Bylaws of the Faculty
Michigan State University-1968

APPROVED BY

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1. **THE FACULTY**

1.1. Composition of the Faculty

1.1.1. The *regular faculty* of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, except those on part-time or temporary appointment. In addition, the principal administrative officer in each major educational and research unit of the university shall be considered a member of the faculty.

1.1.1.1. The phrase "appointed under the rules of tenure" does not imply that a person so appointed has tenure, but only that he is subject to the rules of tenure (5.4.4.3.n).

1.1.2. The *temporary faculty* of Michigan State University shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure.

1.1.3. Distinguished Lecturers and Visiting Professors shall have *honorary faculty* status: they shall have the privilege of speaking in meetings of the Academic Senate.

1.1.4. Deans and other administrators who have been appointed from academic ranks shall continue to carry an appropriate academic rank and shall be regarded as having status in the regular faculty.

1.1.5. The foregoing provisions do not preclude administrative action to bestow certain "faculty privileges" upon employees of the university who are not members of the faculty.

1.2. Composition of the Voting Faculty

1.2.1. **Voting Faculty on Internal Matters:** On purely internal matters (those concerning activities within the unit) the voting faculty of any academic administrative unit of the university shall consist of all regular faculty (as defined in 1.1.1., above) who hold the rank of full, associate, or assistant professor or the rank of instructor and who are engaged in teaching, research, administration, extension or counseling in that unit on a regular basis.
1.2.2. On internal matters, the voting faculty of a department, school, division, or college may extend voting privileges to individuals who hold the temporary rank of instructor or above, and to lecturers or research associates, whether or not they qualify as faculty under 1.1.1.

1.2.3. Voting Faculty on External Matters: On external matters, the voting faculty of the unit shall consist of all regular faculty who hold a professorial rank (full, associate, or assistant professor) and who are engaged at least half-time in teaching, research, administration, extension, or counseling in that unit on a regular basis, with the following exception:

1.2.4. If a faculty member is regularly engaged half-time in two colleges, he shall vote on external matters in only one of the two colleges and it shall be his choice in which college he will vote. If a faculty member is regularly engaged in two or more colleges otherwise than on a half-time basis, the deans shall determine by agreement in which college his vote shall be registered.

1.2.4.1. A person whose services are distributed among two or more colleges may, though he votes as an individual in one college, be called upon to serve as an elected or appointed representative on university bodies for another. For example, in a mailed ballot to the Senate, a person dually related to the College of Natural Science and the College of Human Medicine will receive a ballot in only one of these. If he votes in the College of Natural Science, he may not vote a second time in the College of Human Medicine. He may, however, in consistency with these rules, be elected to the Academic Council, or appointed to a faculty standing committee, as a representative of the College of Human Medicine.

1.2.5. The Constitution of the State of Michigan confers upon the Board of Trustees the responsibility for the general supervision of the university: the voting faculty shall possess and exercise those rights and duties which are delegated to it by authority of the Board. These rights and duties are enumerated in the Bylaws of the Board of Trustees. In
addition to "the established rights and privileges of the academic profession" ("academic freedom and tenure, compensation and other economic benefits as liberal as the resources of the University will allow, a viable faculty organization and responsible faculty participation in the development of academic programs and policies"), the Faculty possesses those rights and responsibilities set down in Article VII of the Bylaws of the Board of Trustees of December 16, 1965.¹

1.2.6. 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, except as otherwise indicated herein.

1.3. Faculty Convocation

1.3.1. There shall be an annual convocation of the university faculty during the winter term to receive from the President a message on the state of the university. The date shall fall in any year on the evening of the Monday nearest February 12 (Founders' Day).

2. DEPARTMENT AND SCHOOL ORGANIZATION

2.1. Department or School

2.1.1. The department or school is the basic administrative unit of education and research within the university.

2.2. Chairman or Director

2.2.1. With the exception of the School for Advanced Graduate Studies and the Graduate School of Business Administration, which are presided over by deans, the chief executive officer of a department or school shall be designated chairman or director.

¹The quoted passage is from the Preamble.
2.2.2. The chairman or director shall be appointed by the Board of Trustees upon recommendation of the President upon nomination by the dean of the college.

2.2.2.1. At intervals not to exceed five years the dean shall review the desirability of continuing the appointment of the chairman or director. At the same time the chairman or director should be consulted by the dean concerning his interest and willingness to continue.

2.2.3. The chairman or director shall be responsible for educational, research and service programs, budgetary matters, physical facilities, and personnel matters in his jurisdiction, taking into account the advisory procedures determined by the department or school as outlined in 2.3.2. and 2.3.3.

