MICHIGAN STATE UNIVERSITY

BYLAWS OF THE FACULTY ORGANIZATION

Adopted by the Academic Senate
and
Approved by the Board of Trustees

December 15, 1961

As Amended
to
July 1, 1966
I. COMPOSITION OF THE FACULTY OF MICHIGAN STATE UNIVERSITY

A. The faculty of Michigan State University shall be composed of all persons holding the rank of professor, associate professor, assistant professor, or instructor, except such persons as may be on a part-time or temporary appointment.

B. The principal administrative officer in each major educational and research unit of the University shall be considered a member of the faculty.

C. Such persons as shall be designated as Distinguished Lecturers or Visiting Professors shall have honorary faculty status.

D. The "voting faculty" of any administrative unit of the University is to consist of all persons holding full-time appointments with the rank of professor, associate professor, or assistant professor in the appropriate unit. The voting faculty shall possess and exercise those rights and duties which are conferred by the Constitution of the State of Michigan upon the faculty of Michigan State University or which may have been or shall be delegated to it by authority of the Board of Trustees of Michigan State University. Action for a particular academic unit may be taken by a majority of the voting faculty present and voting at a regularly called meeting for which an agenda has been distributed in advance. For purposes of college, divisional, or departmental action, the voting faculty of any of these units may extend voting privileges to the full-time instructors of such units.

E. The definition of "faculty" made in this section is not intended to oppose in any way any action that may be taken by the Administration to bestow certain "faculty privileges" upon other employees of the University.

II. DEPARTMENT ORGANIZATION

A. The department is the primary unit of education and administration within the University. The chief executive officer of the department shall be designated chairman. The chairman of a department is appointed by the Board of Trustees upon recommendation of the President of the University, after
nomination by the dean of the college. The chairman shall be responsible for educational, research and service programs, budgetary matters, physical facilities, and personnel matters in his department, taking into account the advisory procedures determined by the department as outlined in Section B and the program-planning procedures as outlined in Section C.

B. Advisory procedures within departments.

Each department voting faculty, as defined above, shall establish the procedure to be used for providing the department chairman with advice on departmental matters, including those of promotion, appointments, and the preparation of departmental program plans. The department chairman is to report to the dean of his college the procedure that is adopted by the departmental faculty and any subsequent changes in the procedure that are voted by the departmental faculty. Each department faculty should review its procedures at least every five years.

C. Each year the department shall prepare a program plan projecting the departmental plans for five years ahead. At the presentation of the program plan and annual report the dean will conduct a comprehensive review of departmental activities and programs.

D. At intervals not to exceed five years the dean will, through consultation with the voting faculty of the department and any others he may deem appropriate, review the desirability of renewing the term of appointment of the department chairman. At the same time the chairman should be consulted by the dean concerning his interest and willingness to continue. If the chairman does not want to continue, or if in the dean's judgment it would be desirable to make a change in the chairmanship, the dean is to consult with the entire departmental voting faculty concerning a replacement. Persons serving as department chairmen upon the initiation of this organization shall be subject to the provisions regarding term of appointments.

Within the five year term, either at the decision of the dean or the incumbent, a departmental chairman may be relieved of his administrative duties. There is to be no limit, other than the University rule on retirement from administrative positions, on the number of terms an individual may be appointed chairman.
III. OTHER ADMINISTRATIVE OFFICERS

The selection, terms and conditions of appointment and procedures for termination of administrative assignment for all administrators of academic programs appointed under the jurisdiction of deans of colleges shall be the same as for department chairmen.

IV. COLLEGE ORGANIZATION

A. The college is the major educational and administrative group within the University. The chief executive officer of the college is the dean.

B. Appointment of administrative officers.

The dean of a college is appointed by the Board of Trustees on nomination by the President.

The voting faculty of the college, or its elected representatives are to be consulted by the President or his representative prior to the appointment or replacement of the dean.

An associate or assistant dean of a college is appointed by the Board of Trustees on nomination by the President upon recommendation of the dean of that college. The elected representatives of the college faculty are to be consulted by the dean prior to the appointment or replacement of the associate or assistant dean. The principle of regular and comprehensive review is endorsed for administrative positions at the college level.

