

**UNIVERSITY OF
TENNESSEE HEALTH
SCIENCE CENTER**

**COLLEGE OF DENTISTRY
CONSTITUTION AND BYLAWS**

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DEPARTMENTAL BYLAWS AGREEMENT**UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER, COLLEGE OF
DENTISTRY CONSTITUTION AND BYLAWS****DIVISION I - COLLEGE OF DENTISTRY****ARTICLE I – NAME AND AUTHORITY**

The name of this organization shall be The University of Tennessee Health Science Center (UTHSC), College of Dentistry. The College of Dentistry is a duly constituted academic unit of the UTHSC with authority to recommend the awarding of degrees and certificates and operates in accordance with the rules, regulations and policies of the University of Tennessee.

ARTICLE II – MISSION

- ❖ The mission of the College of Dentistry is to improve human oral health through education, research, clinical care and public service.
- ❖ The College of Dentistry is a component college of the UTHSC. It is committed to the highest standards of achievement in all its programs. In accord with its mission and in the pursuit of excellence, the College of Dentistry values and emphasizes:
 - a. The education and graduation of competent oral health care professionals who are fully prepared with the cognitive, psychomotor and affective skills necessary to manage the oral health care needs of the communities they serve. Specifically included are the analytical and technological skills required to be efficient providers of quality oral health care, to be responsive to future changes in the profession, to be lifetime learners, to advance dental knowledge, and to become leaders in education and organized dentistry.
 - b. An active research program geared to develop and disseminate new knowledge in the basic, behavioral and clinical sciences, with a focus on knowledge which is directly applicable by the general dentist.
 - c. A high quality clinical care program providing comprehensive diagnostic, preventive and treatment services to a diverse patient population using contemporary methods, materials and technology.
 - d. Community service through involvement and leadership in community health related programs. The College will join in community efforts to educate the public and promote oral health. Service to the profession will include continuing dental education programs, consultative services by faculty, and contributions to the dental literature.
 - e. An educational and patient care environment which facilitates a high level of understanding and sensitivity among faculty, students, staff and patients.

ARTICLE III – GOALS

The mission of the College of Dentistry will be fulfilled through the achievement of five general goals; each supported by specific objectives with defined standards for measuring achievement. These goals are:

1. The College of Dentistry will educate and graduate dental health professionals and scientists who are professionally competent and in whom high ethical standards have been instilled, with appropriate emphasis on under-represented groups and on meeting the dental health work force needs of Tennessee.
2. The College of Dentistry will promote research achievements.

3. The College of Dentistry will provide high quality dental services to patients in all of its clinics.
4. The College of Dentistry will provide our service area with appropriate oral health services normally associated with the College of Dentistry.
5. The College of Dentistry will ensure a stable infrastructure and support system, including development activities, for the attainment of Goals 1-

ARTICLE IV – PURPOSE

The purpose of the bylaws shall be to:

- a. Define the membership of the Faculty.
- b. Outline its organization and describe its process of governance so as to guarantee all members the right to freely express opinions regarding any and all matters vital to the welfare of individuals and the College.
- c. Participate in formulating policy and effectively discharge their teaching, service, scholarly and administrative functions.

The UTHSC Faculty Handbook shall serve as the guidelines for the College of Dentistry bylaws and material contained within the Faculty Handbook shall take precedence over the College bylaws.

ARTICLE V – MEMBERSHIP

The membership of this faculty shall consist of those individuals holding faculty appointments in the College of Dentistry. Membership conveys the right to discuss all matters presented at meetings of this Faculty. Full-time members of the Faculty and Part-time Faculty with appointment of fifty percent or greater shall have the right to vote on all matters before this Faculty.

ARTICLE VI – ORGANIZATION

The College of Dentistry is organized into operational units that facilitate accomplishing the overall mission of the College, promote the goals and objectives of its respective disciplines and facilitate achieving optimal efficiency.

- a. In addition to the Dean, there are several Associate and Assistant Deans who help guide the college in relation to Academic Affairs, Clinical Affairs, Admissions, Student Affairs Research, Postgraduate Affairs, Financial Affairs, Extramural Clinical Affairs, and Institutional Affairs.
- b. The eleven departments of the college include Bioscience Research, Dental Hygiene, Diagnostic Sciences and Oral Medicine, Endodontics, General Practice, Restorative Dentistry, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry and Community Oral Health, Periodontology, and Prosthodontics,
- c. The Department of Diagnostic Sciences and Oral Medicine includes Oral Radiology and Oral and Maxillofacial Pathology.
- d. The Department of Prosthodontics includes Advanced Education in General Dentistry.
- e. The Department of Pediatric Dentistry and Community Oral Health has divisions of Pediatric Dentistry and Community Oral Health Dentistry.

ARTICLE VII – MEETINGS

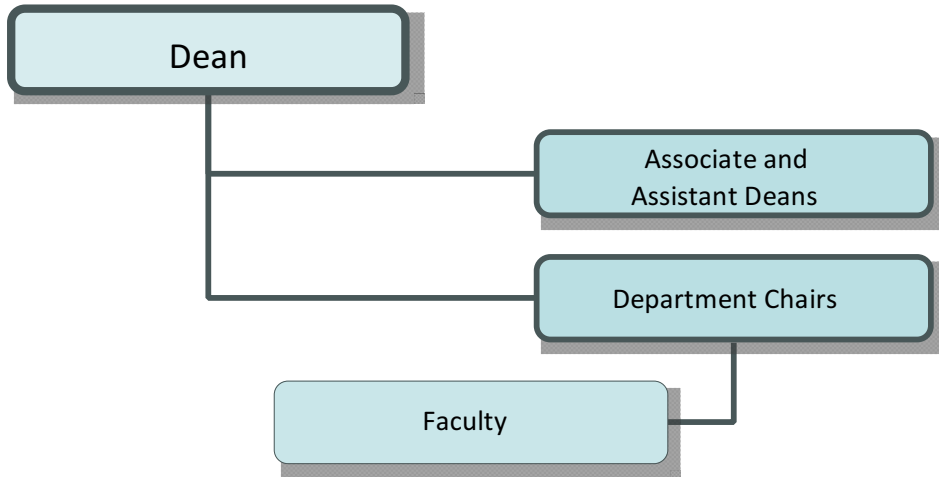
The membership of the Faculty shall meet at least once each semester during the academic year, or as called by the Dean of the College.

ARTICLE VIII – ORGANIZATIONAL STRUCTURE

The College of Dentistry is organized into operational units that facilitate accomplishing the overall

mission of the College, promote the goals and objectives of its respective disciplines and facilitate achieving optimal efficiency. That structure is detailed in the UTMCD organizational chart.

Chapter 1. **SIMPLIFIED ORGANIZATIONAL CHART OF THE COLLEGE OF DENTISTRY**



Chapter 2. **DEAN**

1. The Dean shall be the chief administrative officer of the College of Dentistry and have the authority and responsibility for administering the affairs of the College employing appropriate consultation with the Committee of Faculty, the departments, students and staff. The Dean is directly responsible to the Chancellor of the University Of Tennessee Health Science Center, and ultimately to the President of the University of Tennessee, for efficient conduct of the programs of the College of Dentistry, in accordance with the policies and regulations adopted by the Board of Trustees, the President, the Chancellor and the College of Dentistry. It is the obligation of the Dean to keep the faculty, students and staff of the College informed concerning educational and financial matters of the school.
2. **Duties and Responsibilities**
 - a. The Dean shall be the chief administrative officer and have the responsibility for final decisions relating to the operation of the College of Dentistry within the framework of the rules, regulations and policies of the University of Tennessee.
 - b. The Dean shall recommend to the Chancellor, the appointment of other administrative personnel of the College.
 - c. The Dean shall serve as Chairperson and preside over the Administrative Council and has the responsibility of approving recommendations of the faculty for granting degrees and certificates.
 - d. After consultation with an appointed search committee, the Dean recommends the appointment of Departmental Chair to the Chancellor for action by the Board Trustees.
 - e. After consultation with the Departmental Chair and after review by the Appointment, Promotion and Tenure Committee, the Dean shall recommend the appointment, promotion, tenure and dismissal of faculty

- members to the Chancellor. The Dean shall be responsible for protecting faculty members from gross inequities in salary and/or academic rank.
- f. The Dean shall appoint members to Standing Committees and ad hoc committees as needed for the proper operation of the College of Dentistry. This may be done either independently or in consultation with the appropriate bodies.
 - g. The Dean shall appoint members of the Committee of Faculty, appointing those members of the committee elected by the faculty unless there are compelling reasons for not making the appointments.
 - h. The Dean or his/her designate shall be responsible for certification of students to licensing, testing and accrediting agencies.
 - i. The Dean shall assume such other responsibilities and perform such other duties as may be prescribed by the Board of Trustees, the President or the Chancellor.
3. Review
 - a. The Dean's performance shall be reviewed annually by the Chancellor according to the policies and procedures of the University of Tennessee.

Chapter 3. **ASSISTANT and ASSOCIATE DEANS**

1. Appointment
 - a. Assistant and Associate Deans shall be appointed upon recommendation of the Dean following consultation with appropriate search committees in accordance with the University of Tennessee Summary of Procedures Regarding Searches.
2. Duties and Responsibilities
 - a. The authority and responsibility of each administrator shall be set forth in job descriptions as specified by the Dean.
3. Review
 - a. The performance of all administrative officers shall be reviewed annually by the Dean.

Chapter 4. **CHAIRS**

Each department will be headed by a Chair selected by a national search. The appointment is by consent of the Dean of the College of Dentistry and is subject to change at the discretion of the Dean.

The responsibilities of the Chair include:

1. Be accountable for all administrative and professional activities of the department.
2. Maintain continual review of the professional performance of faculty and staff within the department.
3. Conduct a yearly review of the performance of faculty and staff in the department. Initiate a three-year pre-tenure review for non-tenured full-time faculty who are appointed in the tenure track.
4. Initiate a sixth-year review of tenured faculty within the department. Initiate the process of promotion and tenure for the faculty of the department.
5. Be responsible for the enforcement within the department of the bylaws, rules and regulations of the University of Tennessee, College of Dentistry.

6. Assure that the quality and the appropriateness of patient care within the department is monitored and evaluated according to the established Standards of Care for the College.
7. Be responsible for timely meeting with faculty and/or division directors within the department.
8. Serve on those committees of the University of Tennessee, College of Dentistry as appointed by the Dean.

