1. FUNCTIONS

1.1 The faculty of the School of Dentistry will govern and supervise the School in accordance with San Francisco Divisional Bylaw 95, Powers of the Faculties.

1.2 Delegation. The faculty may delegate portions of its authority to its committees or its executive officers (Senate Bylaw 38).

1.3 Responsibility to Inform. The officers and committees of the faculty will be responsible for keeping the entire of the school informed about the affairs of the School, and will encourage expression of views of the faculty on matters of policy affecting the School.

2. MEMBERSHIP AND VOTING PRIVILEGES

2.1 Membership. The faculty of the School of Dentistry consists of academic appointees who hold titles in the Professor, Clinical Professor, Professor in Residence, Clinical Professor, Adjunct Professor, or Lecturer series. 2.1.1 Should any additional titles be established in the professor or Lecturer series, appointees holding the title(s) will be members of the faculty of the School of Dentistry.

2.2 Voting Privileges. The faculty of the School of Dentistry, functioning as a committee of the Academic Senate (Bylaw 100), consists of the following persons:
   a. The President of the University
   b. The Chancellor at UC San Francisco
   c. The Dean of the School
   d. All members of the faculty of the School who are also members of the Academic Senate;
   e. One Academic Senate representative from each of the departments in other schools that offer courses necessary to satisfy requirements in the School of Dentistry curricula. These members, recommended by their departments, will be appointed by the Dean of the School of Dentistry with the approval of the Faculty Council. These representatives serve for one year, and may be reappointed.

2.2.1 When the faculty of the School of Dentistry functions as a committee for the purpose of discussing the work of the school, all eligible faculty members (School of Dentistry Bylaw 2.2, a-ed) may vote (SF Bylaw 100); all other members of the faculty have the privilege of the floor for discussion. In all other matters, all faculty have full voting privileges.

3. OFFICERS AND THEIR DUTIES

3.1 Chairperson. The Chairperson of the Faculty Council will serve as Chairperson of the faculty. 3.1.1 Duties. The Chairperson will consult with the Dean and will prepare the agenda for the Faculty Council. The duties of the Chairperson, when presiding, will be restricted to the role of Presiding Officer as described in the Sturgis's Standard Code of Parliamentary Procedure, 2nd Edition. Questions of order not covered there will be governed by Robert's Rules of Order. The Chair and the Dean will represent the School on the Coordinating Committee of the Academic Senate.

3.2 Vice Chairperson. The Vice Chairperson of the Faculty Council will serve as the Vice Chairperson of the faculty.
3.2.1 Duties. The Vice Chairperson will preside in the absence of the Chairperson at meetings of the faculty and the Coordinating Committee of the Academic Senate.

3.3 Secretary. The Secretary of the Faculty Council will serve as Secretary of the faculty. 3.3.1 Duties. The duties of the Secretary, in concert with the Office of the UCSF Academic Senate, are as follows:

a. Keep a valid roster of the faculty;
b. Prepare the call and the minutes for meetings of the faculty and of the Faculty Council;
c. Present to the faculty in advance of any meeting of the faculty or the Faculty Council adequate information relevant to matters to be considered at the meeting;
d. Keep a permanent record of the proceedings of all meetings of the faculty and of the Faculty Council;
e. Conduct all faculty elections that require mail ballots;
f. Disseminate a quarterly report of Faculty Council actions to the faculty, at least quarterly.

The UCSF Academic Senate Office fulfills these functions for Faculty Council.

4. MEETINGS

4.1 Frequency. Meetings of the full faculty will be held at least once each half-year, based on the start of the Fall term. Other meetings may be held as necessary at the request of the dean, or upon the written request of six members of the faculty, or when called by any of its officers.

4.2 Attendance. Attendance at faculty meetings will be governed in accordance with SF-San Francisco Divisional 31.

4.3 Quorum. Fifteen School of Dentistry members of the Academic Senate constitute a quorum.

4.4 Order of Business. Meetings of the faculty will be guided by the provisions of the Sturgis’s Standard Code of Parliamentary Procedure, 2nd Edition. Questions of order not covered there will be governed by Robert's Rules of Order.

