1.2.1 When the position of Chair becomes vacant, a search committee shall be formed and a candidate or candidates shall be nominated by the Dean to the Chancellor some membership of the search committee shall be from a list of individuals provided by election held by the Faculty of the School.

II.B.1.2.2 The Dean, in consultation with the department faculty, shall provide the search committee with a job description and a list of the professional qualifications which applicants must possess.

II.B.1.2.3 The search committee will present a slate of viable candidates to the Dean. In the event that the nominees are not acceptable to the Dean, he/she may request a new slate.

II.B.1.2.4 The Chair shall be appointed by the Dean, with the approval of the Chancellor, from among a slate of nominees provided by the search committee.

II.B.1.3 The Chair shall serve at the pleasure of the Dean. The performance of the Chair will be reviewed annually by the Dean.

II.B.1.4 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 faculty and staff of the department

II.B.1.4.3 annual evaluation of all departmental faculty and staff and review of those evaluations delegated to the division, section or program heads consistent with University policy and applicable collective negotiations agreements;

II.B.1.4.4 establishment of 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 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 procedures for appointments, reappointments, promotions, changes in faculty status from non-tenure track to tenure track or conferral of tenure, faculty renewal leaves, and dismissals shall follow Rutgers Policies and Procedures and RBHS appointment and promotion guidelines

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

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 The Department may be subject to review and evaluation at least once every five (5) years. The findings of such reviews shall be reported to the Dean.

II.B.1.5.1 The Dean and Faculty Affairs Committee shall appoint an Ad Hoc Department Review Committee. This committee shall be composed of the following five (5) members: one (1) member elected by and from the department of concerned; one (1) Rutgers School of Dental Medicine department chairperson from a department other than the one concerned; one (1) Rutgers School of Dental Medicine faculty member from a department other than the one concerned; two (2) members from dental faculty outside Rutgers School of Dental Medicine, one (1) of whom shall be a chair in the same discipline as the evaluated chair. Any part-time faculty member must have 50% time equivalent or greater. The report of the Ad Hoc Department Chair Review Committee shall be transmitted to the Dean.

II.B.1.5.2 The Dean may also initiate such a review under the following circumstances: if requested by the Faculty Council, or upon petition by over 50% of the departmental faculty who hold academic titles.

II.B.1.6 Department Meetings

II.B.1.6.1 Normally there shall be a department meeting at least eight (8) times each academic year. All faculty members of the department are to be notified normally at least five (5) working days prior to the meeting, such notification to include the agenda for the scheduled meeting.

II.B.1.6.2 A quorum for any meeting shall consist of a simple majority of the full time equivalents of the department.

II.B.1.6.3 Whenever possible, meetings shall be scheduled at such times as no faculty member is required to be engaged in some other departmental activity

II.B.1.6.4 Minutes shall be kept at all meetings and shall include as a minimum: the time, date and place of the meeting and those present; approval of the minutes of the previous meeting; motions made and by whom made; Results of actions and/or voting on motions.

II.B.1.6.5 Minutes shall be circulated with the agenda for the succeeding meeting to all faculty members of the department. An approved copy of all minutes shall be kept in a departmental file.

II.B.1.7 Department Voting Procedures

II.B.1.7.1 For non-personnel actions during an open vote, each faculty departmental member shall have one vote (i.e., one person/one vote).

II.B.1.7.2 In a closed ballot, votes shall be counted in proportion to the FTE appointment of the faculty member (1.0 FTE weighs 1.0 vote, .8 FTE weighs .8 vote, etc.).

II.B.1.7.3 The department chairperson shall vote only to break a tie during open votes, but may vote in all closed ballots. Voting shall be by closed ballot when the chairperson or any department member so requests.

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. Consistent with University policy, divisions, sections, or programs may be created, dissolved or receive a change in name after review by the departmental faculty, and the Executive Council, and with the approval of the Dean and the Chancellor, and the Board of Governors if applicable.

II.B.2.2 A vice chair, division director, section chief, or program director 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.
Article III  ORGANIZATION OF THE FACULTY

Title A  The Faculty

Section 1  Composition

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, may transmit through the Dean its views on University-wide issues affecting the academic programs at the School of Dental Medicine to the Chancellor. Ordinarily, communication between the Faculty and the Chancellor or Provosts regarding issues of importance to the Faculty or the School shall be through the Dean. Faculty shall have duties and powers with regard to academic matters, including but not limited to the following:

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 in accordance with University policies and procedures;

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

III.A.2.3 establishment and promulgation of the academic calendar for the programs within the School of Dental Medicine;

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;

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 or by introduction from the floor of the Assembly.

