

## BYLAWS OF LYMAN BRIGGS COLLEGE

The Bylaws of the Michigan State University Board of Trustees and the Michigan State University Bylaws for Academic Governance (UBAG; November 1997 version] specify for academic units within their purview certain definitions, procedures, rights and responsibilities concerning faculty and student participation in academic governance at Michigan State University. The Bylaws of Lyman Briggs College codify the academic governance structure of the Lyman Briggs community within the specifications mandated by the Bylaws of the Board of Trustees, the Bylaws for Academic Governance. In this document the terms “College” and “Lyman Briggs College” (“LBC”) designate the Lyman Briggs College at Michigan State University.

### 1. GENERAL ORGANIZATION

- 1.1 The regular faculty of the College shall consist of all faculty appointed under the rules of tenure with the rank of instructor or higher who receive some portion of their salary from the College.
  - 1.1.1 Except as specifically excluded by these Bylaws, the right to vote on internal matters in any given semester shall be extended to all faculty with the rank of instructor or higher on the teaching staff and to Academic Specialists. The Dean of the College (Section 1.3) shall, at the beginning of each term, supply a list of the voting faculty to all members of the Briggs Community Council (Section 5.1).
  - 1.1.2 All tenure-system faculty will be eligible to vote on tenure-system faculty hires, which are deemed external matters.
  - 1.1.3 All tenure-system faculty and faculty with the rank of Academic Specialist (teaching) in the continuing appointment system will be eligible to vote on Academic Specialist (teaching) hires.
- 1.2 The Students of Lyman Briggs College are those listed on the student roster maintained in the Dean’s Office. These students comprise the eligible student voting body of LBC.
- 1.3 The chief executive officer of the College is the Dean (UBAG, Section 2.1.2). The Dean shall be responsible for educational, research, and service programs, budgetary matters, physical facilities, and personnel matters in the Dean’s jurisdiction, taking into account the advisory procedures specified in these Bylaws.
- 1.4 The Associate Dean(s) and the Assistant Dean(s) shall assist the Dean in the administration of LBC.
- 1.5 These Bylaws shall replace all preceding Bylaws of Lyman Briggs School and shall become effective immediately upon approval through a mail ballot by a two-thirds majority of the persons described in Section 5.1 of these Bylaws.

### 2. FACULTY RIGHTS, RESPONSIBILITIES, AND PREROGATIVES

- 2.1 The rights of the faculty shall be those defined in the Bylaws of the Board of Trustees, the Bylaws for Academic Governance of Michigan State University, the Bylaws of Lyman Briggs College, the Tenure Regulations, the Travel Regulations, the Policy Handbook for MSU Faculty, the Academic Freedom Report (Article 2.2), and the document Faculty Rights and Responsibilities.
- 2.2 The responsibilities of the faculty shall be those defined in the Bylaws of the Board of Trustees, the Bylaws for Academic governance, the Academic Freedom Report (Article 2.1.4.9), the Policy Handbook, and the Code of Teaching Responsibilities.
- 2.3 The faculty shall have such prerogatives as are defined by the Bylaws of the Board of Trustees, the Bylaws for Academic Governance, and the Bylaws of Lyman Briggs College. The manner of exercising these prerogatives shall be determined by these bylaws.

3. GRADUATE ASSISTANT RIGHTS, RESPONSIBILITIES, AND PREROGATIVES

- 3.1 The graduate assistant rights, responsibilities, and prerogatives shall be those defined by the Graduate Student rights and Responsibilities Document and the Code of Teaching Responsibilities.

4. STUDENT RIGHTS, RESPONSIBILITIES, AND PREROGATIVES

- 4.1 Student rights, responsibilities, and prerogatives shall be those defined by the Bylaws for Academic Governance, the Academic Freedom Report, and the current Handbook for MSU Students.
- 4.2 The Students of Lyman Briggs College shall be responsible for writing bylaws for their own governance. These student bylaws shall provide for the selection of all student representation to All-University, and Lyman Briggs committees established under the rules for Academic Governance. These student bylaws shall also provide for a representative student group among whose functions shall be advising the faculty and the Dean on matters of student concerns.
- 4.3 Procedures for student complaints shall be those most recently adopted by Lyman Briggs College faculty action.

