

BYLAWS
THE COLLEGE OF ARTS AND LETTERS
MICHIGAN STATE UNIVERSITY

1. THE FACULTY

1.1. Composition of the Faculty

- 1.1.1. The regular faculty of the College of Arts and Letters shall be composed of all persons in the College who have been appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor or instructor.
- 1.1.2. The fixed-term faculty of the College of Arts and Letters shall consist of all persons holding the rank of professor, associate professor, assistant professor or instructor, but not appointed under the rules of tenure.
- 1.1.3. Other faculty shall be those persons designated as visiting professors, adjunct professors, specialists and professors emeriti.

1.2. Voting Faculty

- 1.2.1. The voting faculty in College matters shall consist of all regular College faculty, plus those fixed-term faculty who have served under a full-time appointment in the College for at least one year. The voting faculty in Department and School matters shall be determined by those units' bylaws.
- 1.2.2. A faculty member jointly appointed in 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 as indicated on the multiple appointment form filed in the office of the Provost.

1.3. Faculty Meetings

- 1.3.1. A College meeting shall normally be held at least twice during each academic year. Additional ordinary meetings of the College may be called by the Dean, the College Advisory Council, petition to the Dean by ten percent of the voting faculty of the College, or petition by at least fifty students enrolled in the College of Arts and Letters as defined in 2.1.2.
- 1.3.2. Announcement
 - 1.3.2.1. The Dean shall mail to each member of the faculty and to each eligible voting student member written notice at least one week prior to an ordinary meeting, along with an agenda for the meeting.
- 1.3.3. Special Meetings
 - 1.3.3.1. Should a situation require immediate action, any of those who may call an ordinary meeting may call a special meeting by providing

in writing the agenda of the meeting and an appropriate explanation of the situation, delivered to the office or campus mailbox of each qualified voting member of the College, at least two working days prior to the meeting. Actions taken at special meetings shall be only those on the agenda described in the notice. Written minutes of a special meeting shall be delivered to the office or campus mailbox of each qualified voting member within five working days after that meeting.

1.3.4. Conduct of meeting

- 1.3.4.1. Fifteen percent of the qualified voting members of the College shall constitute a quorum for the conduct of business of both ordinary and special meetings.
- 1.3.4.2. The Dean of the College or his/her designate, shall preside at all College meetings.
- 1.3.4.3. Conduct of business at College meetings shall follow the revised Robert's Rules of Order except as modified by vote of the College. A parliamentarian shall be designated for each meeting by the chairperson.
- 1.3.4.4. By a simple majority vote of the meeting before a vote is taken on an agenda item, a mail ballot may be called for. If a quorum is not present at a meeting, all voting must be by mail vote. All mail ballots must be sent out, accompanied by the minutes of the meeting, within one week of the meeting and a deadline set for the return of the ballot(s).
- 1.3.4.5. The secretary of the College Advisory Council shall serve as secretary of meetings of the College and shall distribute the minutes of each meeting to all qualified voting members in the College within two weeks after the meeting.
- 1.3.4.6. Action which is interpreted by the Dean in consultation with the chairperson of the College Advisory Council as constituting policy or position shall be restricted to those items for which an agenda calling for such action had been distributed to the voting members at least one week in advance of the meeting date, except in the case of special meetings.
- 1.3.4.7. Items may be placed on the agenda of meetings by the Dean, the College Advisory Council, petition by any 10% of the voting faculty of the College, or petition by at least fifty students enrolled in Arts and Letters as defined in 2.1.2.

2. THE STUDENTS

2.1. *Student Constituency of the College*

- 2.1.1. The student constituency of the College for the purpose of selecting student representatives from the College to University committees shall be all currently enrolled students who have declared with the Registrar a

major or major preference (in the case of lower division students) in an academic program administered in the College. 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.

