

RULES of the  
FACULTY ASSEMBLY of the  
UNIVERSITY OF NEBRASKA MEDICAL CENTER  
COLLEGE OF DENTISTRY  
Revised January 31, 2020  
Revised April 26, 2003  
(Approved by Board of Regents on October 12, 1984)

ARTICLE I

Name

Section 1. The name of this organization shall be the Faculty Assembly of the University Of Nebraska Medical Center College Of Dentistry.

ARTICLE II

Purpose

Section 1. The purpose of the Faculty Assembly of the University Of Nebraska Medical Center College Of Dentistry is to provide the immediate government for the College, subject to the powers vested in the Board of Regents or delegated to its administrative officers.

Section 2. The Faculty Assembly shall have power to govern, promote and protect the academic mission of the College of Dentistry as defined by the Board of Regents.

Section 3. The Faculty Assembly shall formulate policies, programs, goals and standards in dental education for implementation by the administrative officers of the College of Dentistry.

ARTICLE III

Membership

Section 1. Membership in the Faculty Assembly is open to all members of the College of Dentistry faculty holding the rank of Instructor, Assistant Professor, Associate Professor, Professor; or other persons specifically included by action of these voting members. Voting members of the Faculty Assembly shall hold an appointment of fifty percent FTE or more.

ARTICLE IV

Officers

Section 1. The officers of this organization shall consist of a president, secretary and parliamentarian.

Section 2. President

The Dean of the College of Dentistry shall serve as president of the Faculty Assembly. He/she shall preside at all meetings at which He/she is present. In the Dean's absence, the Dean will appoint a presiding officer.

### Section 3. Secretary

The secretary for the Faculty Assembly shall be the Administrative Assistant to the Dean. In the secretary's absence, a temporary secretary may be appointed by the presiding officer. The secretary shall take roll, record the minutes of the assembly's meetings and update the bylaws when changes are approved by the Faculty Assembly.

### Section 4. Parliamentarian

The parliamentarian for the Faculty Assembly shall be elected from the assembly membership to serve a term of two (2) years. In the parliamentarian's absence, a temporary parliamentarian will be appointed by the presiding officer. The parliamentarian shall maintain order, rule on points of order and serve as resource person to the presiding officer.

## ARTICLE V

### Meetings

#### Section 1. Regular Meetings

The Faculty Assembly will meet at least three (3) times each year. Notice of regular meetings, together with a complete agenda, shall be transmitted to the members, in writing, at least one (1) week prior to the time designated for a regular meeting.

#### Section 2. Special Meetings

Special meetings of the Faculty Assembly will be held upon the call of 25% of the voting members of the Faculty Assembly or the call of the Dean. Additional meetings will be scheduled as requested of the Dean by the Executive Faculty Committee.

#### Section 3. Place of Meetings

The meetings of the Faculty Assembly shall be held at the College of Dentistry building, or at other places as directed in the call thereof.

#### Section 4. Quorum

Twenty-five percent of the voting members of the Faculty Assembly shall constitute a quorum at regular or special meetings and may transact business.

## ARTICLE VI

### Amendments and Parliamentary Authority

#### Section 1. All proposed amendments to these rules shall be presented in writing and read to the membership.

They shall be deferred to a subsequent meeting before being submitted to a vote. A two-thirds affirmative vote of those voting, a quorum being present, shall be required for the adoption of

any amendments to the rules. Voting may be conducted by voice, show of hands, written ballot, or electronic ballot. Electronic balloting is permitted apart from a regular or special meeting provided that a notice is given and at least five working days are allowed for eligible College of Dentistry Faculty members to register their votes.

Section 2. ROBERT'S RULES OF ORDER, NEWLY REVISED shall be the parliamentary authority for all matters of procedure not specifically covered by the Rules of the Faculty Assembly.

Section 3. All amendments to these rules shall conform to the Bylaws of the Board of Regents.

## ARTICLE VII

### Faculty Committee Procedural Guidelines

#### Section 1. Purpose

Faculty Committees are primarily concerned with the academic programs of the College, faculty development and student relationships. Appropriate matters to be considered by these committees may be proposed by the Dean and other members of the Faculty Assembly. In all matters, these committees report their activities to the Executive Faculty Committee as well as to the originator of each item considered.