5. BRIGGS COMMUNITY COUNCIL

- 5.1 The Briggs Community Council (BCC) shall consist of (a) all of the voting faculty as defined in 1.1.1 and (b) student representation equal to the least integer not less than 20% of the voting faculty as defined in 1.1.1. These students shall be selected under procedures specified in the Student Bylaws satisfying Section 4.2.
- 5.2 Meetings of the BCC shall be chaired by the Dean or by the Dean's designate. Normally, the Council shall meet at least once each semester. The meetings shall be conducted under Robert's Rules of Order Revised unless otherwise specified by these Bylaws. The mode of participation of BCC shall be shared responsibility (UBAG, Section 1.3.3). For curricular matters as noted in UBAG 4.6.3, the mode of participation of BCC shall be delegated authority.
- 5.3 The chairperson of the meeting shall designate the secretary for the meeting. The secretary shall prepare the minutes and shall be responsible for distribution of the minutes to all members of BCC. All those not members of BCC but officially attending a particular meeting (see below) shall also receive the minutes of that meeting. One copy of the minutes shall be transmitted to the Student Advisory Council.
- 5.4 The Dean and the Briggs Advisory Council (BAC, Section 7 of these Bylaws) shall have the right to designate persons other than those specified in Section 5.1 who shall be invited to attend the BCC meeting and to have the privilege of the floor. In addition, by a majority of members present and voting, the privilege of the floor may be extended to others present.
- 5.5 A quorum shall be defined as larger than half the combined number of student representatives and the voting faculty as defined in 1.1.1.
- 5.6 The BAC shall consult the Dean in preparing the agenda and choosing the dates for BCC meetings. The notice indicating the time, place, and agenda of regular meetings should be distributed at least one week in advance. No matter shall be voted upon unless it is on the agenda. Votes shall be decided by simple majority of those present and voting, unless otherwise specified in these Bylaws or Robert's Rules of Order Revised.
- 5.7 Whereas all business concerning the College shall normally come before the BCC, the faculty may meet separately, without the Dean present, to consider matters of exclusive concern to the faculty. The chairperson of the BAC or the chairperson's designate shall call and chair such meetings. Matters explicitly reserved to the faculty by UBAG, Section 1.2.3, shall be discussed and/or decided at meetings of the above type.

## 6. COMMITTEES OF THE BRIGGS COMMUNITY COUNCIL

6.1 Lyman Briggs College values the contributions of members of groups that have been traditionally underrepresented in academia, and the College encourages their participation in all decision-making processes.

### 6.1.1 The Nature and Establishment of the Standing Committees

6.1.1.1 A standing committee is one whose function is deemed so important that permanent continuity is necessary for smooth operation of the College. Each fall the first meeting of each standing committee will be convened by an Associate Dean within 30 days of the start of classes.

6.1.1.2 The standing committees shall report at least once each semester to the BCC.

6.1.1.3 There shall be the following standing committees of the BCC:

- a. Briggs Educational Policies Committee
- b. Briggs Awards Committee
- c. Lyman Briggs Committee for Inclusivity (LBC Inc.)

### 6.2 General Rules Governing the Standing Committees

6.2.1 Sub-committees may exist at the discretion of the parent committee. Sub-committees shall report only to the parent committee.

#### 6.2.2 Composition of the various standing committees

- a. The Briggs Educational Policies Committee (EPC) shall have a membership of five faculty and three students. The faculty members of EPC shall be representative of all areas of curricular interest in the College: one faculty member from each of the following areas; physical science, biological science, mathematics (including computer science); two representatives from history, philosophy, and sociology of science (HPS). The Associate Dean in charge of curricular matters and the Associate/Assistant Dean for Academic and Student Affairs shall serve as ex officio members.
- b. The Briggs Awards Committee shall have a membership of two faculty, one student, and one administrator representing student affairs, and the Dean ex officio. The committee may call in consultants at its discretion.
- c. The Lyman Briggs Committee for Inclusivity (LBC Inc.) shall have a membership composed of three faculty representatives, one representative from academic student affairs, one staff representative, and two students. The faculty members shall include at least one representative from each of the following three groups (a) tenured faculty (b) pre-tenure tenure-system faculty, (c) fixed term faculty and teaching focused academic specialists. If the fixed term faculty and teaching focused academic specialists, academic student affairs, or support staff are unable to provide one representative in any given term, that position will remain vacant for that term. Representatives from other university diversity-related initiatives shall be expected to liaise and work with the committee. LBC Inc. shall normally meet with the Dean, but may meet without the Dean if it so desires. The mode of participation of LBC Inc. shall be advisory, including contributing to the College's annual diversity and inclusion report.