III.B.1.2 The Assembly shall make recommendations to the Dean on matters affecting the operation and policies of the school.

III.B.1.3 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.

III.B.1.4 The Assembly has the right to accept or reject decisions of the Executive Council as specified in section III.C.1.1.

Section 2  Membership

III.B.2.1 Faculty: All persons who hold academic titles in the Rutgers School of Dental Medicine shall be members of the Academic Assembly with voting privileges.

III.B.2.2 University Administration Representation: The Chancellor and RBHS 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, 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.

Section 4 Electoral Procedures for the Academic Assembly

III.B.4.1 Representatives

III.B.4.1.1 Faculty Representatives
The By-laws and Elections Committee shall receive nominations for election of officers of the Academic Assembly. Valid nominating petitions shall require the signature of at least five (5) members of the Assembly, as well as the signature of the nominee. Mail, ballot box, or electronic elections will be held in May. The Committee on Committees, Assembly, and Executive Council positions take effect on July 1.

III.B.4.1.2 Alumni Representatives
In April, the By-laws and Elections Committee shall request that the Dental Alumni Association select the requisite number of alumni representatives to the Assembly and to the Executive Council.

III.B.4.1.3 Student Representation
In April, the By-laws and Elections Committee shall request the student government organization to select one student representative to the Executive Council.

III.B.4.2 Ballot Procedures

III.B.4.2.1 Elections shall be by mail, ballot box, or electronic means, using procedures developed by the By-laws and Elections Committee.

III.B.4.2.2 Listed on the ballot will be the name of the faculty/candidate with the academic and administrative title, if applicable.

III.B.4.2.3 In mail, ballot box, or electronic votes of the Assembly, faculty votes shall be counted in proportion to the FTE appointment of the faculty member (1.0 FTE weighs 1.0 vote, .8 FTE weighs .8 vote, etc.), non-faculty votes (e.g. ex-officio and alumni) shall be counted as a .5 vote.

III.B.4.2.4 All balloting results will be announced in writing within three (3) working days by the By-laws and Elections Committee.

III.B.4.3 If a position falls vacant, a replacement shall be selected in the manner designated for initial appointment or election, and the individual shall serve to complete the term.

III.B.4.4 Officers of the Assembly and elected representatives to the Executive Council may be recalled by petition to the By-laws and Elections Committee. The petition shall be signed by not less than thirty members of the Academic Assembly. The Bylaws and Elections Committee will then conduct closed ballot in accordance with the provisions of Article V.

Section 5 Procedures

III.B.5.1 Voting at Academic Assembly meetings shall be by closed ballot when requested by 25% of the members present.
III.B.5.2 The Assembly shall hold at least four (4) meetings during each calendar year. Notification, in writing, shall be given at least five (5) working days in advance, and shall include the agenda.

III.B.5.3 Special meetings of the Assembly may be called by the President of the Assembly at any time, or upon request of the Dean or upon petition of thirty full-time equivalent (30 FTE) members, provided that an announcement of meeting time and place as well as a printed agenda is distributed no less than three (3) working days in advance. In extreme emergencies, the 3 day provision may be waived.

III.B.5.4 A quorum shall consist of forty (40) members present.

III.B.5.5 A simple majority of votes cast (abstentions are not considered votes) shall be sufficient for the passage of all motions before the Assembly.

III.B.5.6 During open vote, each Academic Assembly member shall have one vote (i.e., one person/one vote).

III.B.5.7 In a closed ballot (mail, ballot box, or electronic votes of the Assembly) faculty votes shall be counted in proportion to the FTE appointment of the faculty member (1.0 FTE weighs 1.0 vote, .8 FTE weighs .8 vote, etc.), non-faculty votes (e.g. ex-officio and alumni) shall be counted as a .5 vote.

III.B.5.8 Upon receipt, within five (5) working days after a meeting of the Assembly, of a petition signed by 30 full-time equivalent (30 FTE) members of the Assembly appealing a decision of the Assembly made during the open meeting, the Secretary shall request the President of the Assembly and the Dean to defer action on the issue under appeal until the question has been submitted to the Assembly for vote by written (mail, ballot box, or electronic) ballot. The voting shall be conducted by the Secretary-Treasurer of the Assembly. Ballots shall be distributed within five (5) working days after receipt of the appeal and returned within the following ten (10) working days. Announcement of the result of the appeal shall be made at the next regularly scheduled Executive Council and Assembly meetings.

