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## **CHAPTER II: BYLAWS OF THE FACULTY**

### **SCHOOL OF DENTISTRY**

#### **UNIVERSITY OF MISSOURI-KANSAS CITY**

Adopted 28 August, 1991

Amended 1/22/92, 5/5/92, 1/14/93, 5/1/95, 5/7/98, 9/6/02

Adopted 2/27/03; Amended 2/08/05, 4/26/05

Amended 3/24/11; Adopted 5/4/11, Amended 8/11/11, Amended 10/25/13

### **Preamble**

The University of Missouri-Kansas City, School of Dentistry is a regional center for dental education, public service, and research. The primary educational objectives of the School are to prepare graduates in dentistry and dental hygiene who: can ethically, legally, and competently practice general dentistry and dental hygiene; have gained a scientific basis for practice; value evidence-based decision making; recognize the need for and actively participate in continuing dental education; have developed a sense of professional and societal responsibilities; are aware of community problems and needs, and take an active role in identifying their solutions.

### **Article I Administration of the School of Dentistry**

#### **Section 1**

Administrative personnel of the UMKC School of Dentistry shall include the Dean, Associate and Assistant Deans, Directors and Department Chairs, and such others as may be recommended by the Dean and the Chancellor of the University and appointed by the President or the Board of Curators of the University of Missouri. Administrative personnel are directly responsible to the Dean or to other persons to whom administrative responsibility has been delegated by the Dean.

#### **Section 2**

The Dean shall be the Chief Executive Officer of the School of Dentistry, responsible to the Chancellor of the University for the operation of the School of Dentistry.

#### **Section 3**

In accordance with the Collected Rules and Regulations of the University of Missouri, the Chancellor of the University shall recommend the selection of a Dean after consultation with an appropriate Search Committee that will include representation from the School of Dentistry.

#### **Section 4**

The Dean of the School of Dentistry shall recommend to the Chancellor of the University appointments of Associate or Assistant Deans only after consultation with a faculty search committee.

#### **Section 5**

The Dean of the School of Dentistry shall recommend to the Chancellor appointments of faculty and administrative personnel having academic appointments (e.g., Directors, Departmental

Chairs) only after consultation with a faculty search committee and members of the appropriate department/division.

## **Article II Powers and Responsibilities of the Faculty**

### **Section 1**

The School of Dentistry, as a part of the University of Missouri-Kansas City (hereafter UMKC), is governed generally by the Collected Rules and Regulations of the University of Missouri, the Governing Practices of UMKC, and specifically by the following Bylaws.

### **Section 2**

Subject to the limitations imposed by the aforementioned governing bodies cited in Article II, Section 1, these Bylaws confirm and establish the powers and duties herein specified as being within the purview of the Faculty of the UMKC School of Dentistry (hereafter referred to as the Faculty). The Faculty shall advise and make recommendations in the following areas: 1) standards of admission and retention of students, 2) determination of the curriculum, 3) standards and procedures for faculty appointments, promotion, and tenure, 4) creation of standing and ad hoc committees, 5) standards and procedures for the appointment of academic and administrative officials, 6) standards and procedures concerning student conduct and discipline, and 7) the conferring of degrees.

## **Article III Faculty**

### **Section 1**

The Faculty of the School of Dentistry shall consist of individuals holding the academic ranks of Assistant Professor, Associate Professor, or Professor with or without modifiers to these rank names (e.g., Clinical Assistant Professor, Distinguished Research Professor) whose academic responsibilities are primarily carried out within the School of Dentistry.

- (a) Tenured or tenure track (regular) faculty of the School of Dentistry are those required to pursue tenure or who hold tenure, in accordance with University of Missouri system Collected Rules and Regulations and UMKC policies.
- (b) Non-tenure track (non-regular) faculty of the School of Dentistry are those employed by annual contract and are not eligible to pursue tenure.

### **Section 2**

The Voting Faculty shall consist of tenured or tenure track (regular) and non-tenure track (non-regular) faculty of the School of Dentistry holding at least a 75% FTE appointment.

