MICHIGAN STATE UNIVERSITY
THE STEERING COMMITTEE APPROVED AGENDA
APRIL 2, 2019 3:15 PM
ROOM 443, ADMINISTRATION BUILDING

1. CALL TO ORDER

2. Approval of Agenda for April 2, 2019

3. Approval of Draft Minutes for March 12, 2019 (Appendix A)

4. President’s Remarks: Acting President Satish Udpa
   4.a. FTE Information/History (Appendix B & C)

5. Provost’s Remarks: Dr. June Youatt

6. Chairperson’s Remarks: Professor Deborah Moriarty

7. Committee Reports

8. NEW BUSINESS

   8.1. UCFA Recommendation for the Faculty Merit and Market Pool Increase, Mark Waddell, University Committee on Faculty Affairs (UCFA) Chairperson (Appendix D)

   8.2. Consensual and Amorous Relationships Policy, Mark Waddell, UCFA Chairperson (Appendix E)

   8.3. Process for Dismissing Faculty Members, Revised Policy, Len Fleck, University Committee on Faculty Tenure (UCFT) Chairperson and Mark Waddell, University Committee on Faculty Affairs (UCFA) Chairperson (Appendix F)

   8.4. Bylaw Amendments, Amanda Tickner, University Committee on Academic Governance (UCAG) (Appendix G, H & I)

   8.5. Faculty Success Initiatives (under represented student populations), Provost Youatt

   8.6. Campus Safety, Valerie O’Brien, Assistant Chief of Police, Department of Police and Public Safety (DPPS)

   8.7. Student Information System (SIS), Thomas Cooper, IT Services Research, Project Director (Appendix J)

   8.8. MSU Ideas Portal, Christine Carter, Chief of Staff, Office of the Executive Vice President for Administration

9. Draft Agenda for Faculty Senate for April 16, 2019

   9.1. University Committee on Curriculum (UCC) Report, Professor Marci Mechtel, UCC Chairperson (Action Item) (Short Report, Appendix) (Long Report, click on link)
9.2. UCFA Recommendation for the Faculty Merit and Market Pool Increase, Mark Waddell, University Committee on Faculty Affairs (UCFA) Chairperson (Action Item) (Appendix)

9.3. UCFT Dismissal for Cause Policy, Len Fleck, University Committee on Faculty Tenure (UCFT) Chairperson (Action Item) (Appendix)

9.4. MSU Ideas Portal, Christine Carter, Chief of Staff, Office of the Executive Vice President for Administration (Information Item) (Appendix)

10. Draft Agenda for University Council for April 23, 2019

10.1. University Committee on Curriculum (UCC) Report, Professor Marci Mechtel, UCC Chairperson (Information Item) (Short Report, Appendix) (Long Report, click on link)

10.2. Bylaw Amendment 3.3.3., Amanda Tickner, University Committee on Academic Governance (UCAG) Chairperson, (Action Item) (Appendix)

10.3. Consensual and Amorous Relationships Policy, Mark Waddell, UCFA Chairperson, (Action Item) (Appendix)

10.4. Student Rights and Responsibility Policy, ASMSU and COGS (Action Item) (Appendix)

10.5. Student Information System (SIS), Thomas Cooper, IT Services Research, Project Director (Information Item) (Appendix)

10.6. Campus Safety, Valerie O’Brien, Assistant Chief of Police, Department of Police and Public Safety (DPPS) (Information Item)

10.7. FTE Information/History (Appendixes)

10.8. Faculty Success Initiatives, Provost Youatt (Information Item)

11. ADJOURNMENT
1. CALL TO ORDER
The meeting was called to order at 3:16 p.m.

2. Approval of Agenda for March 12, 2019
The agenda for March 12, 2019 was approved as presented.

3. Approval of Draft Minutes for February 12, 2019
The minutes for February 12, 2019 were approved as distributed.

4. President’s Remarks: Acting President Satish Udpa

President Udpa reported that he continued to meet with some of the survivors and their parents, adding that he met with a parent last week who argued strenuously that we need to treat the second wave of survivors with greater flexibility. He said that he was very willing to apologize, but at the end of the day, MSU is constrained by what the University can do as far as finances are concerned. He noted that, at this point in time, he cannot commit to anything beyond the $75 million that the University agreed to, adding that the parent understood why, and they both agreed to meet again.

President Udpa stated that MSU is reviewing the efforts of the Chief Investment Officer. He said that this area is doing very well this past year, and that the returns on MSU’s investments have been very good. He also said that there is some interest in looking at the financial model for supporting that office, and that he is having discussions both with the Provost and with some members of the Board of Trustees to figure out how the University can support that office in the future. He added that MSU wants to insure that they have the flexibility to invest and receive adequate financial returns. MSU has to make sure that the University’s interests are served.

President Udpa also said that he is examining the President's Advisory Committees in order to see what is working and what is not working. He added that if there are some suggestions for changes, then he will come back to the Steering Committee for input and advice. He noted as an example the cost in constructing a new pool, that the desire is there for this project, but that the cost at this time is problematic.
5. **Provost’s Remarks:** Dr. June Youatt

Provost Youatt reported that she and Acting President Udpa toured the new Integrative Science and Technology building that will open in August, noting that individuals there will be doing computational genetics work, neuroscience work, and reproductive science work. She says that the building looks wonderful, and that it is going to house a number of MSU’s faculty scientists and some of the University’s GI2 hires. A positive benefit of this new facility, she added, is that this building will allow people to move out of Giltner Hall, which is over a hundred years old, thus allowing a significant improvement. In addition, she stated that this move will free-up space at other locations. The completion of this facility, she stated, is ahead of schedule, and the cost is $20 million less than the research building facility in Grand Rapids, Michigan.

Provost Youatt reported that MSU has given priority to student counseling and psychiatric services. She said that the support in student health has moved to the behavioral side. She stated that student health services are as much student services as they are health services, and involve a range of services that is not strictly medical care. She noted that more counselors have been added to the staff, and that MSU now has twenty-four hour remote counseling service.

6. **Chairperson’s Remarks:** Professor Deborah Moriarty

Chairperson Moriarty reported that the technical recording process of the Steering Committee meetings have changed, so that a more accurate account can be recorded. She also noted that the other thing is that she wanted to let individuals know how many people voted for the At-Large Members during the elections, and decided that such information will better facilitate informing the academic community. She reported that for the At-Large member vote, the total votes casted was 983, out of 3,346 possible votes.

Professor Hoppenstand added that the past two years have had the highest voter turnout for elections in a long time.

7. **Committee Reports**

**University Committee on Academic Governance (UCAG) – Amanda Tickner**

Professor Tickner reported that UCAG’s last meeting was devoted to assembling nominees for various University election positions. She added that for the next UCAG meeting, feedback was received regarding the University Bylaws revision, and that UCAG will review this feedback and review the comments received from the various committees that were sent the proposed Bylaws revisions. She added that these comments will be presented to the Steering Committee in April for its review.

**University Committee on Curriculum (UCC) – Marci Mechtel**

Professor Mechtel reported that UCC met and approved the following program changes: no new programs were approved; twenty-nine program changes were approved; and there were no program deletions. Regarding courses; forty-five new courses were approved; ninety-two course changes were approved; and three course deletions were approved. She added that there were no moratoriums or discontinuations to report.
A motion was made and seconded to put this Report on the Faculty Senate agenda, as an action item, and on the University Council agenda, as an Information item. **The motion carried.**

**University Committee on Undergraduate Education (UCUE) – Rich Bellon**

Professor Bellon reported that UCUE discussed the Academic Calendar. He also said that the search process for the permanent Associate Provost for Undergraduate Education is now underway, which is currently held on an interim basis by Mark Largent. He noted that UCUE’s role in this process was to produce a search procedure document. He stated that UCUE employed the documents from the previous search for the Associate Provost of Undergraduate Education, as well as the documents for the Provost for Graduate Education. He added that UCUE produced this new document, and sent it out for comment. He added that it distributed for a vote, and while the vote is technically still open, more than half of the Committee has voted for approval. He said that he forwarded this information to Terry Curry.

**University Committee on Faculty Tenure (UCFT) – Len Fleck**

Professor Fleck provided the following report from UCFT:

“1) We agreed that we should have a three-person review panel, randomly chosen, made up of Dismissal for Cause Review Officers (not including any from the college of the accused). That panel, in consultation with the President shall decide whether the accused individual will be denied pay during the dismissal hearing process. Theresa Kelley says (in the document we reviewed at our last meeting) that the President “makes a recommendation” to the panel. The panel may or may not agree with that recommendation; however, their judgment is final.

2) We agreed that the judgment of the panel must be unanimous. This is related to point #3 below. The conduct of the accused faculty member must be “egregious” to justify denial of pay. We have more confidence in a judgment of “egregiousness” with three faculty members who concur in that judgment as opposed to a simple majority.

3) We agreed that the standard for denial of pay should be “egregious” behavior. We noted that several levels of judgment regarding the accused’s behavior have occurred before the issue comes before the UCFT for dismissal consideration. This suggests that the behavior is at least “serious” and perhaps “egregious.” There is no simple way to define “egregious.” But we can offer the following criteria/considerations as guidelines for identifying egregious behavior:

- a. The behavior represents substantial damage to the reputation of the university
- b. The behavior (or interrupted intent to commit the behavior) represents violence against any member of the university community
- c. The behavior (or interrupted intent to commit the behavior) represents substantial damage to university property (physical or intellectual)
- d. The behavior (or interrupted intent to commit the behavior) represents substantial fiscal violations of norms (fraud or actual theft), or substantial violation of scholarly norms (fabrication or falsification of research data)
4) We agreed that if that panel judges the accused faculty member’s behavior to be egregious, and they are denied pay, then they may still choose to retire before the hearing process begins. If they do not retire at that point, then their retirement benefits are at risk. They do not have the option of retiring later in the hearing/dismissal process. [Concerns were expressed in the full committee meeting that this individual might be denied due process since they may not appear before this panel to plead their case. However, we noted that this individual would have pled their case several times in earlier stages of the disciplinary process. The record of their pleadings would be part of the thick packet of information that would be reviewed by this three-person panel. In that respect, some degree of due process is protected.]

5) We agreed that if a faculty member is being considered for dismissal, but their behavior is not judged egregious, then they may stay on duty and be paid. They may then go through the hearing process as far as they wish with the option to retire at any point before the Board of Trustees renders a final decision. However, if the Board of Trustees approves their dismissal, then they have lost retirement benefits because they have been fired (in effect).”

**University Committee on Graduate Studies (UCGS) – Gwen Wittenbaum**

Professor Wittenbaum reported that UCGS approved ten program requests, as well as a recommendation for salary increase for non-GEU graduate assistants.

**University Committee on Faculty Affairs (UCFA) – Mark Waddell**

Professor Waddell reported that UCFA has been dealing with proposed changes to MSU's Consensual Amorous Relationships Policy. He noted that the Policy was examined as a Committee, and then voted to approve it. He also stated that the Emeritus Policy, which was approved by UCFA, went to University Council two weeks ago. He added that there were some concerns raised by some individuals about the wording of the Policy, and potential implications of that Policy, so the motion to approve was tabled. He said that the Policy was sent back to UCFA, adding that Dr. Curry made some small changes that will help it proceed further. He added that the Policy was, again, approved earlier this afternoon by UCFA, and will be moving forward again.

**Council of Graduate Students (COGS) – Ben Burke**

Ben Burke reported that COGS has had a critical shortage of students who are able to fill Committee assignments, and that COGS has been trying to explore the best ways of having graduate students serve on the Committee. He said that efforts are being made to engage faculty in helping promote the Council of Graduate Students. He noted that COGS is open to ideas, but that COGS is trying to work towards reaching more graduate students in a broader spectrum, in order to communicate the importance of Academic Governance and Student Governance as a recruitment tactic. Discussion ensued.

**University Committee on Student Affairs (UCSA) – Katherine Rifiotis (not present) – Mario Kakos reported in her absence.**

Mario Kakos reported that in the Student Services building there was a pepper spray bottle that blew, which required an evacuation of the building. He said notes were taken of the incident, as best remembered.
Mario Kakos reported that ASMSU passed several bills at their last meeting. He noted that ASMSU approved student representatives for the University Hearing Board. He added that ASMSU passed a bill that would put the Student Athletic Advisory Committee on the ballot this spring for students who would vote on making it a voting seat in the General Assembly. It would be about a proposal for the students to decide if they want it to be on there. He added that another bill was passed that advocated for an Economics Degree in a Bachelor of Science, to be a STEM major primarily for international students. He said that currently ASMSU is holding its General Assembly elections, adding that voting will be held from April 1 through April 8. He concluded his remarks by stating that at UCSA’s last meeting, Mark Largent gave a substantial presentation regarding flat rate tuition. It was pretty much the whole meeting on the moving parts of flat rate tuition.

8. NEW BUSINESS

8.1. Academic Year Calendar Reports from University Committee on Faculty Affairs (UCFA), University Committee on Undergraduate Education (UCUE), University Committee on Graduate Studies (UCGS), University Committee on Student Affairs (UCSA), and Council of Graduate Students (COGS), Chairperson Deborah Moriarty

Professor Moriarty reported that three essential items regarding the Academic Year Calendar report were requested from UCFA, UCUE, UCGS, UCSA and COGS. She said: “One [item] was making the semesters the same length, so that instead of having two semesters of two different lengths, the other [item] was a Fall Break, and the [third item] was the possibility of a J term. I think we can maybe consider those separately in terms of what kind of reaction you got from your Committees in terms of whether or not they are interested in re-examining or examining that. We'll start down with graduate . . . Just looking for reactions to having semesters the same length, reactions to J term, and reactions to [a] Fall Break.”

UCGS: Gwen Wittenbaum

Professor Wittenbaum from UCGS reported that the opinion of UCGS members was mixed. She stated: “We didn't really focus on those specific potential changes, but rather should we reinstate a conversation about examining the Academic Calendar and maybe those issues come up, or maybe different issues come up, so that's really where we focused, not on those specific issues. I think there were concerns about labs, particularly in the Natural Sciences, that have labs on Fridays, and potentially having a Fall Break, and how that would affect Fridays and Mondays for graduate students. There seem to be a consensus that maybe that would be more beneficial to undergraduate students, but not so much to graduate students.”

She added: “I think [for] some colleges that this would be a good idea to explore this again; others thought what's the reason for doing it, and is there a reason that has to deal with quality of education, the educational experience, so that there should be some foundation, some reason, some values guiding it that are more than convenience.”
I would say mixed. I can't give you a consensus . . . We really did not have a consensus on whether to explore this.”

**UCUE: Richard Bellon**

Professor Richard Bellon from UCUE reported that their deliberations were similar to UCGS’s. He stated: “We took a straw poll, and it seemed to break down roughly in equal, in three parts, the people who were opposed, people who are interested, and then people who were uncertain. People who are ‘for’ like the prospect of a J term, or at least [a] potentially Fall Break. The people who were against tended to see this as changing the calendar to make it different, but not necessarily better, because any changes you make are going to radiate throughout the entire system. Everything is going . . . to come with disruptions and losses, as well as benefits, like the J term for example. That would push the end of Spring Semester, and some of the members pointed out, ‘Well, it's advantage to our students to be able to finish up so early in the summer for employment opportunities, and you’d lose a little bit of that with this change.’”

He added: “Also, one of the things that we were unanimous about is that is the type that any changes that do take place really have to be systematic, that any, if you make a change you can't just say, ‘Okay, we want full term because that by ... or Fall Break, because by necessity that changes everything.’ You have to look at this holistically. We also, while UCUE would want to be very deeply involved in this, we not only would . . . not want to lead on this, we actually don't think that any particular committee would take the lead on this. In 2016, a steering committee sent to UCUE a proposal to study Fall Break, and so they ... a subcommittee produced a report; it came back to Steering Committee where it died. Apparently, in the process of doing this report, the Subcommittee members discovered that there would have been a previous committee that looked on this, but nobody could actually find the report. There is a concern that if you broaden this, I think that that's really important.”

**UCC: Marci Mechtel**

Professor Mechtel from UCC stated: “We did discuss this at our last meeting on February 28, and again, like all of them a real mix. Although it was really interesting, because I got an email from one member that said no Fall Break, because he didn't have students come back to class after Spring Break. I think the consensus was that more ... the fact that the equal; semester length, it was, I think, the most ... they weren't really, again, seeing a lot of benefits of J term especially in considering block tuition, what would the impact of block tuition be on J terms, because no one would take 15 credits units. Would that be priced differently? Again, a mixed bag. I think the most consensus was, yes, having Fall start on a Monday, and have a regular week that week, would probably be one of the most beneficial things to try and even out the weeks.”

**UCFA: Mark Waddell**

Professor Waddell from UCFA stated: “We talked about this actually this afternoon. Yeah, mixed is also how I would characterize it. There was some concern from faculty in Colleges like Nursing, in Orthopedic Medicine, that they have clinical expectations and schedules for their students and others that they didn't ... they were concerned that
changes, any change to the Academic Calendar might affect adversely their students and those expectations. Because that's not clear how that would affect them, they weren't sure how they felt about potential changes. Very low support from faculty for J term. That was not something that people saw it as an advantage for faculty at least.”

He added: “There was also very little interest, I think, in stretching the Fall before Labor Day, say, or any closer to later December as well, which isn't surprising I guess. Ambivalence, I think. The notion of a Fall Break though was pretty ... was seen as actually a pretty good thing. Not surprisingly, the fact that many students take a Fall Break anyhow before Thanksgiving. There's all ... we could potentially build some of that in as well as actual time that we give them as opposed to them taking. That was, I think, the one thing that most members of the committee were most positive about is a Fall Break.”

**COGS: Ben Burke**

Ben Burke from COGS stated: “The main discussion that I've had with students is encouraging a Fall Break. Just from our perspective, from a mental health standpoint is that you grind through so much more in the Fall Semester than you do having a break like you do in the Spring Semester. It really helps because I know ... ASMSU had this discussion ... and see a climb in rates of people using counseling services in the Fall Semester than do in the Spring, and so we think the Fall Break might be a good source of helping augment that to a degree. That's one area that we've looked at. Then, tomorrow night our full Council meets and I'll be able to present the full idea to the whole council as well, but that's the feedback we've gotten so far.”

**ASMSU: Mario Kakos**

Mario Kakos from ASMU stated: “It's generally the same. It's more supportive for a Fall Break, because of these mental health crises a lot of students find themselves in during that first semester, especially for a freshman navigating their way into college.”

Vigorous discussion ensued.

Provost Youatt stated: “The one thing that ... I don't know if I'll be here 20 more years but if I am, I'd go down on this one starting never on a Monday again. The reason that we start on Wednesday is so our first year students can move in on Sunday. If you remember, having freshman come here and spend the first weekend without something to do was not just disruptive to the town because they can get over it. The last year we did that we had twenty-eight students in [the Sparrow] emergency room with alcohol poisoning.”

She added: “The year we started on Wednesday, the Saturday night before we had zero, and we've had zero ever since. For me, it has always been a health and safety issue. Not that you're advocating to put students in the hospital, but again, this is like lost history again. People don't know, they don't remember why Fall starts on Wednesday and how Wednesday is Monday, because you teach a half-term class. With the Wednesday as Monday thing, then ... and then the Thursday, Friday off, you do have the same number of days in that semester, the same number of Monday, Tuesday, Wednesday, Thursday, Friday, except if you teach a half term.”
Vigorous discussion ensued.

