Charter and Bylaws

School of Dental Medicine

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CHARTER AND BYLAWS School of Dental Medicine Case Western Reserve University

CHARTER

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CHARTER

The School of Dental Medicine Case Western Reserve University

Article I Goals

- 1. The School of Dental Medicine is a duly constituted professional school of Case Western Reserve University operating in accordance with the constitution of the University Faculty and Bylaws of the Faculty Senate. The School of Dental Medicine herein shall be referred to as the School unless otherwise specified.
- 2. The goals of the School are to:

EDUCATION

- a. Prepare students to become highly knowledgeable, clinically competent and critically thinking practitioners of general dentistry and dental specialties through the provision of curricula that integrate clinical, biomedical and behavioral sciences. In the process these practitioners shall develop the foundations of caring, ethics and professionalism.
- b. Develop the environment and opportunity for life-long learning.

PATIENT CARE

c. Provide a broad range of high quality patient services as a principal means of furnishing clinical education opportunities for students.

RESEARCH AND SCHOLARSHIP

- d. Support the educational, patient care and service components of the mission through a focused research program integrated with faculty development and postdoctoral education.
- e. Promote the role of the School of Dental Medicine as a scholarly and productive member of the university, health science, and dental communities.

SERVICE

- f. Extend institutional citizenship by providing school-based outreach service and health education.
- g. Support the profession through service to and leadership in the dental professional

Article II

Faculty

1. **Members**.

a. The <u>tenured or tenure track faculty</u> members are those persons holding full-time academic appointments at the faculty ranks of assistant professor, associate professor and professor. The obligations to the School include 1) expert knowledge in an academic field,

2. Ex Officio Members.

The president, vice presidents, and the provost of the University and such other officers as may be specified by the president and/or dean of the School, as provided in the Bylaws of the Faculty Senate, will be ex officionon-voting members of the Dental Faculty.

3. Appointments, Reappointments, Promotions, Tenure and Terminations.

Policies and criteria concerning appointments, reappointments, promotions, tenure, and terminations of members of the Dental Faculty shall be in accordance with the Constitution of the University Faculty, the Faculty Handbook Policies and Procedures for University Faculty and in keeping with the Bylaws of the School. Please see the narrative in the School of Dental Medicine Bylaws, Article III 3.1-3.7 and the Appendix Tables I, II, III. The Committee on Faculty Academic Status shall review and submit recommendations to the dean concerning appointments, reappointments, promotions, tenure, and terminations. Such recommendations shall be either implemented by the dean or forwarded to the president with comments in accordance with the Faculty Handbook provisions.

4. **Academic Freedom.**

The Dental Faculty shall enjoy the privileges existing under the terms of academic freedom as outlined in the Faculty Handbook. Members of the faculty shall have the right to communicate freely with the administrative officers of the school and the University Faculty.

5. **Responsibilities**.

- a. The tenured, tenure-track and non-tenure track faculty (track A and track B) shall participate in the development and implementation of programs and policies of the School in accordance with the aims and philosophies of the university.
- b. The <u>tenured</u>, <u>tenure track and non-tenure track A</u> faculty have voting privileges in matters coming before the School of Dental Medicine Voting Faculty and shall approve students for degrees by a majority vote.

6. **Privileges and Authority.**

- a. The tenured/tenure-track and non-tenure track A and B faculty shall have the authority to:
 - (1) participate in meetings of the Dental Faculty called by the dean for the discussion of matters relating to the functions of the School. A quorum majority (60%) of the voting faculty eligible to vote and participate is present.
 - (2) make recommendations to the administrative officers, faculty committees, and chairpersons of departments.
 - (3) make recommendations to amend the charter of the School.

- (4) serve on committees as specified in the Bylaws.
- b. All meetings shall be conducted in accordance with the latest edition of Roberts Rules of OrdeRevised

Article III

Organization

1. **Dean**: The chief administrator of the School shall be a dean appointed by the president in accordance with the constitution of the University Faculty.

The dean shall administer the affairs of the School in consultation with the appropriate administrative officers of the university, the School, the Executive Board, and members of the Voting Faculty.

