

Bylaws for Academic Governance
of the
College of Social Science
Michigan State University

Originally approved by the Faculty of the College of Social Science in October 1976 and subsequently amended in 1979, 1983, 1984, 1987, and 2003. Minor editorial revisions, corrections, and updates approved by FAC in September 1995, May 2002, and May 2003.

BYLAWS FOR ACADEMIC GOVERNANCE
OF THE
COLLEGE OF SOCIAL SCIENCE
Michigan State University

PREAMBLE

The University Bylaws for Academic Governance provide the system for participation by faculty and students in the development of policy on academic matters. Within that framework, the following Bylaws for Academic Governance set out the structures and procedures for participation by the faculty and students of the College of Social Science in the development and implementation of College policies.

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COLLEGE OF SOCIAL SCIENCE

Bylaws for Academic Governance

1. THE FACULTY

1.1. Composition of the Faculty

1.1.1. The regular faculty of the College of Social Science consists of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor whose appointments are in whole or in part in the College.

1.1.2. The fixed term faculty of the College of Social Science consists 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. The honorary faculty consists of those persons designated as visiting faculty or faculty emeriti.

1.2. Voting Faculty

1.2.1. For the election of University councils and committees, the voting faculty consists of all regular faculty (as defined in 1.1.1) engaged in the academic activities of the College on a regular basis, including those on leave.

1.2.2. For the election of councils and committees and for referenda internal to the College, the voting faculty of the College consists of: all instructors and above appointed under the rules of tenure in the College; all fixed term faculty in the College; all full-time faculty holding dual appointments in the College of Social Science and in another unit in the University; and all administrators in units outside the College of Social Science who hold faculty appointments in the College.

1.2.3. Honorary faculty have voice but no vote in College faculty meetings.

1.2.4. Internal and External Voting

1.2.4.1. For the purposes of these Bylaws and with reference to College of Social Science elections, "external" voting means voting to elect individuals to governance bodies external to the College, i.e., University level councils and committees.

"Internal" voting means voting to elect individuals to College level governance bodies and voting in College referenda.

1.2.4.2. Faculty holding appointments in more than one College may vote internally in each of the Colleges in which they have appointments. Faculty holding appointments in more than one administrative unit in the College of Social Science (see 3.1.2.) may vote only once in a given internal election (see 1.2.4.4).

1.2.4.3. All regular faculty of the College may vote only once in a given external election; only regular faculty (as defined in 1.1.1.) may vote in such elections.

1.2.4.4. When voting externally (see 1.2.4.1.), faculty holding appointments in more than one college shall vote only from the "lead college", i.e., the college responsible for

initiating personnel actions. When voting internally in the College of Social Science, faculty holding appointments in more than one unit of the college, and whose "lead college" is Social Science, shall vote only from the unit responsible for initiating personnel actions (see 1.2.4.2). Faculty holding such joint appointments whose "lead college" is not Social Science may select the unit in the college from which to vote on internal matters.

1.2.4.5. Faculty may be nominated to a slate in any College in which they hold regular faculty appointments.

1.2.5. The Dean shall provide each new faculty member with a copy of these Bylaws. Copies of these Bylaws, with any amendments thereto, and the current list of voting faculty shall be maintained in the office of the Dean and provided to faculty members upon request.

1.3. College Faculty Meetings

1.3.1. The College faculty shall meet at least once during the academic year. Additional meetings of the College faculty may be called by the Dean, the Faculty Advisory Council, or, upon written request to the Dean or the Faculty Advisory Council, by ten percent of the voting faculty. Except in emergencies, an announcement of a College faculty meeting, including an agenda, shall be sent to the faculty through campus mail not less than two weeks before the meeting. In emergencies, an announcement of the meeting, including an agenda and an explanation of the emergency, shall be delivered to administrative unit offices for distribution to faculty not less than one work day before the meeting.

1.3.2. The announcement of each meeting shall include an agenda drawn up by the Dean in consultation with the Faculty Advisory Council. Members of the Council may propose items.

Any member of the voting faculty may propose items for the agenda by sending them to the Council chairperson.

1.3.3. The Dean or a designee of the Dean shall chair College faculty meetings.

1.3.4. The conduct of all College faculty meetings shall be governed by Robert's Rules of Order (Revised).

1.3.5. For any College faculty meeting, a quorum shall consist of fifteen percent (15%) of the internal voting faculty (see 1.2.2.).

