

Bylaws for Academic Governance  
of  
the Eli Broad College of Business  
and  
the Eli Broad Graduate School of Management  
  
Michigan State University

Approved by the faculty of the Eli Broad College of Business and the Eli Broad Graduate School of Management on December 9, 2016. Revised May 1, 2020.

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Preamble

The Board of Trustees of Michigan State University (the University) has declared its unequivocal support of the established rights and privileges of the academic profession and its intent to defend them steadfastly. These rights and privileges include but are not limited to academic freedom and tenure, compensation and other economic benefits as liberal as the resources of the University will allow, a viable faculty organization, and responsible faculty participation in the development of academic programs and policies. The primacy of the faculty's role and its unquestioned centrality in the education process must be recognized. The primary intellectual purpose of the University – its intellectual content and integrity – is the responsibility of the faculty. Faculty shall have final authority and responsibility for course content, classroom procedure, and grading, subject to existing review procedures. In order to make effective the principles here declared, and to insure that the conduct of its own affairs will be in accord with the highest standards of educational administration, the faculty of the Eli Broad College of Business and the Eli Broad Graduate School of Management (the College) of Michigan State University adopt these Bylaws for Academic Governance (the Bylaws).

## 1. The Faculty

### 1.1. Composition of the Faculty

- 1.1.1. The regular faculty of the Eli Broad College of Business and the Eli Broad Graduate School of Management shall consist of all persons appointed under the rules of tenure and who hold the rank of professor, associate professor or assistant professor. In addition, the principal academic administrator of each academic unit shall be a member of the regular faculty.
  - 1.1.1.1. Other academic administrators who have been appointed from regular faculty shall continue to carry academic rank and shall be members of the regular faculty.
- 1.1.2. The fixed-term faculty of the Eli Broad College of Business and the Eli Broad Graduate School of Management shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure.
- 1.1.3. The honorary faculty shall consist of visiting professors and professors emeriti.
- 1.1.4. Appointments to the Faculty
  - 1.1.4.1. Appointments to the faculty in each academic unit shall be in accordance with University, College, and departmental procedures and after consultation with the qualified voting members of the affected academic unit.
  - 1.1.4.2. Appointments to the regular or honorary faculty other than those specified in 1.1.4.1. shall be made only after consultation with the College Advisory Council (the CAC).
- 1.1.5. Faculty Voting Rights
  - 1.1.5.1. Only regular faculty are eligible to vote on regular faculty hiring, reappointment, promotion, and tenure decisions.

- 1.1.5.2. The voting faculty in the election of University councils and committees shall be 1) regular faculty; and 2) those full-time fixed-term faculty or academic specialists who have served at least three consecutive years and teach at least 6.0 credits per academic year.
- 1.1.5.3. The voting faculty in the election of College councils and committees and in elections pertaining to College policies and decisions shall include 1) regular faculty; and 2) those full-time fixed-term faculty or academic specialists who have served at least three consecutive years and teach at least 6.0 credits per academic year, with the exception defined in 1.1.5.3.1. Honorary faculty shall have the privilege of speaking in meetings of the College faculty, but shall be without vote.
  - 1.1.5.3.1. Faculty in The School of Hospitality Business (HB) are excluded from voting on curricular matters that do not directly involve HB. Determination of whether a particular curricular issue directly involves HB shall be made by the Dean of the College (the Dean).
- 1.1.5.4. The voting faculty in the election of academic unit councils and in elections pertaining to academic unit policies and decisions shall include all regular faculty and may be extended by unit bylaws to include full-time fixed-term faculty and academic specialists who have served at least three consecutive years and teach at least 6.0 credits per academic year and other fixed-term or honorary faculty.
- 1.1.5.5. If a faculty member is regularly engaged more than half-time in the College, the faculty member may vote in College matters. If the faculty member is regularly engaged more than half-time in another college, the faculty member may not vote in this College. A faculty member engaged half-time in this College and half-time in

another college must choose a college in which to exercise voting rights.

- 1.1.5.6. A faculty member jointly appointed to two or more units within the College may vote only once in a given election. In elections voted upon by two or more units, the faculty member shall vote in the unit which has primary responsibility for initiating personnel action with respect to that faculty member. A faculty member engaged half-time in two academic units must choose in which to retain voting rights.

#### 1.1.6. Rights and Responsibilities of the Faculty

- 1.1.6.1. The faculty of the College shall have such rights and responsibilities as are defined for the faculty of the university in the *Bylaws for Academic Governance of Michigan State University*, the *Bylaws of the Board of Trustees of Michigan State University* and in other appropriate documents of the University.

- 1.1.6.1.1. The rights and privileges of the faculty include academic freedom and tenure, responsible participation in the development of academic programs and policies, and final authority and responsibility for course content, classroom procedures, and grading, subject to existing review procedures.

## 2. The Students

### 2.1. Student Constituency of the College

- 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., who have declared with the registrar a major or major preference (in the case of lower-division students) in an academic degree program in the College. A person who has enrolled for two consecutive semesters (excluding summers) 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 has not been withdrawn or recessed from the University.

2.1.1.1. Those students who are enrolled as candidates for graduate or graduate-professional degrees in the College shall be deemed graduate students.

2.1.1.2. All other students in the College shall be deemed undergraduate students.

2.1.2. All undergraduate students taking courses in the College are subject to the Honor Code for undergraduate students. All MBA/MS students are subject to their respective Master's Degree Program Honor Codes. All Ph.D. students are subject to MSU's *Guidelines for Integrity in Research and Creative Activities* and the code of honor specified in the *Graduate Student Handbook*.

