

**Bylaws of the
Residential College in the
Arts and Humanities
(RCAH)**

Approved December 2008

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These bylaws codify the governance structures for faculty, academic specialists, administrative staff, and students within the Residential College in the Arts and Humanities. Community partners are crucial to the life and mission of the College, and those relationships are described in separate linkage agreements.

The College values the contributions and full participation of every member, especially members of groups that have been historically excluded from the Academy and its decision-making processes.

I. Membership

- A. The general membership of the College shall consist of all students in the College, all persons holding academic or administrative appointments in the College, and the Snyder-Phillips Residence Life staff.
- B. The academic membership of the College in any given academic year shall consist of all faculty and academic specialists who hold a current academic appointment in the College as well as those who are teaching at least one class in the academic year.
- C. The voting academic membership for all matters except personnel matters shall consist of the academic membership of the College.
- D. The voting academic membership for personnel matters shall consist of tenure-system faculty with approximately a 50% or greater appointment in the College (including joint appointments).
- E. The students of the College are those listed on the current student roster maintained in the RCAH dean's office. These students comprise the eligible student voting body of the College.
- F. The chief executive officer of the College is the dean.

II. College Assembly

- A. At least once every academic year, the general membership of the College shall meet in a College Assembly (CA) to discuss matters of concern to the College and, if it so chooses, to make recommendations to the College Academic Committee and the dean.
- B. The agenda for the CA shall be created by the Faculty Advisory Committee (FAC) in collaboration with student representatives. Notice indicating these

meetings shall be distributed to the general College membership and the student governing body in a timely fashion.

III. College Academic Committee (CAC)

- A. The College Academic Committee (CAC) consists of the academic members of the College.
- B. The CAC advises the dean on all College matters that come before it except for curricular decisions, for which it bears shared responsibility with the dean.
- C. The CAC shall meet at least once each semester. The meetings shall be conducted under Robert's Rules of Order Revised unless otherwise specified by these bylaws.
- D. Student representatives may be invited to attend CAC meetings and students may request representation at a CAC meeting. Student representatives shall be selected under procedures specified in the RCAH student governance bylaws.
- E. Residence hall staff may be invited to attend CAC meetings.
- F. Student representatives, residence hall staff, and others who are invited to attend a CAC meeting shall have voice but not voting privileges.
- G. Meetings of the CAC shall be chaired by the dean or by her/his designee.
- H. The role of secretary shall rotate from meeting to meeting alphabetically among the faculty. The secretary shall prepare the minutes and, with the dean, distribute them to CAC members and transmit a copy to the College student governing body.
- I. A quorum shall be defined as larger than half the voting academic membership of the College as defined in Section I.D.
- J. The Faculty Advisory Committee and the dean shall consult in preparing agendas and choosing dates for CAC meetings. Notice indicating the time, place, and agenda of a meeting shall be transmitted to CAC members and to the College student governing body in a timely fashion. No matter shall be voted on unless it is on the agenda. Votes shall be decided by simple majority of those present and voting, unless otherwise specified in these bylaws or in Robert's Rules of Order Revised.

IV. Standing Committees

A. Guidelines

1. A standing committee is one whose function requires permanent continuity to enable the smooth operation of the College. Each fall the dean will convene the first meeting of each standing committee within 30 days of the start of the academic year.
2. Subcommittees may exist at the discretion of the parent committee. Subcommittees shall report only to the parent committee.
3. The standing committees of the College are the Faculty Advisory Committee (FAC), the Educational Policy Committee (EPC), and the Reappointment, Tenure, and Promotion Committee (RTPC).

B. Faculty Advisory Committee

1. The Faculty Advisory Committee (FAC) shall consist of four tenure-system faculty members whose appointments are approximately 50% or more within the College, including at least one tenured and one nontenured faculty member. All members have the duty to act in the interests of the College as a whole.
2. The FAC is advisory to the dean. The FAC shall meet normally with the dean, who serves ex officio, but may meet without the dean if either so desires. Others can be invited, on an ex officio basis, to attend meetings in relation to specific topics under discussion.
3. The FAC also must meet at the request of any one of its members or at the request of the dean.
4. The FAC shall keep minutes of its meetings and distribute them in a timely fashion to all faculty and academic specialists.
5. Members of the FAC shall be elected for two-year terms by tenure-system faculty whose appointments are approximately 50% or more within the College. Elections shall be by mail ballot under the supervision of the existing FAC. The election shall be held during the spring semester and members shall take office at the conclusion of spring semester. If possible, members shall be elected so that their terms overlap, i.e., two one year and two the next.
6. The FAC shall meet with student representatives to prepare the agenda for the General College Assembly (see Section II) and discuss other matters.
7. At any time student representatives or other general members of the College as described in I.A. can request that an item be put on the FAC agenda and that they be allowed to be present to discuss that item.