2.2.4. With respect to the selection of a chairman or director, the Faculty adopts the following principles:

"The chairman . . . of a department, who serves as the chief representative of his department within an institution, should be selected either by departmental election or by appointment following consultation with members of the department and of related departments; appointments should normally be in conformity with department members' judgment. The chairman . . . should not have tenure in his office; his tenure as a faculty member is a matter of separate right. He should serve for a stated term but without prejudice to re-election or to continuance by procedures which involve appropriate faculty consultation. Board, administration, and faculty should all bear in mind that the department chairman has a special obligation to build a department strong in scholarship and teaching capacity."

2.2.4.1. Because the appropriateness of selection procedures may vary from college to college and even from department to department within a single college, the voting faculty of each department (or school) shall collaborate with its dean in formulating the specific procedures which shall govern the selection of its chairman (or director). These procedures shall conform to the general principles enunciated above and

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"AAUP Bulletin, 52:4 (Winter, 1966), 378. This formulation of principle and the formulations in Sections 3.2.3., 4.1.3. and 4.2.1. are drawn from the "Statement on Government of Colleges and Universities" jointly prepared and severally approved by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges."
to the provisions of 2.2.2. Once approved by both the dean and the voting faculty of the department (or school), these procedures shall become operative.

2.2.4.2. The procedures adopted under 2.2.4.1. shall not abrogate either the freedom or the responsibility of the dean to make the final decision concerning his recommendation to the President concerning the appointment or continuance of a chairman or director. Neither shall these procedures nor the dean’s nomination abrogate the freedom or responsibility of the President concerning his recommendation to the Board concerning the appointment or continuance of a chairman or director. When the dean’s nomination is not in conformity with the department members’ judgment, the dean shall explain to the department members and to the President the reasons for his nomination.

2.2.5. At any time during his term of office the appointment of a chairman or director, as chairman or director, may be terminated either by resignation or by action of the Board of Trustees on recommendation of the President and the dean.

2.2.6. There is no limit, other than the limit imposed by the university rules on retirement from administrative positions, on the number of times an individual may be continued in the position of chairman or director.

2.3. **Department and School Faculty Organization**

2.3.1. The chairman or director shall seek the counsel of the voting faculty of the department or school in formulating major policy decisions affecting the personnel and the program of the department or school, especially matters pertaining to appointments, promotions, tenure, research, and curriculum.

2.3.2. The voting faculty of a department or school shall establish regular procedures for counseling the chairman or director. The procedures shall be codified as bylaws of the department or school.

2.3.3. Copies of department or school bylaws, and amendments thereto, shall be transmitted to all the faculty of the depart-
ment or school and to the dean. The voting faculty of the
department or school shall review its bylaws at regular in-
tervals not to exceed five years.

2.4. Other Administrative Officers Within a College
2.4.1. The selection, terms, and conditions of appointment of any
administrator of an academic program under the jurisdiction
of the dean of a college shall be the same as for department
chairmen.

3. COLLEGE ORGANIZATION

3.1. The College

3.1.1. The college is the major educational and administrative
group within the university.

3.1.2. As used in these bylaws, the term “college” refers to any
administrative unit which is officially designated a college
and which is directed by an executive officially designated
a dean. A departmentally organized college is one whose
staff is divided into departments or schools. By a residential
college is meant any college which is not departmentally
organized.

3.2. Dean of the College

3.2.1. The chief executive officer of a college is the dean.

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

3.2.3. With respect to the selection of a dean, the Faculty adopts
the following principle:
“The selection of academic deans . . . should be the
responsibility of the president with the advice of and in
consultation with the appropriate faculty.”

3.2.3.1. Because the appropriateness of consultative pro-
dedures may vary from college to college, the Col-
lege Advisory Council together with the chairmen

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(and directors) shall collaborate with the Provost to formulate the specific procedures governing such consultation. These procedures shall conform to the general principle enunciated above and to 3.2.2. Once approved by both the Provost and the voting faculty of the college, these procedures shall become operative.

3.2.3.2. The procedures adopted under 3.2.3.1. shall abrogate neither the freedom of the President and the Provost to solicit or obtain other advice nor the President’s freedom and responsibility for his nomination to the Board.

3.3. Associate and Assistant Deans

3.3.1. An associate or assistant dean of a college is appointed by the Board of Trustees on nomination by the dean of the college upon recommendation by the President.

3.3.2. The dean shall consult with the College Advisory Council and the department chairmen (and directors) concerning the appointment or replacement of an associate or assistant dean.

3.4. Review of Administrative Positions

3.4.1. The principle of regular and comprehensive review is endorsed for administrative positions at the college level.

3.5. College Advisory Councils

3.5.1. In each college there shall be a faculty organization known as the College Advisory Council. The College Advisory Council is intended to serve as an open channel of communication between the college faculty and the dean. It may meet privately with the dean, it may be assembled jointly with chairmen and directors, as the interests of the college require. Its function remains in either case the same, namely, to assist the dean in the discharge of his responsibilities by a direct representation of faculty opinion.