- 2.1.2. Those students who are enrolled as candidates for graduate degrees, or as candidates for graduate-professional degrees shall be deemed graduate students.
- 2.1.3. All other students shall be deemed undergraduate students.
- 2.1.4. The student constituency for purposes other than that specified above shall be all students who have declared a major or major preference in an academic program of the College.
- 2.1.5. All students serving on College standing committees and two students selected by each Department or School, preferably one graduate and one undergraduate, from Department or School standing committees, and one from the Humanities Program, shall automatically be voting members of College meetings except on matters reserved to faculty only by the current *Bylaws for Academic Governance-Michigan State University*.

2.2. *Student Participation in Academic Governance*

- 2.2.1. Student participation in College academic governance bodies shall in all cases be in the same mode as faculty participation, except as reserved. The matters reserved to faculty are:
 - 2.2.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.
 - 2.2.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual faculty members.
 - 2.2.1.2.1. Evidence from students regarding the teaching performance of faculty shall be considered in decisions concerning the above matters.
 - 2.2.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

3. COLLEGE ORGANIZATION

3.1. *Dean of the College*

- 3.1.1. The College's administrative officers are the Dean, Associate and Assistant Deans, and the Department or School chairpersons or directors. The duties, responsibilities, and powers of these officers and the procedures for appointment and review of appointment shall be as specified in Sections 2.1.2., 2.1.3., and 2.1.4. of the current *Bylaws for Academic Governance-Michigan State University*.

- 3.1.2. The Dean is responsible for educational, research/creative and service programs of the College. This responsibility includes budgetary matters, physical facilities and personnel matters in his or her jurisdiction taking into account the advisory procedures of the College.
- 3.1.3. The voting faculty of the College shall have shared responsibility with the Provost to determine procedures for the selection of the Dean to be nominated by the Provost.
- 3.1.4. The selection of assistant and associate administrators to be nominated to the Provost shall be the responsibility of the Dean who shall consult the College Advisory Council.
- 3.1.5. The Dean of the College shall be subject to regular review at intervals not to exceed five years.
 - 3.1.5.1. The College Advisory Council shall have shared responsibility with the Provost to determine procedures for the review of the Dean. It is recommended that the procedure developed should include interviews with the chairpersons and directors by the Provost.
 - 3.1.5.2. There is no limit, other than the limit imposed by the University rules on retirement from administrative positions, on the number of times an individual may be continued in the position of Dean.
 - 3.1.5.3. At any time during the term of office, the appointment of a Dean, as Dean, may be terminated either by resignation or by action of the Board of Trustees upon recommendation of the President and Provost.
- 3.1.6. The Dean shall participate in academic governance as part of administrative responsibility. This participation shall include those responsibilities listed in Section 2.1.5. of the University Bylaws.

3.2. *College Advisory Council*

- 3.2.1. Composition
 - 3.2.1.1.1. To ensure that the over-all academic interests of the College are represented, the College Advisory Council shall be composed of:
 - 3.2.1.1.1.1. One faculty member from each Department or School, with vote.
 - 3.2.1.1.1.2. One member selected each year by the elected faculty members of the College Advisory Council from among the College representatives to the Academic Council, who will serve *ex officio*, without vote.
 - 3.2.1.1.1.3. The Dean, who may also appoint an Associate or Assistant Dean at his/her discretion. They shall serve *ex officio*, without vote.
 - 3.2.1.1.1.4. Two undergraduate students, with vote except in the nomination, election, or appointment of a faculty member to College or University committees, the

College Advisory Council, and the Elected Faculty Council.

- 3.2.1.1.1.5. Two graduate students, with vote except in the nomination, election, or appointment of a faculty member to College or University committees, the College Advisory Council, and the Elected Faculty Council.

