

# Bylaws for the Faculty of the School of Dental Medicine State University of New York at Buffalo

Revised June 2024

## PREAMBLE

In accordance with Article X of the Policies of the Board of Trustees of the State University of New York, the Faculty of the School of Dental Medicine of the State University at Buffalo hereby organizes and adopts these Bylaws as rules of governance for the School of Dental Medicine. These Bylaws shall be consistent with and subject to the Policies of the Board of Trustees of the State University of New York, the laws of the State of New York and the Bylaws of the Voting Faculty of the State University of New York at Buffalo and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law.

## DEFINITIONS

Unless otherwise specified, all terms of these Bylaws are used as defined in Article I of the *Bylaws of the Voting Faculty of the State University of New York at Buffalo*.

## CHAPTER I. VOTING FACULTY

### Section 10. Membership of the Voting Faculty

The membership of the Voting Faculty shall consist of:

- A. All full and part-time members of the School of Dental Medicine academic staff having academic rank and term or continuing appointment except those enrolled in a degree or certificate program or course to be credited toward a degree or certificate program in the School of Dental Medicine and those faculty holding a qualified ranking of "visiting."
- B. The Dean, Associate Deans and Assistant Deans shall be ex-officio members without the right to vote unless they meet condition A.

### Section 20. Officers of the Voting Faculty

- A. **Chair.** The Chair of the Voting Faculty shall succeed from the position of Vice Chair. If the current Vice Chair was appointed to fill an unexpired term, the Chair shall be elected in accordance with Chapter I, Section 40 of these Bylaws.
- B. **Vice Chair.** The Vice Chair shall succeed from the position of Secretary, as elected in accordance with Chapter I, Section 40 of these Bylaws. If the current Secretary was appointed to fill an unexpired term, the Vice Chair shall be elected in accordance with Chapter I, Section 40 of these Bylaws. The Vice Chair shall succeed the office of Chair.
- C. **Secretary.** The Secretary shall be elected in accordance with Chapter I, Section 40 of these Bylaws and shall succeed to the office of Vice Chair.

### Section 30. Duties of Officers of the Voting Faculty

- A. **Chair.** The duties of the Chair shall be to:
  1. Preside at all meetings of the Voting Faculty.
  2. Call special meetings of the Voting Faculty for due cause.
  3. Serve as a member of the Nominating Committee.
  4. Serve as a member of and Secretary to the Executive Council.

- B. Vice Chair.** The duties of the Vice Chair shall be to:
  1. Serve as the presiding officer in the absence of the Chair.
  2. Serve as a member of the Executive Council.
  3. Forward to the Executive Council all resolutions and recommendations of the Voting Faculty requiring action of the Executive Council.
  4. Serve as Chair of the Nominating Committee.
- C. Secretary.** The duties of the Secretary shall be to:
  1. Set, with consent of the Presiding Officers, the date, time and place of all meetings of the Voting Faculty.
  2. Notify the Voting Faculty, in accordance with these Bylaws, Chapter I, Section 50, of all such meetings of the Voting Faculty.
  3. Maintain records of all Chairs and members of standing committees, including terms of office.
  4. Receive reports from each of the standing committees and present them to the Voting Faculty.
  5. Prepare, with the Chair and Vice Chair, the agenda for all meetings of the Voting Faculty.
  6. Distribute to the Voting Faculty the agenda for any meeting at least ten (10) days in advance of such meeting.
  7. Keep the minutes of all meetings of the Voting Faculty and distribute a copy of the minutes to all members of the Voting Faculty.
  8. Report results of Faculty Senate elections to the staff assistant of the Faculty Senate.
  9. Report the selection of the Faculty Senate Alternates to the staff assistant of the Faculty Senate.
  10. Serve as a member of the Executive Council.
  11. Notify the American Dental Education Association Central Office of the name of the representative elected to serve in the American Dental Education Association Council of Faculties.

#### **Section 40. Elections of the Voting Faculty**

The following elections shall take place annually at a Regular Meeting of the Voting Faculty:

- A.** Secretary and two (2) of the four (4) at-large members of the Executive Council.
- B.** Faculty members of and alternates to the Judicial Council.
- C.** Elected Chairs of standing committees.
- D.** One (1) member of the Nominating Committee and two (2) members and two (2) alternate members of the Academic Appeals Board.
- E.** Representatives to the University Faculty Senate in accordance with Faculty Senate bylaws.
- F.** Vice Chair of the Voting Faculty, if (and only if) the current Secretary was appointed to fill an unexpired term (refer to Chapter I, Section 80).
- G.** Chair of the Voting Faculty, if (and only if) the current Vice Chair was appointed to fill an unexpired term (refer to Chapter I, Section 80).
- H.** One (1) delegate to the American Dental Education Association Council of Faculties to serve a three (3) year term.