2. **Associate and Assistant Deans**: Associate and assistant deans and other administrative officers shall be appointed by the dean. They shall be appointed in such numbers as the dean deems necessary to administer the School. They shall be assigned defined areas of responsibilities and authority and be responsible to the dean for discharge of their duties.

3.

Article IV

Amendments

This charter may be amended in the following manner:

Proposals to amend the charter may be submitted to the Executive Board by petition signed by five (5) or more Voting Faculty members.

1. Within thirty (30) days after receiving the proposal, the Executive Board shall submit a factual report to the Voting Faculty.

BYLAWS

Article I

Officers

1. **Dean**:

Appointment and term. The dean shall be appointed for a term of office by the president

recommendations.

- d. The Executive Board shall approve the agenda for each meeting of the Voting and/or Dental Faculty.
- e. The Executive Board shall present a report to the Dental Faculty at every Dental Faculty Meeting.

5. **Organization**:

- a. The chairperson of the Executive Board shall be the dean or the dean's designee.
- b. A secretary shall be elected by members of the Board.

6. **Voting Privileges**:

All members of the board shall have voting privileges except the chairperson, who shall vote only in the case of a tie.

7. Transaction of Business:

A quorum of two

Article III

Faculty of the School of Dental Medicine

1. **Composition**:

a. The Dental Faculty consists of the tenured/tenure track, the non-tenure track

ranks are described in the School of Dental Medicine Bylaws and are summarized in Table I. Table I is consistent with provisions of the Faculty Handbook and School of Dental Medicine Bylaws (approved 1994).

- x The Constitution of the University Faculty and a School of Dental Medicine faculty resolution state that at least 51% a majority of University Faculty members within the School shall be tenured or tenure track faculty members. The provost will monitor and must approve available tenured or tenure track positions in all constituent faculties.
- x The Voting Faculty is defined as the tenured/tenure track and the non-tenure track A faculty. These groups of faculty have voting privileges as stated in the Faculty

The provost's office must approve a transfer into the tenure track. Although a onetime move, from tenure to non-tenure track and from a non-tenure track to a tenure track position, is possible, it is not allowable to move back and forth between tenure track and non-tenure track positions.

- Tenure is granted only at the tenure track associate and full professor levels. For tenure to be awarded there must be demonstrated intensity of continuous academic, scholarship and service commitment consistent with the goals and objectives the school and the university. of Examples of this type of achievement include: the attainment of a national or international reputation as an authority in a particular field of interest; development of an innovative education program or of teaching and learning methodologies; significant publications in refereed journals, books, periodicals, a number of which should be first authored; significant research initiatives both funded and unfunded; outstanding services to the local, state, national and international communities; and other forms of recognition of professional attainment.
- i. Faculty who have served nine (9) years in the School in the tenure track without being awarded tenure will be offered a terminal appointment for the tenth year.

Table III summarizes procedures for faculty review of tenured, tenure track, non-tenure track and Special Faculty who seek a promotion in rank and/or award of tenure. The chart also shows ways in which a faculty member may receive guidance and feedback on job performance, including annual reviews, formation of advisory committees (Faculty Academic Status Committee), and in the case of tenure track faculty in the pre-tenure period, 3rd year reviews and 6th year reviews.

- a. All faculty members, with the exception of the special or part-time faculty, receive an annual review, as required by the CWRU Faculty Handbook.
- b. On recommendations involving promotion, only faculty of rank equal or superior to that being considered shall be eligible to votes 10 mg 10 mg 100 mendation pr 3 (om) -2 (ot) involving tenure, only faculty with tenure shall vote.
- c. Procedures for initial appointments and renewals of secondary appointments are summarized following the policy statement on secondary appointments approved by the School of Dental Medicine

promotion and tenure and the guidelines provided by the provost's office.

d. Material to be Reviewed

1.

Status Committee.

The candidate may review submitted material with the exception of confidential evaluations from outside referees, colleague letters, and letters from students solicited by the school. He/She may provide a written rebuttal but cannot remove any material with which he/she disagrees. [asked Dean Goldberg to check this paragraph above]

12. Procedures for Secondary Appointments

Definition

The Faculty Handbook states that in cases where an appointment applies to more than one constituent faculty or department, or to an administrative office as well as an academic unit, one constituent faculty or department shall be identified as that of the primary appointment, and the other as secondary. Secondary faculty appointments are designed for persons who hold primary appointments in other schools/departments within the

termination.

