



**CONSTITUTION AND BY-LAWS
OF THE FACULTY ASSEMBLY
OF THE UNIVERSITY OF DETROIT MERCY
SCHOOL OF DENTISTRY**

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1 **PREAMBLE**

2 The members of the faculty are actively interested in the progress
3 and future of the University of Detroit Mercy School of Dentistry and should
4 be responsible for active participation in planning and assisting the
5 administration in implementing academic policies. The Faculty seeks an
6 environment conducive to academic freedom and professional excellence
7 in congruence with the mission statements of the School of Dentistry and
8 the University of Detroit Mercy.

9 **CONSTITUTION**

10 The responsibility for the educational programs of the University of Detroit
11 Mercy School of Dentistry ultimately resides with the Board of Trustees of the
12 University of Detroit Mercy as given in Article IV Section 4.01 of the By-laws of
13 the University of Detroit Mercy (December 21, 1990). The responsibility for the
14 development of the Academic Program (content and policies) is delegated by the
15 Board of Trustees to the President of the University, Article VIII Section 8.03 of
16 these By-laws. Historically, the powers relating to the School of Dentistry are
17 delegated to the Dean of the School of Dentistry, who, in turn, delegates
18 academic responsibility to the appropriate Associate Deans and/or Directors as
19 stated in the most current University of Detroit Mercy School of Dentistry Faculty
20 Handbook. The Dean of the University of Detroit Mercy School of Dentistry
21 hereby charges the Faculty with the responsibility for the development of all
22 academic policies pertaining to the educational programs of the School of
23 Dentistry, University of Detroit Mercy. The Faculty hereby delegates its charge
24 to the Faculty Assembly and its committees.

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BY-LAWS

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SECTION I - FACULTY ASSEMBLY

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ARTICLE I

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MEMBERSHIP

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The Faculty Assembly shall consist of all full-time faculty members holding either a tenure accruing or clinical faculty appointment at the rank of Professor, Associate Professor, Assistant Professor or Instructor. Emeritus may be used in conjunction with the above ranks as appropriate. Part-time faculty members holding the ranks of Professor, Associate Professor, Assistant Professor or Instructor will elect representatives, their number not to exceed the number of full-time equivalents they represent. The part-time faculty members from each department will elect one representative from their number. The balance of part-time representatives shall be elected at large.

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ARTICLE II

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RESPONSIBILITIES

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The Faculty Assembly shall develop the academic policies of the School of Dentistry. All policies approved by the Faculty Assembly shall be implemented, assuming availability of necessary resources. If University and/or external agency approval is required prior to implementation, the policy approved by the Faculty Assembly shall be forwarded to the requisite agency by the Dean for approval. Should a policy approved by the Faculty Assembly not be implemented, procedures as presented in Section III, Grievance Procedures, will be followed.

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ARTICLE III
OFFICERS AND DUTIES

- A. The officers of the Faculty Assembly shall be President, Vice President and Secretary. Officers must be chosen from the voting membership of the Faculty Assembly and the President and Vice President must be tenured faculty members.
- B. The President shall be the presiding officer of the Faculty Assembly and will have the following responsibilities:
 - 1. Preside at all meetings of the Faculty Assembly.
 - 2. Communicate to the Dean the resolutions, intentions and the activities of the Faculty Assembly.
 - 3. Form ad hoc committees as necessary to review Faculty Assembly organizational issues.
 - 4. Consult with the Faculty Assembly officers, standing and ad hoc committee chairpersons and the Dean to establish meeting agendas.
 - 5. Perform other duties that may be stipulated in these By-laws.
- C. The Vice President shall preside at meetings of the Faculty Assembly in the President's absence and perform other duties that may be stipulated in the By-laws or assigned by the President. The Vice President shall assume the duties of President until the next election (Article IV-E) if the President is unable to complete his/her duly elected term.
- D. The Secretary shall keep a valid roster of the faculty, prepare the call and distribute Minutes of meetings of the Faculty Assembly, ascertain the presence of a quorum, and perform other duties that may be stipulated in these By-laws or assigned by the President.
- E. The President, Vice President and Secretary will meet no less than once per month. In addition, the Secretary will maintain the permanent records of minutes, reports, etc. as pertains to the Faculty Assembly Meetings and Operations.