8. The FAC shall take office at the conclusion of spring semester. It shall elect its own chair. Three members of the FAC shall constitute a quorum. If faculty vacancies occur on the FAC, they shall be filled according to procedures determined by the faculty member(s) of the FAC remaining in office, and if no faculty members remain in office, by an election supervised by the dean.
9. The duties of the FAC shall include:
 - a. The FAC shall organize faculty representation on the standing committees in accordance with the procedures for each committee stipulated in these bylaws.
 - b. The FAC shall organize and hold an election for membership on the Reappointment, Tenure, and Promotion Committee and the Educational Policy Committee during spring semester. This election should be carried out as follows:
 - i. RTPC: The FAC lists all eligible tenured faculty on a mail ballot and distributes it to the voting faculty for personnel matters; each faculty member votes for three.
 - ii. EPC: The FAC solicits nominations and self-nominations from the eligible tenure-system faculty. The FAC makes up a mail ballot and distributes it to the eligible tenure-system faculty in a timely fashion with a seven-day deadline for its return.
 - c. The FAC shall make certain that there is RCAF faculty representation on all University committees on which the College is expected to be represented. (See IV.D.4 regarding UCC representation.)
 - d. The FAC shall discuss matters of concern to the College. It shall advise the dean on minor matters and refer decision on major matters to the CAC without undue delay. A matter is major if the FAC by majority vote deems it to be so.
 - e. The FAC shall advise the dean on the recruiting and hiring of instructional, co-curricular, and administrative staff.
 - f. The FAC shall arrange for review of the College bylaws at intervals not to exceed five years, or as mandated by Section 2.2.2., [MSU Bylaws for Academic Governance](#) (UBAG).
 - g. The FAC shall consult with the dean on the structure of annual budgets. The dean shall promptly convene a meeting with the FAC to inform the FAC about budget developments when they arise.

- h. The FAC shall share responsibility with the provost to determine procedures for the review of the dean (Section 2.1.4.1., [MSU Bylaws for Academic Governance](#)) and procedures for the selection of a dean when a vacancy occurs.

C. Reappointment, Tenure, and Promotion Committee

1. The Reappointment, Tenure, and Promotion Committee (RTPC) shall consist of three tenured faculty members whose appointments are approximately 50% or more within the College. The dean shall serve ex officio.
2. The RTPC shall advise the dean on reappointment, tenure, promotion, and annual merit reviews of College faculty.
3. The term of service on the RTPC shall be two years, renewable.
4. The RTPC shall select a chair annually.
5. The RTPC shall meet as soon as information is available regarding who shall be considered for reappointment, tenure, or promotion in order to establish a schedule of meetings. The meeting schedule shall take into account the dean's established deadlines for submission of materials to the provost.
6. All proceedings and all documents handled and produced by the RTPC shall be maintained as confidential, with copies on file in the Office of the dean.

D. Educational Policy Committee

1. The Educational Policy Committee (EPC) shall consist of three tenure-system faculty whose appointments are at least approximately 50% within the College, at least one of whom is tenured. The dean and/or his designee shall serve ex officio.
2. The term of service on the EPC shall be two years, renewable for a third year.
3. The EPC shall meet at least once each semester.
4. The College representative to the University Curriculum Committee shall be a tenure-system faculty member who is serving on the EPC. If there is more than one serving, they can draw straws to determine who will be the College representative to the UCC. This person shall also serve as chair of the EPC.
5. Others, including RCAH students, may be invited on an ex officio basis to attend EPC meetings in relation to specific topics under discussion.

6. The EPC advises the dean, the FAC, and the CAC regarding all College curricular and co-curricular matters.
7. The EPC considers, reviews, and assesses the College curricular and co-curricular activities.
8. The FAC shall consult with the dean and with the faculty to select EPC members. Section IV.B.9.b.ii specifies procedures for selection.
9. Nonmembers of the EPC may attend open meetings as observers. They may be given voice, if recognized by the chair with the consent of the EPC, but no vote.
10. The EPC shall have the power to call closed executive sessions.
11. The EPC chair shall formulate an agenda for each meeting. The agenda for each EPC meeting shall be posted in a central location and/or distributed by email to the general membership of the College and the student representatives in a timely fashion.
12. The EPC agenda shall include items submitted by EPC members, the FAC, the CAC, the CA, RCAH faculty, the dean, or College students. Those who submit items may be invited to participate in the EPC's deliberations on that item.
13. Minutes of EPC meetings shall be distributed to the general membership of the College and the student representatives. Copies shall be kept on file in the office of the dean.
14. The chair of the EPC shall inform the FAC when there are items to place on the CAC agenda.
15. The chair of the EPC shall provide the dean with an annual report at the end of each academic year.
16. The EPC shall consider curricular changes according to the following procedure:
 - a. Curricular changes may be proposed by any academic member or student of the College.
 - b. Proposals for curricular changes will be submitted in writing to the EPC chair, who will circulate the proposal to committee members in a timely fashion.
 - c. Proposed changes will be considered at the next EPC committee meeting. The committee will determine if additional materials are required and if the presence of the proposer is required to answer questions.

- d. If necessary, the EPC will consider any requested additional materials and meet with the proposer at the next EPC committee meeting.
- e. Based on their review of the materials, the EPC will formulate a recommendation to be presented to the CAC.
- f. The EPC will request the FAC to place the proposal on the agenda for the next CAC meeting and forward its recommendation to the CAC via the PAC.
- g. At the next available meeting of the CAC, the EPC will present its recommendation, to be voted upon by the CAC.

