BYLAWS

COLLEGE OF COMMUNICATION ARTS AND SCIENCES

1. The Faculty

1.1 Composition of the Faculty

1.1.1 The regular faculty of the College of Communication Arts and Sciences shall consist of all persons appointed under the rules of tenure and continuing system specialists classified as teaching specialists (Academic Specialist Handbook, Appendix B) at Michigan State University and holding the rank of professor, associate professor, assistant professor, instructor, academic specialist, or senior academic specialist whose principal appointments are within the College. In addition, the principal administrative officer of each of the departments and schools (hereafter academic units) housed within the College of Communication Arts and Sciences shall be a member of the regular faculty. All members of the regular college faculty shall enjoy the same privileges and responsibilities.

1.1.2 Temporary faculty of the College of Communication Arts and Sciences shall consist of all persons holding the rank of professor, associate professor, assistant professor, instructor, academic specialist, or senior academic specialist who are not appointed under the rules of tenure or job security or as continuing system specialists.

1.1.3 Visiting professors and professors Emeritus shall be honorary faculty in the College of Communication Arts and Sciences.

1.2 Voting Faculty

1.2.1 The voting faculty for internal college elections and for college policies, and for representatives to the University Committee on Faculty Tenure and the University Committee on Faculty Affairs, shall be all regular faculty engaged in the academic activities of the college.
1.2.2 Voting faculty status pertaining to academic unit policies and decisions may be extended by unit bylaws to include temporary faculty, honorary faculty, fixed term specialists, lecturers, research associates, assistant instructors, and adjunct faculty.

1.2.3 Faculty members jointly appointed in two or more academic units within the College may vote only once in college elections and on college policies. In elections voted on by two or more academic units, the faculty member shall vote in the unit that initiates the faculty member's personnel action forms or in which the faculty member has 50 percent or more appointment.

1.3 College Meetings

1.3.1 The dean of the college, or one of the assistant/associate deans in event of the dean’s absence, will preside over meetings of the college.

1.3.2 A secretary of the college shall be elected by the voting members at the first meeting of each academic year (or can be a staff member designated by the dean). The secretary will keep minutes of all regular and special meetings and will distribute copies of the minutes to the college.

1.3.3 Voting members of the college faculty shall meet at least twice each year at a time to be determined by the dean or one of the assistant/associate deans. Additional meetings may be called at any time by the dean or at the request of the College Advisory Council.

1.3.4 The dean or one of the assistant/associate deans shall notify the college of meetings in writing at least one week in advance of the scheduled meeting. A copy of the planned agenda shall accompany the notice. Special meetings may be called with notice and a copy of the agenda at least twenty-four hours in advance.

1.3.5 Quorum for a college meeting will be at least one-half of all regular faculty. No official business may be conducted absent a quorum.

1.3.6 College meetings will be conducted according to Robert’s Rules of Order unless suspended by a majority vote of those present.

1.3.7 Any agenda or agenda item (other than bylaw changes) voted on at a college meeting will be adopted only on a majority vote of the members present.
1.3.8 An electronic or mail ballot may be required on any item if requested by vote of one-third of those present.

1.3.9 All meetings of the college will be open.

2. Students

2.1 The Student Constituency of the College

2.1.1 The student body of the college will consist of those students who have declared a major or major preference in an academic program administered by the college, or who have enrolled in any graduate program administered or co-administered by the college.

2.2 Student Participation in Academic Governance

2.2.1 Student participation in academic governance will be the same as faculty participation, except as reserved.

2.2.1.1 Matters always reserved to the faculty are policy concerning salary, leaves, insurance, retirement, promotion, tenure, dismissal or reprimand of individual faculty members and academic staff. Evidence from students concerning the teaching performance of faculty may be considered in decisions regarding the matters listed.

2.2.1.2 Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the university and college are normally reserved to the faculty, including ultimate votes on the content of programs and curricula.

2.3 Student members of the college committees or councils have the right to vote at college committee or council meetings, respectively, on all matters except those reserved to the faculty.