#### Section 2. Committee Appointments

All faculty members of committees listed within this article, except for the Executive Faculty Committee, are appointed by the Executive Faculty Committee unless otherwise indicated. Nominations for appointment to College of Dentistry faculty committees shall be solicited from department Chairs and COD faculty with administrative appointments. Faculty may also self-nominate to fill committee vacancies. Administrators who are designated members shall be invited to serve in their designated capacity on an annual basis by the Executive Faculty Committee. Faculty members serving on committees shall hold an appointment of fifty percent FTE or more. Faculty appointed at less than fifty percent FTE may petition for committee membership through their department chair.

#### Section 3. Terms of Service

Faculty members will be appointed to three-year terms commencing on July 1 of the year of appointment, except when the appointment is to fulfill an unexpired term. Faculty appointments will be staggered. Student members, where designated, will be elected yearly by their respective classes.

#### Section 4. Quorum

A majority of the committee members eligible to vote shall constitute a quorum and may take official action on matters before the committee.

#### Section 5. Voting at Meetings

An affirmative vote by a committee will require a simple majority. Ex-officio committee members have voting privileges unless stipulated otherwise.

#### Section 6. Committee Officers

Following the appointment of committee members by the Executive Faculty Committee for the new academic year, each committee must elect a chairperson, vice-chair and secretary. These elections must be held before the end of the current academic summer session. Officers will be elected by a majority vote unless otherwise designated. The persons being nominated for chairperson must give their consent to serve as chairperson prior to being elected. Election results should be given in writing to the Executive Faculty Committee for inclusion in the College of Dentistry Operations Manual.

### Article VIII

#### Faculty Committees

##### Section 1. Executive Faculty Committee

The Executive Faculty Committee shall consist of eleven (11) members. Each Department shall elect one (1) representative other than the chairperson. The Dean shall serve as an ex-officio member; and the remaining members will be elected from the faculty at large. Unexpired terms on this committee shall be filled by the appropriate departmental faculty electing a departmental representative or by election by the faculty at large. The committee shall be the representative voice of the non-administrative faculty.

Faculty representatives will be able to bring issues of individual, departmental or college concern before the committee, after following appropriate communication channels. The recommendations of the committee will be communicated to the Dean and the individual(s) initiating the concern(s). This committee shall act as the committee on committees and shall appoint all other standing faculty committees of the College. The Executive Faculty Committee shall maintain contact with all College faculty committees. On an annual basis, the chairperson of each standing faculty committee will submit a report of the activities, concerns and recommendations of the committee to the Executive Faculty Committee. The Executive Faculty Committee can make recommendations to the faculty concerning the activity of committees.

##### Section 2. Admissions Committees

The Dental Admissions Committee of the College of Dentistry shall consist of ~~seven (7)~~ **nine (9)** faculty members. **At least six (6) members of the committee will hold a 50% or greater FTE faculty appointment. Faculty with an emeritus appointment may be nominated and approved for committee membership through the Executive Faculty Committee.** The Associate Dean for Education, the Director of Admissions and the Advanced Standing Program Director shall assist

the committee and serve as ex-officio members with no voting privileges. An affirmative vote of ~~four (4)~~ **five (5)** faculty Admissions Committee members must be recorded for acceptance or rejection of any applicant. The Dental Admissions Committee shall (1) recommend to the Dean all entering dental students and advanced standing students; (2) recommend to the faculty and administration the pre-dental admission requirements and the guidelines for selection of dental students and advanced standing students and (3) participate in the review and selection of candidates to be interviewed at the College of Dentistry.

A Dental Admissions Interview Committee will be comprised of Faculty, Staff, Students and other College of Dentistry associated individuals to be assembled by the Director of Admissions as an administrative committee. This committee will participate in the interview process under the direction of the Director of Admissions. Faculty members who are a part of the Dental Admissions committee may also serve on the Dental Admissions Interview Committee

The Dental Hygiene Admissions Committee shall consist of three (3) College of Dentistry faculty members nominated by the Chairperson of the Department of Dental Hygiene and appointed by the Executive Faculty Committee. The Chairperson of the Department of Dental Hygiene, Director of Admissions and the Associate Dean for Education shall assist the committee and will serve as ex-officio members with no voting privileges. The Dental Hygiene Admissions Committee shall (1) recommend to the Dean all entering undergraduate students; and (2) recommend to the faculty and administration the pre-dental hygiene admission requirements and the guidelines for selection of undergraduate students and (3) participate in the review and selection of candidates to be interviewed at the College of Dentistry.

### Section 3. Conflict Resolution Committee

The Conflict Resolution Committee shall consist of five (5) faculty members, one (1) faculty member from each department. Committee members will hold all matters brought before the committee in strictest confidence. This committee will oversee matters that may include, but are not limited to, appeals of academic evaluations, disciplinary actions against students, and faculty grievances relating to the operation of the College of Dentistry.

