

FACULTY ASSEMBLY BYLAWS
School of Dental Medicine
University of Nevada, Las Vegas
(First approved on June 23, 2009)
(Current version approved October 12, 2010)
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Preamble

The mission of the University of Nevada, Las Vegas, School of Dental Medicine (UNLV SDM): The UNLV School of Dental Medicine will be a driving educational force toward improving the health of the citizens of Nevada through innovative programs of oral healthcare services to the community, integrated biomedical and clinical curricula, and research.

To accomplish this mission, UNLV SDM has the following goals: 1) Provide excellence in patient-centered clinical care, patient education, and statewide community outreach programs; 2) Implement a progressive and innovative curriculum integrating biomedical, behavioral, and clinical sciences to ensure competent, contemporary oral health care providers; 3) Provide an environment conducive to scholarly activities and collaborative research; and 4) Cultivate a faculty of excellence through a program of professional academic opportunities, internal development, recruitment, and retention.

Faculty Assembly Bylaws

In pursuit of the UNLV SDM mission, the Faculty of the UNLV SDM establishes these Bylaws which are subject to, and in accordance with, the rules and regulations of the Nevada System of Higher Education (NSHE) Code and the Bylaws of the University of Nevada Las Vegas (approved June 23, 2009)

Article 1 --Authority for Establishment of the UNLV SDM Faculty Assembly

Section 1 Article 10 of the Bylaws of the University of Nevada Las Vegas School of Dental Medicine states the Faculty shall be organized into an Assembly.

Section 2 The Nevada System of Higher Education (NSHE) Governing Documents states, "The Board of Regents delegates to the faculty of the University of Nevada, Las Vegas (UNLV) the authority and responsibility for organizing itself in accordance with institution bylaws and recommending policy on matters of faculty welfare, on the rights of faculty under the Nevada System of Higher Education Code, and on faculty involvement in the University's primary missions of teaching, research, and public community service."

Section 3 University of Nevada Las Vegas is required to be in compliance with the Northwest Commission on Colleges and Universities (NWCCU) accreditation standard 4.A.2 - Faculty participate in academic planning, curriculum development, and review, academic advising, and institutional governance (2010).

Section 4 The Commission on Dental Accreditation Standards (August 6, 2010) states:

- 4.1 The authority and final responsibility for curriculum development and approval, student selection, faculty selection and administrative matters must rest with the sponsoring institution (Standard 1-7).
- 4.2 Faculty must be ensured a form of governance that allows participation in the school's decision-making processes (Standard 3-3).

Article 2 -- Faculty Assembly Rights and Responsibilities

Section 1 The Faculty Assembly, also known as the Assembly, subject to the powers vested in the Dean of UNLV SDM, shall:

- 1.1 serve as the voice of the faculty.
- 1.2 recommend academic policies to the Dean.
- 1.3 elect Faculty representatives to duly constituted bodies of the School, University and American Dental Education Association (ADEA).
- 1.4 hear reports from the preceding constituted bodies and serve as a voice of the faculty to these bodies.
- 1.5 Recommend qualified pre-doctoral students for graduation to the Dean. The post-doctoral faculty will recommend qualified post-doctoral students for graduation to the Dean.
- 1.6 be a recipient for suggestions or issues brought forth by members of the faculty and if necessary bring these subjects to the attention of members of the administration and/or the Dean.
- 1.7 recommend policy on matters of faculty rights, welfare, and involvement in teaching, research and community service.
- 1.8 nominate faculty and others to be appointed by the Dean for service on standing committees, consistent with the UNLV SDM bylaws.
- 1.9 form ad hoc committees of the Faculty apart from the standing committees.

Article 3 – Membership in the Faculty Assembly

Section 1 The Faculty Assembly shall consist of all current full-time, part-time (of 49% or greater FTE), and emeritus faculty of the School of Dental Medicine having the rank of Professor, Associate Professor, Assistant Professor or Instructor.

Section 2 In all Faculty Assembly meetings of the UNLV SDM, voting privileges shall accrue to all persons holding a current full-time, part-time faculty (of 49% or greater FTE), and emeritus appointments in the School of Dental Medicine. Post-graduate students with teaching responsibilities are not considered faculty. The list of eligible voting academic faculty shall be established prior to the first nominating election. Any new faculty will automatically be granted voting privileges and added to the running total of eligible-voting faculty. Any faculty leaving the School of Dental Medicine will be deleted from the list of eligible-voting faculty.

Article 4 -- Delegation of Faculty Assembly Rights and Responsibilities

Section 1 The rights and responsibilities bestowed to the Faculty Assembly by the Nevada System of Higher Education (NSHE) Governing Documents may be delegated to a Faculty Council as defined by the UNLV SDM Bylaws upon approval of a two-third (2/3) vote of the Faculty. The Faculty has a right to revoke this delegation of authority and reassume the rights granted to the Faculty Council upon approval of a two-third (2/3) vote of the Faculty.

