

# Boston University Henry M. Goldman School of Dental Medicine Bylaws

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**ARTICLE 1: Administration**

**Section A. Relation to the University**

1. The Henry M. Goldman School of Dental Medicine (“GSDM” or the “School”) is a part of Boston University (the “University”). The School is subject to the Trustees of Boston University Bylaws and applicable policies of the University, including those set forth in the University’s Faculty Handbook.
2. In addition, the School may maintain and adopt policies not inconsistent with the governing documents listed above to govern the School’s academic, faculty, financial, clinical, research, and other matters. Policies become policies of the School upon adoption by the Executive Committee.
3. In the event of a conflict between GSDM Bylaws or policy and a University policy, the terms of the applicable University policy shall govern.

**Section B. Organizational units**

1. The organizational units of the School shall be departments, school-wide centers, and administrative offices.
2. The dean approves the creation, modification, and elimination of departments, school-wide centers and administrative offices.
3. Faculty appointments are made to a department, although faculty may work interdepartmentally and within centers and administrative offices as agreed upon with their department chair and the dean, and as outlined in their letter of offer.

**Section C. Officers of the Administration**

1. Dean of the Henry M. Goldman School of Dental Medicine
  - a. The dean shall be appointed in accordance with University bylaws and policies.
  - b. The dean shall:
    - i. Preside at all GSDM faculty meetings
    - ii. Chair the Executive Committee
    - iii. Administer the School in keeping with policies of the University and in coordination with the University's Medical Campus Provost
    - iv. Coordinate the educational, research, clinical, community outreach, and administrative activities of the School with other health science-related schools at the University, including those on the Boston University Medical Campus
    - v. Be responsible for the review and evaluation of ongoing programs, the development of recommendations for improving existing programs, and the fostering, coordination, and supervision of new programs

- vi. Appoint chairs and the faculty, staff and student members, as applicable, of all standing committees annually, and establish other standing committees or *ad hoc* committees and tasks forces, as needed
- vii. Serve as an *ex officio* member of all standing committees
- viii. Approve all contracts with faculty
- ix. Develop annually, with the department chairs, an estimate of GSDM's budgetary needs for submission to the University president
- x. Approve all applications in advance of submission for grant funding
- xi. Select and appoint the chairs of the departments pursuant to the provisions in the University's [Faculty Handbook for Selection of Department Chairs](#) on the Medical Campus
- xii. Appoint and remove individuals from the positions described in Article 1, Section C(2)(a)
- xiii. Have such other duties, responsibilities, and authority as may be delegated from time to time by the University President or the Medical Campus Provost.

2. Decanal Appointments.

- a. The dean shall appoint assistant and associate deans and administrative officers, as well as directors or heads of academic and research areas, who shall serve at the pleasure of the dean.
- b. Associate and assistant deans and administrative officers of the school shall perform such duties as the dean may prescribe, including representing the dean from time to time.

3. Other Administrative Appointments

- a. The selection and appointment of department chairs shall follow the procedures in the University's [Faculty Handbook for Selection of Department Chairs](#) on the Medical Campus. Department Chairs serve at the pleasure of the Dean.

## **ARTICLE 2: The Faculty**

### **Section A. Faculty membership and voting privileges**

- 1. The "GSDM Faculty" will comprise all persons with the following titles who are employed by the University either full- or part-time and hold primary appointments at GSDM, in alignment with the definition of "Faculty" in the [University's Faculty Handbook](#): Assistant, Associate, and Full Professors; Those with professorial titles modified by "Research," "Clinical," and "of the Practice"; Lecturers of all ranks; and Instructors/Clinical Instructors.
- 2. All members of the GSDM Faculty, all other individuals holding adjunct, visiting, *emeritus*, or voluntary faculty appointments at GSDM, and all members of the GSDM staff may participate in discussions at School-wide Faculty and Staff meetings. However, only GSDM Faculty who hold primary appointments at GSDM at 50 percent effort or greater ("Voting-Eligible Faculty") may vote in meetings where any faculty business is transacted.

