



## **BY-LAWS FOR THE FACULTY of the**

### **SCHOOL OF DENTAL MEDICINE STONY BROOK MEDICINE STONY BROOK UNIVERSITY**

#### **PREAMBLE**

In accordance with Article X of the Policies of the Board of Trustees of the State University of New York, the Faculty of the School of Dental Medicine, as a unit within Stony Brook Medicine of the State University of New York at Stony Brook, hereby organizes and adopts these By-Laws as rules of governance for the School of Dental Medicine Faculty. These By-Laws shall be consistent with and subject to the Policies of the Board of Trustees of the State University of New York, the laws of the State of New York, and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law. This organization is established to facilitate the attainment of faculty objectives in the conduct of instruction, research, and service programs for which the School is responsible.

Unless otherwise specified, all terms of these By-Laws are used as defined in Article II of the *Policy of the Board of Trustees of the State University of New York*.

#### **ARTICLE I: NAME**

The name of this organization shall be the Stony Brook University School of Dental Medicine Faculty Council. The School of Dental Medicine encompasses the following Departments: General Dentistry, Oral Biology and Pathology, Oral and Maxillofacial Surgery, Orthodontics and Pediatric Dentistry, Periodontics and Endodontics, Prosthodontics and Digital Technology.

## **ARTICLE II: OBJECT**

The Faculty Council of the School of Dental Medicine shall serve as the executive body of the faculty.

Subject to the authority of the Board of Trustees, the Chancellor, the President of Stony Brook University, the Executive Vice President of Stony Brook Medicine, and the governance of the University and Stony Brook Medicine, the Faculty Council shall make recommendations to the Dean of the School of Dental Medicine. These recommendations concern the academic policies of the School of Dental Medicine, including admissions, promotions, and graduation of students, criteria for faculty appointments, promotions, and tenure; and the nature of the curricula all in accordance with existing regulations of the State University of New York.

## **ARTICLE III: MEMBERS**

The Faculty shall include all individuals having academic rank and term (temporary) or continuing appointment at the School of Dental Medicine.

### **Section 1. Definition Categories**

- (a) The term “full-time” refers to Professors, Associate Professors, Assistant Professors, Instructors, and faculty with modified or clinical appointments whose primary appointment is full-time at the School of Dental Medicine. These faculty members are salaried at one full-time equivalent (FTE) or 0.99 FTE.
- (b) The term “part-time” includes all other faculty who hold academic, modified, or clinical ranks and have term, temporary, or continuing appointments at the School of Dental Medicine. These faculty members are either salaried below 0.99 FTE or they are non-salaried.

### **Section 2. Representations by Categories**

- (a) All faculty members are represented.
- (b) For all matters, including but not limited to elections and changes in by-laws, part-time faculty members with a reportable FTE shall have voting rights weighted according to their FTE equivalent. Non-salaried faculty shall have voting rights based on their aggregate annual FTE contribution to the school, as determined by the Department Chair.

### **Section 3. *Ex-Officio* Membership**

The Steering Committee of the Faculty Council may invite individuals from various constituencies within the University and the community to serve as ex-officio members on the Faculty Council. The Chancellor, President of Stony Brook University, Executive Vice President of Stony Brook Medicine, and Dean of the School of Dental Medicine are *ex officio, non-voting*, members of the Faculty Council.

## **ARTICLE IV: OFFICERS**

The officers of the Faculty Council shall serve as officers for the faculty. The officers of the Faculty Council shall be a Chair, a Vice-Chair, and a Secretary.

### **Section 1. Duties**

#### **(a) Chair**

The Chair shall preside over regular and special meetings of the Faculty Council, chair the Steering Committee, call the regular and special meetings, and appoint *ad hoc* committees and their Chairs as established by the Faculty Council.

#### **(b) Vice-Chair**

The Vice-Chair shall act as the presiding officer in the absence of the Chair.

#### **(c) Secretary**

1. Send notice of regular Faculty Council meetings at least three (3) months in advance and distribute the agenda at least one week prior to each meeting. This does not apply to special meetings.
2. Keep minutes of all Faculty Council meetings and distribute copies to all members of the Faculty Council, with administrative support from the Dean's office when available.
3. Maintain a file of the minutes and current operating rules for standing and *ad hoc* committee meetings. These documents shall be accessible to all Faculty Council members via the SDM Faculty Council folder on the University hosted cloud-based platform (i.e. OneDrive or Sharepoint).
4. Notify the Steering Committee of any vacancies on the Faculty Council, its officers or committees. Additionally notify the Steering Committee of any upcoming term expirations for Faculty Council committee appointment at least two months prior to the expiration of the term.