3. Academic Governance

3.1 Academic Administrators

3.1.1 Academic administrators have authority and responsibility delegated by the president and the Board of Trustees for the operations of the college, its academic units and support units.
3.1.2 Academic administrators include: the dean of the college, assistant/associate deans, and the chairpersons or directors of the academic units.

3.1.3 Academic administrators are responsible for the education, research, outreach and service programs of their units. The responsibility includes budget matters, physical facilities dedicated to the unit and personnel matters.

3.2 Selection Procedures

3.2.1 The faculty of each academic unit will have shared responsibility with the dean to determine the selection of a chairperson or director to be nominated to the provost.

3.2.2 The college faculty will have shared responsibility with the provost to determine procedures for selection of the dean to be nominated to the provost.

3.2.3 The selection of assistant and associate deans to be nominated to the provost is a delegated authority of the dean to whom they directly report.

3.2.4 Faculty and students of the college shall advise the provost in the nomination of the dean.

3.2.5 Faculty of the appropriate academic unit shall consult with the unit’s students or their representatives in the process of exercising the responsibility they share with dean to determine the selection of a chairperson or director to be nominated to the provost.

3.2.6 In the event that the dean, a chairperson or director is unable for medical or emergency reasons to discharge duties, a designated assistant or associate dean shall serve as acting administrator.

3.3 Duties

3.3.1 Academic administrators shall participate in academic governance as part of their administrative duties.

3.3.2 Academic administrators shall inform faculty and students of administrative policies through the academic governance system and through other channels.
3.3.3 Academic administrators shall receive the views of faculty and students through the academic governance system and through other appropriate channels in determining policies and in advising other administrators in the university.

3.3.4 Academic administrators shall comply with these bylaws and with the bylaws of the university.

3.3.4.1 In the event of conflict between these bylaws and enacted university policy, university policy shall apply. In the event of conflict between these bylaws and bylaws of the academic units of the college, these bylaws shall apply.

3.4 Review

3.4.1 Academic administrators will be subject to comprehensive review of performance at intervals not to exceed five years.

3.4.2 The College Advisory Council will have shared responsibility with the provost to determine procedures for review of the dean.

3.4.3 The faculty of each unit will have shared responsibility with the dean to determine procedures for review of chairpersons or directors.

3.4.4 Faculty and students of the College shall advise the provost on the review of the dean.

3.4.5 Faculty and students of the College shall advise the dean on the review of assistant and associate deans.

3.4.6 Faculty and students of each unit shall advise the dean in the review of chairpersons or directors.

3.4.7 There is no limit under these bylaws on the length of time that an individual may be continued as an academic administrator.

3.4.8 The appointment of an academic administrator may be terminated at any time by action of the Board of Trustees upon recommendation of the president and provost.

4. Committees and Advisory Council

4.1 General Rules
4.1.1 Composition

4.1.1.1 The composition of each committee and the council is specified in the description of each.

4.1.1.2 The term of office for faculty members shall be two years.

4.1.1.3 The term of office for student members shall be one year.

4.1.1.4 Terms of office shall begin August 15.

4.1.1.5 No individual shall serve more than two consecutive terms on the same committee or council.

4.1.1.6 Election and appointment shall take place in the spring.

4.1.1.7 If for any reason, an individual is unable to serve his/her entire term, a replacement shall be named to serve out the term in a manner compatible with the regular selection of the member unable to serve.

4.1.1.8 No academic administrator shall be elected to a standing committee or to the council.

4.1.1.9 Academic administrators of each unit within the college shall advise the dean as to the current procedures used by students to elect their representatives to committees.

4.1.2 General Procedures

4.1.2.1 Committees and the council shall select their own chairperson and secretary during the first meeting after August 15.

4.1.2.2 The chairperson shall be responsible for preparing a list of prospective agenda items for each meeting.

4.1.2.3 Secretaries shall be responsible for distributing the agenda and the minutes.

4.1.2.4 Committees and the council shall establish their own rules and procedures other than those specified within the bylaws.

