

Bylaws of the Faculty

College of Veterinary Medicine Michigan State University

*Last Revised and Approved by CVM Voting Faculty Mail Ballot Vote
January 10, 2020*

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**College of Veterinary Medicine
Michigan State University
Bylaws of the Faculty of the College**

PREAMBLE

The Bylaws of the Faculty of the College of Veterinary Medicine (herein, the College or CVM) define the academic governance structure and functions of the College. This structure and these functions are subordinate to, and must comply with the MSU Bylaws for Academic Governance and any other applicable MSU regulation or policy.

1. College Organization

1.1. Office of the Dean

- 1.1.1. As provided for and described in the University Bylaws for Academic Governance, the Dean of the College of Veterinary Medicine (herein, the Dean) shall have the authority and responsibility for administration of the College in accordance with the University and these College Bylaws, taking into account the advisory procedures of the College and departments within the College.
- 1.1.2. The faculty shall have shared responsibility with the Provost for the development of the procedures used in the selection of the Dean. These procedures shall be developed with the Provost, by the College Advisory Council (CAC), in consultation with the faculty.
- 1.1.3. Administrative Appointments
 - 1.1.3.1. The selection of College administrative appointees shall be the responsibility of the Dean, who shall consult with the College Advisory Council concerning appointment, performance, or replacement of administrative appointees.
 - 1.1.3.2. At intervals not to exceed five years, the Dean shall review the desirability of continuing the appointments of the Associate and Assistant Deans by consulting with the College Advisory Council and by consulting with the Associate and Assistant Deans.
- 1.1.4. The Dean shall notify the chairperson of the College Advisory Council of the delegation of his/her authority in his/her absence.
- 1.1.5. Dean's Review
 - 1.1.5.1. The Dean is subject to regular review by the Provost at intervals not to exceed five years.
 - 1.1.5.2. The College Advisory Council shall have shared responsibility with the Office of the Provost to determine procedures for the review of the Dean. All review procedures must conform to the policies of the University.
 - 1.1.5.3. There is no limit on the number of times an individual may continue in the position of Dean.

1.1.5.4. At any time during the term of office, the appointment of the 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.

1.1.6. College Bylaws: It is the shared responsibility of the College Advisory Council and the Dean to propose revisions, to bring proposed revisions to faculty for a vote (as described in Section 9.2), and to publish the College Bylaws.

1.2. **Departments**

1.2.1. Definition: The department is the basic administrative unit of education, research, service, and creative endeavor within the College. Departments include both wholly and jointly administered ("shared") departments.

1.2.1.1. The wholly administered (CVM-only) departments are defined as those departments for which the responsibility for selection of a chairperson and the establishment of the department budget rest exclusively with the Dean of the College of Veterinary Medicine. CVM-only departments include Large Animal Clinical Sciences (LCS), Pathobiology and Diagnostic Investigation (PDI), and Small Animal Clinical Sciences (SCS).

1.2.1.2. The jointly administered (shared) departments are defined as those departments or units for whom the selection of the principal administrative officers and establishment of the department or unit budgets are shared with deans of other colleges or unit directors within the University. Shared departments include Microbiology and Molecular Genetics (MMG) and Pharmacology and Toxicology (PHM).

1.2.2. Department Chairperson

As provided for and described in the University Bylaws for Academic Governance, the department chairperson shall have the authority, responsibility, and accountability for the administration of the Department in accordance with the University, College, and Department bylaws.

1.2.3. The department voting faculty shall have shared responsibility with the Dean(s) for the development of the procedures used in the selection and review of a department chairperson. These procedures shall be developed by the Dean(s) with the department advisory committee, if it exists; or, as an alternative, a committee representing the unit faculty.

1.2.4. The chairperson of each department shall be subject to regular review at intervals not to exceed five years.

1.2.5. Department Bylaws

The voting faculty of the departments shall have shared responsibility with the department chairperson to adopt and publish department bylaws.

1.2.5.1. The department bylaws shall be reviewed by the department at intervals not to exceed five years. It is the responsibility of the Department to ensure that the department bylaws are consistent with the College and University

bylaws, which, in cases of conflict, will take precedence over the department bylaws.

2. The Faculty

2.1. Composition of the Faculty

- 2.1.1. The Health Programs (HP) faculty shall consist of all faculty appointed in the Health Programs Faculty Appointment System who hold the rank of assistant professor, associate professor, or professor.
- 2.1.2. The regular faculty of the College shall consist of all persons in all academic and service units of the College whose primary appointment is in CVM and are appointed under the rules of either the HP or tenure system, or continuing-term academic specialists. In addition, the principal administrative officers in each major academic, clinical, or research unit of the College shall be considered members of the regular faculty.
 - 2.1.2.1. The phrase "appointed under the rules of tenure" does not imply that a person so appointed has tenure, but only that he or she is subject to the rules of tenure.
- 2.1.3. The fixed-term faculty shall consist of all persons holding the rank of instructor or above who are not included in the definitions of section 2.1.2.
- 2.1.4. The honorary faculty shall consist of distinguished lecturers and visiting professors.
- 2.1.5. Retired faculty, regardless of rank or prior appointment status, who are no longer regularly engaged in academic activities of the College, may not be granted voting privileges. Faculty appointed as clinical house officers (interns, residents, fellows) may not be granted voting privileges.

2.2. Composition of the Voting Faculty

2.2.1. Voting Faculty on Internal CVM Matters

On internal matters (those concerning activities that apply to the entire College), the voting faculty of the College shall consist of all its regular faculty (as defined in 2.1.2. above) who are engaged in the academic activities of the College, and fixed-term faculty with full-time uninterrupted appointments for at least the last 36 months. (Appointments in this context could be either academic or annual term appointments).

- 2.2.1.1. Voting privileges may be extended to faculty not included in the definition provided by section 2.2.1.; this includes faculty who have a secondary appointment in CVM (no matter the percentage of the appointment). Extending such voting privileges must comply with other sections (2.1.5.) and requires a request by the faculty member coupled with an endorsement by the chairperson/director of the lead CVM academic unit, and approval by the College Advisory Council.
- 2.2.1.2. At the beginning of each summer semester, the College Advisory Council shall solicit the recommendation of academic units for extending voting

privileges to faculty according to section 2.2.1.1. If an endorsement exists at the unit level, voting request forms will be distributed to eligible fixed-term faculty. For faculty with appointments in more than one department, the voting request form should be endorsed by the chairperson of the primary or lead department. Approval of submitted faculty requests for voting privileges requires endorsement by the CAC.

2.2.1.3. The CAC shall review and publish the approved list of voting faculty prior to the fall College faculty meeting. If a faculty meeting is convened at other times during the year as deemed necessary by the Dean or the CAC, the voting faculty list must be reviewed, updated and distributed prior to the meeting.

2.2.1.4. Any faculty member engaged in the academic activities of the College, may petition the CAC in writing to request a change in voting eligibility.

2.2.1.5. Nonvoting members of the faculty of the College may attend and participate in meetings of the College, either as part of the general discussion or in debate on a formal motion.

2.2.1.6. A faculty member jointly appointed to two or more CVM units may vote only once in a given College election / motion. The faculty member shall vote in the unit which has primary responsibility for initiating their personnel actions.

2.2.1.7. A faculty member jointly appointed in two or more colleges may vote only once on matters pertaining to the University. The faculty member shall vote in the College which has primary responsibility for initiating their personnel actions.

2.3. **Faculty Meetings**

2.3.1. Frequency

2.3.1.1. The faculty shall be convened and presided over by the Dean, or the Dean's appointed representative, during the fall semester of each school year. The Dean or an appointed representative will preside at all other convened meetings.

2.3.1.2. Faculty may be convened at other times as deemed beneficial by the Dean or the Dean's appointed representative, or the CAC.

2.3.1.3. Any faculty member may request a meeting of the faculty by submitting a written request to the Dean or the CAC. A decision not to call a meeting necessitates a written report explaining the decision to the originator of the request.

2.3.2. Agenda

2.3.2.1. The Dean and the CAC have shared responsibility for preparing the agenda.

- 2.3.2.2. The time, place, and agenda shall be published and circulated to the faculty at least 10 working days prior to the date of each meeting. Emergency meetings may be conducted without this restriction.
- 2.3.2.3. Any faculty member or committee of the College may request that an item of business be included in the agenda. Such a request shall be submitted in writing to the Dean or the CAC. A decision not to include a requested item on the agenda necessitates a written report to the originator of the request.
- 2.3.2.4. Once the faculty is convened, every item on the published agenda must be acted on before adjournment. If the agenda is not completed, the meeting may be recessed but must be reconvened within 14 days to complete the published agenda.

2.3.3. Quorum

For purposes of conducting business, a quorum shall consist of 40% of the voting faculty of the College. Unless specified otherwise in these bylaws, passage of any measure shall require a simple majority of the voting members in attendance.

2.3.4. Referendum

Any member of the faculty, with support of 30% of the voting members in attendance, may call for a ballot referendum on a defeated or passed motion. In such cases, the CAC shall prepare, distribute, collect, and tally the ballots and shall report the results of the referendum to the faculty. Referendum ballots are conducted by either mail ballot (or electronic ballot if endorsed by the Dean and CAC).

2.3.5. Minutes

Faculty meeting minutes, including an attendance roster of the voting faculty, shall be prepared and provided to each voting faculty member of the College by the Dean's Office. Such minutes shall be subject to the approval of the faculty at the next faculty meeting.

3. **College Faculty Organization**

- 3.1. The College shall adhere to the organizational structure and function as described in the University Bylaws for Academic Governance.

3.1.1. College Advisory Council (CAC)

The CAC is intended to serve as an open channel of communication between the college faculty and the Dean. It may meet privately with the Dean or it may be assembled jointly with chairpersons, directors, Student Advisory Council, or other college committees as the interests of the college require. Its function is to assist the Dean in the discharge of the Dean's responsibilities, and to represent the faculty for responsibilities shared with the Dean.

