

**FACULTY BYLAWS
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
WOODY L. HUNT SCHOOL OF DENTAL MEDICINE**

**Article I
THE FACULTY**

A. Membership

1. The Woody L. Hunt School of Dental Medicine (WLHSDM) faculty shall consist of the dean, other designated administrative officers, and all tenured and non-tenured professors, associate professors, assistant professors, instructors, lecturers and faculty associates. These titles may be qualified by such designations as clinical, research, visiting, adjunct, and/or emeritus. Voluntary and part-time faculty must have the above titles as well.
2. Members of the WLHSDM faculty who are eligible to vote (the voting faculty) shall include professors, associate professors, assistant professors, instructors and faculty associates who are appointed at 50% FTE or greater at the WLHSDM.
3. Questions of eligibility for voting shall be settled by the presiding officer of the WLHSDM faculty.

B. Responsibilities

Subject to the policies and procedures of the Texas Tech University Health Sciences Center at El Paso (TTUHSC El Paso) and the Texas Tech University System Board of Regents' Rules, and subject to their approval, the faculty shall define and implement the mission and goals of the WLHSDM and shall have the responsibility for review of and final actions for the following:

1. Development, evaluation, and implementation of the content of the academic and clinical programs of the WLHSDM.
2. Establishment and implementation of appropriate criteria and procedures for student admission and promotion.
3. Establishment and implementation of appropriate criteria and procedures for disciplinary action against students whose conduct is deemed to be contrary to the WLHSDM Student Handbook.
4. Approval of candidates for the Doctor of Dental Medicine degree from the WLHSDM.
5. Dissemination of policies and procedures for faculty appointment, tenure, promotion, faculty development leave, and dismissal.
6. Identification, development, and support of opportunities for continuing education and research.
7. Consideration, review, acceptance or rejection, and resolution of matters referred to

faculty by the dean, Executive Committee and/or committees of the WLHSDM.

C. Meetings

1. The WLHSDM voting faculty shall meet on a regularly-scheduled basis, at least four times per year, or as often as necessary, at a time and place determined and announced by the presiding officer as defined in Article I, Section D below.
2. Minutes of all meetings shall be maintained. Minutes of the previous meeting shall be distributed to the faculty no less than three (3) days prior to the next scheduled meeting.
3. Meetings shall be conducted in accordance with Roberts' Rules of Order, except as modified by majority vote of the Faculty.
4. Thirty percent (30%) of the voting membership shall comprise a quorum for business.
5. An agenda for each meeting shall be prepared and distributed to the faculty no less than three (3) working days before the scheduled meeting.
6. Special meetings of the faculty may be convened by the presiding officer at his/her discretion or by the written petition of ten percent (10%) of the voting members of the faculty.
7. Faculty Meetings – Order of Business

An agenda for each faculty meeting shall be established by the presiding officer or his/her designee and shall be distributed by the secretary of the faculty with the meeting notice in advance of the meeting. The agenda shall provide for the following items of business, as appropriate:

- Approval of minutes
- General announcements
- Committee reports and recommendations
- Completion of items of old or unfinished business
- Introduction of items of new business

8. Faculty Delegate to American Dental Education Association (ADEA)

The WLHSDM faculty shall elect from among its membership a Delegate to serve on the ADEA Council of Faculties for a term of three (3) years. The election shall be held by the faculty at a regularly scheduled fall meeting. Eligible candidates must be members in good standing of ADEA.

9. TTUHSC El Paso Faculty Senators

The WLHSDM faculty shall elect from among its membership four (4) faculty members who will represent the WLHSDM in the TTUHSC El Paso Faculty Senate. These members shall be elected from voting members of the faculty, and will be elected by the voting faculty from among the faculty at a regularly-scheduled fall meeting.

