

University of Kentucky
College of Dentistry
BYLAWS OF THE FACULTY

Approved by the Faculty September 15, 2003

INTRODUCTION

The Faculty of the University of Kentucky College of Dentistry recognizes that the College is an educational component of the University. These bylaws supplement the **Governing Regulations of the University of Kentucky** Sec. VII, A.4. (hereafter the **Governing Regulations**) and are designed to facilitate the achievement of the College's mission and goals. A copy of these bylaws must be distributed to a new member of the Faculty within thirty (30) days of the member's appointment. All revised bylaws will be distributed to the Faculty by the Secretary of the Faculty. The Faculty has the authority to amend these bylaws subject to approval by a two-third (2/3) vote of the Faculty present and voting, if the amendments have been circulated to all faculty members eligible to vote thirty (30) days before voting occurs.

SECTION I

FACULTY

1 Composition

1.1 The Faculty of the College of Dentistry (hereafter the Faculty) consists of the Dean, Assistant and/or Associate Deans, and full-time faculty personnel having the rank of assistant professor, associate professor or professor in the regular, special title or extension series (**Governing Regulations**, Sec. VII, A.4) whose primary appointments are in the College of Dentistry. Membership, with or without voting privileges, also may be extended by the Faculty to any other person assigned to the College for administrative work, teaching, service or research.

2 Officers

2.1 The Dean is the Chairperson of the Faculty and is the presiding officer except when this function is delegated.

2.2 A Secretary of the Faculty is elected from the Faculty membership when the first faculty meeting is called during an academic year.

2.2.1 The nomination and election of candidates for Secretary may be made from the floor or by written ballot. The election of the Secretary is by written ballot. The names of those members nominated are placed on the election ballot. The individual receiving a majority of the votes cast on the election ballot is declared elected. A second ballot is used if there is no majority on the first ballot. Additional ballots are cast until a member receives the majority of the votes cast.

- 2.2.2 The Secretary assumes the duties of the office immediately during the meeting at which the election was held.
- 2.2.3 The Secretary serves until the first Faculty meeting of the following year or until a new Secretary is elected. The Secretary is eligible for re-election. If the office is vacated, a special election is held to elect a Secretary to serve the remainder of the unexpired term.
- 2.2.4 The Secretary is responsible for distribution of the agenda to its members before the meeting (Bylaws of the Faculty, Sec. I,3). The Secretary records the minutes of each meeting and ensures that they are distributed to the members within fourteen (14) days of adjournment.

3 Agenda

Agenda items shall be submitted in writing to the Secretary by either the Dean, the Faculty Council, or five (5) members of the Faculty. The Chairperson and Secretary shall arrange the order of items. The agenda shall be distributed to members of the Faculty at least seven (7) days before a meeting of the Faculty.

4 Meetings

- 4.1 The Faculty shall hold regularly scheduled meetings, at least once annually.
- 4.2 Meetings of the Faculty may be called by the President of the University, the Provost, the Executive Vice-President of Health Affairs, the Dean, the Faculty Council, the Academic Assembly, or on request of five (5) members of the Faculty.
- 4.3 The current edition of **Sturgis Standard Code of Parliamentary Procedure** governs this organization in all parliamentary matters not provided for in its bylaws.
- 4.4 A parliamentarian is appointed by the Chairperson.
- 4.5 Meetings of the Faculty are public meetings according to KRS 61.810.
- 4.6 In the event of an emergency, any of the parties noted in 4.2.2 [Is this section 4.2 instead of 4.2.2??] can call a meeting without prior circulation of an agenda
- 4.7 For purposes of conducting College business, suspension of the rules can be approved by 2/3 vote of those in attendance, assuming a quorum is present.

5 Quorum

Twenty-five (25) percent of the Faculty constitutes a quorum necessary for the transaction of business.

6 Responsibilities

The rights and responsibilities of the Faculty are those that are delegated to the Faculty by the Board of Trustees and the University Senate, as defined in the **Governing Regulations** (Sec. VII, A.4). These rights and responsibilities may be delegated to **either a Faculty Council, or to the Academic Assembly** (hereafter the Assembly), upon approval by a two-third (2/3) vote of the Faculty present and voting. The Faculty has the right to revoke this delegation of authority and reassume the rights granted to it upon approval of a two-third (2/3) vote of the Faculty present and voting.

