

Guidelines of the School of Dental Medicine Senate

PREAMBLE

The Senate is the voice of the Faculty and a voice for students in student affairs, predoctoral dental education, postdoctoral clinical education, continuing education, research, the academic environment, and similar matters. Through active participation in its Senate, the Faculty and students of the University of Connecticut School of Dental Medicine (SDM) ensure the vigor of the School's programs in education, research and patient care.

Article One - Name

School of Dental Medicine Senate

Article Two - Authority and Purpose

The Faculty¹ of the School of Dental Medicine (SDM) delegates to the SDM Senate (the "Senate") responsibility for establishing Faculty policies on academic matters including student affairs, predoctoral dental education, postdoctoral clinical education, and continuing education and for commenting and providing advice on the academic environment and research. The Senate also reserves the right to review and comment on issues pertaining to the School of Dental Medicine that are of interest.

The policies established by the Senate shall not contradict those established by the Board of Directors or the Board of Trustees, nor shall the actions of the Senate abridge the responsibilities assigned to administrative officers of the University by the Board of Trustees. Such administrative responsibilities include the authority to call meetings of the Faculty, to preside at Faculty meetings, and to serve, or to have their representatives serve, as non-voting members of all standing committees.

Faculty¹

For the purposes of the School of Dental Medicine Senate, the term "Faculty" shall refer to all Professors, Associate Professors Assistant Professors, and Instructors with primary appointments in the School of Dental Medicine in any appointment category who are paid a full or partial salary. Any paid Faculty from any other unit in the University who is a voting member of the Senate and who is not otherwise included herein shall also be included.

Article Three - Composition of the Senate

3.1 There shall be one Senator from each organizational unit.¹ No Division or Center shall have more than two Senators, whether full- or part-time, clinical or research, regardless of what organizational unit they represent.

¹ As of the May 2021 update of the SDM Bylaws and the SDM Senate Guidelines, organizational units have been defined as Divisions or Departments that do not have any Divisions, as well as Type I and Type II Centers within the SDM and one Senator from each Department that does not have any Divisions and one Senator from any Type I or Type II Center within the SDM as defined by Appendix C of the SDM Bylaws.

3.2 In addition, each Department with clinical operations shall have one Senator who is a part-time clinical member of the Faculty.

3.3 There shall be one Senator from the predoctoral student body of the SDM and one Senator from the postdoctoral student body of the SDM.

3.3.1 The predoctoral student body shall include all students currently enrolled in the DMD degree program or the DMD/PhD program.

3.3.2 The postdoctoral student body shall include all dental residents, regardless of enrollment in degree-granting programs, postdoctoral students in clinical certificate programs, advanced degree programs or combined certificate/degree programs, but not postdoctoral research fellows.

3.4 There shall be three Faculty Senators from the School of Medicine who have teaching responsibilities in the SDM biomedical science curriculum.

3.5 Each SDM Department shall have one alternate Senator.

3.6 The Dean, Associate Deans, Assistant Deans and Department Heads of the SDM (or their respective designees) shall be non-voting members of the Senate and shall not be eligible for voting membership in the Senate during the term of their administrative appointment.

3.7 The Senate shall be guided by a Steering Committee as defined in Article 6.

Article Four - Election and Terms of Senators

4.1 The terms for the seats of all Faculty Senators shall be for three years, which start July 1 and end June 30. Approximately one-third of the seats of SDM Faculty Senators under Section 3.1 and 3.2 shall expire each year. One of the seats of the School of Medicine Faculty Senators under Section 3.4 shall expire each year. The terms for the seats of the student body Senators shall be for one year.

4.1.1 Senators shall notify the Chair, Vice-Chair or Administrative Assistant of any absence from Senate meetings. Failure to notify the Chair, Vice-Chair or Administrative Assistant prior to any scheduled meeting may be reviewed by the Steering Committee and, at the discretion of the Steering Committee, designated as unexcused.

4.1.2 Any Senator who has two successive unexcused absences or who attends less than fifty percent of Senate meetings in a fiscal year may be dismissed by a majority vote of the Steering Committee.

4.2 For nomination and voting purposes, Faculty members shall have rights only within the Department and subunit of their primary appointment.

