

Code of Organization of the Faculty

School of Dentistry

Last voted amendment: 5/11/2015

In order to exercise the powers granted under UW Policy Directory, Faculty Code: Chapter 23, section 23-43 and to advise the Dean as required in Section 23-43B, in an orderly and expeditious manner, the faculty of the School of Dentistry establishes herewith, under Section 23-45A, its organization and rules of procedures.

Article I: Purpose and Function

Section 1: The purpose of the School of Dentistry shall be to provide programs within the larger context of the University of Washington, whose mission is defined in RCW-28 B-20.020.

Section 2: The faculty of the School of Dentistry, University of Washington, is the School's governing body, under UW Policy Directory, Faculty Code: Chapter 23, Section 23-41.

Section 3: Under UW Policy Directory, Faculty Code: Chapter 13 Section 13-23, the School faculty shares with its dean the responsibility for such matters as:

- a. educational policy and general welfare;
- b. policy for the regulation of student conduct and activities;
- c. scholastic policy, including requirements for admission, graduation, and honors;
- d. approval of candidates for degrees;
- e. criteria for faculty tenure, appointment, and promotion;
- f. recommendations concerning campus and University budgets;
- g. formulation of procedures to carry out the policies and regulation thus established.

Pursuant to Section 23-43 of UW Policy Directory, Faculty Code: Chapter 23, the faculty of the School of Dentistry:

- a. shall, with respect to academic matters,
 1. determine its requirements for admission and graduation;
 2. determine its curriculum and academic programs;
 3. determine the scholastic standards required of its students;
 4. recommend to the Board of Regents those of its students who qualify for the University degrees;
 5. exercise the additional powers necessary to provide adequate instruction and supervision of its students;
- b. shall, with respect to personnel matters, make recommendations to its dean in accord with the provisions of Chapter 24 and of Section 25-41 in UW Policy Directory, Faculty Code: Chapter 25.

Article II: Voting Membership

Section 1: Members of the School of Dentistry faculty who are voting members of the University faculty shall be voting members of the School faculty, in accordance with UW Policy Directory, Faculty Code Section 21-32. [For definitions of faculty titles, see Section 24-34.]

Section 2: Except as provided in Section 3 of this Article the voting members of the University faculty are those faculty members holding the rank of:

professor, 50% appointment or greater
research professor, 50% appointment or greater
associate professor, 50% appointment or greater
research associate professor, 50% appointment or greater

assistant professor, 50% appointment or greater
research assistant professor, 50% appointment or greater
full-time principal lecturer,
full-time senior lecturer,
full-time senior artist in residence,
full-time lecturer,
full-time artist in residence, or
a retired assistant professor, associate professor, or
professor during the Quarter(s) he or she is serving on a part-time basis, or
a retired research assistant professor, research associate professor or
research professor during the Quarter(s) he or she is serving on a part-time basis.

Section 3: Notwithstanding the rank held, the following are not voting members of the faculty:
persons serving under acting or visiting appointments;
persons on leave of absence;
persons serving under clinical or affiliate appointments *;
persons of emeritus status unless serving on a part-time basis;
persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

* For Purposes of School of Dentistry Committee elections and voting on internal affairs of the School of Dentistry, except as restricted by UW Policy Directory, Faculty Code: Section 21-32, Clinical Professors, Associate Professors, and Assistant Professors, with 50% appointment or greater, shall have voting privileges.

Section 4: Research faculty may vote on all personnel matters as described in Faculty Code except those relating to the promotion to and/or tenure of faculty to the following ranks:

Senior Lecturer
Assistant Professor
Associate Professor
Professor
Associate Professor WOT
Professor WOT

Section 5: Voting Membership in Relation to Joint Appointment:

A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes (UW Policy Directory, Faculty Code, Section 24-34).

Article III: Officers

Section 1: The Dean shall be the presiding officer of the faculty.

Section 2: Chair of the Faculty Council:

- a. Shall be elected by the Faculty Council from its membership at the first meeting each year at the beginning of fall quarter.
- b. The duties of the chair shall be to:
 1. Call meetings of the faculty and Faculty Council. (Note: The Dean may also call meetings of the faculty and Faculty Council.)
 2. Chair meetings of the Faculty Council.
 3. Represent the faculty in interactions with the administration of the School of Dentistry.
 4. Report to the faculty and keep them apprised of important issues.

