

MICHIGAN STATE UNIVERSITY
BYLAWS FOR ACADEMIC GOVERNANCE

Approved by Faculty Council
March 16, 2010

**Approved by Academic Council
April 20, 2010**

Note: The Bylaws will be reviewed and put into the correct format prior to sending to the President.

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PREAMBLE

The Constitution of the State of Michigan confers on the Board of Trustees the responsibility to develop a free and distinguished university and to promote the welfare of mankind through teaching, research, and public service. The Board of Trustees exercises final authority and responsibility for University governance within the bounds fixed by the State Constitution.

In exercising its responsibility the Board delegates to the President and through him or her to the faculty appropriate authority and jurisdiction over matters for which they are accountable to the Board. In other cases, for example, faculty recruitment, promotions, and tenure, the Board does not delegate but instead looks to the faculty for recommendations. The specific powers delegated to the faculty are detailed in the Bylaws of the Board of Trustees.

The Board also has declared its intention to give due consideration to the opinions of students on matters directly related to their interest when they are expressed in a responsible manner.

It is important to specify the manner and process by which the faculty and students develop and communicate their views to the President and the Board. These Bylaws for Academic Governance are designed to provide an effective system for the participation of faculty and students in the development of policy on academic matters.

SECTION 1 - Definitions

1.1. THE FACULTY

1.1.1. Composition of the Faculty

1.1.1.1. The regular faculty of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, and persons appointed as librarians.

1.1.1.2. The fixed-term faculty of Michigan State University shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure.

1.1.1.3. Health professions faculty of Michigan State University shall consist of all faculty appointed in the Health Programs Faculty Appointment System holding the rank of professor, associate professor, or assistant professor in the Colleges of Human Medicine, Nursing, Osteopathic Medicine and Veterinary Medicine.

1.1.1.4. National Superconducting Cyclotron Laboratory (NSCL) faculty of Michigan State University shall consist of all faculty appointed in the NSCL Faculty Appointment System holding the rank of professor, associate professor and assistant professor.

1.1.1.5. Visiting Professors and Professors Emeritus shall be honorary faculty (1.1.2.2., 3.1.1.1.).

1.1.1.6. The foregoing provisions do not preclude Presidential action to bestow certain "faculty privileges" upon employees of the University who are not members of the faculty.

1.1.2. Faculty Voting Rights

1.1.2.1. The voting faculty in the election of University-level councils and committees shall be all regular faculty, health professions faculty, National Superconducting Cyclotron Laboratory faculty. Voting faculty also includes full time fixed-term faculty, who have served at least three consecutive years and

are engaged in the academic activities of the University on a regular basis.

1.1.2.2. The voting faculty in the election of department, school, or college councils and committees and in elections pertaining to department, school, or college policies and decisions shall include all regular faculty engaged in the academic activities of that unit on a regular basis and may be extended by unit bylaws to include fixed term faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors, and adjunct faculty.

1.1.2.3. A faculty member jointly appointed to two or more units may vote only once in a given election. In elections voted upon by two or more units the faculty member shall vote in that unit which has primary responsibility for initiating personnel action.

1.1.2.4. A regular faculty member, health professions faculty member and National Superconducting Cyclotron Laboratory faculty member may be elected to an academic governance body as a representative of any unit in which the person holds regular faculty status.

1.1.2.5. A full time fixed-term faculty member, who has served at least three consecutive years, and or specialists in the continuing appointment system, may be elected to an academic governance body, with the exception of University Committee on Faculty Tenure, as a representative of any unit in which the person holds regular status.

1.2. THE STUDENTS

1.2.1. Student Constituency of the University

1.2.1.1. The student constituency shall consist of all persons officially enrolled as students in the University except those who are also defined as faculty in 1.1.1. A person who has enrolled for two consecutive semesters may retain student status for one semester when not enrolled, if the person has not been awarded a degree or enrolled as a degree candidate at another college or university, or been withdrawn or recessed by the University.

1.2.1.2. Those students who are enrolled in graduate non-degree programs, as candidates for graduate degrees, or as candidates for graduate-professional degrees shall be deemed graduate students.

1.2.1.3. All other students shall be deemed undergraduate students.

1.2.2. Student Constituency of an Academic Unit

1.2.2.1. The student constituency of a unit for the purpose of selecting student representatives from that unit to serve on higher unit committees shall be all students who have declared with the Registrar a major or major preference (in the case of lower-division students) in an academic program in the unit.

1.2.2.2. The student constituency for purposes other than that specified above (1.2.2.1.) shall be all students who have declared a major or major preference in an academic program in the unit and may include other students as specified in the bylaws of the unit.

1.2.3. Student Participation in Academic Governance

1.2.3.1. Student participation in an academic governance body shall in all cases be in the same mode as faculty participation, except as reserved. The matters reserved to the faculty are:

1.2.3.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

1.2.3.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.

1.2.3.1.2.1. Evidence from students regarding the teaching performance of faculty shall be considered in decisions concerning the above matters.

1.2.3.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

1.3. MODES OF PARTICIPATION

There are four modes of faculty and student participation identified for use in Academic Governance.

1.3.1. Consultation

A body of faculty and/or students, who discuss with and inform the administrator with authority and responsibility for decision. Such a committee is not a deliberative body; there is no vote. Rather, the members express their views to inform an administrator's decision.

1.3.2. Advisory

A deliberative body of faculty and/or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendation and accepts responsibility for the decision.

1.3.3. Shared Responsibility

A deliberative body of faculty and/or students makes recommendations to an administrator authorized to make decisions. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.

1.3.4. Delegated Authority

A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

SECTION 2

Academic Governance in Schools, Colleges, and other Academic Units

2.1. UNIT ACADEMIC ADMINISTRATORS

2.1.1. Academic units are those departments, schools, colleges, and other administrative units whose primary function is education, research, or creative endeavor.

2.1.2. An academic administrator is a faculty member who has authority and responsibility delegated by the President and the Board of Trustees for the administration of a unit. Administrative officers of each major education and research unit of the University shall be members of the regular faculty, health professions faculty, or National Superconducting Cyclotron Laboratory faculty, except Deans who shall be members of the regular faculty.

2.1.2.1. A department chairperson or school director serves as the chief representative of his or her department or school within the University. He or she is responsible for educational, research, and outreach programs, budgetary matters, physical facilities, and personnel matters in his or her jurisdiction, taking into account the advisory procedures of the unit. The chairperson or director has a special obligation to build a department or school strong in scholarship, teaching capacity, and outreach.

2.1.2.2. Deans and directors of other academic units separately reporting to the Provost are responsible for educational, research, and outreach programs of the respective college or separately reporting unit. This responsibility includes budgetary matters, physical facilities, and personnel matters in his or her jurisdiction taking into account the advisory procedures of the college or separately reporting unit.

2.1.3. Faculty and students shall advise or consult in the appointment of unit academic administrators.

2.1.3.1. The voting faculty of each department or school shall have shared responsibility with its dean to determine procedures for the selection of chairpersons and directors to be nominated to the Provost.

2.1.3.2. The voting faculty of each college, as represented by the faculty members of the College Advisory Council, shall have

shared responsibility with the Provost to determine procedures for the selection of deans to be nominated by the Provost.

2.1.3.3. The selection of assistant and associate administrators to be nominated to the Provost shall be the responsibility of the academic administrator to whom they directly report (2.1.5.2.).

2.1.4. Chairpersons, directors, and deans shall be subject to regular review at intervals not to exceed five years.

2.1.4.1. The College Advisory Council of each college shall have shared responsibility with the Provost to determine procedures for the review of deans.

2.1.4.2. At intervals not to exceed five years the dean shall review the reappointment of a chairperson or school director.

2.1.4.3. A department or school faculty shall have shared responsibility with their dean on procedures for review of a chairperson or school director.

2.1.4.4. There is no limit on the number of times an individual may be continued in the position of dean, chairperson, or school director. The same principle applies to deans and directors of separately reporting units.

2.1.4.5. At any time during the term of office, the appointment of a dean, chairperson, or director, as dean, chairperson, or director may be terminated either by resignation or by action of the President upon recommendation of the Provost.

2.1.5. Academic administrators shall participate in academic governance as part of their administrative responsibility.

2.1.5.1. Academic administrators shall inform faculty and students of administration policies through the academic governance system as well as other channels they deem appropriate.

2.1.5.2. Academic administrators shall receive the views of faculty and students through the academic governance system, as well as other channels they deem appropriate, in determining policies and in advising other administrators of the University.