13.

at least one week before a Voting Faculty meeting held in late April or May. During that meeting the Voting Faculty shall elect from the nominees proposed by the Committee on Faculty Nominations and from other candidates who may be nominated from the floor. The candidates receiving the most votes shall be elected. In case of a tie, the decision shall be made by lot. Elections to committee memberships are valid only if a quorum majority of sixty percent (60%) of the Voting Faculty eligible to vote and participate is present.

Vacancies on the Executive Board or standing committees shall exist when an elected voting faculty member: (a) becomes permanently disabled or dies, (b) is granted an extended leave of absence or sabbatical*, (c) resigns, retires, or is terminated from University appointment, or (d) misses two consecutive meetings without an excuse.

*Upon return from sabbatical or leave of absence, the member shall fill the remainder of his/her term.

- (3) Interim appointments to fill vacancies on standing committees shall be made by the chairperson of the standing committee except when the chairperson is the dean. In that event, the vacancy shall be filled by a faculty member assigned by the Committee on Faculty Nominations. Interim appointments to fill vacancies on the Executive Board shall be made by the chairperson of the Executive Board. These interim appointments shall be consistent with representation for each committee as specified in the Bylaws. In the case of a vacancy by a department chairperson, the acting chairperson shall serve. In the case of a vacancy by a dean, associate or assistant dean, the acting dean, or acting associate or assistant dean shall serve. These latter interim appointments shall end when the absent member returns or a permanent successor is named.
- (4) The chairperson of a standing committee shall be elected by its members by a simple majority vote, unless otherwise stated.

Article IV

Departments of the School of Dental Medicine

1. The department shall constitute the basic organizational unit of the School.

2. Departmental Functions:

Departmental functions shall be to plan and provide programs of teaching and scholarly work and professional activity, and implement and administer the department's academic and professional programs.

3. Personnel:

A department chairperson shall be appointed by the president upon the recommendation of the dean and in accordance with Article VII, Sec. B,3 of the Faculty Handbook and the "Guidelines for Selecting Department Chairpersons" (Chapter 3, Part II, Section IX of the Faculty Handbook). The term of office for the department chairperson normally shall be as specified by the president upon the recommendation of the dean.

4. Duties of department chairperson:

- a. The chairperson shall be responsible to the dean for the development and implementation of the department's programs and policies.
- b. The chairperson shall submit an annual summary report on the activities of the department to the dean.
- c. The chairperson shall be responsible for the management of personnel within the department.
- d. The chairperson shall establish budgetary requirements and administer the budget for the department.
- e. The chairperson shall assemble files and make recommendations for appointment, reappointment, promotion and the award of tenu

COMMITTEE ON ADMISSIONS

COMMITTEE ON CLINICAL AFFAIRS

The Committee on Clinical Affairs shall consist of one (1) representative from each clinical department, one (1) representative from the Advanced Education in Restorative Dentistry Program, the director of quality assurance, one (1) student council representative, one (1) representative of the clinical staff, and one (1) appointee of the dean. The appointee of the dean shall serve as chairperson. All members except the director of quality assurance, staff representative, student representative and the appointee of the dean will be nominated by the Committee on Faculty Nominations for election by the faculty in accordance with the Bylaws, Article III, Section 5. a. and for a term as specified in Article V, "Terms of Membership."

This committee shall meet a minimum of two (2) times per year. It shall provide an annual report to the office of the dean and reports at faculty meetings as requested.