Article 5 – Faculty Council

Section 1 The Faculty Council shall represent the Faculty Assembly in all matters and shall voice the policies, opinions and sentiments of the Assembly on any matter within their jurisdiction.

Section 2 Members of the Faculty Council will be known as “Faculty Councilors” or “Councilors”.

2.1 The Faculty Council will consist of seven (7) councilors. Four (4) representatives will be elected one each from Advanced Education, and Biomedical Sciences, and two (2) from Clinical Sciences. The remaining three (3) positions will be At-large Councilors. All Councilors will be voting members.

2.2 Faculty considered to be administrators, defined as faculty members of the Dean’s Executive Committee (DEC), will not be eligible to be Faculty Councilors.

Section 3 The Advanced Education, Biomedical Sciences, and Clinical Sciences Councilors will be elected from their respective areas by July 15th. In

addition, each of these areas will elect an Alternate Councilor to replace the Councilor if necessary. After their elections, the At-large Faculty Councilors will be nominated. All faculty of the Faculty Assembly will be eligible to nominate and elect At-large Councilors. All of the faculty eligible to be At-large Councilors will be listed in alphabetical order on the nominating ballot. For the first nominating election, all faculty may nominate three (3) At-large Councilors. The deadline for returning the nominating ballot will be stated on the ballot and will be no later than July 31st. Nominations received after the deadline will not be considered.

Alternate counselors who have term remaining will move to fill the regular counselor opening in their department and the opening for nominations will be for the alternate position. If the alternate declines, then the nominations will be taken for the regular counselor position opening.

3.1 Within one week after the deadline stated for the return of the nominations the nominees shall be notified and shall accept or decline the nomination. Acceptance of a nomination shall imply a willingness to be a candidate and to accept the responsibility of operating an effective Faculty Council, including assignment to working committees and holding elected offices. Only eligible members of the Faculty Assembly willing to be a candidate shall be listed on the election ballot.

3.2 The number of nominees will be limited to not more than three (3) times the number of At-large Councilor seats available.

Section 4 The election of At-large Faculty Councilors shall be held each year. The ballot shall list, in alphabetical order, the names of the candidates. The deadline for return of the ballot will be stated on the ballot and shall not be more than two weeks after sending the ballots. Ballots received after the deadline shall be invalid. Alternate counselors who have term remaining will move to fill the regular counselor opening in their department and the opening for nominations will be for the alternate position. If the alternate declines, then the nominations will be taken for the regular counselor position opening.

4.1 Within one week after the departmental councilors are elected, nominations will be solicited from the faculty assembly. Nominees shall be notified and shall accept or decline the nomination. Acceptance of a nomination shall imply a willingness to be a candidate and to accept the responsibility of operating an effective Faculty Council, including assignment to working committees and holding elected offices. Only those eligible members of the Faculty Assembly willing to be a candidate shall be listed on the election ballot.

- 4.2 An Alternate At-large Councilor will replace an At-large Councilor if the Councilor cannot attend meetings or complete their term. The Alternate At-large Councilors will be listed in order of the number of votes they received (1st Alternate At-large Councilor - highest, 2nd Alternate At-large Councilor – second highest, and 3rd Alternate At-large Councilor – third highest).
- 4.3 In order to find a replacement, the At-large Councilors will contact Alternate At-large Councilors according to the following order – 1st, 2nd, 3rd Alternate At-large Councilor.

- Section 5 Faculty Councilors and Alternate Councilors will serve a two-year term or until a successor is elected. The terms shall begin on September 1st.
- Section 6 A Councilor who has served two full consecutive terms will be ineligible for re-election for one year unless extraordinary circumstances prevail -- as determined by the Faculty Council.
- Section 7 A Councilor desiring to resign shall submit his/her resignation in writing to the Secretary of the Faculty Council.
- Section 8 In the event that a Councilor resigns or is dismissed, an Alternate Councilor shall fill the remaining term. The vacated Alternate Councilor slot shall be filled by the President of the Faculty Council, appointing the individual who failed to become an Alternate Councilor by the smallest margin in the most recent election.
- Section 9 A Councilor shall forfeit his/her elected office if that Councilor does not attend meetings or perform their duties. The Secretary will request the Council to vote to dismiss a Councilor for cause; a simple majority determines dismissal. An Alternate Councilor will fill the vacancy. The Councilor who has been dismissed will be notified of such action in writing by the Secretary.
- Section 10 Meetings of the Faculty Council will be open to all members of the Faculty. A quorum of five Councilors will be necessary to hold a meeting.
- Section 11 Any member of the Faculty Assembly may submit items to the Secretary of the Faculty Council to be placed on the agenda of the Faculty Council or Faculty Assembly meetings. The agenda of the Faculty Council or Faculty Assembly meetings will be posted forty-eight (48) hours in advance of the meeting.
- Section 12 Upon majority vote of the Councilors, the Faculty Council may go into Executive session if sensitive or personal items are to be discussed.