- 3.1.1.1. The CAC, as representatives of the faculty and students, shall have shared responsibility with the Provost to formulate the specific procedures for selection of the Dean.

- 3.1.1.2. The chairperson of the CAC and one other member of the CAC (elected by the CAC) serve as ex-officio members of the MSU Faculty Senate. Additional CVM Faculty Senate representatives (the number determined by the number of CVM regular faculty as described by MSU Bylaws for Academic Governance) will be elected by College vote in an election conducted by the CAC. If the total number of CVM faculty senate positions is 3 or more (maximum 5), one elected representative shall (to the extent possible) be a non-tenured faculty member appointed in the tenure system.
 - 3.1.1.3. The chairperson of the CAC shall serve as an ex-officio member of the University Council.
 - 3.1.1.4. The CAC shall conduct elections for College representatives to the MSU Faculty Senate, and the MSU Standing Committees in accordance with the MSU Bylaws for Academic Governance. Nominations for these representatives may be made by the CAC, chairpersons or directors of academic units, or from any voting member of the CVM faculty. Such elections are conducted in the spring semester and must be completed by March 1.
 - 3.1.1.5. Copies of the CAC meeting minutes shall be kept on file in the Dean's Office and made available to any member of the faculty on request.
 - 3.1.1.6. The CAC shall, prior to the first faculty meeting of the fall semester, review and publish the approved list of voting faculty.
- 3.1.2. Election to the CAC
- 3.1.2.1. Any regular faculty member may be selected/elected by his or her academic unit to serve on the CAC. In addition, any specialist or fixed-term, ranked CVM faculty member who has served at Michigan State University with an FTE of 80% or more for the past 36 months (either academic or annual appointment), may be selected/elected by the academic unit to serve on the CAC.
 - 3.1.2.2. The voting faculty of each CVM-only department, and any shared department for which the College is the lead college, shall select/elect an eligible member of that department to the CAC, according to procedures defined in unit bylaws, or in the alternative, procedures determined by the voting faculty of each department.
 - 3.1.2.3. The other shared departments of the College are strongly encouraged and invited to select/elect a single faculty member (from each department) to serve on the CAC with vote for nominal terms of 2 years (see section 3.1.2.5). Vacant positions for these shared departments may be filled at any time during the calendar year. Irregularly timed CAC appointments under this provision continue to the June 30 closest to a 2-year term.
 - 3.1.2.4. In January of each applicable year, the veterinary students, and the CVM graduate students are strongly encouraged to select/elect one (each) student representative to the CAC who serve with vote. The process of

selecting/electing these student representatives shall be determined by the governing student body. The duration of the student appointment to the CAC will be determined by these governing bodies with a minimum of 1 year and a maximum of 2 years. The student representatives' terms on the CAC shall be as follows: DVM student begins on the first day of spring semester and continues through fall semester of the following academic year; graduate student begins July 1 through to June 30 of the following year. If a student cannot complete the appointed term, the SAC will promptly select/elect a replacement to serve the remainder of the incomplete term.

- 3.1.2.5. Voting faculty members of the CAC shall be elected during the spring semester, and shall take office July 1. Members shall be elected for a two-year term. No faculty member selected by section 3.1.2.2. may be elected for more than two consecutive terms. With the endorsement of both the department chairperson and the Dean, CAC members selected/elected by section 3.1.2.3. may serve an unlimited number of consecutive terms. Terms of service should be constructed (as much as possible), so half of the faculty membership of the CAC is selected/elected each year.
- 3.1.2.6. Additional ex-officio, nonvoting members may be appointed to the CAC with concurrence of the Dean and the elected members of the CAC.
- 3.1.2.7. The CAC shall elect its own officers, to include a chairperson, vice-chairperson, diversity representative, and secretary.
- 3.1.2.8. In the event that a CAC member cannot complete his/her term, the Department shall select a replacement to complete the term of office. Replacement terms that exceed one year count as a term with regard to section 3.1.2.5. consecutive term limitations.

3.2. The College shall provide for significant involvement of its students in the decision-making processes by which policy is formed as outlined in the University Bylaws for Academic Governance, Article 1.2.

3.3. Committees are encouraged to call on faculty, students, and administrators who have special expertise on matters under consideration, including minorities and women, for the perspective which they may bring to the consideration of many issues. Such individuals are asked to render whatever services are reasonably requested.

4. The Standing Committees of the College Faculty

4.1. Nature and Establishment of Standing Committees

4.1.1. A College standing committee is any committee whose function and continuity are so important that the faculty establishes it under that title.

4.1.2. The standing committees of the College are as follows:

- Committee on Curriculum
- Committee on Diversity and Inclusion
- Committee on Research
- Committee on Graduate Study

Committee on Reappointment, Promotion and Tenure
Committee on Student Admissions
Committee on Student Performance
Committee on College Safety and Biocontainment

4.2. **General Rules Governing all Standing Committees**

4.2.1. In December of each year, the CAC will report to the chairpersons of the CVM departments the expected upcoming vacancies on standing committees that need to be filled. It is the responsibility of these chairpersons to select/elect appropriate members to fill upcoming vacancies during the spring semester in advance of the new terms of office.

4.2.2. Categories of Members of Standing Committees

4.2.2.1. The faculty representatives are elected by the faculty according to 4.2.3. unless specified otherwise in these bylaws.

4.2.2.2. The Dean, or a dean's delegate, may serve on all committees except the College Committee on Reappointment, Promotion, and Tenure. The Dean or delegate serves without vote.

4.2.2.3. A University committee liaison representative may also be selected/elected to be a member of a related College standing committee; this member would have one vote at the college committee.

4.2.2.4. In January of each year, the chairpersons of the shared departments shall select required representatives to the standing committees.

4.2.3. Election/Selection of Standing Committee Members

4.2.3.1. Department elections/selections for College committee service shall be held by the departments during the spring semester of each year. Names of the newly selected representatives will be forwarded to the Dean's Office before the end of the spring semester. Newly selected members shall assume office July 1 and shall serve two years. Exception: Members of the College Grievance Hearing Pool shall serve planned terms of one year (which does not preclude reappointment the following year).

4.2.3.2. Although a faculty member may be nominated for more than one committee position, he or she may not serve concurrently on more than two College standing committees unless an exemption is endorsed by the department chair(s) and the CAC. Service on the Committee on Diversity and Inclusion is exempt from this limit of committee service. If the number of eligible faculty members within a unit of the College is less than half of the number of College standing committees, this two-committee limitation does not apply. Names of the representatives for all standing committees will be published in a manner accessible to the faculty of the College.

4.2.3.3. Any faculty member appointed under the rules of tenure, HP system, or continuing-term academic specialists, as well as any fixed-term faculty

member having served for the past 3 consecutive full years (12 months) may be selected/elected by his or her administrative unit to serve on a College standing committee.

- 4.2.3.4. Faculty members may not serve on a single standing committee for more than two consecutive terms unless an exemption is endorsed by the applicable department chair and the CAC. If a replacement member serves 50 percent or more of a predecessor's term in office, it will count toward the number of allowed successive terms of service. If service is less than 50 percent of the predecessor's term, it will not count toward the number of allowed successive terms of service.
- 4.2.3.5. The mechanism for replacement of a member of a standing committee shall be decided by the relevant unit(s).
- 4.2.3.6. The chairperson, vice-chairperson, diversity representative, and secretary of each standing committee shall be elected from and by the membership of that committee, unless otherwise specified in these bylaws (Committee on Admissions).
- 4.2.3.7. The diversity representative shall assure that issues of diversity are taken into account in the regular business of any standing committee.
- 4.2.3.8. Elected chairpersons, vice-chairpersons, diversity representatives, and secretaries shall serve for one year but may be re-elected for up to two consecutive terms.

4.2.4. Student Representatives

Each spring semester, veterinary and graduate students in the College shall be invited to select/elect student representatives to the appropriate standing committees of the College according to methods determined by the students. Terms of office are to be standardized and determined by the students, but must be a minimum of one year. Student representatives may be reappointed if desired by the relevant (veterinary, graduate student) student governance group. The voting privileges of the student representatives shall be determined in accordance with the **University Bylaws for Academic Governance**. In committees requiring representation from all four professional classes, first-year representatives shall be elected during the fall semester.

4.2.5. Minutes and Reports

- 4.2.5.1. Each standing committee shall keep minutes of its meetings and shall forward a copy of the minutes to the Dean after their approval by the members of the committee. Copies of the minutes of each committee shall be kept on file in the Dean's Office and made available to the faculty. Confidential personnel elements of minutes will be redacted from versions made available to the faculty at large.
- 4.2.5.2. Each standing and ad hoc committee shall report in writing its annual activities to the faculty. Reports for the previous academic year shall be submitted to the College Advisory Council by September 1. Copies of the

report of each committee shall be kept on file in the Dean's Office and made available to any member of the faculty on request.

4.2.5.3. With the exception of the College Safety and Biocontainment Committee, policy proposals of a standing committee shall be forwarded to the CAC and to the Dean for consideration as discretionary policies. With the endorsement of both the Dean and CAC, such proposals are presented to the faculty of the College for approval (see 7.2.).

4.2.6. Subcommittees

Any standing committee may form subcommittees to facilitate the work of the parent committee. Subcommittees shall operate in accordance with the mandate of the parent committee. Each subcommittee shall publish minutes of its meetings and submit them to the parent committee. One member of each subcommittee must be a member of the parent committee and shall preside over the subcommittee meetings.