III.B.5.9 Statements regarding actions of the Assembly shall be transmitted to the Dean by the Secretary-Treasurer or the President of the Assembly or his/her designee.

III.B.5.10 Academic Assembly meetings shall be conducted in conformity with Robert's Rules of Order.

**Title C The Executive Council**

**Section 1 Duties and Powers**

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

III.C.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 may take these concerns forward to the Chancellor.

**Section 2 Procedures**

III.C.2.1 The Executive Council shall meet at least eight (8) times per year. Special meetings may be called by the Dean at any time.

III.C.2.2 A majority of the Executive Council members shall constitute a quorum.

III.C.2.3 Statements regarding actions of the Executive Council shall be transmitted by the Dean to the Assembly.

III.C.2.4 Executive Council meetings shall be conducted in conformity with Robert’s Rules of Order.

III.C.2.5 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.C.2.6 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.
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 3 Membership

III.C.3.1 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, and two (2) shall be part time, and two (2) faculty who teach basic sciences to dental students at least one of whom shall be from the Rutgers School of Dental Medicine basic science faculty. The Vice Dean, Associate and Assistant Deans 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 (and not included in the denominator for quorum). 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.C.3.2 The Dean shall be Chair of the Executive Council. During a temporary absence of the Dean the Vice Dean, or Dean’s designee, shall serve in his or her place as Chair of the Executive Council. The Chair shall vote only in case of a tie.

Section 4 Electoral Procedures for the Executive Council

III.C.4.1 Representatives

III.C.4.1.1 Faculty Representatives
The By-laws and Elections Committee shall receive nominations for election of Executive Council faculty representative members. Valid nominating petitions shall require the signature of at least five (5) members of the Assembly, as well as the signature of the nominee. Mail, ballot box, or electronic elections will be held in May. The Committee on Committees, Assembly, and Executive Council positions take effect on July 1.

III.C.4.1.2 Alumni Representatives
In April, the By-laws and Elections Committee shall request that the Dental Alumni Association select the requisite number of alumni representatives to the Assembly and to the Executive Council.

III.C.4.1.3 Student Representation
In April, the By-laws and Elections Committee shall request the student government organization to select one student representative to the Executive Council.

III.C.4.2 Ballot Procedures

III.C.4.2.1 Elections shall be by mail, ballot box, or electronic means, using procedures developed by the By-laws and Elections Committee.

III.C.4.2.2 Listed on the ballot will be the name of the faculty/candidate with the academic and administrative title, if applicable.

III.C.4.2.3 In mail, ballot box, or electronic votes of the Assembly, faculty votes shall be counted in proportion to the FTE appointment of the faculty member (1.0 FTE weighs 1.0 vote, .8 FTE weighs .8 vote, etc.). non-faculty votes (e.g. ex-officio and alumni) shall be counted as a .5 vote.

III.C.4.2.4 All balloting results will be announced in writing within three (3) working days by the By-laws and Elections Committee.

III.C.4.3 If a position falls vacant, a replacement shall be selected in the manner designated for initial appointment or election, and the individual shall serve to complete the term.

III.C.4.4 Elected representatives to the Executive Council may be recalled by petition to the By-laws and Elections Committee. The petition shall be signed by not less than thirty full-time equivalent (30 FTE) members of the Academic Assembly. The Bylaws and Elections Committee will then conduct closed ballot in accordance with the provisions of Article V.

Title D Committees of the Assembly

Section 1 Organization
III.D.1.1 The Executive Council is a standing committee of the Assembly.

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

- Committee on Committees
- Admissions Committee
- Bylaws and Elections Committee
- Continuing Education Committee
- Curriculum Committee
- Diversity and Inclusion Committee
- Environmental Safety Committee
- Faculty Affairs Committee
- Planning Committee
- Postdoctoral Education Committee
- Quality Council
- Research Committee
- School-Wide Advisory Committee on Faculty Appointments and Promotions Committee
- Student Academic Performance Committee
- Student and Faculty Relations Committee

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

Section 2 Responsibility

III.D.2.1 The Standing Committees of the School shall be responsible to the Assembly for carrying out their charges.

Section 3 Appointment

III.D.3.1 The Committee on Committees shall forward to the Executive Council its nomination for chairs and members of each Standing Committee.

III.D.3.2 There shall be an administrative officer appointed by the Dean as needed to be the liaison between the Administration and the Standing Committees except for the Faculty Affairs Committee and the Appointments and Promotions Committee.