2.1.5.3. Academic administrators shall comply with these Bylaws and the bylaws of their academic unit.

2.1.5.4. Academic administrators shall assist and encourage the efficient and effective operation of academic governance.

2.2. UNIT ACADEMIC GOVERNANCE

2.2.1. The voting faculty of each academic unit shall have shared responsibility with the administrator to adopt and publish bylaws, provided they are in conformity with these Bylaws for Academic Governance (4.3.4.).

2.2.2. Academic unit bylaws shall be reviewed at intervals not to exceed five years.

2.2.2.1. Bylaws of schools and departments shall be reviewed by appropriate college committees. The decisions of such committees can be appealed to the University Committee on Academic Governance.

2.2.2.2. The bylaws of colleges and other academic units which are not part of a college shall be reviewed by the University Committee on Academic Governance. Decisions of the committee can be appealed to University Council.

2.2.3. The bylaws of academic units with responsibilities for undergraduate or graduate education shall specify procedures for the participation of students in the decision-making processes by which policy is formed.

2.2.3.1. The students in each unit who have declared a major or major preference in an academic program in the unit shall be responsible for selecting, according to procedures of their own choice, their representatives to councils and committees as specified in unit bylaws (1.2.2.2.).

2.2.3.2. Each unit's bylaws shall specify the student constituency of that unit (1.2.2.1. and 1.2.2.2.).

2.2.4. Unit bylaws shall provide that the unit administrator, or a designee, shall generally be present at meetings of an academic governance body.

2.2.5. The bylaws of colleges shall provide for a College Advisory Council of faculty and students or separate College Advisory Councils to serve as a means of participation by faculty and students in the policy making of the college. The composition of

College Advisory Councils shall ensure representation of the diverse academic interests of the college.

2.2.5.1. Each College Advisory Council shall select from among the college representatives to the University Council one person to serve as an ex-officio member, without vote, of the College Advisory Council.

2.2.5.2. Each College Advisory Council shall elect its own chairperson.

2.2.5.3. Each College Advisory Council shall publish minutes of its meetings.

2.2.6. The jurisdiction of unit academic governance shall include matters within the jurisdiction of University-level academic governance as specified in the ascription of functions to University-level Standing Committees, provided that the matters are within the administrative authority of the academic unit.

2.2.7. Unit academic governance shall have jurisdiction over other matters as provided in other University policy and legislation, e.g., Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities and the Medical Students Rights and Responsibilities, Faculty Grievance Procedure, and Faculty Handbook.

2.2.8. Academic unit bylaws shall specify the modes of participation (1.3.) for matters within the jurisdiction of unit academic governance. The modes of participation specified at the University level shall be the model that guides but does not necessarily determine the modes of participation at the academic unit level.

SECTION 3 - University Academic Governance

| 3.1. THE ACADEMIC CONGRESS

3.1.1. Composition of the Academic Congress

3.1.1.1. The voting membership of the Academic Congress shall be the voting faculty as defined in 1.1.2.1., including the President and Provost. (1.1.1.3.) Honorary faculty shall be members with voice but without vote. The presiding officer may vote to break a tie.

3.1.1.2. The Chairperson of Faculty Senate shall serve as the Chairperson of the Academic Congress. The Vice Chairperson of Faculty Senate shall serve as the Vice Chairperson of the Academic Congress.

3.1.1.3. The Chairperson presides at all meetings of the Academic Congress. In the absence of the Chairperson, the Vice Chairperson will preside at the meetings of the Academic Congress.

3.1.1.4. The Secretary for Academic Governance shall also serve as secretary of the Academic Congress.

3.1.2. Functions of the Academic Congress

3.1.2.1. Academic Congress will deliberate, endorse or reject items, and refer them back to the originating body.

3.1.2.2. The Academic Congress shall also serve as a forum for the dissemination and exchange of ideas and information between the faculty and the administration. No quorum is required for such meetings.

3.1.3. Methods of Calling the Academic Congress

3.1.3.1. Meetings of the Academic Congress can be called into session by a majority vote of the faculty representatives of The Steering Committee or by the President.

3.1.3.2. The Academic Congress must be called into session to consider specific referred items when one of the following actions is taken:

3.1.3.2.1. A petition of at least 20% of the voting members of Academic Congress, including a statement of the position that is referred for consideration.

3.1.3.2.2. A vote of at least 50% plus one of the voting members of the University Council or Faculty Senate, including a statement of the position that is referred for consideration.

3.1.3.2.3 A vote of at least 50% plus one of the voting members at an official meeting of Academic Congress at which a quorum is achieved. In this case another meeting may be called on only to consider items from the original agenda.

3.1.4. Quorum

3.1.4.1. A quorum of 10% of the voting membership of the body plus one is necessary for the Academic Congress to consider action items that are referred.

3.1.4.2. In the event a quorum is not reached, items that are referred from Faculty Senate or University Council will be returned to the referring body for action.

3.1.4.3. In the event a quorum is not reached, items referred for consideration by petition will be referred to Faculty Senate for consideration.

3.1.4.4. When the Academic Congress is to act as a forum for the interchange of ideas and information, there is no quorum required. Notes of the session will be kept.

3.1.5. Academic Congress Agendas and Minutes

3.1.5.1. The agendas for Academic Congress will be set by The Steering Committee, in consultation with the President. However, if the Academic Congress was called by referral or petition, the Steering Committee will include the referred item for consideration. Agendas will be publicly available and circulated at least one week before the meeting.

3.1.5.2. Minutes shall be distributed to all members of the Academic Congress and University Council.

3.1.6. Academic Congress shall follow Robert's Rules of Order.

3.2. THE UNIVERSITY COUNCIL

3.2.1. Composition of the University Council

3.2.1.1 The University Council shall be composed of the members of Faculty Senate (as in 3.3.1), the Appointed Council, all faculty serving as Chairpersons of College Advisory Committees (or designee), the Chairperson of Athletic Council (or *designee*), members of the Associated Students of Michigan State University (ASMSU) as defined by 3.2.4.1., members of the Council of Graduate Students (COGS) as defined by 3.2.4.2., Chairpersons of University-level Standing Committees, The Steering Committee, the President, the Provost, and designated ex-officio members.

3.2.1.1.1. The Faculty Senate, whose composition is described in 3.3.1. shall sit on the University Council.

3.2.1.1.2 The Appointed Council shall be composed of all Deans and the Directors of Libraries and National Superconducting Cyclotron Laboratory, the President, and the Provost.

3.2.1.1.3. The Associated Students of Michigan State University shall be composed of student, faculty, and administrative representatives according to the constitution of ASMSU.

3.2.1.1.4. The Council of Graduate Students shall be composed of students according to the constitution of COGS.

3.2.1.1.5 The University Council shall have the following ex-officio members: Vice President for Student Affairs and Services; Vice President for Research and Graduate Studies; Vice Provost for Libraries, Computing and Technology; Associate Provost for University Outreach and Engagement, Senior Associate Provost; Associate Provost and Associate Vice President for Academic Human Resources; Associate Provost for Undergraduate Education and Dean of Undergraduate Studies; Associate Provost for Graduate Education and Dean of the Graduate School; Associate Provost for Academic Student Services and

Multicultural Issues; Associate Provost for Academic Services; University Registrar; Faculty Grievance Official; Secretary for Academic Governance, and the Ombudsman. One Emeriti Faculty representative will serve ex-officio with voice but no vote.

3.2.2. Chairperson and Vice Chairperson of University Council

3.2.2.1 The Chairperson of University Council is the President of Michigan State University. The Chairperson will preside at all meetings of University Council.

3.2.2.2. The Vice Chairperson of University Council is the Provost of Michigan State University. The Vice Chairperson will preside at all meeting of University Council for which the Chairperson is not in attendance.

3.2.2.3. When both the Chairperson and the Vice Chairperson of the University Council can not be in attendance at a meeting of University Council, the Chairperson will designate an individual, typically the Senior Associate Provost, to preside at that meeting.

3.2.3. Voting Members of the University Council

3.2.3.1. The voting members of University Council shall be the faculty representatives as defined in 1.1.2.4. and 1.1.2.5. elected as members of the Faculty Senate (see 3.3.1.1.), student representatives, designated members of University-level Standing Committees, voting members of The Steering Committee, and the Appointed Council members (3.2.1.1.2.).

3.2.3.2. The voting members of the Academic Assembly and the Student Assembly of the Associated Students of Michigan State University shall be determined by the constitution of ASMSU and shall serve on the University Council according to 3.2.4.1.

3.2.3.3. The voting members of the Council of Graduate Students shall be determined by the constitution of COGS and shall serve on the University Council according to 3.2.4.2.