All voting members of the Voting Faculty are eligible for office. A slate of nominations shall be presented by the Nominating Committee. In addition, nominations may be made from the floor. The candidate receiving the greatest number of votes of the members present and eligible to vote shall be considered elected. Unless otherwise noted, all terms of elected office are one (1) year, beginning July 1 following election. Officers of the Voting Faculty serve one (1) year terms, such terms being successive from Secretary to Vice Chair to Chair.

### **Section 50. Meetings of the Voting Faculty**

- A. Regular Meetings.** The Voting Faculty shall have regular meetings at least three (3) times a year. Regular meetings shall usually be held at the end of the academic year in May or June, at the beginning of the academic year in August or September, and the midterm meeting in November or December. Additional meetings shall be held as needed. The faculty shall be notified of the time and date of these meetings at least thirty (30) days in advance of each.
- B. Special Meetings.** Special meetings may be called by the Chair or by petition signed by at least five (5) members of the Voting Faculty at least four (4) days in advance of such meeting.
- C. Agenda.** Items to be placed on the agenda of regular meetings must be submitted to the Secretary of the Voting Faculty in writing at least fourteen (14) days in advance of the scheduled date of such meeting. The only item of consideration at special meetings shall be the item cited in the petition for the meeting.
- D. Quorum.** Twenty (20) members of the Voting Faculty shall be required for a quorum.
- E. Additional rules.** Sturgis Standard Code of Parliamentary Procedure shall govern the deliberations of the Voting Faculty in all cases in which they are applicable and not in conflict with these Bylaws.

### **Section 60. Powers of the Voting Faculty**

Pursuant to Article II, 1 and 2 of the Bylaws of the Voting Faculty of the State University of New York at Buffalo, the Voting Faculty of the School of Dental Medicine shall have the powers to:

- A.** Advise the administrative officers of the School of Dental Medicine and other appropriate persons or bodies regarding any matters affecting the DDS instructional program and the research and service programs of the School of Dental Medicine.
- B.** Approve all School of Dental Medicine policies and standards regarding the:
  - 1.** Admission to the School of Dental Medicine and its degree granting program.
  - 2.** Predoctoral curriculum relating to the DDS program.
  - 3.** Evaluation of students' academic and clinical performance.
  - 4.** Conduct and evaluation of academic research and teaching.
  - 5.** Awarding of the DDS degree.

### **Section 70. Duties of the Voting Faculty**

It shall be the duty of the Voting Faculty to:

- A.** Elect the Chairs of all standing committees unless otherwise provided for in these Bylaws.
- B.** Receive and review the reports of all standing and ad hoc committees and to make recommendations to the Dean through the Executive Council.
- C.** Make recommendations regarding the standards for admission to the School of Dental Medicine.
- D.** Elect a Secretary of the Voting Faculty and four (4) representatives-at-large to the Executive Council.
- E.** Elect faculty members to the Judicial Council
- F.** Elect a representative to the Nominating Committee.
- G.** Elect representation to the Faculty Senate of the University at Buffalo in accordance with the Bylaws of the Faculty Senate of the University at Buffalo.
- H.** Elect one (1) delegate to the American Dental Education Association of Faculties to serve a three (3) year term.

### **Section 80. Vacancies**

Vacancies in all elected positions in Chapter I, Section 40 shall be filled for the unexpired terms by consensus of the remaining officers of the Voting Faculty and the elected representatives to the Executive Council.

