

## BYLAWS OF LYMAN BRIGGS COLLEGE

The bylaws of the Michigan State University Board of Trustees and the Michigan State University Bylaws for Academic Governance (UBAG; June 2017 version) specify for academic units within their purview certain definitions, procedures, rights and responsibilities concerning faculty, staff, and student participation in academic governance at Michigan State University. The Bylaws of Lyman Briggs College codify the academic governance structure of the Lyman Briggs community within the specifications mandated by the Bylaws of the Board of Trustees, The Bylaws for Academic Governance. In this document the terms “College” and “Lyman Briggs College” (“LBC”) designate the Lyman Briggs College at Michigan State University.

### 1. GENERAL ORGANIZATION

- 1.1. Definition of faculty: The faculty of the College shall consist of persons with one or more appointments defined in 1.1.1–1.1.7 and having (1) a positive percent appointment in the College, (2) a zero percent (courtesy) appointment in the College, or (3) emeritus status in the College.
  - 1.1.1. The tenure-system faculty shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, or assistant professor.
  - 1.1.2. The fixed-term ranked faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure.
  - 1.1.3. The academic specialist faculty shall consist of all persons holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist. The academic specialists in the continuing appointment system consist of those who are not fixed-term specialists.
    - 1.1.3.1. The academic specialist-teaching faculty shall consist of academic specialist faculty whose principal responsibilities are teaching, curriculum development, or research.
    - 1.1.3.2. The academic specialist-advising faculty shall consist of academic specialist faculty whose principle responsibility is academic advising.
  - 1.1.4. The health professions faculty shall consist of all persons appointed in the Health Programs Faculty Appointment System who hold the rank of professor, associate professor, or assistant professor in the College of Human Medicine, Nursing, Osteopathic Medicine, or Veterinary Medicine.
  - 1.1.5. The Facility for Rare Isotope Beams/National Superconducting Cyclotron Laboratory (FRIB/NSCL) faculty shall consist of all persons appointed in the FRIB/NSCL Faculty Appointment System holding the rank of professor, associate professor, or assistant professor.
  - 1.1.6. The library faculty shall consist of all persons appointed as librarians.
  - 1.1.7. The honorary faculty shall consist of visiting professors and professors emeriti.
- 1.2. Definition of staff.
  - 1.2.1. The professional staff shall consist of all persons with assigned office space in Holmes Hall, who report to the Dean of the College (Section 1.7), and who are neither members of the faculty (Section 1.1) nor of the students

(Section 1.5). For purposes of this section, a person is said to report to the Dean of the College if their manager is the Dean of the College or their manager reports to the Dean of the College. Note: This definition is recursive.

- 1.2.2. The partnership staff consists of all persons integral to the functioning of the college including, but not limited to, the Director of Development, the Career Services Director, and staff directly reporting to these two Directors. The Dean of the College will identify, in consultation (UBAG, Section 1.3 Modes of Participation) with CAC (Section 5.9) additional members of the partnership staff.
  - 1.3. Definition of full-time.
    - 1.3.1. Section 1.1.2.1.1. of UBAG says that for the purpose of defining full-time faculty, "Full-time shall be defined as a workload equal to or greater than a 0.9 full-time equivalent."
  - 1.4. Voting on internal matters of the College.
    - 1.4.1. Except as specifically excluded by these Bylaws, the right to vote on internal matters in any given semester shall be extended to all faculty with the rank of instructor or higher on the teaching staff and to Academic Specialists [Teaching]. The Dean of the College (Section 1.3) shall, at the beginning of each term, supply a list of the voting faculty to all members of the Briggs Community Council (Section 5.1).
    - 1.4.2. All tenure-system faculty will be eligible to vote on tenure-system faculty hires, which are deemed external matters.
    - 1.4.3. All tenure-system faculty and faculty with the rank of Academic Specialist (teaching) in the continuing appointment system will be eligible to vote on Academic Specialist (teaching) hires.
  - 1.5. The Students of Lyman Briggs College consists of all persons who have declared a major or major preference in LBC and who are members of the student constituency defined in UBAG Section 1.2.1.1. These students comprise the eligible student voting body of LBC.
  - 1.6. The chief executive officer of the College is the Dean (UBAG, Section 2.1.2). The Dean shall be responsible for educational, research, and service programs, budgetary matters, academic facilities, and personnel matters in the Dean's jurisdiction, taking into account the advisory procedures specified in these Bylaws. Note that Section 2.1.2. of UBAG requires that deans are members of the regular faculty (see UBAG for definition of "regular faculty").
  - 1.7. The Associate Dean(s) and the Assistant Dean(s) shall assist the Dean in the administration of LBC.
  - 1.8. These Bylaws shall replace all preceding Bylaws of Lyman Briggs College and shall become effective immediately upon approval through a paper or electronic ballot by a two-thirds majority of the persons described in Section 5.1 of these Bylaws.
  - 1.9. Honorary faculty (Section 1.1.7) are entitled to attend open LBC meetings with voice but without vote.
2. FACULTY RIGHTS, RESPONSIBILITIES, AND PREROGATIVES
- 2.1. The rights of the faculty shall be those defined in the Bylaws of the Board of Trustees, UBAG, these Bylaws of LBC, the Tenure Regulations, the Travel Regulations, the MSU Faculty & Academic Handbooks (Faculty Handbook, Academic Specialist