3.2.4. Student Representatives

3.2.4.1. The Academic Assembly of ASMSU shall select a number of undergraduate student representatives to the University Council equal to one-third (1/3) of the total voting membership of the body. Representatives shall be rounded to the nearest integer. The

overall selection shall insure balanced collegiate representation. The Student Assembly of ASMSU shall select no more than three (3) representatives to serve on the University Council.

3.2.4.1.1. Undergraduate student representatives to the University Council shall be chosen according to procedures established by the constitution of ASMSU and shall be chosen such that the diversity of the delegation is ensured.

3.2.4.2. Graduate Student Representatives: The Council of Graduate Students shall select a number of graduate representatives to the University Council equal to three-fiftieths (3/50) of the total voting membership of the body. Representation shall be rounded to the nearest integer. No more than one representative may be from one department, with consideration being given to University-wide representation insofar as possible.

3.2.4.2.1. Graduate student representatives to the University Council shall be chosen according to procedures established by the constitution of COGS and shall be chosen such that the diversity of the delegation is ensured.

3.2.5. Functions of University Council

3.2.5.1. The University Council brings together faculty, student, and administration representatives to discuss issues that involve the entire university. While input may be sought from University Council by Faculty Senate on proposals regarding curricular issues, faculty tenure and promotion issues, and faculty salary and benefits issues, the primary focus of discussion in University Council is on other issues that are not the core responsibility of the Faculty Senate.

3.2.5.2. The University Council shall consider and act upon all matters within its purview brought before it by The Steering Committee, shall consider and act upon all matters brought before it by the President or Provost, and shall provide a forum for the dissemination of information and exchange of views regarding University policy.

3.2.5.3. The University Council shall participate in all major issues related to educational policy. The mode of participation shall be that which is specified on the matter in the ascription of functions to University-level Standing Committees (4.3. - 4.9.).

3.2.5.4. As appropriate, the University Council's role is to form and communicate a majority view on key issues facing MSU.

3.2.5.5. The University Council may refer items to the Academic Congress for consideration and action.

3.2.5.6. The University Council may consult on any other matter pertaining to the general welfare of the University.

3.2.5.7. The University Council shall develop procedures acceptable to the Board of Trustees for the participation of faculty and students in the selection of the President.

3.2.5.8. The University Council shall develop procedures acceptable to the President for the participation of faculty and students in the selection of administrators of University level units which determine policies significantly affecting the academic programs of the University.

3.2.5.8.1. These administrative positions are the Provost, the Vice President for Research and Graduate Studies, the Vice President for Student Affairs and Services, the Dean of Undergraduate Studies, the Dean of The Graduate School, the Dean of International Studies and Programs, the Senior Associate Provost, the Director of Libraries, and the Dean of the Honors College.

3.2.5.9. Within the constraints of the constitutional authority of the Board of Trustees, The University Council shall be the final authority with regard to the interpretation of these Bylaws (4.3.4.).

3.2.5.10. The University Council may propose by majority vote, changes in the Bylaws for Academic Governance.

3.2.5.11. The University Council shall act on amendments to the Bylaws for Academic Governance. Proposed amendments can originate from the University Council itself or from the Faculty Senate or from University-Level Standing Committees through the appropriate referral (submission to the University Committee on Academic Governance).

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3.2.6. University-level Standing Committees Reporting to University Council

3.2.6.1. University-level standing committees, which deal predominantly with issues other than the curriculum, and other than those dealing predominantly with issues of faculty life (tenure and promotion, salary, benefits) report to University Council including the University Committee on Student Affairs, the University Committee on Undergraduate Studies, the University Committee on Graduate Studies, and the University Committee on Academic Governance.

3.2.6.2. The Athletic Council reports to the University Council. Form and frequency of reporting will be determined by The Steering Committee, but in no case will the frequency of reporting be less than once each academic year. The Athletic Council will also respond to questions asked by the University Council within a reasonable time by its chairperson who is an ex-officio member of the University Council.

3.2.7. Procedures of the University Council

3.2.7.1. The President or, in his or her absence, the Provost, shall preside at meetings of the University Council. The Secretary for Academic Governance shall be secretary of the University Council and shall serve as a non-voting ex-officio member of the University Council.

3.2.7.2. The University Council shall normally meet at least once each month during the academic year and more often at the call of the President or The Steering Committee (3.3.2.6.). The Steering Committee may cancel a University Council meeting if there are no agenda items to be considered. The agenda shall be prepared by The Steering Committee. Each meeting agenda will include an item enabling new business to be introduced from the floor. Agendas will be publicly available and circulated at least one week prior to a meeting. The meetings of the University Council shall be open. Observers shall be seated separately.

3.2.7.3. A quorum for conducting the business of the University Council is 50% plus 1.

3.2.7.4. On all recommendations concerning major academic policies, a standing committee report or a brief summary thereof as compiled by the committee chairperson, shall be made publicly

available at the time it is submitted to the University Council for information.

3.2.7.5. The Faculty Senate, the Appointed Council, the Academic Assembly of ASMSU, or COGS may by a majority vote of those present and voting refer matters to the University Council. Such recommendations shall be placed on the agenda of the University Council by The Steering Committee.

3.2.7.6. The University Council shall establish its own rules and procedures. The Faculty Senate, ASMSU, and COGS shall keep minutes of their meetings which shall be distributed to all members of the University Council and to all academic unit offices. Individual faculty may receive copies of such minutes on a regular basis upon written request to the Secretary for Academic Governance.

3.2.8. Functions of the Academic Assembly of ASMSU

3.2.8.1. The Academic Assembly of ASMSU shall consider and act upon all recommendations regarding student academic rights and responsibilities and judicial procedures and any amendment or revision of Academic Freedom for Students at Michigan State University and General Student Regulations prior to their consideration by University Council, on all matters brought before it by the President, the Provost, or Vice President for Student Affairs and Services, and all matters as determined by its constitution.

3.2.8.2. On any matter brought before the Academic Assembly of ASMSU the mode of participation shall be that which is specified on the matter in the ascription of functions to University-level Standing Committees (4.3. - 4.9.).

3.2.9. Functions of the Council of Graduate Students

3.2.9.1. The Council of Graduate Students shall consider and act upon all recommendations regarding student academic rights and responsibilities and judicial procedures, on any amendment or revision of the Academic Freedom for Students at Michigan State University, the General Student Regulations, the Graduate Student Rights and Responsibilities, and the Medical Student Rights and Responsibilities prior to their consideration by University Council, on all matters brought before it by the President, the Provost, or Vice President for Student Affairs and Services, and all matters as determined by its constitution.

3.2.9.2. On any matter brought before the Council of Graduate Students the mode of participation shall be that which is specified on the matter in the ascription of functions to University-level Standing Committees (4.3. – 4.9).

3.3 THE FACULTY SENATE

3.3.1 Composition of the Faculty Senate

3.3.1.1. The first contingent of voting members of the Faculty Senate is selected by the direct election of faculty representatives from each MSU college. College elections of faculty representative will be carried out by the College Advisory Committees in each MSU college. Oversight of the election processes will be a function of the Secretary of Academic Governance.

3.3.1.2. Elected Faculty Representatives

3.3.1.2.1 Each college shall have at least two representatives, one of whom will be the Chairperson of the College Advisory Council (or designee). Each college shall have one additional representative for every fifty voting faculty, as defined in 1.1.2.1., not to exceed 5 total representatives. Each college with three or more representatives shall have at least one non-tenured faculty member among its representatives.

3.3.1.2.2. For purposes of determining the number of elected representatives on the Faculty Senate to which a college is entitled, the number of voting faculty, as defined in 1.1.2.1., shall be the number of faculty in the college for which a unit of the college has primary responsibility for initiating personnel actions.

3.3.1.2.3. Each college's faculty representatives shall be elected at-large during the spring semester by ballot supervised by the College Advisory Council (2.2.5.). A department or school may not have more than one representative unless the college's departments are so few that such a limitation would reduce the college's representatives to the Council as determined by 3.1.1.1. Nomination procedures shall be specified in college bylaws.

3.3.1.2.4. All regular faculty members of the University who are not represented through colleges (non-college faculty) or who are not otherwise named in the membership of the Faculty Senate shall have representation as specified for colleges in 3.3.1.2.2. and 3.3.1.2.3. The Secretary for Academic Governance shall supervise nomination procedures.

3.3.1.2.5. The methods of election of representatives for non-college faculty and those colleges which are not departmentally organized shall be similar to those prescribed for departmentally organized colleges and shall assure representation of the diverse academic interests.

