Temple University Maurice H. Kornberg School of Dentistry

Bylaws

Article I. Prevailing Authority of University Policies

The term “University Policies” shall refer to:

1. Any action, resolution, or policy of the Temple University Board of Trustees, or

2. Any action or policy of the President of Temple University taken within their authority, or

3. Any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.

In the event of any conflict or contradiction, the University Policy in effect now or adopted in the future supersedes any bylaw of the Kornberg School of Dentistry (KSOD) or any action taken by the school under the authority of its bylaws.[1]

Article II. Dean

A. The President of the University or the President’s designee appoints the Dean of the School in conformance with such Dean Search Guidelines as the President may from time to time promulgate.

B. The Dean shall report to and be accountable to the President or their designee and shall serve at the pleasure of the President.

C. The Dean is the chief executive officer and the chief academic officer of the Kornberg School of Dentistry. Their duties and responsibilities are defined by any pertinent policies of the Board of Trustees, by the Dean’s Position Description issued by the President, and by administrative policies and procedures.

D. The Dean shall exercise such authority as may be delegated to them by University Policies. They shall be responsible for the administration of the School of Dentistry budget that may be adopted by the Board of Trustees, including any budget rules or guidelines.

[1] University policies as defined here shall include collective bargaining agreements that have been approved by the Board of Trustees or by the President when they have been delegated to do so by the Board of Trustees, and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract.

E. The Dean shall be an *ex officio* member without vote of all standing committees of the Kornberg School of Dentistry, unless otherwise noted (see Management Committee).

Article III. Kornberg School of Dentistry Organization

A. School Administration and Staff: Subject to University Policies and the School's authorized budget, the Dean shall appoint Associate Deans, Assistant Deans, Department Chairs, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the school's administration, pursuant to University Policies.

B. Collegial Assembly:

1. The primary organizational roles of the Collegial Assembly are to recommend policies to the Management Committee and the Dean concerning instructional programs, including curricula and courses, admissions standards, and graduation requirements and honors, and making recommendations regarding the academic standing of students in accordance with the academic regulations and policies of the School and Temple University.

2. Any faculty member who has appointments that are two (2) days or more per week shall be a member of the Collegial Assembly and is eligible for membership on any of the committees listed below, with full voting rights. A faculty quorum is achieved when twenty (20) voting faculty members are present at a meeting at the Collegial Assembly.

3. Officers:

    a. Chair: A faculty member elected by the voting membership of the Collegial Assembly presides over Collegial Assembly meetings and serve as a liaison between the Management Committee ("MC") and Collegial Assembly. The term of office shall be one year and may be renewed for up to three (3) consecutive terms, subject to approval by vote of the Collegial Assembly.

    b. Secretary**:** A faculty member elected by the voting membership of the Collegial Assembly who maintains the minutes of Collegial Assembly meetings, disseminates meeting announcements and agendas, holds elections, ensures a quorum is established at each meeting, and serves on the MC. The secretary presides over meetings in the absence of the Chair. The terms of office shall be one (1) year and may be renewed for no more than three (3) consecutive terms, subject to approval by vote of the Collegial Assembly.

4. Collegial Assembly Steering Committee: This committee shall be composed of the Chair, Secretary, and Dean. The Chair and Secretary shall prepare the agenda for the Collegial Assembly and share with the Dean, who can only add agenda items. It will also identify faculty candidates for elections, prepare ballots, and conduct elections. Elections should be held in the spring semester or when a vacancy is created in an elected committee.

5. Meetings**:**

   a. The Collegial Assembly shall meet at least four times per year, during the fall and spring semesters, at times specified by the Steering Committee. Distribution of the agenda shall precede each meeting and at least one week's advance notice of each meeting shall be given. The notice requirement for scheduled meetings may be satisfied through one notice of the scheduled meetings at the beginning of the year.

   b. Special meetings may be held at the call of the Chair of the Collegial Assembly, the Dean, or by petition of twenty-five (25) percent of the members of the assembly and it shall only consider matters for which it is called.

   c. A quorum is required for Collegial Assembly meetings. Please see Article III section B(2).

C. Committees: Committees at the dental school exist to consider or study matters of importance to the dental school and to make recommendations to the Dean. Committees serve to improve the function of the school using a mission driven approach. All standing committees, whether they include elected or appointed members, shall report once a year to the Collegial Assembly.