3.2.2. Functions

- 3.2.2.1. The College Advisory Council shall serve as a means of participation by faculty and students in the policy-making of the College.
- 3.2.2.2. The College Advisory Council shall serve as a deliberative body which recommends policies to the Dean.
- 3.2.2.3. The College Advisory Council shall establish, as the need arises, a process of faculty review before any action is taken to create, alter, dissolve, discontinue, disband, or downgrade an academic Department, Unit, or Program.
- 3.2.2.4. The College Advisory Council shall act as an agency through which individual faculty or students may initiate action in the academic governance of the College; it may refer such matter to an appropriate College committee, and shall receive reports as required from College representatives to University committees.
- 3.2.2.5. The College Advisory Council shall advise and consult with the Dean on problems concerning the welfare of the College.
- 3.2.2.6. The College Advisory Council shall have delegated authority to supervise and conduct all faculty elections at the College level, including the election of College representatives to the Faculty Council of the University.
- 3.2.2.7. The College Advisory Council shall name replacements to the Faculty Council of the University when an elected faculty representative is unable to serve for a period of one academic semester or more.
- 3.2.2.8. The College Advisory Council shall have shared responsibility with the Dean in determining the time, date, and place of all College faculty meetings.
- 3.2.2.9. The College Advisory Council shall have shared responsibility with the Dean in preparing the agenda and making all necessary arrangements for College faculty meetings.
- 3.2.2.10. The College Advisory Council shall consult with the Dean in the replacement and appointment of Associate and Assistant Deans.
- 3.2.2.11. The College Advisory Council shall have shared responsibility with the Provost in determining procedures for the review of the Dean.

3.2.3. Procedures

- 3.2.3.1. The Council shall determine its own operating rules and procedures and annually elect a chairperson and a secretary from its voting membership at the first meeting of the fall semester.
- 3.2.3.2. The Council shall meet as often as required to perform its duties but no less than four times in each academic semester, except summer session.
- 3.2.3.3. Meetings may be called by the Dean, the Council chairperson or by petition of at least one-third of the voting members to the Council chairperson.
- 3.2.3.4. The minutes of the College Advisory Council meetings shall be published and distributed to all members of the faculty and the student representatives within ten days after approval.

3.2.4. Elections

- 3.2.4.1. Elections for the College Advisory Council shall take place in the spring semester.
- 3.2.4.2. Any member of the regular or fixed-term faculty of the College shall be eligible for election to the Advisory Council.
- 3.2.4.3. Any student, as defined in Sections 2.1.2. and 2.1.3. of these bylaws, shall be eligible for election to the Advisory Council.
- 3.2.4.4. Elected faculty members of the College Advisory Council shall serve for two-year terms. No faculty member of the College Advisory Council shall serve more than two consecutive terms.
- 3.2.4.5. Student representatives shall be elected to the Advisory Council using the procedures agreed upon by the student constituency.
- 3.2.4.6. Student members shall serve one-year terms.
- 3.2.4.7. All terms of office shall commence at the beginning of the fall semester.
- 3.2.4.8. Any faculty vacancy occurring during a term of office shall be filled for the remainder of the unexpired term. A vacancy shall occur by resignation or when a Council member is absent, or expects to be absent, for a period of two months or more. The replacement shall be selected by the unit of the resigning representative. Such appointed members of the Council shall serve without restriction to the number of consecutive terms served.
- 3.2.4.9. Any student vacancy occurring during a term of office shall be filled as provided for in sections 3.2.4.6.

3.3. *Standing Committees of the College Advisory Council*

- 3.3.1. The Standing Committees of the College Advisory Council shall be the College Curriculum Committee and the College Graduate Affairs Committee.
- 3.3.2. College Curriculum Committee
 - 3.3.2.1. Functions
 - 3.3.2.1.1. The College Curriculum Committee shall review and evaluate College educational policies, including those governing

pedagogy and educational objectives, and bring before the College any issues that might, in the opinion of this Committee, require deliberation by the College faculty as a whole.

