

# **SCHOOL OF DENTAL MEDICINE BYLAWS**

University of Nevada, Las Vegas

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## **Article 1 -- Mission and Goals of the School**

- 1.1. The Mission and Goals of UNLV School are those currently approved by the Faculty. The Vision, Mission and Goals are included in the SDM CODA document.

## **Article 2 -- Departments/Units within the School**

- 2.1. The department and unit structure of the School is determined in accordance with the Policies of UNLV and the Board of Regents.
- 2.2. The administrative structure of the School shall be such to allow efficient operation with appropriate communication and collaboration with Faculty, staff and students.

## **Article 3 -- Faculty**

- 3.1. The Faculty shall consist of all full-time and part-time\* professors, associate professors, assistant professors, instructors, and such other members of the University academic staff.  
***\*As defined by University or otherwise specified in this document.***
- 3.2. The Faculty shall have original jurisdiction in all educational and academic disciplinary matters within the scope of the purposes of the School, including the determination of its curriculum and of admission thereto and graduation there from, except as authority is otherwise assigned by legislation of the Board of Regents or as autonomy is limited by correct academic and administrative relations with other units of the University.
- 3.3. The Faculty shall function in conformance with the principles of academic freedom as stated in the UNLV Bylaws and as specified by the Board of Regents.
- 3.4. The Faculty shall be organized into the Faculty Assembly and departments and/or other units as determined necessary for operating its various programs. The academic program is delivered through departments in a manner which is consistent with the mission and philosophy of the School of Dental Medicine, the Bylaws of the Administration and Faculty of the School of Dental Medicine, and the Policies of UNLV and the Board of Regents.

## **Article 4 – Evaluation of Faculty**

- 4.1. Faculty shall be evaluated annually by the appropriate Chair and shall participate in such evaluation in accordance with the School Faculty Evaluation System documents.

## **Article 5 -- Administration**

- 5.1. The Dean is the chief administrative, academic and fiscal officer of the School. The position of the Dean shall be a line appointment, and, as chief executive officer of the School, exercises educational leadership, identifies collective opinion(s), makes decisions and sees that decisions are executed in accordance with University and School policies. The Dean may recommend the appointment of executive officers (e.g., Associate and Assistant Deans) to the Board of Trustees through the Provost and Vice President and the President. In addition, the Dean may appoint other personnel as deemed necessary for effective administration.
- 5.2. Executive Officers. The duties of the appointive executive officers are those recommended by the Dean to the Provost and Vice President and President and approved by the Board of Regents. Appointive executive officers shall be evaluated annually by the Dean and every three years an evaluation by the Faculty and staff shall be solicited.

## **Article 6 -- Selection of the Dean**

- 6.1. The Dean shall be selected in accordance with current University policy.
- 6.2. The Dean shall be evaluated in accordance with current University policy and School procedures.

## **Article 7 -- Administrative Structure**

- 7.1 The administrative structure of the School shall be such to allow efficient operation with appropriate communication and collaboration with Faculty, staff, and students.
- 7.2. The Dean shall meet with his/her executive staff as called by the dean to review operations of the School.

## **Article 8 -- The Department Chair**

- 8.1. A Chair shall serve as chief administrative and academic officer of a department. While primarily a Faculty member, the Chair serves as the primary liaison between the Dean and the departmental Faculty. As such, the Chair serves at the pleasure of the Dean yet must be responsive to the needs of the departmental Faculty. The Chair shall have an appointment subject to annual review by the Dean. The Dean may recommend to the Provost and Vice President that a chair be removed as a result of departmental evaluation and the Dean's evaluation of the Chair's performance.
- 8.2. When a vacancy occurs, the Dean shall request the formation of a Search Committee composed of three (3) departmental Faculty; all of whom shall be elected by the department. The former chair is not eligible to serve on the search committee. There shall also be one (1) Faculty member elected from each of the other departments. After reviewing the candidates, utilizing approved University and School guidelines, the Committee shall recommend a minimum of two (2) candidates to the Dean who shall make the final decision regarding an appointment.

## **Article 9 -- Evaluation of Chairs**

- 9.1. Within the appropriate University and School of Dental Medicine guidelines, the Chair shall be evaluated annually by the Dean and departmental Faculty. The evaluation shall include annual assessment of the Chair by the Faculty of the department. The Dean shall take into consideration this assessment in the consideration of reappointment of the Chair.

## **Article 10 -- The Faculty Assembly**

- 10.1. The Faculty shall be organized into an Assembly which shall recommend academic policies to the Dean, elect Faculty representatives to and hear reports from duly constituted bodies of the University and the School as required, and recommend to the Dean students for graduation.