## 2.2. Student Constituency of an Academic Unit

2.2.1. The student constituency of an academic 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 an academic degree program in the unit.

2.2.2. The student constituency for purposes other than that specified in 2.2.1. shall be all students who have declared with the registrar a major or major preference in an academic degree program in the unit and may include other students as specified in the bylaws of the unit.

## 2.3. Student Participation in Academic Governance

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

2.3.1.1. Policies concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

- 2.3.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.
  - 2.3.1.2.1. Evidence from students regarding the teaching performance of faculty may, as relevant, be considered in decisions concerning the above matters.
- 2.3.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

### 3. Modes of Participation

- 3.1. There are four modes of faculty and student participation identified for use in academic governance.
  - 3.1.1. Consultation: a body of faculty or students consults with and informs an administrator who has authority and responsibility to make a decision. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform an administrator's decision.
  - 3.1.2. Advisory: a deliberative body of faculty or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions.
  - 3.1.3. Shared Responsibility: a deliberative body of faculty or students makes recommendations to an administrator. 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 appropriate administrator at the next higher administrative level for decisions by that administrator.
  - 3.1.4. Delegated Authority: a deliberative body of faculty 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.

#### 4. Academic Governance of the Eli Broad College of Business and the Eli Broad Graduate School of Management

##### 4.1. Academic Units

- 4.1.1. The Eli Broad College of Business exists to provide general supervision and coordination of undergraduate programs, courses, and services offered by the faculties of the academic units within the College. These are:

Department of Accounting and Information Systems

Department of Finance

Department of Management

Department of Marketing

Department of Supply Chain Management

The School of Hospitality Business

- 4.1.1.1. The School of Hospitality Business (the School) is designated as an industry-specific program as defined by the Association to Advance Collegiate Schools of Business (AACSB), and the School is independent within the College.

- 4.1.2. The Eli Broad Graduate School of Management exists to provide general supervision and coordination of programs, courses, and services at the graduate level. The courses for these programs are offered by the faculties of the academic units within the College.
- 4.1.3. The structure and composition of the faculty in academic units within the Eli Broad Graduate School of Management shall be identical with those of the Eli Broad College of Business.
- 4.1.4. Wherever used in these Bylaws, the word “college” shall include the Eli Broad College of Business and the Eli Broad Graduate School of Management of Michigan State University.
- 4.1.5. The list of academic units in article 4.1.1 shall be maintained by the Dean or the Dean’s designee.

##### 4.2. Dean of the College



- 4.2.1. The chief executive officer of the College is the Dean.
- 4.2.2. The Dean is responsible for educational, research, and service programs of the College. This responsibility includes budgetary matters, physical facilities, and personnel matters in the Dean's jurisdiction, taking into account the advisory procedures of the College.
  - 4.2.2.1. The mode of participation for faculty and students shall be consultation and/or advisory unless these Bylaws specify otherwise.
- 4.2.3. The Dean may establish administrative, research, and service positions, academic units, and academic programs to assist in carrying out the educational, research, and service missions of the College, taking into account the advisory procedures of the College.
- 4.2.4. The College Advisory Council shall have shared responsibility with the Provost to determine procedures for the selection of the Dean who will be nominated by the Provost to the President.
- 4.2.5. The selection of associate and assistant deans for nomination by the Dean to the Provost shall be the responsibility of the Dean of the College.
- 4.2.6. The Dean and all associate and assistant deans shall be individually reviewed at intervals not to exceed five years.
  - 4.2.6.1. The College Advisory Council shall have shared responsibility with the provost to determine procedures for review of the Dean of the College.
  - 4.2.6.2. The College Advisory Council shall have shared responsibility with the Dean to determine procedures for review of all associate and assistant deans.
- 4.2.7. There is no limit on how long an individual may continue in the position of Dean, associate dean, or assistant dean.

- 4.2.8. The appointment of a Dean, associate dean, or assistant dean may be terminated at any time by resignation or by action of the President upon recommendation of the Provost.

#### 4.3. Chairpersons and Directors of Academic Units

- 4.3.1. The chairperson or director of an academic unit serves as the chief representative of the faculty, staff, and students in the unit. The chairperson or director is responsible for educational, research, and service 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 an academic unit strong in scholarship, teaching capacity, and public service.
- 4.3.2. The voting faculty of an academic unit shall have shared responsibility with the Dean of the College to determine procedures for the appointment and continuation of the chairperson or director to be nominated to the Provost.
  - 4.3.2.1. The voting faculty of an academic unit shall advise the Dean concerning the appointment and continuing service of unit academic administrators.
  - 4.3.2.2. The students in the student constituency of an academic unit shall consult with the Dean concerning the appointment and continuing service of unit academic administrators.
- 4.3.3. Chairpersons and directors of academic units shall be subject to regular review by the Dean at intervals not to exceed five years.
  - 4.3.3.1. The voting faculty of each academic unit shall have shared responsibility with the Dean to determine procedures for the review of a chairperson or school director.
  - 4.3.3.2. There is no limit on how long an individual may continue in the position of chairperson or school director.