- 3.3.2.1.2. The College Curriculum Committee shall serve as the College curriculum committee for all undergraduate courses and programs.
- 3.3.2.1.3. The College Curriculum Committee shall deal with problems presented to it or issues defined within the Committee as a result of its concern for curricular matters inside and outside the College.
- 3.3.2.1.4. In consultation with the Departments or School, the College Curriculum Committee shall take leadership in considering the establishment and elimination of courses and curricula within the College.
- 3.3.2.2. **Composition**
 - 3.3.2.2.1. To ensure representation of the diverse academic interests of the College, the College Curriculum Committee shall be composed of:
 - 3.3.2.2.1.1. One voting faculty member selected by each academic unit offering courses in the College.
 - 3.3.2.2.1.2. Two voting undergraduate student representatives.
 - 3.3.2.2.1.3. Ex officio members, without vote, consisting of the Dean and the appropriate Associate or Assistant Dean and any faculty members from the College serving on the University Curriculum Committee.
- 3.3.2.3. **Procedures**
 - 3.3.2.3.1. The Committee shall determine its own operating rules and procedures.
 - 3.3.2.3.2. Its chairperson shall be elected from among its members.
 - 3.3.2.3.3. The Committee shall meet at least once during each of the fall and spring semesters.
 - 3.3.2.3.4. The Committee shall meet on the call of the chairperson or on petition by half of its members.
 - 3.3.2.3.5. The chairperson shall report the activities of the Committee at the spring meeting of the College.
 - 3.3.2.3.6. The Committee shall report its activities to the College faculty through its minutes and make an annual report to the College Advisory Council.
- 3.3.2.4. **Eligibility**
 - 3.3.2.4.1. All voting members of the faculty of the College shall be eligible for election, with the following exceptions:
 - 3.3.2.4.1.1. Members of the College Advisory Council and other standing committees of the College with a remaining term of office longer than six months.

- 3.3.2.4.1.2. The Dean, Associate and Assistant Deans, and Department or School chairpersons or directors.
- 3.3.2.4.1.3. No voting faculty member shall serve more than two consecutive terms.
- 3.3.2.4.2. Undergraduate majors in Arts and Letters in good academic standing shall be eligible for the undergraduate student seats.
- 3.3.2.4.3. Graduate students in Arts and Letters in good academic standing shall be eligible for the graduate student seats.
- 3.3.2.5. Terms of Office
 - 3.3.2.5.1. Voting faculty members shall serve two-year terms, with one-half of the members elected each year.
 - 3.3.2.5.2. The undergraduate and graduate student representatives shall serve one-year terms.
 - 3.3.2.5.3. Terms of office shall commence at the beginning of the fall semester following election.
 - 3.3.2.5.4. A vacancy occurring during a term of office shall be filled for the remainder of the unexpired term. The replacement of a faculty member shall be made by the Department or School concerned. The replacement of an undergraduate student or graduate student shall be made by the respective group naming the representative. A vacancy shall occur by resignation or when a committee member expects to be unable to serve for a period of two months or more.
- 3.3.2.6. Elections
 - 3.3.2.6.1. Each academic unit offering courses in the College of Arts and Letters shall determine its own methods of selecting its representatives.
 - 3.3.2.6.2. The election of faculty representatives shall take place during the spring semester of the academic year under the auspices of the College Advisory Council.
 - 3.3.2.6.3. Graduate student members of the College Curriculum Committee shall be chosen in accordance with Section 2.2.3.1. of the current *Bylaws for Academic Governance-Michigan State University*.
 - 3.3.2.6.4. Undergraduate student members of the College Curriculum Committee shall be chosen in accordance with Section 2.2.3.1. of the current *Bylaws for Academic Governance-Michigan State University*.
- 3.3.3. College Graduate Affairs Committee
 - 3.3.3.1. Composition
 - 3.3.3.1.1. The College Graduate Affairs Committee shall be composed of:
 - 3.3.3.1.1.1. One faculty representative from each Department, School, or extra-departmental Program with a graduate degree program.