III.D.3.3 Each Standing Committee shall appoint a Vice Chair by a method of its choice to act in the absence of the Chair.

III.D.3.4 Committee membership shall be reviewed by the Committee on Committees in July of each year. The Committee on Committees may recommend to the Executive Council changes in committee membership.

III.D.3.5 The 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.D.3.6 Any member of a committee may be recalled by the Executive Council upon the recommendation of its Committee on Committees, if the Executive Council finds that the committee member has not fulfilled the usual responsibilities expected of a committee member.

Section 4 Operation

III.D.4.1 The committees shall regulate their own internal affairs subject to the provisions of these Bylaws. They shall be empowered to form ad hoc or sub-committees as deemed appropriate for the fulfillment of their charge.

III.D.4.2 Subject to the provisions of the Bylaws 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.D.4.3 All committee meetings shall be open to members of the Assembly unless otherwise stated in these Bylaws, or when, in the discretion of the committee, it would be necessary to preserve the right of privacy in personnel matters.

III.D.4.4 A quorum shall consist of a majority of the committee membership.

III.D.4.5 Voting in committee shall be by secret ballot when at least 25% of those committee members vote for a secret ballot.

III.D.4.6 The rules for committee procedure shall be Robert’s Rules of Parliamentary Procedure.
III.D.4.7 Committees shall forward any requests for clerical or staff assistance to the 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.

Section 5  Committee Procedures

III.D.5.1 In May of each year, the Secretary of the Assembly shall forward the Committee assignment preferences to the Sub-Committee on Committees.

III.D.5.2 No Assembly member shall serve on more than two (2) standing committees unless recommended and approved by the Executive Council.

III.D.5.3 No Executive Council member may serve as chairperson of more than one standing committee of the Dental School unless the Executive Council so approves.

III.D.5.4 In certain situations the Sub-Committee on Committees may recommend a continuance of service on a committee with the approval of the Executive Council.

III.D.5.5 Committee assignments shall take effect on July 1

III.D.5.6 Committee assignments shall be for three (3) years unless otherwise specified.

Section 6  Committee Chairperson Responsibilities

III.D.6.1 Scheduling of committee meetings.

III.D.6.2 Preparing an agenda for each meeting.

III.D.6.3 Delegating tasks to various committee members.

III.D.6.4 Working with the Sub-Committee on Committees to maintain effective operation of the Committee.

III.D.6.5 Maintain procedural guidelines for the operation of the committee, including the quorum requirement.

III.D.6.6 Submitting of quarterly reports of the activities of their committee to the dean and president of the academic assembly.

III.D.6.7 Providing oral reports to either the Executive Council upon request by the Dean or oral reports to the Academic Assembly upon request of the Dean or the President of the Academic Assembly.

III.D.6.8 Providing committee Reports

   III.D.6.8.1 By June 30th of each year, the committee Chair will submit an end-of-year report to the dean and president of the assembly which summarizes the committee’s quorum history, procedural guidelines for the operation of the committee, major deliberations and actions taken.

   III.D.6.8.2 Attached, as appendices, are to be the committee’s meeting minutes and any documents produced by the committee during the year.

   III.D.6.8.3 Confidential information, such as specific patient, faculty appointment/promotion information, student grades and advancement information, and protected health information, are to be redacted.

Section 7  Committee Secretary Responsibilities

III.D.7.1 Each committee must select a secretary whose responsibilities shall include taking minutes which must contain:

III.D.7.2 Time, date and place of the meeting and those present.

III.D.7.3 Approval of the minutes of the previous meeting.

III.D.7.4 Motions made and by whom made.

III.D.7.5 Results of actions and/or voting on motions.

Section 8  Membership and Charges of Standing Committees

Unless specified, all committee members must be members of the Rutgers School of Dental Medicine Academic Assembly and shall be appointed by the Committee on Committees.
III.D.8.1 Committee on Committees

III.D.8.1.1 The Committee on Committees 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.8.1.2 Election Procedures

III.D.8.1.2.1 The By-laws and Elections Committee shall receive nominations for election of a part-time faculty representative. Valid nominating petitions shall require the signature of at least five (5) members of the Assembly, as well as the signature of the nominee. Mail, ballot box, or electronic elections will be held in May. The Committee on Committees part-time faculty position take effect on July 1.

III.D.8.1.2.2 Listed on the ballot will be the name of the faculty/candidate with the academic and administrative title.

III.D.8.1.2.3 If a position falls vacant, a replacement shall be selected in the manner designated for initial election, and the individual shall serve to complete the term.