4.1.2.5 Subcommittees shall exist at the discretion of the parent committee or the council.

4.1.3 Meetings

CCAS BYLAWS
Last update: April 30, 2010
4.1.3.1 Each committee and the council shall publish minutes of its meeting.

4.1.3.2 Meetings shall ordinarily be open, but procedures may be formulated for closing some meetings for stated reasons.

4.1.3.3 Committees and the council shall schedule their own meetings at least once per semester. They shall meet on the call of their own chairpersons or the dean.

4.1.3.4 Committees and the council shall determine their own agenda. They shall be responsive to suggestions or agenda items from administrators, faculty and students.

4.1.3.5 Administrators or their designees, being advised by a committee or the council, shall be present at meetings except when otherwise stipulated by mutual agreement.

4.1.4 General Functions

4.1.4.1 Committees and the council shall respond to reasonable requests for consultation or advice by administrators who initiate requests for such participation on matters within the purview of the committee or council.

4.1.4.2 The jurisdiction of each committee and the council shall include matters within the jurisdiction of the university level governance as specified in the university bylaws description of functions for Academic Council Standing Committees, providing that the matters are within the administrative authority of the college.

4.1.4.3 Committee and council members shall represent the interest of the entire college.

4.1.5 Support

4.1.5.1 Academic administrators shall render necessary support and clerical assistance to committees and the council.

4.1.5.2 Academic administrators shall recognize faculty participation in academic governance as an important part of the individual’s workload. Teaching schedules or other work assignments should be made consistent with regular committee meetings in so far as is reasonably possible.

4.2 College Advisory Council
4.2.1 The council shall serve as an open channel of communication between faculty and students and the dean. It shall advise the dean in the discharge of his/her responsibilities which bear upon teaching, research and service programs of the college. It shall receive and consider proposals, complaints and inquiries from the faculty and students and render advice to the dean on these matters. It shall take under consideration and advise the dean on all matters which s/he submits to the council. It shall serve as a steering committee in preparation of the agenda for all college meetings.

4.2.2 Where appropriate, it may refer items brought to it to the College Undergraduate Committee or the College Graduate Committee. For membership see 4.2.3.

4.2.3 The council shall be composed of two members of the regular faculty and/or full-time fixed-term faculty who have served at least three consecutive years elected from each academic unit by the voting faculty of that unit of the college. One faculty member from each unit shall serve as a member of the College Undergraduate Committee and one faculty member from each unit shall serve on the College Graduate Committee. One undergraduate student and one graduate student from the college will be selected to serve on the council. Responsibility for selecting a student will rotate among the units. The undergraduate student representative and the graduate student representative may be consulted by the College Undergraduate Committee or the College Graduate Committee at the discretion of the committee.

4.2.4 Half of the faculty members of the council shall be elected each year (one from each unit).

4.2.5 The council shall meet at least twice each year.

4.2.6 The council shall select from among the college representatives to the Academic Council one person to sit as an ex officio member, without vote. This person shall serve as liaison with the Academic and Faculty Councils.

4.2.7 The council has designated authority to supervise the election of faculty representatives to the Academic Council. Nominating procedures are detailed in 4.2.7.1 through 4.2.7.3.
4.2.7.1 Upon receiving instructions from the Secretary for Academic Governance concerning spring elections for Academic Council committees, the College Advisory Council meets to review the elections.

4.2.7.2 Nomination forms are sent to each unit's academic administrators for distribution to each faculty member. In instances where each unit is required to nominate at least one faculty member, instructions for doing so are included on the nominations forms.

4.2.7.3 The nomination forms are distributed one week prior to the deadline for nominations and include instructions for returning them to the College Advisory Council.

4.3 College Undergraduate and Graduate Committees

4.3.1 Membership

4.3.1.1 Voting membership shall be as determined in 4.2.3

4.3.1.3 The college representative to the University Curriculum Committee shall be an ex officio member of the College Undergraduate Committee.

4.3.1.4 The college representative to the University Curriculum Committee and the college representative to the Graduate Council shall be ex officio members of the College Graduate Committee.