3.3.1.2.6. The term of office of an elected faculty representative shall be two years and shall begin August 16. No individual may serve more than two consecutive terms from the same constituency. Representatives of each college shall serve staggered terms.

3.3.1.2.7. If for any reason an elected faculty representative is unable to serve for a period of one academic semester or more, a replacement shall be named by the College Advisory Council as provided by college bylaws. The non-college faculty shall establish procedures for this purpose in cooperation with the Secretary for Academic Governance.

3.3.1.3. The second contingent of voting members of the Faculty Senate consists of the At Large Faculty Representatives who are members of The Steering Committee.

3.3.1.4. The third contingent of voting members of the Faculty Senate consists of the individuals who sit as Chairpersons of the University-level standing committees of academic governance.

3.3.1.5. The President, the Provost, one elected member from the Academic Assembly of ASMSU, one elected member from COGS, and the Chairperson of the Athletic Council (or designee) will serve as ex-officio members, with voice but no vote.

3.3.1.6. One Emeriti Faculty representative will serve ex-officio with voice but no vote.

3.3.1.7. The Secretary for Academic Governance shall be the secretary of the Faculty Senate and shall serve as a non-voting ex-officio member of Faculty Senate

3.3.2. Chairperson of the Faculty Senate

3.3.2.1. The Chairperson of the Faculty Senate will be selected from a slate made up of the At Large Faculty Representatives sitting on The Steering Committee. Voting will be conducted by all voting members of the Faculty Senate. The At Large members receiving the two highest vote totals will constitute the final slate. Voting will be conducted again, and the At Large member receiving the majority of the votes will be declared the Chairperson of the Faculty Senate and the other candidate with the lesser number of votes will be declared the Vice-Chairperson. The Chairperson of Faculty Senate also serves as the Chairperson of The Steering Committee and as the Chairperson of the Academic Congress. The Vice-Chairperson of the Faculty Senate also serves and the Vice Chairperson of The Steering Committee and as the Vice Chairperson of the Academic Congress.

3.3.2.2. The Chairperson of the Faculty Senate will preside at all meeting of the Faculty Senate. In the absence of the Chairperson, the Vice-Chairperson will preside.

3.3.3. Quorum for Faculty Senate Meetings

3.3.3.1. A quorum for conducting the business of the Faculty Senate is 50% of the voting membership plus 1.

3.3.4. Functions of the Faculty Senate

3.3.4.1. Faculty Senate is a deliberative, representative, and legislative body for MSU faculty. As such, Faculty Senate is the major, regularly meeting body in which curricular issues, faculty tenure and promotion issues, and faculty salary and benefits issues are presented. While input may be sought from the University Council on appropriate issues, Faculty Senate will form and communicate a majority position of the MSU faculty on these issues.

3.3.4.2. Faculty Senate acts on issues brought to it by The Steering Committee.

3.3.4.3. Faculty Senate makes recommendations, provides advice, and speaks for MSU faculty on proposals developed in the University-level standing committees of academic governance.

3.3.4.4. Faculty Senate discusses issues brought to it by individual faculty, students, college advisory committees, and by administrators and communicates a majority position on behalf of all MSU faculty.

3.3.4.5. Faculty Senate will seek broad faculty input on major initiatives before the university community.

3.3.4.6. Faculty Senate obtains and synthesizes the opinion of the faculty to form majority recommendations on key issues facing the University, and communicate those recommendations to the President and the Provost.

3.3.4.7. Members of Faculty Senate have the responsibility to represent their constituents on issues that should be considered by the governance system.

3.3.4.8. Faculty Senate may refer items to the Academic Congress for its consideration.

3.3.4.9. Faculty Senate may propose by majority vote changes in the MSU Bylaws for Academic Governance. Bylaw changes approved by the Faculty Senate may be submitted to the University Committee on Academic Governance or may be introduced to the University Council directly by a member of the University Council. The University Council is charged with the final action on Bylaw changes. The Board of Trustees must approve the Bylaws.

3.3.4.10. The Faculty Senate shall approve all recommendations regarding faculty rights and responsibilities and grievance procedures and any amendment of 2.1.4.9 and 2.2 of Academic Freedom for Students at Michigan State University prior to their consideration by University Council and shall consider and act upon all matters brought before it by the President or Provost.

3.3.4.11. On any matter brought before the Faculty Senate the mode of participation shall be that which is specified on the matter in the ascription of functions to University-level Standing Committees (4.3 – 4.9).

3.3.5. University-level Standing Committees Reporting to Faculty Senate

3.3.5.1. University-level standing committees, which deal with issues of the curriculum and those dealing predominantly with

issue of faculty life (tenure and promotion, salary, benefits) report to Faculty Senate.

3.3.5.2. University Committee on Faculty Affairs will report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFA may request an appearance before University Council.

3.3.5.3. University Committee on Faculty Tenure will report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFT may request an appearance before University Council.

3.3.5.4. University Committee on Curriculum will report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCC may request an appearance before University Council.

3.3.6. University-level Standing Committees Reporting to Faculty Senate in exceptional situations

3.3.6.1. University Committee on Student Affairs will report primarily to University Council. An exceptional situation occurs when UCSA deals with issues that affect professional rights and responsibilities of faculty (as the Faculty Senate interprets these rights and responsibilities). In this situation, recommendations from UCSA must be approved by Faculty Senate before consideration by University Council.

3.3.6.2. The University Committee on Undergraduate Studies will report primarily to University Council. On issues of establishment, moratorium, discontinuance, and merger of programs University Council and Faculty Senate will be informed of the Committee's consultation with the Provost.

3.3.6.3. The University Committee on Graduate Studies will report primarily to the University Council. On issues of establishment, moratorium, discontinuance, and merger of programs University Council and Faculty Senate will be informed of the Committee's consultation with the Provost.

3.3.7. Faculty Senate Agendas will be set by The Steering Committee. Each meeting agenda will include an item allowing new business to be introduced from the floor.

3.4. THE STEERING COMMITTEE

3.4.1. Composition of The Steering Committee

3.4.1.1. The Steering Committee shall be composed of (a) five members of the faculty, elected at large; (b) the Chairpersons of the University-level Standing Committees; (c) the Chairperson of ASMSU Academic Assembly and the President of the Council of Graduate Students who will have voting rights on all matters not exclusively reserved for the faculty (Section 1.2.3.); (d) one undergraduate student chosen from the voting members of the ASMSU Academic Assembly and one graduate student selected from the student members of the Council of Graduate Students will have voting rights on all matters not exclusively reserved for the faculty.

3.4.1.2. At-large faculty members of The Steering Committee shall be designated as members of the Faculty Senate, but may not serve concurrently as college representatives or as members of any other University-level Standing Committee.

3.4.1.2.1. The term of office for the at-large faculty members shall be two years and shall begin on August 16. No individual may serve more than two consecutive terms. Either two or three faculty members shall complete their terms each year.

3.4.1.2.2. At-large members of The Steering Committee shall be elected by the voting faculty of the Academic Congress in an election supervised by the Secretary for Academic Governance annually in the Spring Semester. Election shall be by a plurality of votes.

3.4.1.2.2.1. A nomination slate will be developed by Faculty Senate. The University Committee on Academic governance will solicit recommendations from all faculty.

3.4.1.2.2.2. Each nominee shall provide to the Secretary for Academic Governance a brief vita and a short statement that shall be distributed with the ballot.

3.4.1.2.3. If for any reason an at-large faculty member of The Steering Committee is unable to serve for a period of one academic semester or more, a replacement for the

remainder of the term of office shall be appointed by the Faculty Senate upon nomination by the faculty of the University Committee on Academic Governance.

3.4.1.2.4. The term of office for student members of The Steering Committee shall be for one year. No student may serve more than two consecutive terms on The Steering Committee unless a student holds the office of President of COGS or ASMSU Academic Assembly Chairperson. Such students may serve on The Steering Committee in excess of two terms as a result of holding those positions and would be permitted to serve on The Steering Committee while serving in that office. Student members will be identified by the end of each Spring Semester.

3.4.1.2.4.1. Student members of The Steering Committee shall be chosen from the voting membership of ASMSU Academic Assembly and the Council of Graduate Students.

3.4.1.2.4.2. Should a student member leave The Steering Committee, a replacement shall be chosen by ASMSU Academic Assembly in the case of an undergraduate student, or the Council of Graduate Students in the case of a graduate student.

3.4.1.3. The Provost or designee shall sit ex-officio but with voting rights. The Secretary for Academic Governance shall be an ex-officio member and shall serve as secretary to the committee. Along with support to academic governance (Section 3.4.9.) the Office of Academic Governance will supply the clerical and administrative assistance to The Steering Committee Members.