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ARTICLE IV

ELECTION AND TERMS OF OFFICE OF OFFICERS

- A. Officers shall be elected by a simple majority vote of members of the Faculty Assembly and shall assume office on the first day of July of that year.
- B. Officers shall be elected for a term of three (3) years and may serve in such a capacity for no more than two (2) consecutive terms.
- C. A Nominating Committee of three Faculty Assembly members shall be elected at the March meeting. Nominating Committee members shall be elected for a term of one (1) year and may not serve consecutive terms. Should a Nominating Committee member become a candidate for office, he/she shall not participate in the certification of the election.
- D. The Nominating Committee will solicit names of qualified candidates from the Faculty Assembly for each office to be elected. Ballots with the names of the nominees shall be circulated to members of the Faculty Assembly at least six weeks before the January meeting of the Faculty Assembly. The Nominating Committee will count the ballots, certify the election and/or circulate ballots for a runoff if necessary, at least one week, but no more than three weeks before the January meeting of the Faculty Assembly. The Nominating Committee will certify the election and report the results at the January meeting of the Assembly.
- E. If any individual elected by the Faculty Assembly is unable to complete his/her term, the Nominating Committee will call an election at the earliest possible date so that the position can be filled for the remaining portion of the term by a vote of the Faculty Assembly.
- F. When a faculty representative is to be provided for any organization the Nominating Committee will solicit names of at least two qualified candidates from the Faculty Assembly for the position. Ballots with the

106 names of the nominees shall be circulated to members of the Faculty
107 Assembly at least one week, but no more than two weeks before the
108 election. The Nominating Committee will count the ballots, certify the
109 election and report the results by letter to the Faculty Assembly in a timely
110 fashion.

111 G. An initial Nominating Committee shall be elected by the Faculty Assembly
112 at the time of adoption of this Constitution and By-laws. This Nominating
113 Committee shall solicit nominations for President, Vice President, Secretary
114 and Nominating Committee members within two weeks of adoption of this
115 Constitution and By-laws. This Nominating Committee will circulate a ballot
116 with the names of candidates for each position with the President to be
117 elected for three (3) years, the Vice-President for two (2) years and the
118 secretary for one (1) year. This Nominating Committee will count the
119 ballots, certify the election and report the results by letter to the Faculty
120 Assembly within six weeks of the adoption of this Constitution and By-laws.

121 **ARTICLE V**
122 **MEETINGS**

123 A. The Faculty Assembly shall hold regular meetings at least once each
124 term (September, January, and June) and more frequently if required in
125 the performance of its duties. The Faculty Assembly members shall be
126 informed of the date and agenda of each meeting at least two weeks
127 prior to the meeting date. Any topic subject to a vote must be included
128 on the agenda.

129 B. Special meetings may be requested by the Faculty Assembly President, the
130 Dean or by ten (10) members of the Assembly. Requests must be submitted
131 in writing to the Assembly Secretary and must include the topic(s) to be
132 discussed. The special meeting shall be held no later than two (2) weeks

- 133 after the request is received by the Secretary and following seven (7) days
134 circulation time of the meeting time and agenda. Discussion shall be limited
135 to the topic(s) of the special meeting.
- 136 C. The current edition of Robert's Rules of Order governs this organization in
137 all parliamentary situations that are not provided for in its adopted rules.
- 138 D. A Parliamentarian will be appointed by the President of the Assembly and
139 is to be present at all meetings of the Faculty Assembly or is to designate
140 a substitute.
- 141 E. Twenty (20) members of the Faculty Assembly shall constitute a quorum. The
142 Secretary of the Assembly shall provide an Assembly roster to all members.
- 143 F. The order of business shall be:
- 144 1. Call to order
 - 145 2. Minutes of preceding meeting
 - 146 3. Reports of officers
 - 147 4. Reports of standing committees
 - 148 5. Reports of ad hoc committees
 - 149 6. Unfinished business
 - 150 7. New business
 - 151 8. Administrative Reports
 - 152 9. Adjournment
- 153 G. All meetings of the Faculty Assembly shall be open to any interested observer.

154 **ARTICLE VI**

155 **FUNCTIONS**

- 156 A. The Faculty Assembly is the decision-making body of the Faculty. All
157 matters related to Academic Policy shall be reviewed by the Assembly.
158 Primary consideration shall be given to matters concerned with the
159 establishment, review, and safeguarding of all academic activities.
- 160 B. The Assembly, through its By-laws, authorizes the formation of academic

161 standing committees and academic ad hoc committees as it deems
162 necessary. The Assembly shall be responsible for approving the charge
163 of each academic committee and shall appoint, or authorize for
164 appointment, the membership of each of its academic committees.
165 C. The Assembly shall refer all items of new business to the appropriate
166 academic committees, then receive reports and recommendations from all
167 of its academic committees and provide a forum for debate on the issues,
168 leading to the development and approval of academic policy. Decisions
169 shall be reached by majority vote of members present.