### **Section 3**

For purposes of election to the Faculty Council and appointment and/or election to other committees, a member of the clinical faculty shall be defined as a Voting Faculty whose majority appointment is within a department whose primary function is the teaching of and/or delivery of patient care. A faculty member whose majority appointment is in the Division of Dental Hygiene or in the Departments of Dental Public Health/Behavioral Science and Oral and Craniofacial Sciences (considered as a single unit) shall be eligible to represent his/her respective area as directed by these Bylaws.

#### **Section 4**

Except as expressly provided in these Bylaws, the membership of the Faculty Council and all other standing committees of the School of Dentistry shall accurately reflect the proportions of clinical faculty; dental hygiene faculty; and the faculty of the departments of Dental Public Health & Behavioral Science and Oral and Craniofacial Sciences (considered as a single unit) with the limitation that each committee with representative membership shall have at least one member representing clinical faculty, one member representing dental hygiene faculty, and one member representing the Departments of Dental Public Health/Behavioral Science and Oral and Craniofacial Sciences (considered as a single unit), Endodontics; Restorative Clinical Sciences; Advanced Education in General Dentistry; Oral Surgery and Hospital Dentistry; Oral Pathology, Radiology and Medicine; Orthodontics and Dentofacial Orthopedics; Pediatric Dentistry; and Periodontics.

Annually, the Elections Committee shall conduct a census of the faculty to recommend the most accurate proportional representation for the Faculty Council and other committees with representative membership. If the number of faculty in either the Division of Dental Hygiene or the combined total of Dental Public Health/ Behavioral Science and Oral and Craniofacial Sciences Departments exceeds twenty percent (20%) of the total faculty population, then it will be necessary for the Elections Committee to adjust the number of representatives in the various elected Committees. The recommendations of the Elections Committee shall be ratified by the Faculty Council.

#### **Section 5**

Every other year, the Voting Faculty will elect a voting tenured or tenure track (regular) faculty member to a two year term of service as a representative to the UMKC Faculty Senate. The Faculty Chair, by reason of his/her elected office, shall also be one of the two School of Dentistry representatives to the UMKC Faculty Senate. The terms of office for the representatives to the Faculty Senate shall be staggered.

### **Article IV Meetings of the Faculty**

#### **Section 1**

Regular meetings of the Faculty shall be scheduled at least twice during the Fall and Spring academic terms. All meetings shall be convened on days and times convenient to the faculty. The meeting schedule for each academic year shall be published by the Faculty Chair before the start of the Fall academic term.

#### **Section 2**

Items for the meeting agenda should be submitted to the Faculty Chair by any Voting Faculty member at least ten (10) days prior to the scheduled meeting date.

#### **Section 3**

Additional meetings may be called at any time by the Chancellor of the University, the Dean, the Faculty Chair, or if requested by one-fourth of the Voting Faculty. The Faculty Chair shall give written notification to the Faculty at least one week prior to the meeting.

#### **Section 4**

Emergency meetings may be called at any time by the Chancellor of the University, the Dean,

the Faculty Chair, or by request of one-fourth of the eligible voting members of the Faculty. Prior submission of the agenda to the Faculty Chair and written notification may be waived upon written request, but every attempt will be made to notify all faculty of the impending meeting.

#### **Section 5**

One-third of the eligible Voting Faculty shall constitute a quorum. A simple majority vote of those present and eligible to vote shall be required to approve a motion.

#### **Section 6**

The Voting Faculty may use a show of hands, voice vote, written ballots, or electronic procedures to vote on any given motion. A simple majority of those voting shall be required to approve a motion. Multiple methods shall not be used to vote on a single motion. When electronic voting is used, at least one-third of eligible Voting Faculty must vote for the outcome to be considered valid.

#### **Section 7**

The current edition of *Robert's Rules of Order* shall govern the conduct of Faculty Meetings except insofar as these Bylaws make express provisions to the contrary.

#### **Section 8**

The Faculty Chair shall appoint a member of the Faculty Council to serve as parliamentarian for meetings of the Faculty and Faculty Council. The current edition of *Robert's Rules of Order* shall govern the conduct of Faculty Council Meetings except insofar as the Bylaws make express provisions to the contrary.