D. Officers

1. The presiding officer shall be a member of the faculty elected by the voting faculty annually during a regularly-scheduled summer meeting, and the presiding officer shall serve for the duration of the academic year of September 1 through August 31. In the presiding officer's absence, at the request of the presiding officer, or when the presiding officer wishes to speak from the floor, the vice-presiding officer shall preside during that time.
2. The vice-presiding officer shall be a voting member of the faculty elected by the voting faculty annually from among the faculty at a regularly-scheduled fall meeting, and the vice-presiding officer shall preside during any absence of the presiding officer over all or any portion of the faculty meeting where the presiding officer wishes to speak from the floor. If the vice-presiding officer is unable to preside, the vice-presiding officer shall appoint another faculty member to preside prior to the meeting.
3. The secretary of the faculty shall be a voting member of the faculty and elected annually from among the faculty at a quarterly regularly-scheduled fall meeting. Responsibilities will include the following: assure a copy of a current, digital roster of the voting faculty is received prior to any meeting from dean's office; assure advance notification of forthcoming meetings and information on matters to be considered at those meetings; assure ballot procedures to conduct all elections are followed where required; and assure the maintenance of records and distribution of the minutes and other necessary records occurs in a timely fashion.

Article II ORGANIZATION AND ADMINISTRATION

A. Organization

1. The faculty of the WLHSDM will not be organized into individual departments or divisions. Faculty will serve as members of a "faculty of the whole" rather than be assigned to traditional disciplinary components of the profession. This organizational format is designed to facilitate cross-disciplinary planning and program implementation and underscore the school's focus on educating students within the general dentistry model.

B. Administrative Officers

1. Designation

Administrative officers shall include those individuals and positions described in these Bylaws, Article II, Section B and Article VII, Section C. Such Administrative officers shall be granted a title that is descriptive of their position and administrative seniority, such as assistant dean or associate dean, and accordance with naming conventions in HSCEP OP 10.14.

2. Selection and appointment

- a. Administrative Officers shall be selected by a process that is in compliance with

the Texas Tech University System Board of Regents' Rules and the HSCEP OP 10.14.

- b. Administrative officers are appointed by and serve at the pleasure of the dean. Appointment does not imply or confer tenure of such an administrative position.

3. Responsibilities

As members of the voting faculty, administrative officers will have the responsibilities of faculty members described in Article I, Section B. of the Faculty Bylaws. In addition, these Administrative Officers will have additional responsibilities, appropriate to their office, as described in Article II, Section B of the Faculty Bylaws. In all instances, these responsibilities must be in compliance with the Texas Tech University System Board of Regents' Rules and the TTUHSC El Paso Operating Policies.

Article III THE DEAN

A. Appointment

The dean is appointed by the President of the TTUHSC El Paso in accordance with HSCEP OP 10.14.

B. Responsibilities

Reporting directly to the President, the dean, as the chief executive officer of the WLHSDM, shall assume and discharge his/her responsibilities in accordance with the HSCEP OP 10.14.

In discharging these responsibilities, the dean may seek advice and counsel from members of the faculty or from such advisory committees as are established. In the absence of the dean, his or her designee shall serve in his or her stead. The dean may appoint administrative officers to assist in the operation of the school, as stated above in Article II.

Article IV APPOINTMENTS

A. Faculty

1. Categories

- a. Academic ranks for faculty appointments shall be those recognized in the TTUHSC El Paso operating policy HSCEP OP 60.01.
- b. Faculty from other academic institutions may be appointed as adjunct faculty subject to standard faculty appointment criteria

2. Recruitment and appointment

- a. Faculty members will be recruited by a search committee appointed by the dean.

- b. Recruitment of faculty members will be consistent with the policies of the TTUHSC El Paso concerning recruitment procedures as described in HSCEP OP 60.09.
- c. WLHSDM faculty are appointed by the dean, upon review and recommendation of the Committee for Faculty Appointment and Advancement (CFAA).

3. Responsibilities

The individual faculty member has obligations that encompass the various components of an academician. These include the following responsibilities:

- a. Maintaining competency in his/her field of specialization.
- b. Promoting the acquisition and dissemination of new knowledge through teaching, research, clinical care, and service.
- c. Maintaining professional conduct in all of the elements of academic life by adhering to the “Statement on Professionalism in Dental Education” adopted by the American Dental Education Association (ADEA) in 2007.
- d. Maintaining respect for students and their respective rights in the learning experience.
- e. Respecting the rights and privileges of all persons encountered in education, research, and patient care.
- f. Serving on WLHSDM standing or *ad-hoc* committees.