- 4.3.4. The appointment of a chairperson or director, as such, may be terminated at any time by resignation or by action of the President upon recommendation of the Provost.
- 4.4. Academic unit administrators shall participate in academic governance as part of their administrative responsibility.
- 4.4.1. Academic administrators shall inform faculty and students of administration policies through the academic governance system as well as through other channels they deem appropriate.
  - 4.4.2. Academic administrators shall receive and should consider 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 and the College.
  - 4.4.3. Academic administrators shall comply with the *Bylaws*, these Bylaws, and the respective bylaws of their academic units.
  - 4.4.4. Academic administrators shall assist and encourage the efficient and effective operation of academic governance.
  - 4.4.5. Academic administrators shall render necessary support, clerical and otherwise, to academic governance at the level of the administrative unit.
  - 4.4.6. Academic administrators shall recognize a faculty member's participation in academic governance as an important and integral part of the individual's workload.
  - 4.4.7. Academic administrators shall arrange teaching schedules and other work assignments so as not to conflict with regular committee and council meetings insofar as is reasonably possible.
- 4.5. Unit Academic Governance
- 4.5.1. The voting faculty of each academic unit shall have shared responsibility with the unit's academic administrator to adopt and

publish unit bylaws provided they are in conformity with the *Bylaws* and these Bylaws.

4.5.1.1. Bylaws shall be available to all faculty and students.

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

4.5.2.1. The bylaws of the College shall be reviewed by the University Committee on Academic Governance *Bylaws* 4.3.5. Decisions of the Committee may be appealed to the University Council (*Bylaws* 4.3.7).

4.5.2.2. The bylaws of other academic units within the College shall be reviewed by the College Advisory Council and the Dean. Decisions of the College Advisory Council may be appealed to the University Committee on Academic Governance.

4.5.3. The College Advisory Council shall serve as a means of participation by faculty and students in the policy-making of the College.

4.5.3.1. The academic unit faculty representative on the College Advisory Council shall be responsible for representing all of the diverse academic interests of the unit.

4.5.4. The voting faculty of an academic unit, acting either in a meeting of the faculty or by means of petition or resolution, shall participate in the policy-making of the academic unit.

4.5.4.1. The mode of participation of the voting faculty acting as an academic governance unit may be any one of the modes of participation listed in article 3 of these Bylaws, subject to the provisions of the University *Bylaws* and these Bylaws.

4.5.4.2. Each academic unit shall establish procedures for calling meetings of the unit faculty.

- 4.5.4.3. The issues that may be brought before the unit and its faculty include any issue that could affect the ability of the faculty, staff, or administrator to fulfill their duties, responsibilities, or mission of the unit. The unit head in consultation with the regular faculty will set the agenda for unit faculty meetings.
- 4.5.5. The students in the student constituencies of the College as provided in 2.1. of these Bylaws, acting through the College Undergraduate Student Senate, the Graduate Students' Advisory Council, and College Advisory Council, shall participate in the policy-making of the College.
  - 4.5.5.1. The mode of participation of the two student councils may be either consultative or advisory.
- 4.5.6. The bylaws of academic units within the College 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.
  - 4.5.6.1. The students within the student constituency of an academic unit shall be responsible for selecting, according to procedures of their own choice, their representatives to councils and committees as specified in unit bylaws.
  - 4.5.6.2. Each unit's bylaws shall specify the student constituency of that unit subject to article 2.2 of these Bylaws.
  - 4.5.6.3. Student representatives of a constituency shall be selected during spring semester, and the term of office shall be one year. No individual may serve more than two consecutive terms of office from the same constituency.
  - 4.5.6.4. If for any reason a student representative 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 named in accordance with procedures determined by the students in the constituency represented.

4.5.7. The Dean, or a designee, shall generally be present at meetings of College-level academic governance bodies. These bodies include but are not limited to the College Advisory Council; the Doctoral Programs Committee; the Master's Programs Committee; the Undergraduate Programs Committee; the Reappointment, Promotion, and Tenure Committee; the Research Committee; and College faculty meetings.

4.5.7.1. The bylaws of academic units within the College shall provide that the unit administrator, or a designee, shall generally be present at meetings of a unit academic governance body.

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

4.5.9. Unit academic governance shall have jurisdiction over other matters as provided in other University and College policies, bylaws, and legislation, including but not limited to those in *Student Rights and Responsibilities at Michigan State University*, *Graduate Student Rights and Responsibilities*, the Faculty Grievance Policy, and the Faculty Handbook.

## 5. Meetings of the College Faculty

5.1. The Dean or an associate dean designated by the Dean, or in their absence the chairperson of the College Advisory Council, shall preside at all faculty meetings.

5.2. The minutes of all meetings of the College shall be published and made available to the faculty with 14 days of the meeting. It is the responsibility of one of the dean's office secretaries to take minutes for the meetings of the College Faculty and make them available to the faculty.

5.3. The faculty of the College shall meet at least once during the fall and spring semesters of each academic year. Faculty meetings shall be called by the Dean.

- 5.3.1. Additional faculty meetings shall be called upon the written request of the College Advisory Council or of 15 percent of the regular faculty.
- 5.4. In general, faculty meetings are open. Students in the College may attend as observers unless meetings are explicitly closed to them. Students may be invited to speak at the discretion of the meeting's presiding officer.
  - 5.4.1. Forty percent of the voting faculty shall constitute a quorum. No official action shall be taken in the absence of a quorum. Action for the College may be taken by a majority of the faculty present and voting at a called meeting for which an agenda has been distributed at least one week in advance, except as otherwise indicated herein.
  - 5.4.2. Voting during meetings of the college faculty shall be by voice or show of hands, except that a written ballot shall be taken at the request of any members present.
    - 5.4.2.1. Voting on curriculum and bylaws may occur outside of meetings of the college faculty using electronic procedures defined in Appendix I, except that a vote on an action item(s) shall be moved to a meeting of the college faculty at the request of any faculty member made during the discussion period prior to the vote.
  - 5.4.3. The voting faculty shall act on all amendments to and revisions of these Bylaws as provided in these Bylaws.
  - 5.4.4. The voting faculty may act on those matters reserved to the faculty as defined in the *Bylaws*.
  - 5.4.5. The faculty may at any meeting bring up for consideration any matter pertaining to the general welfare of the College.
  - 5.4.6. Faculty meetings 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.
  - 5.4.7. The voting faculty shall have authority to act as provided in these Bylaws.