4.3 When an SDM Faculty Senate seat, as specified in Sections 3.1 and 3.2 above, becomes vacant for any reason, including end of term, resignation or change in primary appointment, the Chair of the Senate shall notify the relevant constituent group of the vacancy. If the vacancy is due to the expiration of a term, the Senate Chair shall notify the

unit leader of and the Senator for the relevant constituent group 60 days prior to the expiration of the term. If a vacancy is anticipated to occur for any reason other than term expiration, the Senate Chair shall, in no event, notify the unit leader of the relevant constituent group more than 7 days after the vacancy occurs or after the Senate becomes aware of the vacancy.

4.3.1 If an SDM Faculty Senate seat vacancy occurs for any reason other than expiration of term, it shall be filled for the period of the unexpired term by the alternate, as specified in Section 3.5, from the appropriate constituency. If the alternate is either unavailable or no longer eligible to serve, or if the vacancy occurs during the first year of any three-year term, the relevant provisions for nomination and election contained herein shall apply.

4.3.2 A nominations period for nominations from members of the relevant constituent group shall be open for 10 days from the date of vacancy notification by the Senate Chair, except that for vacancies due to the expiration of a term, that nomination period may be extended by up to 14 days at the discretion of the administrative head of the constituent group.

4.3.3 Nominations must be made to the Senate Chair.

4.3.4 Nominations may be made by any member of the constituent group, by any current Senator or by any member of the SDM administration. Self-nominations of eligible members of the constituent group are permitted.

4.3.5 In the event that no nominations are received by the Chair of the Senate at the close of the nomination period, the administrative head of the constituent group shall nominate a member of the constituent group.

4.3.6 Within 4 days of the close of the nomination period, the Chair of the Senate shall verify with the Dean of the School of Dental Medicine or the Dean's designee the eligibility of each nominee for the vacant position, including appointment type, primary department and relevant subunit, if any. If all nominees are deemed eligible, the Senate Chair shall immediately communicate the list of eligible nominees to the constituent group.

4.3.6.1 If any nominee shall be deemed ineligible by the Dean or the Dean's designee, the Chair of the Senate shall immediately notify any nominee deemed ineligible.

4.3.6.2 Any nominee who is notified that they were deemed ineligible by the Dean or the Dean's designee shall have 5 days to request, in writing to the Chair of the Senate, that the Senate Steering Committee review the eligibility decision.

4.3.6.3 The Steering Committee shall review the eligibility decision within 48 hours of any such request and verify or reverse the decision of the Dean or the Dean's designee. The review of eligibility by the Steering Committee shall be final.

4.3.6.4 Seven days after notifying ineligible nominees, the Chair of the Senate shall communicate the list of eligible nominees to the constituent group.

4.3.7 Within 14 days of the communication of the list of eligible nominees to the relevant constituent group, that constituent group shall conduct an election.

4.3.7.1 Election shall be by secret ballot and all members of the constituent group, subject to the provisions of Section 4.2, shall be eligible to vote.

4.3.7.2 Each constituent group may determine and promulgate any other rules and procedures for the election process as are necessary, so long as no such rule or procedure conflicts with any provision of these bylaws.

4.3.7.3 The results of the election shall be immediately communicated to the Senate Chair for presentation at the next regularly scheduled meeting of the Senate.

4.3.8 In the event that a constituent group has not communicated an election result, as required under Section 4.3.7.3, within the 14 days specified in 4.3.6 above, the Senate Chair, at the next regularly scheduled meeting with a quorum of the Senate, shall present to the Senate the same list of eligible nominees as communicated to such constituent group per Section 4.3.6.4.

4.3.8.1 No new nominations shall be accepted unless there are fewer than two eligible nominees. If there are fewer than two nominees, new nominations may be accepted from the floor of the Senate.

4.3.8.2 An election among the Senators present shall then be conducted to determine the Senator from such constituent group who shall fill the vacant seat. Such election shall be by ballot unless upon motion and vote for a roll call by two fifths of the members present.

4.3.8.3 The candidate with the plurality of votes shall be elected.

4.3.8.4 Notwithstanding any other provision of these bylaws, the steering committee shall have 48 hours from the time of election to confirm with the Dean or the Dean's designee the eligibility of any nominee from the floor who is elected under Section 4.3.8, prior to their term beginning.

