

MICHIGAN STATE
UNIVERSITY

February 17, 2020

MEMORANDUM

TO: Deborah Moriarty, Chairperson
The Steering Committee

FROM: Tyler Silvestri, Chairperson
University Committee on Academic Governance

SUBJ: Bylaws Affected by Executive Vice President for Health Sciences

I write in response to your February 12 request that the University Committee on Academic Governance identifies those portions of the *Bylaws for Academic Governance* concerning the Provost's participation in academic governance. On February 13, UCAG authorized me to develop a list of such bylaws on the committee's behalf.

A list identifying the thirty-nine such bylaws, including the full text of each, is attached. For your convenience, I have separated those nineteen provisions that (based on my understanding of the new EVP's duties) would almost certainly need to be changed. The remaining twenty might need amending depending on the desired scope of the EVP's participation in academic governance.

As always, please let me know if you have any questions or if I can be of any further assistance.



**UNIVERSITY
COMMITTEE ON
ACADEMIC
GOVERNANCE**

Handwritten signature of Tyler Silvestri in black ink.

Enclosures

cc: Samuel Stanley, President
Norman Beauchamp, Executive Vice President for Health Sciences
Teresa Sullivan, Interim Provost
Gary Hoppenstand, Secretary for Academic Governance
Stephanie Anthony, At-Large Steering Committee Member
Megan Donahue, At-Large Steering Committee Member
Jennifer Johnson, Steering Committee Vice Chairperson
Anna Pegler-Gordon, At-Large Steering Committee Member
Marni Goodwin, Executive Assistant to the President

Michigan State
University

Tyler Silvestri
Chairperson
University Committee on
Academic Governance

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Bylaws Affected by Executive Vice President for Health Sciences

Bylaws Requiring Amendments

1. 2.1.3.1.
 - ◇ “The voting faculty of each department or school shall have shared responsibility with the relevant dean to determine procedures for the nomination of chairpersons and directors to be selected by the Provost.”
2. 2.1.3.2.
 - ◇ “The voting faculty of each college, as represented by the faculty members of the College Advisory Committee, shall have shared responsibility with the Provost to determine procedures for the nomination of that college’s deans.”
3. 2.1.3.3.
 - ◇ “The nomination to the Provost of assistant and associate academic unit administrators shall be the responsibility of the academic administrator to whom they directly report.”
4. 2.1.4.1.
 - ◇ “The College Advisory Committee of each college shall have shared responsibility with the Provost to determine procedures for the review of that college’s dean.”
5. 2.1.4.5.
 - ◇ “The appointment of a dean, chairperson, or director, as such, may be terminated at any time by resignation or by action of the President upon the recommendation of the Provost.”
6. 3.3.1.2.2.
 - ◇ “For purposes of determining the number of elected representatives on the Faculty Senate to which a college is entitled, the number of voting faculty (1.1.2.1), shall be the total number of faculty for whom the academic units in the college have primary responsibility for initiating personnel actions (1.1). For purposes of determining the number of faculty members required for the conduct of governance in accordance with these Bylaws, the census of the voting faculty will be provided to the Secretary for Academic Governance by the Office of the Provost no later than October 1 of each year.”
7. 3.3.6.2.
 - ◇ “The University Committee on Undergraduate Education (UCUE) will report to the University Council, provided that on issues of establishment, moratorium, discontinuance, and merger of programs, the University Council and the Faculty Senate will be informed of UCUE’s consultation with the Provost.”
8. 3.3.6.3.
 - ◇ “The University Committee on Graduate Studies (UCGS) will report to the University Council, provided that on issues of establishment, moratorium, discontinuance, and merger of programs, the University Council and the Faculty Senate will be informed of UCGS’s consultation with the Provost.”