4.2.7. University Committee Liaison Representative

For the College Curriculum and Diversity / Inclusion Committees, the CVM representative to the related university committee (Curriculum, MSU IDEA), will serve on the College committees with vote. For other CVM standing committees, when a liaison between college standing committees and certain university committees is needed, the faculty representative to the particular University committee is entitled to serve as an ex-officio member on the related college standing committee without vote (see section 4.2.2.3.). The university committee representative may also be selected / elected to be a member of the related CVM standing committee if selected/elected independently to both offices.

4.2.8. Quorum

For purposes of conducting business in standing committee meetings, a quorum shall consist of 50% of the committee members.

4.3. **Committee on Curriculum**

4.3.1. The committee shall consist of two representatives from each CVM-only department (LCS, SCS, PDI), one representative from one of the associated shared departments (MMG, PHM), selected according to 4.2.3.1; one representative from the Veterinary Technology Program; and one student from each of the four professional (DVM) classes. The process for selection/election of these representatives is determined by the units.

4.3.2. The responsibilities of the committee are to:

1. Serve as a forum for the discussion of curriculum matters.
2. Receive and consider recommendations from faculty or other College committees that relate to curriculum.
3. Recommend to the faculty changes in curriculum policy, programs, and practices related to undergraduate, professional, graduate and lifelong education. Such

recommendations must be considered as a formal agenda item of a College meeting. Approval of proposed changes in curriculum policy, programs, and practices require voting endorsement by a majority of voting faculty of the College (not just a majority of those attending a College meeting).

4. Coordinate and evaluate the professional veterinary medicine curriculum.
5. Assist in the implementation of approved curriculum changes.

4.4. **Committee on Student Admissions**

- 4.4.1. This committee shall consist of the Associate Dean for Admissions, Student Life and Inclusivity (ASI), the Associate Dean for Academic Programs, preclinical, 8-10 selected/elected faculty members, and an alumnus all serving with vote. The alumnus representative on the Committee will be selected by the Dean. Each of the CVM-only departments will appoint two members each. The shared departments must select a minimum of one, and as many as three members for service. The Associate Dean for ASI will be an ex-officio member without vote.
- 4.4.2. The responsibilities of this committee shall include the formulation, recommendation, and oversight of implementation of policies and procedures governing admission and readmission to the College for the DVM degree. The Dean or his/her designee selects the class entering each fall in accordance with the approved policies, procedures, and practices.

4.5. **Committee on Student Performance**

- 4.5.1. This committee shall consist of one representative from each CVM-only department, selected/elected by the department, one representative from the shared departments, one representative appointed by the Dean (either clinical or shared department), and the Dean's representative.
- 4.5.2. The responsibilities of this committee shall include the formulation, recommendation, and implementation of policies and procedures governing those aspects of veterinary student performance pertinent to the professional and educational development of the student. Recommended policies must conform to the principles and policies included in the MSU Medical Student Rights and Responsibilities document. Approval of proposed changes in student performance policy and practices requires voting endorsement by a majority of voting faculty of the College (not just a majority of those attending a College meeting).
- 4.5.3. It shall be the responsibility of this committee to adhere to the guidelines set forth by the Academic Standards Policy of the College and formal policies and procedures defined by course moderators/coordinators. Recommendations related to individual students shall be forwarded to the Dean for final action.

4.6. **Committee on Graduate Study**

- 4.6.1. This committee shall consist of one representative from each CVM-only department, selected/elected by the department, one representative each from the shared departments, and two graduate students currently enrolled in a graduate degree program in the College, selected by their peers.

- 4.6.2. The Director of Graduate Studies shall be an ex-officio member of this committee.
- 4.6.3. The responsibilities of this committee shall be to serve as an advisory committee for the graduate programs of the College and to advise the Dean on matters related to graduate education.
 - 4.6.3.1. The committee will serve as a forum for the discussion and formulation of recommendations regarding admissions into the graduate program, curricular policy, and practices as they relate to graduate education. Recommendations originating from other committees that have curricular implications as defined above shall be referred to this committee for comment.

4.7. **Committee on Research**

- 4.7.1. This committee shall consist of two representatives from each CVM-only department, selected/elected by the department, one representative each from the shared departments, one representative from the Veterinary Diagnostic Laboratory (VDL), one resident, one graduate student and a post-doctoral fellow, selected by their peers.
- 4.7.2. The Associate Dean for Research and Graduate Study shall be an ex-officio member of this committee.
- 4.7.3. A specific function of the committee shall be to develop and provide thematic research vision to the College and propose projections for research investments.
- 4.7.4. This committee shall review applications for internally (CVM) funded grants and make recommendations to the Dean. Any recommendation on an application for such a grant shall necessitate a written report from the committee to the originator of the application.
- 4.7.5. The committee shall also suggest and encourage intra- and inter-college coordination and cooperation as they pertain to research and scientific training efforts.

4.8. **Committee on Diversity and Inclusion**

- 4.8.1. The committee shall consist of one representative from each CVM-only department, selected/elected by the department for a two-year term, one representative each from the Veterinary Diagnostic Laboratory and the Veterinary Medical Center for a two-year term, selected by a process determined by the Directors of those units, the elected diversity representatives of the other College standing committees, a veterinary medical student selected/elected by the CVM Student Advisory Council (SAC), a CVM graduate student selected/elected from the graduate students currently enrolled, and a student member from the Veterinary Nursing Program. The Associate Dean for Admissions, Student Life, and Inclusivity serves as an ex-officio member without vote.

The shared departments of the College may select/elect a single faculty member from one of those departments to serve on the committee with vote for a term of two years.

- 4.8.2. The committee shall be responsible for identifying and promoting programs that expand participation of underrepresented groups in the College.
- 4.8.3. The committee shall endeavor to identify and make available to students, faculty, and staff diversity and inclusion educational materials, seminars, and training sessions to promote the sensitivity, awareness, and best practices to integrate diversity and inclusiveness in all College activities.

The duties shall include, but are not limited to:

1. Acting in an advisory mode to the Dean on issues / opportunities related to diversity.
2. Assisting in identifying opportunities and other important issues related to diversity, equity, and inclusion. The committee will bring opportunities to the attention of appropriate leaders within the College, and assist as requested with appropriate responses.

4.9. Committee on Reappointment, Promotion and Tenure

- 4.9.1. The committee shall consist of seven professors in the tenure system (two each from the CVM-only departments and one from the shared departments) and, whenever possible, three professors in the HP system (one each from SCS, LCS and PDI). In the event seven tenure system professors are not available, committee membership must include at least four full professors and then, as needed, three associate professors in the tenure system (one each from SCS, LCS and PDI). Nominees to this committee are recommended by the department chairpersons and approved by shared responsibility between the Dean and the CAC. Members serve terms of three years and may be reappointed once before taking a break of at least three years. In considering nominations and appointments, it is desirable for the composition and diversity of the committee to reflect that of the CVM faculty. If a conflict of interest requires a member to be excused for a specific candidate, a temporary replacement is nominated by the relevant department chair, and confirmed by shared responsibility between the Dean and the CAC.
- 4.9.2. In providing advice on faculty appointed under the rules of tenure (promotions and/or award of tenure), review and voting is limited to the seven tenure system professors of the committee. Recommendations on promotion of faculty in the HP system will include all ten members of the committee.
- 4.9.3. Terms of tenured professors will be staggered, with two members being replaced in each of two years and three in the third year. Health Professional professors' terms may proceed without the need for stagger, observing only the term and term limits of service.
- 4.9.4. The committee will elect the chairperson.
- 4.9.5. The duties of the committee are:

- 4.9.5.1. To advise the Dean on all reappointment, promotion and tenure recommendations of faculty in the tenure system required or proposed by departments, and on all promotions in the HP or fixed-term appointment systems required or proposed by the departments.
- 4.9.5.2. To provide comments on department/college standards, criteria, and procedures for reappointment, promotion, and tenure.
- 4.9.5.3. To advise on other matters as requested by the Dean or University.
- 4.9.6. Candidates will be reviewed according to the criteria and standards specified in their departmental/unit bylaws in compliance with University statements and policies (“Appointment, Reappointment, Promotion and Tenure Recommendations” in the MSU Faculty Handbook).
- 4.9.7. The candidate’s dossier must be provided to the committee in sufficient time that extra information (outside letters, etc.) can be obtained, if necessary.
- 4.9.8. Decisions will be reached by committee vote, and the numerical result will be reported to the Dean.
- 4.9.9. All authorized members of the committee will vote on each tenure, promotion, or reappointment decision (as described in 4.8.2.).
- 4.9.10. Within 10 working days of its vote, the committee will provide a written report on each candidate, including the results of the committee vote, to the Dean with a copy to the candidate’s department chair.

4.10. Committee on College Safety and Biocontainment

- 4.10.1. This is a standing committee by virtue of the continual effort required for CVM to remain in compliance with University and other oversight entities with regard to workplace safety in clinical and diagnostic units. This committee has oversight responsibility for the College of Veterinary Medicine. Safety in this context includes matters related to infectious, radiation, chemical, and environmental safety.
- 4.10.2. The duties of the committee are to assist the Dean:
 - a) To recognize required safety / biocontainment policies and procedures mandated by relevant oversight agencies, both internal and external to the University.
 - b) To develop and implement strategies for periodic assessment of CVM and Veterinary Diagnostic Laboratory (VDL) compliance with required policies and procedures.
 - c) To report to the Dean of the College, at least yearly, the results of periodic assessments, including recommendations to remedy deficiencies or to adopt emerging best practices.
 - d) To recommend College policies and procedures to promote adherence to best practices for workplace safety and biocontainment. Recommended policies are reviewed for adoption as a joint responsibility of the Dean and the CAC.
- 4.10.3. This standing committee does not preclude the use of existing advisory groups or the establishment of similar, but more focused, advisory groups for units/departments

within the College.