## **Article 11 -- Committees and Meetings**

- 11.1. The School shall have standing committees as specified below, and such other committees as the Dean, in consultation with the Faculty, may establish. The Dean shall also appoint the chairs to all standing committees except where otherwise stated in the standing committee description. The term of office for standing committee members is two (2) years, unless otherwise specified in the charge to the committee.
- 11.2. Prior to the beginning of each academic year, the Dean shall charge each committee with its tasks for the year. Such charge may be communicated orally or in writing.
- 11.3. Committee meetings will be open to members of the School (who may attend as observers and without vote), except in personnel matters or other cases in which the committee determines the executive session is appropriate. Except as stated in these Bylaws, members of committees have one vote each, which shall be exercised in person and not by proxy. Quorum and voting requirements for committees shall be as stated in 11.4 and 11.5 below.
- 11.4. At meetings which are merely informational and at which no action is to be taken, there is no requirement of a quorum. At meetings at which action is to be taken, quorum shall be a majority of the persons authorized to vote at the meeting.
- 11.5. At meetings at which a quorum is present at the beginning of the meeting, the meeting will proceed even though departures during the meeting results in less than a quorum at the time of the vote. The vote of a majority of those entitled to vote and present at the time of the vote shall determine the issue.
- 11.6. The Dean shall appoint such other Committees as may be necessary in fulfillment of the mission of the School. The Dean may request the Faculty, the non-academic personnel and the student body to recommend members respectively for appointment to the Dean's Committees. All standing committee chairs will be appointed by the Dean.

- 11.7. **Admissions and Selection Committee** shall consist of twelve (12) Faculty members, eight (8) of whom shall be elected by the Faculty Assembly and four (4) whom shall be appointed by the Dean for a term of three (3) years. The committee chairperson shall be elected by the members of the committee each year. The Director of Admissions and the Associate Dean for Student Affairs will serve as ex officio members. The Committee shall select qualified applicants and recommend them to the Dean for admission to the School.
- 11.8. **The Curriculum Committee** shall consist of seven (7) Faculty members for a period of three (3) years. Four (4) of the seven (7) Faculty members shall be elected from the Faculty Assembly, one (1) from Biomedical Sciences, two (2) from Clinical Sciences, and one (1) from Advanced Education. The remaining three (3) shall be appointed by the Dean, including the Committee chair. The Committee shall also have one student from each the DS2, DS3, and DS4 class. The students shall be elected by the respective student body class and be in good academic standing. The Dean and the Chair of the Curriculum Committee must approve those students elected to serve. The students collectively get one (1) vote on the Curriculum Committee. One (1) DS1 student will be elected by their respective student body class and serve as a non-voting member. The Committee shall be responsible for the development, evaluation and modification of the curriculum.
- 11.9. **Promotion and Tenure Committee** shall consist of a minimum of three (3) and up to five (5) tenured Faculty members. These members shall be professors and associate professors and at least two of whom shall be professors. The chair of the committee will rotate among the members on a yearly basis beginning July 1<sup>st</sup>. The Dean and executive officers (assistant deans, associate deans, department heads) shall not be eligible to serve on this Committee. Faculty members shall be ineligible for promotion consideration while they are members of the Committee. The deliberations and advice of the Committee shall be in accordance with the conditions set forth in the Promotion and Tenure document of the School and Policies of UNLV and the Board of Regents.
- 11.9.1 With the revision of the requirements of NSHE and UNLV with regard to promotion and tenure, Title 5, Chapter 6, Chapter III, Sections 16.4 and 16.5, external referees shall be used in all decisions relating to promotion to associate professor or professor, respectively. In each case, the department chair or personnel committee will obtain no fewer than four (4) letters from outside the University. At least two shall be drawn from a list of persons suggested by the candidate and at least two shall be drawn from a list of persons not suggested by the candidate. ALL letters solicited must be forwarded with the promotion/tenure recommendation. (Note these letters shall not be solicited by the person being considered for promotion/tenure).
- 11.10 **The Merit Committee** shall consist of five (5) Faculty members for a period of three (3) years. Three (3) Clinical Sciences representatives shall be elected by the Clinical Sciences Faculty, one (1) Biomedical Sciences representative will be elected by the Biomedical Sciences faculty, and one (1) Advanced Education representative will be elected by the Advanced Education faculty. The chair of the committee will be selected among the elected members on a yearly basis. The Committee shall be responsible for the determination of the minimum standards for satisfactory and meritorious performance in teaching, research and service, in

consultation with the Dean as outlined in 10.2 of the UNLV bylaws (Added January 2014).