170 **SECTION II - ACADEMIC STANDING COMMITTEES**

171 **ARTICLE I**

172 **ORGANIZATION**

- 173 A. A Standing Committee is organized for some general purpose which
174 requires the committee to exist continually in order to discharge its
175 responsibilities. Each Standing Committee will operate according to its
176 operational policies and organization which is annually reviewed and
177 approved by the Faculty Assembly.
- 178 B. The Academic Standing Committees are:
- 179 1. Committee on Committees
 - 180 2. Admissions - Dental
 - 181 3. Admissions - Dental Hygiene
 - 182 4. Academic Performance Committee - Dental
 - 183 5. Academic Performance Committee - Dental Hygiene
 - 184 6. Curriculum - Dental
 - 185 7. Curriculum - Dental Hygiene
 - 186 8. Nominating Committee
 - 187 9. Faculty Development

- 188 10. Graduate Education
- 189 11. Information and Technology
- 190 12. Rank and Tenure
- 191 13. Research
- 192 C. The Faculty Assembly shall have the authority to create or dissolve
- 193 Academic Standing or Academic Ad Hoc Committees. Chairpersons of
- 194 Academic Standing Committees may appoint Ad Hoc Committees.
- 195 D. Members of the Academic Standing Committees, except students, alumni and
- 196 staff shall be members of the Dental School faculty and elected by the
- 197 Faculty Assembly. Student members will be chosen by their respective
- 198 classes. Alumni members will be chosen by the Board of Directors of the
- 199 University of Detroit Mercy School of Dentistry Alumni Association. Staff
- 200 members will be chosen by the Staff Association.
- 201 E. Rotation of faculty members shall be accomplished by electing each year
- 202 an appropriate number of members for three-year terms. Unless specified
- 203 otherwise, members shall serve no more than six consecutive years.
- 204 Student, alumni and other members shall serve one-year terms unless
- 205 otherwise specified. In the event a vacancy should occur on any
- 206 committee, the Chair of that committee shall notify the Committee on
- 207 Committees for appropriate action. New committee appointments will
- 208 become effective on the first day of September each year. The Dean shall
- 209 be an ex-officio member of all Academic Standing Committees except the
- 210 Rank and Tenure Committee. Committee members elected in the first
- 211 election shall determine which members will serve one, two, or three year
- 212 initial terms.
- 213 F. All Academic Standing Committees and Ad Hoc Committees will be governed
- 214 by the current edition of Robert's Rules of Order.

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ARTICLE II

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RESPONSIBILITIES

- 217 A. Unless specified otherwise, Academic Standing Committees are advisory to
218 the Faculty Assembly and will make recommendations on matters affecting
219 educational policies of the Dental School.
- 220 B. These recommendations will be placed on the agenda of the Faculty
221 Assembly for approval.
- 222 C. Unless specified otherwise, each committee shall elect a chairperson from
223 among its members. The chairperson will appoint a secretary to take
224 minutes of all meetings.
- 225 D. Academic Standing Committees will meet as necessary to fulfill their duties
226 and responsibilities.
- 227 E. Each Academic Standing Committee must submit a written annual report and a
228 copy of their Operational Policies and Organization to the Faculty Assembly
229 Secretary by August 1 of each academic year as specified in its charge.

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ARTICLE III

COMPOSITION AND RESPONSIBILITIES OF THE COMMITTEE ON COMMITTEES

- 232 A. Composition
- 233 1. The Committee shall consist of two faculty representatives elected
234 from the dental clinical departments by the dental clinical faculty,
235 one faculty representative of the Biomedical Sciences Department
236 elected by the Biomedical Sciences faculty, one faculty
237 representative from the Division of Dental Hygiene elected by the
238 Dental Hygiene Faculty and the Vice President of the Faculty
239 Assembly.
- 240 2. There shall be no more than one representative from any Clinical
241 Department on this Committee, excluding the Vice President of the

