Communication from the Committee on Rules and Jurisdiction
Patrick Finley, PharmD, Chair

November 29, 2013

Mehran Hossaini, DMD
Chair, Dentistry Faculty Council
Office of the Academic Senate, Box 0764

Re: Proposed Modifications to the Bylaws of the UCSF School of Dentistry

Dear Chair Hossaini:

Pursuant to Divisional Bylaw 120(B)(5), the Committee on Rules and Jurisdiction reviewed the requests to (1) delineate the difference between quorum necessary for school business and that needed for Academic Senate business, and (2) to remove the single three-year term obligation for faculty serving on the school’s Admissions Committee, thereby making additional terms optional.

The Committee on Rules and Jurisdiction approves these modifications as proposed.

The proposed amendments now must be approved by a vote of the Division, and subsequently approved by the University Committee on Rules and Jurisdiction before they may go into effect.

Sincerely,

The Committee on Rules and Jurisdiction
Patrick Finley, PharmD, Chair
Jae Woo Lee, MD, Vice Chair
Gary Armitage, DDS, MS
Marek Brzezinski, MD, PhD
Douglas Carlson, JD
Troy Daniels, DDS
Preston Maxim, MD
Anne Slavotinek, MD, PhD
Catherine Waters, RN, PhD, FAAN
Communication from the School of Dentistry Faculty Council
Mehran Hossaini, DMD, Chair

October 31, 2013

Patrick Finley, PharmD
Chair, Committee on Rules and Jurisdiction

Re: Proposed revisions to the Bylaws of the UCSF School of Dentistry

Dear Chair Finley,

The members of the School of Dentistry Faculty Council seek to make improvements to bylaw revisions approved during the 2012-2013 academic term. These improvements include defining quorum for school business and changes to the terms and re-appointment of admissions committee members. The School of Dentistry Faculty Council submits these modifications to the Academic Senate committee on Rules and Jurisdiction for review and approval.

Justifications for Revisions

Section 5.3 Full Faculty Quorum (page 3) and Section 6.5.1 Faculty Council Quorum (page 4)
These sections have been revised to delineate the difference between the quorum necessary for school business and for Academic Senate business. The current bylaws only describe the quorum necessary for Academic Senate business. Since the majority of business conducted by the Full Faculty and Faculty Council regards school business (all business that is not under the purview of the Academic Senate and does not involve other schools), the Council would like to make the additional description of quorum.

Section 7.2.2.1 (page 5)
After the most recent bylaw revisions were passed, faculty on the admissions committee voiced concerns with the new three-year term obligation. After discussion, Council members decided to remove the requirement and make additional terms optional. With the standing committee term limits already defined in Section 7.2.2.1, the admissions committee has the flexibility to retain members for additional terms. The Council also removed language requiring that members hold a 50% appointment. This is to allow all faculty populations, such as without-salary and emeritus faculty to serve on the committee.

It is the request of the School of Dentistry Faculty Council that the Academic Senate’s Rules and Jurisdiction Committee approve these revisions. If you have any questions, do not hesitate to contact me at mehran.hossaini@ucsf.edu or Senate Analyst Artemio Cardenas at artemio.cardenas@ucsf.edu.

Sincerely,

Mehran Hossaini, DMD
Chair, School of Dentistry Faculty Council
BYLAWS OF THE FACULTY OF THE SCHOOL OF DENTISTRY

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 50).

1.3 Responsibility to Inform. The officers and committees of the Faculty will be responsible for keeping the entire Faculty 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 series of Ladder Rank, In Residence, Clinical X, Health Science Clinical, and Adjunct.

2.1.1 Should any additional titles be established in the Professor or Lecturer series, appointees holding the new 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 (SF Bylaw 100), consists of the following persons:
   a. The President of the University;
   b. The Chancellor at University of California, San Francisco;
   c. The Dean of the School of Dentistry;
   d. All members of the Faculty of the School of Dentistry who are also members of the Academic Senate;

2.2.1 When the faculty of the School of Dentistry functions as a committee of the Academic Senate; or eligible faculty members (School of Dentistry Bylaw 2.2 a-d) may vote (SF Bylaw 100); all other member 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 Chair. The Chair of the Faculty Council will serve as Chair of the Faculty.