Chapter 5. **FACULTY**

1. The membership of the faculty shall consist of those individuals holding Full-Time, Affiliate, and Part-Time Faculty.
 - a. Full-Time Dental Faculty- those full-time faculty with primary appointment to the College of Dentistry.
 - b. Affiliate Dental Faculty- those full-time faculty with primary appointment to other schools of the university other than the College of Dentistry, and with an affiliate appointment to the College of Dentistry.
 - c. Part-Time Dental Faculty- those part-time faculty with appointment to the College of Dentistry.

Membership conveys the right to discuss all matters presented at meetings of this Faculty. Members of the Faculty shall have the right to vote on all matters before this Faculty.

ARTICLE IX. STANDING COMMITTEES

Committee Bylaws, Structure and Membership List

Introduction

Through the University Of Tennessee College of Dentistry Faculty Council, faculty participation in the College's governance process is assured.

The Faculty Council's Committee on Faculty annually nominates faculty on a rotating basis to participate as members of UT-COD's Standing Committees. The Dean's intention is to provide as many opportunities as possible for faculty members to serve as committee members, in order to aid in furthering their career development.

Nominations from the Faculty Council are forwarded to the Administrative Executive Committee, who will review the nominations and recommend them to the Dean for approval.

The following committees compose UT-COD's governance structure:

Standing Committees

Administrative Executive Committee (Deans)

- A. Purpose: The purpose of the committee shall be to plan, discuss and formulate policies for the College of Dentistry. The committee will assure communication to the ACADEMIC EXECUTIVE COMMITTEE (CHAIRS) regarding all aspects of the school's operation

and pertinent matters presented and discussed during the committee's meetings.

- B. Membership: The Dean, Associate Deans and Assistant Deans shall compose the committee. The Chair of the Academic Executive Committee will attend the meeting of the Administrative Executive Committee as needed.
- C. Chair: The Dean shall serve as chair.
- D. Term of Office: The length of office shall be the duration of the committee member's tenure in his or her respective office.
- E. Meetings: The committee shall meet as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Timothy Hottel	Dean	Admin/Faculty	2011	N/A
Dr. Jack Seeberg	Associate Dean for Clinical Affairs	Admin/Faculty	2016	N/A
Dr. Franklin Garcia- Godoy	Senior Executive Associate Dean for Research	Admin/Faculty	2011	N/A
Dr. J. Stansill Covington, III	Associate Dean for Admissions and Student Affairs	Admin/Faculty	2011	N/A
Dr. David Cagna	Associate Dean for Postgraduate Affairs	Admin/Faculty	2011	N/A
Mr. Daniel Brown	Assistant Dean for Financial Affairs	Admin/Faculty	2012	N/A
Dr. Mark Scarbecz	Assistant Dean for Institutional Affairs	Admin/Faculty	2013	N/A
Dr. Edward DeSchepper	Associate Dean for Academic Affairs	Admin/Faculty	2013	N/A

Academic Executive Committee (Chairs)

- A. Purpose: The purpose of the committee shall be to discuss and formulate policies to be presented to the ADMINISTRATIVE EXECUTIVE COMMITTEE (DEANS). The committee will assure communication between faculty and administration regarding all aspects of the school's operation and all matters presented and discussed during the committee's meetings.
- B. Membership: Chairs of the departments shall compose the committee.
- C. Chair: The committee will elect a chair for a one-year term (July 1-June 30).
- D. Term of Office: The length of office shall be the duration of the committee member's tenure in his or her respective office.
- E. Meetings: The committee shall meet as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Russell Wicks	Committee Chair Chair, Dept. of Prosthodontics	Admin/Faculty	2015	2016
Dr. Cesar Migliorati	Chair, Diagnostic Sciences and Oral Medicine	Admin/Faculty	2011	N/A
Dr. Franklin Garcia- Godoy	Chair, Bioscience Research	Admin/Faculty	2011	N/A
Dr. Adam Lloyd	Chair, Endodontics	Admin/Faculty	2011	N/A
Dr. William Noyes	Interim Chair, General Practice Dentistry	Admin/Faculty	2015	N/A
Dr. Barry Owens	Interim Chair, Restorative Dentistry	Admin/Faculty	2011	N/A
Dr. Paul Bland	Chair, Periodontology	Admin/Faculty	2007	N/A
Dr. Russell Wicks	Chair, Prosthodontics	Admin/Faculty	2011	N/A
Dr. Terry Trojan	Chair, Orthodontics	Admin/Faculty	2012	N/A
Dr. Larry Dormois	Chair, Pediatric Dentistry and Community Oral Health	Admin/Faculty	2015	N/A
Lynn Russell	Chair, Dental Hygiene	Admin/Faculty	2015	N/A

Advanced Dental Education Committee (ADEC)

- A. Purpose: The committee shall provide advice and information to the Dean in all matters pertaining to the development and operation of the advanced education programs. The committee will operate under guidelines developed by the committee and approved by the Dean. The Department Chairs will be sent the minutes of ADEC committee meetings.
- B. Membership: The committee shall consist of the directors of postgraduate and advanced education programs sponsored by the College of Dentistry, as well as those programs which are conducted in cooperation with the College (such as hospital-based programs and other extramural programs as determined by the Dean). One PG2 resident will also serve on the committee.
- C. Chair: Associate Dean for Postgraduate Affairs
- D. Term of Office: Members shall serve for the duration of their appointment in that position.
- E. Meetings: The committee shall meet as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. David Cagna	Associate Dean for Postgraduate Affairs, Dept. of Prosthodontics	Admin/Faculty	2011	N/A
Dr. James Christian	Postgraduate Program Director, OMFS	Admin/Faculty	2011	N/A
Dr. Terry Trojan	Postgraduate Program Director, Orthodontics	Admin/Faculty	2011	N/A
Dr. Daniel Reaves	Chief, Dental Service, VA and Dept. of Oral and Maxillofacial Surgery	Faculty	2011	N/A
Dr. Sidney Stein	Chair, MDS program and Dept. of Periodontology	Faculty	2011	N/A
Dr. Scott Hollis	Postgraduate Program Director, AEGD	Admin/Faculty	2015	N/A
Dr. Adam Lloyd	Postgraduate Program Director, Endodontics	Admin/Faculty	2012	N/A
Dr. Martha Wells	Postgraduate Program Director, Pediatric Dentistry	Admin/Faculty	2014	N/A
Lynn Russell	Graduate Program Director, Dental Hygiene	Admin/Faculty	2015	N/A
TBD	Orthodontic Dentistry Resident	PG2 Resident	2016	2019

Ad Hoc Alumni Grant Review Committee

- A. Purpose: The purpose of the committee is to review and score applications to the UT College of Dentistry Alumni Endowment Fund for Alumni Clinical Research Fellowships and Alumni Clinical Research Grants. The Student Summer Research Fellowship is also funded by the Alumni Endowment Fund. Recommendations are made to the Dean, who forwards the recommendations to the Dean's Executive Committee and on to the Alumni Association Board of Trustees for final recommendation.
- B. Membership: Each department will be represented and members chosen by the Dean and/or the Faculty Organization.
- C. Chair: Senior Executive Associate Dean for Research.
- D. Term of Office: Members shall serve in a three-year rotation, with approximately 1/3 of members rotating off each year.
- E. Meetings: Applications are submitted semiannually with deadlines on the last Friday in April and October. The committee shall meet in January and June of each year. The committee also meets in February of each year for the Student Summer Research Fellowship program.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Franklin Garcia- Godoy	Sr. Executive Associate Dean for Research and Chair, Dept. of Bioscience	Admin/Faculty	2011	N/A
Dr. Ed Thomas	Dept. of Bioscience Research	Faculty	2015	2018
Dr. Jeg Babu	Dept. of Bioscience Research	Faculty	2015	2018
Dr. Ayman Al-Dayeh	Dept. of Orthodontics	Faculty	2016	2019
Dr. Mojdeh Dehghan	Dept. of Restorative Dentistry	Faculty	2016	2019
Dr. Melissa Marchesan	Dept. of Endodontics	Faculty	2016	2019
Dr. Martha Wells	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2016	2019
Dr. Rania Livada	Dept. of Periodontology	Faculty	2016	2019
Dr. Vinay Jain	Dept. of Prosthodontics	Faculty	2016	2019
Dr. Jeffrey Brooks	Dept. of Oral and Maxillofacial Surgery	Faculty	2014	2017
Dr. Werner Shintaku	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2014	2017
Dr. James Lea	Dept. of General Practice Dentistry	Faculty	2014	2017
Lynn Russell	Chair, Dept. of Dental Hygiene	Admin/Faculty	2015	2018
Dr. Bob Jolly	Private Practitioner	Ex-Officio	2011	N/A

Ad Hoc Clinic Committee (GKAS Committee)

- A. Purpose: To plan and execute the Give Kids a Smile program in January/February, as well as a Fall Festival in October.
- B. Membership: By invitation and/or assignment by involved Department Chairs. Planning departments are: Clinical Affairs, Pediatric Dentistry and Community Oral Health, Dental Hygiene, and Special Events
- C. Chair: Dr. Jack Seeberg
- D. Term of Office: Open, no expiration, except when necessary each July.
- E. Meetings: Planned as needed.