For matters concerning grade appeals and disciplinary action against students, one (1) third year dental student and one (1) second year dental hygiene student will be added as ad hoc members of the committee. For matters concerning faculty grievances one (1) administrative faculty member (department chairperson, dean, or administrator) elected by the Leadership

Council will be added as an ad hoc member of the committee. In the event of a potential conflict of interest with any faculty member serving on the Conflict Resolution Committee, the Executive Faculty Committee will be responsible for replacing that member.

For grade appeals matters, the Conflict Resolution Committee will provide the procedure by which students may appeal an academic evaluation that they believe is prejudiced or capricious. Such procedure shall provide for changing of a student's academic evaluation, upon the committee's finding, that an academic evaluation by a member of the faculty has been improper. This is in accordance with Section 5.3 of the Board of Regents Bylaws. The actual mechanism to be followed is outlined in the UNMC Student Policy "Appeals of Academic Evaluations". This policy is available online or through the Office of the Associate Dean of Education. Four (4) conditions may affect the committee structure: (1) the faculty member involved in a specific grade appeal may not serve to hear that grade appeal; an ad hoc chairperson, elected from the remaining members of the Committee, will be chosen if the Committee Chairperson is from the department involved; (2) an ad hoc student committee member will be appointed if the student member is involved in the appeal; (3) any case under deliberation shall take precedence over the appointed term of any committee member; (4) if the appeal involves a third year dental student, another third year dental student will serve as the ad hoc member. If the appeal involves a dental hygiene or postgraduate student, a dental hygiene or post graduate student will be, respectively, chosen by the Executive Faculty Committee.

The Conflict Resolution Committee will also hear matters concerning disciplinary action against students. (See the Code of Student Discipline and the Scholastic Regulations in the current Operations Manual of the College of Dentistry, UNMC). In the event the faculty member proposing the disciplinary action, or the student against whom such action is proposed is a member of the Conflict Resolution Committee, the Executive Faculty Committee shall designate another faculty member or student to serve during the period when that particular matter is being discussed. In the event the action is against a postgraduate student, the Executive Faculty Committee shall designate two (2) students from the postgraduate programs to replace the two (2) undergraduate student members during the hearing of the particular matter.

For faculty grievance matters, if a committee member or party involved is concerned about potential conflict of interest, the Executive Faculty Committee or the Leadership Council will be responsible for appointing a replacement(s) to hear the case in question. The faculty members shall each serve a three-year term. If at the end of a three-year term a grievance is being heard, a committee member will serve until all outstanding grievances are settled.

#### Section 4. Curriculum Committee

The Curriculum Committee shall consist of one (1) faculty member from each department and two (2) additional COD faculty members (first consideration shall be for faculty participating in predoctoral direct patient care). The Associate Dean for Education and Associate Dean for Clinics shall serve as ex-officio members. Student members of the committee will include one (1) second-year dental student, one (1) third-year dental student, one (1) fourth-year dental student, and one (1) second-year dental hygiene student. Student members will not have voting privileges and will not be included in determining a quorum. The Associate Dean for Education will serve as the chairperson. This committee shall approve the curricula for the dental and dental hygiene programs and coordinate the Curriculum Management Plan for the College of Dentistry.

#### Section 5. Research Committee

The Research Committee shall consist of eight (8) faculty members, including the Associate Dean for Research, plus two ex-officio members, the Associate Dean for Education and the Director of Clinical and Translational Research. The Associate Dean for Research will serve as a permanent member of the committee and will serve as the chairperson. This committee shall formulate the research policies of the College and advise the Associate Dean for Research regarding procedures and the operation of general research support facilities (basic biomedical, clinical, translational and educational research areas) at the College. In addition, the committee shall review and make recommendations on the approval and funding of proposals for faculty seed research grants, summer research fellowships and dentistry research projects.

#### Section 6. Teaching and Faculty Development Committee

The Teaching and Faculty Development Committee shall consist of one (1) faculty member from each department and the Associate Dean for Education serving as an ex-officio member. This committee will enhance our faculty's knowledge of and skills in clinical and classroom teaching, research, scholarship, leadership and service; and promote faculty wellness. The activities of the committee will include, but are not limited to investigation and recommendation of programs and opportunities for faculty development to reflect the changing challenges of oral health education. Development of a plan for ongoing, coordinated faculty development programs to include but not limited to: workshops, faculty retreats, professional meetings, and other learning opportunities related to the committee's stated aims. The committee will oversee "junior faculty" development and orienting/onboarding/mentoring activities.