1.3.6. A majority of those voting at a College faculty meeting with a quorum present may determine that an issue is sufficiently important to require a mail ballot of the internal voting faculty of the College.

1.3.7. Except for Bylaw amendments, a majority of those voting at a College faculty meeting with a quorum present is sufficient for passage of proposals. To approve amendments to the College Bylaws, a two-thirds majority of those voting at a College faculty meeting with a quorum present is required (see 5.2.3.1.).

1.3.8. Written minutes of College faculty meetings shall be kept by a secretary designated by the Faculty Advisory Council. If not a faculty member, the secretary has no vote or voice in the meeting. These minutes shall be mailed to each faculty member within two weeks of the meeting.

1.4. A mail ballot may be initiated by the Faculty Advisory Council and the Dean as an alternative to College faculty meetings in the following situations:

1.4.1. When an item appears on the circulated agenda of a College faculty meeting for which a quorum is present, but is not disposed of at that meeting, and when that item requires faculty action for disposition;

1.4.2. When there is no quorum at a College faculty meeting and an item on the agenda of the meeting has been discussed by those present, and when that item requires faculty action for disposition;

1.4.3. When it is necessary to submit an item for faculty action without time being available to call a College faculty meeting.

1.5. Faculty members who are unable to convince the Faculty Advisory Council or the Dean to air an issue before the College may require the Faculty Advisory Council to send out a mail ballot on that issue upon submission to the Faculty Advisory Council of a petition signed by ten percent (10%) of the internal voting members of the College faculty.

2. THE STUDENTS

2.1. Student Constituency of the College

2.1.1. The student constituency of the College of Social Science for the purpose of selecting student representatives from the College to University and College governance bodies shall be all MSU students enrolled under college code 38.

2.2. Student Participation in Academic Governance

2.2.1. Student participation in the College academic governance bodies shall be in the same mode as faculty participation, with the exception of the following reserved matters:

2.2.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of the faculty;

2.2.1.2. Discussion concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members; (evidence from students regarding the teaching performance of faculty shall, however, be considered in discussions concerning these 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. Units of the College

3.1.1. Academic Units: The academic units of the College are the Department of Anthropology, the Department of Economics, the Department of Geography, the Department of Political Science, the Department of Psychology, the Department of Sociology, the School of Criminal Justice, the School of Labor and Industrial Relations, and the School of Social Work.

3.1.2 Administrative Units: For the purposes of these Bylaws, the administrative units of the College are the Academic Units of the college listed in 3.1.1., plus the following units for which the Dean, College of Social Science, is the lead dean: the Center for Advanced Study

of International Development (CASID), Center for Global Change and Earth Observations (CGCEO), the Social Science Center for Integrative Studies (CIS), Center for Remote Sensing and Geographic Information Science (CRSGIS), the Institute for Public Policy and Social Research (IPPSR), the Julian Samora Research Institute (JSRI). MSU units jointly administered by the Dean, College of Social Science, but not as lead dean, are not governed by these Bylaws.

3.2. Dean of the College

3.2.1. The chief executive officer of the College of Social Science is the Dean.

3.2.2. The Dean is responsible, within the advisory procedures of the College, for the educational, research, and service and outreach programs of the College. This responsibility includes budgetary matters, physical facilities, and personnel matters in the Dean's jurisdiction.

3.2.3. The internal voting faculty of the College has shared responsibility with the Provost in determining procedures for selecting the Dean. The individual selected as Dean is nominated by the Provost for appointment by the Board of Trustees.

3.2.4. Faculty and students of the College shall advise the Provost in the nomination of a Dean.

3.2.5. The selection of assistant and associate administrators of the College for nomination by the Provost to the Board of Trustees shall be the responsibility of the Dean. In making these selections, the Dean shall consult the views of faculty and students.

3.2.6. The Dean of the College shall be subject to regular review at intervals not to exceed five years.

3.2.6.1. The College Advisory Councils have shared responsibility with the Provost in determining the procedures for reviewing the Dean.

3.2.6.2. There is no limit on the number of times an individual may be continued in the position of Dean.

3.2.6.3. 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 the Provost.