III.D.8.1.2.4 Elected representative to the Committee on Committees may be recalled by petition to the By-laws and Elections Committee. The petition shall be signed by not less than thirty full-time equivalent (30 FTE) members of the Academic Assembly. The Bylaws and Elections Committee will then conduct closed ballot in accordance with the provisions of Article V.

III.D.8.1.3 The charge of the committee shall be to:

III.D.8.1.3.1 Forward each year to the Executive Council its nominations for chairpersons and members of standing committees to take effect September 1st with the approval of the Executive Council.

III.D.8.1.3.2 Monitor the performance of all committees.

III.D.8.1.3.3 Recommend to the Executive Council modifications of charges to committees.

III.D.8.1.3.4 Recommend to the Executive Council faculty to serve on a Departmental Chairperson Search Committee.

III.D.8.1.3.5 Recommend a slate of nominees to form a Dean's Search Committee when requested by the Chancellor.

III.D.8.1.3.6 Recommend to the Executive Council the recall of chairpersons or committee members of standing committees. If Executive Council votes for recall, the Committee shall recommend the appointment of a replacement.

III.D.8.1.3.7 Consult with the current and prospective chair of the standing committee will occur concerning appointments to said committee.

III.D.8.1.4 All actions of the Committee on Committees shall be advisory to the Executive Council, subject to adoption or rejection by the Executive Council

III.D.8.2 Admissions Committee

III.D.8.2.1 The committee shall consist of sixteen (16) faculty members, and the appropriate administrative officer who serves without vote. At least two-thirds of the faculty members must hold dental degrees. Membership shall be for a five (5) year term, renewable. The committee chair should be selected after serving as a member of the Admissions Committee for at least two (2) years.

III.D.8.2.2 The charge of the committee shall be to:

III.D.8.2.2.1 Establish procedures and guidelines for all DMD degree granting program student admissions

III.D.8.2.2.2 Ensure a holistic screening and holistic review of applications process is followed

III.D.8.2.3 Recommend admit/waitlist/non-admit decisions for each applicant

III.D.8.2.4 Recommend policy changes to the Executive Council

III.D.8.3 Bylaws and Elections Committee
III.D.8.3.1 The committee shall consist of four (4) members of the Assembly in addition to the chairperson. At least one member must be from the part-time faculty. Faculty holding administrative titles (with the exception of department chairpersons and division directors) may not chair this committee.

III.D.8.3.2 The charge of the committee shall be to:

III.D.8.3.2.1 Review the By-laws of the School at least every five years.

III.D.8.3.2.2 Conduct hearings on proposed amendments to the Rutgers School of Dental Medicine Bylaws

III.D.8.3.2.3 Conduct elections for the Assembly and Executive Council and other elections as directed by the Academic Assembly.

III.D.8.3.2.4 Shall issue an opinion to the Rutgers School of Dental Medicine Academic Assembly on any question or dispute that arises relative to the Rutgers School of Dental Medicine Bylaws

III.D.8.5 Continuing Education Committee

III.D.8.5.1 The committee shall consist of a chairperson, four (4) faculty members and the appropriate administrative officer. The committee members shall serve a two (2) year term, renewable.

III.D.8.5.2 The charge of the committee shall be to make recommendations regarding continuing education policies, consistent with policies set by the University.

III.D.8.6 Curriculum Committee

III.D.8.6.1 The committee shall consist of the chairperson; six (6) faculty members, two (2) of whom are New Jersey Medical School or Rutgers School of Dental Medicine basic science faculty members who teach dental students; an appropriate administrative officer; and one (1) student appointed by the student government organization. Each class in the pre-doctoral program shall appoint an advisor to the committee who shall be consulted on curricular matters affecting his/her class. Faculty members shall serve four-year renewable terms with one-quarter (1/4) of the membership renewed or replaced annually.

III.D.8.6.2 The charge of the committee shall be to:

III.D.8.6.2.1 Regularly review the content and delivery of the curriculum.

III.D.8.6.2.2 Maintain liaison with the administration regarding the coordination of inter-departmental programs consistent with the goals of Rutgers School of Dental Medicine.

III.D.8.6.2.3 The committee shall establish sub-committees on clinical affairs, student instruments and any other appropriate curricular activities.

III.D.8.7 Diversity and Inclusion Committee

III.D.8.7.1 The committee shall consist of 3 RSDM faculty, 3 RSDM staff and 3 RSDM students. The administrative officer will be the Director of Multicultural Affairs or the director's designee. The administrative office shall serve ex-officio.