8.2. Report from UCAG on Bylaws Revisions Status, Amanda Tickner, University Committee on Academic Governance (UCAG) Chairperson

Professor Tickner reported that a report will be presented at the next Steering Committee meeting.

8.3. Questions from Faculty Senate for the Presidential Search Committee, Chairperson Deborah Moriarty

Professor Moriarty reported on questions from the Faculty Senate for the Presidential Search Committee. She said that there was an email sent out, based on our last Faculty Senate meeting, where Trustee Dianne Byrum asked for our input from the Faculty Senate regarding questions for the Presidential Search Committee. At the meeting, she asked for approximately three questions she sent. Professor Moriarty said that based on that request, an email was sent Faculty Senate for input. Then, Professor Moriarty noted, Trustee Byrum sent out another email to her and the At-Large Members asking for additional questions. Professor Moriarty said that she spoke with Trustee Byrum on the phone. Questions were assembled and grouped into themes by Professor Greg Swain and Professor Jennifer Johnson. And then came up with questions based on those themes. Professor Moriarty added that the Steering Committee has those two sets of questions. Discussion ensued.

Provost Youatt stated: “My understanding was that you got questions, and the three especially that you chose the three big areas that were representative of what the faculty wanted to know, and certainly asking a candidate how they understood the role of the Arts and Humanities in undergraduate education is a great question. In fact, all of these are good questions, but these are stated in ways that are ... they're leading, they're negative, they convey a ... I'm not sure they really represent the Faculty at large, I really don't. This is someone who is with a very specific point of view getting their specific question in front of someone instead of representing our faculty, our 3000 faculty and asking them the question that would be helpful.”

Provost Youatt added: “I think there are a couple of questions in the way they're asked that will not be taken seriously, and if you get a written response, it will just be a political response; it won't be a sincere one, because of the way it's asked. If you ask someone do you like top-down governance, what candidate is going to say yes? If you ask them the role of governance in an institution, then you have to get a thoughtful answer. But if you ask them, are you going to keep doing things top-down in an age of secrecy, I can write the answer now and you could too.”

Provost Youatt stated: “If no one minds I will speak to someone on the Search Committee and ask if they would like, maybe a little reworking of the three. I think passing along the questions the people asked directly to the Search Committee is absolutely appropriate. These are the ones I wouldn't have expected anyone to tinker with, because they're the questions people submitted, right? But I think if you're asking, if we are asking as a faculty three anchor questions around culture and governance and vision, then these questions are still good questions but I think they're asked in ways that we'll not get answers that ... not get thoughtful answers. I think, as I
said, I think they'll be very politically crafted, because who wouldn't? If they have any interest, they'll get back with the Steering Committee, not through me. If they don't, they don't.” Discussion ensued.

It was moved and seconded that the At-Large members of the Steering Committee revise the questions, and circulate them, so that the newly revised questions go back to the Steering Committee. **The motion carried.**

8.4. **Email Voting on Agenda Items, Chairperson Deborah Moriarty**
Chairperson Moriarty discussed the option of email voting on agenda items. Professor Hoppenstand said that there needs to be a formal method or procedure in place, and recommended that a “point individual” be established to communicate with instead of four or five individuals. Professor Mechtel stated that this is a great idea, and that it should be sent to UCAG as the responsible Committee. A motion was made and seconded for a policy to be developed by UCAG. **The motion carried.**

8.5. **FAR Report, Michael Kaplowitz, At-Large Member and FAR Chair**
Professor Kaplowitz stated that he has the honor of serving as one of MSU's two Faculty Athletic Representatives (FAR). In the past, he noted the Faculty Athletic Representative made a presentation to University Council in Fall Semester, and that presentation was their only report to Academic Governance. He requested to present the Report to the University Council. This Report, he noted, would include four basic areas. He said that he would prepare a PowerPoint presentation of the Report for the University Council to review.

A motion was made to put on the University Council agenda and was seconded. **The motion carried.**

8.6. **Faculty Senate List Serve, Chairperson Deborah Moriarty**
Professor Moriarty discussed concerns about the MSU Faculty Senate list serve, regarding the security of the list serve, and the universal-respond function of the list serve, and other issues. She asked if the current practice of the MSU Faculty list serve remain the same, or if these concerns should be addressed.

A motion was made and seconded that UCAG develop an email communication and voting guidelines for possible adoption in the MSU Bylaws. **The motion carried.**

Recommendations informally were made to involve other committees with this process with the Secretary for Academic Governance office.

8.7. **Scholarly Publishing and Communications, Joseph Salem, University Librarian**
Joseph Salem offered a presentation on the cost and complexity of journal subscriptions, including the negotiating of rights permissions and the possibility of an “Open Access Policy” for scholarly publications. He also discussed how the Library is working with MSU IT and with the College of Arts and Letters to launch MSU’s first institutional repository, something called MSU Commons, based on the humanities commons platform that will be interdisciplinary or non-disciplinary.

A motion was made and seconded to place this item on the Faculty Senate agenda. **The motion carried.**
9. Draft Agenda for Faculty Senate for March 19, 2019

9.1. University Committee on Curriculum (UCC) Report, Professor Marci Mechtel, UCC Chairperson (Action Item) (Short Report, Appendix) (Long Report, click on link)

9.2. Scholarly Publishing and Communications, Joseph Salem, University Librarian (Information Item) (Appendix)

A motion was made and seconded to approve the Faculty Senate agenda for March 19, 2019. The motion carried.

10. Draft Agenda for University Council for March 26, 2019

10.1. University Committee on Curriculum (UCC) Report, Professor Marci Mechtel, UCC Chairperson (Information Item) (Short Report, Appendix) (Long Report, click on link)

10.2. FAR Report, Michael Kaplowitz, Faculty Athletic Council Representative (Appendix)

10.3. Consensual Relationship Policy, Mark Waddell and Terry Curry (Information Item) (Appendix)

10.4. Faculty Emeritus Policy, Professor Mark Waddell, UCFA Chairperson (Action Item) (Appendix)

A motion was made and seconded to approve the University Council agenda for March 26, 2019. The motion carried.

11. ADJOURNMENT

A motion was made and seconded to adjourn. The motion carried. 5:07 p.m.
FTE History by Employee Type (General Fund)

- 19% increase (+588) for Non-Academic Staff
- 1% increase (+23) for Tenure System Faculty
- 63% increase (+442) for Academic Staff
- 38% increase (+220) for Fixed Term Faculty
Memorandum

To: Dr. June Youatt, Provost
From: Dr. Mark Waddell, Chair
Subject: Recommendation for the Long-term Faculty Merit and Market Pool Increase

Last year in June, the university for the first time formally approved a two-year General Fund budget for the periods of 2018-19 and 2019-20. That action provided for a 2.0 percent salary adjustment (1.5 percent merit adjustment plus a 0.5 percent Provost Market adjustment) in 2018-19, and a 3.0 percent adjustment (2.5 percent merit adjustment, plus a 0.5 percent Provost Market adjustment) in 2019-20.

While the University Committee on Faculty Affairs (UCFA) would have preferred to be consulted by Acting President Engler on the proposal for the two-year budget, our focus is now forward to the 2020-21 period and beyond.

The UCFA recommendation for the faculty merit and market pool increase over the longer term continues to be developed on the basis of the following goals:

- recruitment and retention of high quality faculty;
- maintenance of the quality and integrity of our academic program;
- recognition of faculty productivity as enrollments and competitive pressure for grants escalate;
- a desire to maintain and enhance faculty morale in the context of ensuring teaching and research quality and productivity.

Moreover, UCFA remains concerned about the long-term impact that the erosion of university-funded health benefits will have on faculty compensation; specifically, the:

- initiation of health care premium sharing for all faculty as of July 2002;
- elimination of funded post-retirement health care coverage for spouses of new hires as July 2005;
- elimination of funded post-retirement health care coverage for new hires as of July 2010;
- substantial increases in premiums for health care and pharmaceutical coverage; and
- long-term implications of potential changes to federal and state funding of health care.
Over the past decade, the UCFA has used MSU’s relative position among Big Ten universities as a key indicator of the university’s performance in achieving the goals identified above. As can be seen in Table 1, for the past decade MSU has typically ranked in the bottom quartile in faculty salary with MSU’s ranking being no higher than 11th (of 14 institutions) since 2010-2011.

As can be seen in Table 2 MSU’s ranking improves when viewed from a compensation perspective, however, this position will deteriorate over time unless augmented by salary increases due to its reliance upon post-retirement health care provisions that are not applicable to faculty appointed after 2010.

For the past few years the UCFA has sought, with modest success to improve MSU’s relative position among Big Ten universities in faculty salary by suggesting slightly above average annual increases in faculty salary as noted 2018.

Given our goal of reaching the middle of the Big Ten in faculty salary, we recommend a 4.5 percent increase in annual faculty salary increments over the longer term inclusive of a 4.0 percent increase in the general merit pool and a 0.5 percent increase in the market adjustment pool. While this proposal will not impact the 2019-20 academic year, it is hoped that by stating it now, the University can plan for its inclusion in the 2021-22 budget.

Finally, we appreciate Interim President Udpa and Provost Youatt’s commitment to recommend support in the 2020-21 budget to provide MSU’s standard retirement contribution to qualifying academic year faculty appointed on summer budgets funded through either Research or General Fund and other accounts.

The UCFA salary recommendation reflects our ongoing desire to ensure that the University continues to make a positive impact on the life of the people of Michigan, the United States, and the world. The UCFA appreciates your consideration of our recommendation. Whatever the decision is regarding our recommendation, we are honored to continue to serve MSU.
Near Term History of Proposed and Actual Salary Adjustments

- For 2014-15, the UCFA recommended a 5.2 percent increase in faculty salary with a 4.0 percent increase in the general merit pool and a 1.25 percent increase in the market adjustment pool. MSU faculty received a 3.0 percent increase in inclusive of a 2.0 percent increase in the general merit pool and a 5.0 percent increase for retention concerns out of the University Academic Competitiveness Pool in 2014-15.

- For 2015-16, the UCFA recommended a 5.25 percent increase in faculty salary with a 4.0 percent increase in the general merit pool and a 1.25 percent increase in the market adjustment pool. MSU faculty received a 3.0 percent increase in salary inclusive of a 2.0 percent increase in the general merit pool, a 0.5 percent increase in the market adjustment pool and a 0.5 percent increase for retention concerns out of the University Academic Competitiveness Pool in 2015-16.

- For 2016-17, the UCFA recommended a 4.75 percent increase in faculty salary with a 4.0 percent increase in the general merit pool and a 0.75 percent increase in the market adjustment pool. MSU faculty received a 2.5 percent increase in salary inclusive of a 2.5 percent increase in the general merit pool, a 0.5 percent increase in the market adjustment pool and a 0.5 percent increase for retention concerns out of the University Academic Competitiveness Pool in 2016-17.

- For 2017-18, the UCFA recommended a 4.0 increase in faculty salary with a 3.5 percent increase in the general merit pool and a 0.5 percent increase in the market adjustment pool. MSU faculty received a 3.0 percent increase in salary with a 2.5 percent increase in the general merit pool and a 0.5 percent increase in the market adjustment pool in 2017-18.

- For 2018-19, the UCFA recommended a 4.5 percent increase in faculty salary with a 4.0 percent increase in the general merit pool and a 0.5 percent increase in the market adjustment pool. MSU faculty received a 1.5 percent increase in the general merit pool and a 0.5 percent increase in the market adjustment pool in 2018-19.
2017-18 Faculty Salary

Big Ten mean*: $118,799

MSU Rank in Big10 Institutions for Faculty Salary

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<tr>
<th>Rank</th>
<th>07-08</th>
<th>08-09</th>
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<th>10-11</th>
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*Does not include Northwestern – average including Northwestern $122,804
1 Rankings overtime adjusted to include Rutgers and Maryland
2017-18 Faculty Compensation

Big Ten mean*: $153,124

MSU Rank in Big10 Institutions for Faculty Salary

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*Includes pro-rata attribution of post-retirement benefits for eligible population

*Does not include Northwestern – average including Northwestern $157,981

1 Rankings overtime adjusted to include Rutgers and Maryland
Consensual Amorous and Sexual Relationships Involving Students and Faculty and Academic Staff

This policy was approved by the Board of Trustees on _____.

I. Introduction

Michigan State University’s mission includes “providing outstanding undergraduate, graduate, and professional education to promising, qualified students in order to prepare them to contribute fully to society as globally engaged citizen leaders.” The student, as a member of the academic community, has both rights and duties. Within that community, the student’s most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects.

The relationship between an instructor and a student plays an important role in accomplishing this mission. Certain responsibilities bestowed upon instructors have long been codified in the Faculty Rights and Responsibilities policy:

The teacher has the responsibility to encourage the pursuit of learning by students by manifesting the best academic standards of the discipline or profession. To accord students respect as individuals, the teacher shall seek to establish a relationship of mutual trust and to establish an appropriate role as an intellectual guide, counselor and mentor, both in and out of the classroom.

The establishment and maintenance of the proper relationship between instructor and student are fundamental to the University’s function, and require both the instructor and student to recognize the rights and responsibilities which derive from it. The relationship between instructor and student as individuals should be founded on mutual respect, trust and understanding, together with shared dedication to the educational process.

Instructors carry a responsibility to students, colleagues, the scholarly community, and the public to perform their duties in a professional, respectful, and collegial manner, and must do so with a commitment to honoring the highest ethical standards. They are regarded as guardians of the University, charged with preserving in it the privilege of teaching students which society has entrusted to their care.

To achieve and maintain an environment in which a student’s rights can be fully realized requires an academic community that values and honors the principles of inclusivity, civility, respect, and professionalism. The University is committed to creating a safe learning environment free of conflicts in achieving its educational mission.

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1 This policy replaces the previous policy, “Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships” approved by the Board of Trustees on November 8, 1996.

2 Adapted from Article 1 of the Spartan Life Student Handbook.

3 The term, “instructor,” as used in this document, applies to faculty, academic staff, and graduate teaching assistants who have educational responsibilities for students.

4 Adapted from Article 2 of the Spartan Life Student Handbook.

5 These responsibilities are fully articulated in the Faculty Rights and Responsibilities policy: https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/faculty_rights.html
It is therefore recognized by Michigan State University that consensual amorous and sexual relationships between instructors and students are counterintuitive to these rights and responsibilities, to the environment desired, and in upholding the mission of the University. Such personal relations undermine the integrity of the instructor and student relationship. There is an inherent power differential between instructors and students making consensual amorous and sexual relationships between instructors and students fundamentally unequal.

II. Purpose

The purpose of this policy is to ensure that Michigan State University’s learning environment reflects our moral and ethical responsibility to manage the power differential that exists when there are consensual amorous and sexual relationships between instructors and students.

III. Applicability

This Policy applies to faculty, academic staff, and graduate teaching assistants.

IV. Definitions

A. Consensual amorous and sexual relationships: Relationships of a romantic, dating, and/or sexual nature entered into with consent of both parties. These relationships may or may not involve physical contact, and can include digital relationships via text, social media, etc. This definition also covers past relationships.

B. Educational responsibility: The power or authority to evaluate, influence, provide, or control aspects related to a student’s education or professional development. Covered activities include, but are not limited to, teaching, grading, mentoring, advising, evaluating research or other academic activity, serving on a student’s dissertation committee, participating in decisions or recommendations regarding funding or other resources, clinical supervision, and recommending for admissions, employment fellowships, or awards.

V. Policy

A. Undergraduate Students

An amorous or sexual relationship between an undergraduate student and a faculty member, academic staff member, or a graduate teaching assistant may impair or undermine the ongoing trust needed for effective teaching, learning and professional development. Because of the faculty or academic staff member’s authority or power over the student, inherently conflicting interests and perceptions of unfair advantage arise when a faculty, academic staff member, or graduate teaching assistant assumes or maintains educational responsibility for a student with whom the faculty or academic staff member has or is engaged in amorous or sexual relations.

Such consensual amorous or sexual relationships, even absent any educational responsibility, may lead to unanticipated conflicts of interest since an instructor’s influence and power may extend beyond the classroom or department. Due to the institutional power differential in instructor and undergraduate student relationships, there is the inherent risk of coercion and the perception by others of exploitation.
It is, therefore, the policy of Michigan State University that any amorous or sexual relationships between an undergraduate student enrolled at the University and a faculty member, academic staff member, or graduate teaching assistant is prohibited, as follows:

1. For faculty and academic staff members, this prohibition covers all relationships, regardless of whether the faculty or academic staff member has educational responsibility over the undergraduate student. Where relationships predate the enrollment of the undergraduate student at Michigan State University, the faculty or academic staff member must immediately disclose the amorous or sexual relationship to the relevant unit administrator. The unit administrator shall promptly consult with the dean/director and the Associate Provost and Associate Vice President for Academic Human Resources, who will review the circumstances surrounding each relationship on a case-by-case basis. If permitted, a management plan will be developed. This plan must be evaluated annually between the unit administrator and the faculty or academic staff member.

2. For graduate teaching assistants, this prohibition only applies with respect to undergraduate students over whom they have educational responsibility. Thus, graduate teaching assistants must not begin a relationship with undergraduate students for whom they have educational responsibility. When such amorous or sexual relationships predate the assumption of educational responsibility for the undergraduate student, the graduate teaching assistant shall immediately disclose the amorous or sexual relationship to the relevant unit administrator, who shall promptly arrange other oversight for the student.

B. Graduate Students and Graduate Professional Students (hereafter referred to collectively as graduate students)

A power differential also exists in relationships between a graduate student and a faculty or academic staff member.

It is therefore the policy that faculty and academic staff are prohibited from engaging in a consensual amorous or sexual relationship with a graduate student over whom there is educational responsibility.

Where the relationship predates the faculty or academic staff member’s assumption of educational responsibility for the graduate student, the faculty or academic staff member shall immediately disclose the amorous or sexual relationship to the relevant unit administrator.

The relevant unit administrator, in consultation with the dean and Academic Human Resources, shall promptly arrange other oversight for the student.

1. This oversight plan must be evaluated annually between the unit administrator and the faculty or academic staff member.

C. Lifelong students and other learners

The University provides education to lifelong students and others who are not classified as undergraduate, graduate, or graduate professional students.
It is, therefore, the policy of Michigan State University that a faculty, academic staff member, or graduate teaching assistant who currently has educational responsibility for a lifelong student or other non-undergraduate or non-graduate student at the University may not begin a relationship with that student when they have educational responsibilities over the student.

A faculty, academic staff member or graduate teaching assistant shall immediately disclose the amorous or sexual relationship to the relevant unit administrator where the relationship predates their assistant’s assumption of educational responsibility for the student. The relevant unit administrator shall promptly arrange other oversight for the student in consultation with the dean and Academic Human Resources. Such oversight is to be evaluated annually.

D. Post-Doctoral Fellows (i.e. Research Associates)

Consensual amorous or sexual relationships between faculty and academic staff and post-doctoral fellows (i.e. research associates) over whom there is educational responsibility are prohibited. Where such a relationship predates the assumption of educational responsibility, the faculty or academic staff member shall immediately disclose the relationship with the relevant unit administrator, who shall develop an oversight plan in consultation with the dean and Academic Human Resources, to be evaluated annually.