3.4.1.4. The chairperson of The Steering Committee shall be elected annually by Faculty Senate from all at-large faculty members sitting on The Steering Committee. Election shall be for a one-year term.

3.4.1.5. A quorum of The Steering Committee will consist of 50% of the members, plus one.

3.4.2. Functions and Procedures of The Steering Committee

3.4.2.1. The faculty members of The Steering Committee shall meet periodically with the President and Provost for an exchange of information and views on University policy.

3.4.2.2. The Steering Committee shall act on behalf of University Council when, in the judgment of a majority of the membership of the committee, action is needed before University Council can be called in session. Such sessions shall be chaired by the President, or, in the event of his or her absence, by the Provost or designee. Actions taken under this article shall be reported to University Council as information items and are subject to review by University Council. Meetings under this article shall be called by the President, in consultation with The Steering Committee or a sub-committee of The Steering Committee designated to act on matters of agenda.

3.4.2.3. The faculty members of The Steering Committee shall act on behalf of Faculty Senate when, in the judgment of a majority of those members, action is needed before Faculty Senate can be called in session. Such sessions shall be chaired by the Chairperson of the Steering Committee. Such meetings may be called by the faculty members of The Steering Committee or by the Chairperson of The Steering Committee. Decisions taken under this article shall be reported to Faculty Senate as information items and are subject to review by Faculty Senate.

3.4.2.4. The Steering Committee shall advise the Provost regarding the appropriate Faculty, academic and student governance bodies if any, to consult on proposals for establishment, moratorium, discontinuance or merger, of basic academic units to include departments, schools, institutes, colleges, and the Graduate School.

3.4.2.5. The Steering Committee shall act as an agency through which individual faculty or students, or faculty or student groups and organizations, may initiate action in academic governance.

3.4.2.5.1. The Steering Committee shall, where appropriate, refer matters brought to it to councils or committees for consideration.

3.4.2.5.2. When an issue is referred to more than one standing committee for consideration, one standing committee shall be designated the “lead committee” and will be responsible for any report on the issue.

3.4.2.6. The Steering Committee, shall prepare the agenda for meetings of the University Council. Before each meeting of the University Council, The Steering Committee or a sub-committee designated for matters of agenda, shall hold a duly-announced open meeting at which suggestions for agenda items will be heard.

3.4.2.7. The faculty members of The Steering Committee, or a sub-committee designated for matters of agenda, shall, in consultation with the President or Provost, prepare the agenda for meetings of the Faculty Senate and the Academic Congress. Before any meeting of those bodies, Steering Committee will hold a duly-announced open meeting at which suggestions for agenda items will be heard.

3.4.2.8. The Steering Committee shall report to University Council.

3.4.2.9. The Steering Committee will implement and support communication to and from faculty, and will communicate such information in print, electronically, and by direct interaction.

3.4.2.10. The Steering Committee will communicate regularly with the College Advisory Committees to encourage and implement strong articulation between university-level and college-level academic governance.

3.5. THE OFFICE OF ACADEMIC GOVERNANCE

- 3.5.1. The Office of Academic Governance will be directed by the Secretary for Academic Governance.
- 3.5.2. The Secretary for Academic Governance shall be appointed by the President in consultation with The Steering Committee, and they shall review the appointment at periods not to exceed five years.
- 3.5.3. The Secretary for Academic Governance shall be the parliamentarian with regard to the University's Bylaws and governing processes and shall serve as a non-voting, ex-officio member of the University Council, Faculty Senate, The Steering Committee, the Academic Congress and the Academic Assembly of ASMSU.
- 3.5.4. The Secretary for Academic Governance will serve as the liaison between Academic Assembly of ASMSU or Council of Graduate Students and Academic Governance.

3.5.4.1. The Secretary for Academic Governance will be responsible for sharing information with Academic Governance regarding actions being taken by Academic Assembly of ASMSU and the Council of Graduate Students.

3.5.4.2. The Secretary for Academic Governance will serve the role of informational parliamentarian for the Academic Assembly of ASMSU and the Council of Graduate Students in order to identify University policies and procedures that may have a bearing on bills being considered by Academic Assembly of ASMSU and the Council of Graduate Students and to insure adherence to University policy.

3.5.4.3. The Secretary of Academic Governance will receive and file the minutes of meetings of the Academic Assembly of ASMSU and the Council of Graduate Students in the Office of Academic Governance.

3.5.4.4. The Office of Student Life will consult regularly with the Secretary of Academic Governance regarding elections and provide assistance to Academic Assembly of ASMSU and the Council of Graduate Students.

3.5.5. The Office of the Secretary along with other administrative offices provides staff support to The Steering Committee, University Council, Faculty Senate, Academic Assembly of ASMSU, Council of Graduate Students, and the University-level Standing Committees in the execution of responsibilities directly and indirectly expressed within this document. The Secretary shall supervise elections to the University Council, the Academic Assembly of ASMSU, Council of Graduate Students, and the at-large faculty of The Steering Committee, with review by the University Committee on Academic Governance.

SECTION 4 - University-level Standing Committees

4.1. ESTABLISHMENT OF STANDING COMMITTEES

- 4.1.1. There shall be the following University-level Standing Committees within Academic Governance:

University Committee on Academic Governance
University Committee on Undergraduate Studies
University Committee on Curriculum
University Committee on Faculty Affairs
University Committee on Faculty Tenure
University Committee on Graduate Studies
University Committee on Student Affairs

4.2. GENERAL RULES GOVERNING STANDING COMMITTEES

- 4.2.1. Composition of Standing Committees

4.2.1.1. The composition of each Standing Committee is specified in the description of each committee. The appropriate number of members for each committee is monitored by the University Committee on Academic Governance. (4.3-4.9.).

4.2.1.2. Unless otherwise provided, no college shall have more than one faculty representative on a committee.

4.2.1.3. Unless provided otherwise in detailed descriptions below, the term of office for faculty members shall be two years. Provisions shall be made to stagger elections. Terms of office shall begin August 16.

4.2.1.4. The term of office for student members shall be one year. Terms of office shall begin on the first day of summer semester classes.

4.2.1.5. No individual may serve more than three consecutive terms on the same committee from the same constituency.

4.2.1.6. No individual may serve concurrently as a voting member of more than one University-level Standing Committee.

4.2.1.7. Election and appointment to committees shall take place in the spring of each year.

4.2.1.8. If for any reason an individual is unable to serve for a period of one or more academic semesters, a replacement shall be named for that semester or semesters in a manner compatible with the regular selection of the member unable to serve.

4.2.1.9. Where faculty members of a University-level Standing Committees are selected from the elected faculty on University Council, they shall be elected by the Faculty Senate upon nomination by the faculty of the University Committee on Academic Governance of a slate of at least one and one-half nominees per position to be filled.

4.2.1.10. Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their Bylaws, provide for election to any standing committees, except the University Committee on Faculty Tenure, full time fixed term faculty who have served at least three consecutive years and/or specialists in the continuing appointment system.

4.2.1.11. Unless otherwise provided, undergraduate student members of Standing Committees shall be elected by the Academic Assembly of ASMSU and the graduate student members of the Standing Committees shall be elected by COGS. Elections shall be held prior to the end of spring semester.

4.2.1.12. Elections to all committees shall be completed prior to May 1.

4.2.2. General Procedures of Standing Committees

4.2.2.1. After committees for the next year have been constituted in the spring, normally each new committee shall meet during its last business meeting at the end of spring semester to elect its Chairperson and Vice-Chairperson. In any case, these officers must be elected no later than the first committee meeting of the next academic year.

4.2.2.2. The chairperson of each Standing Committee shall prepare a report at the end of each semester, summarizing the activities and actions of the committee, including the projected activities for the next semester. The end of the semester summaries will be posted on the Website for Academic Governance. The Secretary for Academic Governance shall distribute these with the agenda or minutes for University Council or Faculty Senate. At least once each academic year each chairperson shall report to either the

Faculty Senate or the University Council as appropriate, based on where each committee normally reports. The schedule for these reports will be put in place annually by the Secretary for Academic Governance.

4.2.2.3. The chairperson of each committee shall submit their annual reports to the Academic Governance Office by August 31. Summaries of these reports shall be posted on the web site for Academic Governance. Each chairperson shall regularly report to The Steering Committee on the work of the committee.

4.2.2.4. Committees are encouraged to call on diverse members of the university community for the perspective which they may bring to the consideration of issues. Such individuals are asked to render whatever services are reasonably requested.