- 5.4. The chairperson of the meeting shall designate the secretary for the meeting. The secretary shall prepare the minutes and shall be responsible for distribution of the minutes to all members of BCC. All those not members of BCC but officially attending a particular meeting (see below) shall also receive the minutes of that meeting. Minutes shall also be shared with SAC.
- 5.5. The Dean and the College Advisory Committee (CAC, Section 5.9 of these Bylaws) shall have the right to designate persons other than those specified in Section 5.1 who shall be invited to attend the BCC meeting and to have the privilege of the floor. In addition, by a majority of members present and voting, the privilege of the floor may be extended to others present.
- 5.6. A quorum shall be defined as larger than half the combined number of student representatives and the voting faculty and voting staff (Section 1.4.1).
- 5.7. CAC shall consult the Dean in preparing the agenda and choosing the dates for BCC meetings. The notice indicating the time, place and agenda of regular meetings should be distributed at least one week in advance. No matter shall be voted upon unless it is on the agenda. Votes shall be decided by simple majority of those present and voting, unless otherwise specified in these Bylaws or Robert's Rules of Order Revised.
- 5.8. Whereas all business concerning the College shall normally come before the BCC, the faculty (Section 1.1) may meet separately, without the Dean present, to consider matters of exclusive concern to the faculty. The chairperson of CAC or the chairperson's designate shall call and chair such meetings. Matters explicitly reserved to the faculty by UBAG, Section 1.2.3, shall be discussed and/or decided at meetings of the above type.
- 5.9. College Advisory Committee
  - 5.9.1. Composition of the College Advisory Committee (CAC) shall be six faculty (Section 1.1), one staff (Section 1.2), and two students (Section 1.5). The six faculty members of CAC must include exactly three tenure-system faculty (Section 1.1.1), at least one academic specialist-teaching faculty (Section 1.1.3.1), and exactly one academic specialist-advising faculty (Section 1.1.3.2). All members have the duty of acting in the interest of the College as a whole. The CAC shall normally meet with the Dean, but may meet without the Dean if it so desires. The mode of participation of CAC shall be advisory. (UBAG, Section 1.3.2). The Briggs Advisory Committee (BAC), referred to in these Bylaws and other LBC policies, is the previously used name for CAC.
  - 5.9.2. The faculty and staff members of CAC shall be elected by a vote of the voting faculty and voting staff (Section 1.4.1). The term length will be three years for faculty and two for staff positions. Staff, but not faculty, may serve consecutive terms. The election shall be by paper or electronic ballot and under the supervision of the existing CAC. The election shall be held during the spring term and members shall take office at the beginning of fall term. The tenure-system faculty members shall be elected so that their terms overlap, i.e., the three-year terms starting in three consecutive years. At least one tenure-system faculty from History/Philosophy/Sociology (HPS) and one tenure-system faculty not from HPS must be members of CAC.
  - 5.9.3. The student members of CAC shall be chosen by procedures specified

in the CSAC satisfying Section 1.2 and Section 4.2 of these Bylaws of the College. The student members shall serve for a one-year term and may serve one additional term (see Section 4).