- 5.5. The College Advisory Council shall assist the Dean in preparing the agenda for faculty meetings. The faculty shall be notified at least one month prior to meetings and shall be provided with the agenda at least one week in advance.
6. The College Advisory Council
    - 6.1. The College Advisory Council shall represent the faculty and students of the College.
    - 6.2. Composition of the College Advisory Council
      - 6.2.1. The College Advisory Council shall consist of one regular faculty representative from each academic unit; one faculty representative from the fixed-term faculty of the College; one graduate student from the graduate constituency in the Eli Broad Graduate School of Management; two undergraduate students from the undergraduate constituency in the Eli Broad College of Business; and the Dean, and/or the Dean's designate, who shall serve as an ex-officio member without vote.
      - 6.2.2. At the first meeting of the fall semester of each year, the College Advisory Council shall select from among the College representatives to the University Council one person to sit with it and serve as its liaison with the University Council. This member shall be without vote, unless the member also is a representative to the College Advisory Council.
      - 6.2.3. Each academic unit shall elect its faculty representative at a regular departmental or school faculty meeting from among those faculty members who are regular faculty of the College.
      - 6.2.4. The fixed-term faculty representative shall be elected from among eligible full-time fixed-term faculty. All full-time fixed-term faculty who have served at least three consecutive years and are engaged in the academic activities of the College on a regular basis are eligible to serve in this capacity and shall be eligible to vote in this election.
      - 6.2.5. Faculty and fixed-term faculty representatives shall serve for a two-year term. Student representatives shall serve for a one-year term. No



member may serve for more than two consecutive terms of office. Terms of office of the faculty representatives shall be arranged through the following process: (1) academic units listed in article 4.1.1 shall be divided into two equal parts; (2) in the event of an odd number of units, the first half of the list shall be the longer of the two; (3) those units on the first half of the list shall elect their representatives in even numbered years and those on the second half of the list shall elect their representatives in odd numbered years. The fixed-term faculty representative will be elected in odd numbered years.

- 6.2.6. If for any reason a representative to the College Advisory Council is unable to serve for a period of one semester or more, the appropriate faculty constituency or student constituency involved shall name a replacement for the period of the term that the original representative was unable to serve.
- 6.2.7. During spring semester each year, the College Advisory Council shall elect its own chairperson for the upcoming academic year from among the continuing CAC faculty members and report the name to the Dean or the Dean's designee. The chairperson of CAC shall also serve as one of the College's elected representatives to University Council. The chairperson's term of office shall begin August 16.
- 6.2.8. New faculty and student representatives to the College Advisory Council shall be elected and selected, respectively, during spring semester and their names reported to the Dean or the Dean's designee. Their term of office shall begin August 16.

### 6.3. Meetings and Procedures

- 6.3.1. Regular meetings of the College Advisory Council shall be held at least once during the fall and spring semesters of each academic year and at such other times as the chairperson of the CAC or the Dean may determine.
  - 6.3.1.1. The agenda for all regular College Advisory Council meetings shall be made available to all members of the committee, the Dean of the College, and the Dean's

designated representatives at least one week prior to the meeting date.

- 6.3.2. Special meetings of the College Advisory Council may be called at the request of the chairperson or any three members of the CAC.
- 6.3.3. A quorum exists when a majority of the CAC are present.
- 6.3.4. No business shall be transacted in the absence of a quorum.
- 6.3.5. Motions shall pass the CAC by simple majority vote of those members present.
- 6.3.6. The minutes of the College Advisory Council's previous regular meeting shall be made available to all members of the College Advisory Council at least one week prior to the next meeting.
- 6.3.7. The minutes of College Advisory Council regular meetings shall be published and made available to all faculty of the College and to CAC members within one week after approval of the minutes.

#### 6.4. Purposes and Duties of the College Advisory Council

- 6.4.1. The Dean shall seek advice, and the CAC shall advise the Dean on educational goals and policy, budgetary policy, administrative policy, and such other important matters as the CAC or the Dean deem appropriate.
- 6.4.2. The CAC shall provide a channel through which the views of faculty, students, and administration can be expressed.
  - 6.4.2.1. Any member of the faculty or any student who wishes to meet with the CAC may make an appointment to do so with the secretary of the CAC.
- 6.4.3. The Dean or the Dean's designee shall attend all regular meetings of the College Advisory Council, except that by a vote of the majority of those voting members in attendance at any meeting, the CAC may go into "executive session" without the Dean or designee.

