CONSTITUTION AND BYLAWS
SCHOOL OF DENTISTRY

University of North Carolina at Chapel Hill

Adopted by the Faculty of the School of Dentistry

January 31, 1967

Revised:

May, 1971
July, 1976
May, 1979
December, 1980
November, 1982
March, 1983
May, 1985
July, 1986
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May 2001
September 2001
August 2009
September 2012
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CONSTITUTION

Article I School of Dentistry

1. The School of Dentistry is a duly constituted component in the Division of Health Affairs of the University of North Carolina at Chapel Hill and is governed by the following institutional codes:

   The Code of the University of North Carolina
   The Board of Governor’s Delegations of Duty and Authority to Board of Trustees
   Bylaws of the Boards of Trustees of the University of North Carolina at Chapel Hill
   Trustee Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill
   The Faculty Code of University Government
   Division of Health Affairs Rules, Regulations and Policies

2. The mission of the School of Dentistry is to promote the health of the people of North Carolina, the nation, and the world through excellence in teaching, patient care, research, and service.

Article II

Faculty of the School of Dentistry

1. **Membership:** The Dental Faculty shall consist of all members of the School of Dentistry who have academic rank of Instructor or above or Lecturer or Lecturer equivalent.

2. **Appointments, Promotions and Tenure:** Policies concerning appointments, promotions and tenure of members of the Dental Faculty shall be in keeping with the policies of the General Faculty of the University as stated in Trustee Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill.

3. **Academic Freedom:** The Dental Faculty shall enjoy the privileges generally bestowed under the term “academic freedom.” Members of the faculty shall have the right to communicate freely with the Administrative Officers of the School of Dentistry and the
Administrative Officers of the University of North Carolina at Chapel Hill.

4. **Responsibilities:** The Dental Faculty shall be charged with the following responsibilities:
   
   a. supervise and develop the programs of the School of Dentistry in accord with the aims and philosophy of the University
   
   b. determine the educational policies of the School of Dentistry and the rules and regulations which govern the conduct of the educational activities of the School
   
   c. develop criteria for admission and promotion of students
   
   d. develop requirements for programs of study and degrees subject to approval of appropriate administrative boards

5. **Privileges:** The Dental Faculty shall have the authority to:
   
   a. hold meetings for the discussion of matters relating to the functions of the School of Dentistry
   
   b. adopt Bylaws to govern faculty proceedings
   
   c. provide for such Standing and Special Committees as may be necessary for executing Faculty responsibilities, and to support or disapprove actions of these committees
   
   d. make recommendations to the Administrative Officers, Administrative Board, Faculty Committees, and Departments of the School of Dentistry
   
   e. amend the Constitution and Bylaws of the Faculty of the School of Dentistry of The University of North Carolina at Chapel Hill

   **Article III**

   **Organization**

1. **Dean of the School of Dentistry:** The chief administrative officer of the School shall be a Dean whose appointment duties and authority shall be in keeping with the rules and regulations of the University. The Dean shall administer the affairs of the School in consultation with the appropriate administrative officers, the Administrative Board, and the members of the Faculty directly concerned.

2. **Administrative Board:** The School of Dentistry shall have an Administrative Board consistent with the Faculty Code of University Government.
3. **Other Administrative Officers of the School of Dentistry:** Other Administrative Officers may be appointed by the Dean of the School in consultation with appropriate individuals and in keeping with the rules and regulations of the University. These officers shall discharge their respective duties in consultation with the Dean.

4. **Departments:** The School is organized into the following departments: Dental Ecology, Diagnostic Sciences, Endodontics, Operative Dentistry, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, Periodontology, and Prosthodontics.

5. **Department Chair:** Each of the departments of the School of Dentistry shall be administered by a Chair. The Department Chair shall be responsible to the Dean, shall have the appropriate authority for carrying out duties, and shall administer the affairs of the department in consultation with the faculty of the department.

**Article IV**

**Amendments**

This constitution may be amended in the following manner:

1. Proposed amendments shall be presented to the dental Faculty at a regular meeting or a special meeting called for that purpose.

2. Following presentation, the proposed amendment(s) shall be considered by the Constitution and Bylaws Committee.

3. The proposed amendment(s) shall be acted on at a regular meeting or meeting called for that purpose, occurring no sooner than thirty days and no later than sixty days after the meeting at which it was introduced. Notice of the action, accompanied by a recommendation of the Constitution and Bylaws Committee, shall appear in the agenda for the meeting, which shall have been circulated to all members of the Dental Faculty at least one week in advance of the meeting.

