University-level Standing Committees

Motion to Faculty Council on 8 Apr 2008

Faculty Council endorses the recommendations of Faculty Voice Task Force #1 regarding the establishment of standing committees of Academic Governance at the university-level.

Faculty Council refers the blueprint below for the university-level standing committees, along with other motions passed by Faculty Council as part of the package for structural change to the University Committee on Academic Governance, with instructions that a proposed package of implementing bylaws be returned to Faculty Council by October 31, 2008.

1. Identification and Naming of University-level Standing Committees

The seven university-level standing committees and the broadly stated mandate to each are as follows:

- **University Committee on Faculty Policy and Tenure (UCFPT):** focusing on issues of policy regarding faculty personnel issues including tenure issues,
- **University Committee on Curriculum (UCC):** focusing on the Board of Trustees delegated authority to the faculty on issues of academic courses, programs, and degree requirements,
- **University Committee on the Budget (UCB):** focusing on forming advice annually on the University budget,
- **University Committee on Academic Governance (UCAG):** focusing on the bylaws for academic governance,
- **University Committee on Student Affairs (UCSA):** focusing on issues related to the academic achievement of MSU students,
- **University Undergraduate Studies Committee (UUSC):** focusing on issues of undergraduate courses and academic programs,\(^1\)
- **University Graduate Studies Committee (UGSC):** focusing on issues of graduate courses and academic programs.\(^2\)

2. General Reporting Lines for University-level Standing Committees\(^3\)

A broad purpose of the university-level standing committees is to advise University administrators on issues of relevance to each standing committee. Such advice will

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\(^1\) The name of this subcommittee in the report of Task Force 1 was "University Undergraduate Committee." The name was editorially changed to "University Undergraduate Studies Committee" to be more descriptive of the role of this standing committee.

\(^2\) The name of this subcommittee in the report of Task Force 1 was "University Graduate Committee." The name was editorially changed to "University Graduate Studies Committee" to be more descriptive of the role of this standing committee.

\(^3\) This section is an extrapolation from the report of Task Force 1 and from the report of the original Faculty Voice Committee.
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30 routinely be sent to the appropriate or requesting administrator, and to either Faculty
31 Senate or University Council for possible endorsement by the governance system.

32 The expectation is that only in cases of severe time pressure will the advice from a
33 standing committee be understood as endorsement by the entire governance system.

34 3. General Composition of University-level Standing Committees

35 3.a. The number of members on a given university-level standing committee shall be
36 of a number to enable the committee to perform its specified functions
37 effectively.⁵

38 3.b. For each university-level standing committee, committee membership is
39 composed of faculty, undergraduate students, and graduate students, as
40 appropriate to the focus of the committee, as voting members unless
41 membership is specified as restricted to faculty.

42 3.c. Each university-level standing committee will include an assigned administrator
43 acting ex-officio.

44 3.d. No college shall have more than one faculty representative on a university-level
45 standing committee.

46 3.e. Unless otherwise provided in the detailed descriptions of standing committees
47 below, the term of office for faculty members shall be two years. Provisions shall
48 be made to stagger elections by the Office of the Secretary for Academic
49 Governance. Terms of office shall begin August 16.

50 3.f. The term of office for student members on university-level standing committees
51 shall be one year. Terms of office shall begin on the first day of summer semester
52 classes.

53 3.g. No individual from the same constituency may serve more than two consecutive
54 terms on the same committee.

55 3.h. No individual may serve concurrently as a voting member of more than one
56 university-level standing committee.

⁴ Members of Task Force took the position that standing committees which were functioning well should be preserved. Several exceptions specified faculty only membership for certain standing committees. This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.1.

⁵ The clause is added to enable consideration by UCAG of the appropriate number of members for each standing committee.
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3.i. Election and appointment of faculty members to committees shall take place in the spring of each year.

3.j. If for any reason an individual is unable to serve for a period of one or more semesters, a replacement shall be named for that semester or semesters in a manner compatible with the regular selection of the member unable to serve.

3.k. Where faculty members of a standing committee are selected from the elected faculty on Academic Council, they shall be elected by the Faculty Council upon nomination by the faculty of the Committee on Academic Governance of a slate of at least one and one-half nominees per position to be filled.

3.l. Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their bylaws, provide for election to any standing committees, except the University Committee on Faculty Tenure, full time fixed term faculty who have served at least three consecutive years and/or specialists in the continuing appointment system.