- 6.4.4. The CAC shall advise the Dean concerning the appointment and continuation of administrators of academic units and academic programs.
- 6.4.5. The CAC shall have shared responsibility with the Provost to determine procedures for the selection as well as review of the Dean of the College.
- 6.4.6. The CAC shall conduct the review of the bylaws of the academic units within the College as provided in 4.5.2. and 4.5.2.2. of these Bylaws.
- 6.4.7. The CAC shall establish procedures for the selection and replacement of faculty representatives to the Faculty Senate and the University-level Standing Committees and shall supervise or conduct other elections in accordance with the provisions of these Bylaws and the university Bylaws.
  - 6.4.7.1. The College's faculty representatives shall be elected or selected during spring semester in accordance with *Bylaws* 3.3.1.2.3.
  - 6.4.7.2. The Council shall request the College's faculty representatives to all the University Committees to report, significant developments within their committees to the College Advisory Council orally or in writing at least once a semester.
  - 6.4.7.3. The faculty representatives of the Council shall advise the College's faculty representatives to the Faculty Senate and the University Committee on Faculty Affairs in accordance with these Bylaws.
  - 6.4.7.4. The Council and all College committees and councils are encouraged to call on faculty, students, and administrators who have special expertise on matters under consideration, including minorities and women, for the perspective which they may bring to the consideration of many issues.

## 7. Reappointment, Promotion, and Tenure (RPT) Committee

- 7.1. The RPT Committee shall act in an advisory capacity (non-voting) to the Dean regarding departments/school recommendations for reappointment, promotion, and tenure. In the same capacity, it shall advise the Dean regarding policy, procedures, and the consistency of all recommendations from departments related to reappointment, promotion, and tenure. The RPT Committee will review unit procedures and criteria (and implementation thereof) with respect to the dimensions of performance considered for reappointment, promotion, and tenure, and evaluate them for compliance with Broad College and University procedures and criteria and will conduct periodic reviews of Broad College policies and procedures for reappointment, promotion, and tenure.
- 7.2. Composition of the RPT Committee
  - 7.2.1. The RPT Committee will consist of one tenured full professor from each academic unit of the College.
  - 7.2.2. The Dean in consultation with academic unit heads and the College Advisory Council (CAC) will appoint committee members.
  - 7.2.3. Faculty representatives from each academic unit, shall serve for a two-year term, renewable for a second term. Terms of office shall be arranged through the following process: (1) academic units listed in article 4.1.1 shall be divided into two equal parts; (2) in the event of an odd number of units, the first half of the list shall be the longer of the two; (3) those units on the first half of the list shall provide new members in even numbered years and those in the second half of the list shall provide new members in odd numbered years.
  - 7.2.4. In the event a representative to the RPT Committee is unable to serve for the entire period of their term, the appropriate faculty constituency in consultation with the Dean and the CAC will provide a replacement to serve out the remaining portion of the departing member's term.
  - 7.2.5. After the academic unit faculty vote occurs, RPT members shall not engage in communication regarding RPT cases with anyone, including other RPT members, outside of the RPT committee meeting.

### 7.3. Meetings and Procedures

7.3.1. The RPT Committee shall communicate to each academic unit the procedures by which units will evaluate candidates for reappointment, promotion and tenure. Prior to the spring semester meeting, the Dean will provide the following materials to RPT Committee members for each candidate for reappointment, promotion, and tenure:

(1) completed Form D;

(2) vita;

(3) reflective essay;

(4) reading committee report;

(5) chair report;

(6) external review letters (only for candidates seeking promotion/tenure); and

(7) additional relevant information may be provided by the candidates prior to the date of the RPT meeting and with the permission of their academic unit heads.

7.3.2. The RPT Committee will meet with the Dean and the associate dean responsible for research during the fall semester to review all operating documents and to elect a chair from its membership. Also during the fall semester, the Dean should present a list of those candidates seeking reappointment, promotion, or tenure.

7.3.3. The Committee will meet again with the deans during spring semester after the deans have met with the relevant academic unit heads of the candidates for reappointment, promotion, and tenure to review the materials for each candidate prior to the Dean's sending his/her recommendation to the Provost. In this meeting, the Committee will provide advice to the Dean on all reappointment, promotion, and tenure recommendations required or proposed by departments or schools.

- 7.3.4. A quorum exists when a majority of the Committee is present.
- 7.3.5. No business shall be transacted in the absence of a quorum.
- 7.3.6. Motions shall pass the Committee by simple majority vote of those members present.

## 8. University Committees, Faculty Senate, and University Council

- 8.1. College faculty representatives to the Faculty Senate and to the University-level Standing Committees shall be selected in accordance with University *Bylaws* and these Bylaws.
  - 8.1.1. The College faculty representatives to the Faculty Senate shall be the College's faculty representatives to the University Council.
  - 8.1.2. Faculty representatives for all University committees, Faculty Senate and University Council shall be selected during spring semester for terms that begin August 16. The names of all representatives must be reported to the Dean or the Dean's designee.
  - 8.1.3. The nomination process will include an open call for faculty to self-nominate and, as needed, unit administrators will nominate faculty representatives to university committees. Nominees will be voted on by the College faculty.
- 8.2. College student representatives to the University Council and to the Standing Committees of the University Council shall be selected in accordance with University *Bylaws* and these Bylaws.
- 8.3. If for any reason a College faculty representative to the Faculty Senate or to a University-level Standing Committee is unable to serve for a semester or more, the College Advisory Council shall name a replacement either temporarily or for the remaining portion of his or her term in accordance with university Bylaws and these Bylaws.
- 8.4. If for any reason a College student representative to the University Council or to a University-level Standing Committee is unable to serve, a replacement shall be selected in accordance with University *Bylaws* and these Bylaws.

- 8.5. The College's faculty representatives to the Faculty Senate shall receive the advice of the College Advisory Council or of the voting faculty of the College before voting in Faculty Senate meetings on all recommendations regarding faculty rights and responsibilities and grievance procedures.
- 8.6. The College's faculty representative to the University Committee on Faculty Affairs shall receive the advice of the College Advisory Council or of the voting faculty of the College before voting in University Committee on Faculty Affairs meetings on amendments affecting the professional rights and responsibilities of the faculty.