#### **Section 9**

The Faculty Chair shall review the minutes of all meetings of the Faculty. A correct copy of such minutes shall be supplied to each Faculty member of the School of Dentistry.

### **Article V Faculty Council**

#### **Section 1**

The Faculty Council is a representative committee as defined in Article III, Section 4 of these Bylaws. The Faculty Council shall be composed of ten elected members of the Voting Faculty and the Faculty Chair. The ten Faculty Council members shall be nominated and elected to office by a majority vote of all members of the Voting Faculty. The Dean shall be a non-voting, *ex officio* member of the Faculty Council.

#### **Section 2**

The Faculty Council shall have the following duties and responsibilities: 1) advise the Dean on programs and policies of the School of Dentistry; 2) represent the Faculty as it discharges its responsibility in matters of curriculum, admission and retention standards, academic and ethical standards, degree requirements and approval of candidates for degrees; and 3) establish guidelines concerning standing and ad hoc committees of the Faculty.

#### **Section 3**

The Faculty Chair shall be elected by the Voting Faculty of the School of Dentistry for a two-year term and shall not be eligible to succeed him/herself. A faculty member who has previously

served as Faculty Chair is eligible to stand for reelection after one term out of office. The Faculty Chair shall preside at the meetings of the Faculty Council and the Faculty. The Faculty Chair shall vote only to break a tie vote.

#### **Section 4**

If the duly elected Faculty Chair is unable to complete his/her term of office, the Chair of the Elections Committee will immediately make arrangements for a general election by the Faculty to select a replacement to complete the term of office.

#### **Section 5**

A Vice-Chair of the Faculty Council shall be elected by the Council from among its membership. The Vice-Chair shall preside at meetings of the Faculty and Faculty Council in the absence of the Chair.

#### **Section 6**

Should both the Faculty Council Chair and Vice-Chair be unable to preside or attend the aforementioned meetings, the Chair shall designate a Faculty Council member to serve in their stead.

#### **Section 7**

The Faculty Chair shall request the Elections Committee to arrange for election of Faculty Council membership during the month of February of each year. All elections should be completed by June 30<sup>th</sup> of the year. The term of office shall be from July 1st to June 30th. One-half of the membership will be elected each year.

#### **Section 8**

Faculty elected to the Faculty Council shall serve two-year terms and may serve only two consecutive terms. A faculty member who has previously served two terms on the Faculty Council shall be eligible for re-election to the Council after one term out of office. If a faculty member is unable to complete his/her term of office, the Faculty Chair shall direct the Elections Committee to conduct an election to select another faculty member to complete the term.

#### **Section 9**

For the purpose of nomination and election to the Faculty Council, those faculty members holding joint departmental appointments within the School of Dentistry shall be considered members of the department in which they spend the majority of their time.

#### **Section 10**

Meetings of the Faculty Council shall be held at least once per month at times agreed upon by the Council membership.

#### **Section 11**

Secretarial support for meetings of the Faculty and Faculty Council shall be allocated by the Administration of the School of Dentistry. The Faculty Chair shall direct the secretary to disseminate corrected minutes of the meetings of the Faculty and Faculty Council to all School of Dentistry faculty within ten business days of the respective meeting.

#### **Section 12**

At meetings of the Faculty Council, the Chair, Vice-Chair, or Acting Chair, and six elected Council

members shall constitute a quorum. A simple majority of those present and eligible to vote shall be required to approve a motion.

## **Article VI Faculty Committees**

### **Section 1**

Faculty committee assignments shall be effective July 1st through June 30th annually. A committee shall meet on call of the Committee Chair or on request of a majority of its membership. Committee Chairs shall report on their respective committee's activities at each Faculty Meeting. The membership of an elected committee shall be nominated and elected to their term of office by vote of the Voting Faculty.

### **Section 2**

School of Dentistry staff and students, and faculty of other UMKC Schools and Divisions may be invited to serve on standing and ad hoc committees of the School. The committee chair shall ensure that School of Dentistry Voting Faculty constitute a majority on all votes taken except for the Honor Council.