VI. Exceptions to this Policy

No exceptions will be made in circumstances where the instructor has educational oversight for the student. In other words, an instructor may not, under any circumstances, be in a relationship with a student for whom they have educational responsibility. However, the University recognizes that rare, unique, and/or unusual circumstances may warrant evaluation of an exception to the prohibition of undergraduate student relationships with a faculty or academic staff member (e.g., a faculty member’s spouse/partner enrolls as an undergraduate student). It is the responsibility of the faculty or academic staff member to initiate an exception request as soon as possible. These requests will be evaluated by the unit administrator, in consultation with the dean and the Associate Provost and Associate Vice President for Academic Human Resources, on a case-by-case basis. Any exceptions granted must be evaluated annually.

VII. Implementation of Policy

This policy was implemented on _______. Existing relationships that are now prohibited under this policy (i.e., undergraduate student and faculty and academic staff member relationships) and relationships subject to the new disclosure requirements of this policy must be disclosed to the relevant unit administrator within thirty (30) days of the effective date of this policy. The unit administrator shall promptly consult with the dean/director and the Associate Provost and Associate Vice President for Academic Human Resources, who will review the circumstances surrounding each relationship on a case-by-case basis. If permitted, a management plan will be developed.

VIII. Record-Keeping

The unit administrator (e.g. department chairperson, school director, dean of a non-departmentally organized college) must retain records related to the disclosed conflict, management plans, and
alternative arrangements made for educational oversight for the student. Documents must be maintained according to University retention policies.

IX. Violations

Failure to comply with this policy will be considered a violation of policy and is subject to appropriate disciplinary action up to and including termination.

X. Relation to Other Policies

This policy is not intended to replace or circumvent other established University policies such as the Conflict of Interest in Employment Policy and the Relationship Violence and Sexual Misconduct Policy.
DISCIPLINE AND DISMISSAL OF TENURED FACULTY FOR CAUSE

The material below belongs under Section VII. DISMISSAL FOR CAUSE PROCESS, Section B, INITIATION OF FORMAL PROCEEDINGS

The material below was approved by both UCFT and UCFA:

1) We agreed that we should have a three-person review panel, randomly chosen, made up of Dismissal for Cause Review Officers (not including any from the college of the accused). That panel, in consultation with the President shall decide whether the accused individual will be denied pay during the dismissal hearing process. Theresa Kelley says (in the document we reviewed at our last meeting) that the President “makes a recommendation” to the panel. The panel may or may not agree with that recommendation; however, their judgment is final.

2) We agreed that the judgment of the panel must be unanimous. This is related to point #3 below. The conduct of the accused faculty member must be “egregious” to justify denial of pay. We have more confidence in a judgment of “egregiousness” with three faculty members who concur in that judgment as opposed to a simple majority.

3) We agreed that the standard for denial of pay should be “egregious” behavior. We noted that several levels of judgment regarding the accused’s behavior have occurred before the issue comes before the UCFT for dismissal consideration. This suggests that the behavior is at least “serious” and perhaps “egregious.” There is no simple way to define “egregious.” But we can offer the following criteria/considerations as guidelines for identifying egregious behavior:

   a. The behavior represents substantial damage to the reputation of the university
   b. The behavior (or interrupted intent to commit the behavior) represents violence against any member of the university community
   c. The behavior (or interrupted intent to commit the behavior) represents substantial damage to university property (physical or intellectual)
   d. The behavior (or interrupted intent to commit the behavior) represents substantial violations of fiscal norms (fraud or actual theft), or substantial violation of scholarly norms (fabrication or falsification of research data)

4) We agreed that if that panel judges the accused faculty member’s behavior to be egregious, and they are denied pay, then they may still choose to retire before the hearing process begins. If they do not retire at that point, then their retirement benefits are at risk. They do not have the option of retiring later in the hearing/dismissal process. [Concerns were expressed in the full committee meeting that this individual might be denied due process since they may not appear before this
panel to plead their case. However, we noted that this individual would have pled their case several times in earlier stages of the disciplinary process. The record of their pleadings would be part of the thick packet of information that would be reviewed by this three-person panel. In that respect, some degree of due process is protected.

5) We agreed that if a faculty member is being considered for dismissal, but their behavior is not judged egregious, then they may stay on duty and be paid. [This is a judgment made by a department chair and Dean of the College.] That faculty member may then go through the hearing process as far as they wish with the option to retire at any point before the Board of Trustees renders a final decision. However, if the Board of Trustees approves their dismissal, then they have lost retirement benefits because they have been fired (in effect).

Submitted by Leonard M. Fleck, Chair, UCFT
MICHIGAN STATE UNIVERSITY

BYLAWS FOR ACADEMIC GOVERNANCE

Approved by the Board of Trustees
June 18, 2010, Effective Fall 2011

Amended and Approved by the Board of Trustees

4/15/11, 1/31/12, 9/7/12, 6/22/12, 6/21/13, 12/13/13, 4/15/16,
6/21/17, and 6/22/18

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PREAMBLE

Under its bylaws and Michigan’s Constitution, the Board of Trustees has the responsibility to develop a free and distinguished university and to promote the welfare of mankind through teaching, research, and public service. The Board of Trustees exercises final authority and responsibility for University governance within the bounds fixed by the State Constitution.

In exercising its responsibility, the Board delegates to the President and, through him or her, to the faculty appropriate authority and jurisdiction over matters for which they are accountable to the Board. In other cases, for example, faculty appointments, promotions, and tenure, the Board does not delegate, but instead looks to the faculty for recommendations. The specific powers delegated to the faculty are detailed in the Bylaws of the Board of Trustees, those in which the faculty has authority in proportion to its degree of expert knowledge and vested interest. Thus, the faculty has primary responsibility for curriculum, subject matter and methods of instruction, research, faculty status (appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal), and those aspects of student life that relate to the educational process.

The Board also has declared its intention to give due consideration to the opinions of students on matters directly related to their interest. As students are the central part of the University community, student participation in academic governance is crucial. Students’ views are key to the decision-making process, and these Bylaws attempt to recognize that importance.

It is important to specify the manner and process by which the faculty and students develop and communicate their views to the President and the Board. These Bylaws for Academic Governance (Bylaws) are designed to provide an effective system for the participation of faculty and students in the development of policy on academic matters.
SECTION 1. DEFINITIONS

1.1. THE FACULTY

1.1.1. Composition of the Faculty

1.1.1.1. The regular faculty shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, or assistant professor, and all persons appointed as librarians.

1.1.1.2. The fixed-term 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.

1.1.1.3. The health professions faculty shall consist of all faculty 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.

1.1.1.4. The Facility for Rare Isotope Beams/National Superconducting Cyclotron Laboratory (FRIB/NSCL) faculty shall consist of all faculty appointed in the FRIB/NSCL Faculty Appointment System holding the rank of professor, associate professor, or assistant professor.

1.1.1.5. The Academic Specialist shall consist of a person holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist.

1.1.1.6. The honorary faculty shall consist of visiting professors and professors emeriti.

1.1.1.7. The foregoing provisions do not preclude Presidential action to bestow certain “faculty privileges” upon employees of the University who are not members of the faculty.

1.1.2. Faculty Voting Rights

1.1.2.1. The voting faculty in the election of University-level councils and committees shall be all regular faculty, health professions faculty, and FRIB/NSCL faculty. Voting faculty also includes full-time fixed-term faculty who have served at least three consecutive years and who are engaged in the academic activities of the University, and full time academic specialists who have served at least three consecutive years. Voting faculty must be engaged in academic activities of the University.

1.1.2.1.1. Full-time shall be defined as a workload equal to or greater than a 0.9 full time equivalent.

1.1.2.2. The voting faculty in the election of department, school, or college councils and committees and in elections pertaining to department, school, or college policies and decisions shall include all regular faculty engaged in the academic activities of that unit and may, if so provided by unit bylaws, also include health professions faculty, FRIB/NSCL faculty, fixed-term faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors, or adjunct faculty.
1.1.2.3. A faculty member jointly appointed to two or more units may vote only once in a given election. In elections voted upon by two or more units, the faculty member shall vote in the unit which has primary responsibility for initiating personnel action, with respect to that faculty member.

1.1.2.4. A regular faculty member, health professions faculty member, or FRIB/NSCL faculty member may be elected to an academic governance body as a representative of any unit in which that faculty member holds faculty status.

1.1.2.5. A full-time fixed-term faculty member who has served at least three consecutive years and a full-time academic specialist who has served at least three consecutive years may be elected to an academic governance body, with the exception of the University Committee on Faculty Tenure, as a representative of any unit in which the person holds faculty status.

1.2. THE STUDENTS

1.2.1. Student Constituency of the University

1.2.1.1. The student constituency shall consist of all persons officially enrolled as students in the University except those who are also defined as faculty in 1.1.1. A person who has enrolled for two consecutive semesters may retain student status for one semester when not enrolled, if the person has not been awarded a degree, enrolled as a degree candidate at another college or university, or been withdrawn or recessed by the University.

1.2.1.2. Students who are enrolled in graduate non-degree programs, as candidates for graduate degrees, or as candidates for graduate-professional degrees, shall be deemed graduate students for purposes of these Bylaws.

1.2.1.3. All other students shall be deemed undergraduate students.

1.2.2. Student Constituency of an Academic Unit

1.2.2.1. The student constituency of a unit for the purpose of selecting student representatives from that unit to serve on higher unit committees shall be all students who have declared with the Registrar a major or major preference (in the case of lower-division students) in an academic program in the unit.

1.2.2.2. The student constituency for purposes, other than that specified in 1.2.2.1, shall be all students who have declared a major or major preference in an academic program in the unit and may include other students as specified in the bylaws of the unit.

1.2.3. Student Participation in Academic Governance

1.2.3.1. Student participation in an academic governance body shall in all cases be in the same mode as faculty participation, except for matters reserved to the faculty. The matters reserved to the faculty are:

1.2.3.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

1.2.3.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.
1.2.3.1.2.1. Evidence from students regarding the teaching performance of faculty may, as relevant, be considered in decisions concerning the above matters.

1.2.3.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

1.3. **MODES OF PARTICIPATION**

There are four modes of faculty and student participation identified for use in academic governance.

1.3.1. Consultation—A deliberative body of faculty and/or students consults with, confers with and informs an administrator who has authority and responsibility to make a decision. Individuals, by virtue of their experience, expertise, or position may likewise consult with an administrator who has such authority and responsibility. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform an administrator’s decision.

1.3.2. Advisory—A deliberative body of faculty and/or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions. If the recommendations are not followed and the deliberative body requests an explanation, the administrator will provide the motivation for the decision in writing to the body.

1.3.3. Shared Responsibility—A deliberative body of faculty and/or students makes recommendations to an administrator. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the appropriate administrator at the next higher administrative level for decisions by that administrator who, upon request, will provide the motivation for the decision in writing to both the deliberative body and the next lower administrator.

1.3.3.1.3.4. Delegated Authority—A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only rarely and in exceptional circumstances. If a faculty or student decision in a matter delegated to faculty or students is amended or reversed, the respective constituency shall be afforded the opportunity to appeal such action in writing up to and including the President, who shall decide the matter and provide a written rationale for the decision.

1.4. **SPECIAL RULES**

1.4.1. **Ex-officio membership.** Except as limited or prohibited in these Bylaws, ex-officio members of governance bodies—those who serve on the body by virtue of an office held—have both voice and vote.

1.4.2. **Designees.** Except as limited or prohibited in these Bylaws, a designee may serve in the stead of a member of a governance body who is absent from a meeting. Such designees must have the same eligibility and constituency as the replaced member, and shall have the same rights and privileges as the member replaced. The
attendance record of a member who provides a designee shall be unaffected.

1.4.3. Absences and removal. Members who fail to attend two meetings in a semester, or three meetings in a single academic year, of a particular governance body designated in these Bylaws, and who also fail to provide designees in their absences, shall be removed from the governance body, reducing its quorum until the members are replaced by procedures specific to the bodies.
SECTION 2. ACADEMIC GOVERNANCE IN SCHOOLS, COLLEGES, AND OTHER ACADEMIC UNITS

2.1. UNIT ACADEMIC ADMINISTRATORS

2.1.1. Academic units are those departments, schools, colleges, and other administrative units whose primary function is education, research, or creative endeavor.

2.1.2. An academic administrator is a faculty member who has authority and responsibility delegated by the President and the Board of Trustees for the administration of a unit. Administrative officers of the major education and research units of the University shall be members of the regular faculty, health professions faculty, or FRIB/NSCL faculty, except deans who shall be members of the regular faculty.

2.1.2.1. A department chairperson or school director serves as the chief representative of his or her department or school within the University. He or she is responsible for the unit’s educational, research, and service programs—including the outreach components of all three; budgetary matters, academic facilities, and personnel matters, taking into account the advisory procedures of the unit. The chairperson or director has a special obligation to build a department or school strong in scholarship, teaching capacity, and service.

2.1.2.2. The deans and directors of other academic units separately reporting to the Provost are responsible for educational, research, and service programs of their units. This responsibility includes budgetary matters, academic facilities, and personnel matters in the unit, taking into account the advisory procedures of the unit.

2.1.3. Faculty and students shall advise or consult in the appointment of unit academic administrators.

2.1.3.1. The voting faculty of each department or school shall have shared responsibility with the relevant dean to determine procedures for the nomination of chairpersons and directors to be selected by the Provost.

2.1.3.2. The voting faculty of each college, as represented by the faculty members of the College Advisory Committee, shall have shared responsibility with the Provost to determine procedures for the nomination of that college’s deans.

2.1.3.3. The nomination to the Provost of assistant and associate academic unit administrators shall be the responsibility of the academic administrator to whom they directly report.

2.1.4. Chairpersons, directors, and deans shall be subject to regular review at intervals not to exceed five years.

2.1.4.1. The College Advisory Committee of each college shall have shared responsibility with the Provost to determine procedures for the review of that college’s dean.

2.1.4.2. At intervals not to exceed five years, the dean shall review each chairperson or school director in that college.
2.1.4.3. A department or school faculty shall have shared responsibility with its dean on procedures for review of a chairperson or school director.

2.1.4.4. There is no limit on how long an individual may continue in the position of dean, chairperson, or school director. The same rule applies to deans and directors of separately reporting units.

2.1.4.5. The appointment of a dean, chairperson, or director, as such, may be terminated at any time by resignation or by action of the President upon the recommendation of the Provost.

2.1.5. Academic administrators shall participate in academic governance as part of their administrative responsibilities.

2.1.5.1. Academic administrators shall inform faculty and students of administration policies through the academic governance system as well as through other channels they deem appropriate.

2.1.5.2. Academic administrators shall seek information and advice from the views of faculty and students through the academic governance system, as well as through other channels they deem appropriate, in determining policies and in advising other administrators of the University.

2.1.5.3. Academic administrators shall comply with these Bylaws and the bylaws of their academic units.

2.1.5.4. Academic administrators shall assist and encourage the efficient and effective operation of academic governance.

2.2. UNIT ACADEMIC GOVERNANCE

2.2.1. The voting faculty of each academic unit shall have shared responsibility with the administrator to adopt and publish bylaws, provided they are in conformity with these Bylaws.

2.2.2. Academic unit bylaws shall be reviewed at intervals not to exceed five years.

2.2.2.1. The bylaws of schools and departments shall be reviewed by appropriate college committees. The decisions of such committees can be appealed to the University Committee on Academic Governance.

2.2.2.2. The bylaws of colleges and other academic units that are not part of a college shall be reviewed by the University Committee on Academic Governance. Decisions of the Committee can be appealed to the University Council.

2.2.3. The bylaws of academic units with responsibilities for undergraduate or graduate education shall include procedures for the participation of students in the decision-making processes by which policy is formed.

2.2.3.1. The students in each unit who have declared a major or major preference in an academic program in the unit shall be responsible for selecting, according to procedures of their own choice, their representatives to councils and committees, as specified in unit bylaws, pursuant to 1.1.2.1.

2.2.3.2. Each unit’s bylaws shall specify the student constituency of that unit,
pursuant to 1.1.2.1 and 1.1.2.2.

2.2.4. Unit bylaws shall provide that the unit administrator, or the unit administrator’s designee, shall generally be present at meetings of academic governance bodies in the unit.

2.2.5. The bylaws of each college shall provide for a College Advisory Committee of faculty and students or separate college advisory committees to serve as means of participation by faculty and students in the policy-making of the college. The composition of each College Advisory Committee shall be representative of that college’s diverse academic interests.

2.2.5.1. Each College Advisory Committee shall ensure that at least two of its members are members of the Faculty Senate, selecting—if necessary—from among the college representatives to the University Council one person to serve as an ex-officio member, without vote, of the College Advisory Committee. See 3.3.1.2.1.

2.2.5.2. Each College Advisory Committee shall elect its own chairperson.

2.2.5.3. Each College Advisory Committee shall publish minutes of its meetings.

2.2.6. The jurisdiction of unit-level academic governance shall include matters within the jurisdiction of University-level academic governance, provided that such matters are within the administrative authority of that academic unit.

2.2.7. Unit academic governance shall have jurisdiction over other matters, as provided in other University policies and legislation, e.g., of Student Rights and Responsibilities at Michigan State University (SRR), Graduate Student Rights and Responsibilities, Medical Students Rights and Responsibilities, and the Faculty Grievance Policy.

2.2.8. Academic unit bylaws shall specify the modes of participation (1.3) for matters within the jurisdiction of unit academic governance. The modes of participation specified at the University level shall be the model that guides, but does not necessarily determine, the modes of participation at the academic unit level.
SECTION 3. UNIVERSITY ACADEMIC GOVERNANCE

3.1. THE ACADEMIC CONGRESS

3.1.1. Composition of the Academic Congress

3.1.1.1. The voting membership of the Academic Congress shall be the voting faculty as defined in 1.1, including the President and Provost. Honorary faculty shall be members with voice but without vote. The presiding officer may vote to break a tie.

3.1.1.2. The Chairperson of the Faculty Senate shall serve as the Chairperson of the Academic Congress. The Vice Chairperson of Faculty Senate shall serve as the Vice Chairperson of the Academic Congress.

3.1.1.3. The Chairperson presides at all meetings of the Academic Congress. In the absence of the Chairperson, the Vice Chairperson will preside at the meeting of the Academic Congress.

3.1.1.4. The Secretary for Academic Governance shall also serve as Secretary of the Academic Congress.

3.1.2. Functions of the Academic Congress

3.1.2.1. The Academic Congress will deliberate and endorse or reject items, and then refer them back to the originating body.

3.1.2.2. The Academic Congress shall also serve as a forum for the dissemination and exchange of ideas and information between the faculty and the administration.

3.1.3. Methods of Calling the Academic Congress

3.1.3.1. Meetings of the Academic Congress can be called into session by a majority vote of the faculty representatives of The Steering Committee or by the President.

3.1.3.2. The Academic Congress must be called into session to consider specific referred items when one of the following actions occur:

3.1.3.2.1. A petition to call the Academic Congress into session to consider an item is endorsed by at least 20 percent of the voting members of the Academic Congress. The petition must include a description of the item that is referred for consideration.

3.1.3.2.2. At least 50 percent plus one of the voting members of the University Council or the Faculty Senate vote to call the Academic Congress into session to consider an item. The resolution must include a description of the item that is referred for consideration.