3.m. Unless otherwise provided, undergraduate student members of standing committees shall be elected by the Academic Assembly of the Associated Students of Michigan State University (ASMSU) and the graduate student members of the standing committees shall be elected by the Council of Graduate Students (COGS). Elections shall be held prior to the end of spring semester.

3.n. Elections to all committees shall be completed prior to May 1.

4. General Procedures of University-level Standing Committees

4.a. After committees for the next year have been constituted in the spring, each new committee shall meet and elect its chairperson.

4.b. The chairperson of each standing committee shall prepare each month a concise summary of the activities of the preceding month and a list of prospective agenda items for the coming month. The Secretary for Academic Governance shall prominently post these summaries on the Web site for Academic Governance.

4.c. The chairperson of each standing committee shall submit an annual report to The Steering Committee by August 31. Summaries of these reports shall be posted prominently on the Web site for Academic Governance.

4.d. The chairperson of each standing committee shall regularly report to The Steering Committee on the work of their body. Each chairperson shall report to

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*This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.2.*
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either the Faculty Senate or University Council with a summary of activity. The rotation of reports to Faculty Senate or University Council will be put in place annually by the Secretary for Academic Governance with changes in schedule during the year to reflect important developments. In no case will any committee chairperson report less than once during a given academic year.

4.e. Committees shall establish their own rules and procedures as deemed necessary by the committee. These rules must not be in conflict with the Bylaws of Academic Governance.

4.f. Subcommittees or ad hoc committees shall exist at the discretion of the parent standing committee. The advisability of their continuance shall be raised annually or at the end of the period originally established by the parent committee.

5. General Functions of University-level Standing Committees

5.a. Committee members shall represent the interests of the total University.

5.b. University-level standing committees shall initiate recommendations to and communicate with Faculty Senate or University Council. Subject to the review of Faculty Senate or University Council, committees may make recommendations to the Provost and other administrators on matters within the purview of the committee.

5.c. Committees 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.

5.d. Committees shall respond to reasonable requests for consultation or advice by members of the faculty or students who initiate requests for such participation on matters within the purview of the committee.

5.e. Committees shall regularly review their composition, procedures, and functions and recommend appropriate bylaw revisions to the Committee on Academic Governance.

6. General Policy on Meetings of University-level Standing Committees

6.a. The administrator(s), or a designee, being advised by a standing committee, shall be present at meetings of the committee except when otherwise stipulated by mutual agreement of the administrator(s) and committee.

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7 This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.3.
8 This section is patterned after university-level bylaws in place as of April, 2008, Section 4.2.4.
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6.b. Each committee shall schedule its own meetings.

6.c. All meetings of standing committees and of subcommittees or ad hoc committees established by standing committees will be open to the public and will be announced at least one week in advance. Announcements will include time and place of the meeting, and the agenda items that are planned for discussion. Announcement of meetings will be displayed prominently on the Web site of the standing committee. Only in rare situations will standing committee meetings, subcommittee or ad hoc committee meetings be closed, and only when reasons for holding closed meetings is announced publicly and displayed prominently on the Web site of the standing committee.

6.d. Each committee shall determine its own agenda but will be responsive to requests from The Steering Committee. Administrators, faculty, and students may suggest items for a committee's agenda.

7. Specifications for Each University-level Standing Committee

7.a. University Committee on Faculty Policy and Tenure (UCFPT)

7.a.i. Restriction on membership
UCFPT shall have no student members.

7.a.ii. Functions

1. UCFPT shall make recommendations to the Faculty Senate and to the Provost on personnel policies relating to faculty, such as policies on appointment, reappointment, promotion, leaves, retirement, and workload assignments.

2. UCFPT shall make recommendations on formal and procedural rules on tenure and dismissal, and on substantive policies on tenure, and shall recommend changes in policy and procedure to the Faculty Senate.

3. UCFPT shall be the judicial and investigatory agency for all tenure actions, shall interpret tenure rules, act on all cases of deviation from the rules, and shall hear all cases for exception to the rules.\(^9\)

\(^9\) Patterned from university-level bylaws in place, April, 2008, Section 4.7.4.
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(4) Decisions by UCFPT on matters involving interpretation of tenure rules and in cases involving deviation from tenure rules shall be binding on the administration and on the faculty member concerned.\textsuperscript{10}

(5) UCFPT shall report promptly to the Faculty Senate in any case in which the administration acts contrary to the committee's decision on a question involving tenure.\textsuperscript{11}

7.a.iii. Functions Taken Over from April 2008 Standing Committees

UCFPT will fold together portions of two of the current (April 2008) university-level standing committees. The University Committee on Faculty Tenure currently performs functions (2)-(5) above. The subcommittee of the University Committee on Faculty Affairs that advises on policy matters regarding faculty performs function (1) above. The two are combined to form the charge to UCFP to consolidate to one committee the development of policy regarding faculty issues.