- 5.9.4. The CAC term shall begin at the start of the fall semester. In accordance with Section 5.10.3.8, the CAC for the upcoming year will meet in spring to elect its own chairperson who must be a member of the tenure-system faculty. The chairperson of CAC will serve as one of the College representatives to the Faculty Senate per UBAG section 3.2.1.
- 5.9.5. Five members of the CAC shall constitute a quorum. If faculty or staff vacancies occur on CAC, they shall be filled according to procedures determined by the faculty and staff member(s) of CAC remaining in office, and, if no faculty or staff members remain in office, by an election supervised by the Dean. Student vacancies shall be filled by procedures specified in the CSAC satisfying Section 1.2 and Section 4.2 of these Bylaws of the College.
- 5.9.6. The charge to CAC shall include:
  - 5.9.6.1. CAC shall act as the steering committee of BCC. The faculty members of CAC shall constitute the nominating committee for faculty and staff representatives to all College committees including ad hoc committees except the EPC. The faculty members of CAC also constitute the nominating committee for faculty representatives for all University committees on which the College is to be represented.
  - 5.9.6.2. As detailed above in Section 5.7, CAC shall prepare the agenda, choose the dates for BCC meetings, and notify BCC members of the meetings.
  - 5.9.6.3. CAC shall discuss matters of concern to the College. It shall advise the Dean on minor matters and refer decisions on major matters to BCC as a whole without undue delay. A matter shall be a major matter if either (a) CAC by majority vote deems it to be so or (b) at least ten percent of the BCC members deem it to be so and advise CAC to that effect.
  - 5.9.6.4. CAC shall advise the Dean on the recruiting and hiring of instructional and administrative staff.
  - 5.9.6.5. CAC shall advise the Dean on retention, reappointment, and promotion of faculty members.
- 5.9.7. CAC must meet at the request of any of its members or at request of the Dean. CAC shall keep minutes of its meetings and distribute them within 10 days of approval to all persons specified in Section 5.1.
- 5.9.8. Faculty members of CAC shall fill by appointment unexpired term vacancies of LBC faculty on all University committees if the length of the unexpired term is less than one full academic year.
- 5.9.9. On matters reserved to the faculty (UBAG, Section 1.2.3), the faculty members of CAC shall advise the Dean on those that are minor and refer those that are major to the voting faculty as a whole.
- 5.9.10. CAC shall have shared responsibility with the Provost to determine procedures for review of the Dean at intervals not to exceed five years (mandated by UBAG, Section 2.1.4.1).

- 5.9.11. The chairperson of CAC shall act as a representative of the faculty to the Dean(s) when a full assembly of CAC is not feasible.
- 5.9.12. The Dean shall consult with the faculty members of CAC before completing the Annual Evaluation and Review documents.
- 5.9.13. The Dean shall promptly seek to convene a meeting of the faculty members of CAC or their designates to consult about the implementation of faculty salary adjustment guidelines when they are received from the Office of the Provost.
- 5.9.14. At budget development time, the Dean shall promptly seek to convene a meeting of the faculty members of the CAC or their designates to consult about the structure of the Lyman Briggs College budget for the coming academic year.
- 5.10. Committees of the Briggs Community Council
  - 5.10.1. Lyman Briggs college values the contributions of members of groups that have been traditionally underrepresented in academia, and the College encourages their participation in all decision-making processes.
  - 5.10.2. Nature and Establishment of Standing Committees
    - 5.10.2.1. A standing committee is one whose function is deemed so important that permanent continuity is necessary for smooth operation of the College. Each fall the first meeting of each standing committee will be convened by its chair or by an Associate Dean within 30 days of the start of classes.
    - 5.10.2.2. The standing committees shall report at least once each semester to the BCC.
    - 5.10.2.3. There shall be the following standing committees of the BCC:
      - 5.10.2.3.1. Briggs Educational Policies Committee
      - 5.10.2.3.2. Briggs Awards Committee
      - 5.10.2.3.3. Lyman Briggs Committee for Inclusivity (LBC Inc.)
      - 5.10.2.3.4. Lyman Briggs Speaker Series Committee
      - 5.10.2.3.5. College Advisory Committee (CAC, defined in 5.9)
  - 5.10.3. General Rules Governing the Standing Committees
    - 5.10.3.1. Sub-committees may exist at the discretion of the parent committee. Sub-committees shall report only to the parent committee.
    - 5.10.3.2. Section 1.4.1. of UBAG requires that ex-officio members have both voice and vote on academic governance bodies.
    - 5.10.3.3. Section 1.4.3. of UBAG states that someone with the same eligibility and constituency as a member is allowed to serve on academic governance bodies in the stead of that member without affecting the attendance record of the replaced member.
    - 5.10.3.4. Section 1.4.3. of UBAG states that designees have the same rights and privileges, including voting rights, as the replaced member.
    - 5.10.3.5. Composition of the various standing committees
      - 5.10.3.5.1. The Briggs Educational Committee (EPC) shall have a