5. FACULTY COUNCIL

5.1 Membership. The Faculty Council of the School of Dentistry consists of the following members:

5.1.1 Elected Members
a. One Academic Senate member from each department of the School;
b. Three-Four members at-large, with no more than two members from the same department;
c. Two faculty representatives at-large who hold appointments for half-time or more and who are not members of the Academic Senate.

5.1.2 Ex-Officio Members
a. The Dean of the School of Dentistry or a representative designated by the Dean in the Dean's absence;
b. The Chairperson of the School of Dentistry Admissions Committee;
c. The Chairperson of the School of Dentistry Educational Policy Committee;
d. The Chair of the School of Dentistry Academic Planning and Budget Committee.

Voting privileges; all ex officio members can vote.

5.1.3 Student Representative. The President of the Associated Dental Students may attend all meetings of the Faculty Council as official representative of the students.

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5.1.4 Other Representatives. Recognized organizations within the School may present their credentials to the Council and send these representatives who would be permitted to attend Council meetings and have the right of the floor discussion of matters before the Council. Representatives of recognized organizations cannot vote. Such organizations should have a defined function or mission, a constitution, defined categories of members and voting rights and a schedule of meetings with recorded official minutes. Said representative to Faculty Council should be duly elected term not to exceed two years and does not have to be a member of the Academic Senate.

5.2 Voting Privileges. When the Faculty Council functions as a committee of the Academic Senate, only members of the Academic Senate may vote; all other members and representatives of the Faculty Council may have the privilege of the floor for all discussions. However, the vote of the entire Council will be recorded alongside the Academic Senate for all other matters, all members have full privileges.

5.3 Nominations and Elections

5.3.1 Departmental and At-Large Representatives. Candidates for election as Departmental and At-Large representatives to the Faculty Council must be nominated and seconded by their respective constituents, and whose names should be selected. All nominees must sign the nomination form, indicating their willingness to serve their full term if elected. The Secretary of the faculty will verify the nominations and mail, count, and record the ballots. Half the Departmental and At-Large members will be elected each year. Voting for each category will be limited to the relevant constituents. Results of annual elections will be reported promptly to the faculty.

5.3.2 Departmental Representatives. Half the departmental members will be chosen at each annual election. Responsibility for nomination and election of the departmental representatives is delegated by the Chair of the Faculty and the incumbent departmental representatives. Each department may determine its own procedure for nominations and elections. The incumbent representative will report the results of the election to the Chair of the Faculty.

5.3.3 Terms of Office. All elected members of the Faculty Council will serve two-year terms that take effect September 1.

5.3.4 Vacancies. Vacancies in elected terms will be filled by vote of the Faculty Council if the unexpired term is for one year. If the unexpired term is more than one year, the place will be filled by a special election.

5.3.5 Attendance: All elected members of Faculty council are expected to attend meetings. Four or more unexcused absences may result in replacement by a majority vote of Faculty Council.

5.4 Officers

5.4.1 Eligibility. Members of the Faculty Council who are also members of the Academic Senate are eligible to serve as officers of the Faculty Council.

5.4.2 Election of Officers. The Faculty Council will annually elect a Chairperson, a Vice Chairperson, and a Secretary person later than July 31 each year. These officers-Officers will serve one-year terms, and may be re-elected to a second consecutive term.
5.5 Meetings. The Faculty Council must meet at least once each regular academic term. Additional meetings called as necessary by the Dean, the Chairperson, or any three members of the Council. Attendance at meetings is governed by the provisions of SF Divisional Bylaw 31.

5.5.1 Quorum. Six Academic Senate members of the Faculty Council constitute a quorum.

5.6 Duties and Powers
5.6.1 Authority. In accordance with Academic Senate Bylaw 38 and SF Bylaw 95, the faculty of the School of Dental Education delegates to the Faculty Council its authority and responsibility for educational matters within the School, including, but not restricted to educational policy, conditions of admission, academic status of students, and recommendation of candidates for degrees (Senate Bylaw 188). The Faculty Council, when acting as a Committee of the Academic Senate, may review policies, procedures and other matters relating to the Academic Senate’s role in shared governance.

5.6.2 Reporting. The Faculty Council will report to the faculty all germane actions and policy decisions at least once each regular term.

6. COMMITTEES

6.1 Ad Hoc Committees. Ad hoc committees of the faculty may be authorized by the Faculty Council and their members will be appointed by the Chairperson, subject to concurrence by the Faculty Council.