Section 3: Vice-Chair of the Faculty Council:

- a. Shall be elected by the Faculty Council from its membership at the first meeting each year at the beginning of fall quarter.
- b. The duties of the Vice-Chair shall be to assume any and all duties of the Chair of the Faculty Council in his/her absence.

Article IV: Faculty Council

Section 1: There shall be a Faculty Council whose responsibilities shall be:

- a. Advise the Dean on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocations, and budgets. (UW Policy Directory, Faculty Code, Section 23-45B)
- b. The Faculty Council shall provide governance for the faculty of the School of Dentistry. This body shall be concerned with all domains of faculty authority and duties of the School of Dentistry faculty and the professional and personnel issues affecting faculty. The Faculty Council is directly accountable to the faculty as a whole, from which it is elected. It acts on behalf of the School of Dentistry faculty and accounts to the School of Dentistry faculty for those acts. Upon request, by the Faculty Council the dean shall provide the Council with information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to the College (UW Policy Directory, Faculty Code Section 23-46 H).
- c. Appoint Special Ad-Hoc Committees to consider specific issues.
- d. Prepare annual assessments of areas needing future, coordinated attention in the School for purposes of long range planning.
- e. Recommend to the Dean faculty for appointment to the Admissions; Graduate, Residency, and Specialty Programs; Instructional Resources; Research Advisory; Student Life and Professionalism; and Student Progress Committees.
- f. Act as a Nominating Committee for election of Faculty to the Appointment, Promotion, and Tenure (APT) Committee.
- g. Review curriculum changes recommended by the Curriculum Committee. Where the Faculty Council deems appropriate, discussion will occur with the involvement of the entire faculty. The Faculty Council, based on such discussion, will forward recommended changes to the Dean in a formal letter copied to the Associate Deans, the Department Chairs, and the Director of Clinical Operations.
- h. If requested by a faculty member, act as a salary review committee for conflict resolution in cases of individual faculty salary disputes prior to the faculty member exercising his/her right to initiate adjudication.

Section 2: The Faculty Council shall provide for:

- a. oversight, coordination, and support of the activities of School of Dentistry standing and administrative committees,
- b. election of the chair and members of the Faculty Council and the chairs of the standing committees.

Section 3: Membership:

- a. The Dental Faculty Council shall consist of six elected dental faculty, an ex-officio member of the graduate faculty (if not already serving as an elected member), and the Dean as an ex-officio non-voting member.
- b. The period of service shall be for two years. An elected member may be elected to no more than two, consecutive two-year terms. After serving two, two-year terms, a faculty member shall not be eligible for election until two years have passed following his/her last term.
- c. A Chair and a Vice-Chair shall be elected by the Council from its membership each year at the first meeting at the beginning of fall quarter.
- d. No more than one faculty member with a primary appointment in a single department may serve on the Council concurrently.

Section 4: Election of Faculty Council:

- a. Voting faculty members shall nominate candidates for election. Nominations may also be made from the floor during a Faculty Meeting as described in Article VIII, Section 3.

- b. At least two candidates must be nominated for each vacancy to be filled.
- c. Candidates who receive the most votes (plurality) of those cast are elected. If a tie occurs, a special run-off election will be held.
- d. Three Council members shall be elected each year.

Section 5: Meeting of the Faculty Council:

- a. The Dental Faculty Council shall meet at least once in the Fall, Winter, and Spring quarters.
- b. The Dean and/or Chair of the Faculty Council may call for a meeting.

Section 6: A quorum for the Faculty Council meeting shall be a majority of the voting members of the Faculty Council.

Section 7: Agenda for the Faculty Council meeting:

- a. Agenda items for the Faculty Council meeting may be submitted to the Chair by any voting faculty member, by the Dean, or by any member of the Council.
- b. Agenda items must be considered within a reasonable period of time, which will generally be within 2-3 weeks.

Article V: Meeting of the Dental Faculty

Section 1: The Dean and/or the Chair of the Faculty Council may call for a meeting of the Dental Faculty. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by twenty percent of the voting membership of the School faculty. There shall be at least two regular meetings of the Dental Faculty each academic year. Meeting dates will not be changed unless there is a major emergency, with information to the faculty regarding cause for change.