membership of six faculty and three students. The faculty members of EPC shall be representative of all areas of curricular interest in the College. There shall be one member from each of the following areas: academic advising, physics/chemistry, biology, and mathematics, and two members from history, philosophy, and sociology of science (HPS). The Associate Dean in charge of curricular matters and the Associate/Associate Dean for Academic and Student Affairs shall serve as ex officio members.

5.10.3.5.2. The Briggs Award Committee shall have a membership of four faculty (at least one from HPS, one from STEM, and one from academic advising. The committee may call in consultants at its discretion.

5.10.3.5.3. The Lyman Briggs Committee for Inclusivity (LBC Inc.) shall have a membership composed of four faculty representatives, one staff representative, and two students. The faculty members shall include at least one academic specialist-advising, one academic specialist-teaching, and one tenure-system. If the fixed term faculty and teaching focused academic specialists, academic student affairs, or staff are unable to provide one representative in any given term, that position will remain vacant for the term.

Representatives from other university diversity-related initiatives shall be expected to liaise and work with the committee. LBC Inc. shall normally meet with the Dean, but may meet without the Dean if it so desires. The mode of participation of LBC Inc. shall be advisory, including contributing to the College's annual diversity and inclusion report.

5.10.3.5.4. The Lyman Briggs Speaker Series Committee (Speaker Series) shall consist of three faculty members and one student representative. Of the faculty, at least one shall represent each the HPS and non-HPS faculty. The Director of Alumni Relations shall serve as ex officio.

5.10.3.6. Faculty members of standing committees are to be chosen by ballot vote or by electronic voting of all faculty eligible to vote on internal matters from a slate of candidates chosen from among those eligible to vote in the following manner:

5.10.3.6.1. In the case of elections of faculty members to the EPC, the voting faculty as defined in 1.1.1 within each area of representation (5.8.2.2) shall have the prerogative of choosing from among their numbers the slate of one or more candidates to represent them. If only one candidate is chosen, the paper or electronic ballot must include a place for voting non-support. In the event that the faculty in an area chose not to exercise the prerogative of slate

- making, the slate for that curricular area shall be made by the faculty members of CAC.
- 5.10.3.6.2. In the case of elections of faculty members to any standing committee except the EPC, the slate of candidates shall be made by the faculty members of CAC.
- 5.10.3.6.3. In the case of the election of the faculty and staff members of LBC Inc., all voting faculty as defined in 1.1.1 and support staff will be eligible to vote.
- 5.10.3.7. Terms of office for each of the committees shall begin at the beginning of fall semester.
- 5.10.3.8. Each faculty member of the various standing committees shall have a term of office two years.
- 5.10.3.9. Student members shall be chosen by procedures specified in the CSAC and in accordance with Sections 1.2 and 4.2 of these Bylaws of the Lyman Briggs College. Office terms shall be one year and a student may serve only two consecutive terms on any one standing committee.
- 5.10.3.10. No faculty member of a standing committee may serve more than two consecutive terms of office on that committee. In the event that a faculty member is unable to serve out their term of office, the chairperson of the committee in question is to request CAC to make an interim appointment until the regular election period at the beginning of spring term. In such an event, the faculty members of CAC shall make such an appointment.
- 5.10.3.11. After the election of new committee members in the spring, each new standing committee will meet with the sole purpose of electing an internal chairperson and recording secretary for the upcoming year. The new chairperson will have the responsibility to call the first meeting of fall semester. At each meeting for the year, the chairperson will preside and the secretary will record all actions and recommendations by committee and distribute minutes of each meeting to the members of BCC.
- 5.10.4. The charge to each of the standing committees:
- 5.10.4.1. The Briggs EPC shall serve as the College's curriculum committee and as such will review and recommend new courses and monitor old ones and shall establish degree requirements.
- 5.10.4.2. The Briggs Award Committee shall be charged with promoting the merits of Briggs community members. The committee shall function to facilitate the application process of students, faculty, academic specialist and staff to appropriate advancement opportunities. The committee shall solicit, receive, and distribute information relative to awards, scholarships, and grants and shall also function to nominate suitable candidates. They shall make decisions regarding scholarships and awards made by the College, and organize nominations of College members for All-University Awards.
- 5.10.4.3. LBC Inc. shall work under existing university guidelines and in



