Bylaws of the Faculty
School of Dentistry

Last voted amendment: 6/5/2019

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: 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: For purposes of School of Dentistry issues, except as restricted by UW Policy Directory, Faculty Code Section 21-32, Clinical Professors, Clinical Associate Professors, and Clinical Assistant Professors, with 50% appointment or greater, shall have voting privileges.

Section 3: Voting Membership in Relation to Joint Appointment:
Whether a jointly appointed faculty member has voting privileges in the secondary as well the primary department shall be determined according to UW Policy Directory, Faculty Code Section 24-34B.

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 to:
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. 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. At least annually or 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 eligible Administrative Committees; (see SOD Administrative Organization)
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.
h. if requested by a faculty member, act as committee for informal dispute resolution under Faculty Code Section 28-34C 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 members of the standing committees.

Section 3: Membership:
a. The Dental Faculty Council shall consist of six elected dental faculty and the Dean as an ex-officio non-voting member. Election procedures are described in Article VIII.
b. The period of service shall be for three years. An elected member may be elected to no more than two consecutive three-year terms. After serving two consecutive full terms, a faculty member shall not be eligible for election until two years have passed following his/her last term.
c. No more than one faculty member with a primary appointment in a department may serve on the Council concurrently.
d. Department Chairs, Associate Deans and Assistant Deans may not be voting members of the Council during their terms of administrative service. If a Council member is appointed to such an administrative position, they must resign their Council membership.

Section 4: 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 5: Quorum:

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

Section 6: 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: Meetings 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 both regular Dental Faculty meetings and 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 chair of the Faculty Council at least 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. reports 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 seven days 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 an electronic or mail ballot. For voting in a meeting, voting may occur orally, by show of hands, or by ballot. If the voting issue involves a policy decision (rather than a personnel matter or a recommendation to the Dean), then the Open Public Meeting Act requires that the vote cannot be anonymous.

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

Section 3: Electronic and mail ballots are both subject to the Open Public Meeting Act as specified in Section 1. A list of eligible voting faculty will be prepared. The content of the ballots will be supervised by the Chair of the Faculty Council. Ballots shall clearly define issues or specify nominees to be voted upon and must be returned within seven calendar days after receipt.

a. For electronic voting, announcements of the ballot will be sent to eligible faculty who will log into the voting website with their UW ID.

b. For mail voting, an envelope with a pre-printed return address will be sent with each ballot to eligible faculty by interdepartmental mail. 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 will be received by the Chair of the Faculty Council and shall be verified against a list of eligible voting faculty and counted by a procedure that will ensure the secrecy of the ballot. The final vote will be verified and certified by the Chair and Vice-Chair of the Council and reported to the electorate.

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 23-46B).

Article VIII: Nominations and Elections for Faculty Council

Section 1: Two Council members shall be elected each year.

Section 2: Nominations of eligible candidates as defined in Article IV may be made by any voting faculty member. Nominations may also be made from the floor during a Faculty Meeting. Consent of the nominee must be obtained prior to nomination.

Section 3: At least two candidates must be nominated for each vacancy to be filled.

Section 4: An alphabetically arranged ballot of nominees shall be distributed to voting members of the faculty electronically or by interdepartmental mail as described in Article VII Section 3.

Section 5: Candidates who receive the most votes (plurality) of those cast are elected. If a tie occurs, a special run-off election will be held following the full election procedure.

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 Committees shall be made by Faculty Council.

Section 1: The Standing Committees shall be:

a. Appointment, Promotion, and Tenure (APT) Committee;

b. other standing committees as established by vote of the Faculty.

Section 2: Standing Committee Nominations and Elections:

a. The Faculty Council shall make nominations for the Standing Committees. At least two eligible candidates shall be nominated for each vacancy.
b. Members of the Standing Committees shall be elected in the manner described in Article VII with candidates listed alphabetically on the ballot. Candidates who receive the most votes (plurality) of those cast are elected to the available positions. If a tie occurs, a special run-off election will be held following the full election procedure.

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 normal 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 the same 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 member may serve on more than three Standing 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 Committees 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. Nominations, elections, terms of service shall be as described in Sections 2 and 3 of this Article.
      iii. The Chair of the APT Committee 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 on leave), or consistent failure to participate in the deliberations of any committee. Faculty Council and Standing Committee members shall be deemed to have vacated their seats when they have been absent from three meetings in an academic year. Members are considered absent only if they fail, prior to a meeting, to inform the Chair or Vice-Chair of their inability to attend.

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 (if one quarter or less) 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 the most recent edition of Robert’s Rules of Order shall be the parliamentary authority. The rules contained in School of Dentistry Bylaws 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 procedures set forth in Article VII of these Bylaws shall be followed.

d. To become effective, an amendment of these Bylaws must receive either an affirmative majority vote of the eligible voting members of the faculty, or a two-thirds majority vote of those casting ballots.

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 23-43C):

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 Chair in accordance with the provisions of UW Policy Directory, Faculty Code Chapter 24 and of Section 25-41.