4.3.2 The committees shall advise the college, the dean, chairpersons and departmental curriculum committees on all course and curriculum matters. Requests to introduce new courses and to drop or change present courses or programs, including requirements for graduation, must be referred by the departments involved to these committees for recommendation prior to submitting them to the University Curriculum Committee. Recommendations of the committees shall be reported to the CAC for further deliberation, the results of which will be forwarded to the dean and to the department or departments concerned.

4.4 Inclusiveness Committee
4.4.1 The committee shall be composed of one faculty member and one student from each unit of the college. Two or three faculty members shall be elected each year, in accordance with normal ending of terms.

4.4.2 The committee shall meet at least once per semester.

4.4.3 The committee’s responsibility shall be to promote equal opportunity including in such fields as recruitment, admission, education, and treatment of students, and the hiring, promotion, retention and assignment of faculty. Items may be referred to it by the College Advisory Council, the dean or the faculty. The committee shall make its recommendations on such matters to the body which referred the item to it, unless otherwise indicated.

4.5 Reappointment, Promotion and Tenure Committee (RPTC)

4.5.1 RPTC advises the dean of the College on all reappointment, tenure and promotion recommendations made by academic units.

4.5.2 Committee Composition, Selection and Guidelines

4.5.2.1 The RPTC will be comprised of one tenured full professor from each of the five academic units in CAS. Each will be selected by academic unit vote, conducted according to the bylaws governing elections in each academic unit and will serve a two-year term. In cases in which an elected committee member cannot serve an entire two-year term, academic units will select a successor as needed. No member will serve more than two consecutive terms. Committee terms will be staggered so that no more then three members are new to the Committee in any given year.

4.6 Special Committees

4.6.1 Special committees may be established by the dean, the College Advisory Council or by majority vote of the faculty.

4.6.2 The terms of these committees shall be not more than one year, although they may be renewed more than once.
4.6.3 Except for committees dealing exclusively with faculty affairs, students shall be adequately represented on special committees where appropriate and practical.

5. Grievance and Hearing Procedures

5.1 Faculty

5.1.1 Any college faculty member or academic employee with the rank of professor, associate professor, assistant professor, instructor or specialist may initiate a grievance alleging violation of existing policies or established practices by an academic administrator by filing a complaint with the Faculty Grievance Official (FGO) pursuant to procedures set forth in the Faculty Grievance Procedure (FGP).

5.1.2 Any college faculty member or academic employee with the rank of professor, associate professor, assistant professor, instructor or specialist may initiate a complaint against a student, alleging a violation of academic dishonesty, violation of professional standards, or falsification of admission or academic records, in a manner consistent with Academic Freedom for Students at Michigan State University (AFR) and Graduate Student Rights and Responsibilities at Michigan State University (GSRR).

5.2 Staff

5.2.1 Any staff member wishing to initiate a grievance will follow the grievance procedures outlined in the applicable collective bargaining agreement.

5.3 Students

5.3.1 Students wishing to initiate an academic grievance or complaint will follow the procedures established by the college in a manner consistent with the AFR and the GSRR.

(See Articles 6 and 7 of the AFR and Article 5 of the GSRR.)

6. Bylaws

6.1 Approval of these bylaws is a shared responsibility of the regular college faculty and the dean. A majority of the ballots returned from regular faculty is required for adoption.

6.2 The College Advisory Council shall be the authority with regard to interpretation of these bylaws. In the case of infraction of these bylaws, the CAC is responsible for initiating appropriate action.
6.3 Amendments to these bylaws may be adopted by a two-thirds vote of those voting on a mailed or electronic ballot following a college meeting at which the matter was addressed, or by a two-thirds vote at a regular college meeting following the meeting at which it was discussed.

6.4 These bylaws shall be reviewed by the University Committee on Academic Governance at intervals not to exceed five years. Decisions of the committee may be appealed to the Academic Council.

Approved by the CCAS faculty May 1998.


Amendment Graduate Judiciary approved May 2003

Revised bylaws approved by CCAS faculty April 30, 2010