The duties and functions of this committee shall be to:

- 1. review and make recommendations concerning the clinical standards of care to ensure that they are consistent with the mission, goals and objectives of the School of Dental Medicine.
- 2. review the criteria for evaluation to ensure that they are consonant with the standards of care.
- 3. review the services provided along with student requirements to ensure that students receive adequate experience levels in all phases of dental treatment.
- 4. review current materials and supplies and make recommendations regarding their appropriateness and efficacy.
- 5. review and make recommendations regarding policy statements as they affect students,

COMMITTEE ON DENTAL EDUCATION

The Committee on Dental Education shall consist of an appointee of the dean, who shall serve as an ex officionon-voting member, not fewer than six (6) members of the Dental Faculty, five (5) of whom must be Voting Faculty of the dental faculty and two students in good standing nominated by the Student Council and appointed by the dean. Faculty members shall be nominated by the Committee on Faculty Nominations for election by the faculty in accordance with the Bylaws, Article III, Section 5. a. and for a term as specified in Article V, "Terms of Membership."

The duties and functions of this committee shall be to:

- 1. update educational goals for the school and recommend modifications in the curriculum consistent with these goals.
- 2. review, evaluate and make recommendations concerning the quality of educational methods used to achieve these goals.
- 3. submit final major proposals to the Executive Board for review. The chairperson of the board shall present the proposals and the board's own recommendations to the Voting Faculty for its approval by a two-thirds (2/3) majority.
- 4. ensure that the curriculum is in accordance with the standards set by the Commission on Dental Accreditation of the American Dental Association.
- 5. review course schedules and curricula for comprehensiveness, appropriateness and sequencing on a regular basis.

COMMITTEE ON FACULTY ACADEMIC STATUS

The Committee on Faculty Academic Status shall consist of not fewer than eight (8) tenured faculty including all full professors (excluding the dean) and not fewer than two (2) associate professors, as well as one (1) non-tenure track A professor or associate professor, nominated by the Committee on Faculty Nominations for election by the faculty in accordance with the Bylaws, Article III, Section 5. a. and for a term as specified in Article V, "Terms of Membership."

The duties and functions of this committee shall be to act on recommendations for appointments, reappointments, promotions, tenure, and terminations, and forward the recommendations to the dean for disposition as stated in the Bylaws, Article III, Section 3.

Members of the committee may vote on all candidates at or below their own rank, or on the award of tenure if they are tenured.

The committee must advise all department chairpersons that the deadline for submitting names of candidates to be considered for promotion is October 1st.

A quorum shall consist of seventy percent (70%) of the members. When voting on promotion to full professor, 70% of the full professors shall constitute a quorum.

Notice of the initial meeting must be sent to all members at least two (2) weeks in advance.

Curriculum vitae and other pertinent information concerning a faculty member who is to be considered for promotion and/or tenure shall be available to all members of the committee at least one (1) week before a meeting.

COMMITTEE ON FACULTY NOMINATIONS

The Committee on Faculty Nominations shall consist of five (5) Voting Faculty members elected from the Dental Faculty in accordance with the B

terms of membership, for all standing committees.

COMMITTEE ON FACULTY-STUDENT RELATIONS

The Committee on Faculty-Student Relations shall consist of an appointee of the dean who shall be an ex officio nonvoting member, and four V(non)Tj (-)Tj w T^* [(T)3(S)-4(t)-2Tj w T^* [

residency programs in the School of Dental Medicine. Criteria shall be in compliance with guidelines set forth by the School of Graduate Studies and the Commission on Dental Accreditation.

- 2. establish and monitor guidelines for graduate student admissions in the School of Dental Medicine. Criteria shall be consistent with standards set forth by the School of Graduate Studies.
- 3. identify students with less than satisfactory performance. Students to be placed on probation shall be notified by the committee, and the conditions to be met by the student to remove him/herself from probationary status shall be prescribed.
- 4. review for completeness and good standing the credentials of each candidate for the award of a degree and/or certificate. Committee endorsement for each candidate is required. The committee shall forward the names of endorsed candidates to the faculty for consideration for the award of a degree.
- 5. annually review graduate core courses for appropriateness and completeness of content, and make specific recommendations to course directors.
- 6. oversee graduate course deletions and new course additions.
- 7. review incidents of alleged unethical behavior on the part of graduate students.
- 8. provide procedural oversight for graduate research, including thesis protocols.
- 9. review and recommend changes in clinical policies, standards of care, logistics in graduate education and research, facilities, and fiscal matters affecting the clinical phase of graduate education, research, and fellowships.