## 9. College Committees

- 9.1. College committees other than those provided for in these Bylaws may be established by the Dean after receiving the advice of the College Advisory Council.
- 9.2. Each academic unit shall establish procedures for the selection of faculty representatives to College committees.
  - 9.2.1. The selection process for the upcoming academic year must occur during spring semester and the names of the faculty representatives for the upcoming academic year must be communicated to the Dean or the Dean's designee.
- 9.3. Undergraduate Programs Committee
  - 9.3.1. The Undergraduate Programs Committee (UPC) shall consist of one faculty representative of each unit UPC, with the exception of The School of Hospitality Business, two undergraduate students from the undergraduate constituency in the College, the College's representative to the University Committee on Curriculum, and with responsibility for undergraduate programs. The College's representative to the University Committee on Curriculum, and the associate dean shall be ex-officio members. The associate dean will have voting privileges. The College's representative to the University Committee on Curriculum will not have voting privileges. No non-administrative member may serve for more than two consecutive terms.

- 9.3.1.1. Each academic unit shall establish procedures for the selection of faculty representatives to the Undergraduate Programs Committee.
- 9.3.1.2. Student representatives shall be selected and their term of office shall be in accordance with the provisions of University *Bylaws*, these *Bylaws*, and the constitutions of ASMSU and COGS.
- 9.3.1.3. Faculty representatives from each academic unit shall serve a two-year term. Student representatives shall serve for a one-year term. No member may serve for more than two consecutive terms.
- 9.3.1.4. The School of Hospitality Business (HB) shall establish an undergraduate curriculum committee to perform for HB students the same functions that the UPC performs for other academic majors.
  - 9.3.1.5.1. All proposals for changes in the undergraduate curriculum of The School of Hospitality Business shall be referred by the HB undergraduate curriculum committee to the Dean for approval. The Dean is not required to refer such changes to the voting faculty of the College at large.
- 9.3.2. At least one meeting shall be held in each of the fall and spring semesters. Additional meetings may be called as deemed necessary by the chair of the committee.
  - 9.3.2.1. The associate dean with responsibility for undergraduate programs shall seek advice, and the UPC shall advise on important matters of policy and procedure that pertain to undergraduate programs and curriculum.
  - 9.3.2.2. The agenda for UPC meetings shall be made available to all members and ex-officio members of the committee at least one week prior to the meeting.



- 9.3.2.3. The minutes of the previous meeting of the UPC shall be made available to the committee members at least one week prior to the committee meeting.
- 9.3.2.4. Minutes of the UPC shall be published and made available to the faculty of the College and to the UPC members within one week following approval of the minutes.
- 9.3.2.5. A quorum exists when a majority of the committee is present.
- 9.3.2.6. No business shall be transacted in the absence of a quorum.
- 9.3.2.7. Motions shall pass the committee by simple majority vote of those present.
- 9.3.3. During spring semester, the UPC shall elect the chairperson for the following year from among the continuing members of the committee and communicate this choice to the Dean or the Dean's designee.
- 9.3.4. Except as provided above, the UPC shall establish its own organization and procedures.
- 9.3.5. The UPC has delegated authority to approve, disapprove, or refer back to the originating academic unit temporary and permanent requests for individual undergraduate course changes.
  - 9.3.5.1. The UPC must refer any substantial changes affecting courses or programs to the meeting of the college faculty for an in-person vote. All other action items will be submitted for electronic voting by the voting faculty.

#### 9.4. Master's Programs Committee

- 9.4.1. Master's programs include all MS and MBA degree programs offered by the College.

- 9.4.2. The Master's Programs Committee (MPC) shall consist of one faculty representative from each academic unit with the exception of The School of Hospitality Business, two graduate student representatives, one at-large faculty representative from each MBA program elected by the faculty teaching in that program, and the associate dean(s) with responsibility for master's programs, who shall be an ex-officio member(s) with voting privileges. Directors of master's programs shall serve as ex-officio members without voting privileges. No non-administrative member may serve for more than two consecutive terms.
- 9.4.2.1. Each academic unit shall establish procedures for the selection of faculty representatives to the Master's Program Committee.
- 9.4.2.2. Student representatives shall be selected and their term of office shall be in accordance with the provisions of University *Bylaws*, these *Bylaws*, and the constitution of COGS..
- 9.4.2.3. Academic unit faculty representatives and at-large faculty representatives shall serve a two-year term. Student representatives shall serve a one-year term. No member may serve for more than two consecutive terms.
- 9.4.2.4. The School of Hospitality Business (HB) shall establish a graduate curriculum committee to perform for HB students the same functions that the MPC performs for other academic majors.
- 9.4.2.4.1. All proposals for changes in the graduate curriculum of The School of Hospitality Business shall be referred by the HB graduate curriculum committee to the Dean for approval. The Dean is not required to refer such changes to the voting faculty of the College at large.