### **Section B. Powers of the faculty**

- 1. The GSDM Faculty will have the authority to recommend candidates for degrees to the Dean.
- 2. Whenever a dean of the Henry M. Goldman School of Dental Medicine is to be appointed, the GSDM Faculty will elect three representatives to an advisory committee as provided by University policy. See [Boston University Faculty Handbook-Appointment of Deans](#).

### **Section C. Duties of the faculty**

1. GSDM Faculty members and all other individuals holding adjunct, visiting, *emeritus*, or voluntary faculty appointments at GSDM shall:
  - a. carry out such teaching, research, service, administrative, and clinical responsibilities and other duties as agreed upon with their respective department chairs and the dean and as described in their letter of offer and for such periods as described in their letter of offer or any extension;
  - b. be responsible for GSDM's academic welfare; and
  - c. at all times comply with all applicable federal, state and local requirements and University and School policies. These include but are not limited to: the provision of dental services to patients, privacy and security of patient information; accurate billing for services rendered; eligibility to provide services under governmental programs, professional licensing requirements, clinical credentialing requirements and professional ethical principles.
2. All members of the GSDM Faculty will complete an annual performance review and submit it to their department chair or to the dean, as applicable. They will then meet with the chair or dean (or other designated reviewer) to discuss the evaluation, performance expectations and professional development plans for the coming year.

### **Section D. Faculty and Staff meetings**

1. GSDM Faculty shall meet at least twice during the academic year, at School-wide Faculty and Staff Meetings chaired by the dean.

## **ARTICLE 3: Faculty Appointments and Promotions**

### **Section A. Ranks and qualifications**

1. The academic ranks are instructor, assistant professor, associate professor, and professor. These professorial titles may be altered by the addition of modifiers such as clinical, research, of the practice, adjunct, visiting, or *emeritus*, in conformity with requirements set forth in the [University's Faculty Handbook](#).
2. Faculty members' titles shall identify the departments with which they are affiliated.

### **Section B. Full-time appointments and promotions on the Medical Campus**

1. The selection and initial appointment of new full-time professorial faculty and instructors and the promotion of full-time faculty of instructor rank or higher shall follow the procedures in the University's Faculty Handbook for the [Appointment and Continuance of Appointments](#) for Full-Time Faculty on the Medical Campus and [Promotions](#) on the Medical Campus.

### **Section C. Methods of appointment and promotion**

1. The procedures in this Article 3, Section C are specific to GSDM. These procedures apply to the appointment and promotion of GSDM Faculty (as defined in Article 2, Section A (1)), as well as the appointment of individuals to adjunct, visiting, *emeritus*, or voluntary faculty positions.

2. All academic ranks must be approved by the Executive Committee and the dean. The Medical Campus Provost and University President must also approve appointments and promotions to unmodified associate professor and professor ranks.
3. Department chairs shall recommend candidates for appointment or promotion in writing to the dean. Recommendations must conform to the criteria and procedures for faculty appointment and promotion set forth in the University's [Faculty Handbook](#) and the Henry M. Goldman School of Dental Medicine [Faculty Appointment and Promotion Criteria and Guidelines](#) in effect at the time. Upon approval of the Dean, the recommendations are forwarded to the GSDM Faculty Appointments and Promotions (FAP) committee (Article 4, Section C), which shall evaluate the recommendations and all supporting documentation. The chair of the FAP shall present the final recommendations of the FAP committee to the Executive Committee for their evaluation and approval. The Executive Committee, based on recommendations made by the GSDM Faculty Appointments and Promotions Committee, may adopt or modify policies and procedures for the appointment and promotion of faculty members specific to GSDM provided such policies and procedures conform to existing University policies. Approved policies and procedures for faculty appointment and promotion at GSDM (i.e., the GSDM Faculty Appointment and Promotion Criteria and Guidelines) are available in the faculty section of the GSDM website and may be modified by the Executive Committee, subject to the approval of the Medical Campus Provost.
4. The recommended minimum times-in-rank provide sufficient time for professional development and growth.