4. At least 40% of the eligible votes, as specified in the Bylaws, must be present at the meeting; and at least two-thirds of those present must vote favorably in order for the amendment to be adopted.
BYLAWS

Article I

Officers

Section 1 – Dean

a. **Term:** The appointment of the Dean shall be made in compliance with University regulations.

b. **Duties:** The duties of the Dean of the School of Dentistry will be to:

1. serve as the chief administrative officer and, as such, to deliver all final decisions pertaining to the function of the School of Dentistry within the framework of the Faculty Code of University Government, and the Rules, Regulations and Policies of the Division of Health Affairs and the Constitution and Bylaws of the School of Dentistry;

2. appoint other administrative officers of the School, subject to approval by the University Administration and Board of Trustees;

3. serve as Chair of the Department Chairs Committee;

4. initiate and implement educational programs and policies in cooperation with the Chairs of the respective departments and divisions;

5. administer, with the advice of the Chairs of the respective departments, all curricular and degree programs, all regulations governing academic standards, and such other special functions as may be delegated to the School;

6. convene, when deemed appropriate, the Administrative Board of the School for the purpose of, receiving and considering appeals from any School of Dentistry student. The results of such meetings would be advisory to the Dean or other Administrative Officers;

7. call meetings of the faculty of the School;

8. recommend to the Provost after consultation with the faculty of the department concerned, the appointment or reappointment of all Chairs of
departments in the School;

9. have advisory powers in recommending appointments and promotions within the faculty, and to make such recommendations to the Provost;

10. prepare and transmit to the Provost an annual administrative budget of the School;

11. prepare materials concerning the School for the University Catalogues;

12. make an annual, verbal report to the faculty at a general meeting on the posture of the School; projected plans for the future; and other business necessary to keep the faculty informed.

Section 2 – Other Officers

The Dean shall appoint other Administrative Officers in consultation with appropriate individuals and in keeping with the rules and regulations of the University as deemed appropriate to carry out the administrative functions of the School. These officers shall discharge their respective duties in consultation with the Dean.

Section 3 – Department Chairs

a. Each department shall be administered by a Chair whose appointment or reappointment as such, shall be for a period of five years in accord with Article I, Section I, item b-8 of the Bylaws. Three months before the completion of the fourth full year of such an appointment, or reappointment, the Department Chair shall be reviewed by the Administrative Board of the School of Dentistry following the procedures outlined in the document “Guidelines for Reappointment of Department Chairs.” A decision on whether or not to recommend the Department Chair for reappointment as Department Chair will then be made by the Dean. This decision and the results and recommendations of the review will be communicated to the Department Chair concerned by the end of the first month at the beginning of the fifth year of appointment or reappointment. If recommended for reappointment the department Chair must accept or reject such reappointment in writing to the Dean within sixty days. The conditions of appointment with the approximate dates of review must be communicated to the Department Chair at the time of appointment or reappointment.

b. The Department Chair shall be a member of the Department Chairs Committee.

c. The Department Chair shall be responsible to the Dean and shall have the appropriate authority for performing duties.
d. The Department Chair shall administer the affairs of the department in consultation with the faculty of the department in accord with Article III of the Bylaws.

e. It shall be the responsibility of the Department Chair to prepare and submit to the Dean of the School of Dentistry an annual departmental report.

Article II

Administrative Board

Section 1 – Membership

The Administrative Board of the School of Dentistry shall consist of ten members above the rank of Instructor, three from without the School and seven from the faculty of the School. Of the members from the faculty of the School of Dentistry, two shall be Professors, two Associate Professors, and one an Assistant Professor. The remaining two may be of any rank above that of Instructor. The Vice Dean will serve as Chair of the Board. In the case of tie votes the presiding officer will cast the deciding vote. The Dean shall serve as a non-voting ex officio member of the Board.

Section 2 – Appointments

Appointments to the Administrative Board shall be made by the Dean. Each member of the faculty of the School of Dentistry shall be privileged to nominate annually from the full-time faculty of the School and University the appropriate number of individuals for service on the Administrative Board. These nominations shall be completed prior to May 1st of each year, according to procedures defined in the Bylaws. The secretary of the Faculty shall transmit these nominations to the Dean for consideration. Interim appointments, to fill vacancies, shall be made by the Dean.