4.3.9 Terms of newly elected SDM Faculty Senators filling a vacant seat for any reason other than expiration of a term shall officially begin immediately upon election and shall expire at the time such term was originally designated to expire prior to the vacancy.

4.3.10 Terms of newly elected Faculty Senators filling a vacant seat at the expiration of a term shall officially begin on July 1 of the year the term of the seat is designated to begin or immediately upon election, whichever is later.

4.3.11 In the event a newly elected SDM Faculty Senator elected under the provisions of Section 4.3 declines to accept their seat or is determined ineligible by the Steering Committee under Section 4.3.8.4, the seat shall be treated as newly vacant and subject to all provisions under Section 4.3.

4.3.12 Each SDM Department shall establish its own process for nominations for alternates; however, elections of alternates shall be consistent with the process established for the elections to fill other SDM Faculty Senate seats as defined by Sections 4.3.7.1, 4.3.7.2, and 4.3.7.3

4.3.12.1 Alternate status shall terminate after three years.

4.3.12.2 When alternate status terminates or when an alternate is called upon to fill the unexpired term of a Senator from the same Department under Section 4.3.1, a new alternate shall be elected by the Department.

4.4 When a student body Senate seat, as specified in Section 4.3 above, becomes vacant for any reason, including end of term, resignation or change in student status, the Chair of the Senate shall notify the Dean. If the vacancy is

due to the expiration of a term, the Senate Chair shall notify the Dean 30 days prior to the expiration of the term. If a vacancy is anticipated to occur for any reason other than term expiration, the Senate Chair shall, in no event, notify the Dean more than 7 days after the vacancy occurs.

4.4.1 The Dean or the Dean's designee shall seek nominations from the relevant student body for any student Senate seat vacancy. The Dean or the Dean's designee shall determine appropriate eligibility criteria related to student academic progress, Honor Code, and Code of Conduct.

4.4.2 An election shall then be conducted by the Dean or the Dean's designee among the relevant student body. The process for such election shall be determined by the Dean, in consultation with the Senate Steering Committee. The candidate with the plurality of votes shall be elected.

4.4.3 In the event that there are fewer than two nominations for a student Senate seat, the Dean or the Dean's designee, in consultation with the Senate Steering Committee, shall determine an alternative method for filling the vacant student Senate seat.

4.4.4 Terms of newly elected student body Senators filling a vacant seat for any reason other than expiration of a term shall officially begin immediately upon election and shall expire at the time such term was originally designated to expire prior to the vacancy.

4.4.5 Terms of newly elected student body Senators filling a Senate seat vacated by the expiration of a term shall officially begin on July 1 of the year the term of the seat is designated to begin or immediately upon election, whichever is later.

4.5 When the Senate seat of a School of Medicine Faculty member, as specified in Section 3.4 above, becomes vacant for any reason, including end of term, resignation or elimination of teaching responsibilities within the SDM biomedical sciences curriculum, the Chair of the Senate shall notify the appropriate administrator in the School of Medicine who has oversight of the biomedical sciences curriculum of the vacancy. If the vacancy is due to the expiration of a term, the Senate Chair shall notify the relevant administrator in the School of Medicine 60 days prior to the expiration of the term. If a vacancy is anticipated to occur for any reason other than term expiration, the Senate Chair shall, in no event, notify the relevant administrator in the School of Medicine more than 7 days after the vacancy occurs.

4.5.1 Nominations of up to three candidates from the School of Medicine will be requested from the relevant administrator in the School of Medicine who has oversight of the biomedical sciences curriculum.

4.5.2 The Senate Chair, at the next regularly scheduled meeting with a quorum of the Senate, shall present to the Senate the nominees as communicated from the relevant administrator of the School of Medicine per Section 4.5.1.

4.5.3 No new nominations shall be accepted unless there are fewer than two nominees provided by the relevant administrator of the School of Medicine. If there are fewer than two nominees, new nominations may be accepted from the floor of the Senate.

4.5.4 An election among the Senators present shall then be conducted to elect a Senator from the Faculty of the School of Medicine to fill the vacant seat. Such election shall be by ballot unless upon motion and vote for a roll call by two fifths of the members present.