Promotion Level	Recommended Minimum Time in Rank
Instructor to Assistant Professor (includes modified titles)	2 years
Assistant Professor to Associate Professor (includes modified titles)	3 years
Associate Professor to Professor (includes modified titles)	5 years

**Section D. Appointments and promotion of faculty candidates without doctoral degrees**

1. Department chairs may recommend in writing to the dean the appointment or promotion of a candidate without an DMD, DDS, PhD or equivalent degree, considering the following criteria: 1. teaching effectiveness; 2. scholarly or professional achievement; 3. published and unpublished research; 4. published and unpublished creative works; 5. graduate student supervision; 6. advisory and counseling service to students; 7. contributions to university educational, research and administrative programs; 8. professional society membership and contributions to the profession; 9. professional activities in the community; and 10. personal attributes of integrity, industry, objectivity, leadership, and cooperation.

**Section E. Appeals process**

1. Appeals of negative promotions decisions are handled per the terms for appeals as set forth in the University's Faculty Handbook. <http://www.bu.edu/handbook/appointments-and-promotions/promotions-on-the-medical-campus/>

## **ARTICLE 4: Committees**

### **Section A. Committee protocol**

1. The dean shall appoint/reappoint the chairs and members of standing committees, subcommittees, *ad hoc* committees, and school-wide task forces. Notification of such appointments shall be conveyed to individuals in writing and shall specify the term of appointment and their voting status on the committee.
2. Committee chairs may recommend members to the dean.
3. Committee and task force membership may consist of all individuals holding faculty appointments at GSDM, GSDM staff, GSDM students/residents, GSDM alumni, and individuals from outside the School.
4. Committee members serving *as ex officio* members will not have voting privileges.
5. Appointments to committees will be reviewed on an annual basis.
6. Modifications to committees:
  - a. The Committee on Committees will, at least annually, provide recommendations to the dean regarding: the charge, membership, and meeting frequency of existing standing committees; any new standing committees that may be proposed; and any existing standing committees to be discontinued. The dean will review the recommendations of the Committee on Committees and determine any actions to be taken.
  - b. In addition to the standing committees described in Section C below, the dean may: (i) establish other standing committees, (ii) discontinue existing standing committees, and (iii) modify the membership and charge of the standing committees described in Section C below, as may be needed, consistent with University policy and accreditation requirements. Such changes do not require an amendment to these Bylaws. However, the addition of a new standing committee, the discontinuation of an existing standing committee, or a significant change in the charge of an existing standing committee requires approval by the Executive Committee.
  - c. The dean has authority to modify the frequency of standing committee, subcommittee, *ad hoc* committee, and task force meetings without approval of the Executive Committee.
  - d. The dean may establish subcommittees, *ad hoc* committees, or tasks forces without approval of the Executive Committee, as may be needed, consistent with University policy and accreditation requirements.

### **Section B. Conduct of meetings**

1. The chair of each standing committee, subcommittee and *ad hoc* committee or taskforce must provide notice of the meeting to all respective members in advance.
2. The chair is responsible for setting meeting agendas.
3. A quorum of a committee or taskforce shall be a simple majority of the members.
4. A quorum must be present for a binding vote to be taken on any matter.
5. A simple majority of members present shall be required to approve any proposal brought before the committee or taskforce.
6. Chairs vote only in the event of a tie.
7. Committees and taskforces shall keep a record of their actions.

### **Section C. Standing committees**

*Note:* As noted in Article 4, Section A(6), the dean may establish other standing committees, subcommittees and *ad hoc* committees or tasks forces, and the dean may also modify the membership and charge of the standing committees, as may be needed.