1. **Management Committee (MC)**: This Committee advises the Dean on financial policies, and the annual school budget, and advises the Dean on addressing financial exigency. This Committee will review and advise the Dean and appropriate officers on decisions on students, staff and faculty matters related to operations; evaluate proposals for new programs and the discontinuation of existing programs; review the operations of the school, its budgets, and provide recommendations; approve the strategic plan and submit it to the Collegial Assembly for approval; review and provide updates on all academic, professional, and clinical operations; review and approve amendments proper to submission to the Collegial Assembly. The committee shall include Department Chairs, Chair and Secretary of the Collegial Assembly, Assistant/Associate Deans, Student Council Representatives, Chairs of the Staff Liaison Committee, and other unit representatives including staff and students. The Dean shall appoint a key senior staff member to assist the committee. The Dean shall chair the MC. The members of the MC will serve as long as they hold their position as per Kornberg School of Dentistry's organizational chart.

   The MC will be responsible for establishing the Dean's Advisory Committee composed of diverse representatives of the school's faculty by rank and track from across the school. This Advisory Committee will draw membership from outside the MC to provide the Dean with guidance on matters such as faculty responsibilities, workloads, and other key issues requiring the engagement of both faculty and students in addressing the important challenges facing the dental school. The MC will establish a sub-committee to identify potential members of the DAC and make recommendations to the Dean who will make committee appointments.

2. **Elected Committees**: Unless otherwise noted, all elected committees shall include at least five faculty members whom the voting members of the Collegial Assembly elect. Elections shall be conducted by the Collegial Assembly on the fourth (4^{th}) regularly scheduled meeting. Nominations, including self-nominations, shall be submitted to the Secretary in advance of this meeting. A ballot vote will then take place during, or immediately after, the meeting. Appropriate staff will be invited by the committee chairs to assist each elected committee as needed. Members of each committee shall serve staggered terms of three (3) years. The Dean shall consult with the Chair and Secretary of the Collegial Assembly to augment the slate to ensure that there is a diverse representation of the school's faculty by rank and track on these important committees.

    a. **Admissions Committee** – The Admissions Committee shall set standards for predoctoral program student admissions and evaluate applications for admission to the dental school. This Committee shall be chaired by the Assistant/Associate Dean of Admissions or by his/her designee and have a minimum of ten (10) members.

    b. **Committee on Alumni Affairs, Continuing Education, and Advancement** – This committee shall support the mission of KSOD by fostering lifelong engagement among alumni, promoting professional development opportunities, and advancing KSOD's strategic fundraising and outreach initiatives.

    c. **Clinical Affairs Committee**– The Committee, overall, shall be responsible for review of clinical operations and continuous quality improvement, review of clinical progress of students, and development of policies to ensure that the clinical education and patient care missions of the school are achieved. This committee shall have three subcommittees: DMD, Postdoctoral, Faculty Practice, and other community-based clinics. This committee shall be chaired by the Assistant/Associate Dean of Patient Care or his/her designee. The committee shall have a minimum of (10) elected members. Other non-voting expert faculty and staff can be appointed by the Dean.

    d. **Information Technology and Artificial Intelligence Committee** - This committee will oversee hardware and software procurement, evaluate emerging technologies and applications, and assess new digital, robotic, and virtual systems. This committee shall consist of at least seven (7) members which will include four (4) faculty members, one (1) IT staff member, one (1) predoctoral student, and one (1) postdoctoral student. Members will appoint a faculty member as chair.

3. **Appointed Committees:** These committees shall be standing or ad hoc and constituted based on the operational needs of the school. Their roles may be focused on engagement of faculty in achieving specific tasks for the school. The Dean may create other committees by appointment. These committees will present their recommendations to the Dean and the MC.

Any faculty member who is a voting member of the Collegial Assembly may serve. In addition, the Dean may appoint administrators, staff, or students to the Collegial Assembly advisory committees (e.g. such as a digital innovation advisory committee or virtual reality advisory committee) based on their expertise where their input may be helpful. Further, the Dean may establish appointed committees to undertake the work of the school, where University policies permit, and consider the size of the school's faculty and the scope of the school's programs. The size of such committees shall be established by the Dean, in consultation with the MC. The Dean may discontinue appointed committees, with the exception of the Student Appeals and Grievance Committee.

a. **Standing Appointed Faculty Committees:**

Unless otherwise stated below, all standing appointed faculty committees shall have no fewer than five (5) members, each of which shall serve one (1) to two (2) year renewable terms. Without limiting the committees that may be established to conduct the work of each school or requiring the creation of committees not mandated by university policies or these bylaws, the Dean should consider the creation of the following (except for the Student Appeals and Grievance Committee, which is mandatory):

i. **Curriculum Management Committee** – This committee shall be responsible for ongoing curriculum review, as well as review of all new curricular initiatives, including but not limited to new course proposals and new programs. The committee membership shall include representatives from each department and students. This committee shall also serve as a teaching evaluation committee to consult with the Dean about the quality of predoctoral teaching. This committee shall be chaired by the Assistant/Associate Dean of Academic Affairs or his/her designee.

