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

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PREAMBLE

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

CONSTITUTION

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

SECTION I - FACULTY ASSEMBLY

ARTICLE I
MEMBERSHIP

The Faculty Assembly shall consist of all full-time and part time faculty members holding a contractual appointment with the School of Dentistry. Voting members shall consist of all full time or 0.8fte part time faculty.

ARTICLE II
RESPONSIBILITIES

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.
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 must be a tenured faculty member.

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 a special election is held (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.

ARTICLE IV

Revised 2-17-2016
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 day following announcement of the results of the election.

B. Officers shall be elected for a term of three (3) years and may serve in such a capacity for no more than six consecutive years. If elected to complete a vacated term (Article IV-E) the partial term shall count towards the six consecutive years such that the individual may stand for reelection only once.

C. A Nominating Committee of three Faculty Assembly members shall be nominated and elected following the Winter academic term meeting of the Assembly. 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 election is to take place. The Nominating Committee will verify electronic voting or count paper 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 Spring/Summer academic term meeting of the Faculty Assembly. The Nominating Committee will certify the election and report the results at the Spring/Summer academic term meeting of the Assembly.

E. If any individual elected by the Faculty Assembly is unable to complete his/her term as an officer, 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 outside organization the Nominating Committee will solicit names of at least two qualified candidates from the Faculty Assembly for the position. Ballots with the names of the nominees shall be circulated to members of the Faculty Assembly at least one week, but no more than two weeks before the election. The Nominating Committee will verify electronic voting or count paper ballots, certify the election and report the results electronically or by letter to each member of the Faculty Assembly in a timely fashion.

ARTICLE V
MEETINGS

A. The Faculty Assembly shall hold regular meetings at least once each term and more frequently if required in the performance of its duties. The Faculty Assembly members shall be informed of the date and agenda of each meeting at least two weeks prior to the meeting date. Any topic subject to a vote at the meeting must be included on the agenda.

B. Special meetings may be requested by the Faculty Assembly President, the Dean or by ten (10) members of the Assembly. Requests must be submitted in writing to the Assembly Secretary and must include the topic(s) to be discussed. The special meeting shall be held no later than two (2) weeks after the request is received by the Secretary and following seven (7) days circulation time of the meeting time and agenda. Discussion shall be limited to the topic(s) of the special meeting.

C. The current edition of Robert’s Rules of Order governs this organization in all parliamentary situations that are not provided for in its adopted rules.

D. A Parliamentarian will be appointed by the President of the Assembly and is to be present at all meetings of the Faculty Assembly or is to designate a substitute.
E. Twenty (20) members of the Faculty Assembly shall constitute a quorum. The Secretary of the Assembly shall provide an Assembly roster to all members.

F. The order of business shall be:

1. Call to order
2. Minutes of preceding meeting
3. Reports of officers
4. Reports of standing committees
5. Reports of ad hoc committees
6. Unfinished business
7. New business
8. Administrative Reports
9. Adjournment

G. All meetings of the Faculty Assembly shall be open to any interested observer.

ARTICLE VI
FUNCTIONS

A. The Faculty Assembly is the decision-making body of the Faculty. All matters related to Academic Policy shall be reviewed by the Assembly. Primary consideration shall be given to matters concerned with the establishment, review, and safeguarding of all academic activities.

B. The Assembly, through its By-laws, authorizes the formation of academic standing committees and academic ad hoc committees as it deems necessary. The Assembly shall be responsible for approving the charge of each academic committee and shall appoint, or authorize for appointment, the membership of each of its academic committees.

C. The Assembly shall refer all items of new business to the appropriate academic committees, then receive reports and recommendations from all of its academic committees and provide a forum for debate on the issues, leading to the development and approval of academic policy. Decisions
shall by reached by majority vote of members present or electronically.

Should electronic voting be used it must be carried out in a timely manner
with all members afforded access to the information needed to cast an
informed vote. Electronic voting must provide reasonable notification and
time to vote for all members.

SECTION II - ACADEMIC STANDING COMMITTEES

ARTICLE I

ORGANIZATION

A. A Standing Committee is organized for some general purpose which
requires the committee to exist continually in order to discharge its
responsibilities. Each Standing Committee will operate according to its
operational policies and organization which is annually reviewed and
approved by the Faculty Assembly.

B. The Academic Standing Committees are:

1. Committee on Committees
2. Admissions - Dental
3. Admissions - Dental Hygiene
4. Academic Performance Committee - Dental
5. Academic Performance Committee - Dental Hygiene
6. Curriculum - Dental
7. Curriculum - Dental Hygiene
8. Nominating Committee
9. Faculty Development
10. Graduate Education
11. Information and Technology
12. Rank and Tenure
13. Research

C. The Faculty Assembly shall have the authority to create or dissolve
Academic Standing or Academic Ad Hoc Committees. Chairpersons of
Academic Standing Committees may appoint Ad Hoc Committees.