- 4.10.4. Required membership for this committee is ex officio and shall include the directors of the Veterinary Medical Center (VMC) and Veterinary Diagnostic Laboratory (VDL), Associate Dean for Research and Graduate Studies, Associate Deans for Academic Programs, pre-clinical and clinical, chairpersons from the departments of Small and Large Animal Clinical Sciences, and Pathobiology and Diagnostic Investigation. In each case, required members may appoint a delegate to serve on his or her behalf.
- 4.10.5. The committee may recruit additional members with specific expertise or experience relevant to matters of environmental safety as deemed beneficial to the duties. Recruited membership terms are to be specified by the committee in advance. All members serve with vote.

5. **Ad Hoc Committees**

- 5.1. The formation of ad hoc committees shall be kept to a minimum. Whenever possible, a charge shall be referred to a standing committee rather than to an ad hoc committee.
- 5.2. Before establishing an ad hoc committee, the Dean shall consult with the CAC to determine whether the commission might be appropriately referred to one or more of the standing committees.
- 5.3. Ad hoc committees will be reviewed annually by the CAC.

6. **Graduate and Medical Student Rights and Responsibilities, Hearing Pools and Boards**

- 6.1. The following procedures are subordinate to MSU related policies (MSU Graduate Student Rights and Responsibilities, and MSU Medical Student Rights and Responsibilities documents). If a procedural discrepancy occurs, the University policies and procedures are controlling.
- 6.2. In the spring semester of each year, and prior to April 1, a Hearing Pool of CVM appointed faculty, graduate students, and veterinary medical students will be compiled for service on the graduate grievance hearing board, and veterinary medical student grievance/complaint hearing/appeal boards. For this hearing pool, unit directors, associate deans, and the dean of the College are excluded from service. Service in the pool begins on the first day of the full summer semester, and continues for one calendar year, including such additional time as needed to complete service on a board charged to hear a specific case.
 - 6.2.1. The faculty pool will be comprised of 1/3 of the tenured faculty, 1/3 of the untenured faculty appointed in the tenure system, and 1/3 of the remaining regular faculty not appointed in the tenure system. Faculty with less than a 50% CVM appointment are not included in the total number of faculty in each group for defining the 1/3 subgroups. For each of the three types of faculty appointments, 1/3 will be selected by lot to serve in the first year of the pool. Each year an updated list of eligible faculty is developed from which the 1/3 random selections described above are repeated, excluding faculty that served within the pool in the previous year. In this manner, eligible faculty should serve in the hearing pool approximately once every third year. In cases of special need, it is permissible for a faculty member to serve two consecutive one-year terms.

- 6.2.2. The graduate student pool is developed each year as 1/3 of the CVM graduate students expected to be enrolled for the next academic year (summer through spring semesters). The 1/3 selection will be by lot. Graduate students in this pool are eligible to serve on the College Graduate Grievance Hearing Board.
 - 6.2.3. Twelve veterinary medical students, four each from the senior, junior, and sophomore classes (class rank referenced to the upcoming fall semester) are selected by the CVM Student Advisory Council for service within the pool for potential board service related to medical student complaints or grievances.
 - 6.2.4. Faculty and students selected to serve in a pool are notified of their selection no later than April 15 of each year. For extenuating circumstances, a selected pool member may request to be excused from service. Faculty exceptions to selected pool service require the endorsement of the unit director or chairperson. Graduate student exceptions require the endorsement of the Associate Dean for Research and Graduate Studies. Veterinary medical student exceptions require the endorsement of the Associate Deans for Academic Programs, pre-clinical and clinical, and the Associate Dean for Admissions, Student Life and Inclusivity. Faculty or students excused from service are replaced by lot from the available pool members.
 - 6.2.5. Under conditions defined in these bylaws, members of a College hearing board may be excused or disqualified from service based on a conflict of interest. A “conflict of interest” is defined as any academic, financial, scholarly, or social relationship that could impair the ability of a member to make a fair and impartial judgment.
- 6.3. The College Graduate Student Hearing Board (CGSHB) is formed as the judicial body authorized to adjudicate cases involving graduate student rights and responsibilities. The CGSHB will be constituted before April 15 of each year and will include 7 members: 4 faculty (3 tenured, 1 non-tenured but appointed in the tenure system), and three graduate students, all selected randomly from the College Hearing Pool defined in 6.2.1. and 6.2.2. The Dean (or delegate) will appoint one of the three tenured faculty members to be the presiding officer (chair) of the CGSHB.

Service on the board begins the first day of full session summer semester of each year and extends for one calendar year, or longer if additional time is needed to complete judicial hearing of a specific case.

The presiding officer shall not be a voting member, except in the case of a tie, and shall apply the rules of procedure consistent with the guidelines stated in the MSU Graduate Student Rights and Responsibilities document.

Two of the three remaining faculty members (excluding the presiding officer), and two of the three graduate students shall be designated by lot as regular voting members of the CGSHB. The remaining faculty member and graduate student serve as non-voting alternates and will attend all meetings but do not contribute (as alternates) to board deliberations. Alternates who replace a voting member that cannot complete board service for a specific case, assume all deliberative and voting rights of the remaining board members.

Members of the CGSHB excused for cause (conflict of interest), or by either case parties' right (section 5.1.7(c) of the MSU Graduate Student Rights and Responsibilities) are replaced by lot from the service pool (6.2.1 and 6.2.2).

6.3.1. For cases of alleged violation of Graduate Student Rights and Responsibilities, the CVM CGSHB serves as:

- a) The initial hearing board for cases brought before a department/unit in which the Associate Dean for Research and Graduate Studies concurs with a request by the chair/director to waive jurisdiction.
- b) The initial hearing board for cases that allege a violation of a graduate student's rights by a CVM administrator, or by multiple College personnel appointed/employed in more than one department/unit.
- c) The appellate board for cases whose adjudication was initiated at the department/unit level.

6.4. If a CGSHB loses more than two of its voting members during the course of a hearing, the hearing shall be terminated and a new hearing board selected.

6.5. The College Medical Student Hearing Board (CMSHB) is formed as the College judicial body authorized to adjudicate cases involving medical student rights and responsibilities including both complaints and grievances. The CMSHB will be constituted before April 15 of each year and will include 4 faculty and 4 medical students selected by lot from the pool defined in section 6.2.1 and 6.2.3 of these bylaws. One of the 4 selected faculty, and one of the 4 selected medical students serve as alternates. Alternates attend all hearing meetings but do not contribute to deliberations, nor vote unless called to replace a voting member who cannot complete service for a specific hearing.

The Associate Deans for Academic Programs, pre-clinical and clinical, will appoint one of the non-alternate faculty to be the chair of the board. The chair is responsible for ensuring that the judicial procedures comply with these bylaws.

Service on the board begins with the first day of the full session summer semester of each year and extends for one calendar year, or longer if additional time is needed to complete judicial hearing of a specific case.

The chair of the CMSHB will promptly rule on requests by either party to disqualify a board member for reason of conflict of interest. If a request is made to disqualify the chair, the Associate Deans for Academic Programs, pre-clinical and clinical, and the Associate Dean for Admissions, Student Life and Inclusivity will rule on the request. Members of the CMSHB excused for reason of conflict, are replaced by lot from the service pool (6.2.1. and 6.2.3.).

6.5.1. For cases of alleged violation of Medical Student Rights and Responsibilities, the CVM CMSHB serves as:

- a) The initial hearing board for cases brought before a department/unit in which the Associate Deans for Academic Programs, pre-clinical and clinical, and the Associate Dean for Admissions, Student Life and Inclusivity concurs with a request by the chair/director to waive jurisdiction.
- b) The initial hearing board for cases that allege a violation of a medical student's rights by a CVM administrator, or by multiple College personnel appointed/employed in more than one department/unit.

- c) The appellate board for cases whose adjudication was initiated at the department/unit level.
- 6.6. If a CMSHB loses more than two of its voting members during the course of a hearing, the hearing shall be terminated and a new hearing board selected.
 - 6.7. The judicial procedures for allegations related to Graduate Student Rights and Responsibilities are described in APPENDIX 1 of these bylaws.
 - 6.8. The judicial procedures for allegations related to Medical Student Rights and Responsibilities are described in APPENDIX 2 of these bylaws.

7. College Policies and Guidelines

College policies and guidelines are written statements that describe uniform conduct or action to delineated situations and events. They are College policies when the intended scope is applied across the College (personnel and/or committees). Policies are binding on the intended scope of College personnel described in the policy (e.g. all personnel, faculty only, students only). Guidelines are non-binding recommendations. With the exception of the Biosafety Committee, the phrase “policies and procedures” listed as duties of College standing committees are considered discretionary policies as defined below.

7.1. Mandated College Policies

The University and regulatory organizations occasionally require that colleges develop specific policies without specifying details. Such mandated policies are to be developed and approved as a joint responsibility between the Dean and the CAC. Policies required for safety (biological and environmental, workplace) and academic accreditation are specific examples of mandated policies imposed by entities other than the University.

7.2. Discretionary College Policies

Discretionary College Policies are those not mandated by MSU administrative units above the College, or other entities that fall under the 7.1. clause. They are optional in terms of development and adoption, and are proposed when a uniform set of procedures or actions is deemed beneficial to the College. Discretionary policies may be proposed by any regular faculty member, unit, or standing committee. Discretionary policies require initial endorsement by both the Dean and the CAC, then must be endorsed by faculty vote approval in accordance with section 2.3.3. of these bylaws.

7.3. Policy Definitions

Advocates of a discretionary policy proposal must define it with sufficient specificity and clarity to promote compliance and enable enforcement. At a minimum the policy definition must include:

- a) The applicable situation/circumstance that triggers policy compliance;
- b) The scope of individuals who must comply (i.e. all CVM personnel, faculty only, faculty and staff, etc.);
- c) Approved exemptions and exceptions to either a) or b);
- d) Planned policy duration (indefinite, fixed time with dated retirement, retirement by event). If a retirement clause is not included, approved policies are assumed to be in force indefinitely unless revoked or modified by subsequent faculty vote; and
- e) The prescribed and/or proscribed conduct/actions.