7.a.iv. Reporting Line

UCFPT will normally report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFPT may request an appearance before University Council.

7.b. University Committee on the Curriculum (UCC)

7.b.i. Restrictions on membership

None.

7.b.ii. Functions

(1) UCC shall exercise the faculty's delegated authority to review and recommend approval or rejection of deletion, creation, or change in any undergraduate, graduate, graduate-professional academic course.

(2) UCC shall exercise the faculty's delegated authority to review and recommend approval or rejection of any change in degree requirements.

\textsuperscript{10} Patterned from university-level bylaws in place, April, 2008, Section 4.7.5.

\textsuperscript{11} Patterned from university-level bylaws in place, April, 2008, Section 4.7.6.
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(3) UCC shall exercise the faculty's delegated authority to review and recommend approval or rejection of the creation or the deletion of any academic, degree-granting program.

(4) UCC will consult with the University Undergraduate Studies Committee under UCC functions (2) and (3) regarding undergraduate programs, so as to obtain an inclusive perspective.

(5) UCC will consult with the University Graduate Students Committee under UCC functions (2) and (3) regarding graduate programs, so as to obtain an inclusive perspective.

(6) Recommendations under (1), (2), or (3) above will be made to Faculty Senate.

(7) UCC will also make recommendations to the Provost with respect to establishment or deletion of academic courses and programs. These recommendations will not be considered final until acted on by the Faculty Senate.

7.b.iii. Functions Taken Over from April 2008 Standing Committees

Under the University bylaws in place in April 2008, UCC function (1) is currently performed by the University Committee on the Curriculum (for undergraduate courses) and by a combination of the University Committee on the Curriculum and the University Graduate Council (for graduate and graduate-professional courses).

UCC functions (2) and (3) are currently performed by the University Graduate Council (for graduate and graduate-professional programs) and by the University Committee on the Curriculum (for undergraduate programs).

The reorganization of governance functions that gives rise to UCC is meant to consolidate the faculty's responsibility with respect to the academic programs of the University.

7.b.iv. Reporting Line

UCC will normally report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCC may request an appearance before University Council.
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7.c. University Committee on the Budget (UCB)

7.c.i. Restrictions on membership

UCB shall have no student members. Membership of UCB will include one member of Athletic Council who will sit ex-officio, and who will be appointed by the University President.

7.c.ii. Functions of UCB

(1) UCC shall advise the Provost during the formulation of the University's annual budget request to the State of Michigan.

(2) UCC shall submit an annual report to the University Council on the academic budget allocations, adjustments in salary and other forms of economic benefits.

7.c.iii. Functions Taken Over from April 2008 Standing Committees

A subcommittee of the University Committee on Faculty Affairs currently performs both of the above UCB functions under the April 2008 University bylaws. The reason to isolate the budget function into an identified standing committee is that this function is distinctly different in kind in terms of its responsibilities from the responsibilities of other standing committees.

7.c.iv. Reporting Line

UCB will report to University Council.

7.c.v. Term of Service on UCB

Because of the technical nature of budget matters, members shall serve three-year terms on UCB.

7.d. University Committee on Academic Governance (UCAG)

UCAG will mirror the April 2008 standing committee of the same name.

7.d.i. Restriction on membership

None.
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7.d.ii. Functions

(1) UCAG shall conduct reviews of the bylaws for academic governance, both at the University level and at the college level.

(2) UCAG shall be the definitive interpreter of the bylaws for the academic governance system.

(3) UCAG shall consider appeals of reviews of department bylaws by college committees.

(4) UCAG shall be responsible for formally framing bylaws changes to University Council.

(5) UCAG shall be responsible for monitoring university level elections and assuring their fairness.\textsuperscript{12}

7.d.iii. Functions Taken Over from April 2008 Standing Committees

UCAG functions above are a mirror of the functions for the April 2008 standing committee by the same name.

7.d.iv. Reporting Line

UCAG will report to University Council.