## CHAPTER II. COUNCILS

### Section 10. Executive Council

- A. Composition.** The Executive Council shall be composed of:
1. The Dean.
  2. The Assistant/Associate Deans for Academic Affairs, Administration, Clinical Affairs, Student Affairs, Community and Professional Initiatives, Advanced Education, Faculty Advancement, Research, and Equity, Diversity and Inclusion or, in their absence, an alternate designated by the Associate Dean. These ex-officio members shall have the right to vote if they are also members of the Voting Faculty.
  3. Other Associate and Assistant Deans, who may serve as ex-officio members at the pleasure of the Dean, without the right to vote.
  4. The Chairs of all departments of the School of Dental Medicine as defined in Chapter IV, Section 10 of these Bylaws or, in their absence, an alternate designated by the Department Chair.
  5. The Chair, Vice Chair and Secretary of the Voting Faculty.
  6. Four (4) faculty representatives-at-large, elected by the Voting Faculty, shall hold office for terms of two (2) years and may succeed themselves in office for one (1) term. Terms shall be staggered so that two (2) representatives are elected each year.
  7. A representative from the Eighth District Dental Society and the Alumni Association, appointed by each organization, shall be invited to serve as ex-officio non-voting members.
- B. Officers of the Executive Council.** The officers of the Executive Council shall be:
1. **Chair.** The Dean shall serve as Chair.
  2. **Secretary.** The Chair of the Voting Faculty shall serve as the Secretary.
- C. Duties of the Officers of the Executive Council.**
1. **Chair.** The duties of the Chair shall be to:
    - a. Set the time and date of all meetings of the Executive Council.
    - b. Preside at all meetings of the Executive Council.
    - c. Prepare the agenda for all meetings of the Executive Council.
  2. **Secretary.** The duties of the Secretary shall be to:
    - a. Keep the minutes of all meetings of the Executive Council.
    - b. Serve as the presiding officer in the absence of the Chair.
    - c. Distribute the minutes of all meetings of the Executive Council in accordance with these Bylaws.
- D. Meetings of the Executive Council.**
1. **Regular meetings.** Regular meetings of the Executive Council shall be held each month. The time and date of such meetings shall be determined by the Chair.
  2. **Special meetings.** The Chair may call special meetings, or at the request of at least five (5) members of the Council, with at least four (4) days' notice to the members of the Council.
  3. **Quorum.** Fifty percent (50%) of the members of the Executive Council shall be required for a quorum.
  4. **Executive sessions.** Discussion related to Duties 2 and 3 below, and other items deemed of a confidential nature, require closed session, with only voting members present. Everything said or done in executive session is considered confidential.
- E. Powers of the Executive Council.** The Executive Council shall have the following powers to:
1. Conduct the business of the Voting Faculty between slated meetings of the Voting Faculty.

2. Serve as the chief advisory body to the President, Provost, Dean and other appropriate persons or bodies.
- F. Duties of the Executive Council.** The Executive Council shall have the following duties:
1. Receive and take action on all recommendations and resolutions of the Voting Faculty, including but not limited to:
    - a. Determining the requirements for all DDS degrees conferred upon its recommendation and recommending to the Dean all candidates for that degree.
    - b. Approving the predoctoral curriculum of the School of Dental Medicine and making such changes in it as seem appropriate.
  2. Review and recommend to the Dean appropriate action on appointments, promotions and changes of status. In the voting on promotions the following shall be observed:
    - a. Full professor – only full professors shall vote.
    - b. Associate professor – only full professors and associate professors shall vote.
    - c. Assistant professor – only full professors, associate professors, and assistant professors shall vote.
  3. Be informed of the recommendations of the Student Progress and Promotions Committee but shall not be able to reverse the recommendation.
  4. Keep minutes of all meetings and distribute such minutes to the Vice President for Health Sciences and all members of the Voting Faculty via electronic posting.
- G. Vacancies.** Vacancies in all elected positions shall be filled as per Chapter I, Section 80 of these Bylaws.

## Section 20. Clinical Council

- A. Composition.** The Clinical Council shall be composed of:
1. The Associate Dean for Clinical Affairs, who shall serve as Chair and Assistant Dean for Clinical Affairs.
  2. The Clinical Group Directors.
  3. Directors of Advanced Education Programs in Squire Hall.
  4. The Senior Director of Clinical Operations; Infection Control and Safety Manager, Director of Patient Care; Chief Information Officer; Compliance Officer Unit Business Officer; and a representative of the University Dental Associates.
- B. Duties.** It shall be the duty of the Clinical Council to:
1. Consider all matters referred to it by the Dean, the Chair or the faculty.
  2. Hear all clinical matters dealing with policy or long-range planning.
  3. After consideration, make recommendations in writing to the Dean.
- C. Meetings.**
1. **Regular Meetings.** The Council shall meet on a regular basis and must hold at least one meeting during each academic term. The time and date of such meetings shall be determined by the Chair.
  2. **Special Meetings.** The Chair of the Clinical Council may call special meetings, or at the request of the Dean or at least five (5) members of the Council, with at least four (4) days' notice to the members of the Council.

## Section 30. Judicial Council

- A. Composition.** The Judicial Council shall be composed of:
1. The faculty Co-Chair, elected by the Voting Faculty.
  2. The student Co-Chair, a member of the Judicial Council elected by student members.
  3. Four (4) faculty members, inclusive of the faculty Co-Chair, plus four (4) alternates elected by the Voting Faculty.