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- 3. report the findings to the administration and faculty of the School of Dental Medicine
- 4. make recommendations to the administration and faculty of the School of Dental Medicine for commendations and corrective actions where indicated.

COMMITTEE ON STUDENT STANDING AND PROMOTION

The Committee on Student Standing and Promotion shall consist of one or more appointees of the dean including the director of student services, who shall serve as non-voting ex officio members, eight (8) members of the Dental Faculty of whom six (6) must be Voting Faculty of the Dental Faculty, nominated by the Committee on Faculty Nominations and elected by the faculty in accordance with the Bylaws, Article III, Section 15. a. and for a term as specified in Article V, "Terms of Membership." The composition shall be such that:

- 1. two (2) members are directly involved in the instruction of first year dental students.
- 2. two (2) members are directly involved in the instruction of second year dental students.
- 3. two (2) members are directly involved in the instruction of third year dental students.
- 4. two (2) members are directly involved in the instruction of fourth year dental students.

The duties and functions of this committee shall be to:

- 1. formulate standards for student standing and promotion.
- 2. review student.8O:d-2(ude)48st.6(u)-4(d)a4(en)- 0 Td gotuot i1(a t)-6(e)-2(x4(nt)-2(a)4(1)-2(a)

Article VI

AMENDMENTS

The Bylaws may be amended in the following manner:

Proposals to amend the Bylaws may be submitted to the Executive Board by petition signed by five (5) or more Voting Faculty of the Dental Faculty.

- 1. Within thirty (30) days after receiving the proposal, the Executive Board shall submit a factual report to the Dental Faculty. This report shall be forwarded at least two (2) weeks before the next scheduled meeting of the Dental Faculty or a special meeting called for that purpose. Such a meeting shall occur not later than ninety (90) days after the proposal was received by the Executive Board.
- 2. An affirmative vote of not less than two-thirds (2/3) of the Dental Faculty voting shall be required for adoptioental Tab Tiwer Title 10(2) of the Dental Faculty voting shall be required for adoptioental Tab Tiwer Title 10(2) of the Dental Faculty voting shall be

By Laws Attachment A Categories and Titles of CSDM Faculty

Туре	Modifier	Ranks	Appointment	Vote	Comments
TENURE TRACK/	None	Assistant	Full time	CWRU-yes	Crit eria for promotion deve loped for each
TENURED		Professor	finite	CSDM- yes	rank see By Laws Attachment B
		Associate	Full time		
		Professor/	Indefinite		
		Professor			
NON-TENURE	None	Instructor/		ı	1
TRACKS		Sr.			
		Instructor/			
		Assistant			
		Professor/			
		Associate			
		Professor/			
		Professor			

The School of Dental Medicines criteria for consideration of promotion and tenure are organized into four areas drawn from the CWRU Faculty Handbook. These are as follows:

1. Expert knowledge of their academic, clinical or research field and a commitmen to continuing development of this competence

Tenured & Tenure Track			
(Criteria 1 -4 apply for tenured and			
tenure track)			

Non-Tenure Track s
Track A / Greater 60 %
(Criteria 1 applies to all. At least two of criteria 2, 3 & 4 apply to this non -tenure track)
Track B / Greater than 50% less than 60%
(Criteri a 1 applies to all. At least one of criteria 2, 3 & 4 apply to non -tenure track)

ASSOCIATE PROFESSOR

Special Applies to all modif iers clinical, research, visiting and adjunct

ASSOCIATE PROFESSOR

Fulfillment of all criteria at Assistant Professor level with addition of the following: to document a national reputation.

- 1. Excellence in teaching (teaching portfol io) (1)
- Nationally recognized
 expertise in academics,
 clinical practice and research (1)
- 3. Evidence of academic, clinical or research leadership. (2,3)
- Research productivity and scholarship (e.g. publications in refereed journals, prior coinvestigator on funded research grants, textbooks, etc). (3)
- Contribution to national scholarship through publications and presentations national recognition (3)
- 6. University, School and professional committee membership. (4)
- 7. Contributions to national organizations. (4)

Faculty Advisory
Category Committee

FAS* Initial Appt