In addition, the Teaching and Faculty Development Committee will be responsible for the selection of faculty members for teaching excellence. The persons selected will be recognized and receive awards for teaching on Professionals' Day. The criteria for the selection of a faculty person for the teaching award will be formulated by the Teaching and Faculty Development Committee.

#### Section 7. Scholarships and Awards Committee

This committee shall consist of five (5) faculty members (one of whom shall be the Director of Admissions and another of whom shall be a member of the Dental Hygiene Admissions Committee and one of whom shall be the Director of the Dental Hygiene Program and at least one biomedical sciences faculty member.

The UNMC Financial Aid Advisor and the Administrative Director for Business and Clinical Affairs of the College of Dentistry are ex-officio members. This Committee shall consult with students as needed to obtain information about individual students who may be candidates for particular scholarships and awards. Three (3) faculty members shall constitute a quorum for this committee.

All scholarships and awards granted to students by the College of Dentistry, except research grants and other awards specifically designated by the College Administration, shall be the responsibility of the Scholarship and Awards Committee. In addition to selecting qualified students according to established policies, this committee shall establish the selection policies and procedures for the granting of all scholarships and students awards, except where such policies are already established by the granting agent.

This committee shall have the authority to appoint other appropriate faculty and administrators to select award recipients, however, this committee is ultimately responsible for the selection of award recipients and recommending them to the College Administration.

The chairperson of this committee will destroy all information pertaining to the awarding of scholarships at the end of each academic year. The chairperson will, however, transfer a list of all current scholarships and awards under the committee's responsibility, the committee's annual report and any other information deemed appropriate to his/her successor.

#### Section 8. Scientific Program Planning Committee

The Scientific Program Planning Committee shall consist of four (4) faculty members (one of which shall be from the Dental Hygiene Department): one (1) staff representative from Learning Resources, one (1) staff member, and two (2) ex-officio faculty members who serve as course directors of OB 620 and DH 302. This committee shall select judges, organize and supervise the annual student scientific program. Students will present their research findings in the areas

of basic biomedical, clinical, translational or educational research concerned with some phase of dental research, diagnosis or treatment.

#### Section 9. Promotion and Tenure Committee

The Promotion and Tenure Committee shall consist of seven (7) faculty members (associate and full professors with tenure). The committee shall include at least three (3) full professors. Voting privileges in matters of promotion are extended to those committee members voting for promotion to like rank or lower. Voting privileges in matters of continuous appointment are extended to those committee members with continuous appointment (tenure). If a member of the Promotion and Tenure Committee is being reviewed for promotion and/or continuous appointment (tenure), the Executive Faculty Committee will replace said member for the remainder of the member's term of appointment. The committee reviews the application materials for each candidate and makes a recommendation to the Dean regarding promotion and/or tenure.

All members of the professional teaching staff of the College of Dentistry are eligible for promotion and tenure based on their academic accomplishments. Promotion and tenure recommendations are formulated during the first semester of each school year and forwarded to the Promotion and Tenure Committee at the appropriate time. It is understood that criteria for teaching, research and service may vary slightly from one department to another. However, the information gathered from the chairpersons, student and peer evaluations should be consistent throughout the College.

Information regarding the formal procedure is contained in the documents, "Guidelines for Promotion and/or Continuous Appointment (Advancement) in the College of Dentistry, University of Nebraska Medical Center" and "University of Nebraska Medical Center Guidelines for Submitting Academic Promotion and Tenure Recommendations."

#### Section 10. Special Faculty Committees

Special faculty committees may be needed from time to time to study and make recommendations concerning areas of interest to the faculty of the College of Dentistry. The EFC will appoint special faculty committee members and Chair and provide guidance for the time-lines for completing their work assignment. Students or others may be asked to serve as appropriate. The special faculty committee Chair shall submit a written report to the EFC summarizing committee activities and containing recommendations for Faculty Assembly action.

#### Section 11. Administrative Committees

Administrative Committees are the purview of the Dean of the College of Dentistry. Administrative committees are those which assist the administrators of the College to perform their designated responsibilities. The Dean may appoint administrative committees as deemed necessary and designate their membership, responsibilities and terms of appointment. Students, alumni and others may be asked to serve as appropriate. Discharge of administrative committees shall be at the discretion of the Dean.