4. One (1) student member plus two (2) alternates from each dental class, inclusive of the student Co-Chair, appointed annually by class officers.
- B. Duties.** It shall be the duty of the Judicial Council to:
1. Consider all matters referred to it by students, staff or faculty.
  2. Have jurisdiction over Student Conduct Rules promulgated by the University Administration and over School Honor System violations.
  3. Follow the guidelines for Judicial Council Policies and Procedures.
  4. Have the authority to make decisions regarding guilt or innocence and, in the case of a guilty verdict, written recommendations for sanctions to the Dean.
- C. Meetings.**
1. **Regular meetings.** The Judicial Council shall meet as needed, and must hold at least one (1) meeting at the beginning of each academic term. The time and date of such meetings shall be determined by the faculty Co-Chair.
  2. **Special meetings.** The Chair of the Judicial Council may call special meetings, or at the request of the Dean or at least five (5) members of the Council, with at least four (4) days' notice.
- D. Vacancies.** Vacancies in all elected positions shall be filled as per Chapter I, Section 80 of these Bylaws.

## CHAPTER III. STANDING COMMITTEES

### Section 10. Name

The standing committees of the School of Dental Medicine shall be: Academic Appeals Board; Admissions; Advanced Dental Education Programs; Bylaws; Curriculum; Faculty Awards; Infection and Hazard Control; Nominating; Promotion and Tenure; Student Progress and Promotions; Student Research and Honors; Student Supply Purchase; IT Departmental Liaison Committee; Quality Assurance Committee; Equity, Diversity and Inclusion Committee; and Laser Safety Committee.

### Section 20. Composition

Unless otherwise provided for in these Bylaws, each committee shall be composed of:

- A. Chair.** The Chair of each committee shall be elected by the Voting Faculty annually at a Regular Meeting from nominations presented by the Nominating Committee. Nominations from the floor shall also be accepted.
- B. Members.** All members of committees, unless otherwise provided for in these Bylaws, shall be selected by consensus of the Dean and the Chair of the committee. Members of the committee are to be selected from the faculty committee preference list. With the exception of the Admissions Committee and the Infection and Hazard Control Committee, Student Supply Purchase Committee, IT Department Liaison Committee and Quality Assurance Committee, members of each committee, exclusive of the Chair, may not exceed twelve (12).
- C. Term of Office.** Unless otherwise provided for in these Bylaws, all committee members shall serve for a term of one (1) year.
- D. Vacancies.** Vacancies in all elected positions noted in Chapter III, Section 40 shall be filled as per Chapter I, Section 80 of these Bylaws.

### Section 30. Duties Common to All Committees

- A. Annual Reports.** Each committee shall submit, through the Secretary of the Voting Faculty, written annual reports to the Voting Faculty.

- B. Minutes.** Minutes of all committee meetings shall be recorded, and a copy shall be sent to the Secretary of the Voting Faculty.
- C. Rules of Order.** Each committee shall establish rules of order, which shall include, but not be limited to, time and date of meeting, number of meetings and voting procedures.

#### **Section 40. Committees**

##### **A. Academic Appeals Board.**

- 1. Composition.** The Academic Appeals Board shall be composed of the Chair, elected by the Voting Faculty, four (4) members and four (4) alternates. All shall be a) tenured or b) faculty at the level of Assistant Professor or above. Members of the Academic Appeals Board may not be members of the Student Progress and Promotions Committee. Two (2) members and two (2) alternates shall be elected by the Voting Faculty and two (2) members and two (2) alternates shall be appointed by the Dean. In urgent cases where five (5) members and/or alternates cannot be assembled to hear an appeal, the Associate Dean for Academic Affairs and the Chair may appoint temporary alternates to serve. Such temporary alternates must meet membership eligibility and shall not exceed the number needed to hear an appeal.
- 2. Duties.** It shall be the duty of the Academic Appeals Board to consider all academic appeals. Decisions of the Academic Appeals Board shall be final.

##### **B. Admissions Committee.**

- 1. Composition.** The Director of Admissions shall be the Chair of the Admissions Committee and serve at the pleasure of the Dean. The members shall be selected by the Dean and the Chair from members of the faculty representing both basic and clinical sciences, along with full-time professional staff. The School of Dental Medicine's graduate / postdoctoral students who are members of the School of Dental Medicine clinical programs and who have graduated from the School of Dental Medicine's DDS programs, fourth year students in good academic standing, and dentists in the community may also serve at the request of the Chair.
- 2. Duties.** It shall be the duty of the Admissions Committee to:
  - a.** Set the standards for admission to the DDS program consistent with the School of Dental Medicine's mission.
  - b.** Actively promote the recruitment of candidates to the DDS program representative of a wide variety of backgrounds, interests, talents and career goals to enroll a diverse student body.
  - c.** Examine the credentials of all applicants to the School of Dental Medicine and interview candidates meeting or exceeding these standards.
  - d.** Select for admission these candidates deemed to be best qualified. The Admissions Committee shall have final authority for the admission of DDS candidates to the School of Dental Medicine.