4. Promotion and Tenure

- a. Procedure for review of qualifications for promotion and tenure shall be in accordance with the procedures outlined in the HSCEP OP 60.01.
- b. Candidates for tenure and promotion shall be encouraged to utilize the mid-point review process of the WLHSDM, to help identify strengths and limitations that might impact their advancement of academic rank or achieving tenure status.

5. Comprehensive performance evaluation of tenured faculty

The comprehensive performance evaluation of tenured faculty of the WLHSDM shall be in accordance with the provisions set forth in the Texas Education Code §51.942(d), the Texas Tech University System Board of Regents’ Rules Section 04.03 and HSCEP OP 60.03.

6. Faculty Development Leave

The faculty of the WLHSDM shall follow the operating policy HSCEP OP 60.02 with respect to faculty development leave of absence. Faculty development leave (sabbatical) is granted by the Texas Tech University System Board of Regents for study, research, writing, field observations, or other suitable purposes under conditions allowable by the

State of Texas. Application for leave of absence should be submitted to the Faculty Development Leave Committee, an *ad hoc* committee appointed by the chair of Council on Faculty Appointment and Advancement (CFAA), Article VIII, Section E. below, for recommendation to the dean and subsequent ratification in accordance with HSCEP OP 60.02.

7. Retirement and appointment to *emeritus* or *emerita* status

- a. Retirement from the faculty of the WLHSDM is subject to the regulations of the TTUHSC El Paso, as described in HSCEP OP 70.02.
- b. The title “Emeritus” or “Emerita” may be conferred as recognition of distinguished and meritorious service to the institution, according to the procedures outlined below. The WLHSDM shall follow the procedures and policies described in the Texas Tech University System Board of Regents’ Rules section 04.01.2 and in HSECP OP 10.12.
 - (1) The Committee on Faculty Appointment and Advancement (CFAA) will submit a letter of recommendation and a copy of the nominee’s curriculum vitae to the Dean of the Woody L. Hunt School of Dental Medicine.
 - (2) The Dean will ask the Chair, Chair-elect, and Past Chair of the WLHSDM Faculty Council to review the recommendation and the nominee’s qualifications, and will advise the Dean regarding further, appropriate action.
 - (3) The Dean will forward a formal letter of recommendation to the President, as appropriate.

Criteria for “distinguished and meritorious service to the institution” shall include, but not be limited to:

- Excellence in teaching, as documented by teaching awards from students or peer faculty;
- Excellence in research/scholarly activity, as documented by peer reviewed publications, external funding, and/or awards of distinction from appropriate research-oriented institutions or professional associations.
- Excellence in service, as documented by leadership on institutional committees; and/or leadership in state, regional, national, or international professional organizations;
- Leadership in promoting the mission and goals of the TTUHSC El Paso and/or the WLHSDM; and
- In compliance with TTUHSC El Paso Bylaws.

8. Appeals of administrative actions

The WLHSDM endorses the concept of due process. When there are matters of disagreement between a faculty member and his/her supervisor, or if a faculty member disputes an administrative action, every effort should be made to resolve the matter

through dialogue and discussion. In the event that such remedy fails, the WLHSDM shall have a mechanism to resolve these grievances. The process shall follow the guidelines established in the HSCEP OP 60.10.

Article V COMMITTEES

A. Authority to Establish Committees

The faculty shall have the authority to establish standing committees and to define the title, function and size of each committee. Standing committees must be specifically provided for in these Bylaws. Any addition or deletion of a standing committee requires an amendment to these Bylaws. The dean may also establish *ad hoc* committees as deemed necessary by him/her or the faculty. The Executive Committee may also establish ad hoc committees to address WLHSDM responsibilities.

B. Committee Membership

Except as otherwise stipulated, the office of the associate dean for academic affairs shall seek nominations from among the voting faculty for service on committees. The faculty will then vote for one of these nominees to elect their representative(s) to each committee. Initial members of the Committee shall be appointed by the dean for a three (3)-year term. Replacement committee members shall be elected by the faculty, unless a member position is specifically reserved as a dean's appointment. Faculty may serve two (2) consecutive three (3)-year terms, but six (6) years of consecutive service must be followed by a minimum of a (1) one year absence from the committee before being eligible to serve another term.

