to: University Council
from: Debra Nails on behalf of the University Committee on Academic Governance (UCAG)
re: Proposed amendments to the Bylaws for Academic Governance (Bylaws)

The following amendments to the Bylaws were proposed by UCAG and improved by The Steering Committee. Non-substantive revision (typos, technical terms, abbreviations) is also underway with the consent of UCAG. Insertions in blue, deletions in red, and comments in boxes. Numbers in square brackets identify changed numbering only to take effect if the amendments are finally approved.

[PREAMBLE] Under its bylaws and The Constitution of the State of Michigan’s Constitution, confers on 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.

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.

1.1.2.1. 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.

1.1.2.2. 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.
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 National Superconducting Cyclotron Laboratory faculty, except Deans who shall be members of the regular faculty.

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—select 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.

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

Likewise, in sections 3.2.8, 3.2.9.1, 3.3.4.10, 4.9.4, 4.9.5, 5.1.1, 6.1.1, 6.3.1, (6.4.1,) 6.5.1 of the Bylaws, Academic Freedom for Students shall be amended to Student Rights and Responsibilities. The abbreviation SRR shall be included at its first mention in each section and then used throughout the section.

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. No quorum is required for such meetings.

3.2.1. Composition of the University Council. 3.2.1.1. 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 (or their designees), the Chairperson of the Athletic Council (or the Chairperson’s designee), members of the Associated Students of Michigan State University (ASMSU) selected pursuant to 3.2.4.1, [3.2.3.1], members of the Council of Graduate Students (COGS) selected pursuant to 3.2.4.2, [3.2.3.2], Chairpersons of University-level Standing Committees, The Steering Committee, the President, the Provost, and designated ex-officio members in 3.2.1.1.5 [3.2.1.2].

3.2.1.1.1. Members of the Faculty Senate, whose composition is described in 3.3.1, shall sit on the University Council.
3.2.1.1.2. [3.2.1.1] The Appointed Council shall be composed of all Deans, the Director of Libraries, the Director of the FRIB NSCL, the President, and the Provost.

3.2.1.1.3. ASMSU shall be composed of representatives selected pursuant to the constitution of ASMSU.

3.2.1.1.4. COGS shall be composed of students selected pursuant to the constitution of COGS.

3.2.1.1.5. [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 Provost for Libraries, Computing and Technology; Vice President for Information Technology; the associate provosts; University Registrar; Athletic Council Chairperson; Faculty Grievance Official; Secretary for Academic Governance, and Ombudsperson Ombudsman. One representative of the faculty emeriti will serve ex officio with voice, but no vote.

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, typically the Senior Associate Provost, to preside at that meeting.

3.2.3. The Voting Members of the University Council 3.2.3.1. 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.

3.2.3.2. The voting members of ASMSU as determined by the constitution of ASMSU, shall serve on the University Council.

3.2.3.3. The voting members of COGS as determined by the constitution of COGS, shall serve on the University Council.

3.2.4. Student Representatives

3.2.4.2. [3.2.3.2.] Graduate Student Representatives: 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 Universitywide representation insofar as possible.
3.2.4.2.1. [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 such that the diversity of the delegation is ensured.

3.2.5.4. As appropriate, the University Council’s role is to communicate its views on key issues facing the University.

3.2.5.8. 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 which determine policies significantly affecting the academic programs of the University.

3.2.5.8.1. 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 Senior Associate Provost, the Director of Libraries, and the Dean of the Honors College.

3.2.7.6. 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 and distributed to all members of the University Council through the Academic Governance website, and to all academic unit offices. Individual faculty may receive copies of such minutes on a regular basis upon written request to the Secretary for Academic Governance.

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 (or designee from the College Advisory Committee). Each college shall have one additional representative for every fifty voting faculty (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 (1.1.2.3.). 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.
3.3.1.3. The second contingent of voting members of the Faculty Senate consists of the at-large faculty representatives who are members of on The Steering Committee (3.4.1.1).

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.

3.3.3. Quorum for Faculty Senate Meetings. 3.3.3.1. The quorum for conducting the business of the Faculty Senate is 50 percent of its voting membership plus one.

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. Input Advice may be sought from the University Council on appropriate issues. The Faculty Senate’s role is to communicate its position to the administration on these issues.

3.4.1.4. The Chairperson of The Steering Committee shall be elected annually pursuant to 3.3.2.1. by the Faculty Senate from the at-large faculty members of The Steering Committee. Election shall be for a one-year term.

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 those 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.

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

3.5.4.1. The Secretary for Academic Governance will be responsible for sharing information
with academic governance regarding actions being taken by ASMSU and COGS.

3.5.4.2. The Secretary for Academic Governance will serve as informational parliamentarian for ASMSU and COGS.

3.5.4.3. The Secretary for Academic Governance will receive and file publish the minutes of meetings of ASMSU and COGS through the Office of Academic Governance.

3.5.4.4. The Office of Student Life will consult regularly with the Secretary for Academic Governance regarding ASMSU and COGS elections and will provide assistance to ASMSU and COGS.

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, ASMSU, the Council of Graduate Students and the University-level Standing Committees in the execution of responsibilities directly and indirectly expressed in these Bylaws. The Secretary of Academic Governance shall supervise elections to the University Council, ASMSU, the Council of Graduate Students and of the at-large faculty of The Steering Committee, with review by the University Committee on Academic Governance.

4.1. ESTABLISHMENT OF STANDING COMMITTEES. 4.1.1. There shall be the following University-level Standing Committees within Academic Governance:

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

4.2.2.2. The chairperson of each University-level 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 end-of-the-semester summaries will be posted through on 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 (3.2.5), as appropriate. At least once each academic year, each chairperson shall report at a meeting of the Faculty Senate (3.3.5) or the University Council (3.2.6), as appropriate. The Secretary for Academic Governance shall establish the schedule for these reports.

4.2.2.3. The chairperson of each University-level 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 on the website for Academic Governance. Each University-level Standing Committee’s chairperson shall regularly report to
The Steering Committee on the work of that committee.

4.2.4.2. Each University-level 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 on its webpage**.

4.2.4.3. University-level 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 and **stated on the Committee web page through the website for Academic Governance**.

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

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

4.3.2.2. ASMSU shall **appoint solicit nominations from the entire undergraduate student population for to fill the vacant undergraduate student positions vacancies on the committees listed in 4.3.2. in accordance with the procedures outlined in ASMSU’s bylaws**. COGS shall appoint graduate or graduate-professional students to **fill the vacant graduate student positions vacancies on the committees listed in 4.3.2. in accordance with the procedures outlined in COGS bylaws**.

4.3.6. 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**.

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

6.3.2. The President shall appoint the faculty members **to the pool for the University Academic**
Grievance Hearing Board, in the University Academic Integrity Hearing Board, and University Academic Appeals Board pool 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 University Academic Integrity Hearing Board pool shall be one or two three years, with the opportunity for 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 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, the University Academic Integrity Hearing Board.

Section 6.4 of the Bylaws shall be deleted with consequent renumbering.