3.1.1 Duties. The Chair will preside at all meetings of the Faculty and of the Faculty Council, and his/her role will be restricted to that of the Presiding Officer as described in the current edition of Sturgis’ The Standard Code of Parliamentary Procedure. Questions of order not covered there will be governed by Robert's Rules of Order.

3.2 Vice Chair. The Vice Chair of the Faculty Council will serve as the Vice Chair of the Faculty.

3.2.1 Duties. The Vice Chair will preside in the absence of the Chair at meetings of the Faculty and of the Faculty Council.
4. EXECUTIVE OFFICE

4.1 The Executive Office of the San Francisco Division of the Academic Senate provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance (Division Bylaw 25). Its duties shall include:
   a. Maintaining proper records;
   b. Sending advance notice (call) for meetings and presentations to the Faculty, including adequate information regarding matters to be considered;
   c. Maintaining minutes of Faculty and Faculty Council meeting;
   d. Conducting all elections;
   e. Keeping a valid roster of voting members of the Faculty.

5. MEETINGS

5.1 Frequency. Meetings of the 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.

5.2 Attendance. Attendance at Faculty meetings will be governed in accordance with San Francisco Divisional Bylaw 31.

5.3 Quorum. When functioning as a committee of the Academic Senate, fifteen members of the Ladder Rank, In Residence and Clinical X series constitute a quorum. When the Faculty addresses all other business, fifteen members, from any series, constitute a quorum.

5.4 Order of Business. Meetings of the Faculty will be guided by the provisions of the current edition of Sturgis’ The Standard Code of Parliamentary Procedure. Questions of order not covered there will be governed by Robert's Rules of Order.

6. FACULTY COUNCIL

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

6.1.1 Elected Members
   a. One Faculty member from each department of the School of Dentistry;
   b. Three Members At-Large from the series of Ladder Rank, In Residence, and Clinical X, with no more than two members from the same department;
   c. Two Members At-Large who hold appointments of 50% or more and who are from the series of Health Science Clinical and Adjunct;
   d. At least five of the nine elected Faculty Council members should be members from the series of Ladder Rank, In Residence and Clinical X.

6.1.2 Ex-Officio Members
   Ex Officio members include the Dean of the School of Dentistry or a representative designated by the Dean in the Dean's absence.

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

6.1.4 Other Representatives. Recognized organizations within the School may present their credentials to the Council, and send a representative who would be permitted to attend Council
meetings and have the right of the floor for 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 regular schedule of meetings with recorded official minutes.

6.2 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 vote. In all other matters, all faculty members have full privileges to vote. Votes may be conducted electronically.

6.3 Nominations and Elections

6.3.1 Departmental and At-Large Representatives. Candidates for election as representatives to the Faculty Council must be nominated and seconded by their respective constituents. All nominees must sign the nomination form, indicating their willingness to serve their full term if elected. The Academic Senate Executive Office will call for and verify the nominations, and will prepare, mail, collect, verify, and count the ballots. Departmental and At-Large members will be chosen at annual elections to replace members whose term is expiring. Members can be re-elected to ensure continuity of Faculty Council membership. Results of annual elections will be reported promptly to the Faculty.

6.3.2 Terms of Office. All elected members of the Faculty Council will serve three-year terms that take effect as of September 1. Elected officers may serve no more than two consecutive three-year terms.

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

6.3.4 Attendance. All elected members of Faculty Council are expected to attend meetings. Four or more unexcused absences in one three-year term may result in replacement by a majority vote of Faculty Council with the vacancy filled as in Section 6.3.3.

6.4 Officers

6.4.1 Eligibility. All members of the Faculty Council are eligible to serve as officers of the Faculty Council.

6.4.2 Election of Officers. The Faculty Council will annually elect a Chair and a Vice Chair no later than July 31 each year. These Officers will serve one-year terms, and may be re-elected to a consecutive term.

6.5 Meetings. The Faculty Council must meet at least once each regular academic term. Additional meetings may be called as necessary by the Dean, the Chair, or any three members of the Council. Attendance at meetings will be governed by the provisions of SF Divisional Bylaw 31.

6.5.1 Quorum. When acting on Academic Senate business, five Faculty Council members from the Ladder Rank, In Residence and Clinical X series constitute a quorum. When the Faculty Council addresses all other business, five elected members, from any series, constitute a quorum.

