BYLAWS OF THE UCLA SCHOOL OF DENTISTRY

Approved by Faculty February 8, 1984
Amended by Faculty July 9, 1986, December 11, 1988, April 1, 1997, June 3, 1998
Amended by Faculty and Approved on December 9, 2016 by majority in a secret ballot (34 yes, 1 no, 2 abstain and 10 did not vote)

PART I. FUNCTION

The function of the Faculty of the UCLA School of Dentistry is to participate in shared governance of the School of Dentistry as defined by the Standing Orders of the Regents of the University of California and in concert with applicable rules and bylaws of the Academic Senate of the University and its Los Angeles Division. Specific powers and responsibilities reserved for the Faculty include but are not necessarily limited to:

(a) The authorization and supervision of all courses and curricula offered in pursuit of the degree of Doctor of Dental Surgery and the various specialty and certificate programs offered by the School of Dentistry.
(b) The establishment of policies for the admission of candidates for the degree of Doctor of Dental Surgery and the various specialty and certificate programs offered by the School of Dentistry.
(c) The determination of whether students are making satisfactory progress in their studies and remedies for students who are not progressing satisfactorily.
(d) The authority to investigate and make recommendations concerning the allocation of educational and budgetary resources, academic priorities, and the planning and budgetary process within the School of Dentistry. These recommendations may be made to the Dean, to the Los Angeles Division, and/or to the Chancellor.

PART II. ACADEMIC SENATE MEMBERSHIP

A. Members

Academic Senate Faculty in the UCLA School of Dentistry includes the following titles: (1) Regular Series; (2) Professor in Clinical X Series; (3) In Residence Series; and (4) Emeriti.

1. In Residence Series. On May 14, 2015, by more than two-thirds majority of all faculty voting in a secret ballot (24 yes, 0 no, 0 abstain, 11 did not vote), the tenured Associate and Full Professors in the Regular Series extended voting rights on all academic personnel actions to the Associate and Full Professors in In-Residence Series.

2. Clinical X Series. On May 14, 2015, by a two-thirds majority of all faculty voting in a secret ballot (24 yes, 0 no, 0 abstain, 11 did not vote), the tenured Associate and Full Professors in the Regular Series extended voting rights on all academic personnel actions to the Associate and Full Professors in the Clinical X Series.
B. Voting Rights

1. Non-Personnel Actions

   In accordance with System-wide Bylaw 55.A, members of the following academic series: Regular Series; Professor in Clinical X Series; In Residence Series; and (4) Recalled Emeriti, have the voting right on all non-personnel “substantial department questions” including matters pertaining to the curriculum and student admission.

2. Academic Personnel Actions

   a) **New Departmental Appointments Conferring Academic Senate Membership**

      Full, and Associate Professors have the right to vote on appointments that confer membership in the Academic Senate.

   b) **Promotions to Full Professor**

      Full Professors have the right to vote on promotions to Full Professor.

   c) **Promotions to Associate Professor**

      Full, and Associate Professors have the right to vote on promotions to Associate Professor.

   d) **Non-Reappointments/Terminations of Assistant Titles**

      Full and Associate Professors have the right to vote on non-reappointments/termination of Assistant titles.

   e) **Merit Actions**

      Full and Associate Professors have the same rights to vote on all merit actions including Assistant Merits and 4th year appraisals as with promotions.

   f) **Five-Year Reviews of Academic Senate Faculty.**

      Recommended outcomes for five-year reviews of Academic Senate faculty are the responsibility of the Appointments, Promotions, and Appraisal (APA) Committee, which shall transmit its recommendations to the Dean. Five-year reviews are not subject to a general faculty vote.

   g) **Joint and Split Appointments**

      Joint Appointments without a waiver for personnel actions and all Split Appointments follow the same review and voting procedures for other faculty members of the same rank. Joint and Split Appointments vote on all other non-personnel substantial department questions (CALL, Appendix 15).
PART III. NON-SENATE FACULTY

A. Members

In addition to the Academic Senate titles, the UCLA School of Dentistry faculty also include members in the following Non-Senate Faculty titles: (1) Adjunct Series, (2) Health Science (“HS”) Clinical Series, and (3) Clinical Professor Series; and 4) Volunteer Series.

B. Voting Rights

1. Academic Personnel Actions of Non-Senate Faculty

The Clinical Professor Series and the Volunteer Series faculty do not have any voting rights. The faculty with 100% appointment in the Adjunct and HS Clinical Series have been extended voting rights as set forth below.

