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PART I:  
STRUCTURE OF FACULTY GOVERNANCE  
WITHIN THE UNIVERSITY OF COLORADO  
DENVER

The faculty of the University of Colorado Denver School of Dental Medicine (UCDSDM) is a self governing body which operates according to the Constitution of the Faculty Senate of the School of Dental Medicine and the Laws of the Regents of the University of Colorado Denver.

This organization exists within a framework of faculty governance at the University of Colorado Denver. The framework provides for interaction within the School, at the campus level and at the system-wide level.

The system-wide level has two bodies which reports to the President of the University. One body is the system-wide Faculty Senate which consists of all faculty who meet membership requirements as defined in the Constitution of the University of Colorado Denver Faculty Senate. The second body is the Faculty Council, which is a representative body with members from each campus and each school.

The University of Colorado Denver has a representative body on the Anschutz Medical Campus (AMC) called the Faculty Assembly of UCD. This group has a set of officers and representatives from each school on the AMC-UCD campus. Individual membership in the UCD Faculty Assembly can be defined independently from the university-wide definition, but officers and representatives to the university-wide system must meet membership requirements of the university-wide constitution.

The UCDSDM faculty governing body is called the UCDSDM Faculty Senate with membership defined in the Constitution of the Faculty Senate of the School of Dental Medicine. Officers of the UCDSDM Faculty Senate and representatives to the UCD Faculty Assembly and University-wide Faculty Council also must meet membership requirement of those bodies. Officers and Representatives of the UCDSDM Faculty Senate are elected by the members of the UCDSDM Faculty Senate.
A schematic of faculty governance structure at the school, campus, and university-wide level is presented as an Attachment.

**PART II:**

**CONSTITUTION OF THE FACULTY SENATE OF THE SCHOOL OF DENTAL MEDICINE**

(Current document was approved by the Faculty Senate on November 19, 2009)

(All references to the Laws of the Regents are to the Laws adopted July 2006, and printed from the website July 2008)

**ARTICLE I: ORGANIZATION**

A. Department Organization

1. The School of Dental Medicine shall consist of the Department of Applied Dentistry, the Department of Craniofacial Biology, the Department of Diagnostic and Biological Sciences, the Department of Orthodontics, the Department of Restorative Dentistry, the Department of Pediatrics and the Department of Surgical Dentistry.

2. In accordance with Article 4, Part B of the Laws of the Regents, each department shall be responsible for developing its own working structure in consultation with the Dean, for defining how personnel and budgetary matters shall be handled within the department, for determining responsibility for other departmental matters and for making recommendations for appointments, reappointments, continuous appointments and promotions in strict conformance with procedures approved by the Regents and by the School of Dental Medicine.

3. In accordance with Appendix A of the Laws of the Regents, the entire School of Dental Medicine is defined as the primary unit for purposes of recommending and evaluating faculty being put forth for appointment, reappointment, promotion and tenure.

B. Administrative Organization

1. In accordance with Article 4, Part A of the Laws of the Regents, the Dean shall be the principal administrative officer of the School of Dental Medicine and shall be the presiding officer of its faculty. The Dean shall be responsible for the enforcement of admission requirements and for the general effectiveness of all departments within the School. He or she shall supervise and administer all matters pertaining only to the School of Dental Medicine, including budgetary planning and the allocation of available funds, faculty assignments, faculty and staff personnel policies and decisions (including promotions and salary increments), curriculum planning and revision, course changes, and the academic advising and progress of
students. Departmental chairpersons and faculty members shall confer with the Dean about problems relating to all such matters. The Dean shall make regular reports to the President through the Chancellor of the Health Sciences Center and to the Faculty of the School of Dental Medicine.

2. The administrator responsible for the Office of Academic Affairs shall have the responsibility for implementation and operation of all curricula of the School and for coordinating educational programs with the department chairpersons, including requests, allocations and revisions of the curriculum; and for maintaining academic standards detailed in the School's academic policies.

3. The administrator responsible for the Office Admissions and Student Affairs shall coordinate all aspects of student affairs, including student recruitment, admissions, advising, student governance, and quality of student life.