It is expected that the opinions of those consulted, as provided above, will be given serious consideration in the making of appointments, but those making the appointments are not obligated to follow the advice nor prevented from seeking additional opinions.

C. Faculty organization within the college.

In order to provide an additional channel of communication between the faculty and the dean and a means for the faculty of a college as a whole to address themselves to college problems, a faculty organization for each college is to be established by vote of the faculty in a formally assembled meeting. This organization may take the form of a dean's advisory committee, a faculty council, or such other structure as the faculty may choose.
The dean of the college is to take steps to bring about necessary faculty action toward this end. The organization is to be reviewed by the faculty at least once every five years. The dean is to notify the Office of the President as to the organization plan adopted by the college faculty and any subsequent changes made in it.

D. Each college shall prepare a five year plan projecting the college activities and programs. Each college program shall be reviewed annually by the Provost, or by another designated representative of the President, with the department chairmen of the college present at the annual college review.

V. UNIVERSITY FACULTY ORGANIZATION

A. Convocation of the University faculty.

There shall be a convocation of the University faculty during each winter term to receive a message on the state of the University from the President or his academic representative.

B. Academic Council.

1. Composition

The Academic Council shall consist of the President, the Provost, the deans, the chief administrative officer in charge of admissions, scholarships and registration, the members of the Academic Steering Committee and two representatives from each college, provided, however, that any college with more than 40 voting faculty members shall be entitled to one additional representative for every 40 members in excess of the minimum, but in no event shall any college have more than eight representatives.

(Interpretation of Section V, B, 1 adopted by the Academic Council November 9, 1965:

A newly established college shall have the normal representation on the Council, namely, the dean of the college and two faculty members as it acquires them, but that in every case it shall be represented only by persons who are appointed in primary status to that college.)
2. Elections

The college representatives on the Academic Council shall be chosen in the following manner:

a. Eligibility. A member of the faculty shall be eligible to vote for and act as a representative only in that college to which he is primarily assigned as indicated by the payroll list of the University Business Office. Only voting faculty shall be eligible to serve as college representatives on the Academic Council.

Members of the Steering Committee may not serve concurrently as college representatives.

b. Representatives shall serve two-year terms and not more than two terms consecutively. In order to provide continuity, present Council members with another year to serve shall continue through that year. Also, in the first year's elections half the representatives from each college will serve only a one-year term. Those receiving the larger number of votes will in the initial election serve two years.

Each department shall nominate one candidate. A college shall choose the required number of representatives by mail ballot supervised by the college faculty organization. This election will take place during the spring term of each academic year. Members elected take office on July 1. (Date changed from June 1 by amendment approved by the Academic Senate, May 27, 1964.)

No department shall have more than one representative at a time unless one of them is a member of the Academic Steering Committee. Where the number of departments in a college is too small to make this feasible, the departmental limit shall be raised to two.

c. Council positions vacated during term of office will be filled until the next election by dean's appointment.

3. Organization

a. The President of the University, or in the case of his absence his academic representative, shall preside at meetings of the Academic Council.
b. The Secretary of the Council shall be appointed by the President.

c. The Academic Council shall meet at least once each month, and more often at the pleasure of the President.

d. A Committee on Committees shall be constituted. It shall be composed of one person from each college. This person shall be elected during his first year on the Academic Council for a two-year term by and from the elected Council representatives from his college. Term of office shall be staggered. Initially, members from the colleges of Agriculture, Business, Communication Arts, Education and Social Science will be chosen for a one-year term, and from Arts and Letters, Engineering, Home Economics, Natural Science, University College and Veterinary Medicine for a two-year term. The chairman of this committee shall be elected by and from its membership.

The Committee on Committees shall advise the President on the committee structure of the faculty and on the composition of the faculty standing committees with respect to size and elements of representation. The President shall consult with the Committee on Committees on appointments to standing committees of the faculty.