III.D.8.7.2 The charge of the committee shall be to:

III.D.8.7.2.1 Conduct regular assessments of the multicultural environment at RSDM.

III.D.8.7.2.2 Recommend policies and/or procedures to the executive council to foster multiculturalism.

III.D.8.7.2.3 Support cultural diversity and awareness by developing and implementing multicultural activity programs that promote equality and respect.

III.D.8.7.2.4 Encourage students to participate in leadership roles within the dental school, university, national associations and the community.

III.D.8.8 Environmental Safety
III.D.8.8.1  The committee shall consist of a representative from the Office of Clinical Affairs, a faculty representative from each clinical department and Advanced Education in General Dentistry Program, one student representative from each predoctoral clinical class and the appropriate administrative officer. The department representative will be responsible to the department as a resource person on environmental safety. The administrative officer will be the Environmental Safety Director in the dental school, and will serve as Chairperson ex-officio.

III.D.8.8.2  The charge of the committee shall be to:

   III.D.8.8.2.1  Recommend practical acceptable environmental safety policies for implementation by the Dean, faculty, students and staff.
   III.D.8.8.2.2  Develop an environmental safety manual that reflects the environmental safety policy of the dental school.
   III.D.8.8.2.3  Annually update the environmental safety manual to keep it in compliance with national standards and recommendations.
   III.D.8.8.2.4  Advise the Environmental Safety Director on needed improvements in faculty, students and staff behavior.
   III.D.8.8.2.5  Advise the Curriculum Committee on the educational requirements to know, understand and develop approved skills in infection control and environmental safety.
   III.D.8.8.2.6  Advise the Dean, department chairpersons, faculty and students about non-compliance with established environmental safety policies.
   III.D.8.8.2.7  Advise preclinical course directors on the development of proper work habits that will easily transferable to the environmental safety procedures in the clinical program.
   III.D.8.8.2.8  Establish infection control protocols that are in compliance with all state and federal guidelines and regulations.
   III.D.8.8.2.9  Serve as a liaison between University Hospital and Rutgers School of Dental Medicine.
   III.D.8.8.2.10 Maintain appropriate radiation safety protocols that comply with all state and federal guidelines and regulations.
   III.D.8.8.2.11 Establish environmental safety protocols (e.g., air quality, chemical spills, sanitation, etc.).

III.D.8.9  Faculty Affairs Committee

III.D.8.9.1  The committee will be composed of 10 voting faculty members, including one representative from each department and at least one (1) part-time faculty member. The Associate Dean for Research, the Associate Dean for Academic Affairs are members, ex officio. To maintain continuity, the terms of membership shall be three years and staggered so that no more than 40% of members will be new each year.

III.D.8.9.2  The charge of the committee shall be to:

   III.D.8.9.2.1  Advise the Associate Deans for Research and Academic Affairs on faculty development issues.
   III.D.8.9.2.2  Periodically assess faculty needs and interests in faculty development issues.
   III.D.8.9.2.3  Periodically develop, evaluate and update the long-term plan for a faculty development program.
   III.D.8.9.2.4  Manage and coordinate the mentoring program at the schools.
   III.D.8.9.2.5  Foster faculty diversity and the recruitment and retention of diverse faculty.
   III.D.8.9.2.6  Facilitate faculty well-being and resiliency.
   III.D.8.9.2.7  Select annually an outstanding faculty deserving of the Faculty Professionalism Award

III.D.8.10  Planning Committee

III.D.8.10.1  The committee voting membership shall consist of ten (10) members: eight (8) members from the Rutgers School of Dental Medicine faculty, which shall include representatives from education, research and patient care sectors; one from the Rutgers School of Dental Medicine student body; and one member from the Rutgers School of Dental Medicine staff. In addition, the Rutgers School of
Dental Medicine Dean, one representative from the Dental Alumni Association, and one member from the New Jersey Dental Association shall be members without vote. The committee shall have the power to appoint subcommittees as needed. Each member shall serve for a three year term with one third of the total membership being appointed each year. **A member may serve for a maximum of two consecutive terms.**

### III.D.8.10.2 The charge of the committee shall be to:

- **III.D.8.10.2.1** Advise the dean and Executive Council of strategic issues.
- **III.D.8.10.2.2** Lead the development, modification, monitoring and evaluation of the school’s strategic plan.
- **III.D.8.10.2.3** Recommend outcome measures and benchmarks to assess the school’s attainment of the school’s strategic plan, monitor performance and develop recommendations to improve performance.