##### **C. Advanced Dental Education Programs Committee.**

- 1. Composition.** The Assistant Dean for Advanced Education shall be the Chair of the Advanced Dental Education Programs Committee. The members shall be the directors of the advanced dental education programs, the Associate Dean for Clinical Affairs, and the Executive Director of Academic and Student Affairs. In the event that there is no Assistant Dean for Advanced Education, then the Chair shall be elected by simple majority vote of the members.
- 2. Duties.** It shall be the duty of the Advanced Dental Education Programs Committee to provide administrative support and direction to the advanced dental education programs.

**D. Bylaws Committee.**

- 1. Composition.** The Bylaws Committee shall be composed of the Chair, elected by the Voting Faculty, and three (3) members selected by the Dean and the Chair.
- 2. Duties.** It shall be the duty of the Bylaws Committee to:
  - a. Annually review the Bylaws of the School of Dental Medicine, consult with all Council and Committee Chairs to review composition and duties, and present appropriate amendments to the Voting Faculty.
  - b. Take action on any resolutions referred to the Bylaws Committee.

**E. Compliance Committee.**

- 1. Composition.** The Compliance Committee shall be composed of:
  - a. Chair.** The Chair shall be elected by the Voting Faculty for a three (3) year term and may succeed in office for one (1) additional term.
  - b. Members.** The Compliance Committee shall be composed of the following members: School of Dental Medicine Dean, Compliance Officer, Assistant Compliance Officer, Chief of Staff, Dean of Clinic Affairs, Post-Graduate Director, CFO, CIO, Chief Marketing Officer, Director of Quality Assurance, Compliance Operations Assistant, Quality Assurance Assistant and UB University Counsel. The Committee may add other members on an ad hoc basis.
- 2. Duties:** It shall be the duty of the Compliance Committee to:
  - a. Meet quarterly.
  - b. In conjunction with the departments of the School of Dental Medicine, the State University at Buffalo, and State University of New York, establish Written Policies, Procedures and Standards of Conduct for compliance activities and generate the following documentation:
    - i. Compliance committee charter that outlines the duties and responsibilities, membership, designation of chair and Compliance Officer, and frequency of meetings.
    - ii. List of compliance committee members, designated chair, and senior managers, including their names, titles and from/to service dates.
    - iii. Minutes from quarterly compliance committee meetings.
    - iv. Annual review of the compliance committee charter, including date of review and a description of any updates.
    - v. Organizational chart showing the reporting structure between the compliance committee and the Dean and Executive Council.
    - vi. Quarterly reports from the compliance committee to the Dean and Executive Council.
  - c. Appoint senior managers from key operating units, including finance, audit, human resources, utilization review, social work, coding, and legal to:
    - i. Report directly to the Dean and Executive Council.
    - ii. Draft the Compliance Committee charter to include duties and responsibilities for coordinating with the Compliance Officer.
    - iii. Ensure that all Affected Individuals complete compliance training and education during orientation and annually.
  - d. Audit and monitor the Compliance Program, Training and Education.
  - e. Maintain open lines of communication among Compliance Committee members, the Executive Council, and Dean.
  - f. Establish Disciplinary Standards.



g. Respond to Compliance Issues.

**F. Curriculum Committee.**

1. **Composition.** The Curriculum Committee shall be composed of:
  - a. Chair. The Chair shall be elected by the Voting Faculty for a three (3) year term and may succeed in office for one (1) additional term.
  - b. Faculty Members. The members of the Curriculum Committee shall be selected by the Dean and the Chair, and shall represent the basic, preclinical, clinical and behavioral sciences.
  - c. Student Members. One (1) student in good academic standing from each of the four (4) classes may also serve on the Curriculum Committee.
2. **Duties.** It shall be the duty of the Curriculum Committee to:
  - a. Periodically review the predoctoral curriculum and recommend appropriate changes or actions to the Voting Faculty.
  - b. Receive and review all requests from the faculty or student body for curricular changes.
  - c. Periodically review the written educational goals and expected outcomes for each course offered in the predoctoral curriculum and to keep a permanent file of such goals and outcomes.