4.5.5 The candidate with the plurality of votes shall be elected.

4.5.6 Notwithstanding any other provision of these bylaws, the Senate Steering Committee shall have 48 hours from the time of election to confirm with the relevant administrator in the School of Medicine or their designee the eligibility of any nominee from the floor who is elected under this section, prior to their term beginning.

4.5.7 Terms of newly elected Faculty Senators from the School of Medicine filling a vacant seat for any reason other than expiration of a term shall officially begin immediately upon election and shall expire at the time such term was originally designated to expire prior to the vacancy.

4.5.8 Terms of newly elected Faculty Senators from the School of Medicine filling a vacant seat at the expiration of a term shall officially begin on July 1 of the year the term of the seat is designated to begin or immediately upon election, whichever is later.

4.5.9 In the event a newly elected Faculty Senator from the School of Medicine elected under the provisions of Section 4.5 declines to accept their seat or is determined ineligible by the Steering Committee under Section 4.5.6, the seat shall be treated as newly vacant and subject to all provisions under Section 4.5.

4.6 When necessary and notwithstanding any other provisions in these guidelines, the term of any member of the Senate, including its officers and Council and committee members, shall automatically be extended until the election of a successor where such election has not taken place prior to the expiration of the term.

4.7 Upon their agreement to serve, each newly elected Senator will receive a package consisting of the following documents: (1) a cover letter in which the specific duties, responsibilities and expectations of Senators are delineated; (2) copies of the SDM Senate Guidelines; and (3) copies of the Bylaws of the University of Connecticut School of Dental Medicine.

Article Five - Election and Responsibilities of Officers

5.1 The officers of the Senate shall be the Chair and the Vice-Chair.

5.1.1 The term of office for the Senate Chair shall be two years, beginning on July 1 of the first year, or upon election after July 1 of the first year, and ending on June 30 of the second year, except as noted in Article 4.6. No individual may serve as Chair for more than two consecutive terms.

5.1.2 The term of office of the Vice-Chair of the Senate shall be one year, beginning on July 1 of the first year, or upon election after July 1 of the first year, and ending on June 30 of the same year, except as noted in Article 4.6.

5.1.3 The Chair shall preside over Senate meetings and meetings of the Steering Committee of the Senate.

5.1.4 The Chair shall call meetings of the Senate and of the Steering Committee on a regular basis.

5.1.5 The Chair may call meetings of the SDM Faculty.

5.1.6 The Chair shall be responsible for conducting the elections of members of the Steering Committee

5.1.7 The Vice-Chair shall preside at Senate meetings and Steering Committee meetings in the absence of the Chair.

5.2 Biannually in May, or upon vacancy of the Chair, the Dean shall solicit nominations from the Faculty of the School of Dental Medicine, as defined in Article Two, of candidates for Senate Chair. All nominees must be from within the Faculty of the School of Dental Medicine.

5.2.1 In June of the year when the Senate Chair term expires, or within 60 days of a vacancy of the Chair, the Dean shall convene a special meeting of the Senate for the sole purpose of electing a Chair. At any such meeting, and for the sole purpose of electing a Chair, the Dean or the Dean's designee shall preside over the Senate.

5.2.2 In the event that no candidate receives the votes of a majority of the Senate at any such meeting convened under Article 5.2.1, the Dean or the Dean's designee shall send a ballot no later than June 30, by postal or electronic communication, to all voting members of the Senate. Such ballot shall list the names of the two candidates with the highest numbers of votes. Votes must be received on or before a date set by the Dean, with such date not less than 5 business days nor more than 10 business days from the date the ballots are sent. The Chair's term of office shall begin the first business day after the final election.

5.2.3 In the event that a special meeting, as described in Article 5.2.1, is unable to be convened for any reason, the Dean or their designee shall send a ballot no later than June 30, by postal or electronic communication, to all voting members of the Senate. Such ballot shall list the name of all eligible nominees solicited under Article 5.2. Votes must be received on or before a date set by the Dean, with such date not less than 5 business days nor more than 10 business days from the date the ballots are sent. In the event that no candidate receives the votes of the majority of the Senate, a subsequent ballot shall be sent consistent with Article 5.2.2. The Chair's term of office shall begin the first business day after the final election.