3.2.7. The Dean shall participate in academic governance as part of his or her administrative responsibility. This participation shall include but is not limited to:

3.2.7.1. Informing faculty and students of administration policies through the academic governance system as well as other channels deemed appropriate by the Dean;

3.2.7.2. Receiving the views of faculty and students through the academic governance system, as well as other channels deemed appropriate by the Dean, in determining policies and in advising other administrators of the university;

3.2.7.3. Complying with the University's Bylaws for Academic Governance and with the College Bylaws;

3.2.7.4. Assisting and encouraging the efficient and effective operation of academic governance.

3.2.8. The Dean or a designee shall attend all meetings of every College academic governance body. In these Bylaws, the term "Dean's designee" shall be understood to refer primarily to an Associate or an Assistant Dean and secondarily to another member of the faculty designated as the Dean's representative for a specific purpose.

3.2.9. The Chairpersons and Directors of administrative units in the College shall meet collectively on a regular basis with the Dean to discuss current College matters of joint concern.

3.3. College Advisory Councils

3.3.1. Authority and Limitations: The College Advisory Councils are established in conformity with University Bylaws for Academic Governance to serve as a means of faculty and student participation in College policy-making.

3.3.2. Composition: The College Advisory Councils are the Faculty Advisory Council and the Student Advisory Council.

3.3.3. The Faculty Advisory Council

3.3.3.1. Functions: The Faculty Advisory Council assists the Dean by a direct representation of faculty opinion. The Council advises the Dean: about College policies concerning personnel, promotion, tenure, faculty salaries, faculty and student grievances, instructional activities, and research and service and outreach programs in

the College; and about such other matters as the Dean, the faculty, or the Council may determine to be of major importance to the College. Any member of the College's faculty or student body, or of any agency of the University, may, through a member or members of the Council, suggest for the Council's consideration any matter pertaining to the activities of the College or the University.

3.3.3.2. The Faculty Advisory Council has responsibility for supervising the election of faculty representatives to the Academic Council and to University and College governance bodies; and for interpreting and amending the College Bylaws under section 5 of the Bylaws (see 3.4.2.1.2.).

3.3.3.3. The Faculty Advisory Council consists of one faculty representative elected by each academic unit of the College and an ex officio member selected each year by the Faculty Advisory Council from among the College of Social Science representatives to the Academic Council.

3.3.3.3.1. Chairpersons and Directors of administrative units shall not be eligible to serve on the Faculty Advisory Council.

3.3.3.3.2. Each representative is elected for a two-year term (see 3.4.2.1.1.). No representative may serve consecutively for more than two terms.

3.3.3.3.3. The Faculty Advisory Council may add or delete representatives as new academic units are created or existing academic units are terminated.

3.3.3.4. The Faculty Advisory Council elects its own chairperson for such terms as it may determine. The Council selects its own secretary for such terms as it may

determine. If not a faculty member, the secretary will have no vote or voice in Council discussions. These officers shall be elected as the first order of business at the first meeting of the Council in each academic year.

3.3.3.4.1. The chairperson of the Faculty Advisory Council is authorized to transact routine business on behalf of the Council during times when the Council cannot be convened. The chairperson will promptly inform the Council of such actions.

3.3.3.5. Meetings, Agenda, Quorum, Voting, Minutes

3.3.3.5.1. The Faculty Advisory Council shall meet from time to time, as deemed necessary by the Dean, the Council Chairperson, or one third of the members of the Council.

3.3.3.5.2. The Dean or a Council member may propose agenda items for discussion at Council meetings. The agenda shall be distributed to Council members before scheduled meetings. A quorum shall consist of one-third of the Council's members.

3.3.3.5.3. Recommendations shall be by consensus or by majority vote. In the latter case, minority reports may be inserted into the minutes along with the majority recommendation and reported in advice to the Dean or the College.

3.3.3.5.4. Minutes and archives of the Council, including important documents submitted for its consideration, shall be maintained by the Council's secretary and filed by the secretary in the permanent files of the Council in the office of

the Dean. The minutes of the Council shall be distributed to the faculty as early as practicable after approval.

3.3.4. Dean's Advisory Council on Promotion, Tenure and Reappointment

3.3.4.1. Functions

The Dean's Advisory Council on Promotion, Tenure and Reappointment reviews recommendations for promotion, tenure and reappointment from the College's academic units and make advisory recommendations to the Dean.