4.2.2.5. Committees shall establish their own rules and procedures, as long as they are not in conflict with the Bylaws of Academic Governance.

4.2.2.6. Subcommittees or ad hoc committees shall exist at the discretion of the parent committees. The advisability of their continuance shall be raised annually or at the conclusion of their originally designated period.

4.2.3. General Functions of University-level Standing Committees

4.2.3.1. Committee members shall represent the interests of the total University.

4.2.3.2. Committees shall initiate recommendations to and communicate with Faculty Senate or University Council as appropriate. Subject to the review of Faculty Senate or University Council, committees may make recommendations to the Provost and other administrators, as indicated in these Bylaws, on matters within the purview of the committee.

4.2.3.3. Committees shall respond to reasonable requests for consultation or advice by administrators who initiate requests for such participation on matters within the purview of the committee.

4.2.3.4. Committees shall regularly review their composition, procedures, and functions and recommend appropriate Bylaw revisions to the Committee on Academic Governance.

4.2.4. Meetings of Standing Committees

4.2.4.1. The administrator(s), or a designee, being advised by a committee shall be present at meetings of the committee except when otherwise stipulated by mutual agreement of the administrator(s) and committee.

4.2.4.2. Each committee shall schedule its own meetings and post the schedule on the committee web page.

4.2.4.3. Committee meetings shall ordinarily be open, but any committee may formulate procedures for closing some of its meetings for stated reasons. When a meeting is to be closed, the reasons for such closure will be announced publicly and displayed on the committee web page.

4.2.4.4. Each committee shall determine its own agenda. Members of The Steering Committee, administrators, faculty, and students may suggest items for a committee's agenda. Announcements of committee meetings must be posted on the committee's web page at least one week in advance and include time and place of the meeting and a listing of agenda items.

4.3. UNIVERSITY COMMITTEE ON ACADEMIC GOVERNANCE

4.3.1. The University Committee on Academic Governance shall have seven faculty members to be selected from the elected faculty currently serving on University Council or having served within the past 3 years. The committee shall have five undergraduate student members and two graduate student members selected so that one student is a member of the Academic Assembly of ASMSU. The Provost or designee and the Secretary for Academic Governance shall be ex-officio members.

4.3.1.1. The University Committee on Academic governance shall report to the University Council.

4.3.1.2. The Chairperson shall be a member of The Steering Committee and thus of Faculty Senate and University Council.

4.3.2. The University Committee on Academic Governance shall nominate to the University Council appointments to University-level Standing Committees, The Steering Committee, Advisory-Consultative Committees, and other committees as requested by University Council.

4.3.2.1. Nomination of faculty members shall be by the faculty of the committee.

4.3.2.2. The Academic Assembly of ASMSU shall solicit nominations from the entire undergraduate student population for the undergraduate vacancies. The Council of Graduate Students shall appoint graduate professional students to graduate vacancies on Standing Committees.

4.3.2.3. The Secretary for Academic Governance shall provide staff assistance to the committee in developing nominations.

4.3.3. The Committee on Academic Governance shall conduct a continuing review of the Bylaws for Academic Governance and shall be responsible for recommending amendments to University Council.

4.3.4. The Committee on Academic Governance shall interpret the Bylaws for Academic Governance subject to review by University Council.

4.3.5. The Committee on Academic Governance shall review college bylaws for consistency with the Bylaws for Academic Governance. Each college's bylaws shall be reviewed at least once every five years.

4.3.6. The Committee on Academic Governance shall consider appeals of reviews of department/school bylaws by college committees.

4.3.7. Decisions of the Committee on Academic Governance on college and department bylaws are subject to review by University Council.

4.3.8. The Committee on Academic Governance shall provide guidelines for elections to University Council and to The Steering Committee, review challenged elections, and recommend appropriate action to University Council.

4.4. UNIVERSITY COMMITTEE ON UNDERGRADUATE STUDIES

4.4.1. The University Committee on Undergraduate Studies shall have a faculty member from each college, including a faculty member from the non-college faculty. The committee shall have four undergraduate student members and two graduate student members, selected so that one student is a member of the

Academic Assembly of ASMSU. The Provost or a designee shall be a member with voice but no vote.

4.4.1.1. The University Committee on Undergraduate Studies shall report primarily to the University Council.

4.4.1.2. Each year the University Committee on Undergraduate Studies shall appoint one of its faculty members to serve as an ex-officio member on Athletic Council.

4.4.2. The chairperson will serve on The Steering Committee and thus also on University Council and Faculty Senate.

4.4.3. The University Committee on Undergraduate Studies shall exercise the faculty's delegated authority on grading policy for undergraduate students and the use of grades and grade point averages for the admission to, advancement in, or graduation from academic programs.

4.4.4. The University Committee on Undergraduate Studies shall review all changes in academic programs proposed by academic units and recommend their approval or rejection to the University Committee on Curriculum.

4.4.5. The University Committee on Undergraduate Studies shall have shared responsibility with the Dean of Undergraduate Studies to consult with the Provost on the establishment, moratorium, discontinuance, or merger of undergraduate programs and on policy pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate students and programs, and on other policies pertaining to undergraduate education. On issues of establishment, moratorium, discontinuance, and merger of programs, the University Council and Faculty Senate will be informed of the Committee's consultation with the Provost.

4.4.6. The University Committee on Undergraduate Studies shall have shared responsibility with the Dean of Undergraduate Studies to consult with the Provost on policy pertaining to admissions and retention, financial aid, and the use and distribution of educational and research resources for undergraduate students and programs.

4.4.7. The University Committee on Undergraduate Studies shall advise and consult with the Dean of Undergraduate Studies and the

Provost and make recommendations to University Council on all other matters of academic policy affecting undergraduate students at the University.

- 4.4.8. The University Committee on Undergraduate Studies shall coordinate its activities with those of other committees, as appropriate.

4.5. UNIVERSITY COMMITTEE ON CURRICULUM

- 4.5.1. The University Committee on Curriculum shall have a faculty member from each college. The committee shall have five undergraduate student members and two graduate student members selected so that one student is a member of the Academic Assembly of ASMSU. The Provost or a designee shall be a member with voice but no vote. The Provost shall also name an executive secretary to serve ex-officio without vote.

4.5.1.1. The University Committee on Curriculum will report to Faculty Senate. If the University Committee on Curriculum or The Steering Committee, decide that feedback is needed from the entire University Community, the University Committee on Curriculum will seek advice from the University Council before reporting to Faculty Senate.

- 4.5.2. The chairperson will serve on The Steering Committee and thus also on University Council and Faculty Senate.
- 4.5.3. The University Committee on Curriculum shall exercise the faculty's delegated authority to review and approve or reject all changes in undergraduate curricula, and degree requirements recommended by the University Committee on Undergraduate Studies and to review and approve or reject changes in graduate and graduate-professional curricula, and degree requirements, recommended by the University Committee on Graduate Studies. The University Committee on Curriculum shall not reject a recommendation from either the University Committee on Undergraduate Studies or the University Committee on Graduate Studies, without providing a rationale for the rejection and consulting with the appropriate committee. In addition, the University Committee on Curriculum shall exercise the faculty's delegated authority to review and approve or reject all undergraduate and graduate courses proposed by academic units.

4.5.4. The University Committee on Curriculum shall advise the Provost on criteria for the establishment and deletion of courses and curricula.

4.5.5. The University Committee on Curriculum shall coordinate its activities with those of other committees, as appropriate

4.6. UNIVERSITY COMMITTEE ON FACULTY AFFAIRS

4.6.1. Each college, including the non-college faculty, shall select one faculty member as defined in 1.1.2.4. and 1.1.2.5.. The committee shall have at least two non-tenured regular faculty and two full time fixed-term faculty (who are appointed under the conditions in 1.1.2.1.) in its membership. Each year the Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty and full time fixed-term faculty, who have served at least three consecutive years. The Provost or a designee shall be a member with voice but no vote.

4.6.1.1. The University Committee on Faculty Affairs will report to Faculty Senate. In order to obtain feedback from the entire University Community, at its discretion, the University Committee on Faculty Affairs may request an appearance before University Council.

4.6.1.2. The University Committee on Faculty Affairs shall make recommendations to Faculty Senate on issues related to the University budget and shall annually report to a meeting of the Faculty Senate on academic budget allocations and adjustments in salary and other forms of economic benefits.

4.6.2. The chairperson shall be a member of The Steering Committee and thus of Faculty Senate and University Council.

4.6.3. The University Committee on Faculty Affairs shall have shared responsibility with the Provost on the formulation of grievance procedures for obtaining an equitable adjudication of faculty grievances and on the rights and responsibilities of faculty.