5.3 At its first meeting on or after July 1, the Steering Committee shall elect, from among its members, a Vice-Chair of the Senate to preside in the absence of the Chair (see Article 6.2.3, et seq.). The Vice-Chair's term of office shall begin on the first business day after the election.

Article Six - Steering Committee

6.1 The Steering Committee shall consist of six elected voting members. In addition, the Dean of the SDM and the Chair of the Senate shall be non-voting members of the Steering Committee, except that in the event of a tie vote on any business of the Steering Committee, the Chair may cast a tie-breaking vote. The immediate past Chair of the Senate may also serve as a non-voting *ex officio* member of the Steering Committee upon request by the current Steering Committee.

6.2 Five of the voting members of the Steering Committee shall be elected by and from among the Faculty Senators. The sixth member shall be elected by and from the Dean's Advisory Committee.

6.2.1 The Chair of the Senate shall conduct the election for the five members of the Steering Committee from among the Faculty Senators.

6.2.2 The Dean of the SDM shall conduct the election for the one member of the Steering Committee from the Dean's Advisory Committee.

6.2.3 Annually, at the first meeting of the newly elected Steering Committee, the Chair shall solicit nominations from among the five Faculty Senators on the Steering Committee for the position of Vice-Chair.

6.2.3.1 In the event that more than one of the Faculty Senators on the Steering Committee is nominated, the Chair shall then conduct an election by ballot of all voting members of the Steering Committee. The nominee receiving the highest number of votes shall become Vice-Chair.

6.2.3.2 In the event that only one Faculty Senator on the Steering Committee is nominated and accepts the nomination, that nominee will become the Vice-Chair.

6.3 The Steering Committee shall meet monthly or more frequently if necessary. The Steering Committee shall be responsible for the Senate agenda, matters relating to membership of the Senate as indicated in Article Four and for the prior review of matters brought to the Senate for action. A quorum of the Steering Committee shall consist of no fewer than three voting members present. Business of the Steering Committee shall be by majority vote of those present or by using an electronic voting mechanism that may include email voting with no fewer than three votes recorded.

6.4 The Steering Committee, at any time, may create *ad hoc* committees and appoint members to such committees to address issues of importance to the Faculty and/or students of the SDM. The Steering Committee shall submit the names of the Chairs and the members of any *ad hoc* Senate committees for approval by a vote of those in attendance at the next regularly scheduled meeting of the Senate. The Steering Committee may appoint Faculty or students with appropriate expertise to any *ad hoc* Senate committee.

6.5 The Steering Committee, when appropriate, may refer new business directly to a Senate Council or committee for review. The Steering Committee shall provide oversight for Senate Councils and committees through regularly scheduled or *ad hoc* meetings with the Council or committee Chairs.

6.6 The Steering Committee shall recommend and forward to the Senate for confirmation the names of SDM Faculty members who will serve as Senate representatives on UConn Health and University committees as required.

Article Seven - Standing Councils and *ad hoc* Committees of the Senate

7.1 Standing Councils and *ad hoc* committees of the Senate shall possess suitable representation and expertise to deal with matters within Senate purview.

7.2 The three standing Councils of the Senate shall be the Council on Education, the Council on Research, and the Council on the Academic Environment.

7.2.1 The standing councils of the Senate may include voting participation from the Faculty, students, and/or members of the Dean's Advisory Council.

7.2.2 There shall be student representation on the Council on Education.

7.2.3 Student representatives shall be selected from the appropriate constituencies of predoctoral, resident, graduate, and combined degree students by the Dean or the Dean's designee.

7.3 Standing Council Members shall be elected by the Senate following the nomination and election process specified herein.

7.3.1 Faculty Council members shall be nominated by the Steering Committee in consultation with the SDM and SOM Department Heads/Division Chairs.

7.3.2 Members from among the SDM graduate students, residents and/or fellows shall be nominated by the Steering Committee in consultation with the Dean or the Dean's designee.

7.3.3 Members from among the SDM predoctoral student body shall be nominated by the administrative leader with responsibility for academic affairs.

7.3.4 Council nominations shall be presented to the Senate for approval at the first meeting of the Senate after July 1, annually. The Senate may vote to accept the nominations of the Steering Committee, upon which the nominees will be appointed to the Council. In the event that the Senate votes to reject the nominations of the Steering Committee or the Steering Committee fails to present nominations at the first meeting of the Senate in any year, nominations will be taken from the floor of the Senate at the next meeting of the Senate and an election will be held at that meeting, following the nominations from the floor.