Name	Section/Area	Admin/Faculty/	Year Appointed	Term Expires
***Dr. Jack Seeberg	Associate Dean for Clinical Affairs	Admin	2016	N/A
Dr. Liang Hong	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2014	N/A
Dr. Jan Colton	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2015	N/A
Anna Montgomery	Dept. of Clinical Affairs	Staff	2014	N/A
Beckey Hawes	Dept. of Clinical Affairs	Staff	2014	N/A
Sherry Maley	Dept. of Clinical Affairs	Staff	2014	N/A
Carriann Bingham	Business and Finance	Staff	2014	N/A
Veronica Horton	Dept. of Clinical Affairs	Staff	2014	N/A
Pam Houston	Special Events	Staff	2014	N/A

Admissions Committee

- A. Purpose: To review records of applicants, choose those for interviews, and make selections to recommend to Dean.
- B. Membership: Includes full-time and part-time faculty (private practitioners) and one D-2 class officer by invitation of the Dean.
- C. Chair: Associate Dean for Admissions and Student Affairs
- D. Term of Office: Members shall serve in a three-year rotation, with approximately 1/3 members rotating off each year.
- E. Meetings: Meet in Fall and Spring, as necessary

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. J. Stansill Covington, III	Associate Dean for Admissions and Student Affairs	Admin/Faculty	2011	N/A
Dr. Orpheus Triplett	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2015	2018
Dr. Bobby Collins	Dept. of Dental Hygiene	Faculty	2015	2018
Vinay Jain	Dept. of Prosthodontics	Faculty	2016	2018
Dr. Staley Colvert	Dept. of General Practice Dentistry	Faculty	2016	2019
Charlotte Taylor	Dept. of General Practice Dentistry	Faculty	2016	2019
Dr. Mojdeh Dehghan	Dept. of Restorative Dentistry	Faculty	2014	2017
Dr. Judith Ross	Dept. of Restorative Dentistry	Faculty	2014	2017
Dr. Darton Taylor	Dept. of General Practice Dentistry	Faculty	2014	2017
Dr. Layne Levy	Dept. of General Practice Dentistry	Faculty (PT) Ad Hoc	2011	N/A
Dr. Steve Ballard	Dept. of Prosthodontics	Faculty (PT) Ad Hoc	2011	N/A
Shawna Clark	Dept. of Restorative Dentistry	Faculty	2016	2018
Darryl Jones	Dept. of Restorative Dentistry	Faculty	2016	2017
Bruce Hamilton	Dept. of Restorative Dentistry	Faculty	2016	2017
Randy Bagay	Dental Student	D-2 Class Officer	2016	2017

Chemical Dependency Committee

- A. Purpose: The committee serves to provide confidential compassionate assistance to chemically-dependent students before they are irreversibly harmed and to ensure that recovering students are able to continue their education without stigma or penalty. The committee also has a duty to protect patients and others from the harm that chemically dependent students may cause.
- B. Membership: Members chosen by the Dean and/or the Faculty Organization.
- C. Chair: Dr. Mark Anderson
- D. Term of Office: The length of term determined by the Dean.
- E. Meetings: As deemed necessary by the Chair or Administration

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Mark Anderson	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	Standing	N/A
Dr. Mary Aubertin	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2011	N/A
Dr. David Tipton	Dept. of Bioscience Research	Faculty	2011	N/A
Dr. Marjorie Woods	Consultant and Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2011	N/A
Dr. Ed DeSchepper	Associate Dean for Academic and Faculty Affairs	Faculty	2015	N/A
Marcia Seeberg	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2015	N/A

Clinic Committee

- A. Purpose: The purpose of the committee is to provide a comprehensive review of all patient care quality assurance activities within the College; makes recommendations for improvement in patient care quality; reviews and approves all new materials, equipment, and instruments used in the clinics; reviews clinic fees; recommends to the Dean all clinically related protocols and procedures, etc.
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization – Director of Clinics, Director Quality Assurance, Operatory Supervisor, Building Manager, and remaining members - one from each department.
- C. Chair: Associate Dean for Clinical Affairs
- D. Term of Office: Members shall serve for the duration of their appointment in that position; 1/3 will rotate off each year.
- E. Meetings: The committee shall meet weekly or as needed.

Name	Section/Area	Admin/Faculty	Year Appointed	Term Expires
***Dr. Jack Seeberg	Associate Dean for Clinical Affairs	Admin/Faculty	Standing	N/A
Dr. Jeffrey Brooks	Dept. of Oral and Maxillofacial Surgery	Faculty	2015	2018
Dr. Denise Terese-Koch	Dept. of General Practice Dentistry	Faculty	2015	2018
Dr. Jim Kimmelman	Dept. of Periodontology	Faculty	2015	2018
Dr. Scott Hollis	Director, AEGD	Faculty	2015	2018
Dr. Larry Dormois	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2015	2018
Dr. Shokoufeh Shahrabi-Farahani	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2016	2019
Dr. Josanne O'Dell	Dept. of Endodontics	Faculty	2016	2019
Dr. Ayman Al-Dayeh	Dept. of Orthodontics	Faculty	2016	2019
Dr. Barry Owens	Interim Chair, Dept. of Restorative Dentistry	Faculty	2014	2017
Dr. David Umsted	Dept. of Prosthodontics	Faculty	2014	2017
Dr. Jedgish Babu	Dept. of Bioscience Research	Faculty	2014	2017
Lynn Russell	Dept. of Dental Hygiene	Faculty	2014	2017
Dr. Mike McBride	Director, Clinical Education	Faculty	Standing	N/A
Ramona Ivy	Dunn Dental Building Manager	Staff	Standing	N/A
Cariann Bingham	Business and Finance	Staff	Standing	N/A
Veronica Horton	Clinical Affairs	Staff support	Standing	N/A

Clinic Committee – Infection Control Subcommittee

- A. Purpose: The purpose of the committee is to assure that the College of Dentistry infection control practices comply with all applicable standards. To keep the clinic manual updated with regard to current best practices.
- B. Membership: Appointed by the Dean
- C. Chair: Director of Clinics
- D. Term of Office: Members shall serve for the duration of their appointment.
- E. Meetings: The committee shall meet annually in April to review Infection Control Section of Clinic Manual prior to publication of next edition; other times as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Jack Seeberg	Associate Dean of Clinical Affairs	Admin/Faculty	2016	N/A
Dr. Leroy Selvidge	General Practice Dentistry	Ex-officio	2016	N/A
Dr. Mike McBride	Director, Clinical Education	Ex-officio	2016	N/A
Dr. Mark Anderson	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2011	N/A

Clinic Committee – Instrument and Materials Subcommittee

- A. Purpose: The purpose of the committee is to review requests for instruments in the cassettes and kits and is advisory to the Clinic Committee.
- B. Membership: Director of Clinics and representatives from each department. The members are chosen by the Dean and/or the Faculty Organization. D-2 – D-4 students to be selected as non-voting members
- C. Chair: Director of Clinics
- D. Term of Office: Members shall serve for three years/ the duration of their appointment in that position.
- E. Meetings: The committee shall meet as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Jack Seeberg	Associate Dean for Clinical Affairs	Faculty	2011	N/A
Dr. Werner Shintaku	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2015	2018
Dr. Cimara Ferreira	Dept. of Periodontology	Faculty	2015	2018
Dr. Jennifer Lou	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2015	2018
Dr. Jim Christian	Dept. of Oral and Maxillofacial Surgery	Faculty	2015	2018
Dr. Jeffrey Phebus	Dept. of Endodontics	Faculty	2016	2019
Dr. Richard Williams	Dept. of Orthodontics	Faculty	2016	2019
Dr. David Tipton	Dept. of Bioscience Research	Faculty	2016	2019
Dr. Tom Koriath	Dept. of Prosthodontics	Faculty	2014	2017
Michelle Miles	Dept. of Dental Hygiene	Faculty	2014	2017
Dr. LeRoy Selvidge	Dept. of General Practice Dentistry	Faculty	2014	2017
Dr. Barry Owens	Interim Chair, Dept. of Restorative Dentistry	Admin/Faculty	2014	2017
Janice Harper	Operatory	Staff/Ad Hoc	2015	N/A
Brian Bowling	Business Office	Staff/Ad Hoc	2011	N/A
Gavin Fox	Dental Student	D-4 Class President	2016	2017
Shelly Gareiss	Dental Student	D-3 Class President	2016	2017
Abtin Iranmanesh	Dental Student	D-2 Class President	2016	2017

Committee of Faculty

- A. Purpose: The purpose of the committee is to plan and implement faculty meetings, represent the faculty on the Administrative Council, act as a liaison between the faculty and administration, elect one member annually to the Promotion and Tenure Committee and review and rank faculty development grants for approval by the Dean.
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization and must include immediate past president and current officers.
- C. Chair: President of the Faculty Organization
- D. Term of Office: The length of office shall be the duration of the committee member's tenure in his or her respective office, usually three years.
- E. Meetings: The committee shall meet the second Tuesday of each month except for March, June and July (other months as determined by the schedule).

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
Dr. Rania Livada, President – left College	Dept. of Periodontology	Faculty	2015	2018
Dr. Cimara Ferreira, President – Filled vacancy as result of President leaving, formerly vice president	Dept. of Periodontology	Faculty	2015	2018
Rebecca Mayall Secretary/Treasurer		Faculty	2016	2019
Patricia Dingeldein	Dept. of General Practice Dentistry	Faculty	2016	2019
Duane Schafer	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2016	2019
Dana Myers	Dept. of Dental Hygiene	Faculty	2016	2019
Scott Hollis	Dept. of Prosthodontics	Faculty	2016	2019
Bruce Hamilton	Dept. of Restorative Dentistry	Faculty	2016	2019
Ashanti Braxton	Dept. of Restorative Dentistry	Faculty	2016	2019
Dr. Jeffrey Phebus	Dept. of Endodontics	Faculty	2014	2017

Continuing Education Advisory Committee

- A. Purpose: The purpose of the committee serves as an advisory to the Office of Continuing Dental Education regarding course topics, speakers, locations, fees; course ADA and state board compliance; course sponsors and external partners; course promotion; and speaker honoraria.
- B. Membership: The members are chosen by the Dean.
- C. Chair: Appointed by the Dean.
- D. Term of Office: Members shall serve for the duration of their appointment in that position, for a three year term.
- E. Meetings: The committee shall meet as scheduled by Chair.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Jay Ragain	Dept. of Restorative Dentistry	Admin/Faculty	2015	N/A
Dr. Chris Walinski	Dept. of Restorative Dentistry	Faculty	2015	2018
Dr. Tom Koriath	Dept. of Prosthodontics	Faculty	2015	2018
Beth Mobilian	Dept. of Dental Hygiene	Faculty	2016	2019
Dr. Duane Schafer	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2016	2019
Dr. Les Binkley	Dept. of Periodontology	Faculty	2014	2017
Darnita Brassel	Coordinator, Continuing Education	Staff/Standing	2016	N/A