Section 2: The Dean presides at the meeting of School Faculty. The Faculty Council shall determine the order of business.

Section 3: Notice of the time, place, and agenda of regular Dental Faculty meetings shall be given at least fourteen days in advance of the meeting. Notice of time, place, and agenda of special Dental Faculty meetings called either by the Dean or the Faculty Council shall be given at least seven days in advance of the meeting except in an emergency.

Section 4: The agenda shall be developed by the Faculty Council with input from individual faculty members, departments, divisions, councils, committees, task forces, and the Dean. Agenda items must be submitted in writing to the chairperson of the Faculty Council one week prior to each faculty meeting.

The agenda of the regular meetings may include:

- a. Announcements by the Dean of the School of Dentistry and/or his/her designee.
- b. Announcements by the Chair of the Faculty Council.
- c. Reports of Standing and Administrative Committees.
- d. Report of Special Ad-Hoc Committees.
- e. For meetings prior to an election, call for nomination to Faculty Council and Appointment, Promotion, Tenure Committee.
- f. Unfinished business.
- g. New business.

Article VI: Quorum

Section 1: A quorum for voting at any meeting of the School of Dentistry faculty shall consist of at least half the voting members of the faculty, with all departments represented.

Article VII: Faculty Voting

Section 1: A proposed action of the School of Dentistry faculty, which was distributed as an agenda item at least two weeks prior to a faculty meeting under the authority of UW Policy Directory, Faculty Code Sections 23-43 and 23-44, is effective if passed by a quorum majority of its voting members present at a meeting, without need for a mail ballot. For voting in a meeting, voting may occur orally, by show of hands, or by ballot.

Section 2: Legislative action may be taken by the faculty as prescribed in Article VII, Section 1, by mail ballot if fewer than half of the faculty members eligible to vote are present at a meeting or a motion requesting a mail ballot is passed by a majority of faculty attending a faculty meeting.

Section 3: Mail ballots:

- a. Ballots will be prepared by the Chair of the Faculty Council and mailed to all eligible voting members of the faculty by interdepartmental mail. Ballots shall clearly define issues or specify nominees to be voted upon and must be returned within fourteen calendar days after mailing.
- b. An envelope with a pre-printed return address will be sent with each ballot. In order for a ballot to be counted, the envelope must be signed by the voter. Ballots without the voter's signature shall not be counted.
- c. All ballots received by the Chair of the Faculty Council shall be verified against a list of eligible voting faculty and counted by a procedure that will ensure the secrecy of the ballot.
- d. The vote shall become effective if a majority of at least half of the members entitled to vote cast ballots. (UW Policy Directory, Faculty Code Section 23-46.B).

Article VIII: Nominations and Elections for Faculty Council & Standing Committee(s)

Section 1: Voting faculty members shall nominate candidates for the Faculty Council as defined in Article IV, Section 4. At least two candidates shall be nominated for each vacancy.

Section 2: The Faculty Council shall make nominations for the Appointment, Promotion, and Tenure (APT) Committee. At least two eligible candidates shall be nominated for each vacancy.

Section 3: Nominations of eligible candidates may be made by any voting faculty. Consent of the nominee must be obtained prior to nomination.

Section 4: An alphabetically arranged ballot of nominees shall be distributed to voting members of the faculty by interdepartmental mail. Ballots will be sent with official return envelopes. The completed ballot must be placed into the envelope provided, the envelope signed, and the ballot received by the Chair of the Faculty Council no later than fourteen calendar days after mailing of the ballots.

Section 5: Candidates who receive the most votes (plurality) of those cast are elected to the available positions. At least 50% of eligible faculty must vote.

- a. In the case of a tie for an available position, a second election shall be conducted. In such cases, the tied candidates shall be listed on a second official ballot and the full election procedure repeated. Twice the number of candidates as vacancies will be listed alphabetically on the ballots.

Section 6: Elected faculty shall assume office on the first day of the Fall Quarter following the election.

Article IX: Standing Committees

Standing Committees report to Faculty Council and shall be advisory to the Dean. The responsibilities and charges to the Standing Committee(s) shall be made by Faculty Council.