concordance with the Office for Inclusion and Intercultural Initiatives to promote and foster an inclusive environment and equal opportunities for all LBC students, faculty, and staff. This will be achieved through education, research, and service. The committee shall educate the LBC community by providing current information, statistics, and resources about issues of diversity and inclusion. The committee shall encourage the establishment of and serve as a liaison for scholarly research projects and other efforts to create and evaluate interventions that improve inclusive teaching methods and retention. The committee shall coordinate and promote service activities, including outreach and engagement efforts, that foster a sense of community, increase awareness, and enhance the overall climate of LBC. It is expected the education, research, and service efforts will overlap and that the members of LBC Inc. will work with other LBC and university committees to achieve the goals.

5.10.4.4. The Speaker Series shall organize events during the academic year for the LBC community with the primary intended audience being current undergraduate LBC students. Events organized by this committee shall provide a forum for intellectual dialogue that advances the college's mission to engage the natural sciences, social sciences, and humanities through interdisciplinary teaching and research.

5.10.5. Ad hoc committees

5.10.5.1. Ad hoc committees shall be formed as deemed appropriate by BCC or CAC. Either BCC or CAC, whichever forms the committee, shall designate the ad hoc committee's convener. At its first meeting the committee shall elect its own chairperson.

## 6. PARTICIPATION IN UNIVERSITY GOVERNANCE

6.1. Each year, CAC shall be responsible for holding an election to fill vacancies on University academic governance bodies, University standing committees and University-level consultative committees. The election shall be by paper or electronic mail ballot and shall be held during the spring term, and those elected shall take office at the beginning of fall term. All faculty members with internal vote may vote in the election (See Section 1.1.1).

6.1.1. Those eligible to serve on University standing committees on behalf of LBC (except the University Committee on Faculty Tenure) shall include tenure-system faculty, full-time fixed-term ranked faculty who have served at least three consecutive years, and academic specialists in the continuing appointment system, as consistent with Section 4.2.1.10 of the University Bylaws for Academic Governance.

6.1.2. Those eligible to serve on University consultative committees on behalf of LBC shall include tenure-system faculty, fixed-term ranked faculty, and academic specialists in the continuing appointment system, as consistent with the October 27, 1998, resolution of Academic Council.

6.1.3. Those eligible to serve on Faculty Senate and University Council on behalf of LBC shall include tenure-system faculty, full-time academic specialists who have served at least three consecutive years, and full-

time fixed-term ranked faculty who have served at least three consecutive years, in accordance with University Bylaws 1.1.2.5.

- 6.1.3.1. Section 2.2.5.1 of UBAG requires that at least two members of the CAC be members of the Faculty Senate. Note that by Section 3.2.1 of UBAG, the chairperson of CAC is automatically one of these senators.

## 7. DEAN'S SEARCH AND SELECTION COMMITTEE

7.1. When the Office of the Dean is vacant, or when there is a reasonable expectancy that it will fall vacant within one calendar year, CAC shall be responsible for holding discussions with the Provost and with the voting faculty (see 1.4.1). These discussions will arrange for shared responsibility between the voting faculty and the Provost determining procedures for the selection of the Dean to be nominated by the Provost (UBAG, Section 2.1.3.2).