- 3.3.3.1.1.2. A representative from the Center for Integrative Studies/Arts and Humanities, *ex officio*, and a representative without vote from the Department of American Thought and Language.
 - 3.3.3.1.1.3. The representatives of the College on the University Graduate Council, *ex officio*.
 - 3.3.3.1.1.4. The College Associate or Assistant Dean for Graduate Studies and Research.
 - 3.3.3.1.1.5. Student members of the College Graduate Committee chosen in accordance with Section 2.2.3.1. of the current Bylaws for Academic Governance-Michigan State University.
- 3.3.3.2. Functions
- 3.3.3.2.1. The College Graduate Affairs Committee shall be the legislative and policy-making organ of the College in all matters dealing with graduate work.
 - 3.3.3.2.2. The College Graduate Affairs Committee shall review and make recommendations concerning existing and proposed graduate programs and courses within the College.
- 3.3.3.3. Procedures
- 3.3.3.3.1. The Committee shall determine its own operating rules and procedures.
 - 3.3.3.3.2. The Committee shall select its own chairperson.
 - 3.3.3.3.3. The Committee shall meet on the call of the graduate chairperson or on petition by half of its members.
 - 3.3.3.3.4. The chairperson shall report the activities of the Committee at the spring meeting of the College.
 - 3.3.3.3.5. The Committee shall report its activities to the College faculty through minutes and make an annual report to the College Advisory Council.
- 3.3.3.4. Eligibility
- 3.3.3.4.1. Any voting faculty member of Units and extra-departmental Programs offering a graduate degree is eligible for selection to the Graduate Committee subject to provisions enumerated in Unit and extra-departmental Program policies and except the Dean, Associate and Assistant Deans, and Department or School chairpersons or directors.
 - 3.3.3.4.2. The graduate student representatives must be candidates for advanced degrees within the College of Arts and Letters and in good academic standing.
- 3.3.3.5. Terms of Office
- 3.3.3.5.1. Faculty representatives shall serve terms of office according to individual unit policies.
 - 3.3.3.5.2. The graduate student representatives shall serve a one-year term, to commence at the beginning of fall semester.

3.3.3.5.3. A faculty vacancy occurring on the committee during a term of office shall be filled for the remainder of the unexpired term.

A faculty vacancy shall occur by resignation or when a committee member is absent or expects to be absent for a period of two months or more. The replacements shall be selected by the unit of the resigning representative.

3.3.3.5.4. Any student vacancy occurring during a term of office shall be filled as provided for in sections 5.6.2. and 5.6.3. of the current *Bylaws for Academic Governance-Michigan State University*.

3.3.3.6. Selection

3.3.3.6.1. When a faculty representative is about to finish a term of office, the Unit concerned shall select its representative in accordance with Unit policies.

3.3.3.6.2. In spring semester, the graduate student representative shall be elected as specified in the current *Bylaws for Academic Governance-Michigan State University*.

3.4. *Standing Committees Advisory to the Dean*

3.4.1. College Reappointment, Promotion, and Tenure Committee

3.4.1.1. Function

3.4.1.1.1. The College Reappointment, Promotion, and Tenure Committee is advisory to the Dean. It shall review the dossiers of all candidates for reappointment, promotion, and tenure according to the criteria for reappointment, promotion, and tenure set forth in the *MSU Faculty Handbook* in the section entitled "Appointment, Reappointment, Tenure and Promotion Recommendations." It shall also review matters of procedure in the Department or School RPT process.

3.4.1.2. Composition and Selection

3.4.1.2.1. The Committee shall consist of five members holding the rank of associate professor with tenure or professor: four (4) members elected by the College faculty and one (1) member appointed by the Dean. No Department or School shall have more than one of its members on the Committee at any given time.

3.4.1.2.2. Elected Committee members shall serve two-year terms. To provide continuity on the Committee, the terms of Committee members shall be staggered: two members of the Committee shall be elected each year and two members shall continue their term.