### **Section 3**

The Faculty Standing Committees shall be the: Academic Standards Committee; Advanced Education Committee; Budget Committee; Curriculum Committee; Dental Student Admissions Committee; Dental Hygiene Student Admissions Committee; Elections Committee; Faculty Development Committee; Honor Council; Outcomes Assessment Committee; Patient Care and Quality Assurance Committee; Research Support Committee; Environmental Safety Committee; and, Selection, Promotion and Tenure Committee.

### **Section 4**

Unless otherwise specified in these Bylaws, elected committee memberships shall be on a rotational basis with no faculty serving on a single committee for longer than six years without rotating off for one year. All elected committee members shall be permitted two consecutive terms (if nominated and elected) on a specific committee irrespective of the number of years of service required by that committee. Faculty members can serve on more than one committee at a time if so elected. After being off of a specific committee for one year, faculty members shall be allowed to be elected to that committee if so nominated by their peers.

### **Section 5**

Written minutes shall be kept of all standing and ad hoc committee meetings. These minutes shall be distributed to the committee membership within ten days of each meeting for review and revision if warranted. An electronic copy of approved minutes of each meeting shall be forwarded to the Office of the Dean and, when confidentiality issues are not involved, they will be posted on the R: drive.

### **Section 6**

#### Academic Standards Committee

(a) The Academic Standards Committee shall be appointed annually by the Faculty Council in consultation with the Dean of Academic Affairs of the School of Dentistry. The Committee shall be chaired by the Dean of Academic Affairs of the School of Dentistry and consist of:

The Dean for Clinical Programs, the Faculty Chair, one Department Chair, two tenured dental Voting Faculty members, one non-tenured dental Voting Faculty member, one Voting Faculty member from the Division of Dental Hygiene, and representatives of the 2nd, 3rd, and 4th year dental and senior dental hygiene classes. The School's Coordinator of Academic Support Services shall sit as a non-voting member of the Committee. A minimum of four Voting Faculty and two student members or their representatives approved by the Committee Chair shall constitute a quorum. The Chair of the Academic Standards Committee shall vote only in case of a tie.

- (b) The Academic Standards Committee shall oversee the implementation of the School's academic standards for all undergraduate and first professional students and make recommendations to the Dean. This committee shall be responsible for encouraging and rewarding academic excellence and assuring that all students meet or exceed the School's academic standards.

## **Section 7**

### Advanced Education Committee

- (a) The Advanced Education Committee shall consist of Directors of all advanced education and graduate programs and the Associate Dean for Research and Graduate programs, who will serve as the committee chair. The committee shall also include one student representative, who will serve a one-year appointment. The student representative position rotates annually among the programs based on the alphabetical order of the program names with the student representative selected by the respective program director.
- (b) The Advanced Education Committee shall make recommendations to the Dean of the School of Dentistry concerning the following: appointments to the UMKC Graduate and Doctoral Faculties; academic standards for admission and retention of advanced education students; curriculum for advanced education programs; granting of stipends, graduate teaching awards, graduate research awards, and funding support for advanced education students.

## **Section 8**

### Budget Committee

- (a) The Budget Committee is a representative committee as defined in Article III, Section 4 of these Bylaws. The Budget Committee shall be composed of nine Voting Faculty. The Budget Committee shall annually elect its own chairperson. The Director for Business Affairs shall serve as a non-voting *ex officio* member of the Budget Committee.
- (b) The Budget Committee shall receive from the Dean in timely fashion all information regarding the budget process; shall share that information with the Faculty of the School of Dentistry; shall advise the Dean regarding objectives and funding priorities as well as necessary allocations to achieve those objectives; and shall hear salary appeals from faculty and make recommendations to the Dean regarding such appeals.