4. The administrator responsible for the Office of Financial Affairs shall have the responsibility for coordinating and monitoring all budgetary and fiscal activities of the School of Dental Medicine. In consultation with the Dean, he/she shall be responsible for all budgets for the School and modifying them as required. This person is also responsible for monitoring the expenditure of all funds within the School to assure compliance with established budgets and with relevant budget and fiscal policies and procedures. In the absence of the Dean, the administrator responsible for the Office of Financial Affairs acts in the Dean's behalf concerning all budgetary and fiscal affairs of the School of Dental Medicine.

5. The administrator responsible for the Office of Clinic Operations and Patient Services shall have the responsibility for coordinating all activities involving patient care for pre- and post-doctoral programs. This includes, but is not limited to, risk management, assignment of patients to students, monitoring students' clinical progress, monitoring patients' progress, development of patient management guidelines, and evaluation of patient management. In consultation with appropriate department and/or division chairpersons, he/she shall be responsible for the development and implementation of clinic policies, procedures, student requirements and shall schedule appropriate clinical time and faculty clinic coverage.

6. In accordance with Article 4, Part B and Appendix B of the Laws of the Regents, a Chairperson shall be the principal officer of each department and shall be responsible for the effective and efficient administration of his or her department. The Chairperson shall have the responsibility for providing intellectual leadership toward achievement of the highest possible level of excellence in the teaching, research, and service activities of the department. With the advice and counsel of his or her departmental colleagues and acting under the rules of the department, the Chairperson shall be the department's representative and spokesperson. In implementing the rules of the department with respect to recommendations for faculty appointments, tenure and salary increases, the Chairperson may submit his or her own comments to the Dean in addition to the recommendations of the departmental faculty, but he or she may not overrule decisions of the department or its regularly-constituted committees. Administratively, the Chairperson shall be responsible to the Dean and to the department for carrying out all leadership and administrative roles and responsibilities identified in Appendix B of the Laws of the Regents.
C. Faculty

1. In accordance with Article 4, Part A of the Laws of the Regents, the faculty of the School of Dental Medicine shall consist of all general members of the teaching and research staff holding the rank of instructor or above. The faculty shall have jurisdiction over all matters that concern only the School of Dental Medicine, such as educational policy, curriculum, including academic requirements for admission, for continuance and for graduation. In addition, the faculty of the School of Dental Medicine shall have jurisdiction over matters of academic ethics under such procedures as may be approved by the Board of Regents.

The faculty of the University of Colorado School of Dental Medicine have elected to form the University of Colorado School of Dental Medicine Faculty Senate to facilitate self-governance.

ARTICLE II: FACULTY SENATE

A. Membership

1. All full-time members of the faculty, and part-time members who are appointed for 50% FTE or more, shall be entitled to voting membership in the Faculty Senate. All members of the part-time faculty who are appointed for less than 50% FTE may participate in the Faculty Senate as non-voting members, except those part-time faculty with current standing committee appointment, who shall also be voting members of the Faculty Senate.

B. Officers and Representatives

1. The President of the Faculty Senate shall conduct the meetings of the Faculty Senate, shall represent the faculty on the Executive Committee of the School of Dental Medicine and shall perform related duties as elected representative of the faculty.

2. The Vice President of the Faculty Senate, in the absence of the President, shall conduct the meetings of the Faculty Senate and shall represent the faculty on the Executive Committee of the School of Dental Medicine.

3. The Secretary shall

   • record the proceedings of all meetings of the Faculty Senate,
   • shall maintain permanent records of the minutes of all regular meetings of the Faculty Senate, and
   • shall maintain records and manage the Flower and Gift Fund.

4. The Parliamentarian shall assist the presiding officer in the conduct of the meetings of the Faculty Senate according to the prevailing rules of order.

5. Two Representatives of the UCSD Faculty Senate (Delegates) shall serve as representatives to both the AMC-UCD Faculty Assembly and the University-wide Faculty Council.
6. Other representatives to campus and university-wide committees shall be recommended by the President of the UCDSDM Faculty Senate.

C. Terms of Office

1. The officers of the Faculty Senate shall serve from June 1 of the year in which they are elected to May 31 of the following year. The President and Vice President may not be elected to more than three consecutive terms.