4. Functions

a. The Academic Council shall be advisory to the President on all matters of educational policy.

b. The Academic Council shall have the right to bring up for consideration proposals on matters pertaining to the general welfare of the University, including any parts of it such as faculty, students or administrative units.

c. The Academic Council shall serve in an advisory capacity to the President on any matters that he may choose to bring before it.

d. Insofar as feasible, taking into account such factors as time and propriety, the Administration shall inform the Council and seek its advice relative to buildings, budget policies and new proposals and developments.

e. The Academic Council shall approve major changes in courses and curricula.
C. Academic Senate

1. Composition

The Academic Senate shall be composed of the voting faculty of the University and shall include the President of the University, the Provost, and all other administrative officers holding academic rank.

Such other employees of the University as from time to time may be in attendance at the invitation of the President shall be without vote.

2. Organization

a. The President of the University, or in the case of his absence his academic representative, shall preside at the meetings of the Academic Senate.

b. The Secretary of the Academic Senate shall be appointed by the President.

c. The Senate shall meet regularly once during the fall term and once during the spring term of each academic year. A special session of the Senate may be called by the President on his own volition or at the request of the Council. (Senate meetings are closed meetings.*)

The Academic Senate shall determine its own rules of order and procedures.

d. In reporting attendance at Senate meetings, only the names of those present will be listed in the minutes.*

3. Functions

a. Senate action shall be taken on issues of major importance relating to matters of educational policy. Determination of whether a matter must have Senate action will be left to the Academic Council. On a motion to refer a matter to the Senate for action, a vote of fifty per cent of those present shall be sufficient to carry.

* Actually not a part of the Bylaws, as approved in 1961, but adopted previously by the Senate and currently in effect. See note on page 11.
b. The Senate may bring up for consideration any matter pertaining to the general welfare of the University, but its powers are limited to those conferred upon the faculty.

4. Senate Procedure *

a. Business requiring consideration of the Academic Senate will ordinarily be brought before it in the form of a report or recommendation from the Academic Council. When a recommendation is initially presented, it will not be subject to amendment. It may be referred back to the Council for further consideration or it may be adopted as presented. Matters referred to the Council by the Senate shall in all cases be reported back to it.

b. When a matter has been re-submitted by the Council to the Senate, it may again be returned to the Council as often as the Senate deems necessary. Upon re-submission by the Council to the Senate, a report or recommendation will be subject to amendment in the Senate; amendments will require a majority vote of those present. The vote on the main question of adoption of the report at the time of the initial or subsequent presentation will be by a majority of those present and voting.

c. A matter presented to the Senate by the Steering Committee or from the floor, if supported by a majority vote, shall be referred to the Council, and reported back by the Council to the Senate. The report of the Council to the Senate will constitute the initial presentation for the purposes of the procedure described above.

d. Voting will be by voice or show of hands, except that a secret ballot may be taken by approval of majority of those present and voting.

e. The rules of procedure stated above may be suspended by a two-thirds vote of the members of the Senate present and voting.

* Actually not a part of the Bylaws, as approved in 1961, but adopted previously by the Senate and currently in effect. See note on page 11.
D. Academic Steering Committee

1. Composition

This Committee shall be composed of five members elected for two-year terms with no more than one coming from any one college. No member is eligible to serve more than two terms consecutively. The Steering Committee members shall be additional to a college's other representatives on the Academic Council. This committee shall elect its own chairman and secretary.

2. Elections

The election shall be conducted by the Office of the Secretary of the Faculties in the second week in May with the entire voting faculty eligible to vote. Elected officers take office July 1. (Date changed from June 1 by amendment approved by the Academic Senate, May 27, 1964.)

Each year two or three members will complete their terms and be up for reelection or replacement. The Committee on Committees and the Council as a whole shall each nominate and refer to the Secretary of the Faculties twice as many candidates as the number of positions to be filled. Thus, the faculty will choose among four nominees for each position open.

Steering Committee positions vacated during term of office shall be filled by the President upon nomination of the Committee on Committees.

3. Functions

The Academic Steering Committee shall become members of the Academic Council. They shall cooperate with the Office of the President in arranging the agenda for the Academic Council and Academic Senate meetings and shall act as a means through which faculty may initiate action. The Committee may report independently to the Council or Senate.

VI. CURRICULUM AND COURSE CHANGE

A. General Principles

1. Essential control of curriculum is vested in each department, division, school or college faculty.
2. A proposal for curricular change may be initiated by an academic faculty member or group or any academic administrative officer at any level of the University. Such a proposal shall be referred to the appropriate level for action within the procedures set forth on curricular matters.