3.3.4.2 Composition

The Dean's Advisory Council on Promotion, Tenure and Reappointment is composed of one faculty member from each academic unit in the College. Members should reflect the diversity of the College faculty. The Dean will ensure the diversity of the College is represented.

3.3.4.2.1 Chairpersons and Directors of the College academic units are not eligible to serve on the Dean's Advisory Council on Promotion, Tenure and Reappointment.

3.3.4.2.2. Each of the College's academic units will recommend two representatives to the Council from among its tenured faculty members. The Dean, in consultation with the Faculty Advisory Council, will select the members of the Promotion and Tenure Council.

3.3.4.2.3. Each representative will serve for a two-year term. Approximately half of the membership will be selected each year.

3.3.4.2.4. Members may be added or deleted as academic units change or vacancies occur, per the selection process in 3.3.4.2.2.

3.3.4.3. Meetings, Agenda, Voting

3.3.4.3.1. The Council will meet as needed to review current promotions, tenure, and reappointment recommendations.

3.3.4.3.2. In reviewing unit recommendations, the Council will consider unit criteria for promotion, tenure and reappointment as well as College and University guidelines and then make recommendations to the Dean.

3.3.4.3.3. Council members will excuse themselves from voting on persons from their respective units.

3.3.4.3.4. In making recommendations, Council members will not review persons seeking promotion to rank higher than their own.

3.3.5. The Student Advisory Council: The composition, responsibilities, and procedures of the Student Advisory Council are outlined in the College of Social Science Student Advisory Council Bylaws which are attached as an appendix to these Bylaws.

3.4. Standing Committees of the College

3.4.1. The standing committees of the College are: the Committee on Curriculum and Academic Policies; the Committee on Research; the Graduate Committee.

3.4.2. Election of members to standing committees

3.4.2.1. Election of Faculty Members

3.4.2.1.1. The election of faculty members to standing committees of the College and to the Faculty Advisory Council shall be held annually, concurrently with elections to University governance bodies. The term of office for members of College standing committees shall be three years, beginning on the first of the following September; (Faculty Advisory Council members serve two year terms; see 3.3.3.3.2.). On each standing committee and council, the terms of faculty members will be staggered so that approximately one-third of the members are elected each year to provide continuity. No representative may serve consecutively for more than two terms.

3.4.2.1.2. The Faculty Advisory Council delegates to the Dean or the Dean's designee responsibility for administering College elections and the procedures for filling vacancies. The chairperson of the Faculty Advisory Council shall certify the election results and announce them to the faculty.

3.4.2.1.3. Ballots for College elections shall be distributed through campus mail. Balloting shall be by a numerical preferential voting system. Those elected to the relevant councils and committees shall be the candidates with the lowest numerical totals.

3.4.2.1.4. Provided that no faculty member in the College shall serve at the same time on more than one standing committee of either the College or the Academic Council, a faculty member may serve at the same time on both a standing

committee of the College and a standing committee of the Academic Council. A person elected to more than one College or University governance body shall choose the one on which to serve. For University councils and committees, the vacancy shall be filled by the College candidate receiving the next largest number of votes. For College councils and committees, the vacancy shall be filled by the relevant academic unit, following its usual selection procedures.

3.4.2.1.5. No more than one faculty member from any administrative unit shall serve as a voting representative on a standing committee of the University or the College.

3.4.2.1.6. The notice of an election shall be circulated to the faculty at least two weeks before the election is to be held.

3.4.2.1.7. In selecting faculty members to be placed on ballots for College and University elections, academic units shall follow the procedures specified in their own Bylaws. A faculty member may directly petition the chairperson of the Faculty Advisory Council to be placed on a ballot. Such petitions shall be countersigned by at least twenty (20) members of the College faculty. All persons nominated by an academic unit or by petition shall be placed on the ballot.

3.4.2.1.8. Nominations shall be accompanied by an identification of the nominee's rank and academic unit. These will appear on the ballot.

3.4.2.1.9. Candidates for University governance bodies will provide five-line statements to be attached to the election ballots.

3.4.2.2. Election of Student Members

3.4.2.2.1. Selection of undergraduate student representatives to standing committees of the College shall conform to procedures established by the undergraduate students of the College.