- 9.4.3. The College's faculty representatives to the University Committee on Curriculum and the University Committee on Graduate Studies shall serve as non-voting ex-officio members of the MPC.
- 9.4.4. At least one meeting shall be held in each of the fall and spring semesters. Additional meetings may be called as deemed necessary by the chair of the committee.
  - 9.4.4.1. The associate dean with responsibility for master's programs shall seek advice, and the MPC shall advise, on important matters of policy and procedure that pertain to master's programs and curricula.
  - 9.4.4.2. The agenda for MPC meetings shall be made available to all members and ex-officio members of the committee at least one week prior to the meeting.
  - 9.4.4.3. The minutes of the previous meeting of the MPC shall be made available to committee members at least one week prior to the committee meeting.
  - 9.4.4.4. Minutes of the MPC shall be published and made available to the faculty of the College and MPC members within one week following approval of the minutes.
  - 9.4.4.5. A quorum exists when a majority of the committee is present.
  - 9.4.4.6. No business shall be transacted in the absence of a quorum.
  - 9.4.4.7. Motions shall pass the MPC by simple majority vote of those members present.
- 9.4.5. During spring semester, the MPC shall elect the chairperson for the following year from among the continuing members of the committee and communicate this choice to the Dean or the Dean's designee.
- 9.4.6. Except as provided above, the MPC shall establish its own organization and procedures.

9.4.7. The MPC has delegated authority to approve, disapprove, or refer back to the originating academic unit temporary and permanent requests for individual master's-level course changes.

9.4.7.1. The MPC must refer any substantial changes affecting courses or programs to the meeting of the college faculty for an in-person vote. All other action items will be submitted for electronic voting by the voting faculty.

## 9.5. Doctoral Programs Committee

9.5.1. The Doctoral Programs Committee (DPC) shall consist of the program coordinator from each doctoral program in the College, the associate dean with responsibility for doctoral programs, who shall be an ex-officio member with voting privileges, and one doctoral student representative.

9.5.1.1. Doctoral program coordinators shall serve for a two-year term, renewable for as long as they serve as coordinator of a doctoral program in the College.

9.5.1.2. The student representative shall be selected and his or her term of office shall be in accordance with the provisions of University *Bylaws*, these *Bylaws*, and the constitution of COGS.

9.5.2. The College's faculty representatives to the University Committee on Curriculum and the University Committee on Graduate Studies shall serve as non-voting ex-officio members of the DPC.

9.5.3. The DPC shall meet at least once during the academic year. Additional meetings may be called as deemed necessary.

9.5.3.1. The associate dean with responsibility for doctoral programs shall seek advice, and the DPC shall advise, on important matters of policy and procedure that pertain to doctoral programs and curricula.

- 9.5.3.2. The agenda for DPC meetings shall be distributed to all members and ex-officio members of the committee at least one week prior to the meeting.
  - 9.5.3.3. The minutes of the previous meeting of the DPC shall be provided to the committee members at least one week prior to the committee meeting.
  - 9.5.3.4. Minutes of the DPC shall be published and made available to the faculty of the College and DPC members within one week following approval of the minutes.
  - 9.5.3.5. A quorum exists when a majority of the committee is present.
  - 9.5.3.6. No business shall be transacted in the absence of a quorum.
  - 9.5.3.7. Motions shall pass the committee by simple majority vote of those members present.
- 9.5.4. During spring semester, the DPC shall elect the chairperson for the following year from among faculty who are continuing members of the committee and communicate this choice to the associate dean with responsibility for doctoral programs.
  - 9.5.5. The DPC has delegated authority to approve, disapprove, or refer back to the originating academic unit temporary and permanent requests for individual doctoral-level course changes.

The DPC must refer any substantial changes affecting courses or programs to the meeting of the college faculty for an in-person vote. All other action items will be submitted for electronic voting by the voting faculty.

#### 9.6. Research Committee

- 9.6.1. The Research Committee serves in an advisory capacity to the Dean and the associate dean responsible for research policies and issues in the College. The Committee is responsible for the evaluation of research proposals submitted by faculty members for College summer research grant funding and for the evaluation of external grant

proposals that have been submitted by faculty members for College seed money funding.

#### 9.6.2. Composition of the Research Committee

9.6.2.1. The Research Committee shall consist of one research-active, tenured faculty representative from each academic unit and the associate dean responsible for research and doctoral programs, who shall be an ex-officio member with voting privileges. No non-administrative member may serve for more than two consecutive terms.

9.6.2.2. The members of the Research Committee shall be appointed by their respective academic unit heads to serve two-year terms.

#### 9.6.3. Meetings and Procedures

9.6.3.1. The Research Committee will meet in fall semester to elect a chair from its membership and to address any issues brought to the committee by the Dean, the associate dean responsible for research and doctoral programs, or individual committee members. Additional meetings may be called at the discretion of the chair of the committee in consultation with the Dean and/or associate dean responsible for research and doctoral programs.

9.6.3.2. The Research Committee will meet at least once in spring semester to evaluate summer grant and seed money research proposals and to address any issues brought to the committee by the Dean, the associate dean for research and doctoral programs, or individual committee members. Additional meetings may be called at the discretion of the chair of the committee in consultation with the Dean and/or associate dean for research and doctoral programs.

9.6.3.3. A quorum exists when a majority of the committee is present.

- 9.6.3.4. No business shall be transacted in the absence of a quorum.
- 9.6.3.5. Motions shall pass the committee by simple majority vote of those members present.

## 9.7. Undergraduate Student Senate

- 9.7.1. An Undergraduate Student Senate shall be established to participate in the policy-making of the College.
  - 9.7.1.1. The agenda for all meetings shall be distributed to all members and ex-officio members of the committee at least one week prior to the meeting.
  - 9.7.1.2. Minutes of Undergraduate Student Senate shall be distributed to all members and ex-officio members of the committee at least one week prior to the meeting.
  - 9.7.1.3. Minutes of the Undergraduate Student Senate shall be disseminated to the faculty of the College and to the student committee members within one week following approval of the minutes.
  - 9.7.1.4. The mode of participation may be either consultative or advisory as provided in these Bylaws.
- 9.7.2. Membership of the Undergraduate Student Senate (USS) shall be determined consistent with the bylaws of USS.
- 9.7.3. The procedure for selecting the undergraduate student representatives shall be developed by the undergraduate students in the undergraduate student constituency of the College with the assistance of the associate dean responsible for undergraduate programs.
- 9.7.4. The associate dean with responsibility for undergraduate programs shall invite the Undergraduate Student Senate to convene at least once during each of the fall and spring semesters, and at such other times as deemed necessary.