D. Election of Officers

1. Nominations for new officers shall be submitted to the incumbent officers during the month of April. Any member of the full-time faculty who meets membership requirements in the UCDSDM Faculty Senate and the University of Colorado Denver Faculty Assembly may be nominated for an office. The names of all candidates who accept nomination shall be placed on the ballot; a candidate may accept nomination for only one office.

2. The incumbent officer shall conduct the election by secret mailed ballot during the month of May. Each member of the full-time faculty is entitled to one vote. A candidate shall be elected by receiving a majority of votes cast in the election. In the event that no candidate receives a majority of the first ballot votes, a run-off election will be held between the two candidates with the highest number of votes on the first ballot.

E. Meetings

1. The Faculty Senate shall meet upon the call of the Dean, the President, or by petition of one-third of the members of the Faculty Senate. A written announcement of meetings and a copy of the agenda shall be sent to all members of the Faculty Senate at least one week before each meeting.

2. A quorum shall consist of those members present unless otherwise specified in the Constitution of the Faculty Senate of the School of Dental Medicine.

3. The parliamentary authority for the meetings of the Faculty Senate and its committees shall be "Robert's Rules of Order" - most current edition, if the Constitution of the Faculty Senate of the School of Dental Medicine does not apply.

F. Standing Committees

1. The majority of the Faculty Senate's functions shall be performed by designated standing committees. Unless otherwise specified in this Constitution, the qualified members of each department shall elect their departmental representatives to each standing committee by a majority vote. The student body shall elect the representatives for each designated position from the appropriate classes. All members of the committees shall serve from June 1 – May 31 of the following year.
2. Unless otherwise specified in this Constitution, each Standing Committee shall elect its own Chairperson, and the Chairperson may create subcommittees to facilitate the work of the Standing Committee. The Chairperson shall maintain minutes.

3. Standing Committees shall consider new business brought before them in writing by either the President of the Faculty Senate, or the Dean of the School of Dental Medicine, or five members of the full-time faculty representing at least two departments, or the majority of the full-time faculty members of any department. The Chairperson of the Standing Committee shall report the recommendation of the majority of the committee members to the President, who shall bring the recommendation before the Faculty Senate at its next meeting. The power of accepting, amending or rejecting reports from Standing Committees is retained by the Faculty Senate.

4. Committee structure, function, and charge will be reevaluated annually, or other interval as determined by the Faculty Senate.

5. The school-wide Standing Committees are of two types – Committees Responsible to the Faculty Senate and Committees Reporting to the Dean. Their function and their composition are described in the following pages.

Committees Responsible to the Faculty Senate
INSTITUTIONAL EFFECTIVENESS COMMITTEE
The Institutional Effectiveness Committee shall have the responsibility, authority, and accountability for the Institutional Effectiveness Program of the School of Dental Medicine. The committee’s responsibilities shall include the development of guidelines and procedures, implementation of a plan of outcomes assessment, coordination of effort and evaluating compliance. Specifically, the committee shall be responsible for designing a system of outcomes assessment for the programs of the School of Dental Medicine, evaluating and coordinating the measures used to make assessment, assuring compliance with the program, assuring data collection and analysis, and assuring the distribution of the data and recommendations to the responsible person(s), committee(s), or organization(s) for action. Subcommittees reporting to the Institutional Effectiveness Committee include the Dental Curriculum Subcommittee, Dental Hygiene Curriculum Subcommittee, Dental Student Performance Subcommittee, and the Dental Hygiene Student Performance Subcommittee.

Chairperson

One Representative from each of the following Departments
Applied Dentistry
Pediatric Dentistry
Diagnostic and Biological Sciences
Orthodontics
Restorative Dentistry
ISP
Goal Directors : Faculty Representatives (appointed by the Faculty Senate)
Dental Student Representatives (one from DS-2, DS-3, and ISP2 classes)

Faculty Senate President

Dental Curriculum Subcommittee
The Dental Curriculum Subcommittee shall have the responsibility, authority, and accountability for the entire dental curriculum of the School of Dental Medicine. The subcommittee’s responsibilities shall include determination of course offerings, assignment of courses to the appropriate department, approval of course content, coordination of the academic calendar and periodic evaluation of the curriculum.

