

*Administrative Home:* UCSF School of Dentistry  
*Revision date(s):* March 20, 2025  
*Graduate Council Approval:*

## **Article I. Objective**

- A. Degree(s) offered by the program: DDS/PhD, PhD, and MS
- B. Discipline: A brief statement on the discipline(s) of the program.

The Oral and Craniofacial Sciences (OCS) interdisciplinary programs provide students with the knowledge and research tools needed to study oral and craniofacial tissue and organ systems and their associated diseases. Through a range of scientific approaches, students explore the physiological roles of these structures, the diseases and conditions that affect them, and the interplay between these conditions and systemic health. The OCS Programs emphasize the importance of translating scientific discovery into advances in patient treatment and clinical care.

The OCS graduate programs aim to develop world leaders in scientific discovery, who will be able to translate their research into health benefits for patients worldwide. Recognizing that significant scientific discovery occurs at the crossroads of different disciplines, students acquire an outstanding level of competence in cross-disciplinary approaches to questions related to oral and craniofacial sciences.

- C. Mission of the Program:

Our mission is to train students, recruited from a broad range of scientific backgrounds, to address some of the most challenging problems in craniofacial sciences. We emphasize the use of experimental approaches with innovative, cross-disciplinary, team-based perspectives.

## **Article II. Membership**

- A. Application for membership.

To become a member of the OCS Program, faculty must formally apply and have their application approved by the OCS Steering Committee. Membership in the Group shall be open to those persons who have an active interest in oral and craniofacial sciences and who are qualified to supervise graduate students. To accept Ph.D. and/or M.S. candidates, members must have: a Ph.D. degree or training equivalent to a Ph.D. degree in a discipline related to oral and craniofacial sciences, a steady record of scholarly, peer-reviewed publications, the ability to provide a supportive research environment for graduate students, and active participation in the activities of the group. Membership in the OCS Program is considered a privilege and a responsibility.

- B. Criteria for Membership in the Graduate Program (OCS)

Authority to define criteria for faculty membership is delegated to the OCS Steering Committee, including criteria for inclusion, exclusion, and removal. Further, authority is also delegated to the OCS Steering Committee to propose and administer bylaws governing faculty participation and conduct. Membership is independent and separate from academic department

appointments. Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration for membership in the group. Membership will be approved or denied by a vote of the Steering Committee. Selection and inclusion criteria are not defined by race, sex, color, ethnicity or national origin or other protected category

C. Member Obligations, Expectations, and Contributions.

- Faculty in the OCS Program are expected to demonstrate their commitment to the training program by regularly participating in program activities. These include teaching in courses; presenting or serving as a coach for the journal club series; serving as an academic advisor; serving on thesis and qualifying examination committees; outreach and other activities in the OCS Program; participating in recruitment and interviews; regular attendance at program events; and OCS Program committee service.
- Mentoring and teaching in the lab: Program faculty are expected to maintain a productive and inclusive training environment for thesis students. Relevant measures may include evidence that the laboratory environment is welcoming to and supportive of trainees from all backgrounds; that lab students produce rigorous and reproducible publication-worthy research; that research is conducted in the spirit of open science including depositing work on preprint servers and publishing in open-source journals, when appropriate; that lab students complete their degrees in a timely manner; and that students successfully transition into careers in the scientific workforce.
- Compliance with University policies and Program values: Program faculty are expected to comply with all university policies and uphold the values of the training program, including but not limited to the University Code of Conduct (APM-016); UC Policy on Sexual Violence and Sexual Harassment; the UC Policy on Discrimination, and the Harassment, and Affirmative Action in the Workplace; scientific misconduct and/or financial improprieties.

CI. Emeritus Status.

Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may attend and participate in program activities (including meetings and administrative committees), may teach graduate courses, and may serve on student committees. Emeritus faculty on the Steering Committee may vote on policy and bylaw issues related to the program.