**G. Equity, Diversity and Inclusion Committee.**

1. **Composition.** The Equity, Diversity and Inclusion Committee shall be composed of the Director of Equity, Diversity and Inclusion Department, Director of Equity, Diversity and Inclusion Operations, one (1) representative from Admissions, one (1) faculty member from each department in the School of Dental Medicine, two (2) staff members, one (1) HR officer, one (1) community representative, four (4) student representatives in good academic standing, one student from each class, one (1) advanced education student/resident representative in good academic standing, and one (1) ASDA Equity, Diversity and Inclusion SDM student representative. The Chair will be elected by the Voting Faculty. The composition of the committee members will be selected by the Dean, Chair of the committee and the Director of Equity, Diversity and Inclusion.
2. **Duties.** The duties of the Equity, Diversity and Inclusion Committee are to meet monthly to:
  - a. In collaboration with academic units, students, staff and communities, formulate policies, programs and training to promote an environment that embraces and sustains respect of equity, diversity and inclusion among students, faculty and staff, and to evaluate, provide feedback and review appropriate metrics, including an SDM Strategic Diversity Plan that aligns with University Strategic Equity, Diversity and Inclusion Plan recommendations.
  - b. Implement effective strategies to increase the diversity of our students, faculty and staff.
  - c. Work with SDM leadership to cultivate students to be culturally competent clinicians who deliver care to patients with diverse values, beliefs, and cultures, thereby expanding access to oral health care in our clinics and improving patient outcomes.
  - d. Promote shared common values to create a welcoming and supportive environment for all the members of the SDM community that embraces and sustains respect of equity, diversity and inclusion among faculty, staff and students.

**H. Faculty Awards Committee.**

1. **Composition.** The Associate Dean for Faculty Affairs and EDI or their designee shall be the Chair of the Faculty Awards Committee and serve at the pleasure of the Dean. The members shall include one (1) member from each academic department in the School of Dental Medicine, appointed by the respective Chair.

2. **Duties.** It shall be the duty of the Faculty Awards Committee to:
  - a. Annually review the criteria for the awarding of the Powell and Lipani Awards to ensure their relevance.
  - b. Solicit and receive nominations for the Powell and Lipani Awards, determine recipients of these awards, and forward these names to the Office of Academic Affairs for inclusion in the annual Commencement program.
  - c. Annually review the criteria and forward nominations for the following awards to the Associate Dean for Faculty Affairs and EDI for further consideration:
    - UB Distinguished Professor Award
    - UB Exceptional Scholar – Sustained Achievement/Young Investigator awards
    - SUNY Chancellor’s awards for Excellence in Faculty Service, Scholarship and Creative Activities, Teaching
    - SUNY Distinguished Professor, SUNY Distinguished Service Professor, SUNY Distinguished Teaching Professor
    - Other awards as deemed appropriate by the committee.

**I. Infection and Hazard Control Committee.**

1. **Composition.** The Infection and Hazard Control Committee shall be composed of the Chair, elected by the Voting Faculty; two (2) members selected by the Dean and the Chair; one (1) member appointed by the Chair of each academic department; at least one (1) member of the School of Dental Medicine Compliance Office; the Facilities Planning and Management Officer; one (1) staff dental repair technician; and, at least one (1) student in good academic standing.
2. **Duties.** It shall be the duty of the Infection and Hazard Control Committee to:
  - a. Periodically review all infection and hazard control guidelines for relevance.
  - b. Promulgate new guidelines, as necessary.
  - c. Develop and offer training programs in infection and hazard control for the students, staff and faculty.
  - d. Monitor compliance with infection and hazard control guidelines in all clinical areas.
  - e. Make recommendations to the Curriculum Committee to incorporate specific material into the curriculum.

**J. IT Departmental Liaison Committee.**

1. **Composition.** The IT Departmental Liaison Committee shall be composed of one (1) faculty member from each academic department in the School of Dental Medicine. Each member will be appointed by the respective academic Department Chair as a member of the committee for a period of one (1) year. The Chair will be elected by the Voting Faculty from among the committee members appointed by the Department Chairs.
2. **Duties.** It shall be the duty of the IT Departmental Liaison Committee to:
  - a. Meet with the School of Dental Medicine’s IT Steering Committee minimally on an annual basis and as needed to present proposals related to IT services and infrastructure.
  - b. Advocate for re-prioritization of approved IT projects in the School of Dental Medicine.

**K. Laser Safety Committee.**

1. **Composition.** The Laser Safety Committee shall be composed of at least one (1) faculty member from each department in the School of Dental Medicine, the Laser Safety Officer,

two (2) staff members, one (1) pre-doctoral student representative in good standing from each of the D3 and D4 classes, one (1) post-graduate resident in good standing from each of the Periodontics, Prosthodontics, Endodontics, Orthodontics and AEGD programs, and, if possible, one (1) management representative. The Chair will be elected by the Voting Faculty. The composition of the committee members will be selected by the Dean and Chair of the Committee.