On November 15, 2016, by a two-thirds majority vote of all faculty voting in a secret ballot (28 yes, 8 no, 1 abstain, 10 did not vote), the Senate Full, Associate, and Assistant Professors extended the right to an advisory vote on all Non-Senate faculty actions to Non-Senate faculty with 100% appointments in the Adjunct and HS Clinical Series in an equivalent or higher rank.

The advisory votes from the Adjunct and HS Clinical Series faculty will be recorded and reported separately from the votes of the Academic Senate faculty. The advisory votes from the Adjunct and HS Clinical faculty also will not be counted with the votes by the Academic Senate faculty towards a majority.

PART IV. OFFICERS

The Officers of the Faculty shall consist of a Chair, Chair-Elect, and Secretary. The Chair-Elect shall be nominated and elected through a secret ballot vote by the Senate faculty. The Chair – Elect shall serve a three-year term, the first year as Chair-Elect, the second year as Chair, and the third year as Immediate Past Chair. The Secretary of the Faculty shall be elected annually by the Faculty Executive Committee from its membership.

In the event the Chair declines or becomes unable to continue service, the Chair-Elect will assume the office of Chair, and an election will be held within four weeks to elect a new Chair-Elect. Both the Chair and Chair-Elect will serve the remainder of the term and continue in their positions for an additional year. In the event the Chair-elect declines or becomes unable to continue service, an election will be held within four weeks to elect a new Chair-Elect, who will automatically assume the position of Chair at the completion of the term.
PART V. MEETINGS OF THE FACULTY

A. The Faculty shall meet at least once quarterly after a call by the Chair with a minimum of one week's notice prior to each meeting. The Faculty may meet at other times with at least two instructional days' notice:

    1. After a call to meeting by the Chair.
    2. After delivery of a written request for a meeting to the Secretary. The request must be:
       i. Signed by at least one fourth of the voting members of the Faculty.
       ii. Acted on within 48 hours by the scheduling of a meeting to take place within five calendar days from receipt of the request.

B. The Chair of the Faculty will preside at all Faculty meetings. In the absence of the Chair, the Chair-Elect will preside at Faculty meetings. Should the Chair-Elect also be absent, the Secretary will preside.

C. The agenda of the regular quarterly meetings shall include the following order:

    1. Consideration of the Minutes of the preceding Faculty meeting.
    2. Announcements by the President of the University of California.
    3. Announcements by the Chancellor of the UCLA campus.
    4. Announcements by the Dean of the School of Dentistry and/or his/her designees.
    5. Announcements by the Chair of the Faculty.
    7. Reports of the Standing Committees.
    8. Reports of Special Committees.
    10. Unfinished Business.

The order of the agenda of Faculty meetings may be altered by vote of two-thirds of the voting faculty present at the meeting.

Alice’s Sturgis’ “The Standard Code of Parliamentary Procedure,” shall govern Faculty meetings in all instances not covered by the Bylaws.

D. Actions or measures considered at a meeting of the Faculty must be submitted to a mail ballot when:

    1. Requested by 25% of the voting members present at a meeting of the Faculty.
    2. Requested in writing by 25 faculty members within ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.
PART VI. QUORUM

A quorum shall consist of one-third of the full-time voting faculty in the School of Dentistry.

PART VII. COMMITTEES

The Dean or his/her designee is an "ex officio" member of all committees without a vote except as herein designated.

A. Dean’s Committees

The Dean shall appoint members to the Dean’s committees who serve in an advisory capacity to the Dean. These include: Continuing Education and Faculty Development Advisory Committee, Diversity Committee, Health and Safety Committee and Scholarship Committee.

B. Faculty Executive Committee (FEC)

1. Membership

   i. The Chair of the Faculty, Chair-Elect, and Immediate Past Chair.
   ii. Six faculty members shall be elected by the faculty. The term of elected members shall be three years and they shall be eligible for reelection to one immediately succeeding term on the Committee. Each year one member shall be elected from two of the following paired divisions: Advanced Prosthodontics/Public health and Community Dentistry; Constitutive and Regenerative Sciences/Growth and Development; and Oral Biology and Medicine/Diagnostic and Surgical Sciences. Elections shall be ordered to ensure that two faculty from each divisional pair serve concurrently as FEC members.
   iii. A representative from the School of Medicine invited by the FEC.
   iv. The Dean of the School of Dentistry, or Dean’s representative elected by the faculty, shall serve as a non-voting "ex officio” member.