Section 3 – Duties and Responsibilities

a. Receive and consider appeals from any School of Dentistry student(s) regarding student dismissal, grades, promotion or the granting of certificates or degrees.

b. Perform five-year administrative review of Department Chairs and Associate Deans.

c. Perform such other duties as may be delegated to it.
Section 4 – Meetings

The Administrative Board shall hold meetings during the academic year at such time and place as may be fixed by the Board, the Board chair, or the Dean. Notice of all regular and special meetings must be given to all members of the Board at least twenty-four hours prior to the meeting. No less than five voting members of the faculty must be present to conduct business. The presiding officer shall be the chair of the board, or, in their absence, a member of the Board designated by the Dean. In case of tie votes, the presiding officer will cast the deciding ballot. Special meetings may be called by the chair or upon the request of the Dean or three members of the Board. The results of such meetings would be advisory to the Dean or other Administrative Officers.

Section 5 – Term of Office

The term of office for the members of the Administrative Board shall be three years. One-third of the membership shall be replaced annually to fill the positions in rank to which the departing members had been elected or appointed. Members may succeed themselves for only one term. Terms shall begin on July 1st and expire on June thirtieth of the appropriate years.

Article III

The Departments

Section 1 –

The number and rank of personnel of each department shall be in keeping with responsibilities of the department in teaching, research, service and administration, and shall be determined by the Dean in consultation with the Chair of the Department.

Section 2 –

The faculty of each department shall meet at least once each semester. It shall in addition meet on the call of the Chair, or on the request of a majority of the members of the department. The faculty of the department shall hear reports from and make recommendations to the Chair concerning the affairs of the department. The Chair shall be the presiding officer at meetings of the faculty of the department. In the absence of the Chair, the presiding officer shall be the senior faculty member in terms of rank and tenure. The minutes of the meeting shall be recorded and one copy of the minutes shall be transmitted to the Dean and to other parties to whom such communications may seem appropriate.
Section 3 –

There shall be regular meetings of the Chairs of the Departments and other Administrative Officers for the purpose of implementing the day-to-day operations of the School and to facilitate communication throughout the various components of the School. Meetings of this body shall be called by the Dean, or on the request of the majority of the Departmental Chairs. The Dean shall serve as Chair of the Committee. Minutes of the meetings shall be recorded and distributed to the Department Chairs.

Article IV

Faculty

Section 1 – Membership

The Dental Faculty shall consist of all members of the staff of the School of Dentistry who have the academic rank of Instructor or above or of Lecturer or Lecturer equivalent.

Section 2 – Officers

a. Chair of the Faculty: The Chair shall be a member of the full-time Dental Faculty holding the rank of Assistant Professor or above, excluding the Dean or other Administrative Officers. The duties of the Chair shall be to:

1. preside over meetings of the faculty
2. represent the faculty when appropriate

b. Secretary of the Faculty: The Secretary shall be a member of the full-time Dental Faculty holding the rank of Assistant Professor or above, except the Dean or other Administrative Officers. The duties of the Secretary shall be to:

1. record and transmit to all members of the faculty the minutes of all duly constituted meetings.
2. serve as the corresponding secretary when appropriate.
3. maintain the records necessary for the faculty.

Section 3 – Meetings

a. Annual Meeting: The faculty of the School of Dentistry shall have an annual meeting to be held in May. The business of the meeting shall include the following:
1. the announcement of the appointed members of standing committees of the following year.
2. the announcement of the appointed members of standing committees of the faculty.
3. any other business presented by any member of the faculty.

b. **Special Meetings:** The Chair of the Faculty may call such a meeting upon the written request of twenty percent of the faculty. Special meetings may also be called by the Dean. Written notice of the special meeting indicating the purpose shall be circulated among the faculty at least twenty-four hours in advance of the meeting. No other business may be transacted during the special meeting.

c. **General Meetings:** General meetings may be scheduled by the Chair of the Faculty, or by the Dean or upon the written request of twenty percent of the faculty. The schedule for such meetings must be circulated to the faculty at least thirty days in advance of any such meeting. The agenda for the meeting must be circulated in writing to the faculty at least seven days in advance of the meeting. No other business may be transacted during the meeting.

d. **Quorum:** Thirty percent of the eligible voting members of the faculty shall constitute a quorum during the annual meeting or a special meeting or a general meeting of the faculty.

e. **Voting:** All full-time members of the faculty of the School of Dentistry holding the rank of Lecturer or Lecturer Equivalent, or Instructor or above shall be eligible to vote at any duly constituted meeting of the faculty and in any duly constituted election of the faculty.

f. **Presiding Officer:** The Chair of the Faculty will normally serve as presiding officer at faculty meetings. In the absence of the Chair, the Secretary shall serve as presiding officer. In this case or in an absence of the Secretary, the presiding officer will appoint the Acting Secretary for that particular meeting. In the absence of both the Chair and the Secretary, the most recent past Chair of the Faculty present at the beginning of the meeting will act as presiding officer and will appoint an Acting Secretary.