3.1.3.2.3. At least 50 percent plus one of the voting members at an official meeting of the Academic Congress at which a quorum is present vote to call the Academic Congress into session to consider an item. In this case, another meeting may be called only to consider items from the original agenda.
3.1.4. Quorum

3.1.4.1. A quorum of 10 percent of its voting membership plus one is necessary for the Academic Congress to consider action items that are referred to it.

3.1.4.2. In the event a quorum is not present, items that are referred to the Academic Congress from the Faculty Senate or the University Council (3.1.3.2.2) will be returned to the referring body for action.

3.1.4.3. In the event a quorum is not present, items referred to the Academic Congress for consideration by petition (3.1.3.2.1) will be referred to the Faculty Senate for consideration.

3.1.4.4. When the Academic Congress acts as a forum for the interchange of ideas and information, a quorum is not required. Notes will be kept of such sessions.

3.1.5. Academic Congress Agendas and Minutes

3.1.5.1. The agendas for Academic Congress will be set by The Steering Committee, in consultation with the President. However, if the Academic Congress was called into session by referral from the Faculty Senate or the University Council or by petition, The Steering Committee will include the referred item on the agenda. Agendas will be publicly available and circulated at least one week before the meeting.

3.1.5.2. Minutes of Academic Congress meetings shall be distributed to all members of the Academic Congress and the University Council.

3.2. THE UNIVERSITY COUNCIL

3.2.1. Composition of the University Council. The University Council shall be composed of the members of Faculty Senate, selected pursuant to 3.3.1, the Appointed Council, all faculty serving as Chairpersons of College Advisory Committees, the Chairperson of the Athletic Council, members of the Associated Students of Michigan State University (ASMSU) selected pursuant to 3.2.3.1, members of the Council of Graduate Students (COGS) selected pursuant to 3.2.3.2, Chairpersons of University-level Standing Committees, The Steering Committee, the President, the Provost, and designated ex-officio members in 3.2.1.2.

3.2.1.1. The Appointed Council shall be composed of all Deans, the Director of Libraries, the Director of the FRIB, the President, and the Provost.

3.2.1.2. The University Council shall have the following ex-officio members: Vice President for Student Affairs and Services; Vice President for Research and Graduate Studies; Vice President for Information Technology; the associate provosts; University Registrar; Athletic Council Chairperson; Faculty Grievance Official; Secretary for Academic Governance, and Ombudsperson. One representative of the faculty emeriti will serve ex officio with voice, but no vote.

3.2.2. Chairperson and Vice Chairperson of the University Council

3.2.2.1. The Chairperson of University Council is the President. The Chairperson will preside at all meetings of University Council.

3.2.2.2. The Vice Chairperson of University Council is the Provost. The Vice
Chairperson will preside at meetings of University Council when the Chairperson is not in attendance.

3.2.2.3. When both the Chairperson and the Vice Chairperson of the University Council cannot be in attendance at a meeting of University Council, the Chairperson will designate an individual to preside at that meeting.

3.2.3. The Voting Members of the University Council shall be the faculty representatives elected as members of the Faculty Senate, ASMSU and COGS student representatives, designated members of University-level Standing Committees, voting members of The Steering Committee, and the members of the Appointed Council.

3.2.3.1. ASMSU shall select a number of undergraduate student representatives to the University Council equal to one-third (1/3) of the total voting membership of the University Council. The number of representatives shall be rounded to the nearest integer. The overall selection shall ensure balanced collegiate representation.

3.2.3.1.1. Undergraduate student representatives to the University Council shall be chosen according to procedures established by the constitution of ASMSU and shall be chosen such that the diversity of the delegation is ensured.

3.2.3.2. COGS shall select a number of graduate representatives to the University Council equal to three-fiftieths (3/50) of the total voting membership of the body. The number of representatives shall be rounded to the nearest integer. No more than one graduate representative may be from a single department, with consideration being given to University wide representation insofar as possible.

3.2.3.2.1. Graduate student representatives to the University Council shall be chosen according to procedures established by the constitution of COGS and shall be chosen to ensure the diversity of the delegation.

3.2.4. Functions of the University Council

3.2.4.1. The University Council brings together faculty, student, and administration representatives to discuss issues that involve the entire University. While the Faculty Senate may seek input from the University Council on proposals regarding curricular issues, faculty tenure and promotion issues, and faculty salary and benefits issues, the primary focus of discussion in the University Council is on other issues that are not the core responsibility of the Faculty Senate.

3.2.4.2. The University Council shall consider and act upon all matters within its purview brought before it by The Steering Committee, shall consider and act upon all matters brought before it by the President or Provost, and shall provide a forum for the dissemination of information and exchange of views regarding University policy.

3.2.4.3. The University Council shall consider all major issues related to educational policy. The mode of participation shall be that which is specified on the matter in the ascription of functions to University-level Standing Committees (4.3–
3.2.4.4. The University Council’s role is to communicate its views on key issues facing the University.

3.2.4.5. The University Council may refer items to the Academic Congress for consideration and action.

3.2.4.6. The University Council may consult on any other matter pertaining to the general welfare of the University.

3.2.4.7. The University Council shall propose procedures to the Board of Trustees for the participation of faculty and students in the selection of the President, bearing in mind that the selection of a president should follow upon a cooperative search by the Board of Trustees, the students, and the faculty, taking into consideration the opinions of others who are appropriately interested. The President should be equally qualified to serve both as the executive officer of the Board and as the chief academic officer (i.e., the Provost) of the University and the faculty. The President’s dual role requires an ability to interpret to trustees and faculty the educational views and concepts of institutional government held by each. The President should have the confidence of the trustees and the faculty.

3.2.4.8. The University Council shall develop procedures acceptable to the President for the participation of faculty and students in the selection of administrators of University-level units who are involved in the administration of policies significantly affecting the academic programs of the University.

3.2.4.8.1. These administrative positions are the Provost, the Vice President for Research and Graduate Studies, the Vice President for Student Affairs and Services, the Dean of Undergraduate Studies, the Dean of the Graduate School, the Dean of International Studies and Programs, the Director of Libraries, and the Dean of the Honors College.

3.2.4.9. Except for the Board of Trustees, the University Council shall be the final authority with regard to the interpretation of these Bylaws (4.3.4).

3.2.4.10. The University Council may propose, by majority vote, changes in these Bylaws (8.30).

3.2.4.11. The University Council shall act on amendments to these Bylaws. Proposed amendments can originate from the University Council itself, from the Faculty Senate, or from University-level Standing Committees through referral to the University Committee on Academic Governance.

3.2.5. University-level Standing Committees Reporting to University Council

3.2.5.1. University-level Standing Committees that deal predominantly with issues other than the curriculum and faculty life (e.g., tenure and promotion, salary, benefits) report to University Council. Such committees include the University Committee on Student Affairs, the University Committee on Undergraduate Education, the University Committee on Graduate Studies, and the University Committee on Academic Governance.

3.2.5.2. The Athletic Council reports to the University Council. The form and
frequency of its reporting will be determined by The Steering Committee, but in no case will the frequency of reporting be less than once each academic year. The Athletic Council, through its chairperson, will also respond within a reasonable time to questions asked by the University Council.

3.2.6. Procedures of the University Council

3.2.6.1. The President or, in the President’s absence, the Provost, shall preside at meetings of the University Council. The Secretary for Academic Governance shall be Secretary of the University Council and shall serve as a non-voting ex-officio member of the University Council.

3.2.6.2. The University Council shall normally meet at least once each month during the academic year. The President or The Steering Committee may also call a special meeting of the University Council. The Steering Committee may cancel a University Council meeting if there are no agenda items that must be considered. The Steering Committee shall prepare the agenda for each University Council meeting. Each meeting agenda will include an item enabling new business to be introduced from the floor. The agenda will be publicly available and circulated at least one week prior to the meeting to which it relates. The meetings of the University Council shall be open. Observers shall be seated separately.

3.2.6.3. A quorum for conducting the business of the University Council is 50 percent plus one.

3.2.6.4. On all recommendations concerning major academic policies, a University-level Standing Committee report, or a brief summary thereof compiled by the committee chairperson, shall be made publicly available at the time it is submitted to the University Council.

3.2.6.5. The Faculty Senate, the Appointed Council (3.2.1.1), ASMSU, or COGS may, by a majority vote of those present and voting, refer matters to the University Council. Such recommendations shall be placed on the agenda of the University Council by The Steering Committee.

3.2.6.6. The University Council shall establish its own rules and procedures. The Faculty Senate, ASMSU, and COGS shall keep minutes of their meetings, which shall be made public through the Academic Governance website.

3.2.7. Functions of ASMSU

3.2.7.1. ASMSU shall consider and act upon all recommendations to University Council regarding student academic rights and responsibilities and judicial procedures; upon any proposed amendment to or revision of Student Rights and Responsibilities at Michigan State University (SRR) prior to its consideration by University Council; upon all matters brought before it by the President, the Provost, or the Vice President for Student Affairs and Services; and upon all matters on which its constitution requires such action.

3.2.7.2. On any matter brought before ASMSU the mode of participation shall be that which is specified on the matter in the ascription of functions to University-level Standing Committees (4.3–4.9).

3.2.8. Functions of COGS
3.2.8.1. COGS shall consider and act upon all recommendations to University Council regarding student academic rights and responsibilities and judicial procedures; upon any amendment to or revision of the SRR, and Graduate Student Rights and Responsibilities prior to its consideration by University Council; upon all matters brought before it by the President, the Provost, or the Vice President for Student Affairs and Services; and upon all matters on which its constitution requires such action.

3.2.8.2. On any matter brought before COGS, the mode of participation shall be that which is specified on the matter in the ascription of functions to University-level Standing Committees (4.3–4.9).

3.3. THE FACULTY SENATE

3.3.1. Composition of the Faculty Senate

3.3.1.1. The first contingent of voting members of the Faculty Senate will be composed of faculty representatives from each college at the University. The college advisory committee/council in each college will conduct the election of that college’s representatives. The Secretary for Academic Governance will oversee the elections.

3.3.1.2. Elected Faculty Representatives

3.3.1.2.1. Each college shall have at least two representatives, one of whom will be the Chairperson of the College Advisory Committee. Each college shall have one additional representative for every additional fifty voting faculty in excess of one hundred (1.1.2.1) not to exceed five total representatives. Each college with three or more representatives shall have at least one non-tenured faculty member among its representatives. See 2.2.5.1.

3.3.1.2.2. For purposes of determining the number of elected representatives on the Faculty Senate to which a college is entitled, the number of voting faculty (1.1.2.1), shall be the total number of faculty for whom the academic units in the college have primary responsibility for initiating personnel actions (1.1). For purposes of determining the number of faculty members required for the conduct of governance in accordance with these Bylaws, the census of the voting faculty will be provided to the Secretary for Academic Governance by the Office of the Provost no later than October 1 of each year.

3.3.1.2.3. Each college’s faculty representatives shall be elected at-large during the spring semester by ballot supervised by the College Advisory Committee. A department or school may not have more than one representative unless the college’s departments are so few that such a limitation would reduce the college’s representatives to the Faculty Senate as determined by 3.3.1.2.2. Nomination procedures shall be stated in college bylaws.

3.3.1.2.4. All regular faculty members of the University who are not represented through colleges (non-college faculty) or who are not otherwise named in the membership of the Faculty Senate shall have representation as
specified for colleges in 3.3.1.2.2 and 3.3.1.2.3. The Secretary for Academic Governance shall supervise nomination procedures.

3.3.1.2.5. The methods of election of representatives for non-college faculty and those colleges that are not departmentally organized shall be similar to those prescribed for departmentally organized colleges and shall assure representation of their diverse academic interests.

3.3.1.2.6. The term of office of an elected faculty representative shall be two years and shall begin August 16. No individual may serve more than two consecutive terms from the same constituency. Representatives of each college or unit shall serve staggered terms.

3.3.1.2.7. If, for any reason, an elected faculty representative is unable to serve for a period of one academic semester or more, a replacement shall be selected by the relevant College Advisory Committee, as provided by college bylaws. The non-college faculty shall establish procedures for this purpose in cooperation with the Secretary for Academic Governance.

3.3.1.3. The second contingent of voting members of the Faculty Senate consists of the at-large faculty representatives on The Steering Committee (3.4.1.2).

3.3.1.4. The third contingent of voting members of the Faculty Senate consists of the individuals who sit as chairpersons of the University-level Standing Committees.

3.3.1.5. The President, the Provost, one elected member from ASMSU, one elected member from COGS, and the Chairperson of the Athletic Council will serve as ex-officio members of the Faculty Senate, with voice, but no vote.

3.3.1.6. One representative of the faculty emeriti will serve as an ex-officio member of the Faculty Senate, with voice, but no vote.

3.3.1.7. The Secretary for Academic Governance shall be the Secretary of the Faculty Senate and shall serve as a non-voting ex-officio member of the Faculty Senate.

3.3.2. Chairperson of the Faculty Senate

3.3.2.1. The Chairperson of the Faculty Senate will be selected by all voting members of the Faculty Senate from a slate made up of the at-large faculty representatives sitting on The Steering Committee. The at-large members receiving the two highest vote totals will constitute the final slate. Voting will be conducted again, and the at-large member receiving the majority of the votes will be declared the Chairperson of the Faculty Senate and the other candidate will be declared the Vice Chairperson. Their terms are one year. The Chairperson of Faculty Senate also serves as Chairperson of The Steering Committee and Chairperson of the Academic Congress. The Vice Chairperson of the Faculty Senate also serves as the Vice Chairperson of The Steering Committee and Vice Chairperson of the Academic Congress.

3.3.2.1.1. No person with an administrative appointment of more than 25% shall be eligible to serve as either the Chairperson or the Vice Chairperson of The Steering Committee, Faculty Senate, or Academic Congress.
3.3.2.2. The Chairperson of the Faculty Senate will preside at meetings of the Faculty Senate. In the absence of the Chairperson, the Vice Chairperson will preside.

3.3.3. Procedures of the Faculty Senate

3.3.3.1. The Chairperson of the Faculty Senate will preside at meetings of the Faculty Senate. In the absence of the Chairperson, the Vice Chairperson will preside.

3.3.3.2. Quorum for Faculty Senate Meetings. The quorum for conducting the business of the Faculty Senate is 50 percent of its voting membership plus one.

3.3.3.3. The Faculty Senate shall normally meet at least once each month during the academic year.

3.3.3.4. The Steering Committee shall prepare the agenda for each Faculty Senate meeting. The agenda will be publicly available and circulated at least one week prior to the meeting to which it relates. Each meeting agenda will include an item enabling new business to be introduced from the floor. The Steering Committee may cancel a Faculty Senate meeting if there are no agenda items that must be considered.

3.3.3.5. A special meeting (“called meeting”) of the Faculty Senate to address urgent matters that should not await a regularly scheduled meeting may be called by the President, by The Steering Committee, or by a two-thirds vote of the membership of the Faculty Senate meeting in regular session.

3.3.3.5.1. In exceptional circumstances, between meetings of the Faculty Senate, one-third of the voting membership of the Faculty Senate may request a special meeting on a stated issue by written or electronic appeal to an at-large member of The Steering Committee. The appeal shall immediately prompt an electronic vote by the full voting membership of the Faculty Senate on whether to hold the special meeting on the stated issue. A two-thirds approval shall be required to call the special meeting.

3.3.3.5.2. Calls for a special meeting shall specify the purpose of the meeting. The only business that can be transacted at the special meeting is that which has been specified in the call for the meeting. The statement of purpose need not give the exact content of individual motions to be considered, if any. Motions from the floor shall be allowed.

3.3.3.5.3. Notice of a special meeting shall be publicized to members of the Faculty Senate at least forty-eight hours in advance of the called meeting and shall include date, time, venue, and agenda.

3.3.3.5.4. The Steering Committee and the Secretary for Academic Governance shall facilitate the convening of the special meeting.

3.3.3.3.6. Meetings of the Faculty Senate shall be open. Observers shall be seated separately.

3.3.3.3.4. Functions of the Faculty Senate

3.3.3.4.1. The Faculty Senate is a deliberative, representative, and legislative body for Michigan State University faculty. As such, the Faculty Senate is the major, regularly meeting body in which curricular issues, faculty tenure and promotion issues, and faculty salary and benefits issues are presented. Advice
may be sought from the University Council. The Faculty Senate’s role is to communicate its position to the administration on these issues.

3.3.3.2.3.3.4.2. The Faculty Senate acts on issues referred to it by The Steering Committee.

3.3.3.3.3.4.3. The Faculty Senate makes recommendations, provides advice, and speaks for University faculty on proposals developed in the University-level Standing Committees.

3.3.3.4.3.3.4.4. The Faculty Senate discusses issues brought to it by faculty, students, college advisory committees, and administrators, and communicates its position on these issues on behalf of all University faculty.

3.3.3.5.3.3.4.5. The Faculty Senate will seek broad faculty input on major initiatives before the University community.

3.3.3.6.3.3.4.6. The Faculty Senate obtains and synthesizes the opinion of the faculty to form recommendations on key issues facing the University, and communicates those recommendations to the President and the Provost.

3.3.3.7.3.3.4.7. Members of the Faculty Senate have the responsibility to represent their constituents on issues that should be considered by the governance system.

3.3.3.8.3.3.4.8. The Faculty Senate may refer items to the Academic Congress for its consideration.

3.3.3.9.3.3.4.9. The Faculty Senate may propose changes to these Bylaws. Bylaws changes approved by the Faculty Senate shall be submitted to the University Committee on Academic Governance for comment and may be introduced to the University Council directly by a member of the University Council. The Board of Trustees must approve Bylaws changes.

3.3.3.10.3.3.4.10. The University Council will consult with the Faculty Senate before it approves any amendments to those sections of the SRR that set forth the role of the faculty in the instructional process.

3.3.3.11.3.3.4.11. On any matter brought before the Faculty Senate, the mode of participation shall be that which is specified on the matter in the ascription of functions to University-level Standing Committees (4.3–4.9).

3.3.4.3.3.5. University-level Standing Committees Reporting to Faculty Senate

3.3.4.1.3.3.5.1. University-level Standing Committees that address issues of curriculum and deal predominantly with issues of faculty life (e.g., tenure and promotion, salary, benefits) report to the Faculty Senate.

3.3.4.2.3.3.5.2. The University Committee on Faculty Affairs (UCFA) will report to the Faculty Senate. UCFA may request an opportunity for its representatives to appear before University Council to obtain feedback from the entire University community.

3.3.4.3.3.5.3. The University Committee on Faculty Tenure (UCFT) will report to the Faculty Senate. UCFT may request an opportunity for its representatives to appear before University Council to obtain feedback from the entire University community.
University Committee on Curriculum (UCC) will report to the Faculty Senate. UCC may request an opportunity for its representatives to appear before University Council to obtain feedback from the entire University community.

3.3.5-3.3.6 University-level Standing Committees Reporting to Faculty Senate in Exceptional Situations

3.3.5.1-3.3.6.1 The University Committee on Student Affairs (UCSA) will report to the University Council, provided that recommendations by UCSA that affect professional rights and responsibilities of faculty must have been approved by the Faculty Senate before consideration by the University Council.

3.3.5.2-3.3.6.2 The University Committee on Undergraduate Education (UCUE) will report to the University Council, provided that on issues of establishment, moratorium, discontinuance, and merger of programs, UCUE shall have shared responsibility with the University Council and the Faculty Senate will be informed of UCUE’s consultation with the Provost.