3.4.2.2.2. Selection of graduate student members to standing committees of the College shall conform to procedures established by the graduate students of the College.

3.4.3. Standing Committees: Membership

3.4.3.1. The College Committee on Curriculum and Academic Policies (CCAP) shall have one elected member from each academic unit of the College; the College representative to the University Curriculum Committee (UCC) shall also be a member of CCAP. The UCC representative votes on CCAP if that individual is also an academic unit's elected representative to CCAP; otherwise, the UCC representative serves without vote on CCAP.

3.4.3.2. The College Committee on Research shall have one elected member from each academic unit of the College. The Director of the Institute for Public Policy and Social Research or his or her designee will serve ex officio as Dean's designee.

3.4.3.3. The College Graduate Committee shall have a faculty member from each academic unit offering a graduate degree, selected in a manner decided upon by the faculty of the unit. The College's representatives to the University Graduate Council shall be members of the College Graduate Committee.

3.4.3.4. All standing committees shall have one graduate and one undergraduate student member.

3.4.4. Standing Committees: General Procedures

3.4.4.1. A quorum for a standing committee shall be a majority of its voting members.

3.4.4.1.1. Unless otherwise excepted, all members of a standing committee shall be voting members, subject to the restrictions on student members in these Bylaws (see 2.2.1.).

3.4.4.2. The Dean, or Dean's designee, shall serve ex-officio without vote on each standing committee. Such other members of the Dean's office or College staff as may be deemed appropriate may be appointed by the Dean or the Dean's designee to serve without vote as support or resource staff to the standing committees.

3.4.4.3. The Dean or Dean's designee shall set the date and place of the first meeting of a standing committee in the fall quarter of each year. As the first order of business, each committee shall elect a chairperson and determine procedures for establishing dates and places of subsequent meetings.

3.4.4.4. Recommendations shall be by consensus or by majority vote. In the latter case, minority reports may be inserted into the minutes along with the majority recommendation and reported in advice to the Dean or the College.

3.4.4.5. The minutes of each standing committee shall be distributed to: the Dean, appropriate members of the Dean's staff, Faculty Advisory Council, Student Advisory Council, and administrative unit Chairpersons and Directors. Chairpersons and Directors shall maintain files of these minutes for ready reference by faculty and students in their units.

3.4.4.6. Standing committees are encouraged to call on faculty, students, and administrators, including minorities and women, who have special expertise on matters under discussion for the perspective such individuals can bring to the discussion.

3.4.4.7. All meetings of standing committees are open to members of the College faculty. The chair of a committee may recognize non-members present and invite them to address the committee on relevant issues.

3.4.4.8. The chairperson of each standing committee of the College is authorized to transact routine business on behalf of the committee during times when the committee cannot be convened. The chairperson shall promptly inform the committee of such actions.

3.4.5. Standing Committees: Functions

3.4.5.1. The standing committees listed below are advisory to the Dean, the Faculty Advisory Council, and the faculty.

3.4.5.2. The College Committee on Curriculum and Academic Policies

3.4.5.2.1. The committee considers educational policies of the College and reviews all proposals affecting such policies, making recommendations thereon to the Dean and the College.

3.4.5.2.2. The committee reviews all proposals for changes relating to the curriculum, courses, and degree requirements in the College and its academic units, recommending approval, disapproval, or revision before such proposals are sent to the University Curriculum Committee.

3.4.5.3. The College Committee on Research

3.4.5.3.1. The committee reviews policies and procedures concerning research in the College and makes recommendations to the Dean and the College about these matters.

3.4.5.3.2. The committee serves in an advisory capacity to the Director of the Institute for Public Policy and Social Research.

3.4.5.3.3. The Director of the Institute for Public Policy and Social Research and the chairperson of this committee both serve as the College's representatives to the University Research Council.

3.4.5.4. The College Graduate Committee

3.4.5.4.1. The committee is responsible for reviewing the College-level graduate degree programs. Within the framework of current University and College policies, the committee makes recommendations to the Dean and the

Committee on Curriculum and Academic Policies concerning the administration and revision of existing graduate programs, policies, and regulations in the College, and concerning the development of new graduate programs.