2. **Duties.** The duties of the Laser Safety Committee are to meet periodically to:
  - a. Establish and review all policies, protocols and practices for the evaluation and control of laser hazards to the faculty, staff, students and patients and ensure they comply with applicable regulations and safety standards;
  - b. Develop and monitor standard operating procedures as they relate to the use of lasers;
  - c. Assist in the establishment and conduct of laser training programs for students, faculty and staff of the SDM;
  - d. Review applications for laser privileges at the SDM;
  - e. Provide periodic reviews of the Laser Safety Program, including the Laser Safety, Utilization, and Credentialing Policy of the SDM;
  - f. Review incidents involving the use of lasers and recommend corrective actions to prevent the reoccurrence of similar incidents;
  - g. Make recommendations for appropriate laser safety materials and programs, and the appointment of the Laser Safety Officer;
  - h. Resolve conflicts or issues identified by the Laser Safety Officer, laser users, or other parties.

#### L. Nominating Committee.

1. **Composition.** The Nominating Committee shall be composed of the Dean and officers of the Voting Faculty and one (1) member elected by the Voting Faculty. The Vice Chair of the Voting Faculty shall serve as Chair.
2. **Duties.** It shall be the duty of the Nominating Committee to:
  - a. Present to the Voting Faculty a list of candidates for election as outlined in Chapter I, Section 40. For each position, the Nominating Committee shall try to present the names of at least two (2) candidates willing to serve. These names shall be distributed electronically to all Voting Faculty members, without ranking, annually in advance of a Regular Meeting.

#### M. Promotion and Tenure Committee.

1. **Composition.** The Promotion and Tenure Committee shall be composed of the Chair, elected by the Voting Faculty, and at least four (4) members selected by the Dean and the Chair. All members of the Promotion and Tenure Committee shall hold the full academic rank of associate professor or professor.
2. **Duties.** It shall be the duty of the Promotion and Tenure Committee to:
  - a. Examine the dossiers of all candidates for appointment or promotion to Associate Professor or higher, and/or continuing appointment.
  - b. Recommend appropriate action on such appointments and promotions to the Executive Council with a record of the Promotion and Tenure Committee's vote. Only those at the rank of Professor shall vote on recommendations to the professorial rank.
  - c. Provide a written critique of such dossiers to the Dean.

## **N. Quality Assurance Committee.**

- 1. Composition.** The Quality Assurance Committee shall be composed of the following: Dean of the UB School of Dental Medicine, Associate Deans for Clinical Affairs and Post-Graduate Education, Director of Quality Assurance, Infection and Hazard Control Committee Chair, School of Dental Medicine Chief of Staff, CFO, CIO, Chief Medical Officer, Department Chairs, Patient Advocate, Pharmacy Consultant, one (1) student representative from the PG programs, and the School of Dental Medicine Compliance Officer. The Chair shall be elected by the members of the Quality Assurance Committee on an annual basis.
- 2. Duties.** The duties of the Quality Assurance Committee are to meet quarterly and report to the School of Dental Medicine Executive Council to:
  - a.** Develop and implement a written quality assurance program that includes a planned and systematic process for monitoring and assessing the quality and appropriateness of patient care and clinical performance on an on-going basis. The program shall resolve identified problems and pursue opportunities to improve patient care.
  - b.** Appoint the Associate Dean for Clinical Affairs and Director of Quality Assurance to supervise the program.
  - c.** Draft a written plan for the quality assurance program which describes the program's objectives, organization, responsibilities of all participants, scope of the program and procedures for overseeing the effectiveness of monitoring, assessing and problem-solving activities.
  - d.** Design and implement a quality assurance process that defines methods for the identification and selection of clinical and administrative problems to be reviewed, which process shall include but not be limited to:
    - i.** the establishment of review criteria developed in accordance with current standards of professional practice for monitoring and assessing patient care and clinical performance.
    - ii.** regularly scheduled reviews of medical charts, patient complaints and suggestions, reported incidents and other documents pertinent to problem identification.
    - iii.** documentation of all quality assurance activities, including but not limited to the findings, recommendations and actions taken to resolve identified problems; and
    - iv.** the timely implementation of corrective actions and periodic assessments of the results of such actions.
    - v.** the scope of clinical and administrative problems selected to be reviewed for the purpose of quality assurance shall reflect the scope of services provided and the populations served at the center.
    - vi.** Utilization of the outcomes of quality assurance reviews to revise or develop policies and to grant or renew staff privileges, as appropriate.
    - vii.** the participation in the program by administrative staff and health-care professionals representing each professional service provided.
    - viii.** Communication of the findings, conclusions, recommendations, and actions taken as a part of the quality assurance program to the SDM Executive Council.
    - ix.** The creation and maintenance of databases for monitoring and improving patient care and serving as a resource for research and evidence-based practice.

