

College of Dentistry
Office of the Dean

1394 Center Drive
PO Box 100405
Gainesville, FL 32610-0405
352-273-5802
352-392-3670 Fax

MEMORANDUM

To: Ms. Lorie Primosch,
Chair, Constitution Committee

Copy to: Dr. Neel Bhattacharya, Chair, Faculty Assembly
Dr. Clay Walker, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: July 1, 2015

Subject: Charge to the Constitution Committee, 2015-16

Thank you for your service to the University of Florida College of Dentistry as chairperson of the Constitution Committee for 2015-16. I would like to thank the committee for its service this past year for executing an effective mechanism for selecting a slate of candidates for standing committees seats, communicating this information to our faculty, and improving faculty involvement in shared governance.

As stated in the College of Dentistry's constitution and bylaws, it is the responsibility of this committee to monitor the governance of the college and to ensure that the principles of shared governance are being followed. This committee monitors and assesses the functioning of all components of the colleges' governance system and reports their findings with recommendations to the FAB annually using the Faculty Committee/Workgroup Annual Report Form. The committee works in conjunction with the dean to review all the standing committees of the Faculty Assembly, specify their responsibilities, monitor their productivity and assess the rules and regulations governing their operations.

I am requesting that the Constitution Committee continue advising me on issues related to our constitution and bylaws and to act as a conduit of information on governance through our Faculty Advisory Board. FAB will appoint a liaison to your committee to help with this communication and any issues that need to be brought up to the faculty.

The duties of the Constitution Committee include the following:

- Develop qualified slates of candidates for elected positions in the leadership of the Faculty Assembly and for all standing committees of the Faculty Assembly.
- Monitor how well the college's constitution and bylaws serve the faculty and the college.
- At the direction of the dean, to nominate candidates for specific awards, honors, or recognition.

In addition, for the upcoming year, I am asking the Constitution Committee to:

- Develop guidelines regarding the number of committees on which junior faculty at the rank of assistant professor should serve.
- Develop a method for handling the nominations of a junior faculty member to ensure that any individual does serve on more than the recommended number of committees.

Constitution Committee Charge, 2015-16

July 1, 2015

Page 2

- To examine the composition of all standing committees and determine if vacancies exist which are to be filled by faculty election. If a vacancy or vacancies exist, the committee is charged with developing a qualified slate of candidates to fill such vacancies.
- Determine if any changes or modifications are needed in either the constitution and/or the bylaws and bring suggestions for such changes to the FAB.

This year, each standing faculty committee will be charged with reviewing relevant outcome measures from the college strategic plan. The measures which should be reviewed by the Constitution Committee include:

- Functionality of each standing committee under the college's constitution and bylaws.
- Provide an assessment of each aspect of the college's shared governance model highlighting both strengths and weaknesses.
- Review of the college's constitution and bylaws for its utilization, applicability, and appropriateness to the progressive management of the college.

The committee should evaluate performance on these measures and when appropriate, action plans for improvement should be instituted using the Plan-Do-Check-Act (PDCA) cycle. The PDCA is the college's model for outcomes assessment and evaluation.

The term of office on this committee is three years with staggered terms. No member will serve for successive terms. The committee consists of one full-time faculty member from each of the academic ranks of Assistant Professor, Associate Professor, and Full Professor, and three full-time faculty members at-large. Chairpersons or administrators are not eligible to fill elected positions on this committee. The Dean and Associate Dean for Faculty Affairs will be ex officio members.