3.5. Ad Hoc Consultative Committees

3.5.1. To encourage articulation of opinions and advice among all components of the College, the Dean may from time to time, in consultation with the Faculty Advisory Council, constitute ad hoc consultative committees to advise the Dean, the Faculty Advisory Council, and the faculty on specific or general matters of importance or concern to the College.

3.5.2. Such committees will be appointed by the Dean in consultation with Faculty Advisory Council from the faculty, the students, and from such other categories of university personnel as deemed appropriate. The actual size and composition of each committee will be determined by the Dean with reference to the task and the time available for the committee to make its report.

3.5.3. The term of any such committee shall not be more than one year, although a committee may be reappointed more than once.

3.5.4. Except for committees dealing largely with reserved matters (see 2.2.1.), students should be represented on these committees, the number of student representatives depending on the task of the committee.

4. GRIEVANCE AND HEARING PROCEDURES

4.1. Faculty

4.1.1. Bylaws for the individual units of the college specify the procedures to be followed in faculty grievances initiated within each unit. The MSU Faculty Grievance Procedure is found in the Faculty Handbook. For faculty grievances initiated at the college level in the College of Social Science the procedures to be followed are those specified in the "Model Academic Unit Grievance Procedures" (as modified to refer to the college) approved by the University Committee on Faculty Affairs, April 30, 1991, and attached by reference to these bylaws.

4.2. Students

4.2.1. Graduate student grievances in the College shall be conducted in accordance with procedures set forth in both the "Graduate Student Rights and Responsibilities" (GSRR), and revisions thereto, and the procedures for hearing boards in the College as approved by the Faculty Advisory Council. The GSRR is published annually by the University.

4.2.2. Undergraduate student grievances in the College shall be conducted in accordance with procedures set forth in both "Academic Freedom for Students at MSU" (AFR), and revisions thereto, and the procedures for hearing boards in the College approved by the Faculty Advisory Council. The AFR is published annually by the University.

4.2.3. Because procedures in the College for hearing grievances involving either graduates or undergraduates are controlled by the University documents referred to in 4.2.1. and 4.2.2.(GSRR and AFR), the amendment of the procedures for hearing boards in the College is not subject to the provisions for amending the Bylaws set out in section 5 below.

5. INTERPRETATION AND AMENDMENT OF THESE BYLAWS

5.1. The Faculty Advisory Council shall be the final authority with regard to interpretation of these Bylaws.

5.2. Amendment Procedure

5.2.1. Proposed amendments to these Bylaws may be introduced by a faculty member of the College sending such proposals in writing to the Chairperson of the Faculty Advisory Council and to the Dean.

5.2.2. The Faculty Advisory Council shall discuss each proposed amendment and submit it to a College faculty meeting with a recommendation that the amendment be accepted or rejected.

5.2.3. Amendment

5.2.3.1. A proposed amendment must be placed on the agenda of a College faculty meeting. To be formally proposed, an amendment must receive the support of two-thirds of those voting with a quorum present. Mail ballots provided for in section 1.4. of these Bylaws may be utilized.

5.2.3.2. A proposed amendment may be ratified in either of two ways: (1) by being placed on the agenda of a second faculty meeting and supported by two-thirds of those voting, with a quorum present, or (2) by being placed on a mail ballot. The Dean and the Faculty Advisory Council shall select the method of ratification. If a mail ballot is used, the amendment shall be ratified if accepted by at least two-thirds of those returning ballots provided that it is accepted by at least one-third of the internal voting faculty.

5.3. No proposal to amend shall be recognized unless the full text of the proposal is made an explicit item on the agenda of the meeting of the faculty at which it is acted upon.

5.4. Changes in the University Bylaws for Academic Governance take precedence over these College Bylaws. Such changes will be incorporated into these Bylaws by the Dean or Dean's designee.

6. EFFECTIVE DATE OF THESE BYLAWS

6.1. These Bylaws were submitted for approval by campus mail to each individual faculty member. They were approved by memorandum #14-76 to the Faculty and became effective October 8, 1976.

6.2. Amendments were submitted to and ratified by the College faculty in 1979, 1983, 1984, and 1987. The latest revised and amended version of these Bylaws became effective January 25, 1988 (see memo to Faculty #1-88 dated January 25, 1988). Minor editorial revisions to correct or update these Bylaws were approved by FAC in September 1995, May 2002, and May 2003.

