**SCHOOL OF DENTISTRY**

**Part I. Function**

1. The function of the Faculty of the 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. Membership**

2. Membership in the Faculty of the School of Dentistry is defined by System-wide Bylaw 45.

3. Full-time Faculty, who are not members of the Academic Senate, may serve on committees and participate in consideration of personnel actions. Their input on personnel actions shall be identified and reported separately as a non-voting unit.
Part III. Officers

4. The Officers of the Faculty shall consist of a Chair, Chair-Elect, and Secretary. The Chair-Elect shall be elected by the Faculty for a three-year term and shall serve 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.

5. 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 IV. Meetings of the Faculty

6. 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.

7. The Faculty may meet at other times with at least two instructional days' notice:
   (a) After a call to meeting by the Chair.
   (b) 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.

8. 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.

9. The agenda of the regular quarterly meetings shall include the following order:
   (a) Consideration of the Minutes of the preceding Faculty meeting.
   (b) Announcements by the President of the University of California.
   (c) Announcements by the Chancellor of the UCLA campus.
   (d) Announcements by the Dean of the School of Dentistry and/or his/her designees.
   (e) Announcements by the Chair of the Faculty.
   (f) Report of the Faculty Executive Committee.
   (g) Reports of the Standing Committees.
   (h) Reports of Special Committees.
(i) Petitions of Students.
(j) Unfinished Business.
(k) New Business.

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

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

12. Actions or measures considered at a meeting of the Faculty must be submitted to a mail ballot when:
   (a) Requested by 25% of the voting members present at a meeting of the Faculty.
   (b) 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 V. Quorum**

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

**Part VI. Committees**

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

15. The Dean shall appoint members to the Dean’s committee, not standing committee of the Faculty, for which no other provision has been made or he/she may delegate that responsibility to other faculty committees as appropriate.

16. Faculty Executive Committee (FEC)

   (a) 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, Biomaterials and Hospital Dentistry/Restorative Dentistry; Associated Clinical Specialties/Diagnostic and Surgical Sciences; and Oral Biology and Medicine/Public Health and Community Dentistry. Elections shall be ordered to ensure that two faculty from each divisional pair serve concurrently as FEC members.

   iii. The Dean of the School of Dentistry or Dean’s representative elected by the faculty, shall serve as non-voting "ex officio" member.

   iv. A representative from the School of Medicine.
(b) 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.

(c) Meetings: The FEC shall meet at the call of the Chair, or at the written request of a majority of its membership.

(d) Quorum: A quorum of the FEC shall consist of a majority of the members.

17. Standing Committees of the Faculty

(a) 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. 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 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.

iii. Each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business.

18. Admissions: This committee shall consist of five 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 Assistant Dean, Student and Alumni Affairs shall be an ex officio member without the right to 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, and this committee will report to the Chair of the Admissions Committee.
19. Curriculum: This committee shall consist of nine faculty members who are charged with the responsibility to evaluate programs and educational objectives, and to recommend to the Faculty Executive Committee changes in the curriculum. In addition, there shall be the following ex officio members without the right to vote: Dean Designate, Alumni Representative, and one predoctoral student from each class.

20. Student Performance: The committee shall be composed of nine faculty members. In addition, there shall be the following ex officio members without the right to vote: Assistant Dean Student and Alumni Affairs, Associate Dean for Clinical Dental Sciences, Alumni Representative, and one predoctoral student from each class. This committee shall consider student 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.

21. Appointments, Promotions, and Appraisals: The committee shall be composed of nine full-time faculty members at the minimum rank of associate professor. Their votes on academic personnel actions shall be identified as Academic Senate member or non-Academic Senate member. Each year the FEC shall replace three members of the committee to serve three-year terms. The responsibilities of this committee shall include the review and recommendations to the Faculty of all professorial appointments, promotions, fourth year appraisals of Assistant Professors and Professor Step VI reviews. The responsibility of the committee also includes Five Year Reviews, which shall be advisory only to the Dean.

22. Merit Increases and Lectureship Appointments: The committee shall be composed of nine full-time faculty members at the minimum rank of associate professor. Their votes on academic personnel actions shall be identified as Academic Senate or non-Academic Senate member. The FEC shall appoint three faculty to the committee each year to serve a three-year term. The responsibilities of this committee shall include the review and recommendation to the Faculty of all lectureship appointments and merit increases except the advancement of Professors to Step VI.

PART VII. Amendment to the Bylaws

23. The Bylaws may be amended at any regular or special meeting of the Faculty by two thirds of those voting provided that written notice of the amendment shall have been sent to each member of the Faculty at least five days of instruction before the meeting at which the amendment is to be moved.

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

Approved by Faculty February 8, 1984
Changes Approved by Academic Senate LgA 06 June 2013

Return to Appendix table of content