- Academic Conduct Committee
  - a. As per the Boston University Academic Conduct Code, the Academic Conduct Committee “shall consist of faculty and staff members appointed by the Dean, and graduate students or advanced undergraduate students of junior-year standing or higher appointed by the Assistant or Associate Dean of the college.” The GSDM Academic Conduct Committee comprises:
    - i. One faculty member who will serve as chair, as appointed by the dean
    - ii. Two additional faculty members, appointed by the dean
    - iii. Two staff members, appointed by the dean
    - iv. Two students or residents, appointed by the associate dean of students
  - b. The Academic Conduct Committee will meet on an as needed basis.
  - c. The Academic Conduct Committee is responsible for investigating alleged violations of the Boston University Academic Code of Conduct by predoctoral and postdoctoral students (i.e., residents, fellows, interns), including unethical or unprofessional conduct contrary to the American Dental Association Principles of Ethics and Code of Professional Conduct.
  - d. The quorum for hearings shall be five voting members of the Academic Conduct Committee, at least three of whom shall be faculty members.
  
- Admissions Committee
  - a. The Admissions Committee comprises:
    - i. The chair, as appointed by the dean
    - ii. The assistant dean for admissions, if not appointed as chair
    - iii. Other members appointed by the dean, as suggested by the chair
  - b. The Admissions Committee will meet at least four times per year, from July through June, inclusive, and at other times at the discretion of the chair.
  - c. For the predoctoral DMD and DMD-Advanced Standing programs, the Admissions Committee is responsible for the evaluation of applicants. Committee members are faculty members or high-level administrators from a wide array of departments who participate in the evaluation process primarily through their participation in one-on-one interviews with candidates. Committee members also participate in interview format development and holistic application review, and provide post-interview written evaluations.
  - d. For the postdoctoral programs, the Admissions Committee chair and assistant dean for admissions provide administrative support for individual post-doctoral program directors in the admissions processes for their respective programs.
  - e. All applications, supportive documentation, and correspondence including acceptances for all enrolled students reside with the Office of Admissions until matriculation. Documentation is then transferred to the Registrar’s Office.
  
- Advanced Education Committee
  - a. The Advanced Education Committee comprises:
    - i. The assistant and/or associate dean(s) for academic affairs
    - ii. Directors of the advanced education programs
    - iii. Clinical directors of the advanced education programs
    - iv. The associate dean for clinical affairs
    - v. The associate dean for research
    - vi. The assistant dean for admissions
    - vii. The registrar
    - viii. Other members as appointed or invited by the dean, including chairs of departments offering postdoctoral degree and certificate programs, other assistant or associate deans, and relevant staff

- b. The associate dean for academic affairs chairs the Advanced Education Committee.
  - c. The Advanced Education Committee will meet at least four times per year, from July through June, inclusive, and at other times at the discretion of its chair.
  - d. The Advanced Education Committee is responsible for developing and promoting policies, procedures and best practices common to all GSDM postdoctoral programs, consistent with that of the University's Graduate Council, and which are committed to facilitating and supporting a standard of excellence and fairness across all postdoctoral advanced education and graduate research programs; ensuring interdepartmental curriculum programming; generally overseeing postdoctoral promotions, post-matriculation changes in degree/certificate pathways; reviewing disciplinary/judicial issues, when so instructed by the dean; providing a mechanism to ensure ongoing accreditation self-study, including outcomes assessment; providing a forum for effective information exchange; assisting in the implementation of the applied strategic planning efforts of the School; and serving in an advisory role to the dean.
- Clinic Finance Committee
    - a. The Clinic Finance Committee comprises:
      - i. The associate dean for clinical affairs
      - ii. The director of the clinical finance office
      - iii. The director of finance & analytics
      - iv. The executive director for budget & operations
      - v. Clinical department chairs, program directors and clinical directors
      - vi. Other members as appointed by the dean
      - vii. The associate dean for clinical affairs chairs the Clinic Finance Committee.
    - b. The Clinic Finance Committee will meet at least four times per year, from July through June, inclusive, and at other times at the discretion of the chair.
    - c. The Clinic Finance Committee will monitor and manage a subset of school goals and objectives, review clinical goals, discuss problems, develop solutions, and policy changes pertaining to the school's clinical mission and finances.
- Committee on Committees
    - a. The Committee on Committees comprises:
      - i. The chair, as appointed by the dean
      - ii. Other members as appointed by the dean
    - b. The Committee on Committees will meet at least one time per year, from July through June, inclusive, and at other times at the discretion of the chair.
    - c. The Committee on Committees will oversee a “call for interest in serving on standing committees,” in collaboration with committee chairs, at the beginning of the academic year and as needed during the year when vacancies occur.
    - d. The Committee on Committees has a role in ensuring that the composition of GSDM committees is equitable across GSDM departments and is consistent with the University’s commitment to diversity, equity, and inclusion. Further, the Committee on Committees recommends term limits for committee membership, so that faculty have equal opportunities to join standing committees.
    - e. The Committee on Committees will provide recommendations to the dean, at least annually, regarding the charge, membership, and meeting frequency of existing committees as well as any proposed new standing committees and any existing standing committees to be discontinued. The Committee on Committees will provide an annual report to the Executive Committee.