Co-Chairpersons:
Administrator responsible for Academic Affairs
Director of Comprehensive Care Program

One Representative from each of the following Departments
Applied Dentistry
Diagnostic and Biological Sciences
Surgical Dentistry
Craniofacial Biology
Orthodontics
Restorative Dentistry
Pediatric Dentistry
ISP

Four Dental Student Representatives
DS-4
DS-3
DS-2
DS-1

Two ISP Student Representatives
ISP 2
ISP 1

Dental Student Performance Subcommittee
The Dental Student Performance Subcommittee shall be responsible for developing policies for the evaluation of dental student performance, including policies for grading, promotion, and graduation of students. It shall also be responsible for implementing and enforcing policies that have been approved by the Faculty Senate, as well as cases of dishonesty or unprofessional conduct, and it shall make recommendations to the dean and other parties regarding discipline, promotion, or graduation of each student. The subcommittee shall follow guidelines approved
by the Faculty Senate in full accord with the Rule of the Regents and the requirements of due process.

Chairperson: Administrator Responsible for Academic Affairs

Administrator Responsible for Student Affairs (non-voting)
Administrator Responsible for Clinical Affairs (non-voting)

One Representative from each of the following Departments/Disciplines
Applied Dentistry
Craniofacial Biology
ISP
Endodontics
Periodontics
Diagnostic and Biological Sciences
Restorative
Oral and Maxillofacial Surgery
Orthodontics
Pediatric Dentistry
ISP
DS-3 Class President
DS-2 Class President
ISP-2 Class President

The Honor Code Hearing Committee is an Ad Hoc Committee, not a Standing Committee.

Competency Review Board Subcommittee
The CRB Subcommittee functions for the purpose of providing efficient clinical performance reviews of dental students and ISP students. Additional goals will include improving documentation of performance assessment and providing better, more immediate feedback to students. The CRB Subcommittee will monitor student progress of competency completions and provide feedback for ACTS and block rotation readiness. The CRB Subcommittee may report back to the Dental Student Performance Subcommittee when problems are identified that require DSPS action.

Chairperson: Administrator Responsible for Academic Affairs

Chair of the Restorative Department
Chair of Applied Dentistry (ACTS Director)
Chair of Surgical Dentistry Department
Chair of the Division of Periodontics
Chair of the Division of Oral and Maxillofacial Surgery
Chair of the Division of Oral Medicine
Director of the International Student Program
Appropriate Comprehensive Care Leaders as required
INTERNATIONAL STUDENT PROGRAM COMMITTEE
This Committee will have responsibilities for student/resident admissions, curriculum management, academic performance and outcomes assessment, clinical performance and outcomes assessment, academic and clinical scheduling coordination, and other activities of the International Student Program.

Chairperson: Associate Dean for Academic Affairs

Director of the International Student Program
Associate Dean for Clinical Operations and Patient Services
Associate Dean for Student Affairs and Advanced Dental Education
Chair of the Department of Restorative Dentistry
Chair of the Division of Periodontics
3 ISP Faculty members
1 ISP Graduate

One Representative from each of the ISP Classes

ADVANCED DENTAL EDUCATION OVERSIGHT COMMITTEE
Oversight Subcommittees have responsibilities for student/resident admissions, curriculum management, academic performance and outcomes assessment, clinical performance and outcomes assessment, academic and clinical scheduling coordination, and other activities of the advanced dental education programs.

Chairperson: Administrator Responsible for Advanced Dental Education

Administrator Responsible for Academic Affairs
Administrator Responsible for Clinical Affairs
Director of Graduate Periodontics
Director of General Practice Residency
Director of Graduate Orthodontics
Director of Pediatric Dentistry

STUDENT AFFAIRS COMMITTEE
The Student Affairs Committee will be responsible for oversight of predoctoral student life at the School of Dental Medicine. This shall include oversight of predoctoral admissions, student organizations, student government, and other student activities.

Chairpersons

One Representative from each of the Division and/or Departments
Applied Dentistry
Craniofacial Biology
ISP
One Representative from each Dental and ISP Class
DS 4
DS 3
DS 2
DS 1
ISP 1
ISP 2

Dental Admissions Subcommittee
The Dental Student Admissions Committee shall develop admissions policies for the program in dentistry. It shall also conduct the admissions process and select those applicants most qualified for admission to the program.