B. Committee Structure

1. In each college there shall be a curriculum committee. The voting faculty of each college through its own organization shall determine the composition, terms of office, election and procedures of the college committee.

There shall be a University Curriculum Committee composed of representatives from each college within the University, the Registrar who will serve ex officio without vote and a committee chairman appointed by the President. Various other members of the faculty, because of their special competencies or interests, deemed important by the committee, may be invited to sit with it as ex officio members without vote. Each of the college faculty organizations shall nominate three members. The Committee on Committees shall select a slate of two members from each college from those nominated. The President shall then appoint a representative to the committee from each college in the University. Members of the committee shall serve a three-year term, no member serving more than one term in succession. To provide continuity, present committee members shall continue to represent their colleges through the first year.

C. Implementation

1. Department, division, school and college.

a. Permanent changes in course, curricula and degree requirements may be made only upon formal approval of the voting faculty of the department offering the course or degree, or, in case of college or divisional degree requirements, of such college or division, with the following two exceptions:

(1) In case of conflict between administrative units of a college, the curriculum committee of the college shall make a recommendation to the dean.

(2) When applicable, procedures defined in 2, c below will take precedence over all other procedures defined in this section (VI).
2. University

a. All proposals for change in courses, curricula and degree requirements shall be subject to the approval of the University Curriculum Committee. Actions of the committee will be reported back to the initiating college.

b. Major changes approved by the University Curriculum Committee shall come before the Academic Council for approval. Minor course changes approved by the University Curriculum Committee shall go into effect without further review. The faculty shall, of course, be at liberty to raise questions on any of these for consideration in the Academic Council.

c. The University Curriculum Committee shall, in consultation with the Provost, establish principles for the elimination of courses that over a period of time, do not draw some minimum number of students. Before dropping a course, in pursuance of this, the Provost shall consult with the dean and department chairman concerned and may make exceptions to the operation of the rule if in his judgment they are warranted.

VII. THE AMENDMENT PROCESS

Amendments to these Bylaws may be introduced at meetings of either the Academic Council or Academic Senate. A proposed amendment shall not become a part of the Bylaws, however, until it has been passed by both the Senate and the Council with the following exception: A proposed amendment that has been approved by the Senate and rejected by the Council may at the direction of the Senate be referred to its membership for a mailed ballot. Approval by a two-thirds majority of those voting on such a ballot would constitute adoption of the amendment.

(These Bylaws, as amended, replace the Faculty Organization Documents adopted on March 18, 1955 and revised November 15, 1958. It is understood, however, that the Bylaws, 1961, make no changes in Faculty Committees or activities not specifically mentioned or changed by the document.)
APPENDIX TO BYLAWS

PROCEDURES AND FUNCTIONS OF THE FACULTY STANDING COMMITTEES

I. The Standing Procedures of the Committees

A. Pursuant to the powers granted in Section V,B,3d of the Bylaws of the Faculty Organization, the following items are established by action of the Academic Council as procedures and functions of the faculty standing committees to be appended to the Bylaws.

1. Faculty Standing Committees. The following committees shall be known as Faculty Standing Committees:

   a. University Curriculum Committee
   b. Faculty Affairs Committee
   c. Faculty Tenure Committee
   d. Educational Policies Committee
   e. Student Affairs Committee
   f. Library Committee
   g. University Forum Committee
   h. International Projects Committee

   (A faculty standing committee is any committee whose function is deemed so important, and the permanent continuity of whose activity is so essential to effective faculty government, that the faculty establishes it under that title.)

2. Rules governing the organization and work of the Standing Committees:

   a. Sub-committees and ad hoc committees of faculty standing committees shall be terminated. After consideration, they may be re-constituted if necessary as ad hoc committees of the parent faculty standing committee. The advisability of the continuance of sub or ad hoc committees is to be raised annually in the parent committee.

   b. All committees shall have the same term of office and these terms shall begin at the same time for all committees.

   c. The tenure of membership shall be three years and provision shall be made to regularize the staggering of membership so that continuity is provided.

   d. The terms of office of all committees shall begin on January 1 and terminate on December 31.
e. A person may serve on no more than one faculty standing committee at any one time.

f. No member of a faculty standing committee shall be eligible to succeed himself on that committee; i.e., no person shall serve for two consecutive terms on the same committee.

g. In the event of death, resignation or on leave status of a member of a faculty standing committee, the member shall be replaced for the remaining term of service when one full quarter or longer remains of his term of service.