- Compliance Committee
  - a. The Compliance Committee comprises:
    - i. The Associate Dean Quality Management' Compliance and Continuing Education
    - ii. The Associate Director Quality Management and Compliance
    - iii. Other members as appointed by the dean
  - b. The Associate Dean Quality Management' Compliance and Continuing Education and the Associate Director Quality Management and Compliance co-chair the committee...
  - c. The Compliance Committee will meet at least four times per year, from July through June, inclusive, and at other times at the discretion of the chairs.
  - d. The Compliance Committee will provide direction for ensuring the patient treatment centers' compliance with governmental regulations on privacy and security of patient information; facility and professional licensing, health requirements for dental providers and others; relations with industry; billing compliance; and regulatory requirements concerning qualifications to bill governmental health programs, such as billing compliance and the exclusionary rule.
  
- Curriculum Management Committee
  - a. The Curriculum Management Committee comprises:
    - i. The assistant and/or associate dean(s) for academic affairs
    - ii. Other members as appointed by the dean
  - b. The associate dean for academic affairs chairs the Curriculum Management Committee.
  - c. The Curriculum Management Committee will meet at least four times per year from July through June, inclusive, and at other times at the discretion of its chair.
  - d. The Curriculum Management Committee is responsible for ensuring that the curriculum of the predoctoral dental program (four-year DMD & two-year DMD Advanced Standing) achieves the School's educational objectives; reviewing and/or approving major changes in curriculum content, sequence and scheduling; assessing program learning outcomes; recommending substantive changes and new initiatives to improve the educational quality of the program; meeting with discipline-specific predoctoral program directors, faculty of specific courses, and student representatives to discuss aspects of the curriculum; promoting transparent exchange of information; facilitating ongoing accreditation self-study, guiding effective implementation of the School's applied strategic plan; and serving in an advisory role to the dean.
  
- Diversity, Equity, Inclusion, & Belonging Advisory Committee (DEIBAC):
  - a. DEIBAC is comprised of:
    - i. The Assistant Dean for Diversity, Equity, Inclusion, & Belonging
    - ii. The Associate Dean of Students
    - iii. The Assistant or Associate Dean for Academic Affairs
    - iv. The Assistant Dean of Admissions
    - v. GSDM Faculty
    - vi. GSDM Staff
    - vii. Predoctoral Students (DMD & DMD AS)
    - viii. Postdoctoral residents
    - ix. Other members as appointed by the Dean, as suggested by the chair
  - b. The Assistant Dean for Diversity, Equity, Inclusion, & Belonging (DEIB) chairs DEIBAC
  - c. All standing, *ad hoc*, subcommittees and taskforces of DEIBAC report to the Assistant Dean for Diversity, Equity, Inclusion & Belonging.