Advocates of discretionary policy proposals must be able to show the proposed policy does not duplicate or conflict with existing MSU or CVM policies.

7.4. Provisional Policies

Emerging circumstances might establish a need for adoption of a discretionary policy before it can be formally approved by the College faculty. With the endorsement of the Dean and the CAC, a provisional policy can be approved which becomes binding after notifying College personnel, and publishing the provisional policy in a form accessible to the applicable members of the College. Provisional policies are in force until rescinded by the Dean and the CAC, or until the next College faculty meeting. If not approved in its original or amended version at this College faculty meeting, the provisional policy is retired and may not be revived by the provisional mechanism.

7.5. Policy Publication

Approved College policies (mandated and discretionary) and College guidelines are to be published in a format accessible to all College personnel. The preferred format is a digital publication (i.e. College website or similar).

7.6. Policy Limitations

Policies may not be approved, or are considered void if previously approved, if they encroach on authority expressly delegated by MSU governance to the Dean, department chairpersons, or any other person or entity (i.e. course moderators and instructors, etc.).

7.7. Policy Revision

Approved discretionary policies may be renewed, revoked, or altered at any time by endorsement of the Dean and affirmative faculty vote as described in section 2.3.3.

7.8. Discretionary policies proposed to exist prior to approval of this section of the CVM bylaws, that can be shown to have been approved by faculty vote, are considered valid and in force, and are to be published as approved. Prior discretionary “policies” that were not expressly approved by the Dean and faculty are not considered valid. The Dean and the CAC have shared responsibility in determining whether prior policies conform and are in force, or are invalid.

7.9. College Guidelines

Guidelines are similar to policies in that they describe recommended uniform actions to specific circumstances, but the recommendations are not binding (without risk of penalty), and do not require faculty approval. Guidelines can be proposed by units, standing committees, or College administrators. Guidelines are approved by the Dean after consulting with the CAC. Guidelines go into effect once announced to College personnel and published in a format accessible to all applicable College personnel.

8. **Faculty Grievance Procedure**

8.1. The grievance procedures for academic staff and faculty follow the policies and procedures described in the MSU Faculty Handbook (Faculty Grievance Policy Section).

9. **Interpretation and Amendment Process**

9.1. The CAC shall be charged with the authority for interpretation of these bylaws, and approved College policies.

- 9.2. Proposed amendments / revisions to these bylaws may be submitted to the CAC for inclusion on the agenda of the next faculty meeting for which bylaw revisions are to be considered. An endorsed motion to approve the amendment(s)/revision(s) triggers a discussion that can include additional motions for alterations of the proposal(s). Such alterations are adopted with majority support from the faculty attending the meeting. The original motion to accept the proposal for distribution and vote is approved with majority support from the faculty in attendance. Accepted bylaw proposals must then be distributed by either mail ballot (or electronic ballot if endorsed by the Dean and CAC) to the voting members of the College. A two-thirds majority of all College voting faculty shall be required for acceptance of proposed Bylaw changes. The CAC will announce the results of all ballots.
- 9.3. According to Section 4.3.5. of the **University Bylaws for Academic Governance**, "The UCAG shall review college bylaws for consistency with these Bylaws. It shall review each college's bylaws at least once every five years."

Addendum 1 Graduate Student Hearing Procedures for the College of Veterinary Medicine

Addendum 2 Medical Student Hearing Procedures for the College of Veterinary Medicine

Reprinted June 1978

Adopted February 1976 (2.2.2.4., 3.2.1.1., 3.2.2.)

Amended by vote of the approved voting faculty:

May 1977 (3.4.2.)

September 1977 (1.2.2. changed to 1.1.2. instead of 1.1.2.3.)

November 1977 (1.2.1.1. added specialists to voting faculty)

November 1982 (3.3. Curriculum Committee)

January 1985 (Gender specific language and 2.3.)

December 1985 (3.7. Committee on Honor Code and MSRR Hearings)

October 1986 (Rules governing standing committees)

April 1989 (1.2.1.2., 1.2.3. moved to 3.2.3., 2.1.1.1., 2.1.2.4., 2.1.2.6., add 2.1.2.7., 3.2.2.2., 3.2.2.3., 3.2.3., 3.2.4.2., 3.6.1.)

August 1990 (Committee on Diversity and Affirmative Action: 3.1.2., 3.2.2.7., 3.2.2.8., and 3.8.)

Reprinted July 1992

Revisions to entire document were approved by the faculty February 2, 1994.

Amended January 1997 (3.3.1. Committee on Curriculum to include veterinary technology)

Amended December 6, 2001 (added 1. College Organization: 1.1. Office of the Dean and 1.2. Departments; remainder of document re-numbered accordingly)

Amended December 19, 2003:

1.2. Departments – added 1.2.1.3.

4.2.1. Categories of Members of Standing Committees – added 4.2.1.6.

4.2.6. Appointed Members – revised

4.5. Committee on Student Performance – amended 4.5.1.

4.6. Committee on Graduate Study and Research – amended 4.6.1.

4.7. Committee on Graduate Grievance Hearings – amended 4.7.2.

4.9. Committee on Diversity and Affirmative Action – amended 4.9.1.

Amended November 10, 2005 (added 4.10. Committee on Promotion and Tenure)

Amended December 12, 2006:

Preamble – change Page 5 to Page 4; change September 1984 to November 1997.

4.2.1.3. – added “except the College Committee on Promotion and Tenure.”

4.2.8. University Committee Liaison Representative – changed from “without vote” to “with vote.” (3.1.2.5., 4.3.2., 4.6.2. – “without vote” deleted from these sections)

4.8 Committee on Honor Code and MSRR Hearings – amended 4.8 (added CVM Hearing Board); amended 4.8.1., 4.8.2., 4.8.2.1., 4.8.2.2., 4.8.3.

- 4.9. Committee on Diversity and Affirmative Action – amended 4.9.2.
- 7.3. – changed 4.4.5 to 4.3.5; changed “Bylaws for Academic Governance” to “University Bylaws for Academic Governance.”

Amended January 18, 2008:

- 4.2.4. Minutes and Reports – amended 4.2.4.2.
- 4.8. Committee on Honor Code and Medical Students’ Rights and Responsibilities (MSRR) Hearings (CVM Hearing Board) – amended 4.8.1.

Amended January 19, 2009:

- 3.1.2. Election to the CAC – amended 3.1.2.1.
- 1.2. Departments – amended 1.2.1.1. (wherever the term “clinical” department is used in the bylaws, it will be replaced with “CVM-only” department) and amended 1.2.1.2. (wherever the term “basic science” department is used in the bylaws, it will be replaced with “shared” department)
- 1.2.1.3. – deleted from bylaws
- 4.7. Committee on Graduate Grievance Hearings – amended 4.7.2.
- 4.9. Committee on Diversity and Affirmative Action – amended 4.9.1.

Amended December 17, 2010:

- 4.4. Committee on Student Admissions – amended 4.4.1. (composition of committee)
- 4.8. Committee on Honor Code and Medical Students’ Rights and Responsibilities (MSRR) Hearings (CVM Hearing Board) – amended 4.8.1. (composition of committee)

Amended December 28, 2012:

- 4.3. Committee on Curriculum – amended 4.3.1. (composition of committee)
- 4.2.1.6. Included “Curriculum Committee”

Revisions to entire document were approved by the faculty for mail ballot vote April 27, 2016 and subsequently approved by mail ballot vote; effective July 1, 2016.

Amended January 30, 2017:

- 4.7. Committee on Diversity and Inclusion – amended 4.7.1. (composition of committee)

Amended February 11, 2019

- 1.2. Departments - amended 1.2.1.2. (removed Physiology)
- 2.1. Composition of Faculty – amended 2.1.2
- 2.2. Composition of Voting Faculty – amended 2.2.1.1. and 2.2.1.3.
- 3.1 College Faculty Organization – amended 3.1.1.4. (change date to March 1)
- 3.1.2. Election to the CAC – amended 3.1.2.4 (student terms for DVM and graduate students)
- 4.3 Committee on Curriculum – amended 4.3.1 (removed PSL)
- 4.5 Committee on Student Performance – amended 4.5.1 (composition of committee)
- 4.8 Committee on Reappointment, Promotion and Tenure – amended 4.8.1 (composition of the committee)

Amended January 10, 2020

- 4.1. Standing Committees of the college – amended 4.1.2 college committees (separated Committee on Graduate Study and Research into Committee on Research and Committee on Graduate Study).
- 4.2. Categories of Members of Standing Committees – amended 4.2.2.3
- 4.4 Committee on Student Admissions – amended 4.4.1 (updated titles)
- 4.6 Committee on Graduate Study and Research – amended committee name (Committee on Graduate Study)
- 4.6 Committee on Graduate Study - amended 4.6.1 and 4.6.2 membership
- 4.6.3 Committee on Graduate Study – amended 4.6.3 and 4.6.3.1 membership responsibilities
- 4.7 Committee on Research – amended / created new committee
- 4.7 Committee on Research – amended 4.7.1 membership of new committee
- 4.7 Committee on Research – amended 4.7.2 role of Associate Dean for Research and Graduate Studies on Committee
- 4.7 Committee on Research – amended 4.7.3, 4.7.4 and 4.7.5 committee responsibilities

4.8 Committee on Diversity and Inclusion – amended 4.8.1 titles
4.8.3 Committee on Diversity and Inclusion – amended 4.8.3 #2
4.10 Committee on College Safety and Biocontainment – amended 4.10.4 membership and titles
6 Graduate and Medical Student Rights and Responsibilities, Hearing Pools and Board – amended
6.2.4 student exemptions
6 Graduate and Medical Student Rights and Responsibilities, Hearing Pools and Board – amended
6.5 titles
6 Graduate and Medical Student Rights and Responsibilities, Hearing Pools and Board – amended
6.5.1a. amended titles

Appendix 1 Graduate Student Hearing Procedures for the College of Veterinary Medicine

In accordance with the MSU GSRR, the College of Veterinary Medicine has established the following College Hearing Board procedures for adjudicating academic grievances and complaints.