1) When a replacement is to be made in a faculty standing committee, that is composed of representatives from each college, the replacement will be made by the appropriate dean and his faculty advisory committee.

2) To provide replacements on standing committees that do not have all-college representation, the Committee on Committees shall nominate at least two names to the President in order that the President may select one to fill the remaining term of office.

h. The chairman of each of the standing committees of the faculty shall report, in writing, at least once each year to the chairman of the Academic Steering Committee and to the President of the University, either of whom will transmit the report to the Academic Council or, if such procedure seems desirable, request that an oral report be given to the Council. In any event, these reports are to be duplicated and sent to the members of the Academic Senate. The written reports shall be submitted to the chairman of the Academic Steering Committee and the President no later than November 30 of each year. Minutes Academic Senate, 5/23/1963.

II. Functions of the Faculty Standing Committees.

A. General Statement. The faculty standing committees have two general responsibilities, viz., a) to represent the various college faculties in the total University interest, and b) to advise the appropriate administrative officials (in the best interests of the University). The responsibility for ultimate decisions remains with the appropriate administrative official.
B. Committee Functions.

1. The Committee on Committees. The Committee on Committees has two major responsibilities: to advise the President on the committee structure of the faculty and to advise the President on the composition of the faculty standing committees with respect to size and elements of representation. By action of the Academic Council, the Committee on Committees is required to explain its recommendations on committee structure by defining the responsibilities and functions of the faculty standing committee and the relationship of a faculty standing committee to the faculty, to other faculty standing committees, and to the administration.

2. University Curriculum Committee. The University Curriculum Committee is the central clearing house for all curriculum matters. It shall review and evaluate all changes in courses, curricula, and degree requirements and advise the Provost on appropriate action. The main function of the committee is procedural. It shall take leadership in considering the establishment and/or deletion of courses and curricula. It shall be prepared to report on costs, enrollment, etc. of proposed changes.

The specific responsibilities are to review, evaluate and approve or disapprove minor course changes, to review, evaluate and recommend approvals or disapprovals of all major course changes to the Academic Council, to review, evaluate and recommend approval or disapproval of degree requirements to the Academic Council and to suggest procedures for the elimination of courses that do not enroll a sufficient number of students, and to suggest the need for new courses of curricula where the need seems evident.

Individually the committee members report to the faculty of their college and the committee advises and reports to the Academic Council. Reports are also to be made in writing for formal presentation to faculty, Registrar and Academic Council, as verbal presentation to Academic Council and Provost, and as needed to complete the business of the committee with a specific annual report for the Academic Council due December 1 each year.

3. Faculty Tenure Committee. The Faculty Tenure Committee is the judicial and investigatory agency for all tenure actions. It shall interpret tenure rules and act on cases of deviation from the rules.
Its specific responsibilities are to review and evaluate the existing tenure regulations and report to the Provost and Academic Council any recommendations for modifications, to hear all cases for exception to the tenure legislation and recommend appropriate action to the Provost, to develop policies to be followed in the dismissal of a faculty member having tenure and recommend the adoption of the procedures to the Provost and Academic Council and to investigate on its own initiative whatever tenure problems it considers significant and make recommendations to the Provost.

Individually, committee members report to the faculty of their college and as a committee to the Provost and Academic Council. Also reports are to be made in writing to the Provost on all personnel tenure recommendations and on all recommendations for changes in tenure legislation and to the faculty on the committee's activities. The annual report shall include a summary of the number and kind of deviations from the tenure rules and a detailed statistical report concerning the number of instructors who are serving additional appointments beyond the seven-year limit.