**O. Student Progress and Promotions Committee.**

1. **Composition.** The Student Progress and Promotions Committee shall be composed of the Chair, elected by the Voting Faculty for a three (3) year term. Members shall include at least two (2) faculty members representing each of the following: basic sciences, preclinical sciences, third year clinical sciences, third year didactic courses; and the clinical group directors or their designees. With the exception of the group directors, all members shall be selected by the Dean and the Chair. The Associate Deans for Academic, Clinical and Student Affairs and the Director of Student Services shall serve in an ex-officio nonvoting capacity.
2. **Duties.** It shall be the duty of the Student Progress and Promotions Committee to:
  - a. Consider the academic progress of each student.
  - b. Recommend to the Dean appropriate action for each student (commendation, promotion, warning, probation, dismissal, etc.).
  - c. Recommend to the Executive Council all candidates for the DDS degree.
  - d. Meet at least once each semester.

**P. Student Research and Honors Committee.**

1. **Composition.** The Student Research and Honors Committee shall be composed of two (2) Co-Chairs, one (1) Co-Chair each from the clinical and research departments, elected by the Voting Faculty, to each serve four (4) year terms, with two (2) succeeding Co-Chair Elect members to be elected by the Voting Faculty two (2) years prior to the expiration of the Co-Chairs' terms, and up to twelve (12) members representing the basic and clinical sciences, selected by the Dean and the Chair.
2. **Duties.** It shall be the duty of the Student Research and Honors Committee to:
  - a. Aid students in the preparation of research proposals.
  - b. Review student research proposals, provide summary reviews to the student, and make recommendations to the Dean's Office regarding funding priority.
  - c. Organize and administer the student research program.
  - d. Aid students in the organization of their efforts for presentation at national meetings and honors theses.
  - e. In conjunction with the Associate Dean for Research, assist students in the preparation of applications for external scholarships, grants and awards.
  - f. Serve as an advisory board to the Student Research Group.
  - g. Establish standards and implement the defense of theses for the awarding of the DDS degree with thesis honors.
  - h. Organize the meeting content for the Annual Research Day.

**Q. Student Supply Purchase Committee.**

1. **Composition.** The Student Supply Purchase Committee shall be composed of the Chair, elected by the Voting Faculty; two (2) members selected by the Dean and the Chair; one (1) member appointed by each Chair of departments for which student supplies are purchased; Directors of preclinical courses, the Director of Clinic Operations or his/her designee, and at least one (1) student in good academic standing. The Associate Dean for Clinical Affairs shall serve as an ex-officio non-voting member and shall provide administrative oversight.
2. **Duties.** It shall be the duty of the Student Supply Purchase Committee to:
  - a. Annually review all student supply purchases.
  - b. Solicit annual bids for supply kits and determine suppliers for each class, based on the bids submitted.
  - c. Oversee distribution of supplies to students.
  - d. Act as a liaison between suppliers and the School of Dental Medicine in matters

related to distribution, payment and other issues as they arise.

**R. Ad Hoc Committees.**

Ad hoc committees may be established as needed. Such committees may be appointed by the Dean, the Executive Council or the Voting Faculty.

## **CHAPTER IV. DEPARTMENTS**

### **Section 10. Name**

Biochemistry  
Microbiology and Immunology  
Oral Biology  
Oral Diagnostic Sciences  
Oral and Maxillofacial Surgery  
Orthodontics  
Pathology and Anatomical Sciences  
Pediatric and Community Dentistry  
Periodontics and Endodontics  
Pharmacology and Toxicology  
Physiology and Biophysics  
Restorative Dentistry

## **CHAPTER V. AMENDMENTS**

These Bylaws may only be amended as follows:

- A.** The amendment to be acted upon must be in writing and presented to the membership of the Voting Faculty at least fourteen (14) days prior to the meeting at which action is to be taken, except that an amendment presented with the consent of three-quarters (3/4) of the members present and voting may be voted upon at the same meeting.
- B.** Such amendment shall be adopted by the affirmative votes of two-thirds (2/3) of the members present and voting at the Voting Faculty meeting at which action thereon is taken.

## **CHAPTER VI. SEPARABILITY**

If a clause, sentence, paragraph, section or part of these Bylaws shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgment shall have been rendered.