7.3.5. Standing Council members from the faculty shall serve for a term of three years or until a qualified successor is duly elected, with approximately two members elected each year.

7.3.6 Standing Council members from among the SDM graduate students, residents and/or fellows shall serve a term of one year, but such term may be extended, by vote of the Steering Committee, for a second year so long as they remain a current graduate student, resident or fellow.

7.3.7 Standing Council members from the predoctoral student body serve a term of one year, but such term may be extended, by vote of the Steering Committee, for a second year and a third year so long as they remain a current predoctoral student.

7.3.8 All vacancies among the membership of the Standing Councils shall be filled for the period of the unexpired term following the same process as described above.

7.3.9 Standing Councils shall have a Chair who is elected by and from among the Council members for one year. The Council may also choose to elect a Co-Chair by and from among the Council members for a one year term.

Article Eight - General Rules and Parliamentary Authority

8.1 The Senate, by a two-thirds affirmative vote, may suspend its rules.

8.2 Regular meetings of the Senate shall be convened monthly or as needed.

8.3 Special meetings of the Senate may be called by the Steering Committee, by the Chair with the support of a majority vote of the Steering Committee, or by the President of the University, the Executive Vice-President for Health Affairs, or by the Dean of the SDM. In addition, a special meeting of the Senate shall be convened by a request to the Dean from one-third of the SDM Faculty or one-third of the pre-doctoral student body or by one-third of all current residents and fellows.

8.4 Senate meetings are open to the public and subject to FOI Open Meeting Requirements under C.G.S. § 1-225. These individuals may not participate in the business of the Senate unless authorized by a simple majority vote of the members present.

8.5 The Senate may vote to enter closed executive session as appropriate and allowed under statute C.G.S. § 1-200. This will require a 2/3 vote of the committee members present and voting, taken in public, and stating the reasons for executive session. Only voting members of the Senate and individuals invited by general consent or a majority vote of the Senate shall be present during an executive session.

8.6 Attendance by fifty percent of the Senators shall constitute a quorum for conducting Senate business.

8.6.1 Any Senate meeting may be conducted in person, by telephone, by web/video conference and attendance at in-person Senate meetings may be by telephone or web/video conference.

8.6.2 Votes on Senate business may be conducted at Senate meetings with a quorum present or, at the discretion of the Chair, by electronic vote system or email vote, with a minimum of 50% of Senators submitting a vote.

8.6.3 Unless otherwise indicated in this Constitution and Bylaws, all votes on main motions before the Senate shall

be by simple majority or by unanimous consent, unless otherwise indicated herein. Upon request by a minimum of two fifths of those members present, a roll call vote shall be conducted by the Chair.

8.7 The Senate may consider new business brought up by any Senator, any member of the SDM Faculty or any member of the SDM student bodies.

8.7.1 Any Senator who wishes to submit an item of new business shall submit the time to the Steering Committee for inclusion on the agenda of a subsequent Senate meeting.

8.7.2 Any SDM faculty member or student who wishes to submit an item of new business shall submit the item to any Senator or to the Steering Committee. Any Senator who receives a submission of new business from a faculty member or student shall refer the item to the Steering Committee for inclusion on the agenda of a subsequent meeting of the Senate.

8.7.3 All new business shall be presented to the Senate for discussion and then shall be referred to the appropriate Council or committee of the Senate, or to the Steering Committee for further review or consideration. Following referral to a Council, Committee or Steering Committee, any item requiring further Senate action, upon recommendation by that Council, committee or at the discretion of the Steering Committee, shall be included on the agenda of a subsequent meeting of the Senate.

8.8 Any proposals approved by the Senate, which require administrative or departmental implementation, shall be sent to the Dean of the School of Dental Medicine and to other appropriate administrators or Department Heads for their action. The Dean, other administrators or Department Heads shall inform the Senate of progress toward the implementation of its proposals at the next meeting of the Senate, or within a timeframe designated by the Senate.