3.3.5.3-3.3.6.3 The University Committee on Graduate Studies (UCGS) will report to the University Council, provided that on issues of establishment, moratorium, discontinuance, and merger of programs, the University Council and the Faculty Senate will be informed of UCGS’s consultation with the Provost.

3.3.6.3.3.7 The Steering Committee will prepare Faculty Senate agendas. Each meeting agenda will include an item allowing new business to be introduced from the floor.

3.4. THE STEERING COMMITTEE

3.4.1. Composition of The Steering Committee

3.4.1.1. The Steering Committee shall be composed of (a) five members of the faculty, elected at-large; (b) the chairpersons of the University-level Standing Committees; (c) the Vice President of Academic Affairs of ASMSU, and the President of the COGS, who will have voting rights on all matters not reserved to the faculty (1.2.3.1.1); (d) one undergraduate student chosen from the voting members of ASMSU, and one graduate student selected from the student members of COGS who will have voting rights on all matters not reserved to the faculty.

3.4.1.2. At-large faculty members of The Steering Committee shall be designated as members of the Faculty Senate, but may not serve concurrently as college representatives or as members of any other University-level Standing Committees.

3.4.1.2.1. The term of office for the at-large faculty members shall be two years and shall begin on August 16. No individual may serve more than two consecutive terms. Either two or three at-large faculty members shall complete their terms each year.
3.4.1.2.2. At-large faculty members of The Steering Committee shall be elected by the voting faculty of the Academic Congress in an annual spring semester election supervised by the Secretary for Academic Governance. Election shall be by a plurality of votes.

3.4.1.2.2.1. The University Committee on Academic Governance will solicit recommendations from all faculty. A nomination slate will be developed for the Faculty Senate to endorse and send to the Academic Congress for election.

3.4.1.2.2.2. Each nominee shall provide to the Secretary for Academic Governance a brief vita and a short statement that shall be distributed with the ballot.

3.4.1.2.3. If for any reason an at-large faculty member of The Steering Committee is unable to serve for a period of one academic semester or more, a replacement for the remainder of the term of office shall be appointed by the Faculty Senate upon nomination by the faculty members of the University Committee on Academic Governance.

3.4.1.2.4. The term of office for student members of The Steering Committee shall be one year. No student may serve more than two consecutive terms on The Steering Committee unless that student holds the office of President of COGS or ASMSU Vice President of Academic Affairs, in which event the student may serve on The Steering Committee while holding that office. Student members of The Steering Committee will be identified by the end of each spring semester.

3.4.1.2.4.1. Student members of The Steering Committee shall be chosen from the voting membership of ASMSU and COGS.

3.4.1.2.4.2. Should a student member leave The Steering Committee, a replacement shall be chosen by ASMSU in the case of an undergraduate student, or COGS in the case of a graduate student.

3.4.1.3. The President and Provost shall be ex-officio members of The Steering Committee. The Secretary for Academic Governance shall be an ex-officio member of The Steering Committee and shall serve as Secretary to The Steering Committee, having voice but no vote. Along with support to academic governance, the Office of Academic Governance will supply clerical and administrative assistance to The Steering Committee.

3.4.1.4. The Chairperson of The Steering Committee shall be elected annually pursuant to 3.3.2.1.

3.4.1.5. A quorum of The Steering Committee will consist of 50 percent of its members, plus one.

3.4.2. Functions and Procedures of The Steering Committee

3.4.2.1. The faculty members of The Steering Committee shall meet periodically with the President, and the Provost, and the Trustees for the exchange of information and views on University policy and culture, and shall normally attend the meetings of the Board of Trustees.
3.4.2.2. The Steering Committee shall act on behalf of the University Council when, in the judgment of a majority of the membership of The Steering Committee, action is needed before the University Council can be called into session. The President, or, in the event of the President’s absence, the Provost will chair such meetings. Actions taken at such meetings shall be reported to the University Council as information items and are subject to review by the University Council. Such meetings shall be called by the President, in consultation with The Steering Committee or a sub-committee of The Steering Committee designated to act on matters of agenda.

3.4.2.3. The faculty members of The Steering Committee shall act on behalf of the Faculty Senate when, in the judgment of a majority of the membership of The Steering Committee, action is needed before the Faculty Senate can be called into session. The Chairperson of The Steering Committee will chair such meetings. Such meetings may be called by the faculty members of The Steering Committee or by the Chairperson of The Steering Committee. Decisions taken at such meetings shall be reported to the Faculty Senate as information items and are subject to review by the Faculty Senate.

3.4.2.4. The Steering Committee shall advise the Provost regarding the appropriate faculty, academic, and student governance bodies, if any, to consult on proposals for establishment, moratorium, discontinuance, or merger of basic academic units, including departments, schools, institutes, colleges, and the Graduate School.

3.4.2.5. The Steering Committee shall receive proposals for action in academic governance from individual faculty or students, and from faculty or student groups and organizations.

3.4.2.5.1. The Steering Committee shall, where appropriate, refer matters brought to it to councils or committees for consideration.

3.4.2.5.2. When an issue is referred to more than one University-level Standing Committee for consideration, The Steering Committee shall designate one University-level Standing Committee the “lead committee” on that issue and make it responsible for any report on that issue.

3.4.2.6. The Steering Committee shall prepare the agenda for meetings of the University Council. Before each meeting of the University Council, The Steering Committee, or a sub-committee designated for matters of agenda shall hold a duly announced open meeting at which suggestions for agenda items will be heard.

3.4.2.7. The faculty members of The Steering Committee, or a sub-committee designated for matters of agenda, shall, in consultation with the President or Provost, prepare the agenda for meetings of the Faculty Senate and the Academic Congress. Before any meeting of those bodies, The Steering Committee will hold a duly announced open meeting at which suggestions for agenda items will be heard.

3.4.2.8. The Steering Committee shall report to the University Council.

3.4.2.9. The Steering Committee will implement and support communication to and
from faculty, in print, electronically, and by direct interaction.

**3.4.2.10.** The Steering Committee will communicate regularly with the College Advisory Committees to encourage and implement strong interaction between University-level and college-level academic governance.

**3.4.2.11.** The Chairperson and Vice Chairperson of The Steering Committee (or other faculty members of the committee if they are unavailable) shall represent the faculty to the Board of Trustees in the event that urgent action is anticipated by the Board and there is inadequate time for calling a formal meeting of the Faculty Senate.

**3.4.2.12.** The Steering Committee shall participate in the orientation of the Board of Trustees in the areas of their respective knowledge and expertise: the roles and responsibilities of academic governance, the processes of academic decision-making, the student experience, and the concept of academic freedom.

**3.5. OFFICE OF ACADEMIC GOVERNANCE**

3.5.1. The Secretary for Academic Governance will direct the Office of Academic Governance.

3.5.2. The Secretary for Academic Governance shall be appointed by the President in consultation with The Steering Committee, and they shall review the appointment at periods not to exceed five years.

3.5.3. The Secretary for Academic Governance shall be the parliamentarian with regard to the *Bylaws*, and shall serve as a non-voting, ex-officio member of the University Council, the Faculty Senate, The Steering Committee, the Academic Congress, and the General Assembly of ASMSU.

3.5.4. The Secretary for Academic Governance will serve as a liaison between ASMSU and academic governance, and between COGS and academic governance, for the purpose of encouraging student representation in academic governance.

3.5.5. The Office of the Secretary for Academic Governance, along with other administrative offices, provides staff support to The Steering Committee, the University Council, the Faculty Senate, and the University-level Standing Committees in the execution of responsibilities directly and indirectly expressed in these *Bylaws*. The Secretary for Academic Governance shall supervise elections to the University Council, and of the at-large faculty of The Steering Committee, with review by the University Committee on Academic Governance.
SECTION 4. THE UNIVERSITY-LEVEL STANDING COMMITTEES

4.1. ESTABLISHMENT OF STANDING COMMITTEES.

There shall be the following University-level Standing Committees within Academic Governance:
- University Committee on Academic Governance (UCAG)
- University Committee on Undergraduate Education (UCUE)
- University Committee on Curriculum (UCC)
- University Committee on Faculty Affairs (UCFA)
- University Committee on Faculty Tenure (UCFT)
- University Committee on Graduate Studies (UCGS)
- University Committee on Student Affairs (UCSA)

4.2. GENERAL RULES GOVERNING STANDING COMMITTEES

4.2.1. Composition of Standing Committees

4.2.1.1. The composition of each Standing Committee is specified in the description of each committee. The number of members for each committee is monitored by the University Committee on Academic Governance (4.3–4.9).

4.2.1.2. Unless otherwise provided, no college shall have more than one faculty representative on a Standing Committee.

4.2.1.3. Unless provided otherwise in detailed descriptions below, the term of office for faculty members on Standing Committees shall be three years. Provisions shall be made to stagger elections. Terms of office shall begin August 16.

4.2.1.4. The term of office for student members on Standing Committees shall be one year, renewable. Terms of office shall begin on the first day of summer semester classes.

4.2.1.5. No individual may serve more than two consecutive terms on the same Standing Committee as a representative of the same constituency. Members may return to a Standing Committee on which they have already served two full terms after three years (one full term).

4.2.1.6. No individual may serve concurrently as a voting member of more than one Standing Committee.

4.2.1.7. Election and appointment to Standing Committees shall take place in the spring of each year.

4.2.1.8. If for any reason a member of a Standing Committee is unable to serve for a period of one or more semesters, a replacement shall be named for that period. The selection of the replacement shall take place in the same manner as the selection of the member unable to serve.

4.2.1.9. Where faculty members of Standing Committees are selected from the elected faculty on the University Council, they shall be elected by the Faculty
Senate from a list of nominees chosen by the faculty of the University Committee on Academic Governance. The number of nominees shall be at least 1.5 times the number of positions to be filled.

4.2.1.10. Where faculty members of a Standing Committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their bylaws, authorize the election to any Standing Committee, except the University Committee on Faculty Tenure, of full-time fixed-term faculty who have served at least three consecutive years, or of specialists in the continuing appointment system.

4.2.1.11. Unless otherwise provided, undergraduate student members of Standing Committees shall be elected by ASMSU, and graduate student members of Standing Committees shall be elected by COGS. Elections shall be held prior to the end of spring semester.

4.2.1.12. Elections to all Standing Committees shall be completed prior to May 1.

4.2.2. General Procedures of Standing Committees

4.2.2.1. After Standing Committees for the next year have been constituted in the spring, each new committee shall use its best efforts to meet prior to the end of spring semester to elect its chairperson and vice chairperson. These officers must be elected no later than the first committee meeting of the next academic year.

4.2.2.2. No person with an administrative appointment of more than 25% shall be eligible to serve as the chairperson or vice chairperson of a Standing Committee.

4.2.2.3. The chairperson of each Standing Committee shall prepare a report at the end of each semester, summarizing the activities and actions of the committee during that semester, and its projected activities for the next semester. The mid-year report will summarize matters of significant concern to the committee and will be submitted by December 31st. The end-of-the-semester summaries will be posted through the website for Academic Governance. The Secretary for Academic Governance shall distribute these with the agenda or minutes for the University Council (3.2.6) or the Faculty Senate (3.3.4), as appropriate. At least once each academic year, each chairperson shall report at a meeting of the Faculty Senate or the University Council, as appropriate. The Secretary for Academic Governance shall establish the schedule for these reports.

4.2.2.4. The chairperson of each Standing Committee shall submit an annual written report of that committee’s activities and actions to the Academic Governance Office by August 31. Summaries of these reports shall be posted through the website for Academic Governance. Each Standing Committee’s chairperson shall regularly report to The Steering Committee on the work of that committee.

4.2.2.5. Standing Committees are encouraged to call on diverse members of the University community for the perspective that they may bring to the consideration of issues. Such individuals are asked to render such services as
the relevant committee may reasonably request.

4.2.2.5. Standing Committees shall establish their own rules and procedures, as long as they are not in conflict with these Bylaws.

4.2.2.6. Subcommittees or ad hoc committees exist at the discretion of the parent Standing Committees, which shall review the need for such subcommittees or ad hoc committees annually or at the conclusion of the period for which such subcommittee or ad hoc committee was constituted.

4.2.3. General Functions of Standing Committees

4.2.3.1. Standing Committee members shall represent the interests of the entire University.

4.2.3.2. Standing Committees shall initiate recommendations to, and communicate with, the Faculty Senate (3.3.5), or the University Council (3.2.5), as appropriate. Subject to the review of Faculty Senate or University Council, each Standing Committee may make recommendations to the Provost and other administrators, as indicated in these Bylaws, on matters within the purview of the committee.

4.2.3.3. Each Standing Committee shall respond to reasonable requests for information, consultation, or advice from administrators, trustees, faculty, and students who initiate requests on matters within the purview of that committee.

4.2.3.4. Standing Committees shall regularly review their composition, procedures, and functions and recommend appropriate Bylaws revisions to the University Committee on Academic Governance.

4.2.4. Meetings of Standing Committees

4.2.4.1. The administrator(s) being advised by a Standing Committee shall be present at meetings of the committee except by mutual agreement.

4.2.4.2. Each Standing Committee shall schedule its own meetings, noting the schedule for all such committees established by the Secretary for Academic Governance, and shall post the schedule through the website for Academic Governance.

4.2.4.3. Standing Committee meetings shall ordinarily be open, but any such Committee may formulate procedures for closing some of its meetings for stated reasons. When a meeting is to be closed, the reasons for such closure will be announced publicly through the website for Academic Governance.

4.2.4.4. Each Standing Committee shall determine its own agenda. Members of The Steering Committee, administrators, faculty, and students may suggest x items for a committee’s agenda. Announcements of Standing Committee meetings must be posted through the website for Academic Governance at least one week in advance of the meeting, include the time and place of the meeting, and an agenda.

4.2.4.5. The quorum for Standing Committees, except as provided in each committee’s procedures, shall be fifty percent plus one.
4.3. UNIVERSITY COMMITTEE ON ACADEMIC GOVERNANCE

4.3.1. The University Committee on Academic Governance (UCAG) shall include a faculty member from each college, and a faculty member from the non-college faculty. Eligibility to serve on UCAG is limited to faculty members who have previously served on a University-level Standing Committee or the Faculty Senate. Three undergraduate student members of ASMSU, two graduate student members from COGS, the Provost, and the Secretary for Academic Governance shall be ex-officio members of UCAG.

4.3.1.1. The UCAG shall report to the University Council.

4.3.1.2. The chairperson of the UCAG shall be a member of The Steering Committee, and thus of the Faculty Senate and the University Council.

4.3.1.2.4.3.1.3. The chairperson of the UCAG shall be an ex-officio member of the Board of Trustees subcommittee on academic policy that has oversight of the Bylaws for Academic Governance.

4.3.2. The UCAG shall nominate to the University Council individuals who may be appointed to University-level Advisory-Consultative Committees, and other committees as may be requested by the University Council.

4.3.2.1. Only the faculty members of the UCAG shall nominate faculty to the committees listed in 4.3.2.

4.3.2.2. ASMSU shall appoint undergraduate students to fill the vacant undergraduate student positions on the committees of 4.3.2 in accordance with the procedures outlined in ASMSU’s bylaws. COGS shall appoint graduate and professional students to fill the vacant graduate student positions on the committees of 4.3.2 in accordance with the procedures outlined in COGS bylaws.

4.3.2.3. The Secretary for Academic Governance shall provide staff assistance to UCAG in developing nominations.

4.3.3. The UCAG shall conduct a continuing review of the Bylaws and shall be responsible for recommending amendments in these Bylaws to the University Council.

4.3.4. The UCAG shall interpret these Bylaws subject to review by the University Council.

4.3.5. The UCAG shall review college bylaws for consistency with these Bylaws. It shall review each college’s bylaws at least once every five years.

4.3.5.4.3.6. The UCAG shall conduct a continuing review of best practices for dean evaluations at the college level.

4.3.6.4.3.7. The UCAG shall review unit appeals in cases of conflict between units and consider appeals of reviews of department or school bylaws by college committees.

4.3.7.4.3.8. Decisions of the UCAG on college and department bylaws are subject to review by the University Council.

4.3.8.4.3.9. The UCAG shall provide guidelines for elections or appointment to
committees, boards, and panels affiliated with the University Council. The UCAG will review challenged elections, and recommend appropriate action to the University Council.

4.4. UNIVERSITY COMMITTEE ON UNDERGRADUATE EDUCATION

4.4.1. The membership of the University Committee on Undergraduate Education (UCUE) shall include a faculty member from each college, and a faculty member from the non-college faculty. UCUE shall also have four undergraduate student members, of whom one must be the Vice President of Academic Affairs of ASMSU, and two graduate student members from COGS. The Provost shall be a member with voice, but no vote.

4.4.1.1. The UCUE shall report to the University Council (3.2.5).

4.4.1.2. Each year the UCUE shall appoint one of its faculty members to serve as an ex-officio member on the Athletic Council.

4.4.2. The chairperson of the UCUE will serve on The Steering Committee and thus on the University Council and the Faculty Senate.

4.4.3. The UCUE shall exercise the faculty’s delegated authority on grading policy for undergraduate students and the use of grades and grade point averages for undergraduate admissions and for advancement in or graduation from undergraduate academic programs.

4.4.4. The UCUE shall review all changes in undergraduate academic programs proposed by academic units and recommend their approval or rejection to the University Committee on Curriculum.

4.4.5. The UCUE shall have shared responsibility with the Dean of Undergraduate Studies to consult with the Provost on the establishment, moratorium, discontinuance, or merger of undergraduate academic programs; on policies pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate students and programs; and on other policies pertaining to undergraduate education. On issues of the establishment, moratorium, discontinuance, and merger of undergraduate academic programs, the University Council and the Faculty Senate will be informed of the UCUE’s consultation with the Provost.

4.4.4.1.4.4.5.1. In the event that a disagreement between the UCUE and the Dean is adjudicated by the Provost in favor of the Dean’s position on issues of the establishment, moratorium, discontinuance, and merger of undergraduate academic programs, both positions will be presented to the Faculty Senate for discussion and advice.

4.4.5.4.4.6. The UCUE shall have shared responsibility with the Dean of Undergraduate Studies to advise the Provost on policy pertaining to admissions and retention, financial aid, and the use and distribution of educational and research resources for undergraduate students and programs.

4.4.6.4.4.7. The UCUE shall advise and consult with the Dean of Undergraduate Studies and the Provost and make recommendations to the University Council on all other matters of academic policy affecting undergraduate students.
4.4.7.  The UCUE shall coordinate its activities with those of other committees, as appropriate.

4.5. UNIVERSITY COMMITTEE ON CURRICULUM

4.5.1. The members of the University Committee on Curriculum (UCC) shall include a faculty member from each college. UCC shall also have five undergraduate student members, of whom one must be a member of ASMSU, and two graduate student members. The Provost shall be a member with voice, but no vote. The Provost shall also name an executive secretary to serve ex officio without vote. The University Registrar shall serve ex officio without vote.

4.5.1.1. The UCC will report to the Faculty Senate. UCC may seek advice from the University Council before reporting to the Faculty Senate on a particular matter, and will do so if The Steering Committee so requests.

4.5.2. The chairperson of the UCC will serve on The Steering Committee and thus on the University Council and the Faculty Senate.