D. Members of the Academic Standing Committees, except students, alumni
and staff shall be members of the Dental School faculty and elected by the
Faculty Assembly. Student members will be chosen by their respective
classes. Alumni members will be chosen by the Board of Directors of the
University of Detroit Mercy School of Dentistry Alumni Association. Staff
members will be chosen by the Staff Association.

E. Rotation of faculty members shall be accomplished by electing each year
an appropriate number of members for three-year terms. ELECTED
Members shall serve no more than six consecutive years on a committee.
Student, alumni and other members shall serve one-year terms unless
otherwise specified. In the event an elected member vacancy should
occur on any committee, the Chair of that committee shall be required to
appoint a qualified faculty member to fill the vacated position until the
annual election of new committee members at the time of annual election.

Once the annual election has taken place new committee appointments
will become effective on the day following certification of the election
results to the members of the Assembly. The Dean shall be an ex-officio
member of all Academic Standing Committees except the Rank and
Tenure Committee.

F. All Academic Standing Committees and Ad Hoc Committees will be
governed by the current edition of Robert's Rules of Order.

ARTICLE II
RESPONSIBILITIES

A. Unless specified otherwise, Academic Standing Committees are advisory to
the Faculty Assembly and will make recommendations on matters affecting
educational policies of the Dental School.

Revised 2-17-2016
ARTICLE III

COMPOSITION AND RESPONSIBILITIES OF THE COMMITTEE ON COMMITTEES

A. Composition

1. The Committee shall consist of two faculty representatives elected from the dental clinical departments by the dental clinical faculty, one faculty representative of the Biomedical Sciences Department/Division elected by the Biomedical Sciences faculty, one faculty representative from the Department/Division of Dental Hygiene elected by the Dental Hygiene Faculty and the Vice President of the Faculty Assembly.

2. There shall be no more than one representative from any Clinical Department/Division on this Committee, excluding the Vice President of the Faculty Assembly, who will chair the Committee.

B. Responsibilities

1. The Committee shall recommend to the Faculty Assembly candidates for membership on the Standing Committees. During the month of March of each academic year, the Committee shall send to each Dental School faculty member a list of current members of all
Academic Standing Committees and their terms of office, and a request that each faculty member state his/her preference for service on Academic Standing Committees during the next academic year. The Committee shall then prepare a slate of nominees on all Academic Standing Committees. This slate will be sent to all members of the Faculty Assembly at least one week prior to the Spring/Summer academic term meeting of the Faculty Assembly. During the Faculty Assembly meeting the Chairperson of the Committee on Committees shall request additional nominations from the floor. The final ballot, except Rank and Tenure, will be distributed to member of the Faculty Assembly within two working days following the Spring/Summer academic term meeting. Completed ballots must be cast at a designated polling place as specified on the ballot, allowing at least six working days for voting. The designated polling place may be a secure, electronic site. Rank and Tenure Committee elections will be conducted following the Fall academic term meeting of the Assembly as specified in the Rank and Tenure document, Internal Procedures for Appointment, Employment, Promotion, and Tenure for Full-time Faculty.

2. The Committee shall maintain complete records of all Academic Standing Committee memberships, terms of membership, and their operational policies.

3. The Committee shall annually examine the Operational Policies and organization of all Academic Standing Committees and make appropriate recommendations to the Faculty Assembly.

4. The Committee shall evaluate current policies that affect the function of the Committee and make recommendations to the Faculty Assembly concerning the need to modify present policy or to develop new policy.

5. The Committee will submit a written annual report to the Secretary of
the Faculty Assembly by August 1 of each academic year.

6. The initial Charge to the Committee on Committees is to obtain from existing Committees, in writing, their composition, duties and charges. The Committee, after reviewing the submitted operational policies and organization, shall make appropriate recommendations to the Faculty Assembly. Until then all existing Academic Committees will continue to function as currently charged.

SECTION III - GRIEVANCE PROCEDURES

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

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

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

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

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

1. The PROVOST/Academic Vice-President, the Dean and the President of the Faculty Assembly will meet to review the grievance.
2. The Dean will provide an explanation for failure to implement said Policy.

3. The President of the Faculty Assembly will represent the Assembly's views in approving said policy.

4. The PROVOST/Academic Vice-President will make a decision to either support the Faculty Assembly's Academic Policy or to support the Dean's failure to implement. The PROVOST/Academic Vice-President will notify the Dean and the President of the Faculty Assembly of his/her decision in writing within 10 working days of their meeting. Should the PROVOST/Academic Vice-President's decision be to uphold the position of the Dean the disputed policy will be automatically rescinded.

SECTION IV - IMPLEMENTATION, AMENDMENT AND DISSOLUTION

ARTICLE I

IMPLEMENTATION

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

ARTICLE II

AMENDMENT

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

ARTICLE III
DISSOLUTION

The Faculty Assembly shall have the right to dissolve this Constitution and By-laws by a two-thirds (2/3) vote of all voting members.