The associate dean of academic affairs will announce the membership of each standing committee at a regularly scheduled fall meeting of the faculty.

C. Committee Chairs

Unless otherwise stipulated, each standing committee of the WLHSDM shall elect a chair and a vice-chair. The chair shall be responsible for calling committee meetings, presiding over the meetings, and informing the faculty of all scheduled meetings. If the chair is unable to attend a meeting, he/she will request that the vice-chair preside at the meeting.

D. Ex Officio Members

Unless otherwise stipulated, assistant or associate deans and other faculty, staff and students of the WLHSDM shall be appointed by the dean to serve as an *ex officio*, non-voting members of all standing committees.

E. Committee Appointments

Appointments to standing committees will be made using the process outlined above in Article VI, Section B and in accordance with federal statute, operating policies of the TTUHSC El Paso, and the Texas Tech University System Board of Regents.

F. Procedures

Committees shall conduct their business according with Robert's Rules of Order.

ARTICLE VI Executive Committee

A. Membership

1. Members of the WLHSDM Executive Committee shall consist of:
 - Presiding Officer of the Faculty
 - Vice Presiding Officer of the Faculty
 - Secretary of the Faculty
 - One Administrative Officer as appointed by the dean
 - Three additional faculty as elected by the Faculty

B. Conduct of business

1. The Presiding Officer of the Faculty shall serve as presiding officer of the Executive Committee. The Presiding Officer shall appoint another member of the Executive Committee to serve as presiding officer in his/her absence.
2. Minutes shall be kept of all meetings of the Executive Committee and will be posted online with password protection limiting access to Executive Committee members of the Faculty.
3. A quorum shall consist of four members of the Executive Committee's members.
4. The Executive Committee shall meet at least monthly or more frequently, whenever called by the presiding officer.

C. Responsibilities

The Executive Committee shall act as an advisory body to the dean on all administrative matters, as well as on matters pertaining to strategic planning, review of the recommendations from other standing committees, and allocation of space and resources. Operating budgets are excluded from the purview of this Executive Committee. The dean will have final decision-making authority. The Committee shall have no oversight or responsibility for operating budgets, salary determinations, or individual research grants and contracts. The Committee shall make regular reports of its activities at meetings of the Faculty.

The Executive Committee shall have the following responsibilities:

1. Consider matters referred to it by the dean, committees of the WLHSDM, and/or individual faculty members.
2. Serve as the WLHSDM Strategic Planning Committee, until the School is at full capacity in 2025. At that time, the School shall form a separate Strategic Planning Committee, which will subsequently have its recommendations reviewed by the Executive Committee.

3. Review, accept, reject, and/or modify recommendations made by WLHSDM Standing Committees.
4. Review reports regarding the activities of Standing Committees.
5. Appoint *ad hoc* committees to address WLHSDM responsibilities.
6. Receive suggested amendments to these Bylaws, review and submit to the faculty for possible approval.

ARTICLE VII

Standing Committees

Members of standing committees shall be drawn from the voting faculty of the WLHSDM or other schools of TTUHSC El Paso. Ex officio members are appointed by the dean from the faculty, students, staff, or the El Paso District Dental Society at the recommendation of the Executive Committee. Members of each committee will be appointed or elected as described below.

A. Committee on Academic Performance and Standards

Charge:

The responsibilities of this Committee will include:

- Recommending standards for student academic performance;
- Recommending and implementing policies and procedures for tracking student academic performance; and
- Recommending standards, policies, and procedures for remediation, recommending probation, suspension, dismissal, and readmission of students.

Membership:

This Committee on Academic Performance and Standards will consist of five (5) faculty members elected by the Faculty. The associate dean for academic affairs, the associate dean for clinical affairs and patient care, the assistant or associate dean for student affairs, and the director of recruitment and admissions shall serve as *ex officio, non-voting* members of the committee.

Leadership:

The Committee shall report to the Faculty, but provide updates to the Executive Committee. It shall elect a chair and a vice chair annually from among its members.