8.9 In the event of a conflict between the Senate and the Department Heads, e.g., in the departmental implementation of a Senate-approved proposal, an *ad hoc* committee consisting of three Senators, appointed by the Steering Committee, and the Department Heads shall meet with the Dean or the Dean's designee for the purpose of trying to reach a mutually agreeable resolution of differences. Such resolution of differences will be reported in a timely fashion by the Senate members of the *ad hoc* committee to the full Senate. If no satisfactory resolution can be reached, the Dean or the Dean's designee shall make a decision that resolves the matter or matters in dispute.

8.10 In the event of a conflict between the Dean and the Senate, an *ad hoc* committee consisting of three Senators, appointed by the Steering Committee, and three representatives of the administration, appointed by the Dean, shall endeavor to reach a mutually agreeable resolution of differences. Such resolution of differences will be reported in a timely fashion by the *ad hoc* committee to the Senate. If no satisfactory resolution can be reached, the Senate may vote to refer the matter for further consideration by the Academic Affairs Subcommittee of the Board of Directors of UConn Health.

8.10.1.1 Upon a vote of two-thirds majority of the Senate in support of the referral, the matter or matters in dispute shall be presented to the Academic Affairs Subcommittee of the Board of Directors of UConn Health, or its designee.

8.10.2 The Academic Affairs Subcommittee may choose to hear the referral, decline to hear the referral, mediate the matter or matters or to refer it to any other appropriate body for intervention (e.g., to the Office of the Provost of the University).

- 8.10.3 Should the Academic Affairs Subcommittee decline to hear the referral, the Dean or the Dean's designee shall make a decision that resolves the matter or matters in dispute. Such decision shall be final.
- 8.10.4 Any decision on the matter or matters in dispute made by the Academic Affairs Subcommittee other than declining to hear the referral or any intervention made by any other appropriate body based on a referral from the Academic Affairs Subcommittee shall be final.
- 8.11 Minutes of meetings shall be submitted at the next meeting for approval by a vote of the majority of those in attendance. Once approved, the minutes of all Senate meetings, except those pertaining to an executive session, shall be posted publically in a manner consistent with the State of Connecticut Freedom of Information Act.
- 8.12 The Senate can be dissolved only with the approval of two-thirds of its total membership. If dissolved, an election shall be conducted by the Dean within 30 days to form a new Senate for the remainder of that year.
- 8.12.1 The composition of the Senate shall be consistent with Article Three of these bylaws.
- 8.12.2 The nominations and election processes should be conducted to the extent possible, as determined by the Dean or the Dean's designee, in a manner that is consistent with Article Four of these Bylaws.
- 8.12.3 Following the election, one-, two- and three-year terms of office, as defined in Article 4.1, shall be assigned by lot, by the Dean or the Dean's designee.
- 8.13 In the absence of any controlling rules or procedures, including those for voting on privileged or subsidiary motions, the most current available version of Robert's Rules of Order, Newly Revised, will be the Senate's parliamentary authority.

Article Nine - Amendments

- 9.1 Amendments to the structure or operation of the Senate, as defined in these guidelines, may be proposed if supported by the vote of two-thirds of the Senators present and voting at a meeting of the Senate at which a quorum is present, or one-third of the SDM Faculty as defined in Section I, Article One of the SDM Bylaws.
- 9.2 A meeting of the Faculty shall be convened by the Dean to consider such amendments. The Dean or their designee shall preside, and the only business of the meeting shall be the discussion of the proposed amendment(s). If revisions to the proposed amendments and/or revisions to other sections of these guidelines are suggested, any such revisions must be approved as described in Article 9.1 of these guidelines and discussed by the Faculty at a meeting convened by the Dean.
- 9.3 The proposed amendment(s) shall be voted on within seven calendar days following the Faculty meeting. Adoption of amendments (subject to Board approval as specified in Section 9.4 below) shall require the affirmative vote of two-thirds of the Senate and the affirmative vote of a majority of those member of the SDM Faculty voting as defined in Section I, Article One of the SDM Bylaws.
- 9.4 Any amendments to the Senate Constitution or these Bylaws shall require approval by the Board of Directors and/or the Board of Trustees as specified in the Bylaws of the University of Connecticut before they become effective.