242 Faculty Assembly, who will chair the Committee.

243 B. Responsibilities

- 244 1. The Committee shall recommend to the Faculty Assembly candidates
245 for membership on the Standing Committees. During the month of
246 March of each academic year, the Committee shall send to each
247 Dental School faculty member a list of current members of all
248 Academic Standing Committees and their terms of office, and a
249 request that each faculty member state his/her preference for service
250 on Academic Standing Committees during the next academic year.
251 The Committee shall then prepare a slate of nominees on all
252 Academic Standing Committees. This slate will be sent to all
253 members of the Faculty Assembly at least one week prior to the June
254 meeting of the Faculty Assembly. During the Faculty Assembly
255 meeting the Chairperson of the Committee on Committees shall
256 request additional nominations from the floor. The final ballot, except
257 Rank and Tenure, will be distributed to members of the Faculty
258 Assembly within two working days following the June meeting.
259 Completed ballots must be cast at a designated polling place as
260 specified on the ballot, allowing at least six working days for voting.
261 Rank and Tenure Committee elections will be conducted following the
262 September meeting as specified in the Rank and Tenure document.
- 263 2. The Committee shall maintain complete records of all Academic
264 Standing Committee memberships, terms of membership, and their
265 operational policies.
- 266 3. The Committee shall annually examine the Operational Policies and
267 organization of all Academic Standing Committees and make
268 appropriate recommendations to the Faculty Assembly.
- 269 4. The Committee shall evaluate current policies that affect the function
270 of the Committee and make recommendations to the Faculty

271 Assembly concerning the need to modify present policy or to develop
272 new policy.

273 5. The Committee will submit a written annual report to the Secretary of
274 the Faculty Assembly at the end of each academic year.

275 6. The initial Charge to the Committee on Committees is to obtain from
276 existing Committees, in writing, their composition, duties and charges.

277 The Committee, after reviewing the submitted operational policies
278 and organization, shall make appropriate recommendations to the
279 Faculty Assembly. Until then all existing Academic Committees will
280 continue to function as currently charged.

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SECTION III - GRIEVANCE PROCEDURES

283 In the event that an academic policy approved by the Faculty Assembly is not
284 implemented the following procedure will be followed:

285 A. The President of the Faculty Assembly will meet with the Dean to inform
286 him/her of the Faculty assembly's intent to initiate the grievance procedures
287 and to attempt to resolve the matter.

288 B. If necessary the Dean will be afforded the opportunity to address the
289 Faculty Assembly to explain his/her reason(s) for not implementing said
290 Academic Policy at a special meeting of the Faculty Assembly called by the
291 President of the Faculty Assembly.

292 C. Following discussion, a motion to rescind the disputed Faculty Assembly
293 action will be entertained. A motion to rescind must pass by at least a
294 2/3 vote. This vote will be by secret ballot.

295 D. If the motion to rescind does not pass and the Dean still fails to implement
296 said Academic Policy at the earliest feasible date, the final decision will
297 be made by the Academic Vice-President of the University. This process
298 will include:

- 299 1. The Academic Vice-President, the Dean and the President of the
300 Faculty Assembly will meet to review the grievance.
- 301 2. The Dean will provide an explanation for failure to implement said
302 Policy.
- 303 3. The President of the Faculty Assembly will represent the
304 Assembly's views in approving said policy.
- 305 4. The Academic Vice-President will make a decision to either support
306 the Faculty Assembly's Academic Policy or to support the Dean's
307 failure to implement. The Academic Vice-President will notify the
308 Dean and the President of the Faculty Assembly of

309 his/her decision in writing within 10 working days of their meeting.
310 Should the Academic Vice-President's decision be to uphold the
311 position of the Dean the disputed policy will be automatically
312 rescinded.

313 **SECTION IV - IMPLEMENTATION, AMENDMENT AND DISSOLUTION**

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315 **ARTICLE I**
316 **IMPLEMENTATION**

317 This document shall become effective immediately after its adoption by at
318 least a 2/3 vote of the full-time faculty of the University of Detroit Mercy School
319 of Dentistry and its acceptance by the Dean of the School of Dentistry, President
320 of the University and Board of Trustees.

321 **ARTICLE II**
322 **AMENDMENT**

- 323 A. The Constitution and By-laws shall automatically stand amended when
324 necessary to concur with the By-laws or actions of the Board of Trustees.
325 Such amendment(s) shall be brought to the attention of the Faculty
326 Assembly.
- 327 B. The Constitution and By-laws may also be amended by the Faculty Assembly.
328 All amendments to the Constitution and By-laws must be submitted in writing to
329 the Faculty Assembly Secretary. Proposed amendments will be published in
330 the agenda for the next Faculty Assembly meeting, at which time the floor will
331 be opened for action by the Assembly. A two-thirds (2/3) vote of all voting
332 members is required for adoption.

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ARTICLE III

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DISSOLUTION

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The Faculty Assembly shall have the right to dissolve this Constitution

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and By-laws by a two-thirds (2/3) vote of all voting members.