## **Section 9**

### Curriculum Committee

- (a) The Curriculum Committee shall be appointed annually by the Faculty Council in consultation with the Dean for Academic Affairs of the School of Dentistry. The Curriculum

Committee shall be chaired by the Dean for Academic Affairs of the School of Dentistry and shall consist of at least ten Voting Faculty from the School of Dentistry, allocated as follows: eight members from the Clinical Sciences and one each from the Division of Dental Hygiene and Departments of Dental Public Health/Behavioral Science and Oral and Craniofacial Sciences (considered as a single unit). Three student members shall be appointed by the Faculty Council in consultation with the Dean for Academic Affairs, one from each of the third and fourth year dental classes and one from the senior dental hygiene class. The Curriculum Committee may consult faculty representing other UMKC Schools and/or Divisions.

- (b) The Curriculum Committee shall be responsible for continuous review, evaluation, and development of the pre-doctoral dental and pre-baccalaureate dental hygiene curricula, including course deletions, additions, and proposed major changes to existing courses. A major revision of the curriculum must be approved in advance by the Curriculum Committee, by a regularly scheduled or specifically arranged special meeting of the Faculty, and then by the Dean.

### **Section 10**

#### **Dental Student Admissions Committee**

- (a) The Dental Student Admissions Committee (hereafter DSAC) shall be chaired by the Dean for Student Programs. The membership shall consist of at least six Voting Faculty from the School of Dentistry elected at-large, the Director of Minority and Special Programs and an appointed representative of the Alumni community who shall be voting members, two fourth year students who share one vote, the School of Dentistry's Director of Admissions who is a non-voting member. The Associate Dean for Student Programs shall vote only if necessary to break a tie. Representatives from the School of Medicine, the School of Biological Sciences, and the alumni may also serve on this committee. A subcommittee of the DSAC shall be appointed by the Dean for Student Programs to review applications for the Reserved Admissions Program.
- (b) The DSAC shall formulate standards and procedures to be used in student selection. The DSAC shall meet to evaluate and select prospective students. The Chair shall give a report on the year's DSAC activities at the final meeting of each academic year.

### **Section 11**

#### **Dental Hygiene Student Admissions Committee**

- (a) The Dental Hygiene Student Admissions Committee (hereafter DHSAC) shall be chaired by the Director of the Division of Dental Hygiene or a member from the Division of Dental Hygiene appointed by the Director. The remaining membership shall consist of five Voting Faculty elected at-large and one staff member from the School of Dentistry, one alumni/community representative, and one fourth year dental hygiene student. One alternate fourth year dental hygiene student member shall be designated to serve in the absence of the regular student member. At least two of the Voting Faculty and the staff member from the School of Dentistry shall be members of the Division of Dental Hygiene. In addition, one representative from School of Biological Sciences or the School of Medicine may be appointed by the Dean of the School of Dentistry in consultation with the

appropriate Dean. The representative from the School of Biological Sciences or the School of Medicine shall be appointed by the Dean of the School of Dentistry in consultation with the appropriate Dean.

- (b) The DHSAC shall formulate standards and procedures to be used in student selection. The DHSAC shall meet to evaluate and select prospective students. It shall serve as a source of information for school counselors, applicants and others seeking information on admission to the Division of Dental Hygiene. The Chair shall give a report on the year's DHSAC activities at the final meeting of each academic year.

## **Section 12**

### **Elections Committee**

- (a) The Faculty Council shall annually appoint an Elections Committee consisting of five members from the Voting Faculty. The Elections Committee shall select its own Chair from among the membership.
- (b) The Elections Committee shall conduct nominations and elections of the School of Dentistry for the following: The Faculty Chair; the Faculty Council; School of Dentistry representatives to the UMKC Faculty Senate; members of the Selection, Promotion and Tenure Committee; Budget Committee; Outcomes Assessment Committee; Honor Council; the School of Dentistry representative to the American Dental Education Association, and School of Dentistry representatives to various UMKC campus committees as required. In addition to administering the elections, the Elections Committee shall be responsible for maintaining a list of current eligible Voting Faculty, organizing and maintaining orderly and fair elections, counting ballots, and announcing election results, conducting "run-off" elections in the case of tie votes, and conducting a biannual census of faculty to determine proportional representation on designated standing and ad hoc committees.