ADJUDICATION OF CASES INVOLVING GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

1. Redress of Grievances

- 1.1. With respect to allegations of violation(s) by or against a graduate student, a grievant or faculty complainant is encouraged to seek resolution and redress informally with the appropriate individual(s).
- 1.2. If problems arise in the relationship between instructor and student, the parties shall attempt first to resolve them in informal, direct discussions. If the problem remains unresolved, then the student shall consult with the Associate Dean for Graduate Studies and Research. If still aggrieved, a student may then submit a formal, written grievance for consideration by the College Graduate Student hearing board. The formal grievance alleging violations of academic rights must include a proposed remedy, which could be implemented by a responsible administrator. The grievant or respondent may consult with the University Ombudsperson at any stage of the process.
- 1.3. To overcome the presumption of good faith in course instructors' and graduate committees' judgments of performance, grievances concerning academic evaluations must produce facts that provide clear and convincing evidence that demonstrates that an evaluation was based entirely, or in part, upon factors that are inappropriate or irrelevant to academic performance and applicable professional standards.
- 1.4. Any member of the academic community of Michigan State University may initiate a grievance involving the rights and responsibilities of graduate students.
- 1.5. In submitting a formal grievance to an appropriate hearing board alleging violation(s) by or against a graduate student, a grievant must submit a written, signed statement that specifies with sufficient particularity to justify proceedings the point(s) forming the basis of the grievance, the person(s) and/or unit(s) against whom/which the grievance is filed, and the redress that is sought.
 - 1.5.1. Grievances must normally be initiated no later than mid-term of the semester following the one wherein the alleged violation occurred (exclusive of summer semester). If the involved instructor or student is absent from the University during that semester, or if other appropriate reasons exist, an exception to this provision may be granted by the appropriate hearing board. If, before the formal grievance procedures are completed, the involved instructor is no longer employed by the University, the grievance process may nevertheless proceed.
 - 1.5.2. Student grievances alleging violation of academic and professional rights must be initiated at the lowest administrative level feasible; normally, the department/school/program. With the approval of the college dean,

departments/schools/program may waive jurisdiction and refer grievances to the college hearing board. A college dean may request a change of jurisdiction if the dean has concerns about a fair hearing.

2. Judicial Procedures

- 2.1. The College and College academic units shall review their hearing board procedures every five (5) years.
- 2.2. Procedures for the adjudication of grievances must proceed in a timely manner as defined below.
- 2.3. Upon receipt of a request for a formal grievance, the unit chair/director shall forward a copy of the grievance request to the chair of the hearing board who in turn shall transmit a copy of the grievance request within five (5) class days to the hearing board members and to the respondent.
- 2.4. In urgent cases in which it is alleged that a regulation or an administrative decision or action threatens immediate and irreparable damage to any of the parties involved, the hearing board or judiciary shall expedite the hearing and final disposition of the case.
- 2.5. A hearing board or judiciary is empowered to act on a request to direct an individual or unit to discontinue or postpone an administrative decision or action that threatens immediate and irreparable damage to any of the parties involved pending final disposition of the case. The hearing board or judiciary shall expedite the hearing and final disposition of this urgent case.
- 2.6. A department/school/program or college hearing board shall review each hearing request for jurisdiction and judicial merit and may then forward a copy of the request to the appropriate individual(s) and invite a written response. After considering all submitted information, the board may:
 - a. Accept the request, in full or in part, and proceed to schedule a hearing.
 - b. Reject the request and provide an appropriate explanation.
 - c. Invite all parties to meet with the board for an informal discussion of the issues. Such a discussion shall not preclude a later hearing.
- 2.7. Notice of Hearing. At least five (5) class days prior to a formal hearing, both the respondent and the grievant shall be sent a written notification of hearing from the appropriate hearing body. This notice of hearing shall state:
 - a) The nature of the issues, charges, and/or conflicts to be heard with sufficient particularity to enable both the respondent and the grievant to prepare their respective cases;
 - b) the time and place of the hearing;
 - c) the body adjudicating the case and the names of the members that make up the body, including the names of all alternate members; and
 - d) the names of the respondent and grievant.
 - 2.7.1. At least three class days before the hearing, the parties shall provide the chair of the hearing board with the names of their witnesses (if any) and advisor (if any). The chair of the hearing board shall forward this information to both parties to the hearing.
- 2.8. Either the grievant or the respondent may request, with cause, a postponement prior to the scheduled time of a hearing. The hearing board may grant or deny such a request.

- 2.9. Both the respondent and the grievant shall be expected to appear at the hearing and present their cases to the hearing board.
- a) Should the grievant fail to appear, the hearing board may either postpone the hearing or dismiss the case.
 - b) Should the respondent fail to appear, the hearing board may either postpone the hearing or, only in unusual circumstances, hear the case in his or her absence.
 - c) The hearing board may accept written statements from a party to the hearing in lieu of a personal appearance, but only in unusual circumstances. Such written statements must be submitted to the judiciary at least three (3) days prior to the scheduled hearing.
- 2.10. Hearing boards shall ensure that a collegial atmosphere prevails in grievance hearings. Either party shall have the right to be accompanied by an advisor (see definition in Article 8). Permission will be granted to the respondent to be accompanied by an attorney if there are criminal charges pending.
- 2.10.1 The advisor may be present throughout the hearing but has no voice in the hearing unless the chair of the hearing board grants the advisor permission to participate.
- 2.10.2 During the hearing, parties to a grievance shall have an opportunity to state their cases, present evidence, designate witnesses, ask questions, and present a rebuttal.
- 2.10.3 Witnesses must be members of the University community, unless the hearing board determines that they have direct knowledge of the alleged behavior in question. Witnesses may be present in the hearing only when testifying. Witnesses may submit written statements to the hearing board in lieu of attending only with the written permission of the chair of the hearing board. Expert or character witnesses are generally not allowed. The hearing board may limit the number of witnesses.
- 2.10.4 Hearings are closed unless the student requests an open hearing. An open hearing is open to any member of the University community. The hearing board may close an open hearing to maintain order or protect the confidentiality of information. The hearing board shall prepare a written report of findings and rationale for the decision and shall forward copies to the parties involved, to the responsible administrator(s), to the University Ombudsperson, and to the Dean of the Graduate School. The report shall indicate the major elements of evidence, or lack thereof that support the hearing board's decision. All recipients are expected to respect the confidentiality of this report. When a hearing board finds that a violation of academic rights has occurred and that redress is possible, it shall direct the responsible administrator to provide redress. The administrator, in consultation with the hearing board, shall implement an appropriate remedy.
- 2.11. Appeals. The decision of the original hearing board may be appealed by either party to a grievance only to the next level hearing board. If the original hearing was by a department/school/program hearing board, the appeal shall be made to the college hearing board. If the original hearing was by a college hearing board, the appeal should be made to the University Graduate Judiciary.

- 2.11.1 Appeals must allege either that applicable procedures for adjudicating the case were not followed in the previous hearing or that the findings of the hearing board were not supported by the facts that provided clear and convincing evidence. (Presentation of new information will normally be inappropriate at an appeal hearing.)
- 2.11.2 All appeals must be written and signed and must specify the alleged defects in the previous adjudication(s) in sufficient particularity to justify further proceedings. The appeal must also specify the redress that is sought.
- 2.11.3 Appeals must be filed with the chair of the appropriate appellate board (i.e., a college hearing board or the University Graduate Judiciary) within five (5) class days following a notice of a decision. The original decision shall be held in abeyance while under appeal.
- 2.11.4 An appellate board (i.e., a college hearing board or the University Graduate Judiciary) shall review each appeal request and may then forward a copy of the request to the appropriate individual(s) and invite a written response. After considering all submitted information, the appellate board may: a) decide that sufficient reasons for an appeal do not exist and that the decision of the lower hearing body shall stand; b) direct the lower hearing body to rehear the case or to reconsider or clarify its decision; or c) decide that sufficient reasons exist for an appeal and accept the request, in full or in part, and proceed to schedule an appeal hearing.
 - 2.11.4.1 Following an appeal hearing, an appellate board may affirm, reverse, or modify the decision of the lower hearing body.

- 2.12. Reconsideration. Each judiciary or hearing board shall make provision to allow the parties to a grievance to request reconsideration of a case within thirty (30) days if it is determined that new information has arisen. An exception to the time provision may be granted by the appropriate judiciary or hearing board.

3. Academic Dismissal and Academic Disciplinary Cases

- 3.1. In cases in which a student is charged with academic misconduct and the student's dean has notified the student, in writing, of the charge and requested an academic disciplinary hearing, the complaint will be forwarded to the Dean of the Graduate School.
- 3.2. Upon receiving the request for an academic disciplinary hearing, the Dean of the Graduate School (or designee) shall promptly notify the student that s/he is required to meet with the Dean of The Graduate School (or designee) to discuss the alleged academic misconduct and review the academic disciplinary hearing process.
 - 3.2.1. At this time, the Dean of the Graduate School (or designee) will also inform the student of his or her right to contest the allegation before the relevant department/school/college hearing board.
 - 3.2.2. The student shall have ten (10) class days to request an academic grievance hearing to contest a penalty grade, or to contest a failure to pass comprehensive exams based on academic misconduct, or any other

charge of academic or professional standards misconduct. If the student files a request for a grievance hearing, the student will not meet with the Dean of the Graduate School (or designee) until the unit-level hearing board has heard the student's academic grievance and all appeals, if any, are final. If the hearing board determines that the student did not commit academic misconduct, the student will not face any additional sanctions based on that charge. In such a hearing, the burden of proof shall rest upon the instructor or guidance committee (for comprehensive exams) whose prior assignment of the penalty grade will constitute a charge of academic misconduct. The hearing board shall proceed in compliance with applicable University and/or unit academic legislation on the integrity of scholarship, grades, and professional standards; and the procedural and appeal provisions of this document shall apply.