Approved by BOD: September 11, 2023

A Standing Council of the School of Dental Medicine Senate

Name of Council: Council on the Academic Environment

Composition: The Council on the Academic Environment shall consist of six Faculty members and one postdoctoral student (from among the SDM graduate students, residents and/or fellows), no less than four of whom shall be faculty members from School of Dental Medicine (SDM) and no less than one who shall be a faculty member be from the School of Medicine. SDM Faculty serving on the Council on the Academic Environment may not hold simultaneous administrative appointments.

Reports to: The Council reports to the SDM Senate. The Council Chair will meet with the Steering Committee at least quarterly to report on the Council's activities. Minutes of the Council meetings, and recommendations approved by the Senate, shall be posted on the Senate website, which will be accessible to all Faculty and to enrolled students/residents.

Duties: As an advisory committee, the duties of this Council are to discuss matters of significant interest to the Faculty and to relay its findings and views to the Senate. Such matters are specifically defined neither in the University Laws and Bylaws nor in the Bylaws of the SDM.

COUNCIL ON EDUCATION

A Joint Standing Council of the School of Dental Medicine Senate and Administration

- Name of Council:** Council on Education
- Composition:** The Council shall consist of 8 Faculty members, one predoctoral student, one postdoctoral student (from among the SDM graduate students, residents and/or fellows), one School of Dental Medicine (SDM) unit leader from one of the SDM organizational units, and the administrative leader(s) with responsibility for academic and clinical affairs within the SDM. No less than six of the faculty members of the Council shall be faculty members from School of Dental Medicine (SDM) and no more than two SDM faculty members on the Council shall have primary appointments in the same organizational unit. No less than one faculty member of the Council shall be a faculty member be from the basic science departments of the School of Medicine. All Council members shall have voting privileges. The Council shall elect a Chair/Co-Chairs from among its SDM Faculty members, including those holding administrative positions. The Council Chair shall be elected by the Council members for one year. The Council may choose to elect a Co-Chair. The terms of the Chair or Co-Chair can be renewed.
- Reports to:** This Council reports to the SDM Senate. Council activities and recommendations will be communicated regularly to the SDM administration. The Council Chairperson/Co-Chairs will meet with the Senate Steering Committee at least quarterly to report on the Councils' activities. Minutes of the Council meetings, recommendations and decisions of the Council will be posted publicly and accessible to all Faculty and to enrolled students/residents.
- Duties:** This Council will meet at least monthly to oversee the development, modification, evaluation and measurement of educational programs at all levels: predoctoral, postdoctoral, continuing, and other related programs in the SDM. The Council is, thus, authorized to recommend policies and procedures for educational programs, admission, evaluation and promotion of students. The Council also may recommend the development or elimination of courses as the requirements of students, the SDM, and the profession change with time. To aid in its charge, the Council may appoint subcommittees (e.g. Predoctoral Education, Postdoctoral Education, Continuing Education, and Educational Review) composed of Faculty members and administrators with appropriate expertise and students from appropriate constituencies. The Chair/Co-Chairs of the Council on Education will serve as liaison to the Offices of Faculty Development and Continuing and Community Education in the School of Medicine.

COUNCIL ON RESEARCH

A Joint Standing Council of the School of Dental Medicine Senate and Administration

Name of Council: Council on Research

Composition: This Council shall consist of one member from each Department of the School of Dental Medicine (SDM), one member each from type 2 centers of the SDM, one SDM Department Head/Division Chair, at least one, but no more than two members representing basic science departments of the SoM, one postdoctoral student (from among the SDM graduate students, residents and/or fellows) and the administrative leader responsible for research of the SDM. All Council members shall have voting privileges.

Reports to: This Council reports to the SDM Senate and the SDM administration. The Council Chairperson will report to the Senate at least quarterly and to the SDM Executive Committee on an as needed basis to report on the Council's activities. Minutes of the Council meetings, recommendations and decisions of the Council will be posted on the Senate website, which will be accessible to all Faculty and to enrolled students/residents.

Duties: As an advisory committee to the Dental Senate, this Council will meet at least monthly to initiate, develop, recommend and evaluate policies concerning all aspects of research. Additionally, the Council will promote SDM research initiatives, SDM interests in strategic and signature program initiatives, technology transfer, and Faculty mentoring and collaborative relationships. To aid in its charge, the Council may appoint subcommittees composed of Faculty members and administrators with appropriate expertise and students from appropriate constituencies.