### III.D.8.11 Postgraduate Education Committee

#### III.D.8.11.1 The committee shall consist of: the Director of each postgraduate program and the appropriate administrative officer.

#### III.D.8.11.2 The charge of the committee shall be to:

- **III.D.8.11.2.1** Establish mechanisms for:
  - III.D.8.11.2.1.1 The admission, progress and graduation of all students and residents in advanced education programs.
  - III.D.8.11.2.1.2 The curriculum evaluation for all advanced educational and residency programs.
  - III.D.8.11.2.1.3 Guidance to those departments interested in initiating and developing advanced educational programs.
  - III.D.8.11.2.1.4 The effectiveness and quality of existing and new postgraduate and residency programs.
- **III.D.8.11.2.2.5** Other matters pertaining to postdoctoral programs.

- **III.D.8.11.2.2** Admit qualified students selected for the Advanced Educational Programs at the Rutgers School of Dental Medicine.

- **III.D.8.11.2.3** The committee shall develop and maintain the Student Handbook for postgraduate students and shall regularly review this document and recommend revisions as necessary.

- **III.D.8.11.2.4** The Student Handbook for postgraduate students shall contain the school’s policy for guiding the appropriate administrative officer in determining whether a student should be passed, failed, made to repeat, or other appropriate action.

- **III.D.8.11.2.5** The committee shall advise the Associate Dean for Academic Affairs and/or Executive Council where such advice is required and shall serve as a panel of review for students who wish to appeal actions resulting from their academic performance. Following such review procedures, recommendations of the committee shall be forwarded to the Dean for action.

### III.D.8.12 Research Committee

#### III.D.8.12.1 The committee shall consist of the chairperson, six (6) faculty members who are active researchers and whose research represents the breadth of research at Rutgers School of Dental Medicine. Two of the faculty members should be involved in basic science research, with not more than three from a single department. There shall be a student representative from Rutgers School of Dental Medicine and the Associate Dean of Research.

#### III.D.8.12.2 The charge of the committee shall be to:

- **III.D.8.12.2.1** Advise the administrative officer for research on the development of research programs of Rutgers School of Dental Medicine.
III.D.8.12.2.2 Advise on disbursements of institutional research funds.

III.D.8.12.2.3 Encourage and advise faculty members and students in the development of, or participation in, research projects.

III.D.8.12.2.4 Review requests for faculty renewal leave involving research.

III.D.8.13 School-Wide Advisory Committee on Faculty Appointments and Promotions Committee

III.D.8.13.1 All matters regarding appointment and promotion of Faculty, tenure, and faculty renewal leaves shall be in accordance with University and RBHS policy and procedure.

III.D.8.13.2 The School-Wide Advisory Committee on Faculty Appointments and Promotions shall consist of 9 members appointed by the Committee on Committees.

III.D.8.13.2.1 A maximum of two faculty shall be from each department.

III.D.8.13.2.2 All members must be professors or distinguished professors.

III.D.8.13.2.3 No more than two members may be a Chair of a department.

III.D.8.13.2.4 Faculty from a department must recuse themselves from the review of faculty from their department.

III.D.8.13.2.5 The faculty administrator involved in faculty affairs shall be appointed by the dean and shall serve ex officio without vote.

III.D.8.13.3 The term of office shall be three years, with staggered terms.

III.D.8.13.3.1 No member standing shall serve more than two consecutive terms.

III.D.8.13.4 The members shall elect a Chair from among the members. The Chair shall not be a Department Chair.

III.D.8.13.5 The School-Wide Advisory Committee on Faculty Appointments and Promotions shall have the responsibility of advising the Dean as to appointments, reappointments of tenure-track faculty, promotions, granting of tenure, faculty renewal leaves or academic awards.

III.D.8.13.6 Meetings shall be convened by the Dean or by the Chair. A quorum shall be six (6) members, including the Chair or a designated alternate from the members of the Committee.

III.D.8.13.7 For advisory opinions concerning tenure track or tenured faculty, only tenured members may vote, and there must be a minimum of six such members.

III.D.8.13.7.1 Definition of Tenure: Tenure is continuous academic employment until retirement as long as the duties of the position are performed effectively, absent financial exigency or cause. Only individuals who hold academic rank of associate professor, professor or distinguished professor may carry tenure. Tenured appointments shall continue until terminated in accordance with the rules set forth in the policies and procedures governing Rutgers, the State University of New Jersey.

III.D.8.13.7.2 If the School-Wide Advisory Committee on faculty Appointments and Promotions does not have 6 tenured faculty at a rank at or above the rank being considered from departments other than the review of faculty from their department, ad hoc Advisory Committee on Faculty Appointments and Promotions shall be appointed by the dean.