Chairperson: Administrator Responsible for Admissions

Director of Student Services
Director of Post-Baccalaureate Program
Full-Time Faculty (10)
Non-Full-Time Faculty (up to 4) – selected by Chairperson
33% of the F/T and non-F/T faculty will be replaced annually
Dental Student Representative, DS-2, DS-3 or DS-4 Level
DS 4
DS 4
DS 3
DS 3
DS 2

RESEARCH COMMITTEE
The Research Committee shall be responsible for stimulating and assisting research activities by making available financial support for small faculty research projects. The committee’s charge shall be reviewing the scientific merit and fiscal propriety of each application and making recommendations concerning funding to the Dean. The committee shall provide guidance to faculty during the early phases of preparation of applications, and help investigators seek other funds by reviewing and offering advice on applications to be submitted to external granting bodies. In addition, committee members shall provide advice on research design and promising avenues for research.

Chairperson - Associate Dean for Research
One Representative from each of the following Departments
Applied Dentistry
Diagnostic and Biological Sciences
Surgical Dentistry
Orthodontics
Craniofacial Biology
Pediatric Dentistry
Restorative

Faculty Advisor of the Student Research Group, Colorado Chapter of AADR

President of the Colorado Chapter of AADR

One Dental Student Representative (Student Research Group of Colorado, Chapter of AADR)

President of the Student Research Group

FACULTY AFFAIRS COMMITTEE
The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty. Activities of the Committee include examining all policies and procedures of the University which influence the professional and personal welfare of the faculty, and to recommend improvements in the design and implementation of faculty personnel policies, including such matters as tenure and promotion (in conjunction with the Tenure Committee), salary and benefits, faculty development, and hiring and retirement alternatives. The Chairperson will serve a three year term.

Chairperson

Members determined by the Faculty Senate

Faculty Development Subcommittee
The Faculty Development Subcommittee shall assist in promoting faculty development in the School of Dental Medicine. The subcommittee will identify mechanisms and provide assistance to help faculty, department chairs, and other mentors develop in teaching, service and scholarly activities. Further, the subcommittee shall serve as a resource to faculty, department chairs, and other mentors in instructing faculty on institutional processes.

2 Chairpersons (Co-Chairs)

One Representative from each of the following Departments
Restorative Dentistry
Diagnostic and Biological Sciences
Orthodontics
Pediatric Dentistry
Surgical Dentistry
Craniofacial Biology
Facility, Promotion, Tenure and Post-Tenure Review Subcommittee
The School of Dental Medicine Faculty, Promotion, Tenure and Post-Tenure Review Subcommittee shall review and evaluate all recommendations for promotion, tenure, and post-tenure review, and part-time/volunteer faculty appointments, except those full-time new appointments recommended by search committees appointed by the Dean. This subcommittee shall review all documents submitted to support a recommendation, in order to assure that all documentation is complete and current and to evaluate each recommendation in terms of the degree to which the faculty member’s achievements are consistent with School-wide and University criteria for the recommended rank or tenure. This subcommittee forwards all of its recommendations to the Dean’s Review Committee. The Chairperson will serve a 3 year term.

Chairperson of the subcommittee shall be a tenured faculty member at the professor level, elected by the Faculty Senate.

Only full-time, tenured or clinical track faculty members at the associate professor level or above should comprise the committee membership.

Selection of committee members will be by department chairs (1 person per department) with ratifying vote and continued oversight by officers of the Faculty Senate. Departments represented:
- Restorative Dentistry
- Diagnostic and Biological Sciences
- Orthodontics
- Applied Dentistry
- Surgical Dentistry
- Pediatric Dentistry
- Craniofacial Biology
- Applied Dentistry

Faculty Grievance Subcommittee
The Faculty Grievance Subcommittee shall review and evaluate grievances brought forth by a faculty member and shall submit a recommendation concerning the grievance to the dean. Grievances relating to work assignments, work schedules, annual evaluations, annual salary increments, or similar matters may be brought before the Faculty Grievance Subcommittee by a faculty member. The Faculty Grievance Committee will not, however, review any grievances relating to promotion or denial of promotion in academic rank or reappointment. These would be referred to the Dean’s Review Committee. The Faculty Grievance Committee shall have the authority to determine if a grievance should be heard or processed through alternative channels. (The administrator shall serve as chairperson.)