- 3.3. In cases in which the student's dean (or designee) has requested an academic disciplinary hearing for a complaint involving the violation of professional standards, the Dean of the Graduate School (or designee) will meet with the student to determine the appropriate college hearing board for the hearing and review the academic disciplinary process.
- 3.4. In cases in which the student's dean (or designee) has requested an academic disciplinary hearing for a complaint involving academic misconduct other than a violation of professional standards, the Dean of the Graduate School (or designee) will meet with the student to discuss the allegations and ask the student to select either an administrative hearing conducted by the Dean of the Graduate School (or designee) or a disciplinary hearing conducted by the appropriate college hearing board. If the student chooses to have a college hearing, the Dean of the Graduate School (or designee) will forward the complaint to the chair of the appropriate college hearing board. If the student requests an administrative hearing, the Dean of the Graduate School (or designee) will proceed with the hearing.
- 3.5. A student who admits his/her academic misconduct to the Dean of the Graduate School (or designee) waives the right to a hearing to contest the allegation. In such a situation, the Dean of the Graduate School (or designee) shall impose an appropriate redress or sanction for the academic misconduct. The student may appeal the appropriateness of the sanction/redress imposed to the Provost within five (5) class days.
- 3.6. If a student fails to meet with the Dean of the Graduate School (or designee) when so required by this document, the academic misconduct complaint will be referred to the appropriate college hearing board.
- 3.7. In cases of ambiguous jurisdiction, the Dean of the Graduate School will select the appropriate judiciary.
- 3.8. The academic disciplinary sanctions imposed on a student should be based on a consideration of all circumstances in a particular case, including the student's prior record of academic misconduct, if any. Such sanctions may include one more of the following:
Warning: An official written statement expressing disapproval of the behavior and notifying the student that it must not recur.

Probation: An official written statement establishing a period of time for observing and evaluating a student's conduct and indicating that further academic

misconduct may result in more severe disciplinary action. This probation may be accompanied by stipulations, including, but not limited to, restitution, participation in an educational program, or the loss of specified privileges.

Restitution: A requirement that a student pay for property damages or losses resulting from acts committed by the student, with the date by which the restitution must be completed.

Other: The student may be required to participate in an educational program deemed appropriate to a specific case or set of behaviors or lose specified University privileges.

Suspension: A suspension is temporary removal from the University or a department/school/college for a particular period of time, at the conclusion of which the student is eligible to apply for readmission. A suspension may also be a conditional suspension, in which case the student must demonstrate that he/she has fulfilled stated conditions prior to applying for readmission.

Dismissal: A dismissal is a permanent removal from the University or a school/college. Only the University Graduate Judiciary and the Dean of the Graduate School may impose the sanctions of suspension or dismissal from the University. Only the dean of the relevant college and the University Graduate Judiciary may impose the sanction of suspension or dismissal from a school/college.

4. When sanctions other than or in addition to a penalty grade are involved, the college hearing board has original jurisdiction, and the University Graduate Judiciary has appellate jurisdiction over academic dismissals and disciplinary cases against graduate students relating to academic misconduct.
5. The University Graduate Judiciary is the final hearing body within the judicial structure related to graduate academic rights and responsibilities, in cases that were initiated at the college level.
 - 5.1. The University Graduate Judiciary shall have available to it the full range of decisions provided to hearing boards through this document. In addition, the University Graduate Judiciary may make whatever recommendations it may consider appropriate to specific cases. When the Judiciary finds that a violation of academic rights has occurred and that redress is possible, the Judiciary shall direct the responsible administrator to provide redress. The administrator, in consultation with the University Graduate Judiciary, shall implement an appropriate remedy.

Appendix 2 Medical Student Hearing Procedures for the College of Veterinary Medicine

1. ACADEMIC GRIEVANCES.

- 1.1. A grievance is defined as an allegation filed by a medical student against a faculty, academic staff, or support staff member of the University community.
- 1.2. Any medical student may file a grievance within the time periods set forth in Article V, section 5.3.3.
- 1.3. A grievance may allege a violation of any of the rights of medical students under this document or challenge an academic evaluation on the ground that the evaluation was based entirely or in part upon factors (e.g., race, sex, personal animus) other than a good faith judgment about the medical student's academic performance, including compliance with applicable professional standards.
 - 1.3.1. A medical student who receives a penalty grade based on a charge of academic dishonesty and who is not referred for additional disciplinary action, may contest the penalty grade by filing a grievance under this section. Instructors seeking sanctions for academic dishonesty other than, or in addition to penalty grades, must file a complaint under Article 5.2.2. of this document.
- 1.4. A student who has been dismissed for academic reasons by a medical college's student performance committee and/or dean's office may file a grievance under this section alleging procedural violations. Students may not file a grievance challenging such a decision to dismiss on substantive grounds.
- 1.5. Where an instructor or a committee has rendered a judgment regarding a medical student's academic performance, that judgment is presumed to be made in good faith and the grievant bears the burden of proving the contrary, with the exception of allegations of academic dishonesty. In those cases, the faculty member bears the burden of proof.

2. COMPLAINTS.

- 2.1. A complaint is defined as an allegation filed by a member of the University community against a medical student.
- 2.2. Any member of the University community may file a complaint against a medical student within the time periods set forth in Article 5.3.3. alleging a violation of this document, academic dishonesty, violation of professional standards, or falsification of admission or academic records. (See also *Integrity of Scholarships and Grades* policy.)
- 2.3. If a medical student or a student enrolled in a joint medical/graduate program engages in conduct that would violate a student group regulation, general student regulation, or University policy if the conduct occurred on campus, that conduct may form the basis for a complaint when the alleged violation impairs, interferes with, or obstructs the mission, processes, or functions of the student's medical college.

3. FILING A GRIEVANCE OR COMPLAINT.

- 3.1.** To file a grievance/complaint, the grievant/complainant must submit a written, signed statement to the designated administrator of the college in which the medical student is enrolled. The statement must contain the following information:
 - A. The specific provision of this document or other policy/regulation that has allegedly been violated;
 - B. The time, place, and nature of the alleged violation;
 - C. The person(s) against whom the grievance/complaint is filed;
 - D. A concise and plain statement of the sanction or remedy sought; and
 - E. Whether a hearing is requested.
- 3.2.** Anonymous complaints will not be accepted. Students may seek assistance from the Office of the Ombudsman¹ to understand the grievance process.
- 3.3.** Grievances/complaints must be filed no later than mid-term of the semester following the one in which the alleged violation occurred (exclusive of the scheduled vacation periods during which students in the medical colleges are not enrolled for classes). If either party to a grievance/complaint is absent from the University during that semester, or if other appropriate reasons exist, an exception to this time limit may be granted by the designated college administrator. If either party to the grievance or complaint leaves the University prior to its resolution, the grievance/complaint may proceed at the discretion of the chair of the hearing body.
- 3.4.** Grievances/complaints must be initiated at the lowest administrative level feasible. Grievances/complaints brought within a department that is solely administered by the medical colleges will normally be heard by the department hearing body. Grievances/complaints brought within a department that is not solely administered by the medical colleges will be referred to the medical student's college hearing body. Upon the request of either party or on its own initiative, a department may waive jurisdiction and refer a grievance/complaint to the college hearing body with the approval of the college dean.

4. ADMINISTRATIVE RESOLUTION.

- 4.1.** Where possible, a grievant or complainant is encouraged to seek resolution and redress informally.
- 4.2.** If problems arise in the relationship between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the unit administrator and/or the Ombudsperson should be consulted. If a problem is still unresolved, either individual may submit a grievance or complaint.
- 4.3.** Within five (5) class days² after receipt of a grievance/complaint, the designated college administrator shall meet with the respondent to discuss the nature of the grievance/complaint. At that time, the respondent may admit his/her violation of this document or other policy/regulation and have the grievance/complaint resolved through administrative action.

A respondent who admits his/her violation of this document or other policy/regulation waives his/her right to a hearing regarding the underlying facts of that violation. In such a situation, the designated college administrator shall propose an appropriate redress or sanction for the violation. At that time, the

respondent may choose to proceed to a hearing on the sole issue of the appropriateness of the sanction/redress.

- 4.4. Alternatively, the respondent may choose to deny that the alleged violation has occurred and request a hearing. In such a case, within five (5) class days, the designated college administrator shall forward the grievance/complaint to the chairperson of the hearing body.