Section II.

The Faculty Council

1 Function

- 1.1 The Faculty Council (hereafter, the Council) shall provide a means by which the Faculty can expeditiously discharge its responsibility for formulation and oversight of educational policies.
- 1.2 The Council and its officers shall represent the Faculty before the Dean, Associate Deans, Assistant Deans, Department Chairs, and all administrative committees appointed by the Dean and Chairs.
- 1.3 The Council and its officers shall represent the Faculty before the University Faculty, Provost, the Executive Vice-President of Health Affairs, and all University Committees.

2 Membership and Officers

- 2.1 The Council shall consist of five elected members of the Faculty.
- 2.2 All faculty except the Dean, Associate and Assistant Deans, and Department Chairs shall be eligible to serve as voting members of the Council. The Dean, Assistant Dean of Admissions and Student Affairs, the Associate Dean of Academic Affairs, the Director of Graduate Studies and the Secretary of the Faculty however, shall serve as ex officio non-voting members of the Council.
- 2.3 Councilors shall serve staggered terms such that two Councilors retire each year, except that every third year only one Councilor shall retire. Each Councilor's term shall be three years.
- 2.4 The Council shall elect a Chair and Secretary at its first meeting after a vacancy for either of these positions occurs. Election shall be by a simple majority (3 or more) of the Councilors.
- 2.5 Newly elected Councilors shall assume office July 1 or, in the event of vacancies, immediately after election.

3 Election of Councilors

***(Procedures used for the election of the first Faculty Council are archived with the Secretary of the Faculty)**

3.1 Elections shall be held annually before May 15 of each year, or when a vacancy occurs, to select either one or two new Councilors. On the first ballot, each faculty member shall vote for one or two persons (corresponding to the number of vacancies) from a list of all eligible faculty members. That (those) individual(s) receiving a simple majority of the votes cast, and who is willing to serve, shall be deemed the winner(s). In the event of a tie, a second ballot will be circulated with the top vote recipients listed. The individual receiving the most votes will be deemed the winner.

All voting shall be by secret ballot. Elections shall be overseen by the Secretary of the Faculty-

3.2 A vacancy shall be declared if a Councilor is unable to serve for a period of longer than 90 days. In the event of a vacancy, a replacement Councilor shall be elected within 30 days to serve the remaining portion of the vacating Councilor's term.

4 Responsibilities

4.1 The Council has the responsibility to evaluate the educational program of the College. It shall forward its evaluations to the Faculty.

4.2 The Council has the responsibility to develop proposals for creation, modification, or rescission of educational policy. After Council approval, the Council is responsible for forwarding such proposals to the Faculty for consideration and approval. (In forwarding proposals, the Council shall follow the procedures outlined in Sec.V-Article 1).

4.3 Educational policy is prescribed in the Governing Regulations of the University (Sec. VII, A.4) and includes but is not limited to:

4.3.1 developing, modifying, or rescinding curriculum;

4.3.2 setting admissions criteria and procedures within limits specified by the Council on Post-secondary Education

4.3.3 setting the size of the student body within limits specified by the Council on Post-secondary Education

4.3.4 developing procedures for evaluation and academic promotion of students;

4.3.5 evaluating the quality and effectiveness of education programs;

- 4.3.6 setting standards and criteria for awarding the D.M.D. degree
- 4.3.7 reviewing and approving the College's catalogue.
- 4.4 The Faculty Council shall have responsibility for academic committees. An academic committee is any committee that has the responsibility to evaluate the educational program or to develop proposals to create, modify, or rescind educational policy. In this role, the Council shall:
 - 4.4.1 create and abolish such committees;
 - 4.4.2 nominate faculty and others to be appointed by the Dean for service on academic committee;
 - 4.4.3 nominate faculty members to be appointed by the Dean to chair academic committees;
 - 4.4.4 develop committee charges in consultation with the Dean and committee members;
 - 4.4.5 receive and evaluate committee reports;
 - 4.4.6 evaluate such committees and the members of such committees.