4.6.4. *The* University Committee on Faculty Affairs shall advise the Provost on personnel policies relating to faculty such as appointment, reappointment, promotion, leaves, retirement, and assignment to teaching, research, and administration.

- 4.6.5. The Committee on Faculty Affairs shall consult with and/or advise the Provost during the formulation of the University's annual budget request to the State of Michigan.
- 4.6.6. All recommendations regarding faculty rights and responsibilities and grievance procedures must be approved by the Faculty *Senate*.

4.7. UNIVERSITY COMMITTEE ON FACULTY TENURE

- 4.7.1. Each college, including the non-college faculty, shall select one faculty member, who must be appointed under the rules of tenure. The committee shall have at least three non-tenured faculty in its membership. Each year the Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty. The committee shall have two undergraduate student members and one graduate student member selected so that one student is a member of the Academic Assembly of ASMSU. The Provost or a designee shall be a member with voice but no vote.
 - 4.7.1.1. The University Committee on Faculty Tenure will report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, the University Committee on Faculty Tenure may request an appearance before University Council.
- 4.7.2. The chairperson shall be designated as a voting member of The Steering Committee and thus also on University Council and Faculty Senate.
- 4.7.3. The University Committee on Faculty Tenure shall advise the Provost on the formal and procedural rules on tenure and dismissal and on the substantive policies on tenure and shall make recommendations to the Faculty Senate on formal and procedural rules on tenure and dismissal, and on substantive policies on tenure.
- 4.7.4. The role of the University Committee on Faculty Tenure, on the interpretation of the rules of tenure, is determined by Principle 7 of the Operating Principles of the Tenure System (See Faculty Handbook).
- 4.7.5. The University Committee on Faculty Tenure shall hear and act on all cases for exceptions to the rules of tenure; and the Committee's

decisions shall be binding on administration and on the faculty member.

- 4.7.6. The University Committee on Faculty Tenure shall report promptly to the Faculty Senate in any case in which the administration acts contrary to the committee's decision on a question involving tenure.

4.8. UNIVERSITY COMMITTEE ON GRADUATE STUDIES

- 4.8.1. The University Committee on Graduate Studies shall have a faculty member from each college with a graduate or graduate-professional degree program plus one additional member from the Colleges of Agriculture and Natural Resources, Arts and Letters, Business, Education, Natural Science, and Social Science. The committee shall have five graduate student members selected by the Council of Graduate Students. No more than one student may be from any one department, with consideration being given to University-wide representation, insofar as possible. The Dean of the Graduate School or a designee shall be a member with voice but no vote.

- 4.8.1.1. The University Committee on Graduate Studies will report primarily to the University Council.

- 4.8.2. The chairperson will serve on The Steering Committee and thus also on University Council and Faculty Senate.

- 4.8.3. The University Committee on Graduate Studies shall exercise the faculty's delegated authority on grading policy for graduate and graduate-professional students.

- 4.8.4. The University Committee on Graduate Studies shall review all changes in academic programs and recommend their approval or rejection to the University Committee on Curriculum.
- 4.8.5. The University Committee on Graduate Studies shall have shared responsibility with the Dean of The Graduate School to consult with the Provost on the establishment, moratorium, discontinuance, or merger of graduate programs, on policy pertaining to methods of instruction, evaluation of instruction, advising and counseling, admissions and retention of graduate and graduate-professional students, and on other policy pertaining to administration of graduate and graduate-professional programs. On issues of establishment, moratorium, discontinuance, and merger of programs, the University Council and Faculty Senate will be informed of the Committee's consultation with the Provost.
- 4.8.6. The University Committee on Graduate Studies shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the coordination of graduate and graduate-professional programs.
- 4.8.7. The University Committee on Graduate Studies shall have shared responsibility with the Dean of The Graduate School to consult with the Provost on policy pertaining to financial aid and employment of graduate students and on the use and distribution of educational and research resources for graduate and graduate-professional programs and students.
- 4.8.8. The University Committee on Graduate Studies shall advise and consult with the Dean of The Graduate School and the Vice President for Research and Graduate Studies on policy relating to research development as it pertains to graduate- and graduate professional education.
- 4.8.9. The University Committee on Graduate Studies shall maintain liaison with academic units offering graduate and graduate professional programs.
- 4.8.10. The University Committee on Graduate Studies shall maintain liaison with the Council of Graduate Students.
- 4.8.11. The University Committee on Graduate Studies shall coordinate its activities with those of other committees, as appropriate.

4.9. UNIVERSITY COMMITTEE ON STUDENT AFFAIRS

4.9.1. The University Committee on Student Affairs shall have four faculty members selected by the Faculty Senate. The committee shall have eight student members appointed as follows: three ASMSU Student Assembly appointees, including the Chairperson of the ASMSU Student Assembly or a designee; two appointees from the Council of Graduate Students; and three ASMSU Academic Assembly appointees. Committee appointees are expected to reflect the diversity of their constituencies. The Vice President for Student Affairs and Services or a designee and the University Ombudsman shall be members with voice but no vote.

4.9.1.1. The University Committee on Student Affairs shall report primarily to the University Council. However, any amendment or policy statement affecting the professional rights and responsibilities of the faculty must be approved by the Faculty Senate before consideration by the University Council.

4.9.2. The chairperson shall be designated as a voting member of the University Council.

4.9.3. The University Committee on Student Affairs shall advise the Vice President for Student Affairs and Services on all policies of the office of the Vice President for Student Affairs and Services and other University policies as they affect academic achievement of students in the University.

4.9.4. The University Committee on Student Affairs shall initiate and review proposed amendments to Academic Freedom for Students at Michigan State University, General Student Regulations, and policies relating to the academic rights and responsibilities of students.

4.9.4.1. Any amendment affecting the professional rights and responsibilities of the faculty (as the Faculty Senate interprets these rights and responsibilities) must be reviewed by the University Committee on Faculty Affairs and approved by the Faculty Senate before consideration by University Council.

4.9.5. The University Committee on Student Affairs shall assume the duties of the Committee on Academic Rights and Responsibilities of the Academic Freedom for Students at Michigan State University.

SECTION 5 - Other University Council Committees

5.1. UNIVERSITY COUNCIL ADVISORY-CONSULTATIVE COMMITTEES

- 5.1.1. University Council may establish Advisory-Consultative Committees for academic administrators of University-wide programs which do not have students and/or faculty regularly attached, or where the advisory processes established in the Academic Freedom for Students at Michigan State University do not provide a sufficiently broad base for the University-wide program.
- 5.1.2. University Council shall establish the functions and the general procedures of Advisory-Consultative Committees, taking account of the recommendations of the administrator to be advised.
- 5.1.3. The composition of Advisory-Consultative Committees shall be established by the University Council. Membership shall be determined according to procedures specified in 4.3.2. except as noted in 5.1.3.1. The term of office shall be two years for faculty and one year for students. No member may serve for more than two consecutive terms.
 - 5.1.3.1. When an Advisory-Consultative Committee's bylaws specify one faculty member from each of the colleges and one from among non-college faculty, each College Advisory Council shall select one member and the appropriate representative body for the non-college faculty shall select one.
- 5.1.4. Advisory-Consultative Committees shall advise and consult with appropriate administrators. The committees shall recommend to the University Council, through The Steering Committee or an appropriate Standing Committee, needed changes in University policies and procedures. An annual report shall be made to The Steering Committee for summary and distribution with the University Council minutes. Minutes of all meetings shall be sent to The Steering Committee.
- 5.1.5. The University Committee on Academic Governance shall review each Advisory-Consultative Committee at intervals not to exceed five years and recommend appropriate action, if any, to University Council.

5.2. ATHLETIC COUNCIL

5.2.1. There shall be an Athletic Council with composition and bylaws subject to approval by the University Council. The Athletic Council shall function as the faculty voice in the intercollegiate athletic program.

5.2.2. Composition of the Athletic Council

5.2.2.1. The voting members of the Council shall be eight members of the faculty, as defined in 1.1.2.4. and 1.1.2.5., three alumni and three students.

5.2.2.2. Ex-officio members without vote shall include: the Director of Intercollegiate Athletics, the Faculty Athletic Representative, the Director of Alumni Association, and the Vice President for Finance and Operations or his/her designee.

5.2.3. Appointment of Members

5.2.3.1. Faculty members of the Athletic Council shall be selected by the President from a slate of nominees (two for each vacancy) prepared by the faculty of the University Committee on Academic Governance and approved by the Faculty Senate.