3.4.1.2.3. Elections for the following year's Committee shall be held at the beginning of the Spring semester. Each Department or School of the College that does not have a continuing representative on the Committee shall nominate one tenured faculty member. From this list of nominees, the CAC shall

- select four for the final ballot. From this list of four tenured members, the regular faculty of the College shall elect two individuals to serve on the Committee.
- 3.4.1.2.4. In the spring semester, after the College-wide balloting for the Committee has been concluded, the Dean shall appoint one (1) member of the Committee to a one-year term.
 - 3.4.1.2.5. In any year when the Departments of Art and Theatre and the School of Music are not collectively represented on the Committee by a member of one of those Departments or School, the CAC shall solicit nominations from those Departments and School and appoint a sixth member of the Committee to a one-year term.
 - 3.4.1.2.6. All regular faculty with tenure shall be eligible to serve on the Committee except the Dean, Associate or Assistant Deans, and Department and School chairpersons and directors.
 - 3.4.1.2.7. The CAC shall name a replacement for any elected member who is unable to serve.
- 3.4.1.3. Procedures
- 3.4.1.3.1. Each year's Reappointment, Promotion, and Tenure Committee shall be called into session in the fall semester by the Dean. After consultation with the Dean, the Committee shall determine its own operating and reporting procedures.
 - 3.4.1.3.2. At the initial meeting of each year's Committee, the Committee shall elect a chairperson from among its members and shall then meet upon the call of the chairperson.
 - 3.4.1.3.3. Deliberations and discussions of the Committee shall be confidential. If clarification is required concerning a nominee's credentials or a policy of a Department or School, the chair of the Committee shall gather information through the chair or director of the Department or School making the nomination.
 - 3.4.1.3.4. In each case, the Committee shall make a recommendation to the Dean. Each recommendation shall include a) a statement that the candidate be reappointed or not, promoted or not, and/or tenured or not and b) an assessment of the candidate's research/creative work, teaching and service.
 - 3.4.1.3.5. At the end of each academic year, the Committee shall report to the CAC on the Committee's own activities and procedures and on matters regarding the reappointment, promotion, and tenure process at the Department, School, or College level.
- 3.4.1.4. Reappointment, Promotion, and Tenure dossier
- 3.4.1.4.1. In order to make its recommendation to the Dean, the Committee shall have access to:
 - 3.4.1.4.1.1. All the materials submitted by the candidate to his or her Department or School RPT committee.

- 3.4.1.4.1.2. All outside letters of recommendation submitted by the Department or School as part of the candidate's reappointment, promotion, and tenure materials.
- 3.4.1.4.1.3. The report of the Department or School RPT committee regarding the candidate
- 3.4.1.4.1.4. The letter of recommendation submitted by the chairperson or director of the Department or School in which the nominee requested reappointment, promotion, and/or tenure.

3.5. *Special Committees*

- 3.5.1. Special committees may be established by the Dean, by the College Advisory Council, or by a majority vote of the College faculty.

3.6. *Grievance and Hearing Procedures*

3.6.1. Faculty

- 3.6.1.1. The faculty grievance procedure shall accord with the "Faculty Grievance Procedure" approved by the Board of Trustees on April 5, 1991.

3.6.2. Students

- 3.6.2.1. The student grievance procedure shall be in accord with the procedures detailed in the document titled "Academic Freedom for Students at Michigan State University," and, in the case of graduate students, in the publication titled "Graduate Student Rights and Responsibilities."

3.7. Faculty Salary Adjustments

- 3.7.1. The Dean shall publicize criteria and procedures for all salary adjustments.
- 3.7.2. Chairs and directors shall publicize criteria and procedures for all salary adjustments.

4. DEPARTMENT OR SCHOOL ORGANIZATION

4.1. *Definition*

- 4.1.1. The Department or School is the basic administrative unit of education and research within the College.

4.2. *Chairperson or Director*

- 4.2.1. The appointment, duties, and responsibilities of a Department or School chairperson or director shall be in accordance with section 2.1. of the current *Bylaws for Academic Governance-Michigan State University*.

- 4.2.2. The chairperson or director shall be reviewed at intervals not to exceed five years. In this process, the Department or School faculty shall have shared responsibility with the Dean on procedures for review.