g. **Parliamentarian:** The first item of business at any meeting shall be the appointment, by the presiding officer, of a Parliamentarian to rule on parliamentary procedures.
Section 4 – Faculty Committees

Plan of Organization: The Committees of the Dental Faculty shall consist of the Nominations and Elections Committee, Standing Committees and Special Committees.

a. Nominations and Elections Committee: The nominations and election of the Officers of the Dental Faculty, those certain members of the Promotion and Tenure Advisory Committee specified in Bylaws Article IV, section 4, 9 (1) (a), and the selection of nominees to the Administrative Board shall be conducted by the Nominations and Elections Committee and completed prior to May 1st of each year according to the procedures defined in the Bylaws. The members of the Nominations and Elections Committee shall be appointed from the Dental Faculty for one term by the Chair of the Dental Faculty. The Chair of the Committee shall be the most immediate Past-Chair of the Dental Faculty. The Nominations and Elections Committee shall meet on the call of the Chair of the Committee and shall be discharged as soon as its final report has been received by the Chair and the Secretary of the Faculty.

b. Standing Committees of the Faculty:

Academic Performance
- D.D.S. Academic Performance
- Dental Assisting Academic Performance
- Dental Hygiene Academic Performance
- Dental Hygiene Education Academic Performance

Admissions
- D.D.S. Admissions
- Dental Assisting Admissions
- Dental Hygiene Admissions
- Dental Hygiene Degree Completion Admissions
- Dental Hygiene Education Admissions

Advanced Education Program Directors
Continuing Dental Education (CDE)
Advisory Chemical Hazard
Communications
Clinical Affairs Advisory
Conflict of Interest
Constitution and Bylaws
Curriculum
Department Chairs
Dental Assisting Program Advisory
Dental Hygiene Community Advisory
Dental Faculty Practice Executive Board
Electronic Patient Records Advisory
Faculty Development
Full Professors Advisory
Human Relations
Infection Control
Interdisciplinary Committee on Prevention Objective Structured Clinical Exam (OSCE)
Outcomes Assessment
Post-Tenure Review
Promotion and Tenure Advisory Committee (PTAC)
Quality Assurance
Research Advisory
Risk Management
Student Fee
Student Professionalism Committee
Teaching Committees
  • D.D.S 1st Year Teaching
  • D.D.S 2nd Year Teaching
  • D.D.S 3rd and 4th Year Teaching
  • Dental Assisting Teaching
  • Dental Hygiene Teaching

Each Standing Committee shall meet on the call of the Chair or upon the request of two or more of its members. Other Standing Committees may be created as deemed necessary.

c. Special Committees of the Faculty: When a question requiring committee action is clearly outside the area of jurisdiction of a Standing Committee, a Special Committee may be appointed by the Dean. The Chair of the Dental Faculty may appoint a Special Committee upon the majority vote of the faculty gathered in a duly constituted meeting. The committee members and the charge to the committee shall be transmitted to the Dean who shall also receive a final report of the committee. Special Committees shall be discharged as soon as their final reports have been received.

d. Membership of Standing and Special Committees: All full-time members of the Dental Faculty holding the academic rank of Lecturer or Lecturer Equivalent or of Instructor or above are eligible for appointment to committees. Individuals other than members of the Dental Faculty may be appointed to committees at the discretion of the Dean. Any faculty member may decline appointment to a committee with the exception of the Committee of the Department Chairs. Resignation from a committee at any time may be made in writing to the Chair of the committee and to the Dean.

All members and the Chair of any committee shall be appointed by the Dean except as otherwise specified in the Constitution and Bylaws. The term of appointment to any committee shall be for a maximum period of three years. No more than one outgoing member or two in the case of committees with more than three members may be reappointed to the same committee on the expiration of
the three-year term. With the exception of officers of the Administration, no member may serve more than two consecutive terms. These restrictions on reappointment shall not apply to the Admissions, and Academic Performance Committees. Exceptions to the reappointment policy may be made by the Dean, if acceptable to the committee member concerned. Appointments to Standing Committees, previously accepted by the appointees, shall be announced by the Dean at the Annual Meeting and become effective the following July 1st. The Dean may appoint one or more non-voting ex officio members to any standing or special committee. The provisions of this paragraph shall yield to conflicting specific provisions herein set forth.

e. **Functions of Standing and Special Committees:** The functions of all committees shall be specifically stated in the motion or resolution creating them. When a new committee is created by the Dean, its function shall be stated in a written memorandum to the Dental Faculty.

f. **Reports of Standing and Special Committees:** Final reports of Special Committees shall be presented to the Dental Faculty in the manner deemed appropriate by the Dean and the Special Committee. Verbal or written reports of committees may be made to the faculty at any time.

g. **Promotion and Tenure Advisory Committee:** The function of this committee shall be to advise and recommend to the Dean in all matters relating to faculty promotion and tenure.