Curriculum Committee

- A. Purpose: The committee is responsible for performing an ongoing centralized curriculum review process.
- B. Membership: The members to include representation from each department and to include basic science course directors. The members are chosen by the Dean and/or the Faculty Organization. The Associate Dean for Academic Affairs and the Associate Dean for Admissions and Student Affairs are standing members. Two students from each of the D-2 through D-4 classes, with one as the alternate; non-voting status.
- C. Chair: Appointed by the Dean
- D. Term of Office Members shall serve for the duration of their appointment in that position, for a three year term.
- E. Meetings: The committee shall meet monthly; additional meetings as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Cesar Migliorati	Chair, Diagnostic Sciences and Oral Medicine	Admin/Faculty	2015	N/A
Dr. Trevor Sweatman	Dept. of Pharmacology	Faculty/ Standing	2011	N/A
Dr. Randy Nelson	Dept. of Anatomy	Faculty/ Standing	2011	N/A
Dr. J. Stansill Covington, III	Associate Dean for Admissions and Student Affairs	Ex-officio/ Standing	2011	N/A
Dr. Mark Scarbecz	Assistant Dean for Institutional Affairs	Ex-officio/ Standing	2013	N/A
Dr. Edward DeSchepper	Associate Dean for Academic Affairs and Faculty Affairs	Ex-officio/ Standing	2013	N/A
Dr. Tom Koriath	Dept. of Prosthodontics	Faculty	2015	2018
Dr. Mojdeh Dehghan	Dept. of Restorative Dentistry	Faculty	2015	2018
Dr. Antheunis Versluis	Dept. of Bioscience Research	Faculty	2016	2019
Dr. Mary Aubertin	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2016	2019
Dr. Melissa Marchesan	Dept. of Endodontics	Faculty	2016	2019

Dr. Jeffrey Brooks	Dept. of Oral and Maxillofacial Surgery	Faculty	2016	2019
Dr. Cimara Ferreira	Dept. of Prosthodontics	Faculty	2016	2019
Dr. Patricia Dingeldein	Dept. of General Practice	Faculty	2014	2017
Dr. Ayman Al Dayeh	Dept. of Orthodontics	Faculty	2014	2017
Dr. Jennifer Lou	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2014	2017
Lynn Russell	Dept. of Dental Hygiene	Faculty	2014	2017
D-4 Student	Molly Bell	Student	2016	2017
D-4 Student - alt	Austin Collazo	Student	2016	2017
D-3 Student	Brent Danley	Student	2016	2017
D-3 Student - alt	Tapuwa Chikowore	Student	2016	2017
D-2 Student	William Compton	Student	2016	2017
D-2 Student - alt	Ashton Monks	Student	2016	2017
Wanda Patrick	Administration- Business Manager	Staff Support	2013	N/A
Ruth Swift	Academic Affairs	Staff support	2011	N/A

Curriculum Committee – Basic Science Cognitive Skills Subcommittee

- A. Purpose: The purpose of the committee is to review the correlation and integration of the basic science courses with the Biomedical Clinical Conference courses in the D-1 and D-2 years.
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization.
- C. Chair: Selected by the Dean
- D. Term of Office: Members shall serve for the duration of their appointment in that position.
- E. Meetings: The committee shall meet annually or as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. David Tipton	Dept. of Bioscience Research	Faculty	2011	N/A
Dr. Randy Nelson	Dept. of Anatomy and Neurobiology	Faculty	2011	N/A
Dr. Trevor Sweatman	Dept. of Pharmacology	Admin/Faculty	2011	N/A
Dr. Sidney Stein	Dept. of Periodontology	Faculty	2011	N/A
Dr. Daranee Versluis	Dept. of Restorative Dentistry	Faculty	2013	N/A

Curriculum Committee – Clinical Competency Subcommittee

- A. Purpose: The purpose of the committee to address the status of procedures which evaluate student clinical performance related to competency in each of the dental disciplines; submits recommendations to the Curriculum Committee
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization.
- C. Chair: Selected by the Dean
- D. Term of Office: Members shall serve for the duration of their appointment in that position.
- E. Meetings: The committee shall meet annually to review and keep current any proposed changes; other times as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Adam Lloyd	Chair, Dept. of Endodontics	Admin/Faculty	2011	N/A
Dr. Mark Scarbecz	Dept. of Bioscience Research	Faculty	2011	N/A
Dr. John Seeberg	Associate Dean of Extramural Clinical Affairs	Faculty	2014	2017
Dr. William Noyes	Interim Chair, Dept. of General Practice Dentistry	Admin/Faculty	2016	2019
Marjorie Woods	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2016	2019
Beth Mobilian	Dept. of Dental Hygiene	Faculty	2016	2019
Martin Donaldson	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2016	2019
Dr. Anastasios Karydis	Dept. of Periodontology	Admin/Faculty	2014	2017
Dr. Waletha Wasson	Dept. of Restorative Dentistry	Admin/Faculty	2014	2017

Dean's Advisory Board

- A. Purpose: To serve as advisory to the Dean on all issues brought before them. The Dean will use this committee's recommendations in dealing with important issues at the college.
- B. Membership: The members are chosen by the Dean.
- C. Chair: Dean
- D. Term of Office: Members shall serve for the duration of their appointment.
- E. Meetings: At least two times per year

Bob Jolly, D.D.S.

Nadim Jubran, D.D.S.

Fred Heros, D.D.S.

Bill Slagle, D.D.S.

Robert H. Lewis, Jr., D.D.S

Jeannie Beauchamp, D.D.S.

Dean's Executive Board

- A. Purpose: This committee serves as a liaison between the Alumni Board and the College.
- B. Membership: The members are chosen by the Alumni Board.
- C. Chair: appointed by the Committee
- D. Term of Office: Members shall serve for the duration of their appointment.
- E. Meetings: The committee meets at the Mid-South Dental Congress and at the Annual Summer Alumni Board Meeting.

Joseph Safirstein, D.D.S. (President, 2016 Slagle Meeting)

Robert H. Lewis, Jr., D.D.S

Randy Prince, D.D.S.

Bob Jolly, D.D.S.

Fred Heros, D.D.S.

Bill Slagle, D.D.S.

Jeannie Beauchamp, D.D.S.

J. Kendall Dillehay, D.D.S.

Billy W. McCann, Sr., D.D.S.

James C. Ragain, Jr., D.D.S.

Paul T. McCord, D.D.S.

Buford J. Suffridge, D.D.S.

Dental Research

- A. Purpose: The purpose of the committee is to oversee recurring research-related activities including the Hinman Student Research Symposium, Summer Student Research Fellowship Program, Research Day, etc. To promote and facilitate basic science and clinical research and contribute to research discoveries that will improve oral health and raise the quality of oral health care.
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization. Representative from each department and D-3 selected from research activities.
- C. Chair: Associate Dean for Research
- D. Term of Office: Members shall serve for the duration of their appointment in that position, for a three year term.
- E. Meetings: The committee shall meet quarterly at noon or as often as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Franklin Garcia- Godoy	Chair, Bioscience Research	Admin/Faculty	2011	N/A
Dr. Daniel Reaves	VA and UT Dept. of Oral and Maxillofacial Surgery	Faculty	2011	N/A
Dr. Chris Rowland	St. Jude Children's Hospital	Standing	2011	N/A
Dr. Mark Scarbecz	Assistant Dean for Institutional Affairs and Dept. of Bioscience Research	Admin/Faculty	2013	N/A
Dr. George Huang	Dept. of Bioscience Research	Faculty	2015	2018
Dr. Vinay Jain	Dept. of Prosthodontics	Faculty	2015	2018
Dr. Jay Ragain	Dept. of Restorative Dentistry	Faculty	2015	2018
Ayman Abdul Aldayeh	Dept. of Orthodontics	Faculty	2016	2019
Orpheus Triplett	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2016	2019
Juan Bugueno	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2016	2019
Dr. Jacob Shiloah	Dept. of Periodontology	Faculty	2014	2017
Dr. Shokoufeh Shahrabi-	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2014	2017
Amelia Lindsey	Dental Student	D-3 Student	2016	2017

Faculty Development

- A. Purpose: The purpose of the committee is to promote further development of faculty skills and make recommendations to the Dean.
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization.
Representative from each department
- C. Chair: Appointed by the Dean
- D. Term of Office: Members shall serve for the duration of their appointment in that position, for three years.
- E. Meetings: The committee shall meet semi-annually and via email as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Stan Covington	Assoc. Dean Administration	Admin/Faculty	2015	2018
Dr. Ayman Aldayeh	Dept. of Orthodontics	Admin/Faculty	2015	2018
Dr. Wainscott Hollis	Dept. of Prosthodontics	Faculty	2016	2019
Dr. Marjorie Woods	Dept. of Diagnostic Science and Oral Medicine	Faculty	2015	2018
Dr. Edwin Thomas	Dept. of Bioscience Research	Faculty	2016	2019
Dr. Anastasios Karydis	Dept. of Periodontology	Faculty	2016	2019
Dr. James Christian	Dept. of Oral and Maxillofacial Surgery	Faculty	2016	2019
Dr. James Ragain	Dept. of Restorative Dentistry	Faculty	2016	2019
Dr. Jeffrey Phebus	Dept. of Endodontics	Faculty	2014	2017
Dr. Martin Donaldson	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2014	2017
Dr. Bobby Collins	Dept. of Dental Hygiene	Faculty	2014	2017
Dr. James Lane	Dept. of General Practice Dentistry	Faculty	2014	2017
Wanda Patrick	Administration-Business Manager	Staff	2015	N/A

Faculty Practice Advisory Committee

- A. Purpose: The primary function of this committee is to recommend policies and procedures regarding the conduct of the University Dental Practice.
- B. Membership: Three members from the Faculty Practice and are chosen by the Dean.
- C. Chair: Director of Faculty Practice.
- D. Term of Office: Members shall serve for the duration of their appointment in that position, three year term.
- E. Meetings: The committee shall meet monthly.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Denise Terese-Koch	Dept. of General Practice Dentistry	Faculty	2016	N/A
Dr. Mojdeh Dehghan	Dept. of Restorative Dentistry	Faculty	2016	2019
Dr. Anastasios Karydis	Dept. of Periodontology	Faculty	2016	2019
Brian Bowling	Dentistry Business Office	Staff/Standing	2011	N/A
Dan Brown	Asst. Dean Business and Finance	Staff/Standing	2015	N/A

Information Technology

- A. Purpose: The purpose of the committee is to make recommendations to the Dean for improving those information technologies used by the Faculty to perform their duties consistent with the mission of the College of Dentistry.
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization.
- C. Chair: Appointed by the Dean.
- D. Term of Office: Members shall serve for the duration of their appointment in that position.
- E. Meetings: The committee shall meet as needed, no less than once per year.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Jeffrey Brooks	Dept. of Oral and Maxillofacial Surgery	Admin/Faculty	2016	N/A
Dr. Mark Scarbecz	Dept. of Bioscience Research	Faculty	2011	N/A
Dale Jackson	Axium	Staff/Standing	2011	N/A
Lisa Aitken	UT, Computer Center	Staff/Standing	2011	N/A
Michael Barbieri	UT, Computer Center	Staff/Standing	2011	N/A