Section 1: The Standing Committee(s) shall be:

- a. Appointment, Promotion, and Tenure Committee;
- b. Other standing committees as established by vote of the faculty

Section 2: Committee Elections: Members of the Standing Committee(s) shall be elected in the manner described in Article VIII, Sections 2 and 3.

Section 3: Membership:

- a. A committee member may be elected or appointed to no more than two consecutive three year terms unless approved by the Dean and Faculty Council.
- b. The rotation of committee membership should ensure that no more than three committee members are replaced on any one committee in one year.
- c. No more than two faculty members with a primary appointment in a single department may serve on the same committee concurrently.
- d. Standing Committees shall elect their chairs at their first meeting each year at the beginning of fall quarter and report the results to the Dean and the Faculty Council.
- e. No faculty person may serve on more than three committees concurrently.
- f. Standing Committees may have ex-officio members and may appoint consultants when appropriate. Ex-officio members and consultants will be non-voting members of the committee.

Section 4: The Standing Committee(s) shall submit written annual reports to the Dean and Faculty Council that shall be distributed in advance to faculty for potential discussion at the Fall Faculty Meeting.

Section 5: Committee Composition and Responsibilities

- a. Appointment, Promotion, and Tenure (APT) Committee
 - 1. Composition:
 - i. The APT Committee shall consist of seven members. Committee members must be assistant professor or above, and there shall be no more than one assistant professor and not more than two associate professors on the committee. Any member below the rank of full professor shall not participate in the annual promotion session if s/he is being considered for promotion at that time.
 - ii. A member shall serve for a period of three years.
 - iii. Members shall be nominated by the Faculty Council and elected by the faculty in the manner defined in Article VIII, Sections 2,3,4, and 5.
 - iv. The committee shall elect the chair at the first meeting each year at the beginning of fall quarter and the results shall be reported to the Dean and the Faculty Council. The Chair must be at the rank of full professor.
 - 2. Responsibilities:
 - i. To establish guidelines governing appointment, promotion, and tenure consistent with the University Faculty Code.
 - ii. To review candidates and advise the Dean regarding proposed appointments, promotions, and the award of tenure.
- b. Other Standing Committees: The composition and responsibilities of other Standing Committees shall be determined when they are established by the faculty.

Article X: Vacancy In Office

Section 1: Definition. A vacancy in elected committee membership can occur through such processes as resignation, termination of employment, loss of voting privileges (e.g., when of leave), or repeated failure to attend meetings of any committee without advance notification.

Section 2: Filling Vacancies. If a vacancy should occur during the term of any office, the Faculty Council shall be empowered either to appoint a replacement to complete the unexpired term or to provide for an election to a new term of office for that position.

Article XI: Parliamentary Authority

Section 1: The rules contained in *Roberts Rules of Order* shall be the parliamentary authority. The rules contained in School of Dentistry, Code of Organization of the Faculty shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the UW Policy Directory, Faculty Code and policies of this University

Article XII: Amendments

Section 1: These bylaws may be amended in the following manner:

- a. Proposed amendments shall be presented in writing to the Dean and the School of Dentistry Faculty Council and shall be read at a meeting of the Dental Faculty Council. Proposed amendments may be presented by standing and administrative committees. Proposed amendments from the faculty at large must be submitted with signatures of at least five voting members of the Dental Faculty.
- b. The proposed amendment shall be distributed seven days prior to and shall not be acted upon until having been discussed during a meeting of the Dental Faculty.
- c. The voting procedure set forth in Article VII, Section 3 of this Code shall be followed.
- d. An amendment of these bylaws shall be effective upon approval by a majority of the voting members of the faculty.

Article XIII: Delegation of Powers to Departmental Faculties

Section 1: The faculty of the School of Dentistry delegates to the faculties of its several departments and committees the following powers and duties (UW Policy Directory, Faculty Code Section 23-43,C):

- a. determine its requirements for admission and graduation;
- b. determine its curriculum and academic programs;
- c. determine the scholastic standards required of its students;
- d. recommend to the Board of Regents those of its students who qualify for the University degrees and certificates;
- e. exercise the additional powers necessary to provide adequate instruction and supervision of its students;

Section 2: With respect to personnel matters, make recommendations to its dean in accordance with the provisions of UW Policy Directory, Faculty Code Chapter 24 and of Section 25-41.