CII. Violations of program expectations for faculty conduct

The Graduate Program Directors, Steering Committee, and Program Coordinators are in frequent communication with trainees, faculty, the Graduate Division, and the University administration to monitor for compliance with all membership policy requirements. This can include communications from the Graduate Division, and communications from the University administration about faculty violations of the University Code of Conduct. The Steering Committee will promptly revoke program membership at any time upon learning about faculty conduct detrimental to the program or the safety and welfare of its members. In addition, faculty may also be put on suspension or removed from the program for conduct that has not resulted in a University or legal sanction but nonetheless has been determined by the Steering Committee to be detrimental to the program or the safety and welfare of its

members. This may include serious or sustained actions that create a hostile work environment such as a pattern of discriminatory remarks or behavior, bullying, or a significant lack of professionalism or integrity. The Steering Committee will develop a course of action on a case-by-case basis, and may seek guidance from University offices and resources, such as the Office of Academic Affairs, the Office of the Ombuds, and the Graduate Division.

**F. Membership Appeal Process**

If membership is denied or not renewed, faculty can appeal to the Steering Committee for reconsideration.

**Article III. Administration**

The administration of the program and its activities will be vested in the Steering Committee.

Members of the Steering Committee shall be nominated and elected from within the Group.

- The voting members of the Steering Committee shall include the DDS/PhD and PhD Program Co-directors, MS Program Director, and up to four Members at Large. In addition, the School of Dentistry Associate Deans for Research and Education and others as needed could be appointed as non-voting members for their expertise and input.
- One of the co-directors of the DDS/PhD and PhD program will serve as Chair of the Steering Committee.
- Two student representatives will be invited by the Chair, after a student vote, to join the committee meetings as non-voting members. Ideally, one student should be in DDS/PhD program and the other a single degree PhD candidate or in the PhD intensive phase of their studies if a dual degree student. Determination of when and on what issues the student representatives are to be recused will be at the discretion of the Steering Committee Chair.

**Article IV. Graduate Program Directors**

**A. Director appointment processes and terms of service**

- The DDS/PhD and PhD program directors and MS program director will be nominated by the Steering Committee and approved by a 2/3 vote of faculty voting members of the Steering Committee.
- Directors and Co-directors commit to serving for at least three years unless extenuating circumstances call for a shorter term.

**B. Duties of the DDS/PhD and PhD Co-directors**

The OCS DDS/PhD and PhD programs are administered by two Co-directors. The Co-Directors share these duties as they see fit: a) provide overall academic leadership for the program; b) develop and implement policies for the program; c) represent the interests of the program to the campus and University administrators; d) call and preside at meetings of the Steering Committee; e) call and preside at meetings of the program; f) are responsible for coordinating all administrative matters with the Graduate Division and the program administrators; g) manage the budgets of the program; h) take responsibility as lead PI for the submission of competitive and non-competitive renewals of the training grant; i) submit course change or approval forms; and j) take responsibility for the accuracy of all publications related to the program including web pages and catalog copy.

**C. Duties of the MS Director.**

The MS Director: a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; d) are responsible for coordinating all administrative matters with the Graduate Division and the program administrators; e) manage the budgets of the program; f) submit course change or approval forms; and g) take responsible for the accuracy of all publications related to the program including web pages and catalog copy.

## **Article V. Committees**

### **A. Steering Committee**

Nominations to the Steering Committee shall be made by members of the Group. Election of the Members at Large shall be by email ballot to program faculty.

The principal responsibilities of the Steering Committee are:

- To represent the Group in official matters pertaining to the Group, both within and outside of the University.
- To carry on the activities of the Group and encourage development of the graduate program in oral and craniofacial sciences.
- To review and approve membership in the Group, to maintain a broad active group in this field.
- To establish and maintain liaison with groups interested in oral and craniofacial sciences on other campuses of the University.
- To appoint such additional standing committees or ad hoc committees as it deems necessary to properly administer the activities of the group.
- The Steering Committee shall meet monthly, if possible, to deliberate on issues of concern to the Graduate Group.