9. 3.4.2.4.
 - ◇ “The Steering Committee shall advise the Provost regarding the appropriate faculty, academic, and student governance bodies, if any, to consult on proposals for establishment, moratorium, discontinuance, or merger of basic academic units, including departments, schools, institutes, colleges, and the Graduate School.”
10. 4.4.5.
 - ◇ “The UCUE shall have shared responsibility with the Dean of Undergraduate Studies to consult with the Provost on the establishment, moratorium, discontinuance, or merger of undergraduate academic programs; on policies pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate students and programs; and on other policies pertaining to undergraduate education. On issues of the establishment, moratorium, discontinuance, and merger of undergraduate academic programs, the University Council and the Faculty Senate will be informed of the UCUE’s consultation with the Provost.”
11. 4.4.6.
 - ◇ “The UCUE shall have shared responsibility with the Dean of Undergraduate Studies to consult with the Provost on policy pertaining to admissions and retention, financial aid, and the use and distribution of educational and research resources for undergraduate students and programs.”
12. 4.4.7.
 - ◇ “The UCUE shall advise and consult with the Dean of Undergraduate Studies and the Provost and make recommendations to the University Council on all other matters of academic policy affecting undergraduate students.”
13. 4.5.4.
 - ◇ “The UCC shall advise the Provost on criteria for the establishment and deletion of courses and curricula.”
14. 4.6.3.
 - ◇ “The UCFA shall have shared responsibility with the Provost for the formulation of faculty grievance procedures and on the rights and responsibilities of faculty.”
15. 4.6.4.
 - ◇ “The UCFA shall advise the Provost on personnel policies relating to faculty, including appointment, reappointment, promotion, leaves, retirement, and assignment to teaching, research, and administration.”
16. 4.7.3.
 - ◇ “The UCFT shall advise the Provost on the formal and procedural rules for the award and revocation of tenure and on policies relating to tenure, and shall make recommendations to the Faculty Senate on such rules and on policies.”
17. 4.8.5.
 - ◇ “The UCGS shall have shared responsibility with the Dean of the Graduate School to consult with the Provost on the establishment, moratorium, discontinuance, or merger of graduate programs; on policy pertaining to methods

of instruction, evaluation of instruction, advising and counseling, and admissions and retention of graduate and graduate-professional students; and on other policies pertaining to administration of graduate and graduate-professional programs. On issues of the establishment, moratorium, discontinuance, and merger of graduate programs, the University Council and the Faculty Senate will be informed of UCGS's consultation with the Provost."

18. 4.8.6.

- ◇ "The UCGS shall have shared responsibility with the Dean of the Graduate School to advise the Provost on the coordination of graduate and graduate-professional programs."

19. 4.8.7.

- ◇ "The UCGS shall have shared responsibility with the Dean of the Graduate School to consult with the Provost on policies pertaining to financial aid and employment of graduate students and on the use and distribution of educational and research resources for graduate and graduate-professional programs and students."

Bylaws Possibly Requiring Amendments

20. 3.1.1.1.

- ◇ "The voting membership of the Academic Congress shall be the voting faculty as defined in 1.1. including the President and Provost. Honorary faculty shall be members with voice but without vote. The presiding officer may vote to break a tie."

21. 3.2.1.

- ◇ "Composition of the University Council. The University Council shall be composed of the members of Faculty Senate, selected pursuant to 3.3.1, the Appointed Council, all faculty serving as Chairpersons of College Advisory Committees, the Chairperson of the Athletic Council, members of the Associated Students of Michigan State University (ASMSU) selected pursuant to 3.2.3.1, members of the Council of Graduate Students (COGS) selected pursuant to 3.2.3.2, Chairpersons of University-level Standing Committees, The Steering Committee, the President, the Provost, and designated ex-officio members in 3.2.1.2."

22. 3.2.1.1.

- ◇ "The Appointed Council shall be composed of all Deans, the Director of Libraries, the Director of the FRIB, the President, and the Provost."

23. 3.2.1.2.

- ◇ "The University Council shall have the following ex-officio members: Vice President for Student Affairs and Services; Vice President for Research and Graduate Studies; Vice President for Information Technology; the associate provosts; University Registrar; Athletic Council Chairperson; Faculty Grievance

Official; Secretary for Academic Governance, and Ombudsperson. One representative of the faculty emeriti will serve ex officio with voice, but no vote.”

24. 3.2.4.2.

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

25. 3.2.4.8.1.

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

26. 3.2.7.1.