5 Meetings

- 5.1 The Faculty Council shall meet at least monthly.
- 5.2 A quorum shall be three Councilors.
- 5.3 Approval by the Faculty Council shall be by a simple majority of those voting.
- 5.4 Minutes of each meeting shall be recorded. Copies of approved minutes shall be distributed to all members of the Faculty. Copies of approved minutes shall be filed for future reference and shall be available for examination by any member of the Faculty.
- 5.5 The current edition of **Sturgis Standard Code of Parliamentary Procedure** shall govern meetings of the Faculty Council not prescribed in these bylaws or in the **Procedures of the Faculty**.
- 5.6 Meetings of the Faculty Council are public meetings according to KRS 61.810.
- 5.7 Agenda items for discussion by the Council may be submitted to the Chair or Secretary of the Council by any faculty member.

6 Duties of the Chair of the Faculty Council

- 6.1 The Chair shall be a voting member of the Council.
- 6.2 The Chair or a Councilor designated by the Chair shall develop agenda and officiate at Council Meetings.
- 6.3 The Chair shall provide a summary of the activities and deliberations of the Faculty Council to the Faculty at least annually.
- 6.4 The Chair or Councilor designated by the Chair shall represent the Faculty before College and University committees and College and University administration.

7 Duties of the Secretary of the Council

- 7.1 The Secretary or Councilor designated by the Chair shall record minutes, keep a book of approved minutes, and distribute approved minutes of Faculty Council meetings to all members of the Faculty and determine the presence of a quorum at the beginning of each meeting.
- 7.2 The Secretary or a Councilor designated by the Chair shall distribute agendas to Councilors and the Faculty.

Section III.

Academic Assembly

1 Function

The Academic Assembly (hereafter called the Assembly) shall provide a means by which the Faculty can expeditiously discharge its responsibility for formulation and oversight of educational policies.

2 Composition

The Assembly consists of the Faculty (**Bylaws of the Faculty**, Sec.1.1), student dentists (hereafter students) holding the offices of President, President of ASDA and the chairperson of the Student Advisory Council. Membership, with or without voting privileges, may be extended to other persons by vote of the Assembly at any of the regular meetings. A majority vote is required for election.

3 Officers

- 3.1 The Dean is the Chairperson of the Assembly and the presiding officer except when this function is delegated.
- 3.2 A Secretary of the Assembly is elected from the Assembly at the first meeting of each academic year.

- 3.3 The nomination may be from the floor or by written ballot. The names of those members nominated are placed on the election ballot. The individual receiving a majority of the votes cast on the election ballot is declared elected. A second ballot is used if there is no majority in the first ballot. Additional ballots are cast until a member receives the majority of the votes cast.
- 3.4 The Secretary assumes the duties of the office at the end of the meeting in which the election is held.
- 3.5 The Secretary serves a one (1) year term and is eligible for re-election. If the office is vacated, a special election is held to elect a Secretary to fill the remainder of the expired term.
- 3.6 The Secretary is responsible for the distribution of the Assembly agenda to its members before the meeting (**Bylaws of the Faculty**, Sec. II, 3.0). The Secretary records the minutes of each meeting and ensures they are distributed to the members within fourteen (14) days of adjournment.

4 Agenda

Agenda items are submitted by either the Dean or ten (10) members of the Assembly. Agenda items are transmitted in writing to the Secretary. The Chairperson and Secretary arrange the order of the items. The agenda is distributed to the members of the Assembly at least seven (7) days before an Assembly meeting.

5 Meetings

- 5.1 The Assembly holds two (2) regular meetings every year: one in each October and April. These meetings of the Assembly constitute the regular meetings of the faculty as required by the **Governing Regulations** (Sec. VII, A.4).
- 5.2 Special meetings may be called by the Dean or at the request of five (5) members of the Assembly. Requests are submitted in writing to the Secretary. Special meetings are held no later than two (2) weeks after the requests are received.
- 5.3 The current edition of **Sturgis Standard Code of Parliamentary Procedure** governs this organization in all parliamentary matters not provided for in its bylaws.
- 5.4 A parliamentarian is appointed by the Chairperson.
- 5.5 Meetings of the Assembly are public meetings according to KRS 61.810.

4 **Quorum**

Twenty-five (25) percent of the Assembly constitutes a quorum for the transaction of business.

5 **Responsibilities**

The Assembly determines the educational policies of the College. The Assembly can delegate this responsibility to the Dean.

Section IV.