5. Notify the Nominating Committee of any upcoming term expirations for positions the Committee is responsible for filling. This notice shall be given at least two months prior to the expiration of the term.
6. Maintain a file of the current By-Laws of the Faculty Council and the Standing Rules of Committees in the SDM Faculty Council folder on the University hosted cloud-based platform (i.e. OneDrive or Sharepoint).

## **Section 2. Eligibility**

### **(a) Chair**

Any full-time faculty member of the Stony Brook University School of Dental Medicine who has served in this capacity for at least two years at the time of election.

### **(b) Vice-Chair**

Any full-time faculty member of the Stony Brook University School of Dental Medicine at the Stony Brook campus who has served in this capacity for at least one year at the time of election.

### **(c) Secretary**

Any full-time faculty member of the Stony Brook University School of Dental Medicine at the Stony Brook campus who has served in this capacity for at least one year at the time of election.

## **Section 3. Term of Office**

### **(a) Chair**

The Chair shall serve a two-year term and may be re-elected for an additional term of one or two-years.

### **(b) Vice-Chair**

The Vice-Chair shall serve a two-year term and may be re-elected for an additional term of one or two-years.

### **(c) Secretary**

The Secretary shall serve a two-year term and may be re-elected to an additional one or two-years.

## **Section 4. Election of Officers**

### **(a) Procedure**

The election of the officers of the Faculty Council shall be conducted by the Nominating Committee in accordance with the following guidelines:

1. Elections shall be held via confidential in-person voting.
2. All Faculty Council members are eligible to vote, with votes weighted according to their FTE. Non-salaried faculty members shall have voting rights proportional to their commitment to the school, as defined by the Department Chair.
3. The Nominating Committee shall present a slate of candidates and request additional write-in nominations via email for consideration.
4. The outcome of the election shall be decided by plurality.
5. Elections shall take place during the last regular meeting of the academic year.
6. The term of office shall begin at the close of the meeting at which officers are elected.

## **Section 5. Vacancies**

### **(a) Chair**

If the office of Chair becomes vacant due to resignation, ineligibility, or any other reason, the Vice-Chair shall immediately assume the office and serve for the remainder of the term.

### **(b) Vice-Chair**

If the office of the Vice-Chair becomes vacant due to resignation, ineligibility, assumption of the Chairship, or any other reason, the Steering Committee shall appoint a Vice-Chair with the qualifications outlined in Article IV, Section 2 (b), to serve for the remainder of the term.

### **(c) Secretary**

If the office of Secretary becomes vacant due to resignation, ineligibility, or for any other reason, the Steering Committee shall appoint a Secretary with the qualifications outlined in Article IV, Section 2 (c) to serve for the remainder of the term.

## **ARTICLE V: MEETINGS**

The faculty shall meet at least three times each academic year at the call of the Faculty Council Chair, the Dean of the School of Dental Medicine, the Chancellor, the President of Stony Brook University, or the Executive Vice President of Stony Brook Medicine. The meetings shall serve as a forum for the faculty to discuss items of common interest. At each meeting, a report from the Dean of Dental Medicine may be presented. Each of the standing committees of the Faculty Council shall present at a Faculty Council once per academic year. The Secretary shall send written notice to the faculty three (3) months prior to a regular meeting.

### **Section 1. Regular Meetings**

The Faculty Council shall meet at least three (3) times during each academic year. An agenda of the meeting shall be sent to the Faculty Council members at least one week prior to the time of the meeting. The academic year is from July 01 to June 30.

### **Section 2. Special Meetings**

Special meetings may be called by the following methods:

- (a) By the call of the Chancellor, President of Stony Brook University, Executive Vice President for Stony Brook Medicine, Chair of the Faculty Council, or the Dean of the School of Dental Medicine.
- (b) By vote of the Faculty Council or its Steering Committee.
- (c) By written request of at least 10 weighted equivalent FTE members of the Faculty Council addressed to the Secretary.
- (d) The Faculty Council Secretary must give at least 24 hours' notice prior to a special meeting.