One Administrator
Two Department Chairpersons
Three Full-time Faculty at the Level of Associate Professor or Above

Committees Responsible to the Dean
EXECUTIVE COMMITTEE
The Executive Committee is the executive body of the School of Dentistry. It shall advise and assist the dean in administrative aspects of the School of Dentistry’s operations. In addition, the Executive Committee should review minutes from all other Committees in the SOD. (Dean shall serve as chairperson.)

Dean

Administrators
Academic Affairs
Financial Affairs
Clinical Affairs
Student Affairs
Research

Department Chairpersons
Applied Dentistry
Diagnostic and Biological Sciences
Surgical Dentistry
Orthodontics
Restorative Dentistry
Craniofacial Biology
Pediatric Dentistry

Program Directors
ISP Program
Graduate Periodontics Residency Program
General Practice Residency Program
Public Health and Community Outreach
Instructional Technology

Faculty Senate President

CONTINUING EDUCATION COMMITTEE
The Continuing Education Advisory Committee, under the Chairmanship of the Director, CE/ES, advises the dean and the director on policies relating to continuing education. This includes short and long-term planning, all types and locations of courses to be offered, as well as guidelines concerning honoraria to be paid to speakers and fees to be charged to participants. It also advises the director concerning the appropriateness of individuals who are being considered
as possible speakers.

**Chairperson**
**Faculty**
One DDS Part-time Faculty/Private Practitioner who is a member of the CDA

**DEAN’S REVIEW COMMITTEE**
The Review Committee shall assist the dean in the evaluation of recommendations for reappointment, promotion and/or tenure received from the primary unit Evaluation Committee. (Chairperson appointed by the Dean) (Term limits should apply)

**Chairperson**
**Campus Representative**
Faculty (appointed at the discretion of the Dean)

**OPERATIONS COMMITTEE**
The Operations Committee shall be advisory to the dean with responsibilities including oversight of patient care, facilities, equipment, instruments, IT, and the patient management system. The Committee shall assist the dean by suggesting strategies for improving didactic, preclinical and clinical education environments, and patient care.

**Chairperson**
**Faculty**
**Staff**
One Staff Representative from Each Floor
Class Pres from DS3, DS4, ISP1, ISP2

**AxiUm Operations Subcommittee**
2 Chairpersons (Co-Chairs)
**Faculty**
**Staff**

**Quality Assurance/Quality Improvement Subcommittee**

Chairperson - Administrator responsible for Clinical Affairs

**Membership:**
Chair of Surgical Dentistry
Chair of Oral Surgery
Director of General Practice Residency Program
Chair or Representative from:
Restorative
Orthodontics
Infection Control Officer
**Scholarship Committee**
The Scholarships, Awards and Financial Aid Committee is responsible to the dean for determining the recipients of School of Dental Medicine predoctoral scholarship awards. The committee recommends the individuals who will receive awards and the level of each award.

**Chairperson**  
Administrator Responsible for Student Affairs  
Student Representatives (1 from each DS Class)  
DS 4  
DS 3  
DS 2  
DS 1

**Administrative Support Staff**

**ARTICLE III: AMENDMENTS**

1. The Constitution of the Faculty Senate of the School of Dental Medicine may be amended by a two-thirds vote of the faculty of the School of Dental Medicine.

2. Amendments may be proposed by any member of the faculty and shall be distributed in writing to all members no later than two weeks prior to the meeting at which they are to be considered.

3. Amendments which are approved shall become effective immediately upon passage unless otherwise stated in the amendment.

**ARTICLE IV: POLICIES AND PROCEDURES OF THE FACULTY**

Operating policies and procedures of the faculty which are not specified by the Constitution of the Faculty Senate of the School of Dental Medicine may be created by regular vote of the Faculty Senate and shall be followed provided that they do not contradict the provisions of the Constitution of the Faculty Senate of the School of Dental Medicine or the Laws of the Regents.
ARTICLE V: RATIFICATION

Upon approval of two-thirds of the members of the Faculty Senate, the academic and administrative functions of the Faculty shall be conducted according to this Constitution. All previous Articles of Governance of the School of Dental Medicine (excluding policies and procedures of the faculty) are nullified by the passage of this Constitution.