Laser Committee

- A. Purpose: The purpose of the committee is to assure that the College of Dentistry use of laser emitting instrumentation complies with all applicable standards. To keep the clinical protocols updated with regard to current best practices.
- B. Membership: Appointed by the Dean
- C. Chair: Appointed by the Dean
- D. Term of Office: Members shall serve for the duration of their appointment.
- E. Meetings: The committee shall meet at least two times per year and at other times as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Christopher Walinski	Dept. of Restorative Dentistry	Admin/Faculty	2016	N/A
Dr. Les Binkley	Dept. of Periodontology	Faculty	2013	N/A
Dr. Jeffrey Brooks	Dept. of Oral and Maxillofacial Surgery	Faculty	2013	N/A
Dr. Cesar Migliorati	Chair, Dept. of Diagnostic Sciences and Oral Medicine	Admin/Faculty	2013	N/A
Dr. Dr. Cimarra Ferreira	Dept. of Prosthodontics	Faculty	2013	N/A
Dr. Melissa Marchesan	Dept. of Endodontics	Admin/Faculty	2013	N/A
Dr. Paul Gregory	Dept. of General Practice Dentistry	Faculty	2015	N/A

Promotion and Tenure Committee

- A. Purpose: The committee reviews dossiers of candidates who are recommended by their department chair for promotion and/or tenure. Using published campus guidelines for promotion and tenure, they will make recommendation(s) to Dean as to how candidate(s) compare to standards. The committee shall be advisory to the Dean in faculty promotions and tenure. The committee's responsibilities shall also include the development of specific measurable criteria for promotion from one academic rank to the next higher rank.
- B. Membership: The committee shall consist of full-time faculty, one from each department, and one elected by the College of Dentistry faculty.
- C. Chair: Appointed by Dean.
- D. Term of Office: Members shall serve for a three-year term with 1/3 faculty members rotating off yearly.
- E. Meetings: A sufficient number of meetings shall be held, as determined by the Chair, to provide timely recommendations to the Dean.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. J. Stansill Covington, III	Associate Dean for Admissions and Student Affairs	Admin/Faculty	2011	N/A
Dr. Tom Koriosh	Dept. of Prosthodontics	Admin/Faculty	2015	2018
Dr. Jegdish Babu	Dept. of Bioscience Research	Faculty	2015	2018
Dr. Bob Hatch	Dept. of Restorative Dentistry	Faculty	2015	2018
Dr. Terry Trojan	Chair, Dept. of Orthodontics	Faculty	2016	2019
Dr. Marjorie Woods	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2016	2019
Dr. Melissa Marchesan	Dept. of Endodontics	Admin/Faculty	2016	2019
Dr. James Simon	Dept. of Restorative Dentistry (temporary Chair in case of conflict)	Faculty	2014	2017
Dr. Sidney Stein	Dept. of Periodontology	Faculty	2014	2017
Dr. Harry Sharp	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2014	2017
Dr. Cassandra Holder-Ballard	Dept. of Dental Hygiene	Admin/Faculty	2014	2017
Dr. William Noyes	Interim Chair, Dept. of General Practice	Faculty	2015	2018
Dr. Jimmy Albright	Dept. of Oral and Maxillofacial Surgery	Admin/Faculty	2014	2017
Dr. Cesar Migliorati	Chair, Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2014 (elected)	2017
Dr. Barry Owens	Interim Chair, Dept. of Restorative Dentistry	Faculty	2016 (elected)	2018
Martyn Green	Dept. of Periodontics	Faculty	2017 (elected)	2019

Quality Assessment and Assurance Committee

- A. Purpose: The Quality Assessment and Assurance Committee will oversee the quality of the dental care provided by the College of Dentistry. In consultation with the Associate Dean for Clinical Affairs and the Director of Clinics, the committee will devise systems to collect data relating to the quality of care, assess that information, and make recommendations to the Dean for corrective action. The committee is also responsible for developing and assessing standards of patient care and clinical operations and monitoring the effectiveness of the recommendations made and the actions taken.
- B. Membership: The committee shall consist of the Director of Quality Assurance (who chairs the committee) and one (1) full-time faculty member from each department as approved by the respective Chair, one (1) D-3 student, and one (1) D-4 student. Ex-officio members shall include the Associate Dean for Clinical Affairs and the Director of Clinics.
- C. Terms: Members shall serve for the duration of their appointment in that position, for a three year term.
- D. Chair: Director of Quality Assessment and Assurance.
- E. Meetings: To be held monthly or more frequently, if required, for fulfilling its responsibilities.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Mike McBride (X)	Director, Clinical Education	Faculty	2015	N/A
Dr. Barry Owens (X)	Interim Chair, Dept. of Restorative Dentistry	Faculty	2016	2019
Dr. Werner Shintaku (X)	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2015	2018
Dr. Martha Wells (X)	Dept. of Pediatric Dentistry and Community Oral Health	Faculty	2015	2018
Dr. Mark Anderson (X)	Dept. of Diagnostic Sciences and Oral Medicine	Faculty	2014	2017
Dr. Rebecca Mayall (X)	Dept. of Prosthodontics/AEGD	Faculty	2014	2017
Dana Myers (X)	Dept. of Dental Hygiene	Faculty	2016	2019
Dale Jackson (X)	AxiUm	Staff	2011	N/A
Frank Pancratz (X)	AxiUm	Staff	2011	N/A
Carriann Bingham	Business Office	Staff	2016	2019
Dr. Jack Seeberg (X)	Clinical Affairs	Faculty	2011	N/A
Dr. Rebecca Mayall (G)	Dept. of Prosthodontics	Faculty	2015	2018
Dr. Mark Anderson (G)	Infection Control	Faculty	2015	2018
Dr. Jeffrey Brooks (G)	Dept. of Oral & Maxillofacial Surgery	Faculty	2014	2017
Dr. Sidney Stein (G)	Dept. of Periodontology	Faculty	2014	2017
Dr. Ayman Al Dayeh (G)	Dept. of Orthodontics	Faculty	2014	2017
Dr. Mark Scarbecz (G)	Assistant Dean for Institutional Affairs and Dept. of Bioscience Research	Admin/Faculty/ Ad Hoc	2011	N/A
Dr. Mike McBride (PL)	Director, Clinical Education	Faculty/Ad Hoc	2011	N/A
James McGee	Dental Student	D-3	2016	2017
Alison Wright	Dental Student	D-4	2016	2017

G= on call as guest

X= committee member

PL= Practice leaders/committee

Scholarship and Awards Committee

- A. Purpose: The purpose of the committee is make recommendations to the Dean for all endowed and non-endowed scholarship awards following specific criteria as outlined by the donor or organization. The majority of the awards are distributed at the yearly Convocation/Hooding Ceremony
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization – three faculty members and the Office of Development representative.
- C. Chair: Associate Dean for Admissions and Student Affairs
- D. Term of Office: Members shall serve for the duration of their appointment in that position, three year term.
- E. Meetings: The committee shall meet the week of Thanksgiving and then as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. J. Stansill Covington, III	Associate Dean for Admissions and Student Affairs	Admin/Faculty	2011	N/A
Dr. David Umsted	Dept. of Prosthodontics	Faculty	2015	2018
Vicky Jones	Dept. of Periodontology	Faculty	2016	2019
Dr. Russell Wicks	Chair, Dept. of Prosthodontics	Admin/Faculty	2014	2017
Will Whiting	Office of Development	Staff/Standing	2016	N/A

Strategic Planning

- A. Purpose: The purpose of the committee is to gather outcomes data for future planning, review assessment results, and assure compatibility between the college and campus plans.
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization.
- C. Chair: Director of Planning and Assessment
- D. Term of Office: Members shall serve for the duration of their appointment in that position.
- E. Meetings: The committee shall meet the second Monday of each month, although meetings vary depending on data needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Mark Scarbecz	Assistant Dean for Institutional Affairs and Dept. of Bioscience Research	Admin/Faculty	2011	N/A
Dr. J. Stansill Covington, III	Associate Dean for Admissions and Student Affairs	Admin/Faculty	2011	N/A
Dr. Franklin Garcia-Godoy	Chair, Dept. of Bioscience Research and Sr. Executive Associate Dean for Research	Admin/Faculty	2011	N/A
Dr. Jack Seeberg	Associate Dean for Clinical Affairs	Admin/Faculty	2011	N/A
Daniel Brown	Assistant Dean, Business Office	Admin/Faculty	2012	N/A
Dr. Edward DeSchepper	Associate Dean for Academic Affairs	Admin/Faculty – Ex-officio	2013	N/A
Dr. Paul Bland	Dept. of Periodontology	Faculty	2014	2017
Lynn Russell	Chair, Dental Hygiene	Faculty	2015	2019
Wanda Patrick	Administration-Business Manager	Staff	2015	N/A
Ruth Swift	Administration	Staff	2015	N/A

Student Appeals Committee

- A. Purpose: To review the appeal of decisions rendered by the Dean on sanctions originally imposed by the Student Status Committee or the Advanced Dental Education Committee, based on information that was not known when they meet at the end of each semester.
- B. Membership: The members are chosen by the Dean and/or the Faculty Organization. The committee shall consist of six (6) full-time faculty of the College of Dentistry. Ex-officio members shall consist of the Associate Dean for Academic Affairs, Chair of the Student Status Committee, Chair for Advanced Education Programs Committee, and Associate Dean for Admissions and Student Affairs.
- C. Chair: Appointed by the Dean.
- D. Term of Office: Members shall serve for the duration of their appointment in that position, three year term.
- E. Meetings: The committee shall meet as needed. Students have ten (10) working days after notification of an adverse decision to submit, in writing, their request for an appeal

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. James Ragain	Dept. of Restorative Dentistry	Faculty	2014	2017
Dr. Jim Lane	Dept. of General Practice Dentistry	Faculty	2015	2018
Dr. Bernie Blen	Dept. of General Practice Dentistry	Faculty	2015	2018
Dr. Barry Owens	Interim Chair, Dept. of Restorative Dentistry	Faculty	2016	2019
Dr. Adam Lloyd	Chair, Dept. of Endodontics	Faculty	2016	2019
Dr. Ayman Al Dayeh	Dept. of Orthodontics	Faculty	2014	2017
Dr. J. Stansill Covington, III	Associate Dean for Admissions and Student Affairs	Admin/Faculty – Ex-Officio	2011	N/A
Dr. David Cagna	Associate Dean for Postgraduate Affairs	Admin/Faculty – Ex-Officio	2011	N/A
Dr. Edward DeSchepper	Associate Dean for Academic Affairs	Admin/Faculty – Ex-Officio	2013	N/A
Amanda Rudolph	Academic Affairs	Staff Support	2016	N/A