6.2.2.1 Faculty members of standing committees are to be chosen by ballot vote or by electronic voting of all faculty eligible to vote on internal matters from a slate of candidates chosen from among those eligible to vote in the following manner:

- a. In the case of elections of faculty members to the Educational Policies Committee, the slate of candidates must be divided according to the areas of the College (6.2.2.a) with one representative to be elected for each area in which a term of office has expired. The voting faculty as defined in 1.1.1 within each area shall have the prerogative of choosing from among their numbers the slate of one or more candidates to represent them. If only one candidate is chosen the paper or electronic ballot must include a place for voting non-support. In the event that the faculty in an area chose not to exercise the prerogative of slate making, the slate for that curricular area shall be made by the faculty members of the BAC.
- b. In the case of elections of faculty members to any standing committee except the Educational Policies Committee, the slate of candidates shall be made by the faculty members of the BAC.
- c. In the case of the election of the faculty and staff members of LBC Inc., all members of BCC and support staff will be eligible to vote.
- d. In the case of election of the student members of LBC Inc., they shall be chosen by procedures specified in the Student Bylaws satisfying Section 1.2 and Section 4.2 of these Bylaws of the College. The student members shall serve for a one-year term and may serve one additional term (see Section 4).

6.2.2.2 Terms of office for each of the committees shall begin at the beginning of fall term.

6.2.2.3 Each faculty member of the various standing committees shall have a term of office of two years.

6.2.2.4 Student members shall be chosen by procedures specified in the Student Bylaws and in accordance with sections 1.2 and 4.2 of these Bylaws of the Lyman Briggs College. Office terms shall be one year and a student may serve only two consecutive terms on any one standing committee.

6.2.2.5 No faculty member of a standing committee may serve more than two consecutive terms of office on that committee. In the event that a faculty member is unable to serve out their term of office, the chairperson of the committee in question is to request the BAC to make an interim appointment until the regular election period at the beginning of spring term. In such an event, the faculty members of the BAC shall make such an appointment.

6.2.3 Each of the various committees is to have an internally elected chairperson who will preside at each meeting and internally elected recording secretary who will record all actions and recommendations by the committee and who will distribute minutes of each meeting to the members of the BCC. The chairperson and secretary for each committee shall be chosen as the first order of business.

6.3 The charge to each of the standing committees:

6.3.1 The Briggs Educational Policies Committee shall serve as the College's curriculum committee and as such will review and recommend new courses and monitor old ones and shall establish degree requirements.

6.3.2 The Briggs Award Committee shall be charged with promoting the merits of Briggs community members. The committee shall function to facilitate the application process of students, faculty, and staff to appropriate advancement opportunities. The committee shall solicit, receive, and distribute information relative to awards, scholarships, and grants and shall also function to nominate suitable candidates.

6.3.3 LBC Inc. shall work under existing university guidelines and in concordance with the Office for Inclusion and Intercultural Initiatives to promote and foster an inclusive environment and equal opportunities for all LBC students, faculty, and staff. This will be achieved through *education*, *research*, and *service*. The committee shall *educate* the LBC community by providing current information, statistics, and resources about issues of diversity and inclusion. The committee shall encourage the establishment of and serve as a liaison for scholarly *research* projects and other efforts to create and evaluate interventions that improve inclusive teaching methods and retention. The committee shall coordinate and promote *service* activities, including outreach and engagement efforts that foster a sense of community, increase awareness, and enhance the overall climate of LBC. It is expected the education, research, and service efforts will overlap and that the members of LBC Inc. will work with other LBC and university committees to achieve these goals.

#### 6.4 Ad hoc committees

6.4.1 Ad hoc committees shall be formed as deemed appropriate by the BCC or the BAC. Either BCC or BAC, whichever forms the committee, shall designate the ad hoc committee's convener. At its first meeting the committee shall elect its own chairperson.

### 7. BRIGGS ADVISORY COUNCIL

7.1 Composition of the Briggs Advisory Council (BAC) shall be three from among the regular faculty as defined in 1.1, one from among the fixed term faculty and the teaching focused academic specialists, one from among the academic affairs staff, one from among the support staff, and two students enrolled in the College. If the fixed term faculty and teaching focused academic specialists, academic student affairs staff, or support staff are unable to provide one representative in any given term, that position will remain vacant for that term. All members have the duty of acting in the interest of the College as a whole. The BAC shall normally meet with the Dean, but may meet without the Dean if it so desires. The mode of participation of BAC shall be advisory. (UBAG, Section 1.3.2.)

7.2 The faculty and staff members of the BAC shall be elected by all faculty with internal vote and support staff for three year terms. The election shall be by paper or electronic mail ballot and under the supervision of the existing BAC. No member shall be allowed to serve consecutive three-year terms. The election shall be held during the spring term and members shall take office at the beginning of fall term. The regular faculty members shall be elected so that their terms overlap, i.e., the three-year terms starting in three consecutive years. Also, regular faculty from the HPS and non-HPS faculty groups must both be represented on BAC.

7.3 The student members shall be chosen by procedures specified in the Student Bylaws satisfying Section 1.2 and Section 4.2 of these Bylaws of the College. The student members shall serve for a one-year term and may serve one additional term (see Section 4).

7.4 The BAC shall take office at the beginning of fall term. It shall elect its own chairperson who must be a member of the regular faculty. Four members of the BAC shall constitute a quorum. If faculty vacancies occur on the BAC, they shall be filled according to procedures determined by the faculty member(s) of the BAC remaining in office, and if no faculty members remain in office, by an election supervised by the Dean. Student vacancies shall be filled by procedures specified in the Student Bylaws satisfying Section 1.2 and Section 4.2 of these Bylaws of the College.

7.5 The Duties of the BAC shall include:

7.5.1 The BAC shall act as the steering committee of the BCC. The faculty members of BAC shall constitute the nominating committee for faculty representatives to all Lyman Briggs College committees including ad hoc committees except the Educational Policies Committee. The faculty members of BAC also constitute the nominating committee for faculty representatives for all University committees on which the College is to be represented.

- 7.5.2 As detailed above in Section 5.6, the BAC shall prepare the agenda, choose the dates for BCC meetings, and notify BCC members of the meetings
- 7.5.3 The BAC shall discuss matters of concern to the College. It shall advise the Dean on minor matters and refer decision on major matters to the BCC as a whole without undue delay. A matter shall be a major matter if either (a) the BAC by majority vote deems it to be so; or (b) any three BCC members deem it to be so and advise the BAC to that effect.
- 7.5.4 The BAC shall advise the Dean on the recruiting and hiring of instructional and administrative staff.
- 7.5.5 The BAC shall advise the Dean on retention, reappointment, and promotion of faculty members.
- 7.5.6 The BAC must meet at the request of any one of its members or at the request of the Dean. The BAC shall keep minutes of its meetings and distribute them without delay to all persons specified in Section 5.1.
- 7.5.7 Faculty members of the BAC shall fill by appointment unexpired term vacancies of LBC faculty on all University committees if the length of the unexpired term is less than one full academic year.
- 7.5.8 On matters reserved to the faculty, the faculty members of BAC shall advise the Dean on those that are minor and refer those that are major to the voting faculty as a whole.
- 7.5.9 The BAC shall have shared responsibility with the Provost to determine procedures for review of the Dean at intervals not to exceed five years (mandated by UBAG, Section 2.1.4.1).
- 7.5.10 The BAC shall arrange for review of the Lyman Briggs College's Bylaws at intervals not to exceed five years (mandated by UBAG, Section 2.2.2.2).
- 7.5.11 The Dean shall consult with the faculty members of the BAC before completing the Annual Evaluation and Review documents.
- 7.5.12 The Dean shall promptly seek to convene a meeting of the faculty members of the BAC or their designates to consult about the implementation of faculty salary adjustment guidelines when they are received from the Office of the Provost.
- 7.5.13 At budget development time, the Dean shall promptly seek to convene a meeting of the faculty members of the BAC or their designates to consult about the structure of the Lyman Briggs College budget for the coming academic year.

## 8. PARTICIPATION IN UNIVERSITY GOVERNANCE

- 8.1 Each year, BAC shall be responsible for holding an election to fill vacancies on **University academic governance bodies**, University standing committees and University-level consultative committees. The election shall be by paper or electronic mail ballot and shall be held during the spring term, and those elected shall take office at the beginning of fall term. All faculty members with internal vote may vote in the election. (See Section 1.1.1).
  - 8.1.1 Those eligible to serve on University standing committees on behalf of LBC (except the university committee on faculty tenure or the university committee on faculty affairs) shall include tenure-system faculty, fixed-term faculty, and specialists in the continuing appointment system, as consistent with Section 4.2.1.10 of the University Bylaws for Academic Governance.
  - 8.1.2 Those eligible to serve on University consultative committees on behalf of LBC shall include tenure-system faculty, fixed-term faculty, and specialists in the continuing appointment system, as consistent with the October 27, 1998, resolution of Academic Council.

- 8.1.3 Those eligible to serve on Faculty Council and Academic Council on behalf of LBC shall include tenure-system faculty and also full-time fixed-term faculty who have served at least three consecutive years, in accordance with University Bylaws.

## 9. DEAN'S SEARCH AND SELECTION COMMITTEE

- 9.1 When the Office of the Dean is vacant, or when there is a reasonable expectancy that it will fall vacant within one calendar year, the BAC shall be responsible for holding discussions with the Provost and with the regular faculty as defined in 1.1. These discussions will arrange for shared responsibility between the regular faculty as defined in 1.1 and the Provost in determining procedures for the selection of the Dean to be nominated by the Provost (UBAG, Section 2.1.3.2).

## 10. REAPPOINTMENT, PROMOTION, AND TENURE PROCEDURES

- 10.1 For tenure system faculty members the procedures for reappointment, promotion and tenure for faculty members in Lyman Briggs College shall be maintained in a separate document entitled "Tenure and Promotion Procedures." These procedures must provide for student input.
  - 10.1.1 These procedures shall be adopted and may be amended by the regular faculty as defined in 1.1.
- 10.2 The procedures for reappointment, promotion to Continuing Status, or promotion to Senior Specialist for continuing system academic specialists in Lyman Briggs College shall be maintained in a separate document entitled "Tenure and Promotion Procedures for Continuing System Academic Specialists." These procedures must provide for student input.
  - 10.2.1 These procedures shall be adopted and amended by the voting faculty as defined in 1.1.1.
- 10.3 The procedures for Designation B review for fixed-term faculty members in Lyman Briggs College shall be maintained in a separate document entitled "Lyman Briggs College Criteria and Procedures for considering UNTF members for 'Designation B' status." These procedures must provide for student input.
  - 10.3.1 These procedures shall be adopted and amended by the voting faculty as defined in 1.1.1.
- 10.4 The procedures for fixed-term faculty members up for promotion in Lyman Briggs College shall be maintained in a separate document entitled "Lyman Briggs College Criteria and Procedures for promotion of Fixed Term Faculty from Assistant Professor to Associate Professor or from Associate Professor to Professor." These procedures must provide for student input.
  - 10.4.1 These procedures shall be adopted and amended by the voting faculty as defined in 1.1.1.

## 11. FACULTY SEARCH PROCEDURES

- 11.1 The procedures for faculty searches in Lyman Briggs College shall be maintained in a separate document entitled "Faculty Search Procedures."
  - 11.1.1 The Faculty Search Procedures shall be adopted and may be amended by the regular faculty as defined in 1.1.
- 11.2 Every search committee for tenure-system faculty members or continuing-system academic specialists will include a student representative, who will be identified by SAC upon invitation by a representative of the Dean's office. Once the search process is underway and before student representatives are engaged in the search process, the students should meet with the College's Faculty Excellence Advocate to discuss search practices and guidelines. Students will have voice but no vote on search committees. The students should be brought into the process once the committee has received formal university approval to bring candidates to campus for interviews. The student representatives on search committees will be responsible for coordinating meetings with the candidates and a small group of students. Student representatives on search committees should attend the final search committee meetings as well as the faculty discussions and votes at the end of

the search process to provide insights from the students' point of view to the faculty deliberations of candidates.

## 12. AMENDMENTS

- 12.1 Amendments to these Bylaws shall be proposed and discussed in a regular BCC meeting by placing them on the agenda via the regular means (Sections 7.5.2 and 7.5.3).
- 12.2 Amendments shall be voted on by the student representatives to the BCC and the voting faculty as defined in 1.1.
- 12.3 Voting on amendments shall be done by a paper or electronic mail ballot supervised by the BAC.
- 12.4 An amendment will be ruled as passed if two-thirds of the total ballots cast by a quorum as defined in 5.5 are in favor. Votes shall be counted at the end of two weeks of the date of distribution of ballots.
- 12.5 The Dean's Office shall be responsible for keeping the official copy of these Bylaws and all amendments passed thereto.
- 12.6 The Standing Committees of the BCC shall be added or eliminated according to the procedures specified in Section 6.1.1.