4.5.3. The UCC shall exercise the faculty’s delegated authority to review and approve or reject all changes in undergraduate curricula and degree requirements recommended by the University Committee on Undergraduate Education, and to review and approve or reject changes in graduate and graduate-professional curricula and degree requirements recommended by the University Committee on Graduate Studies. The UCC shall not reject a recommendation from either the University Committee on Undergraduate Education or the University Committee on Graduate Studies without providing a rationale for the rejection and consulting with the appropriate committee. In addition, the UCC shall exercise the faculty’s delegated authority to review and approve or reject all undergraduate and graduate courses proposed by academic units.

4.5.4. The UCC shall advise the Provost on criteria for the establishment and deletion of courses and curricula.

4.6. UNIVERSITY COMMITTEE ON FACULTY AFFAIRS

4.6.1. The faculty of each college, and the non-college faculty, shall select one faculty member to represent it on the University Committee on Faculty Affairs (UCFA). UCFA shall have as members at least two non-tenured regular faculty and two full-time fixed-term faculty who are eligible to be voting faculty under 1.1.1.2. Each year the University Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty and full time fixed-term faculty as members of the UCFA. The Provost and the Director of the Office of Planning and Budgets shall be a member of UCFA with voice, but no vote.

4.6.1.1. The UCFA will report to the Faculty Senate. At its discretion, the UCFA may request an opportunity for UCFA representatives to appear before the University Council to seek advice.

4.6.1.2. The UCFA shall make recommendations to the Faculty Senate on issues related to the University budget, and shall report annually to a meeting of the Faculty Senate on academic budget allocations and adjustments in salary and other forms of economic benefits.
4.6.2. The chairperson of the UCFA shall be a member of The Steering Committee and thus of the Faculty Senate and the University Council.

4.6.3. The UCFA shall have shared responsibility with the Provost for the formulation of faculty grievance procedures and on the rights and responsibilities of faculty.

4.6.4. The UCFA shall advise the Provost on personnel policies relating to faculty, including appointment, reappointment, promotion, leaves, retirement, and assignment to teaching, research, and administration.

4.6.5. The UCFA shall consult with or advise the Provost during the formulation of the University’s annual budget request to the State of Michigan.

4.6.6. The UCFA recommendations regarding faculty rights and responsibilities and grievance procedures must also be approved by the Faculty Senate.

4.6.7. The UCFA shall participate in the University’s Discipline and Dismissal of Tenured Faculty for Cause policy (Faculty Handbook) as stipulated therein.

4.7. UNIVERSITY COMMITTEE ON FACULTY TENURE

4.7.1. The faculty of each college, and non-college faculty, shall select one regular faculty member (1.1.1.1) to represent it on the University Committee on Faculty Tenure (UCFT). UCFT shall have as members at least three non-tenured faculty hired under the rules of tenure. Each year the Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty as members of the UCFT. The UCFT shall have two undergraduate student members from ASMSU, and one graduate student member. The Provost shall be a member with voice, but no vote.

4.7.1.1. The UCFT will report to the Faculty Senate. At its discretion, the UCFT may request an opportunity for UCFT representatives to appear before the University Council to seek advice.

4.7.2. The chairperson of the UCFT shall be designated as a voting member of The Steering Committee and thus of the University Council and the Faculty Senate.

4.7.3. The UCFT shall advise the Provost on the formal and procedural rules for the award and revocation of tenure and on policies relating to tenure, and shall make recommendations to the Faculty Senate on such rules and on policies.

4.7.4. The role of the UCFT in the interpretation of the rules of tenure is determined by Principle Seven of the Operating Principles of the Tenure System (Faculty Handbook).

4.7.5. The UCFT shall hear and act on all cases for exceptions to the rules of tenure and its decisions on the matters shall be binding on the administration and on the faculty member.

4.7.6. The UCFT shall report promptly to the Faculty Senate if the administration acts in a manner contrary to UCFT’s decision on a question involving tenure.

4.7.7. The UCFT shall participate in the University’s Discipline and Dismissal of Tenured Faculty for Cause policy (Faculty Handbook) as stipulated therein.

4.8. UNIVERSITY COMMITTEE ON GRADUATE STUDIES
4.8.1. The members of the University Committee on Graduate Studies (UCGS) shall include a faculty member from each college with a graduate or graduate-professional degree program, plus one additional member from the Colleges of Agriculture and Natural Resources, Arts and Letters, Business, Education, Natural Science, and Social Science. UCGS shall have five graduate student members selected by COGS. No more than one student member may be from any one department, with consideration being given to universitywide representation insofar as possible. The Dean of the Graduate School shall be a member with voice, but no vote.

4.8.1.1. The UCGS will report to the University Council (3.2.5).

4.8.2. The chairperson of the UCGS will serve on The Steering Committee and thus on the University Council and the Faculty Senate.

4.8.3. The UCGS shall exercise the faculty’s delegated authority on grading policy for graduate and graduate-professional students.

4.8.4. The UCGS shall review all changes in graduate and professional academic programs and recommend their approval or rejection to the University Committee on Curriculum.

4.8.5. The UCGS shall have shared responsibility with the Dean of the Graduate School to consult with the Provost on the establishment, moratorium, discontinuance, or merger of graduate programs; on policy pertaining to methods of instruction, evaluation of instruction, advising and counseling, and admissions and retention of graduate and graduate-professional students; and on other policies pertaining to administration of graduate and graduate-professional programs. On issues of the establishment, moratorium, discontinuance, and merger of graduate programs, the University Council and the Faculty Senate will be informed of UCGS’s consultation with the Provost.

4.8.5.1 In the event that a disagreement between the UCGS and the Dean is adjudicated by the Provost in favor of the Dean’s position on issues the establishment, moratorium, discontinuance, and merger of graduate programs, both positions will be presented to the Faculty Senate for discussion and advice to the Provost.

4.8.5-4.8.6. The UCGS shall have shared responsibility with the Dean of the Graduate School to advise the Provost on the coordination of graduate and graduate-professional programs.

4.8.6-4.8.7. The UCGS shall have shared responsibility with the Dean of the Graduate School to consult with the Provost on policies pertaining to financial aid and employment of graduate students and on the use and distribution of educational and research resources for graduate and graduate-professional programs and students.

4.8.7-4.8.8. The UCGS shall advise and consult with the Dean of the Graduate School and the Vice President for Research and Graduate Studies on policies relating to research development, as they pertain to graduate and graduate-professional education.

4.8.8-4.8.9. The UCGS shall maintain liaison with academic units offering
graduate and graduate-professional programs.

4.8.10. The UCGS shall maintain liaison with COGS.

4.8.11. The UCGS shall coordinate its activities with those of other committees, as appropriate.

4.9. UNIVERSITY COMMITTEE ON STUDENT AFFAIRS

4.9.1. The University Committee on Student Affairs (UCSA) shall have four faculty members selected by the Faculty Senate. UCSA shall have eight-nine student members appointed as follows: six appointees from ASMSU, including the President of ASMSU; and two appointees from COGS; and the At-large Student Liaison to the Board of Trustees, as appointed by the Vice President for Student Affairs and Services. UCSA appointees are expected to reflect the diversity of their constituencies. The Vice President for Student Affairs and Services and the University Ombudsperson shall be members with voice, but no vote.

4.9.1.1. The UCSA shall report to the University Council (3.2.5). However, any policy amendment or statement reviewed by UCSA that affects the professional rights and responsibilities of the faculty must be approved by the Faculty Senate before consideration by the University Council.

4.9.2. The chairperson of the UCSA shall be a voting member of the University Council.

4.9.3. The UCSA shall advise the Vice President for Student Affairs and Services on all policies of the Office of the Vice President for Student Affairs and Services and on other University policies as they affect the academic achievement of students.

4.9.4. The UCSA shall initiate and review proposed amendments to the Student Rights and Responsibilities (SRR), General Student Regulations, and policies relating to the academic rights and responsibilities of students.

4.9.4.1. Any such amendment affecting the professional rights and responsibilities of the faculty must be reviewed by the UCSA and approved by the Faculty Senate before consideration by the University Council.

4.9.5. The UCSA shall assume the duties of the Committee on Academic Rights and Responsibilities under the SRR.
SECTION 5. OTHER UNIVERSITY-LEVEL COMMITTEES

5.1. UNIVERSITY COUNCIL ADVISORY-CONSULTATIVE COMMITTEES

5.1.1. The University Council may establish Advisory-Consultative Committees for academic administrators of universitywide programs which do not have students or faculty regularly attached, or where the advisory processes established in Student Rights and Responsibilities at Michigan State University (SRR) do not provide a sufficiently broad base for the universitywide program.

5.1.2. The University Council shall establish the functions and the general procedures of Advisory-Consultative Committees, taking account of the recommendations of the administrator to be advised.

5.1.3. The composition of Advisory-Consultative Committees shall be established by the University Council. Membership shall be determined according to procedures specified in 4.3.2, except as noted in 5.1.3.1. The terms of office shall be two years for faculty and one year for students. No member may serve for more than two consecutive terms.

5.1.3.1. When an Advisory-Consultative Committee’s bylaws specify one faculty member from each of the colleges and one from among non-college faculty, each College Advisory Committee shall select one member and the appropriate representative body for the non-college faculty shall select one.

5.1.4. Advisory-Consultative Committees shall advise and consult with appropriate administrators. The committees shall recommend to the University Council, through The Steering Committee or an appropriate University-level Standing Committee, needed changes in University policies and procedures. An annual report shall be made to The Steering Committee for distribution with the University Council minutes. Minutes of all meetings shall be sent to The Steering Committee.

5.1.5. The University Committee on Academic Governance shall review the need for each Advisory-Consultative Committee at intervals not to exceed five years and recommend appropriate action, if any, to the University Council.

5.2. ATHLETIC COUNCIL

5.2.1. There shall be an Athletic Council with composition and bylaws, procedures subject to approval by the University Council. The Athletic Council shall function as the faculty voice in the intercollegiate athletic program.

5.2.2. Composition of the Athletic Council

5.2.2.1. The voting members of the Athletic Council shall be eight members of the faculty, eligible for election under 1.1, three alumni, and three students.

5.2.2.2. Ex-officio members without vote shall include: the Director of Intercollegiate Athletics, the Faculty Athletic Representative, the Executive Director of the Alumni Association, and the Vice President for Finance and Operations.

5.2.3. Appointment of Members
5.2.3.1. Faculty members of the Athletic Council shall be selected by the President from a slate of nominees (two for each vacancy) prepared by the faculty of the University Committee on Academic Governance and approved by the Faculty Senate.

5.2.3.1.1. The University Committee on Undergraduate Education shall appoint one of its faculty members to serve as an ex-officio member of the Athletic Council.

5.2.3.2. Alumni representatives shall be chosen from members of the Michigan State University Alumni Association, which shall prepare a slate of two nominees for each vacancy, from which the President shall appoint one. One of the alumni representatives shall be a former student varsity athlete. Alumni members shall not be employees of the University.

5.2.3.3. The President shall select student members of the Athletic Council.

5.2.3.3.1. One undergraduate student shall be appointed from a slate of three nominees submitted by ASMSU. One graduate student shall be appointed from a slate of three nominees submitted by COGS. One member of the Student-Athlete Advisory Council shall be selected from a slate of three nominees prepared by the Student-Athlete Advisory Council.

5.2.3.4. The Faculty Athletic Representative to the athletic agencies or conferences to which the University chooses to belong shall be a member of the regular faculty appointed by the President. The appointment shall be made with the advice of the voting members of the Athletic Council.

5.2.4. Terms of Appointment

5.2.4.1. The terms of appointment of faculty and alumni representatives on the Athletic Council shall be two years and shall begin on August 16. Terms of members shall be staggered so that not less than one-third of the membership will return the following year.

5.2.4.2. The term of appointment for student representatives shall be one year and shall begin on the first day of summer semester.

5.2.4.3. Vacancies for a period of one or more academic terms that occur during the term of appointment of any voting member shall be filled for the remainder of the unfinished term in the same manner as the regular selection of the member unable to serve. Voting members of the Athletic Council can serve no more than two consecutive terms. An appointment of more than eight months to fill an unfinished term shall be equivalent to a full term in considering eligibility for reappointment.

5.2.4.4. The Faculty Athletic Representative shall serve at the discretion of the President. The President shall review the Faculty Athletic Representative at least once every five years with the advice of the voting members of the Athletic Council.

5.2.5. Responsibilities of the Athletic Council

5.2.5.1. The Athletic Council serves as the deliberative body for the discussion of
academic policy related to student athletes and intercollegiate athletics.

5.2.5.2. The Athletic Council advises the Director of Intercollegiate Athletics on matters of policy, procedures, and organization related to intercollegiate athletics.

5.2.5.2.1. Regarding the regular season and post-season tickets and trips, voting members of the Athletic Council shall strive to minimize the award of special privileges to themselves that are uncharacteristic of those generally available to faculty. Nonetheless, it is expected that the Athletic Council will fulfill responsibilities related to institutional representation as appropriate throughout the year.

5.2.5.2.2. Complimentary tickets given to Athletic Council members are considered non-transferable.

5.2.6. The Athletic Council reports to the University Council. Form and frequency of reporting will be determined by The Steering Committee, but in no case will the frequency of reporting be less than once each academic year. The Athletic Council will also respond to questions asked by the University Council through its seated representative in the University Council, the Chairperson of the Athletic Council.

5.2.6.1. A report of policies regarding regular season and post-season trips, as well as a record of the disbursement of complimentary tickets and trips, shall be included in the annual report of Athletic Council to University Council.

5.3. FACULTY HEALTHCARE COUNCIL

5.3.1. There shall be a Faculty Healthcare Council (FHC) to function as the faculty voice to Human Resources and the University administration on matters related to healthcare and healthcare benefits.

5.3.2. Composition

5.3.2.1. The voting members of the FHC shall be nine faculty members.

5.3.2.2. Ex-officio members without vote shall include but not be limited to the Director of the Office of Planning and Budgets, and one faculty member emeritus/emerita to be selected by the Faculty Emeriti Association.

5.3.3. Appointment of Members

5.3.3.1. Faculty members of the FHC shall be appointed by The Steering Committee from a list initiated by the University Committee on Academic Governance, pursuant to its annual call for volunteers to committees, boards, and panels (4.3.8); the list shall be submitted to the FHC, which shall then submit its recommendations to The Steering Committee.

5.3.3.2. Eligibility for appointment to the FHC shall be established by submission to the University Committee on Academic Governance of a brief vita, rationale for willingness to serve, and acknowledgement that the work of the FHC includes the summer months.

5.3.3.3. Faculty members of the FHC shall represent a diversity of faculty appointments, pursuant to relevant union contracts.

5.3.4. Terms of Appointment
5.3.4.1. The terms of appointment of faculty representatives on the FHC shall be three consecutive two-year terms to ensure continuity and stability of membership.

5.3.4.2. If, for any reason, a member is unable to serve and more than one annual year remains of the appointment, The Steering Committee will identify a replacement from the most recent list of eligible volunteers; the new appointee will be eligible for reappointment for two subsequent terms. If less than one annual year remains, the seat will remain vacant until the next regular appointment period.

5.3.5. Responsibilities of the FHC

5.3.5.1. The FHC will serve as the faculty voice on issues related to the design, implementation and evaluation of health care plans.

5.3.5.2. The FHC will consult with, provide information, and make recommendations to the University Committee on Faculty Affairs on matters concerning the economic impact of health benefits.

5.3.5.3. The FHC shall serve as an advocate for faculty on matters related to health care and health care benefits.

5.4. COMMITTEE ON ADMINISTRATOR REVIEW

5.4.1. There shall be a Committee on Administrator Review (CAR) with procedures subject to approval by the University Council. The CAR shall function as the outlet for faculty and student voice in the review of administrators.

5.4.2. Composition and Appointment

5.4.2.1. The CAR shall include eight faculty members selected by the Faculty Senate, two undergraduate students to be appointed by ASMSU, and one graduate student appointed by COGS.

5.4.2.2. The Faculty Senate shall develop a protocol for transparency in the process for selecting faculty members. The protocol should develop criteria for adjudging the proposed members’ independence of judgment and lack of conflicts of interest; application materials that require statements describing the faculty member’s understanding of committee duties within a community seeking a thoughtful and evidence-based appraisal of administrator performance, and a format for disclosing the reasons why a chosen member is qualified to exercise independent judgment.

5.4.2.3. No college may be represented by more than one faculty member of the CAR.

5.4.2.4. The CAR may, at its own discretion, work with the President and the Provost to identify administrators with whom the Committee could consult while performing its reviews.

5.4.3. Terms of Appointment

5.4.3.1. The terms of appointment for faculty members shall be two years and shall begin August 16. Terms of members shall be staggered so that not less than one-third of the membership will return the following year.
5.4.3.2. The terms of appointment for student members shall be one year and begin August 16.

5.4.3.3. No member shall serve more than two consecutive terms.

5.4.3.4. Any vacancies that should arise on the CAR shall be filled according to the same procedure outlined in 5.4.2.

5.4.4. Responsibilities of the CAR

5.4.4.1. In the interest of shared responsibility, transparency, and accountability, the CAR shall be responsible for reviewing the conduct and performance of administrators above the level of dean (e.g., all executive officers, vice presidents, assistant vice presidents, associate vice presidents, the Provost, associate provosts, and the President).

5.4.4.2. The CAR shall also be responsible for investigating complaints that the reviews of deans were not conducted as required by these Bylaws and the relevant college bylaws. The CAR shall deliver a written report outlining its findings to the University Council at the conclusion of an investigation.

5.4.4.2.1. The Committee shall develop its own procedures for conducting these investigations, subject to the approval of the University Council.

5.4.5. Procedures for Selecting Administrators for Review

5.4.5.1. During each fall semester, the CAR will consult with the President and Provost to select three administrators for review.

5.4.5.2. No individual administrator shall be reviewed by the CAR more than once in a three-year period.

5.4.5.3. The CAR must review the Provost and each Vice President within a period of no more than six years.

5.4.5.4. The University Council may initiate a review of an additional administrator by a majority vote upon consultation with the chairperson of the CAR, either replacing or supplementing the three administrators scheduled for review.

5.4.6. Upon selecting an administrator for review, the CAR shall consult with the administrator being reviewed, as well as with faculty, administrators, students, and staff who interact with that administrator, using methods such as surveys and interviews. The CAR shall strive to understand administrators’ effectiveness in fulfilling the responsibilities of their roles, their working relationships with superiors and subordinates, their adherence to relevant policies and procedures, and, when applicable, their working relationships with faculty and students.

5.4.6.1. The CAR is otherwise responsible for developing its own procedures for conducting reviews, subject to the approval of University Council.

5.4.7. Procedures for Reporting Results of Reviews

5.4.7.1. After completing an administrator’s review, the CAR shall develop a written report summarizing its findings. This report shall explain the methodologies the CAR used in compiling the report, outline the administrator’s strengths and weaknesses in the role, and include summaries of the feedback the CAR received.
5.4.7.2. The CAR shall also take care to provide a fair and circumspect characterization of the feedback received, limit its review to subjects related to the administrator’s professional conduct, and avoid the gratuitous disclosures of material not probative of the administrators' performance and needlessly intrusive on the privacy of any party.