Student Status Committee

- A. Purpose: The purpose of the committee is to monitor academic progress, professional and personal conduct, and make recommendations to the Academic Dean regarding student standing.
- B. Membership: The members are chosen by the Dean, to include the Chair or representative from each department.
- C. Chair: Chosen by Dean
- D. Term of Office: Members shall serve for the duration of their appointment in that position.
- F. Meetings: The committee shall meet as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Dr. Edward DeSchepper	Associate Dean for Academic Affairs	Admin/Faculty – Ex-Officio	2015	N/A
Dr. Terry Trojan	Chair, Dept. of Orthodontics	Admin/Faculty	2011	N/A
Dr. Adam Lloyd	Chair, Dept. of Endodontics	Admin/Faculty	2011	N/A
Dr. Paul Bland	Chair, Dept. of Periodontology	Admin/Faculty	2011	N/A
Dr. Barry Owens	Interim Chair, Dept. of Restorative Dentistry	Admin/Faculty	2016	N/A
Dr. Russell Wicks	Chair, Dept. of Prosthodontics	Admin/Faculty	2011	N/A
Dr. Larry Weeda	Chair, Dept. of Oral and Maxillofacial Surgery	Admin/Faculty	2011	N/A
Vickie Jones	Dept. of Periodontology	Admin/Faculty	2016	2019
Dr. Larry Dormius	Chair, Dept. of Pediatric Dentistry and Community Oral Health	Admin/Faculty	2015	N/A
Dr. Randy Nelson	Dept. of Anatomy and Neurobiology	Faculty	Standing	N/A
Dr. J. Stansill Covington, III	Associate Dean for Admissions and Student Affairs	Admin/Faculty	Standing	N/A
Dr. John Seeberg	Associate Dean of Extramural Clinical Affairs	Admin/Faculty – Ex-Officio	Standing	N/A
Lynn Russell	Chair, Dept. of Dental Hygiene	Admin/Faculty	2015	N/A
Amanda Rudolph	Sr. Administrative Service Assistant	Admin/Staff	2016	N/A
Gavin Fox	D-4 Class President	Student	2016	2017
Shelly Gareiss	D-3 Class President	Student	2016	2017
Abtin Iranmanesh	D-2 Class President	Student	2016	2017
TBD	D-1 Class President	Student	2016	2017

Student Honor Council

- A. Purpose: The purpose of the Honor Council is to provide a forum in which alleged violations of the campus Honor Code can be investigated and then reviewed by all concerned parties. After the review, sanctions, if any, are recommended to the Dean for his/her consideration. The Honor Council is a student-driven/ student-run process with input, only as necessary, from faculty advisors.
- B. Membership: Each class, except for freshmen, will elect one delegates and one alternate delegate. It will be each class' decision as to the term of the office. Two faculty members, typically one male and one female, will be appointed by the Dean.
- C. Chair (President): Elected by the student delegates along with a vice-president and a secretary.
- D. Term of Office: It will be the class' decision as to the student term of office. Faculty member's term will be

three years.

- E. Meetings: AT the beginning of each academic year, the Vice Chancellor of Student and Academic Affairs and the office of General Counsel will conduct a review session on protocols and procedures. After that, meetings will be as needed.

Name	Section/Area	Admin/Faculty/ Student/Staff	Year Appointed	Term Expires
***Adam Bennett	D-4 Student (President)	Student	2016	2017
Evan Myers	D-4 Student (Vice President)	Student	2016	2017
Daniel Stegall	D-3 Student (Secretary)	Student	2016	2017
Fred Hollingsworth	D-3 Student (alternate)	Student	2016	2017
Brian Poore	D-2 Student	Student	2016	2017
Cozy Ruan	D-2 Student (alternate)	Student	2016	2017
Dr. Mike McBride	Director, Clinical Education (Faculty Advisor)	Faculty	2016	2017
Dr. Charlotte Taylor	General Practice Dentistry (Faculty Advisor)	Faculty	2016	2019

Section 18. ACTIONS APPROVED BY THE DEAN

- a. Each standing committee may recommend to the Dean of the College of Dentistry actions that are within the purview of the committee. The Dean may then approve and arrange for the implementation of the proposed action without further review if such action is consistent with existing University and College policy and is appropriate to the Mission of the College of Dentistry.
- b. The proposed committee actions implemented by the Dean will be reported to the originating committee and announced at the next meeting of the Administrative Council for dissemination of information to the Faculty.

Section 19. ACTIONS DISAPPROVED BY THE DEAN

- a. If the Dean does not agree with a proposed action, he/she may:
 - 1 Return the action to the initiating committee with his/her questions, objections, suggestions and/or alternatives.
 - 2 Refer the action to the Administrative Council for discussion, advice and a recommendation before making a decision on the action.
 - 3 Refuse to implement the action.
- b. Actions not implemented by the Dean will be announced at the next meeting of the Administrative Council.

ARTICLE X. RULES OF ORDER

The rules contained in “Robert’s Rules of Order” shall govern meetings in all situations not otherwise provided for in these Bylaws or the adopted policies or administrative procedures of the College of Dentistry.

DIVISION II - FACULTY ORGANIZATION

ARTICLE I – NAME

The name of the organization is the Faculty Organization and its governing body will be the Committee of Faculty.

ARTICLE II – MEMBERSHIP

The active membership of the organization shall be composed of all active full-time and parttime faculty members of the College of Dentistry, and those faculty of the other colleges of UT who are actively involved with the programs under the purview of the College of Dentistry.

ARTICLE III – OFFICERS

The officers of the Committee of Faculty shall be the President, Vice President and Secretary/Treasurer.

ARTICLE IV – ELECTION/APPOINTMENT OF OFFICERS

Chapter 1. PRESIDENT

The President of the Committee of Faculty shall be selected by a simple majority vote of the faculty of the College of Dentistry. The Vice President may be reappointed as President for the next term.

Chapter 2. VICE PRESIDENT

The faculty at large will elect a full-time dental faculty member from the membership to serve as Vice President of the Committee of Faculty at the last regular meeting of the school year. The Secretary may be re-appointed as Vice President for the next term.

Chapter 3. SECRETARY

The Faculty will elect the Secretary of the Committee of Faculty at the last regular meeting of the school year.

Chapter 4. TERM OF OFFICE

The term of office for all elected and appointed officers shall be one (1) year. Officers are eligible for re-election or re-appointment. The term will begin July 1 of each year and ending June 30 of the following year.

Chapter 5. VACANCIES

In the event an elected office becomes vacant during the year, a replacement shall be elected for the unexpired portion of the term at the next regularly scheduled meeting of the Faculty or at a special meeting called for that purpose.

ARTICLE V – DUTIES

Chapter 1. PRESIDENT OF THE COMMITTEE OF FACULTY

The President's duties shall be to:

1. Serve as presiding officer at all meetings of the faculty;
2. Prepare and distribute an agenda to all faculty for all meetings;
3. Serve as a member of the Administrative Council;
4. Function as the liaison between the faculty and the administration;

5. Perform all other duties appropriate for the President of the Faculty Organization.

Chapter 2. VICE PRESIDENT OF THE COMMITTEE OF FACULTY

The Vice President's duties shall be to:

1. Preside at all meetings of the faculty during the absence of the President;
2. Function as a liaison between the faculty and the administration;
3. Perform such other duties as specified in these bylaws.

Chapter 3. SECRETARY OF THE COMMITTEE OF FACULTY

The Secretary's duties shall be to:

1. Keep minutes of all meetings;
2. Distribute copies of the minutes of previous meeting to all members of this Faculty before the next regularly scheduled meeting.
3. Conduct all official correspondence of this Faculty which shall include remembrances; and
4. Serve as Treasurer when necessary.

ARTICLE VI – MEETINGS

Chapter 1. REGULAR MEETINGS

Regular meetings shall be held no less than once each quarter during the academic year at such time and place as designated by the President. The agenda shall be distributed at least one week prior to the scheduled meeting.

Chapter 2. SPECIAL MEETINGS

Special meetings shall be called by the President as deemed necessary or upon written request of twenty-five percent of the members of this Faculty or twenty members of the Faculty (whichever is smaller). Should the President not call such a meeting within a reasonable time, the Vice President shall call the meeting. The agenda at special meetings shall be the transaction of business for which the meeting is called and shall be distributed at least one week prior to the scheduled meeting.

Chapter 3. ELECTION OF COMMITTEE OF FACULTY OFFICERS

At the last regular meeting of the school year, one order of business shall be to elect faculty officers and representatives to the faculty organization. Nominations for all elective positions shall be presented by the Committee of Faculty. In addition, other nominations shall be permitted from the floor. All elections shall be by secret ballot.

Chapter 4. QUORUM

A quorum shall consist of a simple majority of the Dental Faculty of the College of Dentistry.

ARTICLE VII – AMENDMENT OF BYLAWS

A Quorum being present, these bylaws may be amended at a meeting of the faculty of the College of Dentistry by two-thirds vote of the members eligible to vote. The amendment must first be submitted in writing to the Faculty at least two weeks prior to the meeting, or at a special meeting called for that purpose.

ARTICLE VIII – VOTING

Voting members of the faculty shall be comprised of all Full-time dental faculty and Part-time dental

faculty of the College of Dentistry with an appointment of at least eighty percent time. All voting members shall have the right to vote on all matters before this faculty, except the election of representatives to other University Committees. Eligible voting members must be present to cast a vote on any matter before the Faculty. Electronic voting methods that retain confidentiality may be used in order to achieve maximum participation of the eligible faculty in the voting process.