III.D.8.13.7.3 All tenured members at or above the rank being considered of the School-Wide Advisory Committee on Faculty Affairs from departments other than the department of the faculty member being reviewed shall be members of the ad hoc advisory committee.

III.D.8.13.8 All departmental actions presented to the Advisory Committee on Appointments and Promotions must include a report of the results of the deliberations of the advisory committee of the department.

III.D.8.14 Student Academic Performance Committee

III.D.8.14.1 The committee shall consist of the Chairperson, ten (10) Rutgers School of Dental Medicine faculty members; two (2) New Jersey Medical School basic science faculty members who teach dental students and hold academic appointments at Rutgers School of Dental Medicine or Rutgers School of Dental Medicine faculty who teach basic sciences; and appropriate administrative officers including the Associate Dean for Student Affairs; the Associate Dean for Academic Affairs; the Associate Dean for Clinical Affairs, and the Registrar; the
administrative officers serving without vote. If there is an insufficient number of eligible New Jersey Medical School faculty then Rutgers School of Dental Medicine faculty can be assigned to these positions. The term of membership shall be for five (5) years, renewable, with no more than one-third (1/3) of the membership replaced in any year. The committee chair should be selected after serving as a member of the Student Academic Performance Committee for at least two years.

III.D.8.14.2 The charge of the committee shall be to:

III.D.8.14.2.1 Recommend policy to the Executive Council relating to the academic performance and progress of the students. It shall meet regularly to provide oversight on student performance and make recommendation as to action to be taken on students.

III.D.8.14.2.2 Develop and maintain that section of the Dental Student Handbook that pertains to Academic Affairs and regularly review that section and recommend revisions, as necessary. The Student Handbook shall contain the School's policy in determining whether a student should be given an academic warning, placed on academic probation, required to participate in remediation, required to repeat a course, required to repeat an academic year, be considered for academic dismissal, be promoted, or be graduated.

III.D.8.14.2.3 Advise the Associate Dean for Academic Affairs and Executive Council where such advice is required, and shall serve as a panel of review for a student whose academic performance does not meet school policy. Following such review procedures, recommendations of the committee shall be forwarded to the Dean for action.

III.D.8.15 Student/Faculty Relations Committee

III.D.8.15.1 The committee shall consist of two faculty representatives from the basic science departments; six faculty representatives from the Rutgers School of Dental Medicine clinical departments; four student representatives; one from each undergraduate class; and Associate Dean for Student Affairs \textit{ex-officio} (without vote). The faculty representatives shall serve three (3) year terms, with two (2) or three (3) individuals renewed or replaced annually.

III.D.8.15.2 The charge of the committee shall be to:

III.D.8.15.2.1 Improve collegial interactions between the students and faculty.

III.D.8.15.2.2 Serve as a liaison between students and faculty, recommending to the Dean actions devised to address concerns expressed by representatives.

III.D.8.15.2.3 Provide or direct students to support services in career development, and life and personal counseling.

III.D.8.15.2.4 Help coordinate student/faculty social events.

Article IV Amendments

Title A Amendments to the Rutgers School of Dental Medicine Bylaws

IV.A.1 Proposed amendments to the Rutgers School of Dental Medicine Bylaws may be adopted only in accordance with amendment procedures described in the Rutgers School of Dental Medicine Bylaws.

IV.A.2 Proposed amendments to the Rutgers School of Dental Medicine Bylaws shall be referred to the Bylaws and Elections Committee.

IV.A.2.1 The Bylaws and Elections Committee shall forward its recommendations to the Executive Council within a 60-day period.

IV.A.2.2 The recommendations will be read to the Academic Assembly and copies will be distributed to each academic department with a request that any comments be forwarded to the Executive Council through the Dean's Office within ten (10) working days.

IV.A.2.3 The resolution to amend will then be placed on the agenda of the Executive Council and can be approved by a 2/3 majority of the ballots cast by the Executive Council and shall become effective when approved by the Dean and the RBHS Chancellor.

Title B Bylaws Archive
IV.B.1  The Dean’s office shall establish and maintain a permanent archive of approved Rutgers School of Dental Medicine Bylaws.

Bylaws Version
Read to Academic Assembly on: October 11, 2017
Distributed to each Academic Department on: January 10, 2018
Executive Council Approval on: February 20, 2018
Dean’s Approval on: April 1, 2018
RBHS Chancellor Approval on: _______________