7.2. Section 2.1.4.4. of UBAG specifies that there is no limit on how long a person can continue in the position of dean. Section 2.1.4.5. of UBAG states that the appointment of a dean can be terminated at any time by resignation or by action of the President upon recommendation of the Provost.

## 8. REAPPOINTMENT, PROMOTION, AND TENURE PROCEDURES

8.1. For tenure system faculty members the procedures for reappointment, promotion, and tenure for faculty members in Lyman Briggs College shall be maintained in a separate document entitled "Tenure and Promotion Procedures". These procedures must provide for student input.

8.1.1. These procedures shall be adopted and may be amended by the voting faculty as defined in 1.1.

8.2. The procedures for reappointment, promotion to Continuing Status, or promotion to Senior Specialist for continuing system academic specialists in Lyman Briggs College shall be maintained in a separate document entitled "Tenure and Promotion Procedures for Continuing System Academic Specialists". These procedures must provide for student input.

8.2.1. These procedures shall be adopted and may be amended by the voting faculty as defined in 1.1.

8.3. The procedures for Academic Specialist [Teaching] members up for promotion in Lyman Briggs College shall be maintained in a separate document entitled "Lyman Briggs College Criteria and Procedures for Reappointment, Promotion to Continuing Status, or Promotion to Senior Specialist for Continuing System Academic Specialists [Teaching]". These procedures must provide for student input.

8.3.1. These procedures shall be adopted and may be amended by the voting faculty as defined in 1.1.

## 9. FACULTY SEARCH PROCEDURES

9.1. The procedures for faculty searches in Lyman Briggs College shall be maintained in a separate document entitled "Faculty Search Procedures".

9.1.1. These procedures shall be adopted and may be amended by the voting faculty as defined in 1.1.

9.2. Every search committee for tenure-system faculty members or continuing-system academic specialists will include a student representative(s), who will be identified by SAC upon invitation by a representative of the Dean's office. One the search process is underway and before the student representative is engaged in the search process, the students should meet with the College's

Faculty Excellence Advocate to discuss search practices and guidelines. Students will have a voice but no vote on search committees. The students should be brought into the process once the committee has received formal university approval to bring candidates to campus for interviews. The student representatives on search committees will be responsible for coordinating meetings with the candidates and a small group of students. Student representatives on search committees should attend the final search committee meetings as well as the faculty discussions at the end of the search process to provide insights from the students' point of view to the faculty deliberations of candidates.

- 9.3. Fifty percent plus one of the qualified voting members as defined in 1.1.1 shall constitute a quorum for decisions on new faculty hires. An electronic ballot may be called for if a quorum is not present at the meeting in which case all voting must be done electronically. All electronic ballots must be sent out, accompanied by the minutes of the meetings. Voting will conclude within 12 hours of the ballots being sent. Abstentions are counted as votes toward quorum.

## 10. BYLAWS

- 10.1. The Dean's Office shall be responsible for keeping the official copy of these Bylaws and all amendments passed thereto.
- 10.2. Amendments
- 10.2.1. Amendments to these Bylaws shall be proposed and discussed in a regular BCC meeting by placing them on the agenda via the regular means (Section 5.8.6.2).
- 10.2.2. Amendments shall be voted on by the student representatives to BCC and the voting faculty as defined in 1.1.
- 10.2.3. Voting on amendments shall be done by a paper or electronic ballot supervised by CAC.
- 10.2.4. An amendment will be ruled as passed if two-thirds of the total ballots cast by a quorum as defined in Section 5.5 are in favor. Votes shall be counted at the end of two weeks of the date of distribution of ballots.
- 10.3. The Standing Committees of the BCC shall be added or eliminated by amending the bylaws.
- 10.4. Review
- 10.4.1. The CAC shall arrange for review of the Lyman Briggs College's Bylaws at intervals not to exceed five years (mandated by UBAG, Section 2.2.2.2).
- 10.4.2. Section 2.2.2.1. of UBAG states that decisions of college committees about school and department bylaws can be appealed to the University Committee on Academic Governance.
- 10.4.3. Section 2.2.2.2. of UBAG states the college bylaws must specify that the University Committee on Academic Governance's decisions on the bylaws of colleges can be appealed to the University Council.
- 10.5. Interpretation
- 10.5.1. CAC shall be the final authority concerning the interpretation of these bylaws.