DIVISION III - FACULTY

ARTICLE I – ACADEMIC FREEDOM AND RESPONSIBILITY OF THE FACULTY MEMBER

- A. The primary responsibility of a faculty member is to use the freedom of his or her office in an honest, courageous, and persistent effort to search out and communicate the truth that lies in the area of his or her competence.
- B. The responsibilities of a UTHSC College of Dentistry faculty member are very complex and are currently best expressed in Section 3. of the *UTHSC Faculty Handbook* which can be accessed at http://www.uthsc.edu/Facsenate/documents/section_3.pdf . A list of Section 3. Subtopics follow to preview this important information for College faculty perusing these Bylaws. No further elaboration on this topic will be contained in the Bylaws except to state that the College reserves the right to challenge the *UTHSC Faculty Handbook* should revisions in that document conflict with future College policies. Also, College of Dentistry faculty members are reminded of the importance of staying current in HIPAA (**Health Insurance Portability and Accountability Act of 1996**) regulations, and College and Campus protocols covered in the orientation for new faculty provided by the University.
- C. *UTHSC Faculty Handbook* subtopics concerning faculty, academic freedom and faculty responsibilities:
 - 3.1 The University of Tennessee Policies Governing Academic Freedom, Responsibility, and Tenure
 - 3.1.1 Academic Freedom and Responsibility of the Faculty Member
 - 3.1.2 Academic Freedom and Responsibility of the University Administration
 - 3.2 Statement of Professional Ethics of the UTHSC Faculty
 - 3.3 Misrepresentation of Academic Credentials
 - 3.4 Intellectual Property
 - 3.5 Plagiarism and Other Misconduct in Research and Service
 - 3.6 Conflict of Interests and Compensated Outside Services
 - 3.7 University Code of Conduct
 - 3.8.1 Relationship in Classes and Clinics
 - 1. Freedom of Expression.
 - 2. Academic Evaluation.
 - 3. Protection Against Improper Disclosure.
 - 3.8.2 Services for Students with Disabilities
 - 3.8.3 Student Records
 - 3.8.4 The Honor Code
 - 3.8.5 Faculty Responsibilities in Relation to the Honor Code
 - 3.8.6 Faculty Responsibilities in Relation to the Ethical and Professional Standards for Students.

ARTICLE II – ACADEMIC FREEDOM AND RESPONSIBILITY OF THE UNIVERSITY ADMINISTRATION

- 1. The University is committed to recruiting, appointing, retaining and promoting faculty members by processes which are thorough, thoughtful, equitable, and in which the professional judgments of faculty members are of major importance.

2. Administrative officers should actively foster within the University a climate favorable to freedom of teaching and research. In its pursuit of excellence, the University should reward its outstanding faculty members.
3. The administration is responsible for enforcing all Board of Trustees and campus policies applicable to faculty members. It is the duty of the administration (beginning with department heads, deans, and Associate Deans) to remove from the faculty any faculty member who has been found, through proper procedures, seriously derelict in his or her responsibilities as a member of the academic community.
4. The Board of Trustees requires that each campus and its constituent academic units develop appropriate policies and procedures necessary to implement the Board's tenure policy. These campus and academic unit documents must be approved by the Board of Trustees in time for campus policies and procedures to be effective on 1 July of the following year.

ARTICLE III – APPOINTMENT, PROMOTION AND AWARD OF TENURE Chapter 1.
GENERAL COMMENTS

1. Appointment to the faculty, promotion, and the awarding of tenure are important milestones for faculty and the College. The policy information needed by UTHSC faculty concerning these subjects is constantly changing and the fundamental information has been developed in concert with the Faculty Senate on this Campus.
2. This information is best presented in Sections 4 through 8 of the *UTHSC Faculty Handbook*. Instead of duplicating that information in these Bylaws, it will simply be referenced at http://www.uthsc.edu/Facsenate/documents/section_3.pdf. A list of *UTHSC Faculty Handbook* Section titles follows to preview the *Handbook* content concerning College faculty appointment and career development for readers of these bylaws:
 - a. Section 4 - Selection, Appointment, Tenure, and Career Development of Tenure Track Faculty
 - b. Section 5 - Selection, Appointment, and Career Development of Nontenure Track Faculty Members
 - c. Section 6 - Faculty Ranks, Classifications of Appointments, and Promotion
 - d. Section 7 - Faculty Grievances
 - e. Section 8 - Termination of a Tenured Faculty Member and Procedures for Termination of a Tenured Faculty Member for Adequate Cause
3. The College of Dentistry subscribes to all guidelines applicable to the College set forth in Sections 4 through 8 of the *UTHSC Faculty Handbook*, and that document provides detailed policy information used by the College of Dentistry concerning the complex topic of faculty appointment, rank, and promotion. Faculty should be aware that the College, Campus, and University policies and protocols are all constantly evolving and changing with time. Any conflicts developing in this manner will usually be resolved by the College following Campus and/or University policy. The College of Dentistry currently follows guidelines set forth in the *Faculty Handbook* with the following additions and/or exceptions:

Chapter 2. ADDITIONS TO THE FACULTY HANDBOOK

Section 1. GUIDELINES FOR ACADEMIC GRADES

The academic ranks to be considered include Instructor, Assistant Professor, Associate Professor, and Professor. These ranks are presented as would normally occur with the evolution of a faculty member from an educated but inexperienced novice in academics to a skilled, experienced, and respected expert in academics. The criteria presented below are expected to be used when considering the rank of initial appointment at this institution as well as criteria for consideration of promotion.

With regard to appointment, the criteria suggest that the initial appointment for a person with no prior or substantive academic involvement will most likely be at the Instructor or Assistant Professor level. An initial appointment at the Associate Professor or Professor level could be considered in the case of an individual who has a substantial record of prior experience in academics and where the credentials of the individual indicate that the person has demonstrated extraordinary quality of effort.

With regard to promotion, credentials are the prime method of documenting achievement and worth. Other factors considered include an assessment of the contributions of the individual to the overall development and goals of the institution and the specific department. Scholarly achievements readily identifiable in the traditional realms of endeavor of the faculty member (teaching, research, patient care, and service) are the major elements considered when a promotion recommendation is evaluated.

When considering an academic grade, the main areas of academic endeavor usually evaluated are teaching, research, patient care [if appropriate], and service. Outstanding performance by an individual in all of the main aspects of academic endeavor is usually the exception. Thus, in evaluating the candidate's credentials with regard to listed guidelines, outstanding accomplishments in at least one area may be a more reasonable and important consideration; it is expected, however, that some measure of activity and quality will be demonstrated in all applicable areas. Criteria listed in conjunction with each academic area should be used as guidelines. Such guidelines are presented in the form of broad generalizations. When these guidelines are considered, either collectively or individually, they should not be construed as rigid and necessary.

Guidelines for appointment in or promotion to the various ranks are as follows:

1. Instructor

A. Training

1. D.D.S. degree or its equivalent; Ph.D. degree or its equivalent; Bachelors in Dental Hygiene degree or its equivalent; Masters in Dental Hygiene Degree or its equivalent

B. Potential

1. Commitment to excellence in teaching, research, patient care, and service.

The rank of instructor is generally considered tentative and transient. This rank assumes that the credentials of the individual are not yet adequate to judge whether the candidate will merit a more permanent faculty appointment; thus, appointment will be on an annual basis, with careful review of continuation each year.

On a yearly basis, a formal review of the accomplishments of the individual is to be undertaken by the Chairperson, and one of three recommendations is to be made:

- i Promotion to Assistant Professor
- ii Continuation at the same rank
- iii Termination of the appointment.

Chairpersons are urged to consider a final decision on retention (and generally, thus, promotion) of an Instructor no later than three (3) years after the original appointment.

2. Assistant Professor

A. Training

1. D.D.S. degree or its equivalent and the completion of an advanced educational experience in dentistry or experience in clinical dentistry. For the biomedical scientist, a Ph.D. degree and completion of a relevant postdoctoral fellowship or experience in research. For dental hygienist, Bachelors in Dental Hygiene degree or its equivalent; and the completion of a relevant advanced educational experience in dental hygiene.

B. Potential

1. Potential for the development of excellence in teaching.
2. Promise of excellence in research based on documentation which indicates collaborative or independent research leading to presentations and/or publications.
3. Promise of excellence in patient care according to documentation of quality performance in an advanced dental education program and/or documentation of outstanding performance in patient care activities while in dental school or practice.
4. Potential for service to the department, College, University, or Community.

The rank of Assistant Professor ordinarily follows from the completion of all relevant training, during which the candidate has already presented evidence that he/she has an adequate background to develop a career in academic dentistry. Time spent in the rank of Assistant Professor is intended to be a period during which a new faculty member is given ample opportunity and guidance to develop teaching skills, further develop clinical skills (if appropriate), instigate a research program, and participate in the work of the department, College, or University through service on committees.

On a yearly basis, a formal review of the accomplishments of an individual holding the rank of Assistant Professor is undertaken by the Chairperson, with appropriate input from senior staff of the department, and one of two recommendations is made:

1. Continuation of the appointment
2. Termination of the appointment

After four to six years at the rank of Assistant Professor, a third recommendation could be considered: promotion to the rank of Associate Professor. Or: A period of four years is usually the minimum time in rank of Assistant Professor after which promotion to Associate Professor could be considered. A period of four years is usually the minimum time in the rank of Assistant Professor before promotion to the rank of Associate Professor is considered. Tenure is usually not considered until the fifth or sixth year of service.

At a point no later than the end of six years in the rank of Assistant Professor, a complete and thorough review is made, and one of four recommendations is made:

1. Promotion to Associate Professor with tenure (if on a tenure track).
2. Recommendation for tenure only (because the person has already been promoted to the rank of Associate Professor).
3. Recommendation for consideration of tenure only and continuation at the rank of Assistant Professor.
4. Termination of the appointment.

Exceptional circumstances would have to exist for the third recommendation to be made; specific and detailed justification would be necessary.

3. Associate Professor

A. Training

1. D.D.S. degree or its equivalent and the completion of an advanced educational experience in dentistry or experience in clinical dentistry. For the biomedical scientist, a Ph.D. degree and completion of a relevant postdoctoral fellowship or experience in research. For dental hygienist, Bachelors in Dental Hygiene degree or its equivalent; and the completion of a relevant advanced educational experience in dental hygiene, resulting in a Masters Degree or equivalent.

B. Accomplishment

1. Demonstrated excellence in teaching and promise of continued development. In teaching, accomplishments must include demonstrated ability to promulgate in-depth knowledge to students at all levels by various means and the ability to stimulate students to greater scholarship. This may be documented by evidence of the design and implementation of innovative methods of presentation and evaluation and continued updating of methods and materials. Such evidence must include peer evaluation and may include publications in educational journals, student evaluations, and honors received.
2. Demonstrated excellence in patient care and promise of continued development. Relative to patient care, excellence must have been demonstrated by the application of progressive and innovative programs in patient care and the utilization of data collected in patient care in advancing clinical knowledge and technology.
He/she should not only demonstrate superior scientific knowledge and proficiency in the technology of his/her field, but also should be skilled in techniques of health care delivery. Publications in appropriate journals may also be considered as evidence of accomplishment relative to patient care. Where appropriate, progress toward board certification is evidence of achievement relative to patient care.
3. Demonstrated excellence in research and promise of continued development. Relative to research, excellence must have been demonstrated by:
 - a. conduct of independent research projects or assumption of major role in collaborative research as evidenced by being a principal investigator or a co-principal investigator, or
 - b. publication of research results in recognized, refereed journals, or
 - c. demonstrated ability to generate funds for research support
4. Demonstrated excellence in service and promise of continued development. Relative to service, excellence must have been demonstrated by committee and administrative involvement at the departmental, collegial, or institutional level.