B. Committee on Dental School Admissions

Charge:

The Committee will have the following responsibilities:

- Review and recommend changes to admission criteria and metrics for the WLHSDM;
- Review and recommend changes to the recruitment process for attracting qualified candidates for the WLHSDM;
- Review and recommend changes to policies and procedures for reviewing applications and selecting candidates for personal interviews;
- Participate in the review of applications, selection of candidates for personal interviews, and establishing the interview process;
- Review the rank order of candidates selected for admission to the WLHSDM;

- Be a resource for communications with the Texas Medical and Dental Application Service (TMDSAS) and the testing agency administering the Dental Admission Test (DAT);
- Formally review on an annual basis the data pertaining to the recruitment and admissions process, including data regarding student diversity.

Membership:

Members of the committee will be elected by the faculty and may include the associate dean for academic affairs, the assistant/associate dean for student affairs, and director of recruitment and admissions as voting members. The committee will also include a dentist representative from the community who is selected by the Executive Committee from the El Paso District Dental Society (EPDDS), holds a current faculty appointment at the WLHSDM, and is approved by the dean as a non-voting member.

At conversion from the initial committee to membership elected by the faculty, the associate dean for academic affairs and the assistant/associate dean for student affairs will become *ex officio* members, without voting rights.

Leadership:

This committee will report to the Faculty, but will provide updates to the Executive Committee. The chair and vice chair will be elected by the committee membership on an annual basis.

C. Committee on Clinical Affairs

Charge:

The responsibilities of the committee will include:

- Advising the associate dean of clinical affairs and patient care on all matters regarding the policies and procedures that pertain to patient care at the WLHSDM clinics and affiliated clinical sites;
- Reviewing aggregate student clinical performance indicators;
- Reviewing clinical activities, protocols, policies and procedures that ensure patient-centered care, clinical efficiency, and compliance with existing state and national laws;
- Evaluating proposals and making recommendations for procuring clinical instruments and materials that are consistent with best scientific evidence.

Membership:

The membership of this committee will consist of five (5) faculty who are clinicians, with 2 clinical staff, and one (1) student representative elected at large from the highest ranking class at WLHSDM and serving as non-voting members. The associate dean for clinical affairs and patient care will serve as an *ex officio*, non-voting member.

Leadership:

This committee will report to the Faculty, but provide updates to the Executive Committee, and serves as an advisory group to the associate dean for clinical affairs and patient care. The chair and vice chair will be elected from among the committee members on an annual basis.

D. Committee on Curriculum and Educational Policy

Charge:

The responsibilities of the committee will include the following:

- Provide oversight on the design, methods, collection, and interpretation of all data (quantitative and qualitative) that is used to assess the quality of the educational programs of the school.
- Establish and review requirements for the DMD degree.
- Establish and review requirements for the Community Health Certificate.
- Review the School's pre-doctoral teaching and evaluation systems and processes on a regular basis.
- Monitor aggregate student performance, and provide feedback to the dean and the Executive Committee regarding the effectiveness of the curriculum.
- Identify problems in student performance, as well as in pedagogy or evaluation that may require prompt intervention and/or modification.
- In consultation with the faculty, the dean and the Executive Committee, to make appropriate changes in curriculum and evaluation that address problems relating to the curriculum and/or student performance;
- Ensure that the curriculum addresses the WLHSDM competencies;
- Ensure that the curriculum is in compliance with all CODA accreditation standards.

The Committee will also monitor all curricular outcomes such as the following:

- Overall student progression toward competency;
- First-time pass rate on all competency examinations;
- First-time pass rate on the Integrated National Board Dental Examination (INBDE);
- Graduation rates
- Student attrition
- Course evaluations by students

Membership:

The membership of this committee will be broadly representative of the faculty responsible for and participating in the Doctor of Dental Medicine degree program. Committee membership shall be elected by and from the voting faculty of the WLHSDM during the first fall meeting of the faculty. This committee also includes the following ex-officio, non-voting members:

- associate dean of academic affairs
- associate/assistant dean of clinical affairs
- assistant/associate dean for bio-medical education

Leadership:

This committee will report to the Faculty, and update the Executive Committee. The committee will elect a chair and a vice chair annually from among its membership.