5.4.7.3. Each spring semester, the chairperson of the CAR shall deliver the CAR’s written reports to the administrators who were reviewed, the University Council, and the Provost.

5.4.7.3.1. The Secretary for Academic Governance shall be responsible for making these reports publicly available on the Academic Governance website.

5.3.6.5.4.8. In order to carry out these responsibilities, and at its own discretion, the CAR may create subcommittees or ad hoc committees as necessary and appropriate.

5.4.5.5. AD HOC COMMITTEES OF THE UNIVERSITY COUNCIL

5.4.1-5.5.1. Ad hoc committees shall be kept to a minimum. Before establishing an ad hoc committee, the University Council shall consult with The Steering Committee to determine whether the commission might appropriately be referred to one or more University-level Standing Committees.

5.4.2-5.5.2. The Steering Committee shall recommend to the University Council the composition, method of selecting members, functions, and procedures of ad hoc committees.
SECTION 6. UNIVERSITY STUDENT-FACULTY JUDICIARIES

6.1. STUDENT-FACULTY HEARING BOARD

6.1.1. The composition and jurisdiction of this body are set forth in Student Rights and Responsibilities (SRR) at Michigan State University.

6.1.2. The President shall appoint the faculty members of the Student-Faculty Hearing Board during the spring semester from a list of nominees supplied by the faculty members of the University Committee on Academic Governance (UCAG). The number of nominees shall be twice the number of positions to be filled.

6.1.3. The term of office for faculty members of the Student-Faculty Hearing Board shall be three years, with the opportunity for reappointment for one additional three-year term. Provisions shall be made to stagger appointments to assure continuity. Terms of office shall begin with the summer semester following appointment.

6.1.4. No faculty member of the University Council or of any committee whose members are appointed or nominated by the University Council shall be eligible to serve concurrently on the Student-Faculty Hearing Board.

6.2. UNIVERSITY GRADUATE JUDICIARY

6.2.1. The composition and jurisdiction of this body are set forth in Graduate Student Rights and Responsibilities.

6.3. UNIVERSITY ACADEMIC INTEGRITY HEARING BOARD

6.3.1. The composition and jurisdiction of this body are set forth in the SRR.

6.3.2. The President shall appoint the faculty members to the pool for the University Academic Grievance Hearing Board, the University Academic Integrity Hearing Board, and University Academic Appeals Board during the spring semester from a list of nominees supplied by the faculty members of UCAG. The number of nominees shall be twice the number of positions to be filled.

6.3.3. The term of office for faculty members in the pool shall be one or two years, with reappointment never to extend a person’s service beyond four consecutive years. Provisions shall be made to stagger appointments to assure continuity. Terms of office shall begin with the summer semester following appointment. The service of the current pool members extends until replacements are nominated.

6.3.4. No faculty members of the University Council or of any committee whose members are appointed or nominated by the University Council or the Faculty Senate shall be eligible to serve concurrently on any of the three boards.

6.4. UNIVERSITY STUDENT APPEALS BOARD

6.4.1. The composition and jurisdiction of this body are set forth in the SRR.

6.4.2. The President shall appoint the faculty members of the University Student Appeals Board during the spring semester from a list of nominees supplied by the faculty members of UCAG. The number of nominees shall be twice the number of positions to be filled.
6.4.3. The term of office for faculty members of the University Student Appeals Board shall be three years, with the opportunity for one additional three-year term. Provisions shall be made to stagger appointments to assure continuity. Terms of office shall begin with the summer semester following appointment.

6.4.4. No faculty members of the University Council or of any committee appointed or nominated by the University Council or the Faculty Senate shall be eligible to serve concurrently on the University Student Appeals Board.
SECTION 7. ADMINISTRATIVE SUPPORT OF ACADEMIC GOVERNANCE

7.1 The administrator of an academic unit shall render necessary support, clerical and otherwise, to academic governance at the unit level. At the University level, this is the responsibility of the Provost and the Vice President for Student Affairs and Services.

7.2 Academic administrators shall recognize a faculty member’s participation in academic governance as an important and integral part of the individual’s workload. Teaching schedules or other work assignments should be made consistent with regular committee or council meetings insofar as that is reasonably possible.
SECTION 8. INTERPRETATION AND AMENDMENT

8.1 The academic governance bodies established by these Bylaws shall follow the current edition of Robert’s Rules of Order Newly Revised unless otherwise specified in these Bylaws.

8.2 Except for the Board of Trustees, the University Council shall be the final authority with regard to the interpretation of these Bylaws.

8.3 Amendments

8.3.1 Proposed amendments shall be submitted to the University Committee on Academic Governance. After review by UCAG, proposed amendments may be submitted to the University Council for action under 3.2.5.1 by UCAG, or by any member of the University Council.

8.3.2 If the University Council approves the proposed amendment, The Steering Committee shall forward it to the President.

8.3.2.1. If the President concurs with the proposed amendment, the President shall notify The Steering Committee and place the proposed amendment on the agenda for action by the Board of Trustees within 90 days (excluding the time between the end of spring semester and the start of fall semester).

8.3.2.2. If the President does not concur with the proposed amendment, the President shall return it to The Steering Committee with the President’s written objections and recommendations within thirty (30) days (subject to the exclusion noted in 8.3.2.1). The Steering Committee shall submit the proposed amendment and the President’s comments to the University Council for reconsideration.

8.3.2.2.1. If the University Council declines reconsideration, or if reconsideration results in no change to the proposed amendment, The Steering Committee shall return the proposed amendment to the President, who shall place it on the agenda for action by the Board of Trustees within sixty (60) days (subject to the exclusion noted in 8.3.2.1).

8.3.2.2.2 In the event that reconsideration leads to modification of the proposed amendment by the University Council, The Steering Committee shall forward the modified proposed amendment to the President, as set forth in 8.3.2.1.
Bylaws of the MSU Board of Trustees

The Board adopts bylaws to achieve the state objectives of Michigan State University, and to insure that the conduct of its own affairs will be in accord with the highest standards of educational administration.


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PREAMBLE

Michigan State University is the land-grant university for the State of Michigan, designated in 1863 by the Michigan Legislature to be the beneficiary of the endowment provided by the Morrill Act and supplemented by subsequent acts of the Congress of the United States.

As a land-grant university, it shares with its sister universities the legal responsibility to provide a liberal and practical education for the agricultural and industrial classes and all others, to prepare them for the various pursuits and professions of life.

This historic responsibility the Board of Trustees accepts, and to this obligation the Trustees pledge themselves, separately and collectively, and the material and human resources over which they have been given direction.

The Trustees interpret this mission as being one requiring the University to offer undergraduate and graduate education of the highest possible quality in all appropriate fields; to cherish the knowledge that is our legacy from the past; to preserve the best of our cultural, social, and political heritage; to encourage meaningful research and experimentation, both to develop new knowledge and to subject our society to a full and objective study so that it may be made more nearly perfect; to be ever responsive to the increasing needs of a dynamic and complex society, by developing and carrying on programs of public service; and to diffuse through all available media the knowledge and information that will contribute to the well-being and development of the people of our state, our nation, and the
The present Constitution of the State of Michigan, like every other one before it, declares it to be public policy to encourage forever schools and the means of education. The Legislature, having the power of appropriation, shares the primary responsibility for implementing this policy.

The Constitution confers upon the Board of Trustees the freedom, power, and responsibility to develop a free and distinguished university and to promote the welfare of mankind through teaching, research, and public service.

The Board of Trustees, elected by the voters of the State and responsible to all of the people of Michigan, exercises the final authority in the government of the University, within the limits fixed by the State Constitution. In exercising its responsibility, the Board delegates to the President of the University, and through the President to the faculty, appropriate authority and jurisdiction over matters for which they are held accountable by the Board. These matters include educational policy and the development of a strong and efficient organization with which to accomplish the objectives of the University.

In making these delegations the Board declares its unequivocal support of the established rights and privileges of the academic profession and its intent to defend them steadfastly. These rights and privileges include academic freedom and tenure, compensation and other economic benefits as liberal as the resources of the University will allow, a viable faculty organization, and responsible faculty participation in the development of academic programs and policies.

With respect to non-academic employees, the Board declares that because they carry a correlative responsibility and because their roles are indispensable to the effective operation of the University, they are entitled to compensation and conditions of employment commensurate with their responsibilities.

With respect to students, the Board declares it to be its intention to provide the opportunity for each to realize the highest potential, to formulate and enforce reasonable rules governing student conduct, and to give due consideration to the opinions of students on matters related directly to their interest.

With respect to alumni, the Board invokes their loyal support of the University and invites their advice and counsel, reminding them that the esteem of the University is constantly measured by their performance as educated men and women.

With respect to the people of Michigan, the Board willingly acknowledges that this University is in the final analysis their University. As a public institution, Michigan State University is obligated to serve the best interest of the people who support it as can be best determined. The Board invites the people of Michigan to support with it the time-tested principle that in the University's unceasing quest for truth and enlightenment it must encourage the timely discussion in open forum of a wide variety of issues, some of which are bound to be controversial because they are unsettled. This principle assumes that the views expressed in such discussion are subject to critical evaluation, and that any restraints on the freedom of expression at the university must be limited to measures to protect such free inquiry and to insure that they are consistent with the preservation of an organized society in which peaceful, democratic means for changes in the social structure are readily available.

Finally, the Board of Trustees holds as its special trust the historical mission of a university to create an intellectual climate that will challenge and encourage the vigorous development and courageous expression of the human mind and spirit. Specifically, the Trustees recognize that it is a primary responsibility to assure the University of the financial and other resources necessary to the successful performance of its mission. They believe that the best method of assuring that support is to interpret the University faithfully and continually to their fellow citizens, to the legislature and
elected state officials, and to the federal government, and thus persuade them of the essential importance of the University's mission. To those tasks of interpretation and persuasion they are committed by their election to office, and to those tasks they pledge themselves without reservation. In order to make effective the principle here declared, to achieve the state objectives of Michigan State University, and to insure that the conduct of its own affairs will be in accord with the highest standards of educational administration, the Board of Trustees adopts these Bylaws:

ARTICLE 1 - The Corporation

The Trustees of Michigan State University and their successors in office are created by the people of Michigan through the Constitution as a body corporate known as the Board of Trustees of Michigan State University, with the power of general supervision over the institution and the control and direction of all expenditures from the institution's funds. The Board shall consist of eight members elected for eight-year terms as provided by law. Members shall hold office until their successors have been elected as provided by law. The governor shall fill Board vacancies by appointment.

Members of the Board shall serve without compensation, but shall receive the actual and necessary expenses incurred by them in the performance of the duties of their office.

ARTICLE 2 - Meetings of the Board

The Board shall meet monthly, except as otherwise provided by the Board. Meetings will ordinarily be held at Michigan State University in East Lansing, but may be held at such other times and places in Michigan as the Board may determine.

A majority of members shall constitute a quorum to do business, but a smaller number may meet and adjourn to some other time or until a quorum is obtained.

In exceptional circumstances, and rarely, the Board may act on items not announced in the published agenda. At all meetings it shall be valid to act on any urgent subject within the power of the corporation, unless the call of the meeting is limited.

The agenda for each meeting must include time for the undergraduate student liaison, the graduate student liaison, and the faculty liaison to deliver public remarks to the Board.

The business at each meeting shall be conducted under general parliamentary rules set forth in Robert's Rules of Order as modified by the Board.

Meetings of the Board shall be open to the public as provided by law.

ARTICLE 3 - Voting Procedures

Votes on all matters coming before the Board or any of its committees shall be taken and recorded in the manner prescribed by the Board.

ARTICLE 4 - Officers and Organization of the Board

Chairperson. At the first regularly scheduled meeting of the Board in January immediately following each biennial fall election for Trustee, the members of the Board shall elect a chairperson of the Board. The chairperson's term in office shall be two years and shall expire at the first regularly scheduled meeting in January immediately following the next biennial fall election for Trustee. In the event of a vacancy in the office of chairperson during the two-year term, at its next meeting after the vacancy occurs the Board shall elect a new chairperson to serve for the remainder of
the term. The chairperson shall perform such duties as may be prescribed by law or by the Board.

**Vice Chairperson.** Immediately after the election of the Board's chairperson, the members of the Board shall elect a vice chairperson of the Board. The vice chairperson shall serve until the election of the next chairperson of the Board. In the event of a vacancy in the office of vice chairperson, at its next meeting after the vacancy occurs the Board shall elect a new vice chairperson to serve until the election of the next chairperson of the Board. Only Trustees who are not members of the chairperson's political party shall be eligible for election as vice chairperson, unless seven or more Trustees are members of the same political party, in which case all Trustees, other than the chairperson, shall be eligible for election as vice chairperson. The vice chairperson shall perform such duties as may be prescribed by law or by the Board.

The vice chairperson shall also assume the duties of the chairperson during the latter's absence and, in the event of a vacancy in the office of chairperson, until the election of a new chairperson.

**President.** The Board shall, as often as necessary, elect a president of the University who shall serve at the pleasure of the Board, bearing in mind that the selection of a president should follow upon a cooperative search by the Board of Trustees, the students, and the faculty, taking into consideration the opinions of others who are appropriately interested. The President should be equally qualified to serve both as the executive officer of the Board and as the chief academic officer (i.e., the Provost) of the University and the faculty. The President's dual role requires an ability to interpret to trustees and faculty the educational views and concepts of institutional government held by each. The President should have the confidence of the trustees and the faculty.

The President shall be, *ex officio*, a member of the Board without the right to vote, and be its sole administrative officer. The President shall preside at meetings of the Board, shall have the authority and shall perform the duties usually attached to the office as presiding officer. In order to familiarize the Trustees with the role of academic governance in the University, the President will arrange annually an orientation of the Trustees with The Steering Committee.

The President, as the principal executive officer of the University, shall exercise such powers as are inherent in the position in promoting, supporting, or protecting the interests of the University and in managing and directing all of its affairs; may issue directives and executive orders not in contravention of existing Board policies; shall be responsible for all business policies as heretofore enacted or modified or hereafter established subject to the general policies established by the Board; shall instruct the proper administrative officers to prepare an annual budget which upon approval, shall be recommended to the Board; shall be responsible for the preparation of the annual reports of the Board; shall exercise such other powers, duties, and responsibilities as are delegated or required by the Board of Trustees.

In case of a vacancy in the office of the President, under conditions other than those specified in Article 14, the Board at the time of the announcement that the President is leaving shall elect immediately an Acting President for the interim period who shall exercise the functions of the President as stated in these Bylaws while serving as Acting President.

**Provost of the University.** The Provost of the University shall be appointed by the Board upon recommendation of the President, shall serve at the pleasure of the Board, and shall give bond satisfactory to said Board to secure the faithful performance of the duties of the office. Subject to the President and the Board, the Provost:

Shall be the principal academic officer of the University and administer the various colleges, special units and academic support facilities.
Shall be responsible for assembling and administering the academic budget.

Shall be responsible for faculty personnel administration including procedures for faculty appointments and terminations, salaries and promotions, working conditions, and tenure. In carrying out this responsibility, the Provost shall share with, be advised by, or consult with, University governance bodies as specified in the Bylaws for Academic Governance, bearing in mind that curriculum matters are delegated by the Board, through the President, to the faculty, and that the views of students must also be sought and considered.

Shall be responsible, with advice from the faculty, for development of new academic programs and for keeping existing programs updated and in conformity with University educational policies. In carrying out this responsibility, the Provost shall share with, be advised by, or consult with, University governance bodies as specified in the Bylaws for Academic Governance, bearing in mind that curriculum matters are delegated by the Board, through the President, to the faculty, and that the views of students must also be sought and considered.

Shall be responsible for insuring that administrative procedures preserve academic freedom and insure academic responsibility.

Shall be responsible for supervising procedures and policies related to the admission of students, and liaison with high schools and community colleges.

Shall be responsible for supervising the registration process and for the orientation of new students.

Shall be responsible for administering academic facilities and support units such as Libraries, Computer Laboratory, Instructional Development and Telecommunication Services, and the Museum.

Shall be responsible for liaison with State Department of Education.

**Vice President for Administration and Public Affairs** [Vice President for Governmental Affairs]. The Vice President for Administration and Public Affairs shall be appointed by the Board upon the recommendation of the President, shall serve at the pleasure of the Board, and shall give bond satisfactory to said Board to secure the faithful performance of the duties of the office. Subject to the President and the Board, the Vice President for Administration and Public Affairs:

Shall be the principal liaison officer and official contact between the University or any of its component parts and the State Legislature for all presentations made to the Legislature, or to any individual legislator on behalf of any projects of the University. All presentations on behalf of such projects shall be cleared with the Vice President for Administration and Public Affairs prior to their presentation.

Shall be responsible for the administration of personnel and employee relations policies and procedures related to the clerical, technical, administrative, and professional personnel who are not Board appointed. For these personnel the Vice President for Administration and Public Affairs shall administer such rules, regulations, and procedures pertaining to the classification, evaluation, employment, absences, leaves, vacations, promotions, and terminations of employment which may be established from time to time by the Board of Trustees.

Shall be representative of the University in its relations with labor unions organized among its nonacademic employees.

Shall perform such other duties as may be required by the President and the Board of Trustees.

**The Vice President for Finance and Operations and Treasurer.** The Vice President for Finance and Operations and Treasurer shall be appointed by the Board upon the recommendation of the President
of the University. Subject to the President and the Board of Trustees, the Vice President and
Treasurer:

Shall be responsible for the collection and custody of, and accounting for all moneys due the
University.

Shall pay all obligations of the University in accordance with budgets, contracts, grants, and policies
established by the Board of Trustees.

Shall exercise general control over the regular accounting service through the controller who may
refuse expenditures not authorized by such budget rules as the Board may adopt, as well as
expenditures that would incur an overdraft in any fund or item in the annual budget or in special
projects.

Shall have supervision over and custody of all deeds, contracts, agreements, trust indentures, etc.,
of which the University is a part.

Shall be a University officer authorized to sign formal applications for grants of funds for research,
extension, or other University purposes and directed by the Board.

Shall have general administrative supervision over the Physical Plant Division, Housing and Food
Services, and General University Services departments.

Shall continuously monitor and review the actions of the investment manager and the status of the
University's investment portfolio.

Shall prepare an annual financial report at the close of each fiscal year and such other interim reports
as the President and the Board of Trustees may request.

May act to execute contracts on behalf of the Board of Trustees as authorized by the Trustees.

Shall give bond satisfactory to the Board for the faithful performance of the duties of the office. Shall
perform such other duties as may be required by the President and the Board of Trustees.

**Secretary of the Board.** The Secretary of the Board shall be appointed by the Board upon
recommendation of the President, shall serve at the pleasure of the Board, and shall give bond
satisfactory to said Board to secure the faithful performance of the duties of the office. Subject to the
President and the Board, the Secretary:

Shall keep a record of all the transactions of the Board which shall be open to public inspection; shall
have custody of such books, papers, documents, records, and other property deposited in the
Secretary's office, and shall be the custodian of the corporate seal and shall cause its imprint to be
placed wherever appropriate.

**General Counsel.** The General Counsel and Associate General Counsel shall be appointed upon the
recommendation of the President and approval of the Board. The General Counsel shall attend
meetings of the Board and render such professional services as are required by it and the officers of
the University. The General Counsel shall have authority to execute all legal documents including
those required for purposes of litigation and/or court proceedings.