- d. DEIBAC is charged with discussing and evaluating the effectiveness of current strategies related to diversity, equity, inclusion and belonging; to systematically develop GSDM diversity, equity, inclusion and belonging Action Plans; and to implement ongoing strategies to improve the institutional climate of diversity, equity, inclusion and belonging that includes an outcomes assessment that provides for continual improvement in the School's diversity, equity, inclusion and belonging.
  - e. DEIBAC will meet on a regular basis and upon the call of the Assistant Dean for Diversity, Equity, Inclusion, & Belonging to assess progress and review directives working towards a more inclusive and equitable climate at GSDM.
- Executive Committee
    - a. The Executive Committee comprises:
      - i. The dean
      - ii. All associate deans
      - iii. All assistant deans
      - iv. All department chairs
      - v. The elected representative of the GSDM Faculty Forum
      - vi. The elected representative of the GSDM Staff Forum
      - vii. Other members as appointed by the dean
    - b. The dean chairs the Executive Committee.
    - c. All standing, *ad hoc*, subcommittees and taskforces of the School report to the Executive Committee.
    - d. The Executive Committee may request a summary of actions from all the committees and taskforces of the School either in writing or through a report of its chair at an Executive Committee meeting.
    - e. The Executive Committee will normally meet monthly from July through June, inclusive, on dates to be determined by the dean, or at other times at the discretion of the dean.
    - f. The Executive Committee is responsible for establishing and publishing policies to govern the School's academic, faculty, financial, clinical, research, and other School-wide matters; considering matters referred to it by the Dean, the Faculty Forum, the Staff Forum, the department chairs, standing committees and student leaders; reviewing activities of the standing, *ad hoc* committees and taskforces; and approving all nominations and recommendations for faculty appointments, reappointments, and promotions with change in title.
    - g. The elected representatives of the GSDM Faculty Forum and the GSDM Staff Forum shall be full voting members of the Executive Committee, except that they shall not be entitled to vote on faculty appointments or promotions.
  - Faculty Appointments & Promotions Committee (FAP)
    - a. The Faculty Appointments & Promotions Committee comprises:
      - i. Members holding the rank of professor (modified or unmodified),
      - ii. Other members as appointed by the dean
    - b. The dean will appoint a chair from the committee's membership.
    - c. The Faculty Appointments & Promotions Committee will meet at least six times per year, and at other times at the discretion of its chair, from July through June, inclusive.
    - d. The Faculty Appointments & Promotions Committee is responsible for considering all faculty promotions and appointments in accordance with established policies and procedures. Once approved by the committee, recommendations for appointment or promotion will be made to the Executive Committee upon approval of the Dean for further consideration;

- e. The Faculty Appointments & Promotions Committee is responsible for developing and periodically updating a formal set of policies and procedures on faculty appointments and promotions. Updates to such policies and procedures must be compatible with the applicable sections of the University's Faculty Handbook and approved by the Executive Committee and the Medical Campus Provost.
- Faculty Development Committee
  - a. The Faculty Development Committee comprises:
    - i. The director of Faculty Development,
    - ii. Other members as appointed by the dean
  - b. The director of Faculty Development chairs the Faculty Development Committee.
  - c. The Faculty Development Committee will meet at least four times per year, and at other times at the discretion of its chair, from July through June, inclusive.
  - d. The Faculty Development Committee is responsible for supporting and advancing the professional growth of the faculty throughout their academic career at GSDM by promoting opportunities for intellectual engagement, collaboration, collegial interaction, and continuing education; advancing a professional culture that values intellectual inquiry and scholarly and creative engagement; and promulgating a diverse faculty, which distinguishes itself and the School as a model for excellence in teaching and learning, scholarship and creative activity, research, patient care, and community service.
- Faculty/Staff Awards & Recognition Committee
  - a. The Awards & Recognition Committee comprises:
    - i. The chair, as appointed by the dean
    - ii. Executive Director of Finance & Operations
    - iii. Director of Faculty Development
    - iv. Director of Faculty Affairs & Operations
    - v. Director of Staff Administration & Operations
    - vi. Chairs of departments
    - vii. Associate Dean of Students
    - viii. Other members as appointed by the dean
  - b. The Awards & Recognition Committee will meet at least four times per year, from July through June, inclusive, and at other times at the discretion of its chair.
  - c. The function of the Awards & Recognition Committee is to: oversee the process for GSDM faculty and staff awards or honors; make recommendations for new faculty and staff awards or honors; make recommendations for discontinuation of faculty and staff awards or honors; celebrate and recognize diversity, equity, inclusion, and accessibility (DEIA); facilitate annual nominations for University and Medical Campus awards, e.g., Metcalf, Perkins, McCahan; coordinate with GSDM Communications significant employee service recognitions (e.g., *emeritus* appointments, faculty and staff retirements) and significant awards or professional achievements for staff and faculty (e.g., diplomate status, fellowships, other organizational inductions or elected offices); collaborate with Office of Student Affairs and student groups to facilitate recognition achieved internally or externally by students; and design award plaques, certificates, recognition, and outreach to be consistent and timely across the school.
- Patient Treatment Center Committee
  - a. The Patient Treatment Center Committee comprises:
    - i. The associate dean for clinical affairs,
    - ii. The directors of each dental clinic