5.2.3.1.1. The University Committee on Undergraduate Studies shall appoint one of its faculty members to serve as an ex-officio member on Athletic Council.

5.2.3.2. Alumni representatives shall be chosen from the MSU Alumni Association membership which shall prepare a slate of two nominees for each vacancy, from which the President shall appoint one. One of the Alumni representatives shall be a former student varsity athlete. Alumni members shall not be employees at Michigan State University.

5.2.3.3. Student members of the Athletic Council shall be selected by the President from three slates, one each prepared by the Associated Students of Michigan State University, the Council of Graduate Students; and the Student Athlete Advisory Council.

5.2.3.3.1. One undergraduate student shall be appointed from a slate of three nominees submitted by the Associated Students of Michigan State University. One graduate student shall be appointed from a slate of three nominees submitted by the Council of Graduate Students. One

member of the Student Athlete Advisory Council will be selected from a slate of three nominees prepared by the Student Athlete Advisory Council.

5.2.3.4. The Faculty Athletic Representative to the athletic agencies or conferences to which the University chooses to belong shall be a member of the regular faculty appointed by the President. The appointment shall be made with the advice of the voting members of Athletic Council.

5.2.4. Terms of Appointment

5.2.4.1. The terms of appointment of the Athletic Council for faculty and alumni representatives shall be for two years and shall begin on August 16. Terms of the members shall be staggered so that not less than one-third of the membership will be maintained.

5.2.4.2. The term of appointment for student representatives shall be for one year and shall begin on the first day of summer semester.

5.2.4.3. Vacancies for a period of one or more academic terms that occur during the terms of appointment of any voting member shall be filled for the remainder of the unfinished term in the same manner as the regular selection of the member unable to serve. All voting members of the Athletic Council can serve no more than two consecutive terms. An appointment of more than eight months to fill an unfinished term shall be equivalent to a full term in considering eligibility for reappointment.

5.2.4.4. The Faculty Athletic Representative shall serve at the discretion of the President. Review not less frequently than every 5 years shall be the responsibility of the President with the advice of the voting members of Athletic Council.

5.2.5. Responsibilities of the Athletic Council

5.2.5.1. The Athletic Council serves as the deliberative body for the discussion of academic policy related to student-athletes and Intercollegiate Athletics.

5.2.5.2. The Athletic Council advises the Athletics Director on matters of policy, procedures, and organization related to Intercollegiate Athletics.

5.2.5.2.1. In formulating policy regarding the regular season and post-season tickets and trips, voting members of the Athletic Council shall strive to minimize the award of special privileges to themselves that are uncharacteristic of those generally available to faculty. Nonetheless, it is expected that Athletic Council will fulfill responsibilities related to institutional representation as appropriate throughout the year.

5.2.5.2.2. Complimentary tickets given to Athletic Council Members are considered non-transferable.

5.2.6. The Athletic Council reports to the University Council. Form and frequency of reporting will be determined by The Steering Committee, but in no case will the frequency of reporting be less than once each academic year. The Athletic Council will also respond to questions asked by University Council within a reasonable time through its seated representative in University Council, the Chairperson of Athletic Council.

5.2.6.1. Policies regarding regular season and post-season trips, as well as a record of the disbursement of complimentary tickets and trips, shall be reported in the annual report of Athletic Council to University Council.

5.3. AD HOC COMMITTEES OF THE UNIVERSITY COUNCIL

5.3.1. Ad hoc committees shall be kept to a minimum. Before establishing an ad hoc committee, University Council shall consult with The Steering Committee to determine whether the commission might appropriately be referred to one or more University-level Standing Committees.

5.3.2. The Steering Committee shall recommend to University Council the composition, method of selecting members, functions, and procedures of ad hoc committees.

SECTION 6 - University Student-Faculty Judiciaries

6.1. STUDENT-FACULTY JUDICIARY

- 6.1.1. The composition and jurisdiction of this body are set forth in Academic Freedom for Students at Michigan State University.
- 6.1.2. Faculty members of the Student-Faculty Judiciary shall be appointed by the President from a list of nominees of twice the number of positions to be filled supplied by the faculty of the University Committee on Academic Governance.
- 6.1.3. The term of office of faculty members of the Student-Faculty Judiciary shall be three years. Provisions shall be made to stagger appointments to assure continuity. Terms of office shall begin August 16. No member may serve more than two consecutive terms.
- 6.1.4. No faculty member of University Council or any committee appointed or nominated by University Council shall be eligible to serve concurrently on the Student-Faculty Judiciary.

6.2. UNIVERSITY GRADUATE JUDICIARY

- 6.2.1. The composition and jurisdiction of this body are set forth in Graduate Student Rights and Responsibilities.

6.3. UNIVERSITY MEDICAL STUDENTS GRIEVANCE AND COMPLAINT BOARD

- 6.3.1. The composition and jurisdiction of this body are set forth in the Medical Students Rights and Responsibilities (MSRR).

6.4. UNIVERSITY ACADEMIC INTEGRITY REVIEW BOARD

- 6.4.1. The composition and jurisdiction of this body are set forth in Academic Freedom for Students at Michigan State University.
- 6.4.2. Faculty members of the University Academic Integrity Review Board shall be appointed by the President from a list of nominees of twice the number of positions to be filled supplied by the faculty of the University Committee on Academic Governance.

- 6.4.3. The term of office of faculty members to the University Academic Integrity Review Board shall be three years. Provisions shall be made to stagger appointments to assure continuity. Terms of office shall begin August 16. No member shall serve more than two consecutive terms.
- 6.4.4. No faculty members of University Council or any committee appointed or nominated by University Council or Faculty Senate shall be eligible to serve concurrently on the University Academic Integrity Review Board.

6.5. UNIVERSITY STUDENT APPEALS BOARD

- 6.5.1. The composition and jurisdiction of this body are set forth in Academic Freedom for Students at Michigan State University.
- 6.5.2. Faculty members of the University Student Appeals Board shall be appointed by the President from a list of nominees of twice the number of positions to be filled supplied by the faculty of the University Committee on Academic Governance.
- 6.5.3. The term of office of faculty members to the University Student Appeals Board shall be three years. Provisions shall be made to stagger appointments to assure continuity. Terms of office shall begin August 16. No member shall serve more than two consecutive terms.
- 6.5.4. No faculty members of University Council or any committee appointed or nominated by University Council or Faculty Senate shall be eligible to serve concurrently on the University Student Appeals Board.

SECTION 7 - Administrative Support of Academic Governance

- 7.1. The Administrator of an academic unit shall render necessary support, clerical and otherwise, to academic governance at the level of the administrative unit. At the University level this responsibility falls on the Provost and the Vice President for Student Affairs and Services.
- 7.2. Academic Administrators shall recognize faculty member's participation in academic governance as an important and integral part of the individual's work load. Teaching schedules or other work assignments should be made consistent with regular committee or council meetings insofar as is reasonably possible.

SECTION 8 - Interpretation and Amendment

8.1. Robert's Rules of Order, Revised shall be followed by academic governance bodies unless otherwise specified in accordance with these Bylaws.

8.2. Within the constraints of the constitutional authority of the Board of Trustees, the University Council shall be the final authority with regard to the interpretation of these Bylaws.

8.3. Amendments

8.3.1. Proposed amendments shall be submitted initially to the University Committee on Academic Governance and subsequently may be introduced to University Council by the University Committee on Academic Governance or any member of University Council. Final actions on Bylaw amendments are charged to the University Council in accordance with Section 3.2.5.11.

8.3.2. Following approval, The Steering Committee shall forward the proposed amendment to the President.

8.3.2.1. If the President concurs with the proposed amendment, the President shall notify The Steering Committee and place the proposed amendment on the agenda for action by the Board of Trustees within 90 days (excluding the time between the end of spring semester and the start of fall semester).

8.3.2.2. If the President does not concur with the proposed amendment, it shall be returned to The Steering Committee with the President's written objections and recommendations within 30 days (subject to the exclusion noted in 8.3.2.1.). The Steering Committee shall submit the proposed amendment and the President's comments to the *University Council* for reconsideration.

8.3.2.2.1. If the University Council declines reconsideration, or if reconsideration results in no change to the proposed amendment, The Steering Committee shall return the proposed amendment to the President who in turn shall place it on the agenda for action by the Board of Trustees within 60 days (subject to the exclusion noted in 8.3.2.1.).

8.3.2.2.2. In the event that reconsideration leads to modification of the proposed amendment, the amended

version of the proposal may be referred to the President by University Council. Amendments acted upon by University Council shall be forwarded to the President according to the provisions of 8.3.2.