1. **Composition:** The Committee shall consist of seven (7) members, as follows:

   (a) election by the Faculty:
       (1) one full professor
       (2) one associate professor
       (3) one assistant professor

   (b) appointment by the Dean (from the Dental Faculty)
       (1) one full professor
       (2) one associate professor (with tenure)
       (3) one assistant professor

   (c) appointment by the Dean:
       (1) one tenured faculty member outside the School of Dentistry.

2. **Terms of Office:** The term of committee members shall be three years.
3. **Method of Election:** Members subject to election shall be elected by procedures defined in the Bylaws.

4. In addition to the advice given to the Dean, the committee will give a verbal report to the assembled Full Professors.

**Section 5 – Nominations and Elections**

The nominations and election of the Officers of the Dental Faculty, those certain members of the Promotions and Tenure Advisory Committee specified in Bylaws Article IV, Section 4, paragraph g, (1), (a), and the selection of the nominees to the Administrative Board shall be conducted by the Nominations and Elections Committee and completed by May 1st of each year. For each position, candidates receiving a majority of the votes cast shall be declared the members of the Promotion and Tenure Advisory Committee as specified in Section 4, g (1), (a), Officers of the Dental Faculty, and the nominees to the Administrative Board.

a. **Nominations and Ballot Preparation:** In January of each year, each voting member of the Dental Faculty shall be notified of the positions to be filled and of the privilege of submitting nominations by petition. Nominations by petitions shall be submitted to the Committee by a specified date, not less than fourteen days after the mailing date of the notice concerning these nominations. An alphabetical list of those candidates nominated by the Committee and by petition shall be included in the agenda for a general meeting of the Dental Faculty to be held prior to March 1st. At that meeting nominations shall be invited from the floor. In all instances, nominees for each position shall indicate a willingness to serve.

b. **Process of Election:** After March 1st each voting member of the Dental Faculty shall receive, in the interdepartmental mail or by email, the official ballot. The distribution of the ballots shall contain instructions for voting electronically. In the event that electronic ballots cannot be collected or by individual choice of the voting faculty member the completed ballot are, sealed in a signed envelope and shall be received by the Committee not later than fourteen days after the initial distribution of the ballot. In an announced open session, the Committee shall verify the eligibility of the voters and canvass and count the ballots by procedures that ensure the secrecy of the ballot. If none of the candidates receives a majority of the votes cast, a second election shall be conducted. In such a case, the two candidates receiving the highest number of votes shall be listed on a second official ballot and the full election procedure repeated. The Committee shall report the final results of the election to the Chair and the Secretary of the Faculty prior to May 1st of each year.
Article V

Amendments

Section 1 –

Proposed amendments to the Bylaws can be presented to the Dental Faculty at an annual faculty meeting, a general faculty meeting or a special meeting called for this purpose.

Section 2 –

Following such presentation the proposed amendment(s) shall be considered by the Constitution and Bylaws Committee.

Section 3 –

The proposed amendment(s) shall be acted on at a regular meeting or meeting called for this purpose occurring no sooner than thirty days and no later than sixty days after the meeting at which it was introduced. Notice of the proposed action, accompanied by a recommendation of the Constitution and Bylaws Committee, shall appear in the agenda for the meeting, which shall have been circulated in writing to all members of the Dental Faculty not less than seven days and not more than twenty-eight days in advance of the meeting.

Section 4 –

The Constitution and Bylaws Committee, on its own initiative or at the request of individual faculty members, may consider amendments to the Constitution and Bylaws and present such proposals as considered suitable for action to a faculty meeting. In this instance the proposal must be circulated to all members of the Dental Faculty not less than fourteen days and not more than twenty-eight days in advance of the meeting during which it is to be acted upon.

Section 5 –

At least forty percent of the eligible voters must be present at the meeting, and at least two-thirds of those present must vote favorably in order for the amendment to be adopted.

Section 6 –

The Bylaws may be suspended at any regular meeting by the unanimous vote of the members present and voting.
Article VI
Parliamentary Authority

The parliamentary authority for conduct of all business of the faculty shall be Sturgis Standard Code of Parliamentary Procedure unless other provisions are provided herein.