

Members Present: Drs. Matthew Geneser (Chair), Trishul Allareddy, Sandra Guzman-Armstrong, John Hellstein, Theodoros Katsaros, Tarek El Kerdani, Kyungsup Shin, John Warren, Anne E. Williamson, Jeffrey Banas, Joan Welsh-Grabin

Absent: Drs. Howard Cowen, Steven Fletcher, Jennifer Hartshorn, Ryan W. Hill, Kecia Leary, Rodrigo Rocha Maia, Lily T. Garcia, Michelle Krupp

Meeting called to order 12:03

- I. **Approval of March 4, 2019 minutes** – Dr. Geneser
MOTION: to approve the minutes as submitted and seconded.
MOTION APPROVED.
- II. **New Resident Orientation – Ethics & Professionalism** –Ms. Krupp/Dr. Geneser
Dr. Butali has agreed to present Ethics & Professionalism at the New Resident Orientation on June 27, 2019.
- III. **Graduate Handbook Update (Reference Provided)** – Dr. Geneser (handout)
Policies regarding academic, professional and behavioral issues are vague in the Graduate Handbook. Policies identify conduct issues, but do not specify how to handle these issues.
Suggestions from committee on how to improve this section include:
 - Create a flowchart from origin of complaints to who handles those complaints and resolution.
 - Initial action should to be manage directly with the staff person.
 - If attempts to manage directly with personnel are ineffective, then go to clinic administration.
 - If the words such as “harassment or hostile” are used, Human Resources should be involved.
 - Processes should reflect University of Iowa policies as close as possible.

Action Item: Drs. Geneser and Allareddy will create a draft to present to the committee for feedback.
- IV. **Roundtable Comments**
 - Dr. Guzman-Armstrong discussed the referrals process. The notes on referrals are not always clear leading to a patient appointment that has too much time or not enough time scheduled. Consults are not always done by referral and Dr. Guzman stated she is willing to provide consults.
 - Joan Welsh-Grabin discussed referrals being a topic of AxiUm meeting she attended on April 22, 2019. The workflow for internal referrals is being

reconsidered since the use of *Running Man* is not effective. More details to come.

- Welcome Dr. Shin to the Advanced Ed Committee.

Next Meeting: Monday, May 20, 2019

Minutes recorded: Ms. Brenda Selck

COLLEGE OF DENTISTRY POLICIES AND PROCEDURES

The policies and procedures presented in this manual are both general to the University and specific to the College of Dentistry. Please refer to the UI Graduate College Manual for detailed explanations of University policies: <http://www.grad.uiowa.edu/graduate-college-manual>.

PROFESSIONALISM

In the Dental College, Dental house staff/residents and graduate students are expected to appear and behave in a manner deserving of patient confidence and trust. Dental house staff/residents, graduate students and faculty are expected to set an appropriate example for undergraduate students. There are many challenges and or problems experienced during the program. How one deals with problems is what makes a difference in life and defines a professional. Departments will not accept Dental house staff/residents and graduate students speaking abusively to staff, faculty or other colleagues. Dental house staff/residents, graduate students and faculty are addressed as "Doctor" in clinical and academic settings.

Should an incident occur requiring disciplinary action, the Graduate Hearing Review Committee will be convened. The Committee is comprised of the Chair of the Graduate Program Directors Committee, one other faculty member and four graduate residents/graduate students to be appointed as necessary on recommendation of the Graduate Program Directors. The Director of Graduate Studies serves as an ex officio member of the Committee.

SEXUAL HARASSMENT POLICY

The University of Iowa forbids sexual harassment by any member of the University community. University and collegiate policy dictates that, upon their initial appointment, all Dental house staff/residents and graduate students must enroll in and successfully complete on-line sexual harassment training.

Sexual harassment is defined as persistent, repetitive or egregious conduct directed at a specific individual or group of individuals that a reasonable person would interpret in the full context in which the conduct occurs, as harassment of a sexual nature when:

- Submission is made or threatened to be made on express or implied term or condition of employment, education, on-campus living environment, or participation in a University activity; or
- Submission to or rejection of the conduct is used or threatened to be used to make a decision affecting employment, education, on-campus living environment, or participation in a University activity (such as hiring, promotion or grading a course);

Or

- The conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating or hostile environment for employment, education, on-campus living, or participation in a University activity.

Behavior that may constitute sexual harassment includes but is not limited to:

- Physical assault
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation
- Direct propositions of a sexual nature
- Subtle pressure for sexual activity, an element of which may be repeated staring
- A pattern of sexually explicit statements, questions, jokes, or anecdotes
- Unnecessary touching, patting, hugging, or brushing against a person's body
- Remarks of a sexual nature about a person's clothing or body, about sexual activity, or about previous sexual experience
- A display of graphic sexual material where others are not free to avoid it

For the full University of Iowa policy on sexual harassment, please refer to the *UI Operations Manual*: <http://www.uiowa.edu/~our/opmanual/iv/02.htm>.

ADULT CONSENSUAL RELATIONSHIPS

The University of Iowa *Policy on Consensual Relationships Involving Students*

(<http://www.uiowa.edu/~our/opmanual/ii/05.htm>) prohibits romantic and/or sexual relationships between faculty (all instructional personnel at the University, including graduate students, Dental house staff/residents and instructional staff) and students enrolled in their classes or subject to their supervision. These romantic and/or sexual relationships are prohibited and viewed as unethical even when the relationship appears to be consensual (i.e., both parties have consented). Because of the power imbalance, the voluntariness of the student's consent is subject to question.

Such relationships present a conflict of interest for the parties that significantly impacts the learning or working environment. Romantic and/or sexual relationships between residents/ graduate students and faculty outside the instructional context are discouraged because they also present the potential for conflicts of interest.