## **Section 13**

### **Faculty Development Committee**

- (a) The Faculty Council in consultation with the Dean for Academic Affairs or designee shall annually appoint the Faculty Development Committee. The Assistant/Associate Dean of Instructional Technology and Faculty Development shall serve as Chair of the Faculty Development Committee. The remaining membership shall be: five Voting Faculty from the Clinical Sciences, one Voting Faculty from the Division of Dental Hygiene, and one Voting Faculty from the Departments of Dental Public Health/Behavioral Science and Oral and Craniofacial Sciences (considered as a single unit).
- (b) The Faculty Development Committee shall offer advice and recommendations to the Dean of the School of Dentistry concerning improvements in the quality of instruction and research and improvements in support for faculty teaching, research, and service.

## **Section 14**

### **Honor Council**

- (a) The Honor Council is a representative committee as defined in Article III, Section 4 of these bylaws. The School of Dentistry Honor Council shall be composed of one student representative from each of the four pre-doctoral dental program classes, one student

representative from the graduate dental or dental hygiene programs, one student representative from the undergraduate dental hygiene program and five full time faculty elected at-large.

- (b) The Honor Council shall evaluate and make recommendations to the Dean regarding allegations of student violations of standards of professional conduct, in accordance with the procedures contained in the Honor Council document.

## **Section 15**

### **Outcomes Assessment Committee**

- (a) The Outcomes Assessment Committee is a representative committee as defined in Article III, Section 4 of these Bylaws. The Outcomes Assessment Committee shall be chaired by the Director of Institutional Research. The remainder of the committee will consist of eight elected faculty members, whose normal terms shall be three years, with at least one representative each from the Departments of Dental Public Health/Behavior Science and Oral and Craniofacial Sciences (considered as a single unit), the Division of Dental Hygiene, and the Advanced Education Committee Chair. A non-voting student member shall be appointed each year. The Associate Dean for Academic Affairs shall serve as an *ex officio* member.
- (b) The Outcomes Assessment Committee will be charged with monitoring the internal and external sources of data collected on an ongoing basis, reviewing the assessment results and providing data to the School of Dentistry administration and faculty for review of the School's progress in meeting its mission, goals, values, and strategic objectives. Assessment data will be presented to the faculty on an ongoing basis, but formally at least twice per year.

## **Section 16**

### **Patient Care and Quality Assurance Committee**

- (a) The Faculty Council in consultation with the Dean for Clinical Programs shall annually appoint the Patient Care and Quality Assurance Committee. The Dean for Clinical Programs (or his/her appointee) shall serve as permanent chair. The remainder of the committee shall consist of at least five Voting Faculty and shall include at least three representatives from clinical faculty, one representative from dental hygiene, and one from the Departments of Dental Public Health and Behavioral Science and Oral and Craniofacial Sciences (considered as a single unit).
- (b) The Patient Care and Quality Assurance Committee shall (1) Develop and approve criteria and standards of care in conjunction with the Department Chairpersons; (2) Conduct and oversee appropriate record reviews (audits); (3) Report and offer feedback concerning all audit findings to those evaluated, with recommendations for improvements, if necessary; (4) Maintain records of compliance with all appropriate ADA and ADHA accreditation standards; (5) Establish a peer review mechanism to function as final arbitrator in quality of care issues; and; (6) Make recommendations to the Faculty Council regarding patient care in the clinics (7) and incorporate infection control procedures and central sterilization management.

## **Section 17**

### **Research Support Committee**

- (a) The Research Support Committee (RSC) shall be appointed by the Faculty Council in consultation with the Associate Dean for Research and Graduate Programs. The RSC shall consist of at least six Voting Faculty from the School of Dentistry including: A School of Dentistry representative to the UMKC Adult Institutional Review Board; one representative from Oral and Craniofacial Sciences, two representatives from the Clinical Sciences Departments, and one member each from the Department of Dental Public Health/Behavioral Science and the Division of Dental Hygiene. Additional faculty members may be selected by the committee to serve as resource people for the purpose of providing advice on research protocols/manuscripts. The Associate Dean for Research and Graduate Programs will serve as Chair of the committee.
- (b) The RSC shall be responsible for (1) supporting the University's and School's research philosophy through review and development of policies related to research; (2) supporting faculty and student research by reviewing research proposals, securing/providing funding where appropriate, and securing support staff and facilities where possible; (3) suggesting policies to support new faculty members' research efforts; and (4) facilitating collaborative research efforts within and outside the School of Dentistry.