5. JUDICIAL PROCEDURES.

- 5.1. The adjudication of grievances should proceed in a timely manner, as described below.
- 5.2. Upon receipt of a complaint/grievance, the chair of the hearing body shall transmit a copy of the complaint/grievance within five (5) class days to the hearing body members and to the respondent(s). The hearing body shall review the complaint/grievance to determine whether it has jurisdiction and whether the complaint/grievance has alleged a violation of this document or other policy/regulation and may then forward a copy of the complaint/grievance to the appropriate individual(s) and invite a written response regarding these issues. After considering all submitted information, the hearing body may:
 - a) Accept the complaint/grievance, in full or in part, and proceed to schedule a hearing;
 - b) Reject the complaint/grievance and provide an explanation; or
 - c) Invite all parties to meet with the hearing board for an informal discussion of the issues. Such discussion shall not preclude a later hearing.
- 5.3. At least ten (10) class days prior to the hearing, each party shall provide the chair of the hearing body with the names of his/her witnesses (if any) and advisor (if any).³
- 5.4. At least five (5) class days prior to the hearing, each party shall be entitled to a written notice of hearing from the hearing body. This notice of hearing shall state:
 - a) The name(s) of the parties;
 - b) The nature of the issues to be heard with sufficient detail to enable each party to prepare its respective case;
 - c) The date, time, and place of the hearing;
 - d) The names of witnesses (if any) and advisor (if any); and
 - e) The names of the members of the body adjudicating the case.
- 5.5. At least three (3) class days prior to a formal hearing, either party may submit a request to the chair of the hearing body that a member of the hearing body be disqualified because of a conflict of interest. (See Article 5.9.4.2.) If the chair of the hearing body is the subject of the request, the request should be filed with the designated college administrator. The chair of the hearing body or designated college administrator shall rule on the issue of disqualification promptly and, if a member is disqualified, the name of the new hearing body member shall be forwarded to the parties immediately.
- 5.6. Any amendments to a complaint/grievance must be filed at least five (5) class days prior to the hearing on that complaint/grievance.
- 5.7. Either party may request, with cause, a postponement prior to the scheduled time of a hearing. The chair of the hearing body may grant or deny such a request.

- 5.8. Each party is expected to appear at the hearing and present his/her case to the hearing body.
- 5.9. Should the complainant/grievant fail to appear, the hearing body may either postpone the hearing or dismiss the complaint/grievance.
- 5.10. Should the respondent(s) fail to appear, the hearing body may either postpone the hearing or, if the hearing body determines that an acceptable excuse has not been offered, hear the grievance/complaint in the absence of the respondent(s).
- 5.11. The hearing body may accept written statements from a party to the hearing in lieu of a personal appearance, but only in unusual circumstances. A copy of the written statement shall also be sent to the opposing party. Such written statements must be submitted to the hearing body and to the opposing party at least one (1) day prior to the scheduled hearing.
- 5.12. The hearing body shall maintain a collegial atmosphere in hearings.
- 5.13. Either party may choose to be accompanied by a member of the faculty, staff, or student body of the University who may serve as an advisor. The advisor may be present throughout the hearing but has no voice in the hearing unless permission to participate is granted by the chair of the hearing body. Permission may be granted to the respondent to be accompanied by an attorney if criminal charges are pending against the respondent regarding the subject matter of the complaint/grievance. If the respondent is charged with a sex offense, the complainant may also have an attorney present.
- 5.14. During the hearing, each party shall have an opportunity to make an opening statement, present evidence, question witnesses, ask questions of the opposing party, and present a closing statement.
- 5.15. The hearing body shall issue a decision and prepare a written report of its findings and supporting rationale. As part of its decision, the hearing body shall determine what, if any, redress or sanction should be implemented. The hearing body shall forward copies of the report to the parties, the designated college administrator, the Ombudsman, and the dean of the medical college involved in the complaint/grievance. All recipients are expected to respect the confidentiality of this report. The dean of the medical college shall take appropriate action to implement any redress or sanction directed by the hearing body.
- 5.16. Either party to a hearing may request reconsideration of a decision within thirty (30) days if it is determined by the chair of the hearing body that new evidence has arisen. "New evidence" is defined as relevant information or documents previously unavailable to the party, although the party acted with due diligence to obtain such evidence. An exception to the thirty (30) day time limit may be granted by the chair of the hearing body only upon a showing of good cause.

6. URGENT CASES.

- 6.1. The following process makes special provisions to adjudicate urgent complaints/grievances in which it is alleged that the conduct of a medical student threatens immediate and irreparable harm to a member of the University community or to patients or clients for whose care one or more of the medical colleges is responsible.

- 6.2. When student conduct that threatens immediate or irreparable harm is alleged, the student shall be suspended by the appropriate dean/designated college administrator. The appropriate dean/designated college administrator shall convene, within three (3) class days, a fact-finding hearing. Based on this fact-finding hearing, the dean/designated college administrator will determine whether there is sufficient evidence to justify continuation of the suspension. The student will be notified of the time and place of the fact-finding hearing and shall have the right to be present, to be informed of the particulars of the allegation, and to speak on his or her own behalf.
- 6.3. When the fact-finder finds sufficient evidence that the student has engaged in conduct of a sort that, if continued, threatens immediate or irreparable harm and no compelling evidence has been provided by the student that the conduct will be or has already been discontinued, the dean/designated college administrator shall suspend the student immediately (or continue the suspension if one is already in place) and notify the college hearing body of the suspension.
- 6.4. Upon receiving notification that a student has been suspended following a fact-finding hearing, the normal procedures for conducting a college hearing will be instituted immediately. The student will remain suspended pending a decision by the college hearing body.
- 6.5. If the fact-finder does not find sufficient evidence to justify a suspension, the suspension will be lifted. The dean/designated college administrator will forward its conclusions in writing to the college hearing body and normal procedures for conducting a college hearing will be instituted immediately.

7. SANCTIONS.

- 7.1. **Complaints.** If it finds a violation, the hearing body may impose one of the following sanctions:
 - a) **Warning:** An official written statement advising the medical student that additional violations will result in more severe sanctions.
 - b) **Probation:** A period of time specified for observing and evaluating a medical student's conduct, with or without special conditions, including a written reprimand, with an indication that further violations will result in more severe disciplinary action, including suspension or dismissal from the college. Probation will be imposed for a specific period of time and, provided no further violations have occurred, the medical student shall automatically be removed from probation when that period expires. Probation may be accompanied by a requirement that restitution be made for University property damages or other losses resulting from the violation, or such other requirements or special conditions as may be appropriate under the circumstances.
 - c) **Suspension:** A suspension from the student's medical college may be for a specified period of time, in which case the medical student is eligible to apply for readmission at the end of that period of time, or it may be a conditional suspension, in which case the medical student must demonstrate that he/she has fulfilled stated conditions prior to applying for readmission. Suspensions must be approved by the dean/designated college administrator of the relevant medical college. If the dean/designated college administrator does not approve the suspension, the dean/designated college administrator may direct that another sanction be imposed. The dean/designated college

administrator will normally consult with the hearing body before imposing another sanction.

d) Dismissal: Dismissal from the student's medical college. Dismissals must be approved by the dean of the relevant medical college and the Provost. If the dismissal is not approved, the dean and Provost may direct that another sanction be imposed. The dean and Provost will normally consult with the hearing body before imposing another sanction.

e) Other: Other disciplinary action deemed appropriate to a specific case.

8. APPEALS.

8.1. The decision of the hearing body may be appealed by either party to the next level hearing body. If the original hearing was by the department hearing body, the appeal shall be made to the college hearing body. If the original hearing was by the college hearing body, the appeal shall be made to the University Graduate–Professional Judiciary (“UGPJ”).⁴

a) Grievances. The college hearing body or UGPJ shall hear appeals of decisions arising from academic grievances. Such appeals will be confined to allegations regarding procedural violations. When reviewing procedural matters, the appellate body will normally restrict its determination to issues which challenge the adequacy of the notice of the hearing provided the respondent by the hearing body and/or the adequacy of the hearing provided the parties by the hearing body. Evidence presented to the hearing body or otherwise pertaining to the substance of the grievance will not be reheard.

b) Complaints. The college hearing body or UGPJ shall hear appeals of decisions arising from complaints. Medical students may appeal decisions arising from complaints on either substantive or procedural grounds. When reviewing substantive matters, the appellate body will normally restrict itself to considering whether there were sufficient grounds for the decision made by the lower hearing body and/or whether the sanction imposed was appropriate to the nature and seriousness of the violation. Appeals from decisions arising from a complaint may allege that the decision of the hearing body was substantively unfair even if no procedural violations are alleged to have occurred, but the appellate body will not rehear the complaint or the evidence presented to the hearing body.

8.2. Appeals must be written and signed by the party filing the appeal and must specify the basis for appeal in sufficient detail to justify further proceedings. Appeals to the college hearing body must be filed with the designated college administrator. Appeals to the UGPJ must be filed with the Dean of the Graduate School.

8.3. Appeals must specify the redress that is sought.

8.4. New evidence may only be submitted to the appellate body if it is relevant to the appeal and was previously unavailable to the party submitting it, although the party acted with due diligence to obtain such evidence.

8.5. Appeals must be filed within fourteen (14) class days following the date of the hearing body's decision. Except in urgent cases, any redress or sanctions imposed by the hearing body will be held in abeyance while the appeal is pending.

- 8.6.** The appellate body shall review the appeal and forward a copy of the appeal to the other party and invite a written response. After considering the appeal and response, the appellate body may:
- a)** Decide that sufficient reasons for an appeal do not exist and that the decision of the hearing body shall stand;
 - b)** Direct the hearing body to rehear the case or to reconsider or clarify its decision;
 - c)** Decide that sufficient reasons exist for an appeal and schedule an appeal hearing in a timely manner.
- 8.7.** Following an appeal hearing, the appellate body may affirm, reverse, or modify the decision of the hearing body. The appellate body may also direct the hearing body to rehear the original complaint/grievance.
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1. The Ombudsman is a senior faculty member who assists members of the MSU community in resolving complaints or concerns informally, impartially, and independently.
2. A “class day” is defined as a day on which classes are held, including a day during final examination week.
3. A witness will normally be a member of the University community. However, since medical students spend significant blocks of instructional time in hospitals, clinics, and practitioners’ offices, staff or patients in those settings may, from time to time, be requested to serve as witnesses because they have evidence important to the resolution of the complaint/grievance. Whenever possible, a written statement shall be sought in lieu of personal appearances and testimony by those who are not members of the University community.
4. The UGPJ is the final hearing body within the judicial structure related to medical student academic rights and responsibilities.