- 11.11. **The Faculty Development Committee** shall be a standing committee whose general purposes are to facilitate speakers, seminars, symposia and other activities that will enrich the School and assist in the development of the Faculty and the students. This Committee, which will work closely with the Dean or his designate on budgetary and logistical matters associated with the work of the committee, will consist of at least four (4) Faculty elected by the Faculty Assembly, and other members at the discretion of the Dean.
- 11.12. **Research Committee** shall consist of seven (7) faculty members representing Biomedical Sciences, Clinical Sciences, and Advanced Education appointed by the Dean for a three (3) year term, and other members at the discretion of the Dean. There will also be up to six (6) students selected as members of the committee. The students shall be appointed based on their interests in research and must be in good academic standing. There will be one (1) faculty liaison member from the UNLV main campus. The purpose of the committee is to create liaisons across the UNLV community to facilitate research activity and to review and provide feedback on research activities, issues, proposals, and potential funding opportunities within the SDM Office of Research (OOR). The Committee shall be charged with development of the strategic plan for research efforts and recommend to the Dean allocation of research funds which have been placed at the Dean's disposal.
- 11.13. **The Health & Safety Committee** shall consist of five (5) faculty members representing Biomedical Sciences, Clinical Sciences, and Clinical Affairs for a three (3) year term, and one (1) student from DS3 class. Faculty and Student members, and other members deemed necessary, will be appointed by the Dean. The committee Chairperson shall be appointed by the Dean each year, or selected as designated by the Dean. There will be two (1) liaison members from the UNLV main campus, the Director of Student Health Center and an Occupational Safety Officer who will serve as consultants to the committee. The charge of the Health and Safety Committee is to provide advice and counsel, review, and recommendations regarding the functioning, policies, practices and procedures of the School of Dental Medicine regarding the health and safety of faculty, staff, students, patients and visitors to the campus.
- 11.14. **Student Progress Committee** shall be composed of five (5) Faculty members elected by the Faculty Assembly for a three (3) year term. The Committee shall make recommendations to the Dean for academic advancement or removal of students in accordance with the Student Manual and in conformity with University of Nevada Las Vegas and the Board of Regents. The Committee shall recommend students to the Faculty Assembly concerning graduation. At the end of each semester, the Committee will provide the Dean (or Dean's designee) a list of students that are in the top 10% of their class in grade point average.
- 11.15 **The Advanced Education Committee (AEC)** is responsible for the fair application of the promotion guidelines outlined in the Advanced Education Program Catalog. Membership of this committee shall include the Associate Dean of Advanced Education, Associate Dean of Student Affairs and the Program Directors for the various advanced education programs. This committee is responsible for the fair application of the promotion guidelines outlined in the Advanced Education Student Program Catalog. The Committee shall also recommend to the Dean appropriate honors and awards for students.

- 11.16. **Academic Appeals Committee (AAC)** is responsible for hearing any academic decision made of the Student Progress Committee (SPC) and/or Advanced Education Committee (AEC). The committee shall consist of three faculty members appointed by the Dean (or Dean's designee). The Associate Dean for Academic Affairs (or designee) and Assistant Dean for Admissions and Student Affairs (or designee) will be ex officio members.
- 11.17. **The Honor Council Committee** shall be a standing committee whose purpose is to execute the Student Honor Code in accordance with School policies and the policies of UNLV and the Board of Regents. Membership of the Honor Code Committee is specified in the Section III: School's Honor Code in the School of Dental Medicine Student Manual.
- 11.18. **The Bylaws Committee** (required by updated Title 5, Chapter 6, Chapter I, Sections 4.4.2 and 4.7) shall be a standing committee and periodically review the bylaws of the School of Dental Medicine and make appropriate recommendations to the faculty for adding, amending, conforming to UNLV and NSHE updates, and/or eliminating various provisions. There will be equitable representation on this committee from biomedical sciences, clinical sciences, and advanced education. Faculty members will be elected by the Faculty Assembly for a three (3) year term.
- 11.19. AD HOC Committees and Taskforces may be designed by the Faculty Assembly or the Dean" as may be necessary designated by the Faculty Assembly as may be necessary.
- 11.20. Work and recommendations of each committee will be subject to the Faculty's policies and the rules and authority of UNLV and the Board of Regents.

#### **Article 12 -- Parliamentary Procedure**

- 12.1. All questions of parliamentary procedure not covered by these papers shall be decided according to the latest edition of Robert's Rules of Order Newly Revised, (10th Edition) 10th ed or Sturgis Standard Code of Parliamentary Procedure (4th Edition).

#### **Article 13 -- Adoption and Amendment**

- 13.1. The Bylaws shall be adopted by a majority vote of the eligible voting Faculty and acceptance by the Dean, and approval of UNLV and the Board of Regents.
- 13.2. The Bylaws may be amended at any meeting of the Faculty Assembly by a majority vote and acceptance by the Dean, provided notice of the proposed amendment has been given to all members at least one (1) week previously.