If you would like a copy of the University's Policy on Sexual Harassment, please contact the Office of Affirmative Action (335-0705) or visit the website at www.uiowa.edu/~oaa.

See also the College of Dentistry **Professional and Academic Code of Conduct:**

(http://www.dentistry.uiowa.edu/secure/students/student_handbook.pdf).

RESIDENT and GRADUATE STUDENT GRIEVANCE PROCEDURES

If you have a concern about the action of a faculty member, you are encouraged to first approach him or her to discuss the problem. If the issue is not or cannot be resolved in this manner, or you are hesitant about speaking to your instructor, go to the department head. You may also go to the chair of the Advanced Education Committee or the collegiate Director of Graduate Studies. Additionally, the Associate Dean of Education acts as a liaison between residents and graduate students and their program directors and/or department chair.

If you are uncomfortable dealing with these people, your ombudspersons, either Collegiate or University, are available to help you deal with your concern. If informal methods are ineffective or inappropriate, information on formal complaint procedures is available at the University Graduate College website:

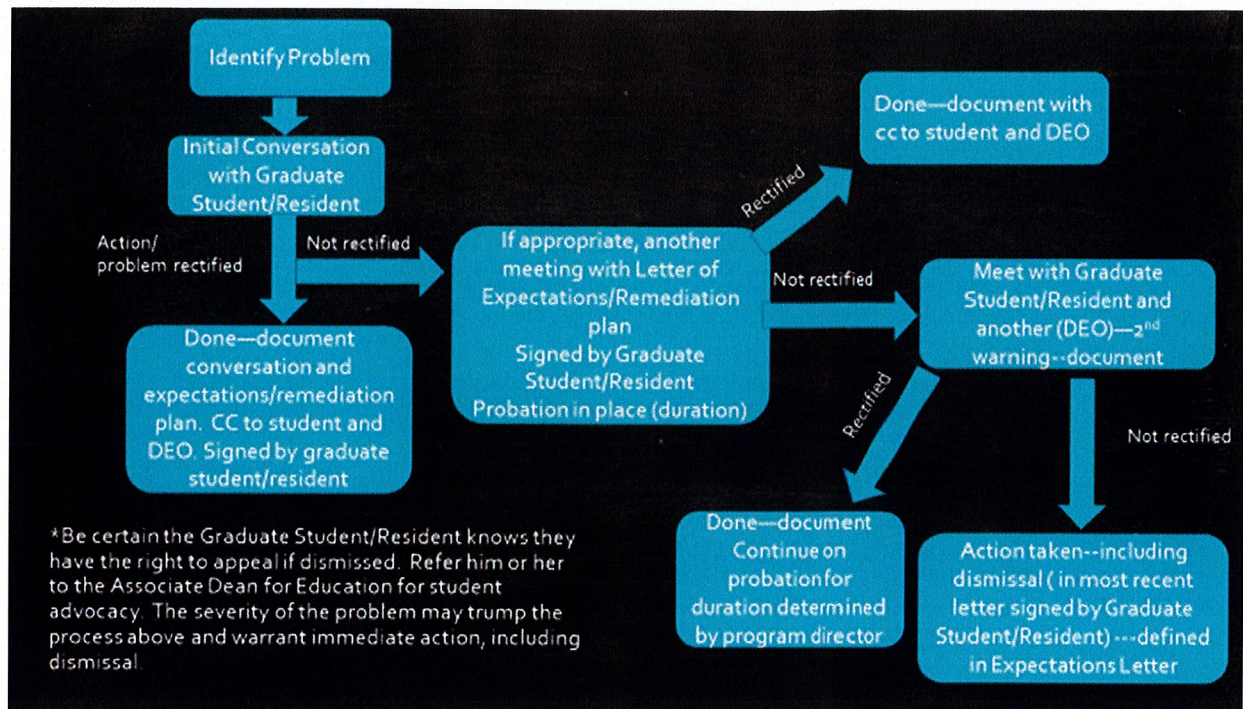
<http://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal#1.4.E>.

If you observe an infraction of the Professional Code or the General Conduct Regulations, it is your duty to act. You may either tell the violator that he/she has been observed and ask that the violation not be repeated, or, if it is serious, report it to your program director, a faculty member, the Chair of the Graduate Program Directors Committee, the Dean, the Director of Graduate Studies, the chair of the Graduate Review Committee, or an ombudsperson.

When reporting a case, you should write down all pertinent facts. This serves to avoid distortion at a later date from failure to recall details and assists the committee members in handling the case.

RESIDENT and GRADUATE STUDENT DISMISSAL and INTERNAL APPEAL PROCESS

In the event of placement of a resident on probation, or dismissal from their program of study due to academic (a cumulative GPA of 3.0 must be maintained in order to progress in a graduate program), professional or performance issues, an internal appeal process exists. Below is a diagrammatic representation of the steps taken for the evaluation process and potential probation or dismissal recommendation, followed by the steps required for an appeal:



APPEAL PROCESS

- The student must file a written appeal within 5 working days of receiving official, written notification of the dismissal. The appeal should be sent to the Dean of the College of Dentistry with any new information not previously considered.
- A subcommittee will be convened by the Dean to review any NEW information provided. The student and the program director will be interviewed separately by the subcommittee. The student is allowed to have an advocate present during the interview but the advocate is unable to address the subcommittee; he or she is there solely to support the student.
- The subcommittee will consist of two program directors NOT associated with the resident/student's program and a department head NOT associated with the resident/student's program.
- The subcommittee may recommend that the Dean uphold the program director's decision or modify it in some way, including rescinding the dismissal. The Dean will make the final decision and will communicate it to the resident/student within 10 working days from the filing of the appeal.