ii. **Graduate Education Committee** – This committee shall be responsible for coordinating, evaluating, and approving matters related to graduate programs at the dental school. The committee shall act as a curriculum committee for the graduate program, supervise and approve admission standards, and approve promotion of postdoctoral students. This committee shall be chaired by the Assistant/Associate Dean for Graduate Education or his/her designee.

iii. **Student Promotion Committees (D1/D2 and D3/D4)** – These two committees shall each include at least seven (7) faculty members representing the different departments, course directors, and disciplines taught in the predoctoral curriculum. The committees shall be responsible for reviewing the progress of each student and decide on promotion of students in accordance with the academic regulations of KSOD and policies of KSOD and Temple University. The committees shall meet during or at the end of each term and whenever a review of a student record is recommended by the Assistant/Associate

Dean of Academic Affairs. The Dean shall elect a chair from the members of this committee.

iv. **Student Appeals Committee ("SAC")** – This committee shall hear appeals by students regarding academic matters including Student Promotions Committee decisions, grades, and other matters affecting academic performance, but will not hear appeals regarding student conduct-related decisions. This committee shall make recommendations to the Dean, Associate Dean for Academic Affairs, and the impacted course director/faculty member on each appeal it hears. The committee shall follow all University and all school/college policies and procedures for student appeals. It shall refer student appeals to other University offices where those offices have jurisdiction over the subject of the student's appeal. Unless precluded by University or school/college policies, the committee shall assure a student a full opportunity to present his/her appeal, including reasonable evidence in support of his/her claim, and shall give the student's claim full and fair consideration. Where the appeal seeks to change a decision taken by a member of the faculty, staff, or administration of the school/college, that person shall be given a full and fair opportunity to describe and document the rationale for his/her decision. All recommendations to the Dean, Associate Dean, and impacted course director/faculty members shall reasonably summarize the student's appeal, provide the basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's appeal.

    The Dean shall select a chair from members of this committee. Additionally, at the Dean's discretion, this committee may include one ad hoc member from the department at issue in each appeal who will serve on the committee only until the committee transmits its recommendation regarding the appeal to the Dean, Associate Dean, and impacted course director/faculty member.

v. **Research Committee –** This committee shall ensure the exposure of all dental students and faculty to research opportunities, including basic, translational, and clinical research, as well as other scholarly activities. The committee shall also develop programs to prepare faculty in pedagogy. The committee shall be chaired by the Assistant/Associate Dean for Research, and the Dean shall appoint a co-chair for this committee to represent both the research and faculty development mandate of this committee.

vi. **Faculty Development Committee**—This committee will include five (5) faculty members who will elect a chair and are responsible for developing school-wide faculty development programs as well as reviewing individual plans and delineates resources needed for faculty development. This committee will review sabbatical requests in accordance with the School of Dentistry's Sabbatical Leave Policy.

vii. **Honor Board** – This board shall be a faculty-student committee consisting of a minimum of nine (9) faculty members, a minimum of six (6) predoctoral students, and a minimum of four (4) graduate students. The committee shall hear about matters of alleged student misconduct. The selection of faculty and students, terms and procedures are contained in Kornberg Dental School's Honor Code. The Chair and members are elected by the CA.

viii. **Staff Liaison Committee** – This committee serves as a representative body to promote effective communication, mutual respect, and collaboration between staff, faculty, and administration within KSOD. The Committee provides a forum for staff concerns, feedback, and initiatives that support the school's mission and foster an inclusive and supportive work environment. The Dean will appoint a Chair and co-chairs and see nominations from staff.

ix. **Student Council** – The Student Council for predoctoral/post-baccalaureate students serves as the official representative body of the student community within the Kornberg School of Dentistry. The Council promotes communication between students, faculty, and administration; fosters professional development and student leadership; and supports the academic, clinical, and social environment of the school. This council shall meet once per month with the Dean and other administrators.

x. **Graduate Student Council** – This committee serves as the representative body for graduate and postdoctoral students within KSOD. The Council advocates for the academic, professional, and social interests of its constituents and promotes communication and collaboration between graduate students, faculty, and administration. Each program will nominate one representative. The Assistant/Associate Dean of Graduate Education will chair this committee and report to the Dean. This council will meet three (3) times a year.