7.e. University Committee on Student Affairs (UCSA)

7.e.i. Restriction on membership

None.

7.e.ii. Functions

(1) USCA shall advise the appropriate University administrator on any policies that affect academic achievement of students in the University.

(2) USCA shall initiate and review proposed amendments to the Academic Freedom for Students policy statement, the General Student Regulations document, and policies relating to the academic rights and responsibilities of students.

\textsuperscript{12}This function was not directly noted in the report of Task Force 1 but is a core responsibility of UCAG/ April 2008.

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(3) Any amendment or policy statement affecting the professional rights and responsibilities of the faculty (as the Faculty Senate interprets these rights and responsibilities) must be approved by the Faculty Senate before consideration by University Council.

7.e.iii. Functions Taken Over from April 2008 Standing Committees

USCA substantially parallels the April 2008 standing committee of the same name.

7.e.iv. Reporting Lines

USCA will report primarily to the University Council. An exceptional situation can occur under function (3) above when USCA has a responsibility to report to Faculty Senate on issues that affect professional rights and responsibility of faculty.

7.f. University Undergraduate Studies Committee (UUSC)

7.f.i. Restrictions on membership

None. But undergraduate students, selected by ASMSU, will be seated on UUSC as voting members.

7.f.ii. Functions

(1) UUSC shall advise the Provost on the establishment, disbandment, or merger of undergraduate academic programs.

(2) UUSC shall advise the Provost on policy pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate students and programs.

(3) UUSC shall consult with 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) UUSC shall consult with the University Committee on the Curriculum on issues related to function (1) above: establishment, disbandment, or merger of undergraduate academic programs.
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7.f.ii. Functions Taken Over from April 2008 Standing Committees

The functions of UUSC above are performed by the University Committee on
Academic Policy, under the April 2008 bylaws of academic governance. The
name change to UUSC is primarily to make it clear that this committee is focused
on undergraduate programs.

7.f.iv. Reporting Lines

UUSC will report primarily to the University Council. An exceptional situation can
occur under function (1) above when UUSC has a responsibility to report to
Faculty Senate on issues that relate to establishment, disbandment, or merger of
undergraduate academic programs.\(^\text{13}\)

7.g. University Graduate Studies Committee (UGSC)

7.g.i. Restrictions on membership

None. But graduate students, selected by COGS, will be seated on UUSC as
voting members.

7.g.ii. Functions

(1) UGSC shall exercise the faculty's delegated authority on grading
policy for graduate students, and shall recommend their approval or
rejection to the UCC.

(2) UGSC shall review all changes in graduate and graduate-
professional courses, curricula, and degree requirements proposed,
and shall recommend their approval or rejection to the UCC.

(3) UGSC shall consult with UCC to meet its obligations under functions
(1) and (2) above.

(4) UGSC shall have shared responsibility with the Dean of The
Graduate School to advise the Provost on the establishment,
disbandment, and merger of graduate programs.

(5) UGSC shall have shared responsibility with the Dean of The
Graduate School to advise the Provost on policy pertaining to
methods of instruction, evaluation of instruction, advising and

\(^{13}\) Reporting of UUSC to Faculty Senate in cases of change in academic programs is to enable Faculty
Senate to gain the wider perspective, including student input. Inclusion of this point is an inference made
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counseling, admissions and retention of graduate students, and on other policy pertaining to administration of graduate programs.

(6) The committee shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the coordination of graduate programs, policy pertaining to financial aid and employment of graduate students.

(7) The committee shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the use and distribution of educational and research resources for graduate programs and graduate students.

(8) The committee shall advise the Dean of The Graduate School and the Vice President for Research and Graduate Studies on policy relating to research development as it pertains to graduate education.

7.g.iii. Functions Taken Over from April 2008 Standing Committees

The functions enumerated above are largely mirrored in the functions of the University Graduate Council under the April 2008 bylaws of academic governance.

7.g.iv. Reporting Lines

UGSC will report primarily to the University Council. An exceptional situation can occur under functions (1) or (2) above when UGSC has a responsibility to report to Faculty Senate on issues that relate to establishment, disbandment, or merger of undergraduate academic programs.¹⁴

¹⁴ Reporting of UGSC to Faculty Senate in cases of change in academic programs is to enable Faculty Senate to gain the wider perspective, including student input. Inclusion of this point is an inference made from the report of Task Force 1.