### **Section 3. Quorum**

To transact any business, a quorum shall consist of at least 10 weighted equivalent FTE members, or one-third of the faculty (proportionate to FTE), whichever is less.

## ARTICLE VI: THE STEERING COMMITTEE

The membership of the Steering Committee shall include the Dean of the School of Dental Medicine as an *ex officio member*, without voting rights. The officers of the Faculty Council shall serve as officers of the Steering Committee. Additionally, the Chair shall appoint, with the approval of the Faculty Council, one full-time tenured, one full-time non-tenured, and one part-time faculty member to the Steering Committee. This Committee shall:

1. Serve as an advisory body to the Faculty Council.
2. Act as a platform for initiating academic policy, and implementing policies after approval.
3. Perform those duties delegated by the By-Laws and by the Faculty Council.

## ARTICLE VII: COMMITTEES OF THE FACULTY COUNCIL

### Section 1. Standing Committees

The Standing Committees of the Faculty Council are: Academic Standing; Admissions; Advanced Education; Appointment, Promotion and Tenure; By-Laws; Curriculum; Faculty Development; and Nominating.

### Section 2. Functions

Within limits prescribed by the Faculty Council in the form of Standing Rules, the Standing Committees are responsible for overseeing and monitoring aspects of the academic operations of the School related to each Committee's purpose. They shall make recommendations to the Faculty Council regarding existing programs or the development of new ones, to advise the Faculty Council and to act on its behalf on an interim basis, subject to Faculty Council ratification's of actions taken.

Each Standing Committee shall establish standing rules of operation which must be approved by Faculty Council. At the start of each academic year, the Chair of each Standing Committee shall, provide the Secretary of Faculty Council with a copy of the Committee's standing rules and membership. If changes occur, the updated Standing Rules must be submitted before the first meeting of the academic year. The Committees shall be governed by *Roberts Rules of Order, New Revised*, in all matters not covered by the Faculty Council's By-Laws.

Standing Committees may appoint *ad hoc* Committees to assist their work, but such *ad hoc* Committees must include not less than two members of the Standing Committee concerned.

The Faculty Council shall receive, approve, amend, or reject any actions of standing or *ad hoc* committees by simple majority vote. It may establish such committees of its membership as it may consider desirable in the fulfillment of its responsibilities.

### **Section 3. Membership**

- (a) Each Standing Committee shall consist of at least five salaried faculty members.
- (b) The Steering Committee shall appoint the members of the Standing Committees except for:
  - 1. Academic Standing Committee, which shall be comprised of each Department Chair or their designated department representative.
  - 2. Admissions Committee, which shall be comprised of at least one representative per department, as chosen by the dean in consultation with the Committee Chair.
  - 3. The Advanced Education Committee, which shall be comprised of each Advanced Education Program Director or their designee.
  - 4. The Appointments, Promotion, and Tenure Committee, which shall function in accordance with the rules of its operation adopted on August 1, 1972 and as amended thereafter.
  - 5. Curriculum Committee, which shall be comprised of two representatives per department, as chosen by the Department Chair.
  - 6. Student or resident membership. Students or residents may be elected to Committee membership in accordance with the various committee requirements adopted by the Faculty Council and the procedures for election adopted by the student body.
- (c) Persons not members of the Faculty Council may be appointed by the Steering Committee to the Standing Committees with voting privileges on those committees as determined by the committee standing rules.

### **Section 4. Terms of Office**

- (a) Membership terms of Standing Committees are as listed below, unless otherwise specified in the committee's standing rules:
  - Full-time: Three years
  - Part-time: Two years
  - Students: One year
- (b) Members of the Standing Committees of the Faculty Council may serve an unlimited number of consecutive terms.



## **Section 5. Officers**

- (a) The Chair of each Standing Committees shall be elected by its members, with a Chair *pro tem* presiding over the election, with the exception of:
1. Academic Standing and Curriculum Committees, for which the Associate Dean of Education will serve as Chair *ex officio*.
  2. Admissions Committee, for which the Associate Dean of Education or their designee will serve as Chair *ex officio*.
- (b) Each Standing Committee shall elect a Secretary from its members to serve a one year term. The Secretary is responsible for keeping minutes of all Committee meetings and providing copies to the Secretary of the Faculty Council and the Chairs of other Standing Committees. The Secretary may be re-elected for an additional one year term. Some committees may be assigned a staff member to serve as the Secretary. The minutes of the Academic Standing Committee and the Appointment, Promotion and Tenure committee are confidential and not circulated.