E. Ad Hoc Committees

- 1. Ad hoc committees shall be formed as deemed appropriate by the dean, the CAC, or the FAC. The entity creating the committee shall designate its charge and convener, with the approval of the dean. At its first meeting, each ad hoc committee shall elect its chair and so inform the dean.

V. RCAH Student Governance

- A. Students will have representation on College committees as specified above and in accordance with RCAH Student Governance Bylaws.

VI. Dean

- A. The dean shall be responsible for educational, research, service, outreach, and engagement programs; budgetary matters; physical facilities; and personnel matters in her/his jurisdiction, taking into account the advisory and collaborative procedures specified in these bylaws and by MSU bylaws
- B. The dean has the authority to create, in consultation with faculty, positions as necessary for the administration of the College.
- C. The dean's office is responsible for keeping on file all minutes of the College Assembly, the CAC, and other committees.
- D. The dean may appoint such committees as may be necessary for carrying out his/her duties and responsibilities and for which no other provision is made.
- E. College voting faculty for personnel matters (i.e., those with approximately a 50% or more tenure-system appointment in the College) shall have shared responsibility with the provost to determine procedures for the selection of a dean to be nominated by the provost. These procedures shall conform to

regular MSU hiring regulations, including diversity and inclusion provisions. (Section 2.1.3.2., [MSU Bylaws for Academic Governance](#))

1. As soon as it is known that a vacancy will occur in the deanship, the Faculty Advisory Committee shall set up a Dean Selection Committee (DSC) with the following composition:
 - a. Four faculty representatives elected by the voting faculty for personnel matters from the body of voting faculty for personnel matters. The FAC shall formulate the mail ballot so that there will be a balance of senior and junior faculty represented on the committee.
 - b. One MSU faculty member with vote selected from outside the College by the provost.
 - c. One student representative with vote selected by the College student governing body.
2. Dean Selection Committee Procedures
 - a. The DSC shall meet at a time and place arranged by the FAC and shall organize itself by selecting a chairperson and a secretary from among its members.
 - b. The DSC shall meet with the provost for discussion as early as possible.
 - c. The DSC shall prepare a standard nomination form with space for the name of the nominee, reasons for the nomination, and the signature of the nominator. Copies of this form shall be distributed to the general membership of the College and all RCAH students, with a deadline to submit it to the Selection Committee.
 - d. Nominations also may be obtained from a general posting of the vacancy.
 - e. The DSC shall evaluate the nominations it receives and prepare a slate of those who in the Committee's judgment are best qualified to serve as College dean. The DSC may consult the provost about the slate before presentation.
 - i. The College voting faculty for personnel matters shall rank the slate of candidates by preferential balloting and return the ballots to the DSC by a date set by the DSC.
 - ii. The DSC shall submit the results of the balloting along with its recommendation to the provost.

- F. At regular intervals not to exceed five years, a general administrative review of the dean shall be conducted in consultation with the provost by a review committee comprised of the FAC and two student representatives determined by the student governing body. The FAC shall share responsibility with the provost to determine procedures for the review of the dean (Section 2.1.4.1., [MSU Bylaws for Academic Governance](#)).

VII. Faculty Search Procedures

- A. The dean and all members of the College shall conduct all tenure-system searches in accord with University policies and procedures.
- B. The FAC, in consultation with the dean, shall constitute a Search Committee from among the tenure-system faculty.
- C. The Search Committee shall establish its procedures in consultation with the FAC and the dean, including but not limited to formulation, approval, and dissemination of the job description; timelines; review of applicant files; external review letters; types of conversations and interviews; campus visits; and soliciting evaluations of the candidates.
- D. The Search Committee will present its recommendations to the CAC and, in writing, to the dean.
- E. Information on new faculty appointments will be provided by the dean to faculty and students in an appropriate and timely manner.

VIII. Reappointment, Tenure, Promotion, and Annual Merit Review Procedures

- A. Policies and timetables regarding Reappointment, Tenure, Promotion, and Annual Merit Review can be found in the RCAH policy statement entitled “Residential College in the Arts and Humanities Policy for Reappointment, Tenure, Promotion, and Annual Merit Review” and the [MSU Faculty Handbook](#).

IX. Faculty Grievance Procedure (see MSU Faculty Handbook IV. Academic Human Resources Policies, [Faculty Grievance Procedure](#))

X. Student Grievance Procedure

- A. Procedures for student grievances can be found in the policy statement entitled “Academic Grievance Hearing Procedures.”

XI. Bylaws Initiation and Amendment Processes

- A. These bylaws shall become effective immediately upon approval by a two-thirds majority of tenure-system faculty with approximately a 50% or more appointment in the College (including joint appointments).
- B. These bylaws and accompanying policy statements may be amended by a two-thirds majority of those tenure-system faculty (including joint appointments) present at two successive College Academic Committee meetings.
- C. The dean's office shall be responsible for keeping the official copy of these bylaws and policy statements (including all amendments).

December 12, 2008