- iii. Other members as appointed by the dean.
  - b. The associate dean for clinical affairs chairs the Patient Treatment Center Committee.
  - c. The Patient Treatment Center Committee will meet monthly from July through June, inclusive, and at other times at the discretion of the chair.
  - d. The Patient Treatment Center Committee will provide direction to ensure that all patient treatment centers are providing safe, high quality, innovative comprehensive patient care, leading to GSDM becoming the premier academic dental institution, promoting excellence in dental education, research, oral health care, and community service to improve the overall health of the global population.
  - e. The Patient Treatment Center Committee is responsible for reviewing and developing clinic-related policies for adoption by the Executive Committee. These policies would then be applicable to all GSDM clinics. Information and data to support amendments to existing policies and development of new policies would be provided by:
    - i. Compliance Committee
    - ii. Quality Management Committee
    - iii. Other committees or sources of input, as warranted.
  - f. The Patient Treatment Center Committee is responsible for clinical infection prevention and patient safety, and shall oversee a subcommittee with responsibility for developing and updating at least annually the following programs and plans:
    - Bloodborne Pathogen Exposure Plan (including safe sharps review);
    - Tuberculosis Exposure Plan (together with Occupational Health)
    - Water Management Exposure Plan
    - Infection Control Plan, to include surveillance of Healthcare Associated Infections); surveillance of hand hygiene and PPE, infection related employee/student health, Sterile Processing, including review, updates, and approval of all cleaning agents, disinfectants, antiseptics and sterilants used in clinical areas and their proper usages; environmental cleaning: separation of clean and dirty; safety rounding,
    - Patient Safety Plan, to include rounding and pharmacy/antibiotic stewardship
  - g. The Committee shall determine what kind of infection and safety data should be gathered and shall review the data and evaluate it for any notable trends. The Committee is responsible for investigating patterns of injury and infection and developing action plans, which may require the assistance of other committees and leaders, to improve safety and reduce infections.
- Quality Management Committee
    - a. The Quality Management Committee comprises:
      - i. The Associate Dean, Quality Management, Compliance and Continuing Education,
      - ii. The Associate Director, Quality Management and Compliance,
      - iii. Other members as appointed by the dean
    - b. The Associate Dean Quality Management, Compliance and Continuing Education and the Associate Director of Quality Management and Compliance co- chair the Quality Management Committee.
    - c. The Quality Management Committee will meet at least four times per year, from July through June, inclusive, and at other times at the discretion of the chairs.
    - d. The Quality Management Committee is responsible for developing and reviewing quality indicators to ensure that GSDM continually strives to provide the highest level of patient care, patient safety, and customer service. Noted deficiencies of quality indicators will be submitted to the PTCC for corrective action and reviewed for continual improvement by the Quality Management Committee.

- Research Committee
  - a. The Research Committee comprises:
    - i. The associate dean for research,
    - ii. Research department chairs, PIs
    - iii. Other members as appointed by the dean
  - b. The associate dean for research chairs the Research Committee.
  - c. The Research Committee will meet at least four times per year, and at other times at the discretion of its chair, from July through June, inclusive.
  - d. The Research Committee is responsible for overseeing and facilitating predoctoral, postdoctoral, and faculty research.
  