4.3. *Faculty*

- 4.3.1. The faculty of each Department or School shall prepare a set of Department or School bylaws, which shall be accepted by majority vote of the eligible voting faculty. Once approved, a copy of the Departmental or School bylaws shall be placed on file in the Office of the Dean.
- 4.3.2. Department or School bylaws shall be consistent with the bylaws of the University and those of the College of Arts and Letters.
- 4.3.3. The Departmental or School bylaws shall provide for the election of one or more committees to advise the Department or School chairperson or director on Departmental or School matters, including promotion, appointments, and the elaboration and operation of programs within the Department or School.

5. THE ACADEMIC COUNCIL OF THE UNIVERSITY

5.1. *Composition*

- 5.1.1. The composition of the Academic Council of the University is established in detail in Section 3.2.1. of the current *Bylaws for Academic Governance-Michigan State University*. The method for determining the number of Council representatives from each College is established in Sections 3.2.3. and 3.2.4. of the current *Bylaws for Academic Governance-Michigan State University*.

5.2. *Selection of Representatives from the College*

5.2.1. Faculty representatives

5.2.1.1. Terms of Office

- 5.2.1.1.1. In accordance with Section 3.2.3.6. of the current *Bylaws for Academic Governance-Michigan State University*, the terms of office of elected faculty members on the Academic Council shall be two years.
- 5.2.1.1.2. Terms of office shall begin on August 16 and shall terminate on August 15.
- 5.2.1.1.3. No representative shall serve more than two consecutive terms.
- 5.2.1.1.4. Steering Committee members shall not serve concurrently as elected College representatives.
- 5.2.1.1.5. If, for any reason, a College representative is unable to serve for a period of one academic semester or more, a replacement shall be named by the College Advisory Council from nominations by eligible Departments in accordance with

Sections 3.2.3.3. and 3.2.3.7. of the current *Bylaws for Academic Governance-Michigan State University*.

5.2.1.2. Elections

- 5.2.1.2.1. Not later than December 15, the College Advisory Council shall notify the Departments or Schools of the number of Arts and Letters positions on the Academic Council to become vacant on the following August 15.
- 5.2.1.2.2. The College Advisory Council shall identify those members of the voting faculty who are ineligible for election.
- 5.2.1.2.3. Not later than February 1, each Department or School eligible to fill a vacancy shall nominate, in accordance with Departmental or School bylaws, one eligible candidate for the Academic Council. In accordance with Section 3.2.3.3. of the *Bylaws for Academic Governance-Michigan State University*, the College representatives shall be elected from these candidates by mailed ballot supervised by the College Advisory Council. The voting faculty shall select from the list of candidates the number necessary to fill the vacancies to occur.
- 5.2.1.2.4. Election shall be by majority of vote cast. Balloting shall be repeated, if necessary, until the required number of candidates receive a majority of the votes.

5.2.2. Student Representatives

- 5.2.2.1. Undergraduate student members of the Academic Council shall be chosen in accordance with Section 3.2.4.1. of the current *Bylaws for Academic Governance-Michigan State University*.
- 5.2.2.2. Graduate student representatives on the Academic Council shall be chosen according to Section 3.2.4.2. of the current *Bylaws for Academic Governance-Michigan State University*.

6. STANDING COMMITTEES OF THE ACADEMIC COUNCIL

6.1. *List of Standing Committees*

The standing committees of the Academic Council are established in Section 4.1.1. of the current *Bylaws for Academic Governance-Michigan State University*, and are as follows:

- University Committee on Academic Policy
- University Graduate Council
- University Committee on Curriculum
- University Committee on Faculty Tenure
- University Committee on Faculty Affairs
- University Committee on Student Affairs
- University Committee on Academic Governance
- University Committee on Academic Environment

Only in the case of the first five of the above-named does the College participate in the selection of members.