DEAN'S STUDENT ADVISORY COUNCIL (DSAC) BYLAWS

1.0 **Preamble** The University Bylaws for Academic Governance provide the system for participation by faculty and students in the development of policy on academic matters. Within that framework, the following "Bylaws for the Student Advisory Council, College of Social Science" set out the procedure for participation by the undergraduate students of the College of Social Science. The Student Advisory Council (DSAC) is analogous to the Faculty Advisory Council (FAC) in the college; as such, DSAC is advisory to the Dean of the College. The most recent version of these Bylaws, as duly revised and amended, replaces any previous Bylaws of the Student Advisory Council.

2.0 **Composition of the Student Advisory Council (DSAC)**

2.1 Membership in the DSAC is restricted to undergraduates enrolled under college code #38.

2.2 The DSAC is composed of two undergraduate representatives—one senior and one non-senior—from each of the following units and programs (total 22): ANP, CJ EC, GEO, IDS, LA, PLS, PSY, SOC, SW, URP.

2.3 In response to a standard annual request from the dean, the representatives are appointed by the head of the academic unit in consultation with the unit's faculty council. The appointment process in each unit must include consideration of recommendations by the unit's Academic Advisers. Individual students may request consideration in the usual selection/appointment process of their unit by writing to the chairperson or director of the unit.

2.4 Seniors on the Council will form a subcommittee for matters related to commencement.

3.0 **Terms of Office, Reappointment, Officers**

3.1 The term for each representative is one academic year. No representative may be reappointed to serve more than two consecutive annual terms.

3.2 At the first meeting of DSAC each year, the first agenda item is the election of a Chairperson and a Secretary from the student members present. The Chairperson conducts the meetings in consultation with the dean or dean's representative. The Secretary keeps brief notes and prepares the minutes for distribution by the dean's staff.

4.0 **Functions**

4.1 The council confers with the dean or the dean's designate about such matters as the dean or the advisory council determines to be of major importance to the conduct of college affairs and which are not excluded from student participation by College Bylaws section 2.2.(*).

4.2 Matters on which DSAC advises the dean include, but are not limited to: the selection of the student speaker at the college commencement exercises; the selection of undergraduate representatives to those standing committees of college governance on which undergraduate representation is appropriate; and such university - and college-level academic policy issues or similar matters on which the dean wishes to obtain varied and representative undergraduate opinion.

5.0 Meetings

- 5.1 The DSAC meets at least once each semester and at such other times as will be deemed appropriate by the dean or by a majority of the council members on petition to the dean.
- 5.2 The DSAC is convened by the Dean of the College of Social Science or, as the dean's designate, by an

Associate Dean or the Director of Student Affairs or their representative. The individuals mentioned in this section serve ex officio on the council and do not vote.

- 5.3 To ensure appropriate representation, a quorum of a majority of DSAC (twelve members) is required for the council to conduct business. In the absence of a quorum, recommendations may be recorded for formal ratification at the next meeting at which there is a quorum.
- 5.4 Recommendations to the Dean by DSAC are usually reached by consensus. In the event of a vote, a majority of those present and voting is needed to approve a motion. A minority report may be attached to the recommendation.

6.0 Approval and Revision of these Bylaws

- 6.1 These revised Bylaws were approved by the student members of the DSAC on January 29, 2002. As part of that approval, the procedures described in section 6.2 and 6.3 were initiated.
- 6.2 These Bylaws (as amended) will be taken by the dean to the Faculty Advisory Council with a recommendation about their approval and future implementation. If approved by FAC, the amended Bylaws will be attached by reference to the Bylaws for Academic Governance of the College of Social Science. A copy of the most recently revised and amended DSAC Bylaws will be mailed to new members of DSAC on appointment and made available, on request, to students, faculty, and others.
- 6.3 Thereafter, any amendment to the Bylaws recommended by DSAC in consultation with the dean will also require FAC approval. The date of all revised and updated versions of these Bylaws will be noted in the final section of the Bylaws.

- 7.0 This revised version of the DSAC Bylaws is dated January 29, 2002. Approved by the College of Social Science Faculty Advisory Council May 15, 2002.