Section 13 Regular meetings of the Faculty Council shall be held no less than six times per academic year, unless ordered otherwise by the President of the Faculty Council.

Article 6 -- Faculty Council Officers

Section 1 The Councilors of the Faculty Assembly shall elect a President, Vice President and Secretary at the first meeting. The officers will be elected by majority vote of the Councilors and terms of office will be for one-year. The election may be by written ballot.

Section 2 If a Council office becomes vacant, an Alternate will be seated on the Council and the vacancy will be filled by an election with a majority vote of the Councilors. The Alternate chosen will be either an Advanced Education, Biomedical Sciences, Clinical Sciences and Professional Studies Alternate Councilor or an At-large Alternate Councilor, dependent upon the Councilor vacancy. If it is an At-large Alternate Councilor the selection will be made in the following order - 1st, 2nd, 3rd.

Section 3 Duties of the President of the Faculty Council

- 3.1 Preside at all meetings of the Faculty Council and Faculty Assembly.
- 3.2 Coordinate the work of the officers and ad hoc committees of the Faculty Council in order to promote the objectives and responsibilities of the Faculty Assembly.
- 3.3 Represent the Faculty at the Dean's Executive Committee (DEC) meetings.

Section 4 Duties of the Vice President of the Faculty Council

- 4.1 Serve in the absence or inability of the president.
- 4.2 Serve as the parliamentarian. The parliamentarian shall be prepared to advise the Faculty Council and Assembly on points of order in accordance with the current edition of Robert's Rules of Order.
- 4.3 Prompt the election of Advanced Education, Biomedical Sciences, and Clinical Sciences Councilors and Alternate Councilors.
- 4.4 Conduct the election of At-large Councilors and Alternate At-large Councilors, Officers of the Faculty Council, standing committee

members, and American Dental Education Association (ADEA) representative and Alternate.

- 4.5 Maintain and post a list of all the Councilors and Alternate Councilors and their term of service.
- 4.6 Maintain and post a list of all the standing committee members and their term of service.
- 4.7 Review and update the list of Faculty Assembly members at UNLV SDM.

Section 5 Duties of the Secretary

- 5.1 Post the agenda of the Faculty Council and Faculty Assembly meetings.
- 5.2 Keep minutes of the meetings of the Faculty Council and Faculty Assembly
- 5.3 Post minutes of the Faculty Council and Faculty Assembly to the Faculty and store said minutes in an appropriate folder for faculty electronic access.

Article 7 -- Faculty Assembly

Section 1 The Faculty Assembly will meet once each semester or as needed.

- 1.1 The President of Faculty Council or designee shall preside over meetings of the Faculty Assembly.
- 1.2 A meeting of the Faculty Assembly may be called by the President of the Faculty Council, a majority of Councilors, or by petition of 50% of the faculty.
- 1.3 A quorum of the Faculty Assembly shall consist of 30% of the full time Faculty.

Section 2 Consistent with the UNLV SDM Bylaws, the Faculty Assembly shall:

- 2.1 Recommend academic policies to the Dean (See Article 10, The Faculty Sssembly, UNLV SDM Bylaws).
 - 2.1.1 Review all proposed major curricular additions, revisions or deletions.

- 2.1.2 Recommend the approval or rejection of proposed academic educational programs of study.
- 2.1.3 Recommend a list of At-large Faculty Curriculum Committee candidates (See Article 11.8, The Curriculum Committee, UNLV SDM Bylaws).
- 2.2 Receive and deliberate on the recommendation of candidates for graduation from the Student Progress and Awards Committee. Recommend qualified pre-doctoral students for graduation to the Dean (See Article 11.12 Student Progress and Awards Committee, UNLV SDM Bylaws).
- 2.3 Elect one Representative and one Alternate to the American Dental Education Association (ADEA). The Representative and Alternate to ADEA shall serve a three-year term. Nominations of these representatives shall occur in November with election in December.
- 2.4 Elect faculty to standing committees in accordance with Article 11, UNLV SDM Bylaws).

Section 3 The UNLV SDM Faculty Senator/alternate shall report the deliberations of the Senate to the Faculty. The Faculty Senate report will be on the agenda at Faculty Council/ Faculty Assembly meetings and included in the minutes.

Section 4 The UNLV SDM ADEA Representative/alternate shall report the deliberations of ADEA to the Faculty. The ADEA report will be on the agenda at Faculty Council/ Faculty Assembly meetings and included in the minutes.

Article 8 – Amendments

Section 1 The Faculty Assembly Bylaws may be amended at any regular meeting of the Faculty Assembly by a two-third (2/3) vote of the quorum of faculty in attendance, provided that the amendment has been submitted in writing at the previous regular meeting.