- Student Government Committee
  - a. The Student Government Committee comprises:
    - i. The assistant/associate dean for academic affairs
    - ii. Class officers from DMD1, DMD2, DMD3, DMD4, DMD AS 1, DMD AS 2
    - iii. Other members as appointed by the dean
  - b. The assistant/associate dean for academic affairs, or designate, chairs the Student Government Committee.
  - c. The Student Government Committee will meet at least four times per year, and at other times at the discretion of its chair, from July through June, inclusive.
  - d. The Student Government Committee is responsible for providing a forum for dialogue between the School's students and faculty administrators about issues that affect students' educational program. The Committee fosters active dialogue and feedback among class representatives and faculty.
  
- Student Promotions Committees (DMD I); (DMD II/ DMD AS I); (DMD III/DMD IV/DMD AS II)
  - a. The Student Promotions Committees are comprised by:
    - i. The director of educational resources
    - ii. The assistant & associate deans for academic affairs
    - iii. The registrar and director of enrollment services
    - iv. The director of the group practice experience & team leadership
    - v. Other members as appointed by the dean
  - b. The director of educational resources chairs the Student Promotions Committees (DMD I); (DMD II/ DMD AS I)
  - c. The Student Promotions Committees (DMD III/DMD IV/DMD AS II) is chaired by a senior faculty member in the Department of General Dentistry as appointed by the Dean.
  - d. The Student Promotions Committee will meet at least two times per year, and at other times at the discretion of its chair, from July through June, inclusive.
  - e. The Student Promotions Committee (DMD I) determines DMD I student compliance with published Promotion Guidelines and recommends intervention for "at-risk" students.
  - f. The Student Promotions Committee (DMDII/ DMD AS I) determines DMD II / DMD AS I student compliance with published Promotion Guidelines and recommends intervention for "at-risk" students.
  - g. The Student Promotions Committee (DMD III / DMD IV /DMD AS II) determines DMD III / DMD IV /DMD AS II student compliance with published Promotion Guidelines and recommends intervention for "at-risk" students.

## **Section D. Faculty Forum**

1. The purpose of the Faculty Forum is to allow for discussion of issues of concern among the faculty, and to establish and maintain a formal system of two-way communication with the School's administration.
2. The Faculty Forum will be governed by its own bylaws, which it alone will have the power to amend. These bylaws are available on the faculty section of the GSDM website. The Faculty Forum is not a Committee of the School.
3. The Faculty Forum shall have one representative assigned to the Executive Committee as a voting member, except that the assigned representative to the Executive Committee shall not vote on faculty appointments and promotions.

## **Section E. Staff Forum**

1. The purpose of the Staff Forum is to allow for discussion of issues of concern among the staff, and to establish and maintain a formal system of two-way communication with the School's administration.
2. The Staff Forum will be governed by its own bylaws, which it alone will have the power to amend. The Staff Forum is not a Committee of the School.
3. These bylaws are available on the staff section of the GSDM website. The Staff Forum shall have one representative assigned to the Executive Committee as a voting member, except that the assigned representative to the Executive Committee shall not vote on faculty appointments and promotions.

## **ARTICLE 5: Amendments**

### **Section A. Process for amending the bylaws**

1. The GSDM Bylaws may be amended through a vote of the Voting-Eligible Faculty. Any amendment requires the affirmative vote of at least two-thirds of those voting.
2. The vote may be taken in person or electronically at a meeting of the faculty, or by electronic ballots cast within a specified timeframe.
3. At least two weeks advance notice to the Voting-Eligible Faculty is required prior to a vote on a proposed amendment to the bylaws. The notice must specify when and how the vote will be taken, e.g., electronically or in person.
4. Any amendments to the GSDM Bylaws must be proposed by the Executive Committee. Prior to voting, the proposed amendment shall be discussed at a Special Faculty Meeting held either in person or remotely.