C. Academic Leadership

1. Recognition by peers regarding overall academic accomplishments and value by election or appointment to scientific or professional organizations and groups where membership is honorable or selective.
2. Recognition outside the institution as documented by invited presentations, invited lectureships and similar activities.
A promotion to the rank of Associate Professor signifies considerable accomplishment in teaching, development of clinical skills (if appropriate), research program instigation, and participation in the work of the department,

College, or University through service. In addition to the accomplishment of these goals is the definite promise of continued productivity and development. Any recommendation for appointment or promotion to the rank of Associate Professor must be based on precise documentation.

A promotion to the rank of Associate Professor signifies every expectation of eventual promotion to the rank of Professor. A period of five years is usually the minimum time in rank of Associate Professor after which promotion to Professor could be considered.

4. Professor

A. Training

1. D.D.S. degree or its equivalent and the completion of an advanced educational experience in dentistry or experience in clinical dentistry. For the biomedical scientist, a Ph.D. degree and completion of a relevant postdoctoral fellowship or experience in research. For dental hygienist, Bachelors in Dental Hygiene degree or its equivalent; and the completion of a relevant advanced educational experience in dental hygiene, resulting in a PhD or equivalent.

B. Accomplishment

1. Enthusiastic, effective and devoted leadership in the educational sphere and recognition as an effective and stimulating teacher. Demonstration of progressive teaching methods and materials, publications in the area of education, academic honors, and other notations of continued development and accomplishment are signals of the value of the faculty member.
2. Innovative and significant contributions in clinical dentistry which signify improved and progressive delivery of health care. Recognition of knowledge, skill, and expertise at the institutional level and a broader (regional and national) level should be evident. Demonstration of such regard could be provided through publications, presentations, certification, and other credentials which indicate that accomplishment with regard to patient care is recognized on a broad scale.
3. Evidence of scholarly attainment in the production of new information can be demonstrated by maintenance of an active research program for prolonged periods that have produced significant contributions to the profession through highly regarded research publications. Evidence of scholarly attainment can also be demonstrated through the direct influence on young scholars who themselves have become productive and capable of independent investigation.
4. Demonstration of excellence in service through contributions to academic life by service and leadership on College and/or UT Memphis academic committees, or distinguished contributions to non-academic community or other groups which may enhance the public image of the University.

C. Academic Leadership

1. Recognition by peers regarding overall academic accomplishments and value by election or appointment to scientific or professional organizations and groups where membership is honorable or selective. Leadership of regional or national organizations is particular demonstration of respect and value of contribution.
2. Recognition outside the institution such as through honors, invited professorships, invited written contributions, participation on NIH study sections or other peer review panels, and/or appointments to specialty boards as members or examiners.

3. Recognition within the institution through involvement on a leadership level in administration and policy-making functions.
4. National recognition by peers as an authority in his/her particular field of clinical or scientific endeavor.

Attainment of the rank of Professor is an indication that, in the opinion of colleagues, the individual has made and continues to make outstanding contributions in teaching, patient care (if appropriate), research, and service; has achieved a high level of creative productivity in the academic arena; and, has earned national and perhaps international recognition. It should be stressed that promotion or appointment to this rank, or any other academic rank, is a recognition of accomplishment and value rather than a reward for longevity of service. Any recommendation for appointment or promotion to the rank of Professor must be accompanied by extensive and explicit documentation.

Section 2. **CRITERIA FOR TENURE DECISIONS**

Criteria for tenure include performance in teaching, research, creative activities, and public service. For tenure, the faculty member should be outstanding in one or more areas and satisfactory in the others. The following criteria are relevant to decisions governing the awarding of tenure. The list is not necessarily comprehensive, nor should it be assumed that the items are of equal significance, that each is essential for every individual under consideration, or that they are arranged according to relative importance.

- 1 Teaching effectiveness
- 2 Evidence of scholarship in written work and in teaching
- 3 Service to the community and the State
- 4 Staffing needs of the University
- 5 Professional degrees, awards, and achievements
- 6 Promise of professional growth
- 7 Advisory service to students
- 8 Direction of graduate student research
- 9 Professional activities
- 10 Membership and leadership in professional organizations
- 11 Participation in University activities
- 12 Ability to relate effectively to students and colleagues

Section 3. **FACULTY APPOINTMENT, PROMOTION, AND TENURE COMMITTEE**

1. Charge and Responsibility

The Faculty Appointment, Promotion, and Tenure Committee is responsible for (1) reviewing and recommending policies, procedures and programs in the area of appointments, promotions, and tenure of the faculty of the College of Dentistry to the Dean of the College of Dentistry; (2) implementing and evaluating procedures on appointment, promotion, and tenure of faculty; (3) reviewing and recommending to the Dean action on all individual nominations by department Chairpersons for appointments at the level of Instructor or above, promotion, and award of tenure; and, (4) consulting with appropriate faculty for the purpose of assisting in the development of the faculty. Members of the Faculty Appointment, Promotion, and Tenure Committee assume a weighty responsibility in reviewing the academic credentials of present and future faculty members. Because of the importance of this task and the confidential nature of the material under consideration, College of Dentistry faculty members chosen to serve on the Faculty Appointment, Promotion, and Tenure Committee should be individuals whose

own academic accomplishments and personal qualities have earned them a high level of respect among their peers. The Faculty Appointment, Promotion and Tenure Committee will adhere to the UTHSC Procedures for Effecting Promotion in Rank (formerly “Appendix N” of the Faculty Handbook) and the Procedures for the Final Probationary Review for the Award of Tenure (formerly “Appendix L” of the Faculty Handbook).

2. Committee Structure

In addition to the Chairperson, appointed by the Dean, the Committee shall consist of a minimum of eight members from the College of Dentistry. Committee membership will reflect the composition of the faculty of the College of Dentistry, with representation of minority and female faculty members, and can include faculty whose primary role is administrative. It shall include three faculty members from clinical departments, a faculty member from the Dental Research Center, and a department chairperson. In addition, the Committee membership must include at least 4 tenured faculty members (in addition to the chairperson) so that those individuals can function as a subcommittee to consider tenure recommendations. The criteria for Committee composition are not mutually exclusive (e.g. one of the three clinical faculty might be female and tenured, thus satisfying three criteria). Three members of the Committee are elected by the faculty of the College of Dentistry. Any individual nominated for this election must have served on the College of Dentistry faculty for a minimum of three years. All other members of the Committee are appointed by the Dean in a manner that ensures that all criteria for Committee composition are satisfied.

In addition to the Chairperson of the Committee, the Dean designates a Temporary Chairperson from the Committee membership to serve in a temporary capacity in the event that a conflict of interest develops involving the regular Chairperson and an appointment, promotion, or tenure recommendation.

Members of the Faculty Appointment, Promotion, and Tenure Committee shall serve three-year terms which are staggered so as to ensure continuity from one year to the next. The three elected positions are staggered in such a way that one new member is elected each year. In general, Committee members shall not be eligible for reappointment or reelection within three years of the expiration of the original appointment or election; the Chairperson of the Committee might be reappointed to successive terms. Terms of appointment will become effective on January 1 and terminate on December 31. The Faculty Appointment, Promotion, and Tenure Committee shall meet regularly and in special session as required to consider nominations for appointment, promotion and tenure or other matters of concern to the Committee.

3. Conflict of Interest

A "direct" conflict of interest exists when a member of the Committee is being considered for promotion and/or tenure. A member of the Committee in direct conflict may not participate in, or be present during, discussions or activities pertinent to his or her nomination and may not vote.

An "indirect" conflict of interest exists when a member of the Committee is from the same department, division, or center as a nominee for promotion and/or tenure. If a Committee member is in "indirect" conflict because the member is from the same department, division, or center as a candidate, the Committee member will still participate in the consideration of the nominee by casting a vote, but will not be allowed to participate in, or be present during, discussions or activities pertinent to the nomination. The Chairperson, at his or her discretion, can ask the Committee member in "indirect" conflict for comments on the nomination.

Committee members may declare that they hold a conflict of interest based on personal reasons. In this case, the Committee member will not be required to explain the circumstances of the declaration and will be judged to be in "direct" conflict.

Obvious or perceived conflicts of interest will be discussed by the Committee; decisions as to conflict of interest will be determined the Chairperson of the Committee who will consult with the Dean when appropriate.

4. Committee Voting Procedures

A quorum must be present for the Committee to take action (i.e., vote). A quorum will consist of a simple majority of the Committee members eligible to vote on a given candidate or issue.

Persons who are absent (for reasons other than a conflict of interest) can provide input regarding Committee decisions, but cannot cast a vote. Committee members who anticipate being absent should provide written comments to the Chairperson of the Committee before scheduled meetings. Such comments will be read by the Chairperson at the meeting.

When votes are being cast, members may vote yes or no on each recommendation; abstentions will not be allowed. If members think that additional information must be gathered before a vote is taken, a motion to table or defer the recommendation to a specific date can be made. A motion to table a recommendation cannot be made after a vote on a recommendation has been taken.

A motion to table a tenure nomination for the purpose of deferring a tenure consideration to the following year cannot be made; such will be ruled out of order. Likewise a vote to defer consideration of promotion to the following year cannot be made except by a negative vote. The Chairman of the Committee will not vote, except to break tie votes.

5. Committee Confidentiality

Committee members will be instructed by the Chairperson regarding the confidentiality of matters before the Committee. In general, matters discussed by the Committee regarding submission materials, results of voting, and content of Committee correspondence are considered confidential materials.

All materials used in the consideration of candidates are considered confidential. Such materials are kept in a secure area in the Dean's office and may not be removed except by the Chairperson of the Committee as is necessary for Committee activities. No one is to alter the materials after they have been submitted, except under the directive of the Dean.

6. Violations of Committee Rules

Members who violate Committee rules regarding voting, confidentiality, or who fail to attend a majority of the Committee meetings will be asked to resign their appointment. Violations will also be reported to the Dean who can elect to terminate the appointment immediately, regardless of whether the member was elected or appointed.