* Note: Section 2.2 of the College Bylaws deals with faculty appointments, promotion, tenure, and salary, and the professional responsibility of the faculty to establish and maintain the intellectual authority of the university

MODEL ACADEMIC UNIT GRIEVANCE PROCEDURE

1. Any (unit) faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the FGO pursuant to the procedures set forth in the Faculty Grievance Procedure.

2. **Initiation of Grievances and Hearing Procedures**

2.1 Initiation of Grievances

2.1.1 A Faculty member who feels aggrieved may without delay discuss the matter in a personal conference with the FGO. The FGO shall determine if the grievance falls under the Faculty Grievance Procedure, the University Committee on Faculty Tenure or the Anti-Discrimination Judicial Board.

2.1.2 In order to establish and retain access to the formal hearing mechanisms at the (unit) level, a faculty member must submit a written grievance statement to the FGO within 30 days of his/her first knowledge of the alleged violation. ¹

2.1.3 The grievance statement shall set forth the alleged violation of existing policy or established practices, a concise statement of the facts relevant to the grievance, the name(s) of any administrator(s) whose action is at issue, the approximate date on which the alleged action took place, and the redress sought.

2.1.4 The FGO shall forward a copy of the grievance statement to the administrator(s) named within 10 days of receipt of the grievance.

2.2 Informal Resolution

¹ For good cause shown, any time limits specified in this document may be waived or extended by the FGO or upon mutual agreement of the parties. References to days in this document are to calendar days.

- 2.2.1 The FGO shall investigate the grievance and make every reasonable effort to resolve it informally. The FGO may recommend dropping the grievance as lacking in merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.
- 2.2.2 Within 30 days of the filing of the grievance statement, the parties and the FGO shall attempt to resolve the grievance informally. If the FGO determines that the grievance cannot informally, notice shall be provided to the parties. If the faculty member wishes to pursue the grievance, a written request for a formal hearing must be submitted to the FGO within 30 days of such notice. Failure to submit such a request will constitute a waiver of the faculty member's right to pursue the grievance.
- 2.2.3 The FGO shall determine after consultation with both parties the appropriate hearing level (department/unit, college, university) and shall notify the administrator at the appropriate level of the written request for hearing.

3. **Formal Hearing Procedures**

- 3.1 A (unit) hearing panel shall be established by the FGO in the following manner:
 - 3.1.1 A hearing panel shall consist of 3 members, drawn by lot from the unit faculty. All drawing shall be conducted by the FGO.
 - 3.1.2 The FGO shall notify each party of the names drawn for the hearing panel and within 10 days either party may challenge any member for cause. In addition, each party shall have one peremptory challenge. Cause shall be determined by the (unit) advisory council or its designee(s). Challenged members shall be replaced pursuant to the procedures stated in 3.1.1.
- 3.2 The hearing panel shall conduct a hearing according to the procedures stated below and according to guidelines in Articles 3 and 6 of the Faculty Grievance Procedure.
 - 3.2.1 A hearing shall commence within 14 days of the establishment of the hearing panel.

- 3.2.2 The FGO shall assemble the hearing panel and shall supervise selection of the Presiding Officer from among the members of the hearing" panel.
- 3.2.3 The presiding Officer shall apply the rules of procedure consistent with the guidelines stated in Article 6 of the Faculty Grievance Procedure.
- 3.2.4 The hearing panel shall decide whether the preponderance of the evidence does or does not support the allegation(s) made by the grievant.
- 3.2.5 Findings and recommendations of hearing panels shall conform to existing policy and procedures in the (unit).
- 3.2.6 Whenever a hearing panel loses a member the, the hearing shall be terminated and a new panel selected.
- 3.2.7 Hearing panels shall report their findings and recommendations in writing within 14 days of the completion of the hearing to the FGO, who shall forward them to the grievant, the respondent, and the administrator who is the respondent's immediate supervisor.
- 3.3 The (dean, chairperson, or director) shall provide written notification of his/her decision to the parties to the grievance and to the FGO within 14 days of his/her receipt of the findings and recommendations of the hearing panel. Failure to provide written notification shall result in automatic appeal.
- 3.4 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days of the receipt of the decision of the appropriate administrator, in accordance with the procedures established in Article 5 of the Faculty Grievance Procedure.
 - 3.4.1 Failure to appeal within the prescribed time shall be deemed to be acceptance of the decision.

APPROVED BY UCFA APRIL 30, 1991