4. **Library Committee.** The Faculty Library Committee provides representation from all colleges to an all-University service. It shall advise the Director of Libraries, Dean of University Services and Provost on all matters pertaining to libraries, such as student-faculty relations and library development. Specifically, the committee shall assist in the evaluation of library services and make recommendations for modifications, study continuously current library needs and projected needs and make recommendations on appropriate actions to the Director of Libraries, Dean of University Services and the Provost.

Committee members report individually to the faculty of their college and as a committee to the Director of Libraries, Dean of University Services, the Provost and Academic Council.

5. **Educational Policies Committee.** The Educational Policies Committee shall examine the broad educational issues affecting the University. The committee is to concern itself with educational policies, not procedures. It shall recommend appropriate actions on all educational policies to the Provost. Its specific responsibilities are to examine, evaluate, and recommend to the Provost and to the Academic Council appropriate policies relating to subject matter, methods of instruction, faculties and support for research of faculty members and students, curriculum organization, including establish-
ment or deletion of new departments or divisions and curriculum revision.

Committee members report individually to the faculty of their college. The committee reports are to be made in writing to the Provost, faculty and to Academic Council at the conclusion of each project and as needed to complete the business of the committee with a specific annual report for the Academic Council due December 1 each year.

6. **Faculty Affairs Committee.** The Faculty Affairs Committee shall examine all personnel policies (excluding tenure) affecting faculty services and recommend appropriate action to the Provost. It shall study, evaluate and recommend appropriate personnel policies relating to faculty, (illustrative areas are promotion, salary, leaves, outside work for pay, military service, participation in partisan politics, physical examination, faculty publications, insurance and other fringe benefits, teacher rating scales, health service, retirement, faculty housing) and serve as body for on-going evaluation of the Faculty Bylaws and make recommendations when appropriate.

Committee members report individually to the faculty of their college. The committee shall advise and report to the Provost and the Academic Council and the faculty.

7. **Student Affairs Committee.** The Student Affairs Committee shall be responsible for examining, evaluating, and recommending to the Office of the Dean of Students appropriate actions on all policies affecting student affairs. It shall specifically study, evaluate, and recommend to the Dean of Students appropriate student personnel policies relating to scholarship, student organizations, discipline, housing and shall maintain a system of re-evaluation of student personnel policies in order to up-date the regulations and submit appropriate recommendations to the Dean of Students.

Committee members report individually to the faculty of their college. The committee advises and reports to the Dean of Students and Academic Council and faculty.

8. **Faculty Forum Committee.** The Faculty Forum Committee shall be responsible for examining, evaluating, and recommending to the Provost appropriate actions on all policies affecting speakers on campus. The committee shall make itself available for consultation on all questions concerning public
lectures at Michigan State University, work with the Director of Student Organizations in establishing programs whereby organizations and their faculty advisers shall be informed about the University policy on speakers, receive through its secretary, the speaker registration forms for the committee and encourage a well-balanced program of speakers on controversial subjects of great public interest.

9. Committee on International Projects. The Committee on International Projects, members of which are elected in the colleges by the faculty thereof, shall work in an advisory capacity with the Office of International Programs to coordinate the University's overseas projects with the University's academic program. The Committee will concern itself with the implications and conduct of projects so far as: (a) the University's ability to recruit and maintain qualified faculty members and staff for the project; and (b) the contribution of such projects both to service and educational goals of the University are concerned. The Committee will serve as a principal mechanism of communication (at the policy level) between the Office of International Programs and the faculty at large.

The specific responsibilities of the Committee shall be to examine, evaluate, and recommend to the Dean of International Programs and to the Academic Council appropriate policies relating to:

a. Types of overseas projects in which the University will be engaged.

b. Relations of University-sponsored projects to government agencies, foundations, other fund-granting agencies, and other universities.

c. Criteria relevant to qualifications for employment of non-university project members.

d. The informational benefits to on-campus curricular and research activities deriving from such projects.

e. Any other aspect of project activity which may affect the reputation of the University or its faculty, either nationally or internationally.

In general, committee members report to the faculty of their college and the Academic Council.

Reports are also to be made a) in writing to the Provost, Dean of International Programs, Faculty, and to the Academic Council at the conclusion of each project and b) periodically, as needed.

(All faculty standing committees shall report to the President and annually to the Academic Council.)

July 1, 1966 - 6 -