### **B. Admissions Subcommittee**

The Admissions Subcommittee shall at a minimum include at least 1 Co-director, 1 member of the School of Dentistry Admissions Committee, 2 Steering Committee members. The Chair will be appointed by the Chair of the Steering Committee. The committee members review and rank the written applications to select applicants for interview and will select applicants for admission. In addition, two students who are not part of the committee will provide a summary of the student impressions (positive or negative) about specific applicants. OCS does not use race, gender, sex, or other protected categories, or proxies for protected categories, in the selection process

An annual report that includes the number of applicants and their demographics, the number interviewed and their demographics, the number who are accepted into the program, and who accepted our offer will be submitted to the steering committee at the end of each year.

### **C. Curriculum Subcommittee**

The Curriculum Subcommittee shall consist of 2-3 faculty members of the OCS Graduate

Group. The Chair will be appointed by the Chair of the OCS Steering Committee. The charge of the committee is to review the basic curriculum, assess quality via collected syllabi, assess student feedback, and make recommendations for inclusion/exclusion of courses, feedback to course directors.

The committee's activity will include:

- Quarterly review of all OCS course syllabi.
- Quarterly recommendations for curriculum revisions.

A brief annual report that includes a list of required and elective courses taken over the past year, as well as any recommendations for curriculum updates, will be submitted to the steering committee at the end of each year.

#### **D. Membership Subcommittee**

The Membership Subcommittee shall consist of 1-2 members of the Steering Committee. The Chair will be appointed by the Chair of the OCS Steering Committee. The charge of the committee is to maintain the highest level of participation among the faculty members. The committee's activity will include reviewing program membership and active participation and recommending changes in membership categories

A brief annual report to include an updated list of OCS members, activities and their categories will be submitted at the end of each year.

#### **E. Fellowship Subcommittee**

The Fellowship Subcommittee shall consist of 1-2 members. The Chair is the Associate Dean of Research. The charge of this committee is to ensure transparency in nominating students for fellowship application by reviewing student application materials and making nominations for Graduate Division Fellowships.

A brief annual report to include the students who were eligible for each award and the selection of each nominee will be submitted at the end of each year.

#### **F. Community and Connection Subcommittee**

The Community and Connection Subcommittee shall consist of 2-3 faculty members from the Steering Committee. The Chair will be appointed by the Chair of the OSC Steering Committee. The charge of this committee is to provide student support activities, morale, team building). The committee's activity will include review the annual survey items related to student climate, check in with student leaders related to their activities, identify opportunities (ie Research in Progress), to enhance student community.

A brief annual report to include recommendations for the following fiscal year will be submitted at the end of each year.

### **Article VI. Student Representatives**

Student representatives serve 2-year staggered terms. Annually, they are self-nominated or nominated by the students. The students will select their representative by vote, coordinated by the student currently appointed to the Steering Committee. The Steering Committee approves the final selection.

### **Article VII. Graduate Advisers**

Each year, OCS assigns advisors for the incoming class from within the Steering Committee. Students must meet with their assigned Graduate Advisor to discuss the student's coursework, lab rotations, and general academic progression. The Graduate Advisor is someone who will be outside of rotation or thesis lab choices, and thus a neutral person to confide in and discuss issues that may be uncomfortable to discuss with a rotation or thesis PI.

### **Article VIII. Meetings**

The OCS Program will have at least one annual meeting with the Program Directors and the students, typically at the Program Retreat in the fall. At this meeting, the Program Directors will summarize recent programmatic changes and updates and will open the floor for input from the students. Suggestions from this meeting will be taken into consideration by the Program Directors as they set policy for the coming year and will be discussed with the Steering Committee, as appropriate.

### **Article IX. Quorum**

All issues that require a vote must be:

- Voted on by the Steering Committee and passed by a simple majority.
- On revision of bylaws: passage requires a supporting vote by at least two thirds of the members voting.

If balloting is conducted via e-mail or web-based technology, 10 days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 5 days for votes to be returned or before the "polls are closed."

### **Article X. Revisions**

Revisions to these bylaws may be proposed by Steering Committee members or by Program members through petition to the program Chair. The Steering Committee will vote on proposed revisions. If approved, then the program members will vote on the revisions as described in article IX. All revisions will be submitted to the Graduate Council for review and approval; changes in the bylaws will become effective upon approval by the Graduate Council.