E. Committee on Faculty Appointment and Advancement (CFAA)

Charge:

Responsibilities of the committee will include the review of the application materials on behalf of faculty candidates who are under consideration for:

- Initial faculty appointment,
- Promotion in rank,
- Granting of tenure, or
- Comprehensive performance evaluation of tenured faculty

The Committee will recommend action and forward those recommendations to the dean for

review and recommendation.

The CFAA shall serve as a medical committee as defined by the Texas Health and Safety Code §161.031 and is authorized by the Texas Tech University System Board of Regents to evaluate the qualifications of all faculty, to include faculty appointments, tenure and promotion reviews, and comprehensive performance evaluations. Members of the CFAA committee shall act as members of a medical committee when performing functions or responsibilities of the committee.

Membership:

During the WLHSDM's initial year of its operations, this committee will be composed of the WLHSDM associate dean for academic affairs (a non-voting member), the WLHSDM associate dean for clinical affairs and patient care (if appointed), and three (3) members of the WLHSDM Committee on Curriculum and Educational Policy. After this period of time, and at the dean's discretion, the committee will be re-constituted to also include one (1) junior faculty member at the rank of assistant professor. Members shall serve a three (3) year term.

Leadership:

This committee will report to the dean of the WLHSDM. The chair of the committee shall be the WLHSDM associate dean for academic affairs, a non-voting member.

F. Sub-Committees

In order to accomplish the mission of a Committee, that Committee's Chair may appoint sub-committees that may include members of the faculty who are not members of the Committee. They may include the following: Sub-Committee on Clinical Quality Assurance and Safety, Student Awards and Recognition, Faculty Development, Educational Resources, and External Clinic Rotations, et al. Their charge, membership and leadership will be established at that time. Sub-committees must have written responsibilities of the committee, including duration and terms of service.

G. Ad Hoc Committees

Ad hoc committees may also be appointed for special purposes by the dean or the Executive Committee to assist in the administration of the WLHSDM, such as CODA Steering Committee, and Bylaws Committee. Ad hoc committees that may be appointed for special purposes must have written responsibilities of the committee, including duration and terms of service.

**Article VIII
RATIFICATION**

These bylaws shall be enacted immediately upon ratification by the initial voting faculty of the WLHSDM and with the review, concurrence and approval of the dean, and with the concurrence of the President of the Texas Tech University Health Sciences Center El Paso.

**Article IX
PUBLICATION**

A copy of the current bylaws shall be placed in the *Faculty Handbook*. The Bylaws shall also be maintained on the web site of the WLHSDM.

Article X AMENDMENTS

Amendments to the Bylaws may be proposed in any one of the following ways:

- Proposal by the dean of the WLHSDM;
- Proposal by the WLHSDM Executive Committee;
- Proposal by petition of twenty (20%) percent of the WLHSDM's voting faculty.

All proposals for an amendment to these Bylaws is submitted to the Executive Committee. The Executive Committee may refer the proposal to an *ad hoc* Bylaws Review Committee appointed by the Executive Committee for review and revision of the proposal and to ensure compliance with rules and policies of the Texas Tech University System Board of Regents, the TTUHSC El Paso, and the WLHSDM. The *ad hoc* Bylaws Review Committee, if utilized, reports their findings to the Executive Committee. After acceptance by the Executive Committee, the proposed amendment shall be distributed to all members of the voting faculty for their review and comment, prior to the next regular or called meeting of the faculty. The proposed amendment and comments shall be discussed at that meeting. Permissible actions by a majority vote of the faculty are to: 1) approve; 2) modify and resubmit to the voting faculty within one week; or 3) send back to the *ad hoc* committee. The *ad hoc* committee may again review the amendment and submit comments to the faculty. At the next faculty meeting, comments and feedback will be considered and the final proposed amendment will be voted on by the faculty.

Amendments to the bylaws shall be subject to final approval by the dean of the WLHSDM and the President of the TTUHSC El Paso and must remain in compliance with rules and policies of the Texas Tech University System Board of Regents, the TTUHSC El Paso, and the WLHSDM.