- 9.7.5. Except as provided above, the Senate shall establish its own organization and procedures.
- 9.7.6. The Undergraduate Student Senate shall typically select from its membership two persons to be the undergraduate student members on the College Advisory Council, and two persons to be the undergraduate student representatives on the Undergraduate Programs Committee.

#### 9.8. Student Judiciary Committees

- 9.8.1. Judiciary committees shall be established as needed to handle issues of academic dishonesty as outlined in *Student Rights and Responsibilities at Michigan State University (SRR)*.
  - 9.8.1.1. For issues related to undergraduate students, the Judiciary Committee shall perform the functions required by and comply with the provisions of the SRR then in effect, and the “Undergraduate Student Honor Code.”
  - 9.8.1.2. For issues related to graduate level students, the Judiciary Committee shall perform the functions required by and comply with the provisions of the document entitled *Graduate Student Rights and Responsibilities at Michigan State University* then in effect, and the relevant Broad College graduate student code of behavior.

#### 9.9. Student Grievance Process

- 9.9.1. The student grievance process and procedures for the Broad College and The School of Hospitality Business are contained in the document: *The Eli Broad College of Business Hearing Board Procedures for Adjudicating Student Academic Grievances and Complaints*.

#### 10. Faculty Grievance Procedure (see MSU Faculty Handbook IV. Academic Human Resources Policies, Faculty Grievance Policy).



## 11. Interpretation and Amendment

- 11.1. Robert's Rules of Order, Newly Revised (most recent edition) shall be followed by academic governance bodies unless otherwise specified in accordance with these Bylaws.
- 11.2. The College Advisory Council shall be the final authority with regard to the interpretation of these Bylaws.
- 11.3. Amendments to the Bylaws for Academic Governance of the Eli Broad College of Business and the Eli Broad Graduate School of Management must be proposed and discussed at a faculty meeting of the College.
- 11.4. The proposed amendments shall then be distributed to the faculty and shall be voted on at either: 1) the next College faculty meeting where a quorum is present or 2) an electronic vote in which a faculty quorum participates. A voice vote (email identified) will be used unless a secret ballot (anonymous email vote) is requested. If 10% or greater of the present faculty members object to an electronic vote on any matter, that matter shall be taken up at the next regularly scheduled faculty meeting or, if necessary, at a special meeting.
  - 11.4.1. An amendment becomes effective if passed by a majority of the voting faculty who either 1) are present at the next College faculty meeting where a quorum is present or 2) voted electronically when a quorum participated in that electronic vote. If no specific time is stated in the amendment, it becomes effective when adopted.
- 11.5. These Bylaws replace the Bylaws for Academic Governance of the Eli Broad College of Business and the Eli Broad Graduate School of Management - Michigan State University adopted on December 18, 2013.
- 11.6. When University *Bylaws* change in a way that contradicts these College Bylaws, the University *Bylaws* shall prevail. Additionally, the college Bylaws shall be assumed to conform to the University *Bylaws* without explicit adoption of a change by the faculty of the College. The University Committee for Academic Governance shall review the College Bylaws for compliance with the *Bylaws* at intervals not to exceed five years (*Bylaws* 4.3.5). Although UCAG considers cases of conflict between units and appeals of reviews of department or school bylaws by college committees, its decisions may be appealed to the University Council (*Bylaws* 4.3.6–7).



## **Appendix I: Conducting a Virtual College Meeting with Online Voting**

In the normal course of events, three virtual college meetings with online voting will be conducted each academic year. The first will take place at the end of Fall semester, the second during the middle of Spring semester, and the third at the end of Spring semester. If there are no matters requiring a vote, then no virtual meeting will be held.

### **Week One**

- Upon notification by a Committee of a matter requiring a vote, the Dean's Office will create a course in D2L that contains an open forum for member discussion of the voting matter.
- Materials explaining the voting matter will be sent to members via e-mail and posted to the D2L course. Materials will clearly specify the matter up for a vote and the voting procedures. Voting procedures include a one-week discussion period, followed by a one-week voting period.
- After the email has been sent and the D2L course has been opened, the one-week discussion period will begin. Members will be expected to review the materials and request clarification, if necessary. Questions raised by members during the discussion period must be answered within two business days by a member of the relevant committee (e.g., UPC, MPC, or DCP). During the discussion period, any voting member may stop the electronic voting process by requesting a face-to-face vote.
- At the conclusion of the one-week discussion period, the Dean's Office will close the D2L forum, send an email notifying the members that the forum has closed and request a motion to vote via electronic ballot.

### **Week Two**

- After a motion and second have been received via e-mail, the Dean's Office will send voting members an email that contains a link to the Qualtrics ballot. In order to verify that there is a quorum, the ballot requirements will include participant names. Voting members will be given one week to complete their ballots. A reminder will be sent mid-week if quorum has not yet been reached.
- At the end of the second week, the ballot will close, and the votes will be tallied. The results will be communicated to the members via email. This email will also include a request for a motion to adjourn the virtual meeting.