- ◇ “ASMSU shall consider and act upon all recommendations to University Council regarding student academic rights and responsibilities and judicial procedures; upon any proposed amendment to or revision of Student Rights and Responsibilities at Michigan State University (SRR) prior to its consideration by University Council; upon all matters brought before it by the President, the Provost, or the Vice President for Student Affairs and Services; and upon all matters on which its constitution requires such action.”

27. 3.2.8.1.

- ◇ “COGS shall consider and act upon all recommendations to University Council regarding student academic rights and responsibilities and judicial procedures; upon any amendment to or revision of the SRR, and Graduate Student Rights and Responsibilities prior to its consideration by University Council; upon all matters brought before it by the President, the Provost, or the Vice President for Student Affairs and Services; and upon all matters on which its constitution requires such action.”

28. 3.3.1.5.

- ◇ “The President, the Provost, one elected member from ASMSU, one elected member from COGS, and the Chairperson of the Athletic Council will serve as ex-officio members of the Faculty Senate, with voice, but no vote.”

29. 3.3.4.6.

- ◇ “The Faculty Senate obtains and synthesizes the opinion of the faculty to form recommendations on key issues facing the University, and communicates those recommendations to the President and the Provost.”

30. 3.4.1.3.

- ◇ “The Provost shall be an ex-officio member of The Steering Committee. The Secretary for Academic Governance shall be an ex-officio member of The Steering Committee and shall serve as Secretary to The Steering Committee,

having voice but no vote. Along with support to academic governance, the Office of Academic Governance will supply clerical and administrative assistance to The Steering Committee.”

31. 3.4.2.1.

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

32. 3.4.2.7.

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

33. 4.3.1.

- ◇ “The University Committee on Academic Governance (UCAG) shall include a faculty member from each college, and a faculty member from the non-college faculty. Eligibility to serve on UCAG is limited to faculty members who have previously served on a University-level Standing Committee or the Faculty Senate. Three undergraduate student members of ASMSU, two graduate student members from COGS, the Provost, and the Secretary for Academic Governance shall be ex-officio members of UCAG.”

34. 4.4.1.

- ◇ “The membership of the University Committee on Undergraduate Education (UCUE) shall include a faculty member from each college, including a faculty member from the Honors College who is not currently serving as a committee member on another University Standing Committee and a faculty member from the non-college faculty. UCUE shall also have four undergraduate student members, of whom one must be the Vice President of Academic Affairs of ASMSU, and two graduate student members from COGS. The Provost shall be a member with voice, but no vote.”

35. 4.5.1.

- ◇ “The members of the University Committee on Curriculum (UCC) shall include a faculty member from each college. UCC shall also have five undergraduate student members, of whom one must be a member of ASMSU, and two graduate student members. The Provost shall be a member with voice, but no vote. The Provost shall also name an executive secretary to serve ex officio without vote. The University Registrar shall serve ex officio without vote.”

36. 4.6.1.

- ◇ “The faculty of each college, and the non-college faculty, shall select one faculty member to represent it on the University Committee on Faculty Affairs (UCFA). UCFA shall have as members at least two non-tenured regular faculty and two fulltime fixed-term faculty who are eligible to be voting faculty under 1.1.1.2.

Each year the University Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty and full time fixed-term faculty as members of the UCFA. The Provost and the Director of the Office of Planning and Budgets shall be a member of UCFA with voice, but no vote.”

37. 4.6.5.

- ◇ “The UCFA shall consult with or advise the Provost during the formulation of the University’s annual budget request to the State of Michigan.”

38. 4.7.1.

- ◇ “The faculty of each college, and non-college faculty, shall select one regular faculty member (1.1.1.1) to represent it on the University Committee on Faculty Tenure (UCFT). UCFT shall have as members at least three non-tenured faculty hired under the rules of tenure. Each year the Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty as members of the UCFT. The UCFT shall have two undergraduate student members from ASMSU, and one graduate student member. The Provost shall be a member with voice, but no vote.”

39. 7.1.

- ◇ “The administrator of an academic unit shall render necessary support, clerical and otherwise, to academic governance at the unit level. At the University level, this is the responsibility of the Provost and the Vice President for Student Affairs and Services.”