## **Section 6. Meetings**

Each Standing Committee shall meet as required with notice of a meetings sent by the Secretary to each member at least one week in advance. In case of urgency, advance notice can be waived by a Committee vote immediately upon convening.

## **Section 7. Quorum**

A simple majority of the members of a Committee shall constitute a quorum.

## **Section 8: Responsibilities**

### **(a) Academic Standing Committee**

The Committee shall oversee, but is not limited to:

1. Reviewing each dental student's progress at least annually.
2. Recommending candidates for the Doctor of Dental Surgery degree, contingent upon successful completion of all requirements as outlined in School of Dental Medicine academic policies and procedures manual.

3. Recommending special recognition awards for students demonstrating outstanding academic achievements
4. Setting deadlines for completion of the School of Dental Medicine programs.
5. Serve as the judiciary body for dental student issues pertaining to advancement, program completion, probation, leaves of absence, or dismissal, in accordance with University policies. Admissions Committee

**(b) Admissions Committee**

The Committee shall:

1. Recommend and review admissions policies and procedures for the dental student program.
2. Recommend candidates for admission to the dental student program of the School.

**(c) Advanced Education Committee**

The Committee shall

1. Recommend policies for all advanced education programs within the School of Dental Medicine, covering academic standards, curriculum compliance with accreditation standards, maintenance of academic standards, degree/certificate requirements and adherence to University policies.
2. Serve as an intermediate appeal body for SDM resident issues pertaining to academic advancement, program completion, probation, leaves of absence or dismissal.
3. Review proposals for advanced education programs. The Committee shall evaluate proposed new programs with regard to resources, faculty, and curriculum content. Each proposed new program is to be reviewed and evaluated regarding its impact on the dental student program by the Curriculum Committee prior to Committee recommendations.
4. Review and recommend admission procedures and policies of all advanced education programs. The Committee shall facilitate all matters pertaining to admissions including orientation programs for the incoming advanced education students.
5. Ensure all Graduate Medical Education (GME) programs abide by the Stony Brook University Renaissance School of Medicine GME policies available on their website.

**(d) Appointment, Promotion, and Tenure Committee**

The Committee shall:

1. Review proposals for faculty appointments, promotions, and tenure.
2. Report recommendations to the Dean of the School of Dental Medicine.

**(e) By-Laws Committee**

The Committee shall:

1. Consider any proposed amendment of the By-Laws of the Faculty Council.
2. Ensure proposed amendments of the By-Laws are in agreement with Article X of the Policies of the Board of Trustees of the State of New York.
3. Propose amendments of the By-Laws to Faculty Council.
4. Maintain and archive all historical amendments to the Faculty Council By-Laws and standing committees' standing rules.
5. Maintain a record of all current By-Laws for Faculty Council and Standing Rules of Faculty Council committees.

**(f) Curriculum Committee**

The Committee shall:

1. Review and coordinate the dental student curricula.

**(g) Faculty Development Committee**

The Committee shall:

1. Coordinate, revise, and update plans for faculty development.
2. Work with department chairs to plan and coordinate workshops and/or seminars for in-service faculty calibration and development.

**(h) Nominating Committee**

The Committee shall:

1. Prepare the slate of candidates for election as officers of the Faculty Council.
2. Conduct the election of officers of the Faculty Council in accordance with the guidelines as established by these By-Laws (Article IV, Section 4).
3. Conduct other elections that may be referred to it by the Faculty Council, such as representatives to the University Senate and the representative(s) to the American Dental Education Association.

**ARTICLE VIII: AMENDMENTS & REVISIONS**

The By-Laws may be amended or revised by a two-thirds majority of voting members present at a meeting of the Faculty Council, provided the text of the amendment or revision to be voted on has been included in the agenda for the meeting.

**ARTICLE IX: ADOPTION OF THE BY-LAWS**

These By-Laws, when adopted by a two-thirds majority of members of the faculty present and voting at a meeting, shall become effective immediately.

Revision adopted: October 29, 2024

Amended: August 20, 2025