2. Duties

   i. Advise the Dean and Faculty on matters concerning the school's policies, programs, and budget.
   ii. Consider matters of general concern to the Faculty with respect to matters delegated to it by the Faculty in the Bylaws or by subsequent action.
   iii. Receive reports from the Standing Committees of the Faculty.
   iv. Appoint the Standing Committees of the Faculty established by these Bylaws.
   v. Have general jurisdiction over the curricula and conduct of instruction and requirements for degrees as provided in Division Bylaw 50(D)(5).
   vi. Implement rules and regulations prescribed by the Faculty.
vii. Report to the Faculty at least quarterly.

3. Meetings

The FEC shall meet at the call of the Chair, or at the written request of a majority of its membership and at least once during each quarter.

4. Quorum

A quorum of the FEC shall consist of a majority of the members.

C. Standing Committees of the Faculty

1. Appointment and Tenure of Standing Committees

   i. The Chairs and the members of the Standing Committees established herein shall be appointed by the FEC.
   ii. When possible, the Standing Committee Chairs will be selected from faculty with a minimum of one year of service in that committee.
   iii. All Standing Committees of the faculty with the exception of the FEC will be appointed each year prior to July 1, to serve three-year terms with the exception of the Student Performance committee which shall be a 4 year term. Approximately one-third of the membership will be replaced each year to foster continuity of the membership. As necessary, the FEC may replace committee members during the course of the term to ensure a functioning committee.
   iv. Each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business.

2. Admissions Committee

This committee shall consist of five (5) faculty members from the School of Dentistry, two faculty members from departments other than Dentistry, one predoctoral student each from the 3rd year and 4th year classes, and one Alumni Representative. The Associate Dean for Student and Alumni Affairs shall be an ex officio member without the right to vote. Student members have the right to an advisory vote.

The responsibility of this committee is to select students for admission to the predoctoral program.

There is a separate subcommittee for the Professional Program for International Dentists (PPID), consisting of four members of the faculty. This subcommittee will report to the Chair of the Admissions Committee.
3. **Curriculum Committee**

This committee shall consist of nine (9) faculty members. In addition, there shall be the following ex officio members without the right to vote: Associate Dean for Education and Faculty Development, Alumni Representative, and one predoctoral student from each class.

The responsibility of this committee consist of evaluating teaching programs and their educational objectives and of recommending to the FEC changes in the curriculum.

4. **Student Performance Committee**

The committee shall be composed of nine (9) faculty members. In addition, there shall be the following ex officio members without the right to vote: Associate Dean for Student and Alumni Affairs, Associate Dean for Clinical Dental Sciences, Alumni Representative. As needed, the committee will seek testimony from the students in the predoctoral program.

This committee shall consider academic performance of all students pursuing a D.D.S. degree. The responsibilities of this committee shall include the review of student performance and recommendations of those students to be graduated, graduated with honors, placed on probation, promoted, dismissed, and readmitted.

5. **Appointments, Promotions, and Appraisals (APA)**

The committee shall be composed of nine (9) full-time faculty members of the Academic Senate at the minimum rank of Associate Professor. The FEC shall appoint three (3) faculty to the committee each year to serve a three-year term.

The responsibilities of this committee shall include the pre-review and recommendations to the faculty of all professorial appointments, promotions, fourth year appraisals (including appraisals with a concurrent merit) of Assistant Professors, Professor Step VI merit increase reviews, and advancements to Professor Initial Above Scale. The responsibilities of the committee also include Five Year Reviews where its recommendation shall be advisory only to the Dean and not to the general faculty. For reviews other than Five Year Reviews, the voting results of the APA committee shall also be advisory only but will be transmitted to the faculty at the School of Dentistry Faculty Open Meeting to be followed by general faculty voting.

6. **Merit Increase and Lecturer Appointments (MILA)**

The committee shall be composed of nine (9) full-time faculty members of the Academic Senate at the minimum rank of associate professor. The FEC shall appoint three (3) faculty to the committee each year to serve a three-year term.

The responsibilities of this committee shall include the pre-review and recommendation to the faculty of all professorial merit increases including those to Professor Further
Above Scale but excluding merits to Professor Step VI. The committee shall also review all Lecturer and Clinical Professor Series, Volunteer Series appointments, reviews, and advancements where its recommendations shall be advisory only to the Dean and not the general faculty. The voting results of the MILA committee on professorial merits shall also be advisory only but will be transmitted to the faculty at School of Dentistry Faculty Open Meeting to be followed by general faculty voting.

**PART VIII. Amendment to the Bylaws**

The Bylaws may be amended at any regular or special meeting of the faculty by two thirds of all faculty eligible to vote (as long as quorum is met), provided that written notice of the amendment shall have been sent to each member of the faculty at least five (5) days of instruction before the meeting at which the amendment is to be moved.

No amendment inconsistent with legislation of the Academic Senate shall be made.