xi. **Departmental Committees** – Each academic department within KSOD shall establish and maintain Departmental Committees to support its instructional, research, clinical, and service missions. These committees serve to ensure effective shared governance, promote academic and operational excellence, and foster collaboration among departmental faculty and staff. The Chair of each department will chair their respective departmental committee. These committees shall meet at least once per term.

xii. **Wellness Committee** – This committee shall promote a culture of mutual respect, professionalism, mentorship, and academic collaboration among the faculty, staff, students, and administration of KSOD. This committee serves to strengthen internal relationships, enhance overall morale, and support a collegial and inclusive academic environment. Members of this committee shall include the Associate/Assistant Dean of Student Affairs, the Wellness Officer, the Director of Student Success and Engagement Officer, and the Community Engagement Officer.

xiii. **Materials and Instrument Committee –** This committee shall be responsible for evaluating, selecting, and overseeing the procurement and maintenance of all clinical and preclinical materials, supplies, and instruments used within the school. The Committee shall evaluate, annually, instrument kits students receive at the beginning of their D1 year. The committee will review and recommend standards for quality, safety, cost-effectiveness, and sustainability, and will periodically assess the suitability of existing resources to meet educational, research, and clinical needs.

The committee will also advise the Dean on emerging innovations in dental materials and instrumentation, coordinate faculty and staff input on product selection, and ensure that inventory management processes align with institutional policies and accreditation standards.

The committee shall be chaired by a faculty member and include representatives from all clinical and pre-clinical programs, laboratory staff, procurement personnel, and student representatives from both predoctoral and postdoctoral programs. The Chair shall be selected by the Assistant/Associate Dean for Patient Care based on their clinical expertise in dental materials.

b. **Ad Hoc Faculty Committees (to be appointed when needed):**

i. **Faculty Responsibility Committee (FRC)-** This committee shall ensure that any person who brings allegations of misconduct shall have an opportunity to present written or oral information to support his/her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to support his/her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegation of misconduct or to explain such conduct. The complainant and faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the committee may determine whether to hear such oral evidence or the extent to which such evidence shall be heard. This committee may examine documents or seek statements independently of information offered by the complainant or the faculty member accused of misconduct. If the committee relies on such information in making its reports, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report.

This committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence - oral, written, or tangible - submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others to conduct its investigation or to carry out University Policies. The Faculty Responsibility Committee may seek the advice of University Counsel if it is necessary, and University Counsel shall endeavor to give reasonable assistance if possible. The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions and recommendations and, to the extent reasonably possible, should include as attachments, any written statements, documents and any other written or tangible evidence upon which the committee relied. The Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the President or his/her designee. The Committee shall be formed in consultation with senior Deans and Department Chairs and shall consist of 5 faculty members who are not members of the same departments of the faculty involved in the complaint. The Dean may appoint faculty members from other schools or colleges at Temple University.

ii. **Faculty Tenure and Promotion Committee:**
TT Committee: The Dean shall appoint a Tenure and Promotion Committee that consists of five tenured professors or associate professors. This committee shall elect a chair from among its membership. This committee is responsible for recommendations related to tenure and promotion of the faculty at the dental school. To participate in a tenure or promotion review, a faculty member must be at the equivalent rank or higher. The committee shall operate in accordance with the promotion and tenure guidelines issued by the President and the Faculty Tenure and Promotion Guidelines. No more than one committee member shall be a member of the department of the candidate for tenure and promotion. The Dean shall appoint additional members to maintain a quorum of five faculty for this committee. Tenured Faculty members from other Temple University Health Science Center

Schools may be considered if a quorum of five (5) cannot be achieved because of lack of eligible dental faculty.

- **NTT and Adjunct Faculty Committee:** The Dean shall form this committee, and it will be comprised of three (3) TT and three (3) NTT faculty members to review applications for promotion. The Dean shall appoint the chair.

Article IV. Revisions or Amendments to Bylaws

The Dean, Collegial Assembly, Steering Committee of the Collegial Assembly, or a member of the Collegial Assembly may recommend revisions or amendments to the school/college Bylaws. The Collegial Assembly and the Dean must approve any proposed revisions or amendments to the school/college bylaws before they proceed to the Vice Provost for Faculty Affairs for review. Revisions or amendments will be reviewed by University Counsel to assure conformity to University Policies. After review by University Counsel, the President or his/her designee may either reject or approve revisions or amendments and, if approved, set the date upon which they will become effective.

In all cases, the Dean shall review the bylaws of the school every five years and, after consultation with the Collegial Assembly, may recommend revisions or amendments to the bylaws.

Amended June 26, 2026