Academic Committees

1 Authority

- 1.1 The Faculty Council or the Academic Assembly has the authority to form academic standing or ad hoc committees, as well as to develop charges to the committees. Chairpersons of the committees may appoint non-committee members to subcommittees when necessary.
- 1.1 The standing academic committees are the Curriculum Committee, four Academic Performance Committees, and the Admissions Committee.
- 1.2 Committee members may include faculty, staff and students.
- 1.3 The Dean, in consultation with the Faculty Council or Academic Assembly, shall appoint individual(s) to fill vacant committee positions.
- 1.4 The Dean, in consultation with the Faculty Council or Academic Assembly shall appoint individual(s) for each committee chair, except for the Curriculum Committee, which is chaired by the Associate Dean for Academic Affairs.

2 Organization

- 2.1 Committee chairs shall schedule meetings, develop agendas, and facilitate committee meetings.
- 2.2 Each committee shall elect a committee secretary by a simple majority. Alternatively, a secretary may be appointed to the committee by the Associate Dean for Academic Affairs.
- 2.3 Committee secretaries shall record committee minutes, distribute minutes and agendas to committee members, and keep all committee minutes and other records.
- 2.4 Chairs of committees may appoint non-committee members to subcommittees.
- 2.5 The current edition of **Sturgis Standard Code of Parliamentary Procedure** shall govern committee meetings in all parliamentary

matters not provided for in these bylaws or in **Procedures of the Faculty**.

- 2.6 Meetings of Academic Committees are public meetings according to KRS 61.810.

3 Responsibilities

- 3.1 Each committee shall conduct business under its Policies and Procedures which are approved by the Faculty Council.
- 3.2 Academic committees shall be advisory to the Faculty Council or to the Academic Assembly. They shall make recommendations on matters affecting educational policies of the College as defined by their charges.
- 3.3 Academic committees shall refine their charges, policies and procedures in consultation with the Faculty Council or the Academic Assembly.
- 3.4 Academic committees shall present annual reports on their actions and deliberations to the Faculty Council or the Academic Assembly.

Section V.

Procedures for Making Changes in Academic Policies

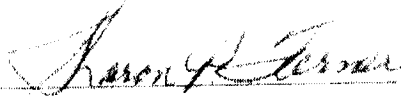
- 1 A proposal to create, modify, or rescind educational policies shall become College academic policy by one of the following procedures:
 - 1.1 If a proposal has been approved by the Faculty Council, or Academic Assembly, and does not require approval by authorities outside of the College, a proposal shall become College policy if approved by a majority of the Faculty present and voting at a meeting of the Faculty, provided that the proposal is circulated ten (10) days prior to a vote.
 - 1.2 If a proposal 1) has been approved by Faculty Council or Academic Assembly, 2) does not require approval by authorities outside the College, and 3) is judged by the Faculty Council or the Academic Assembly not to require consideration at a Faculty meeting, the Council or Assembly may circulate the proposal among the Faculty. If after ten (10) days no member of the Faculty has objected to the proposal, the proposal shall become College academic policy. If an objection to a proposal is received, the Council or Assembly shall place it in the agenda of a Faculty meeting.
 - 1.3 If a proposal requires approval by authorities outside the College (e.g., the University Senate, the Provost, and/or President), the proposal must be placed on the agenda of a meeting of the Faculty,

provided that the proposal is circulated ten (10) days prior to a vote.

- 1.4 If a proposal is approved by a majority of the Faculty present and voting at a meeting, it shall be forwarded to the Dean, who shall forward it with his or her recommendation to the appropriate authorities.
- 1.5 The proposal shall become College academic policy after approval by such authorities.
- 1.6 If the Dean objects to a proposed change, the Dean has the right to recommend that the proposed changes be disapproved. The matter is referred to the Provost and to the University Senate for resolution.
- 1.7 The Dean has the authority to submit recommendations to the University Senate that have been previously disapproved. In accordance with the **Governing Regulations** (Sec VII, B.3), the University Senate must be informed by the Dean of the disapproval. The Dean must also inform the Assembly of this action.

Signature Page

These rules have been created and approved by the faculty of the College of Dentistry, pursuant to the authority granted by the *Administrative and Governing Regulations* of the University of Kentucky. These rules are effective on the date when approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. A current copy of the approved rules for the College of Dentistry is available in the office of the educational unit chair/director (if applicable), the Dean of the College, and the Provost. A copy of these approved rules will be posted online at the University Senate website.



Dean

September 2010
Date



Provost, University of Kentucky