## **Section 18**

### **Environmental Safety Committee**

- (a) The Faculty Council in consultation with the Dean of the School of Dentistry shall annually appoint an Environmental Safety Committee. The committee shall elect its own chair.
- (b) The committee shall have as its' primary focus of attention those issues of environmental safety associated with the treatment facility and general physical plant of the School of Dentistry. Specifically, the Committee should address issues of safety of faculty, staff and students, infectious waste management, compliance with federal, state, and city legislation, and other risk related issues that are crucial to the responsible operation of the School of Dentistry's instructional and research mission.
- (c) The appointed committee membership shall include: two Clinical Science representatives, one Oral and Craniofacial Sciences/Oral Pathology representative, one Dental Hygiene faculty member, four staff members appointed based on their responsibility for an environmental/regulatory issue, and the Director of Business Affairs will be an ex-officio member. Student and Resident membership is encouraged.

## **Section 19**

### **Selection, Promotion and Tenure Committee**

- (a) The Selection, Promotion and Tenure Committee (SP&TC) is a representative committee as defined in Article III, Section 4 of these Bylaws. The SP&TC shall consist of nine faculty members; eight elected tenured full professors and one at-large clinical professor. If a designated area does not have enough full professors to serve, then associate professors can be elected. Each member of the SP&TC shall serve a term or terms as previously specified in Section 4 of this Article of the Bylaws. Members elected to fill positions vacated by members whose terms are incomplete shall be elected to serve only the remaining

portion of the term, but shall be eligible for re-election. The committee shall elect its own Chair annually.

- (b) Duties involving Selection: The SP&TC shall make recommendations concerning the selection of applicants for regular and non-regular faculty positions. Upon request, the SP&TC shall make recommendations concerning the selection of administrative officers and Chairs of Departments or Divisions.
- (c) Duties involving Promotion and Tenure: The SP&TC shall provide annual reports to all probationary faculty members regarding their progress toward tenure. The SP&TC shall make recommendations for promotion and/or tenure to the Dean of the School of Dentistry.
- (d) SP&TC procedures concerning promotion and tenure will be conducted in accordance with School of Dentistry, UMKC, and policies prescribed in the University of Missouri academic Tenure Regulations as published in the current edition of the Board of Curators Collected Rules and Regulations of the University of Missouri.

## **Section 20**

### **Ad Hoc Committees**

- (a) Special or Ad Hoc Committees may be appointed by the Faculty Council or by the Dean of the School of Dentistry in consultation with the Faculty Council. A special or Ad Hoc Committee may include or have as its chair one or more persons who are not members of the School of Dentistry faculty.
- (b) Creation of an Ad Hoc committee shall be accompanied by a written charge to the committee that specifies the task(s) it is expected to accomplish and a date or dates by which the Ad Hoc committee shall report its progress and/or the completion of its work. When an Ad Hoc committee's task is completed or the date for the completion of the task has passed, the Ad Hoc committee shall disband.
- (c) The Faculty Council, however, reserves the right to vote to keep an Ad Hoc committee in existence if assigned tasks are not completed or if the need for the committee is ongoing.

## **Article VII Amendments**

### **Section 1**

Amendments to these Bylaws must be presented in writing as "motions to amend" and may be submitted at any faculty meeting. The proposed "motion to amend" must be published and distributed to all Voting Faculty at least ten days prior to the scheduled vote.

### **Section 2**

The proposed "motion to amend" will be taken at a subsequently scheduled meeting of the Faculty or by electronic voting. In the case of electronic voting, proposed amendments will be posted on the R: drive, the Faculty notified, and the ballots made available on Blackboard within five (5) business days, with a receipt deadline of ten (10) business days from their posting.

### **Section 3**

The proposed "motion to amend" must receive an affirmative vote from two-thirds of those

Voting Faculty present, or in the case of electronic voting, two-thirds of those voting, assuming a quorum.