**Ineligibility.** No member of the Board shall be eligible to appointment as secretary or treasurer or to
any paid employment in the University.
ARTICLE 5 - Committees

The Board may appoint committees and prescribe their duties and functions. The President or a presidential designee shall be a member of all such committees. Each committee shall include at least one member of The Steering Committee or a student/faculty member designated by The Steering Committee whose responsibilities and expertise closely resemble the committee’s charge. All committees shall keep a record of their proceedings and shall report to the Board as required. The delegation of any authority of the Board to any committee shall not operate to relieve the Board or any member thereof of any responsibility imposed by law or the State Constitution.

All resolutions and all committee reports offered which involve matters for record in the minutes shall be made in writing.

ARTICLE 6 - University Organization

For purposes of administration, basic educational and administrative units may be established within the University upon recommendation of the President and the approval by the Board. The alteration or abolition of such units shall be approved in a like manner. The basic organization of the educational units shall include departments, schools, institutes, centers, colleges, and the graduate school. The President is authorized to determine the organizational pattern of the several educational and administrative units subject to a report to the Board.

ARTICLE 7 - Relation of Board and the University Faculty, Staff, and Employees

Regular Faculty Appointments. Appointments to the regular faculty, the salaries, tenure, leaves of absence, and changes of status therefore, shall be acted upon by the Board upon the recommendation of the President of the University.

Communications. All written communications to the Board from the officers and faculty of the University and the officers of any affiliated organizations of the Board of Trustees shall be transmitted with a copy through the President of the University. This provision does not preclude a right of approach with members of the Board.

All communications from the Board or any of its committees addressed to any officer, professor or instructor, or other employee of the University shall be transmitted through the office of the President of the University. This provision does not preclude individual members of the Board from contacting any person within the University community.

Notwithstanding the preceding language, the Audit, Risk and Compliance Committee is authorized to communicate directly with such officers and employees of the University as the Committee deems necessary to fulfill its responsibilities. The Audit, Risk and Compliance Committee shall receive direct reports from the appropriate University officers and employees on a regular basis as requested by the Committee. These direct reports shall take place in work sessions attended by members of the Committee, any other elected members of the Board who may desire to attend, employees of the reporting University office or entity as requested by the committee, and appropriate executive officers of the University. For purposes of a quorum or making any recommendation, only members of the Board who have been appointed to serve on the Audit, Risk and Compliance Committee shall constitute the Committee.

Employee Relations. The Board of Trustees is committed to the objectives of diversity and pluralism and to the principles of equal opportunity, non-discrimination and affirmative action as reflected in various federal and state laws, orders and regulations, as well as in various University policies and regulations and will treat its employees in a non-discriminatory manner in
accordance with the law and its own internal policies and regulations. The Board will permit deduction of union dues from wages upon written request submitted by employees of the University.

It is the policy of the Board that the President shall develop a program structured along the fundamentals of basic due process, for the hearing and resolving of important, significant, and serious employee complaints.

**Outside Employment.** A full-time member of the faculty or staff may not be employed for remuneration by agencies other than the University except under the established rules of the Board and with the approval of the appropriate University authorities. In all cases there shall be no conflict of interest between the activity of the faculty or staff member and the University function. Any proceeds realized from such activity may be proportioned between the University and the faculty member where institutional time and/or facilities are involved.

**Rights and Responsibilities of the Faculty.** The Board of Trustees, the administration, and the faculty carry out their respective responsibilities not as isolated entities, but as major and primary constituents of a total University organization and structure which remain mutually interdependent and must be supportive of each others' purposes, functions, and obligations. It is within this context that the rights and responsibilities of the faculty are to be construed.

The Constitutional authority lodged in the Board of Trustees for the administration of the University makes possible the creation of an organizational autonomy to protect faculty in the exercise of the rights of academic freedom, the most treasured values of the academic community. Upon these rights rest the unfettered pursuit and transmission of truth by the faculty who serve as the guardians, interpreters, and transmitters of a great intellectual heritage; the further enrichment of this heritage constitutes both obligation and aspiration of the academic profession.

Responsibilities adhere to rights of academic freedom with which they are closely interwoven and at times indistinguishable. They exist for faculty as members of a department or other academic unit, as members of a college, as members of the University, and as members of professional societies with which the respective disciplines are associated. Exercise of rights of academic freedom entails the restraints of intellectual integrity and of responsible action to safeguard its exercise against abuse, disrespect, or destruction. It entails tolerance for freedom of expression by others and full deliberation of issues and problems; it entails forthrightness in recognizing and in indicating when one speaks professionally as a scholar in a field of special competence and when one speaks as a private citizen; it entails mindfulness that membership in the academic community ineluctably involves identification and association with the University and that the University is adjudged by the actions, performance, **good taste**, and expressions of its faculty.

Rights and responsibilities of faculty include the transmission and creation of knowledge, the cultivation in the student of the highest reaches of the mind and a capacity for abstract reasoning, the cultivation of a vigorous and continuing pursuit of an understanding of the universe and the encouragement of introspection of man's relation to it. To awaken in students penetrating questions on a fully examined life, on the morality inherent in the choice of values, and on finding a meaningful and responsible relation to society calls for the finest talents of the faculty as teachers, scholars, and counselors. Talents and dedication of faculty are also asked for understanding and appreciation of the mores and standards by which a society seeks to sustain itself and for exploration of how, through personal example and intellectual effort, both students and faculty may assist mankind to fulfill its noblest aspirations and highest potential.

Innovation, planning, and the rendering of many recommendations and decisions required for the effective functioning of departments, colleges, and the University as a whole represent further necessary faculty contributions. The institution looks to the faculty for recommendations on faculty recruitment, promotions, and tenure; on the development of new academic programs and
modification or discontinuance of old; on academic standards for admission to the several teaching and research programs; and on the articulation of needs and requirements for space, equipment, and personnel.

Contributions assumed traditionally by faculty also include the cultivation of an exciting intellectual life; the preparation of professional competencies; evaluation of a student's academic performance; active participation in professional meetings; the determination of membership in the respective academic profession; and the development of teaching and research programs in many fields of knowledge of concern to the University, including the pursuit of advances in the arts and letters, the physical and biological sciences, government, and social and economic behavior.

The primacy of the faculty's role, functions, and responsibilities and its essentiality are further reflected in participation in the governing entities established for the several levels of faculty organization, in serving as needed on department, college, and University committees, and in rendering indispensable services associated with the University's many commitments and requirements within the academic community, within the state, the nation, and the world. The core of the University's purpose, its intellectual content and integrity, is expressed by the faculty.

In concert with the administration and accountable through the President to the Board of Trustees, the faculty are responsible for the continuous development of a University dedicated to the highest academic goals and responsive to the needs of society.

Nothing in these Bylaws, or regulations issued pursuant thereto, shall prevent the Board of Trustees taking prompt action on urgent financial and personnel matters necessary to the best interests of the University. In the event that Board action in such urgent and rare circumstances is contemplated, however, the Secretary of the Board will promptly notify the Chairperson and Vice Chairperson of The Steering Committee, so that they are afforded an opportunity to participate in the Board's deliberations.

ARTICLE 8 - The Board and Student Relations

The Board encourages and supports the faculty in the development of educational and other programs within available resources, designed to secure the realization of the highest potential of every student.

Upon the recommendation of the President, and with respect for the delegated authority of the faculty in matters of student admission, the Board may determine and establish the qualifications of students for admission at any level, or readmission to the University, and fix the amount of fees to be charged for attendance at the University.

It shall be the policy of the Board to provide equal educational opportunity to all qualified students from the State of Michigan and, insofar as facilities, faculty, and accommodations permit, a reasonable number from other states and other countries. The Board of Trustees is committed to the objectives of diversity and pluralism and to the principles of equal opportunity, non-discrimination, and affirmative action as reflected in various federal and state laws, orders and regulations, as well as in various University policies and regulations and will treat students and student organizations in a non-discriminatory manner in accordance with the law and its own internal policies and regulations.

The Board may make or may delegate through the President to the faculty the authority to make reasonable rules and regulations for the purpose of maintaining the health, safety, good order, harmony, and discipline of students, which are not purely arbitrary or in violation of any common rights, and may require students to agree to abide by them as the condition of admission to and retention in the University. Students who fail to comply with these regulations may be disciplined in such a manner as may be deemed appropriate.
It is the policy of the Board that the President shall develop a program, structured along the fundamentals of basic due process, for the hearing and resolving of important, significant, and serious student complaints.

**ARTICLE 9 - Courses of Instruction and Degrees**

The Board delegates to the President and through the President to the faculty authority to establish and regulate courses of instruction and programs of research and service, namely, the powers that traditionally accrue to the faculty in view of its expertise: curriculum, subject matter and methods of instruction, research, faculty status (appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal), and those aspects of student life that relate to the educational process. While subject to a report and accountability to the Board for information, discussion, and appropriate action, in areas of faculty primacy, the Board and Presidents should concur with faculty judgment except in rare instances and for compelling reasons that should be stated in detail.

Students who complete prescribed courses of study may be granted such baccalaureate and graduate and professional degrees and diplomas as are appropriate.

Honorary degrees may be awarded in recognition of distinguished accomplishment and service within the scope of the arts and letters, sciences and the professions, and public service recognized and promoted by the University. No honorary degree may be granted except upon the recommendation of the President and faculty, or an agency representing it. Generally such honorary degrees may not be granted in absentia. No person shall be recommended for an honorary degree while an officer, faculty member, or other employee of the University.

**ARTICLE 10 - Financial Responsibility**

The Board of Trustees, being constitutionally vested with the general supervision of Michigan State University and the control and direction of all its funds, recognizes a vital and crucial institutional responsibility to those with whom it has financial transactions. Accordingly, it is the policy of the Board to maintain adequate income and reserves to assure payment of principal and interest on the due date of its obligations. To the end that the financial integrity of the University shall always remain inviolate, the Board of Trustees pledges that it will maintain constant vigil over its funds through regular review and periodic reports, and such adjustments in income and reserves as shall guarantee the probity of its obligations. Funds earmarked for payment of bonded self-liquidating projects and term loan agreements are duly pledged for the specific pledge of the indenture. No intrusion upon this commitment, from any source or for any reason, will be tolerated.

The Board of Trustees is concerned that maximum value be obtained for funds expended to procure goods and services. Whenever possible, competitive quotations will be secured from two or more suppliers and purchase orders will be awarded on the basis of lowest cost consistent with acceptable quality.

**ARTICLE 11 - Property and Facilities**

**Real and Other Property.** The acquisition of all real estate and other property for University purposes and the sale, disposition, or transfer thereof shall first be approved by the Board of Trustees. The Board is authorized to prescribe rules governing the use of all University property by the faculty, staff, employees, students, and the general public and the conduct of all entering upon said property, or in attendance at the University.

**Securities.** The investment manager(s), appointed by the Board of Trustees, shall be authorized to
invest, buy and sell stocks, bonds, evidences of indebtedness, other securities and investment assets in accordance with policies and objectives established by the Board of Trustees. All such transactions shall be reported at the next regularly scheduled meeting of the Trustee Investment Committee.

**Contracts.** The President and officers designated by the President are authorized to execute contracts on behalf of the Board of Trustees.

**Naming New Buildings.** University buildings shall be named by the Board in accordance with its adopted policies.

**ARTICLE 12 - Extension Centers**

Extension Centers. Extension Centers of Michigan State University may be established at locations to be specifically designated where study for credit can be carried on under conditions which provide appropriate instructional resources. Centers may not be established unless adequate classrooms and/or laboratory space are provided by local enterprise; adequate library facilities are available locally in all fields of advanced study in which courses are offered at that location; adequate concentration of population exists from which classes of satisfactory size may be drawn; competent instructors are available, and in the event that classes cannot be taught by members of the regular Michigan State University faculty, adequate opportunity exists for the supervision of their work by Michigan State faculty; and adequate communication exists between the Center and Michigan State University. All credit courses conducted off campus will be given the same value as credit courses on campus.

**ARTICLE 13 - Collective Authority and Action**

The authority of the Trustees is conferred upon them as a Board, and they can bind the corporation and the University only by acting together as a Board.

No individual member shall commit the Board to any policy, declaration, or action without prior approval of the Board.

**ARTICLE 14 - University Operation in Special Emergencies**

In the event of an emergency resulting from disaster occurring in this state caused by an enemy attack upon the United States, by which the incumbents of the Board and administrative offices of Michigan State University may become unavailable for exercising the powers and discharging the duties of such offices, the Board of Trustees declares that it shall be the policy of the University to operate in accordance with the provisions of the Emergency Interim Executive Succession Act of the State of Michigan.

In the event of the death or incompetency of the President, the Chairperson of the Board of Trustees shall convene the available members to take appropriate action to assure continuity in the affairs of the University until the Board will make arrangements for an Acting President. If such action is contemplated, the Chairperson and Vice Chairperson of The Steering Committee (or other members, should they be unavailable) shall be brought into the Board's deliberations to offer their counsel.

In order to anticipate responsibly the consequences of any disaster befalling the President of Michigan State University, rendering the President incapable of exercising the duties and functions of the office, it shall be the continuing responsibility of the Board of Trustees of said University to provide for the designation of an Acting President who shall carry out the duties and responsibilities of the Office of the President until such time as the Board shall appoint a permanent president under these
ARTICLE 15 - Corporate and University Seals

The corporate seal of the Board of Trustees shall contain in its center a monogram, MSU, being the initials of Michigan State University, and around the outer circle the words Board of Trustees Michigan State University.

The seal of the University shall contain in its center an illustration depicting "Old College Hall" and in the outer circle the inscription, Michigan State University.

ARTICLE 16 - Emeritus Title

The additional title of Emeritus may be added to that of any member of the faculty or staff upon retirement. The title of Trustee Emeritus shall be bestowed upon all persons upon the close of service of such persons as members of the Board of Trustees of Michigan State University.

ARTICLE 17 - Amendments

These Bylaws may be amended or repealed at any meeting of the Board by an affirmative vote of a majority of the Board, provided that copies of such amendments or notices of repeal are submitted in writing to each member in advance of such meeting.

ARTICLE 18 - Repeal

All Bylaws, acts or resolutions, or any parts thereof, which are inconsistent with these Bylaws are hereby repealed.
Executive Summary

Recommendations of the Ad Hoc Committee on Bylaws Reform
as Amended by the University Committee on Academic Governance

I. Proposed Amendments to the Bylaws for Academic Governance

Preamble – Clarifies the faculty’s role in shared governance and emphasizes students
1.3.1. - 1.3.4. – Clarifies and expands modes of participation
2.1.5.2. – Makes the Administration’s information-seeking obligations clearer
2.2.4. – Insulates units from undue administrative influence
3.2.4.7. – Sets expectations for the qualifications and selection process of the President
3.2.4.10 – Fixes a hyperlink
3.3.2.1.1. – Bars those with administrative appointments of more than 25% from chairing or vice chairing The Steering Committee, Faculty Senate, or Academic Congress
3.3.3. - 3.3.3.6. – Specifies Faculty Senate procedures and creates way to call special meetings
3.3.4.9. – Clarifies Bylaws amendment process for Faculty Senate
3.3.5.1. – Corrects typo
3.3.6.2. & 3.3.6.3. – Clarifies the Provost’s shared responsibility with UCUE and UCGS
3.3.7. – Deletion to eliminate redundancy
3.4.1.3. – Adds the President to The Steering Committee, consistent with current practice
3.4.2.1. – Adds Trustees to those with whom members of The Steering Committee meet
3.4.2.11. – Chair and Vice Chair of Steering will represent faculty in emergency Board meetings
3.4.2.12. – Members of The Steering Committee will participate in Trustee orientation
4.2.1.3. & 4.2.1.5. – Changes term limits from three two-year terms to two three-year terms
4.2.2.2. – Bars those with administrative appointments of more than 25% from chairing or vice chairing Standing Committees.
4.2.2.3. – Stylistic edit for consistency regarding dates
4.2.3.3. – Expands those who can request information from University-level Standing Committees
4.3.1.3. – Chair of UCAG is an ex officio member of Board’s academic policy subcommittee
4.3.6. – Requires UCAG to conduct review of best practices for dean evaluations
4.4.5. - 4.4.7. – Clarifies UCUE’s advisory role and provides mechanism for getting Faculty Senate’s advice when the Provost sides with the Dean of Undergraduate Studies over UCUE
4.4.5. & 4.4.5.1. – An analogue to 4.4.5. - 4.4.7. for UCGS
5.4 - 5.4.8. – Creates a Committee on Administrator Review responsible for reviewing administrators above the level of dean and ensuring dean reviews are conducted per the Bylaws
5.5. – 5.5.2. – Renumbers to account for the Committee on Administrator Review
8.2 – Adds a period
8.3.2.2. - 8.3.2.2.2. – Fixes hyperlinks
Executive Summary of the Ad Hoc Committee on Bylaws Reform’s Recommendations

II. Recommended Amendments to the Bylaws of the Board of Trustees

Article 2 – Discourages the Board from acting on items not on the agenda

Article 2 – Requires Board to provide time on agenda for liaisons to report

Article 4: President – Sets expectations for the qualifications and selection of the President

Article 4: President – Requires the President to create an annual orientation for Trustees involving the Steering Committee

Article 4: Provost – Expands the Provost’s consulting obligation to include academic governance

Article 5 – Requires each Board committee to include a member of Steering or a designee

Article 7 – Allows the Board to write to faculty without needing to go through the President

Article 7: Rights and Responsibilities of the Faculty – Removes “good taste"

Article 7: Rights and Responsibilities of the Faculty – Adds an Oxford comma

Article 7: Rights and Responsibilities of the Faculty – Requires the Board to alert the Chair and Vice Chair of Steering when urgent action must be taken

Article 8 – Adds reference to the faculty’s role in admissions

Article 9 – Clarifies the faculty’s purview

Article 14 – Requires the Board to alert the Chair and Vice Chair of Steering when developing a response to the death or incompetency of the President
Student Information System (SIS) Modernization Project

April 2, 2019
SIS Modernization Project

• Current SIS
  • Fragile 20+ year old technology
  • 180+ ancillary applications
  • Escalating support costs

• Future SIS
  • Oracle PeopleSoft Campus Solution 9.2
  • Student financial planning
  • Exadata
  • Comparatively low support costs
Timeline

Dec. 2018
- MSU Board approves SIS Modernization Project
- Oracle PeopleSoft Campus Solution 9.2

Jan. 2019
- Implementation services partner RFP
- Initiate project team training

Feb. – April 2019
- Implementation services partner
- Planning phase

May 2019 – Dec. 2020
- Project implementation
- Unit outreach
- Business readiness
Timeline

Feb. – April 2019
• Implementation services partner
• Planning phase
- Onboard
  • MSU and SCI Consulting team members
- Begin Design
  • Current to future state business process mapping (IDP)
- Initiate
  • Communication with MSU community

May 2019 – Dec. 2020
• Project implementation
• Unit outreach
• Business readiness
- Implement
  • Deploy campus solutions concurrently with academic year progression
- Unit Outreach
  • Unit liaison program
  • Road shows and demos
- Business Readiness
  • Implement communication, training and go live support
Immediate Next Steps

- Regular meetings with Faculty Senate and University Council
- Initiate communication through SIS website, listservs and email
- Develop unit liaison group consisting of academic and administrative representatives
Questions?
SPARTANS WILL.