6.2 Standing Committees
6.2.1 General Provisions
6.2.1.1 Membership. The Chairperson of the faculty will consult with the Dean and, with the concurrence of the Faculty Council, appoint the standing committees of the faculty as established by these Bylaws. Members of the faculty, including elected members of the Faculty Council, are eligible for appointment to standing committees, but only an Academic Senate member may serve as Chairperson of a standing committee.

6.2.1.2 Terms of Office. Members of standing committees will serve one-year terms taking effect September 1. The Chairperson and members of the standing committees may be reappointed.

6.2.1.3 Subcommittees. Each standing committee may appoint, with concurrence of the Faculty Council, such subcommittees as it deems necessary to conduct its business.

6.2.1.4 Reports. Each standing committee will present a written report of its activities at each regular Faculty Council meeting. The committee Chair will submit a written report of its activities to the faculty meeting.

6.2.1.5 New Committees. New standing committees of the faculty may be authorized by amendment of these Bylaws.

6.2.2 Admissions Committee
6.2.2.1 Membership. This committee will consist of at least six members, including a Chairperson and a Vice Chairperson. At least one member shall serve from each department. The Dean will serve as an ex-officio member.

6.2.2.2 Functions
a. Evaluate the records of all applicants to the school;
b. Recommend to the Faculty Council the selection of students for the dental, international dental and dental hygiene curricula;
c. Maintain a continuous study of admissions policies and procedures, and recommend changes to the Faculty Council.
6.2.3 Educational Policy Committee
6.2.3.1 Membership. This committee will consist of at least six members, including a Chairperson and a Vice Chairperson. At least one member shall serve from each department. The Dean will serve as an ex-officio member.
6.2.3.2 Functions
a. Maintain continuous study of the curricula for Doctor of Dental Surgery, Bachelor of Science in Dental Science, and Bachelor of Science in Dental Hygiene.

6.2.4 Research Committee
6.2.4.1 Membership. This committee will consist of at least one representative from each department in the School.
6.2.4.2 Functions
a. Assist the faculty in preparing grant proposals;
b. Encourage students to develop proposals for summer fellowships;
c. Evaluate proposals and recommend funding for research as funds are made available for this purpose;
d. Recommend the recipient of the faculty research award.

6.2.5 Scholarship Committee
6.2.5.1 Membership. This committee will consist of at least five members, including a Chairperson. At least one member shall serve from each department. A representative of the Admissions Committee will serve as ex-officio member.
6.2.5.2 Functions
a. Award undergraduate scholarships and honors, including competitive awards, according to the terms of the individual programs.
b. Include awards and recipients in their reports to the faculty.

6.2.6 Committee on Academic Planning and Budget [Am. 1/23/96]
6.2.6.1 Membership. This committee shall consist of at least six members, five of whom shall be eligible to vote. Five voting members shall be members of the Academic Senate and be at the rank of Associate level or higher of the rank; there shall be at least one member from each department in the School. The Vice Chair of the Faculty Council, appropriate Associate Deans of the School for Academic Affairs and Administration, shall serve as non-voting representatives.
The Chair shall be elected by majority vote of Academic Senate members present at a Faculty Council meeting. It is as possible, the Chair of this committee shall be the School's member representative of the Academic Senate Divisional Committee on Academic Planning and Budget shall be a member of this committee.
6.2.6.2 Functions
As directed by the Faculty Council, this committee shall:
a. Confer with and advise the Dean and administrative officers on academic planning, budgets, resource allocation, physical planning, and teaching environments affecting the School.
b. Pursue budget and planning matters as directed by the Faculty Council and advise the Faculty Council of matters which require study and/or action.
c. Maintain liaison with the Academic Senate Divisional Committee on Academic Planning and Budget.
d. Maintain liaison with the School Educational Policy Committee.
6.2.6.3 Meetings
The Dean or representative shall be invited to meetings as needed to consult with and provide information to this committee. This committee shall meet quarterly or more frequently as required.
7. AMENDMENT OF BYLAWS

These Bylaws may be amended at any meeting of the faculty by a two-thirds vote of the faculty present, provided written notice of amendment be sent to each member of the faculty at least five days before the meeting at which it is held.

Approved by the faculty on March 5, 1986.

Revised as recommended by the Committee on Rules and Jurisdiction: