

MICHIGAN STATE UNIVERSITY  
BYLAWS FOR ACADEMIC GOVERNANCE

AUGUST, 2004

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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, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the regular faculty.

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

1.1.1.4. 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 councils and committees shall be all regular faculty 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 faculty member may be elected to an academic governance body as a representative of any unit in which the person holds regular faculty status.

## 1.2. 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.

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 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 a department or school strong in scholarship, teaching capacity, and public service.

2.1.2.2. Deans and directors of other academic units separately reporting to the Provost are responsible for educational, research, and service 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 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 of 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 Board of Trustees upon recommendation of the President and the Provost.

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

2.1.5.1. They 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. They 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. They shall comply with these Bylaws and the bylaws of their academic unit.

2.1.5.4. They 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 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 Committee on Academic Governance. Decisions of the committee can be appealed to Academic 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 Academic 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 Academic Council 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, 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.
- 2.2.9. Academic units shall have written faculty grievance procedures which shall be approved by the University Committee on Faculty Affairs as described in 4.6.3.

## **SECTION 3 - University Academic Governance**

### 3.1. THE ACADEMIC SENATE

#### 3.1.1. Composition of the Academic Senate

3.1.1.1. The voting membership of the Senate shall be the regular faculty (1.1.1.1.) except for the President and Provost. Honorary faculty (1.1.1.3.) shall be members with voice but without vote. The presiding officer may vote to break a tie.

3.1.1.2. The President or, in his or her absence, the Provost shall preside at meetings of the Senate. The Secretary for Academic Governance shall be the secretary of the Senate.

#### 3.1.2. Functions of the Academic Senate

3.1.2.1. The Senate shall act on amendments to the Bylaws for Academic Governance referred to it by Academic Council (3.1.3.2.).

3.1.2.2. Actions of Academic Council may be referred to the Senate for action by a majority vote of Academic Council, by a petition of 40 percent of the Faculty Council or by petition of 20 percent of the voting membership of the Academic Senate.

3.1.2.3. Actions of the Faculty Council on matters reserved to the Faculty (1.2.3.1.) may be referred to the Senate for action by a majority vote of the Faculty Council or by petition of 20 percent of the voting membership of the Academic Senate.

3.1.2.4. The Senate 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. Procedures of the Academic Senate

3.1.3.1. Meetings of the Senate shall be called by the President or the faculty members of the Executive Committee (3.3.2.7.).

3.1.3.2. On any recommendation brought before the Senate, action by the Senate is restricted to approval of the recommendation or referral back to the originating council for further deliberation.

3.1.3.3. The Senate shall establish its own rules and procedures.

3.1.3.4. A quorum of 10 percent of the Senate membership is required for any Senate action. Failure to achieve a quorum shall constitute approval of the action of the Academic Council or the Faculty Council.

3.1.3.5. Minutes shall be distributed to all members of the Academic Senate and Academic Council.

## 3.2. THE ACADEMIC COUNCIL

### 3.2.1. Composition of the Academic Council

3.2.1.1. The Academic Council shall be composed of the Faculty Council, the Appointed Council, 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., designated members of Academic Council Standing Committees, the Executive Committee, the President, the Provost, and designated ex officio members.

3.2.1.1.1. The Faculty Council shall be composed of the faculty representatives from the colleges, faculty representatives from the non-college faculty, the faculty members of the Executive Committee, the President, and the Provost.

3.2.1.1.2. The Appointed Council shall be composed of all deans of academic programs, the directors of the Honors College and Library, director of the 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 Academic 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, Assistant Provost for University Outreach and Engagement, Associate Provost, Assistant Provost and Assistant Vice President for Academic Human Resources, Assistant Provost for Undergraduate Education, Assistant Provost for Graduate Education, Assistant Provost for Academic Student Services and Multicultural Issues,

Assistant Provost for Academic Services and Registrar, Faculty Grievance Official, Secretary for Academic Governance and Ombudsman.

### 3.2.2. Voting Members of the Academic Council

3.2.2.1. The voting members of Academic Council shall be the faculty representatives, student representatives, designated members of Academic Council Standing Committees, voting members of the Executive Committee, deans of academic programs, Dean of the Graduate School, Dean of International Studies and Programs, and the directors of the Honors College and Libraries.

3.2.2.2. The voting members of the Faculty Council shall be the elected faculty representatives and voting faculty members of the Executive Committee.

3.2.2.3. 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 Academic Council according to 3.2.4.1.

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

### 3.2.3. Elected Faculty Representatives

3.2.3.1. Each college shall have at least two representatives. Each college shall have one additional representative for every fifty voting faculty in excess of fifty. Each college with three or more representatives shall have at least one non-tenured faculty member among its representatives.

3.2.3.2. For purposes of determining the number of elected representatives on the Faculty Council to which a college is entitled, the number of voting faculty shall be the number of regular faculty in the college for which a unit of the college has primary responsibility for initiating personnel actions.

3.2.3.3. Each college's faculty representatives shall be elected at-large during the spring semester by mailed 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 3.2.3.1. Nomination procedures shall be specified in college bylaws.

3.2.3.4. 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 Council shall have representation as specified for colleges in 3.2.3.1. and 3.2.3.2. The Secretary for Academic Governance shall supervise nomination procedures.

3.2.3.5. 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.

3.2.3.6. 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.

3.2.3.7. 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.

#### 3.2.4. Student Representatives

3.2.4.1. The Academic Assembly of ASMSU shall select no more than thirty-four (34) undergraduate student representatives to the Academic Council. The selection of non-elected representatives shall occur only once per semester prior to the first Academic Council meeting. No non-elected representative shall be selected in preference to an elected representative. The overall selection shall insure balanced collegiate representation. The Student Assembly of ASMSU shall select no more than three (3) of its representatives to serve on the Academic Council.

3.2.4.1.1. Undergraduate student representatives to the Academic 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 seven graduate students. 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 Academic 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 Academic Council

3.2.5.1. The Academic Council shall consider and act upon all matters within its purview brought before it by the Executive 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.

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

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

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

3.2.5.5. The Academic 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.

3.2.5.5.1. This shall include the Provost, the Vice President for Research and Graduate Studies, the Vice President for Student Affairs and Services, the Dean of The Graduate School, the Dean of International Studies and Programs, the Vice Provost for University Outreach, the Director of Libraries, and the Director of the Honors College.

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

### 3.2.6. Procedures of Academic Council, Faculty Council, the Council of Graduate Students, and the Associated Students of Michigan State University

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



3.2.6.2. The Academic Council shall meet at least once each month during the academic year and more often at the call of the President or the Executive Committee (3.3.2.6.). The agenda shall be prepared by the Executive Committee. The meetings of Academic Council shall be open. Observers shall be seated separately.

3.2.6.3. On all recommendations concerning major academic policies, a standing committee report or a brief summary thereof as compiled by the committee chairperson, shall be published in the MSU News-Bulletin at the time it is submitted to Academic Council for information.

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

3.2.6.5. The Faculty Council shall meet at regular intervals. Meetings shall be called by the President or the Provost in consultation with the Executive Committee. The agenda shall be prepared by faculty members of Executive Committee.

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

3.2.6.7. The Faculty Council, ASMSU, COGS, and the Academic Council shall establish their own rules and procedures. Minutes of each of these Councils shall be distributed to all members of Academic 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.

### 3.2.7. Functions of the Faculty Council

3.2.7.1. The Faculty Council 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 Academic Council and shall consider and act upon all matters brought before it by the President or Provost.

3.2.7.2. On any matter brought before the Faculty Council the mode of participation shall be that which is specified on the matter in the ascription of functions to Academic Council Standing Committees (4.3. - 4.9.).

### 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 Academic 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 Academic Council 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 Academic 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 Academic Council Standing Committees (4.3. - 4.9.).

## 3.3. THE EXECUTIVE COMMITTEE OF ACADEMIC COUNCIL

### 3.3.1. Composition of the Executive Committee

3.3.1.1. The Executive Committee shall be composed of (a) five members of the faculty, elected at large; (b) the Chairpersons of the Standing Committees of Academic Council; (c) the Chairperson and/or President of Academic Assembly and the Council of Graduate Students; (d) one undergraduate student chosen from the voting members of the ASMSU Academic Assembly and (e) one graduate student selected from the student members of the University Graduate Council.

3.3.1.2. At-large faculty members of the Executive Committee shall be designated as members of the Faculty Council, but may not serve concurrently as college representatives or as members of any Academic Council Standing Committee.

3.3.1.2.1. The term of office for the at-large faculty members shall be two years and shall begin on August 15. No individual may serve more than two consecutive terms. Either two or three faculty members shall complete their terms each year.

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

3.3.1.2.2.1. The faculty of University Committee on Academic Governance shall nominate not less than two nor more than four faculty for each position to be filled. Faculty of the University shall have the opportunity to suggest nominees.

3.3.1.2.2.2. The Secretary for Academic Governance shall prepare a vita for each nominee and shall request each nominee to submit a short statement. Both shall be distributed with the ballot.

3.3.1.2.3. If for any reason an at-large faculty member of the Executive 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 Council upon nomination by the faculty of the University Committee on Academic Governance.

3.3.1.2.4. The term of office for student members of the Executive Committee shall be for one year and shall begin on the first day of summer semester classes. No student may serve more than two consecutive terms on the Executive Committee.

3.3.1.2.4.1. Student members of the Executive Committee shall be chosen by Academic Assembly or the Council of Graduate Students.

3.3.1.2.4.2. Should a student member leave the Executive Committee, a replacement shall be chosen by Academic Assembly or the Council of Graduate Students.

3.3.1.3. The President and Provost or designees shall be ex officio members of the Executive Committee. The Secretary for Academic Governance shall be an ex officio member and shall serve as secretary to the committee.

3.3.1.4. The chairperson of the Executive Committee shall be elected by the membership from among the at-large faculty members of the committee. Election shall be for a one-year term.

### 3.3.2. Functions and Procedures of the Executive Committee

3.3.2.1. The Executive Committee shall meet periodically with the President and Provost for an exchange of information and views on University policy.

3.3.2.2. The Executive Committee shall act on behalf of Academic Council when, in the judgment of a majority of the membership of the committee, action is needed before Academic 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 Academic Council as information items and are subject to review by Academic Council. Meetings under this article shall be called by the President, in consultation with the Executive Committee or a sub-committee of Executive Committee designated to act on matters of agenda.

3.3.2.3. The faculty members of the Executive Committee shall act on behalf of Faculty Council when, in the judgment of a majority of those members, action is needed before Faculty Council can be called in session. Such sessions shall be chaired by the President or, in his or her absence, the Provost. Such meetings may be called by the faculty members of the Executive Committee, or by the President or, in his or her absence, the Provost, in consultation with the faculty members of the Executive Committee. Decisions taken under this article shall be reported to Faculty Council as information items and are subject to review by Faculty Council.

3.3.2.4. The Executive committee shall advise the Provost regarding the appropriate Faculty governance bodies and academic governance bodies, if any, to consult on proposals for creation, merger, or abolition of basic academic units to include departments, schools, institutes, colleges, and the Graduate School.

3.3.2.5. The Executive 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.

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

3.3.2.5.2. 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.

3.3.2.6. The Executive Committee, in consultation with the President or Provost, shall prepare the agenda for meetings of the Academic Council. Before each meeting of the Academic Council, the Executive 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.

3.3.2.7. The faculty members of the Executive 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 Council and the Academic Senate. Before any meeting of those bodies, the Executive Committee will hold a duly-announced open meeting at which suggestions for agenda items will be heard.

3.3.2.8. The Executive Committee shall report to Academic Council.

#### 3.4. THE SECRETARY FOR ACADEMIC GOVERNANCE

3.4.1. The Secretary for Academic Governance shall be appointed by the President in consultation with the Executive Committee and they shall review the appointment at periods not to exceed five years.

3.4.2. 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 Academic Council, Faculty Council, Executive Committee of Academic Council and Academic Assembly of ASMSU. The Office of the Secretary along with other administrative offices provides staff support to the Executive Committee, Academic Council, Faculty Council, Academic Assembly of ASMSU, COGS, and the Standing Committees of the Academic Council in the execution of responsibilities directly and indirectly expressed within this document. The Secretary shall supervise elections to the Academic Council, the Academic Assembly of ASMSU, COGS, and the at-large faculty of Executive Committee, with review by the Committee on Academic Governance. The Secretary for Academic Governance shall serve as the secretary of the Academic Assembly of ASMSU.

## **SECTION 4 - The Standing Committees of Academic Council**

### 4.1. ESTABLISHMENT OF STANDING COMMITTEES

#### 4.1.1. There shall be the following Standing Committees of Academic Council:

University Committee on Academic Governance  
University Committee on Academic Policy  
University Committee on Curriculum  
University Committee on Faculty Affairs  
University Committee on Faculty Tenure  
University Graduate Council  
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 (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. 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 two 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 Academic Council 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 Standing Committee are selected from the elected faculty on Academic Council, they shall be elected by the Faculty Council upon nomination by the faculty of the 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 or the University Committee on Faculty Affairs, of fixed term faculty 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, each new committee shall meet and elect its chairperson and, if applicable, an additional representative to Academic Council.

4.2.2.2. The chairperson of each Standing Committee shall prepare each month a summary of the activities of the preceding month and a list of prospective agenda items for the coming month. The Secretary for Academic Governance shall distribute these with the agenda or minutes for Academic Council or Faculty Council and shall make them available to all other interested parties.

4.2.2.3. The chairperson of each committee shall submit an annual report to the Executive Committee by August 31. Summaries of these reports shall be distributed with Academic Council minutes. Each chairperson shall regularly report to the Executive Committee on the work of the committee.

4.2.2.4. Committees are encouraged to call on faculty, students, administrators and others 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. Such individuals are asked to render whatever services are reasonably requested.

4.2.2.5. Committees shall establish their own rules and procedures.

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.

#### 4.2.3. General Functions of 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 Academic Council. Subject to the review of Academic 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.

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.

4.2.4.4. Each committee shall determine its own agenda. Administrators, faculty, and students may suggest items for a committee's agenda.

### 4.3. UNIVERSITY COMMITTEE ON ACADEMIC GOVERNANCE

4.3.1. The Committee on Academic Governance shall have seven faculty members to be selected from the elected faculty on Academic Council. 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.



- 4.3.2. The Committee on Academic Governance shall nominate to the Academic Council appointments to Academic Council Standing Committees, Executive Committee, Advisory-Consultative Committees, and other committees as requested by Academic 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 Academic Council.
- 4.3.4. The Committee on Academic Governance shall interpret the Bylaws for Academic Governance subject to review by Academic 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 bylaws by college committees.
- 4.3.7. Decisions of the Committee on Academic Governance on college and department bylaws are subject to review by Academic Council.
- 4.3.8. The Committee on Academic Governance shall provide guidelines for elections to Academic Council and to the Executive Committee, review challenged elections, and recommend appropriate action to Academic Council.

#### 4.4. UNIVERSITY COMMITTEE ON ACADEMIC POLICY

- 4.4.1. Each college, including the non-college faculty, shall select one faculty member. 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.
- 4.4.2. The chairperson and one other member of the committee shall be designated as voting members of Academic Council.

- 4.4.3. The Committee on Academic Policy shall exercise the faculty's delegated authority on grading policy for undergraduate and graduate-professional students.
- 4.4.4. The Committee on Academic Policy shall consult with the Provost on the establishment, disbandment, or merger of undergraduate and professional academic programs and shall advise the Provost on policy pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate and graduate-professional students and programs.
- 4.4.5. The Committee on Academic Policy shall 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 and graduate-professional students and programs.
- 4.4.6. The Committee on Academic Policy shall advise and consult with the Provost on all other matters of academic policy affecting the University.
- 4.4.7. The Committee on Academic Policy shall advise and consult with the Provost and Vice President for Research and Graduate Studies on policy relating to research development.
- 4.4.8. The Committee on Academic Policy shall coordinate its activities with those of the Committee on Curriculum, the Graduate Council, and other appropriate Academic Council Standing Committees.

#### 4.5. UNIVERSITY COMMITTEE ON CURRICULUM

- 4.5.1. The 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.
- 4.5.2. The chairperson and one other member of the committee shall be designated as voting members of Academic Council.
- 4.5.3. The Committee on Curriculum shall exercise the faculty's delegated authority to review and approve or reject all changes in undergraduate courses, curricula, and degree requirements proposed by academic units, and shall have delegated authority to approve or reject changes in graduate and graduate-professional courses, curricula, and degree requirements, recommended by the Graduate Council.
- 4.5.4. The Committee on Curriculum shall advise the Provost on criteria for the establishment and deletion of courses and curricula.

- 4.5.5. The Committee on Curriculum shall coordinate its activities with those of the Committee on Academic Policy, the Graduate Council, and other appropriate Academic Council Standing Committees.

#### 4.6. UNIVERSITY COMMITTEE ON FACULTY AFFAIRS

- 4.6.1. Each college, including the non-college faculty, shall select one member. 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 Provost or a designee shall be a member with voice but no vote.
- 4.6.2. The chairperson shall be designated as a voting member of Academic Council.
- 4.6.3. The 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 Committee on Faculty Affairs shall advise the Provost on personnel policies relating to faculty (excluding tenure) 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. The Committee on Faculty Affairs shall annually report to a meeting of the Faculty Council on academic budget allocations and adjustments in salary and other forms of economic benefits. This report is in addition to the annual report to Academic Council required of all Standing Committees.
- 4.6.7. All recommendations regarding faculty rights and responsibilities and grievance procedures must be approved by the Faculty Council prior to submission to the Academic Council.

#### 4.7. UNIVERSITY COMMITTEE ON FACULTY TENURE

- 4.7.1. Each college, including the non-college faculty, shall select one member. 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.

- 4.7.2. The chairperson shall be designated as a voting member of Academic Council.
- 4.7.3. The 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 recommend changes to the Faculty Council and the Academic Council.
- 4.7.4. The Committee on Faculty Tenure shall be the judicial and investigatory agency for all tenure actions, shall interpret tenure rules, act on all cases of deviation from the rules, and shall hear all cases for exception to the rules.
- 4.7.5. Decisions by the Committee on Faculty Tenure on matters involving interpretation of tenure rules and in cases involving deviation from tenure rules shall be binding on the administration and on the faculty member concerned.
- 4.7.6. The Committee on Faculty Tenure shall report promptly to the Faculty Council in any case in which the administration acts contrary to the committee's decision on a question involving tenure.

#### 4.8. UNIVERSITY GRADUATE COUNCIL

- 4.8.1. The Graduate Council shall have a faculty member from each college with a graduate 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.
- 4.8.2. The chairperson and one additional member shall be designated as voting members of Academic Council.
- 4.8.3. The Graduate Council shall exercise the faculty's delegated authority on grading policy for graduate students and shall review all changes in graduate and graduate-professional courses, curricula, and degree requirements proposed by academic units and recommend their approval or rejection to the University Committee on Curriculum.
- 4.8.4. The Graduate Council shall have shared responsibility with the Dean of The Graduate School to consult with the Provost on the establishment, disbandment, and merger of graduate programs, on policy pertaining to

methods of instruction, evaluation of instruction, advising and counseling, admissions and retention of graduate students, and on other policy pertaining to administration of graduate programs.

- 4.8.5. The Graduate Council shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the coordination of graduate programs.
- 4.8.6. The Graduate Council 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 programs and graduate students.
- 4.8.7. The Graduate Council 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 education.
- 4.8.8. The Graduate Council shall maintain liaison with academic units offering graduate programs.
- 4.8.9. The Graduate Council shall maintain liaison with the Council of Graduate Students.
- 4.8.10. The Graduate Council shall coordinate its activities with those of the Committee on Curriculum, Committee on Academic Policy, or other appropriate Academic Council Standing Committees.

#### 4.9. UNIVERSITY COMMITTEE ON STUDENT AFFAIRS

- 4.9.1. The Committee on Student Affairs shall have four faculty members selected by the Faculty Council. The committee shall have seven student members appointed as follows: three ASMSU Student Assembly appointees, viz. the Chairperson of the ASMSU Student Assembly or a designee, an appointee of the Black Student Alliance with the approval of the ASMSU Student Assembly and a female appointee; two COGS appointees; and two ASMSU Academic Assembly appointees, viz. one college representative and one other ASMSU Academic Assembly member, one of whom should be non-white. The Vice President for Student Affairs and Services or a designee shall be a member with voice but no vote.
- 4.9.2. The chairperson shall be designated as a voting member of Academic Council.
- 4.9.3. The Committee on Student Affairs shall advise the Vice President for Student Affairs and Services and the Dean of Students 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 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 Council interprets these rights and responsibilities) must be approved by the Faculty Council before consideration by Academic Council. The Academic Council shall not approve any amendment or revision of Sections 2.1.4.9 and 2.2 of Academic Freedom for Students at Michigan State University without prior review by the Committee on Faculty Affairs and the approval of the Faculty Council.

- 4.9.5. The Committee on Student Affairs shall assume the duties of the Committee on Academic Rights and Responsibilities described in Section 2.3 of Academic Freedom for Students at Michigan State University.

## **SECTION 5 - Other Academic Council Committees**

### 5.1. ACADEMIC COUNCIL ADVISORY-CONSULTATIVE COMMITTEES

- 5.1.1. Academic 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 Article 2 do not provide a sufficiently broad base for the University-wide program.
- 5.1.2. Academic 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 Academic 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 Academic Council, through the Executive Committee or an appropriate Standing Committee, needed changes in University policies and procedures. An annual report shall be made to the Executive Committee for summary and distribution with the Academic Council minutes. Minutes of all meetings shall be sent to the Executive Committee.
- 5.1.5. The Committee on Academic Governance shall review each Advisory-Consultative Committee at intervals not to exceed five years and recommend appropriate action, if any, to Academic Council.

### 5.2. ATHLETIC COUNCIL

- 5.2.1. There shall be an Athletic Council with composition and bylaws subject to approval by the Academic 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 regular faculty, 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 Committee on Academic Governance and approved by the Faculty 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 shall submit an annual report to the Academic Council for discussion and distribution with Academic Council minutes.

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 Academic Council.

5.3. AD HOC COMMITTEES OF THE ACADEMIC COUNCIL

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

5.3.2. The Executive Committee shall recommend to Academic 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 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 Academic Council or any committee appointed or nominated by Academic 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, 1984.

### 6.3. UNIVERSITY ACADEMIC INTEGRITY REVIEW BOARD

- 6.3.1. The composition and jurisdiction of this body are set forth in Academic Freedom for Students at Michigan State University.
- 6.3.2. 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.
- 6.3.3. 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.
- 6.3.4. No faculty members of Academic Council or any committee appointed or nominated by Academic Council or Faculty Council shall be eligible to serve concurrently on the University Academic Integrity Review Board.

6.4. UNIVERSITY STUDENT APPEALS 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 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.
- 6.4.3. 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.
- 6.4.4. No faculty members of Academic Council or any committee appointed or nominated by Academic Council or Faculty Council 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 Academic 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 Committee on Academic Governance and subsequently may be introduced to Academic Council by the Committee on Academic Governance or any member of Academic Council. Final actions on amendments shall be in accordance with Section 3.1.2.1.
  - 8.3.2. Following approval, the Executive 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 Executive 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 Executive Committee with the President's written objections and recommendations within 30 days (subject to the exclusion noted in 8.3.2.1.). The Executive Committee shall submit the proposed amendment and the President's comments to the Academic Council for reconsideration.
      - 8.3.2.2.1. If the Academic Council declines reconsideration, or if reconsideration results in no change to the proposed amendment, the Executive 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 Academic Council. Amendments acted upon by Academic Senate shall be forwarded to the President according to the provisions of 8.3.2.