6.6 Duties and Powers
6.6.1 Authority. In accordance with Academic Senate Bylaw 50 and SF Bylaw 95, the Faculty of the School of Dentistry 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 312). Ultimate authority rests with the Faculty Council, but the full Faculty can appeal with a written petition from at least 15 full time Faculty members.

6.6.2 Reporting. The Faculty Council will report to the Faculty all germane actions and policy decisions at least twice each academic year.

7. COMMITTEES

7.1 Ad Hoc Committees. Ad Hoc Committees of the Faculty may be authorized by the Faculty Council and their members will be appointed by the Chair, subject to concurrence by the Faculty Council.

7.2 Standing Committees

7.2.1 General Provisions

7.2.1.1 Membership. The Chair of the Faculty Council 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. Chairs and Vice Chairs of Standing Committees are appointed by the Chair of Faculty Council.

7.2.1.2 Terms of Office. Members of Standing Committees will serve one-year terms taking effect September 1, and may be reappointed for up to three consecutive one-year terms unless otherwise specified.

7.2.1.3 Subcommittees. Each Standing Committee may appoint, with concurrence of the Faculty Council, such subcommittees as it deems necessary to conduct its business.

7.2.1.4 Reports. Each Standing Committee will present regular oral reports of its activities at Faculty Council and full Faculty meetings.

7.2.1.5 New Committees. New Standing Committees of the Faculty may be authorized by amendment of these Bylaws.

7.2.2 Admissions Committee

7.2.2.1 Membership. The Admissions Committee will consist of 15 members, including a Chair and a Vice Chair. Membership shall be proportional to the distribution of faculty in the School of Dentistry’s departments. The term of committee membership shall be two years. Committee members can be reappointed by the Faculty Chair for additional service beyond the required term of service. The Dean or his/her designate will serve as an ex-officio member.

7.2.2.2 Functions
a. Evaluate the records of all applicants to the school;
b. Recommend to the Faculty Council the selection of students for the Dentistry, Dental Hygiene and International Dentist Program curricula;
c. Maintain a continuous record of admissions policies and procedures, and recommend changes to the Faculty Council.

7.2.3 Educational Policy Committee

7.2.3.1 Membership. The Educational Policy Committee will consist of at least six members, including a Chair and a Vice Chair. At least one member shall serve from each department. The Dean or his/her designate will serve as an ex-officio member.

7.2.3.2 Functions
a. Maintain continuous record of the curricula for Doctor of Dental Surgery, Bachelor of Science in Dental Sciences, and Bachelor of Science in Dental Hygiene.

7.2.4 Scholarship Committee

7.2.4.1 Membership. The Scholarship Committee will consist of at least five members, including a Chair. At least one member shall serve from each department. At least one member should also serve on the Admissions Committee to integrate the work of the Scholarship Committee and recruitment of new students for DDS and DDS/PhD programs. The Dean or his/her designate will serve as an ex-officio member.

7.2.4.2 Functions
a. Award undergraduate scholarships and honors, including competitive awards, according to the terms of the individual programs with the objective to recruit the best students, support students with hardship backgrounds, encourage the continuing students based on their contributions, financial needs, performance reports and recommendations from mentor faculties.

7.2.5 Committee on Academic Planning and Budget

7.2.5.1 Membership. The committee on Academic Planning and Budget shall consist of at least six members with at least one member from each department in the school. All members will have voting privileges and will be at the rank of Associate level or higher. Members of the committee must have at least a 50% appointment. The Vice Chair of the School's Faculty Council and the Dean or his/her designate will serve as ex-officio members. If possible, the School of Dentistry representative to the Academic Senate Divisional Committee on Academic Planning and Budget shall be a member of this committee. This committee shall meet at least quarterly or more frequently as required.

7.2.5.2 Functions
As directed by the Faculty Council, the committee on Academic Planning and Budget shall:

a. Confer with and advise the Dean and administrative officers on academic planning, budgets, resource allocations, 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 of Dentistry Educational Policy Committee.

8. AMENDMENT OF BYLAWS

These Bylaws may be amended at any meeting of the Faculty by a two-thirds vote of the Faculty present or voted on electronically, provided that written notice of amendment be sent to each member of the Faculty at least five days before the meeting at which the vote is held.
Approved by the Faculty on March 5, 1986. Revised on April 28, 1986; January 23, 1996; and May 15, 2013.