6.2. *Selection of Representatives from the College*

6.2.1. Faculty representatives

6.2.1.1. Terms of office

- 6.2.1.1.1. In accordance with Section 4.2.1.3. of the current *Bylaws for Academic Governance-Michigan State University*, the terms of office of elected Arts and Letters faculty members on standing committees of the University shall be two years.
- 6.2.1.1.2. Terms of office shall begin on August 16 and shall terminate on August 15.
- 6.2.1.1.3. No person may serve as a voting member of more than one University standing committee at a time.
- 6.2.1.1.4. No elected faculty member of a University standing committee shall serve more than two consecutive terms on the same University standing committee.

6.2.1.2. Elections

- 6.2.1.2.1. Not later than December 15, the College Advisory Council shall distribute to the Departments or Schools a list of the faculty positions on the standing committees of the University which will become vacant the following August 15.
- 6.2.1.2.2. Not later than February 1, each Department or School of the College shall select, in accordance with its bylaws, one faculty candidate for each of the standing committees of the University on which an Arts and Letters position will become vacant on August 15.
- 6.2.1.2.3. These nominees shall be submitted to the College Advisory Council, which shall select from the list two candidates for each Arts and Letters position.
- 6.2.1.2.4. The names of these candidates shall be submitted by ballot through the campus mail to the voting faculty of the College, who shall vote for one member for each position to become vacant. Election shall be by a majority of votes cast.
- 6.2.1.2.5. If an elected faculty member of a University committee is unable to fill his/her office for a semester or longer, a replacement shall be appointed by the College Advisory Council.

6.2.2. Student Representatives

Student representatives on University standing committees shall be chosen according to Section 4.2.1.11. of the current *Bylaws for Academic Governance-Michigan State University*.

7. DISTRIBUTION, INTERPRETATION, REVIEW, AND AMENDMENTS

7.1. *Distribution*

The Dean shall distribute these bylaws to all current and new members of the faculty.

7.2. *Interpretation*

The College Advisory Council shall be the final authority concerning the interpretation of these bylaws.

7.3. *Review*

The College Advisory Council shall review these bylaws at intervals not to exceed five years.

7.4. *Amendments*

Amendments to these bylaws shall be adopted upon approval by two-thirds of those voting on a mailed ballot following an ordinary College meeting at which the amendment was discussed and at which the mail ballot was approved by a majority of those present and voting. Minutes of the meeting must accompany ballots when the letters are sent out.

Last Revised 2.9.04

McConeghy, Pat, RE: Request for College Bylaws

To: "McConeghy, Pat" <pmc@cal.msu.edu>
From: Julie Harrison <harris24@msu.edu>
Subject: RE: Request for College Bylaws
Cc:
Bcc:
Attached:

This is great - thanks!

Julie

At 09:42 AM 8/10/2005, you wrote:
Julie, Our Bylaws can be found at:

<http://35.8.224.89/portals/documents/CollegeBylaws.pdf>

If this is insufficient please let me know. Pat

Patrick M. McConeghy
Acting Dean
College of Arts and Letters
320 Linton Hall
Michigan State University
East Lansing, MI 48824-1044

tel: 517.355.4597
fax: 517.355.0159

From: Julie Harrison [mailto:harris24@msu.edu]
Sent: Tuesday, August 09, 2005 10:20 AM
To: McConeghy, Pat; duncanr@msu.edu; mbaba@msu.edu
Cc: VandenBergh, Joann; jalchin@msu.edu; cookmau@msu.edu
Subject: Request for College Bylaws

Good Morning ~

According to Section 2.2.2. of the *Bylaws for Academic Governance*: "Academic unit bylaws shall be reviewed at intervals not to exceed five years." Section 2.2.2.2. states: "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."

The University Committee on Academic Governance will be reviewing your college *Bylaws* in the very near future and we are requesting that you send a copy of your current *Bylaws* to our office no later than

McConeghy, Pat, RE: Request for College Bylaws

September 1, 2005. If you have any questions please feel free to contact me!

Sincerely,
Julie Harrison