3.5.2. The voting faculty of the college shall determine the specific procedures to be followed in electing representatives to the
College Advisory Council. In establishing these procedures, the faculty shall be guided by the principle that all of the diverse academic interests of the college are to be represented.

3.5.2.1. The procedure adopted by the college faculty shall be reviewed by the Committee on Committees (4.6.).

3.5.2.2. The procedure shall be reviewed by the college faculty at least once every three years.

3.5.3. Voting members of the College Advisory Council shall be elected during the winter quarter, and shall take office at the beginning of the spring quarter. Members shall be elected for a two-year term. No faculty member may be elected for more than two consecutive terms. Half of the College Advisory Council shall be elected each year. (Initially, half of the elected representatives, to be selected at random, shall serve a term of only one year.)

3.5.4. The College Advisory Council shall select from among the college representatives to the Academic Council one person to sit with the College Advisory Council and to serve as its liaison with the Academic Council. This member shall be without vote. Additional ex officio non-voting members may be added by the College Advisory Council.

3.5.5. The College Advisory Council shall elect its own chairman, and shall fill vacancies for any part of a term until the next regular election.

3.5.6. The College Advisory Council shall distribute its minutes to all members of the college faculty.

3.5.7. The College Advisory Council shall assist the dean of the college in preparing the agenda for college faculty meetings.

4. UNIVERSITY ORGANIZATION

4.1. The President

4.1.1. The President is the chief executive officer of the University.

4.1.2. The President is elected by the Board of Trustees and serves at its pleasure.
4.1.3. With respect to the selection of the President, the Faculty endorses the following principles:

"Joint effort of a most critical kind must be taken when an institution chooses a new president. The selection of a chief administrative officer should follow upon cooperative search by the governing board and the faculty, taking into consideration the opinions of others who are appropriately interested. The president should be equally qualified to serve both as the executive officer of the governing board and as the chief academic officer of the institution and the faculty. His dual role requires that he be able to interpret to board and faculty the educational views and concepts of institutional government of the other. He should have the confidence of the board and the faculty."\(^4\)

4.1.4. In view of 4.1.3., the Faculty recognizes that one of its most important duties is to offer, at the appropriate times, its assistance and consultation to the Board of Trustees in the matter of the Board’s election of a president. Therefore, in order that the Faculty may be able to discharge this duty in the most responsible manner, the Academic Council shall formulate procedures which shall make it possible for the Faculty to provide such assistance and consultation at the appropriate times. These procedures shall be submitted to the Academic Senate for approval. On approval by the Senate, they shall be transmitted through the President to the Board for approval.

4.2. **Principal University Academic Officers (Other Than the President)**

4.2.1. With respect to the selection of principal academic officers, the Faculty adopts the following principle:

"The selection of . . . chief academic officers should be the responsibility of the president with the advice of and in consultation with the appropriate faculty."\(^5\)

4.2.2. In conformity with 4.2.1., the Academic Council shall collaborate with the President to establish the procedures for faculty consultation in the cases of those principal academic officers, e.g., the Provost, the Dean of the Graduate School, and the Director of the Honors College, in whose selection consultation is not otherwise provided for by these Bylaws. (The foregoing list of principal academic officers is meant only to be illustrative, not exhaustive.)


4.3. The Academic Senate

4.3.1. Composition and Organization of the Academic Senate

4.3.1.1. The Academic Senate shall be composed of professors, associate professors, and assistant professors of the regular faculty, namely, of that part of the faculty which is competent to vote on external matters (1.1.1. and 1.2.3.), together with the President and the Provost. Honorary faculty shall be members with voice but without vote (1.1.3.).

4.3.1.2. The President, or in case of his absence the Provost, shall preside at the meetings of the Academic Senate. The secretary of the Senate shall be appointed by the President and shall have the title of Secretary of the Faculties.

4.3.2. Functions of the Academic Senate

4.3.2.1. Senate action shall be taken on issues of major importance relating to matters of educational policy. The Academic Council shall determine whether a matter must have Senate action. On a vote to refer a matter to the Senate for action, the vote of a simple majority of those present and voting in the Academic Council shall be sufficient to carry.

4.3.2.2. The Academic 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 (1.2.5.).

4.3.3. Procedures of the Academic Senate

4.3.3.1. The Academic Senate shall meet regularly once during the fall term and once during the spring term of each academic year. Special sessions of the Academic Senate may be called by the President or by the Academic Council.

4.3.3.2. Senate meetings are closed meetings. Except by invitation no person who is not a member of the Senate (as defined in 4.3.1.1.) shall be admitted to its sessions. The Senate shall determine its own rules of order and procedure, except as formulated herein. Reports of attendance at Senate meetings shall name only those present.
4.3.3.3. *Senate Procedure in Relation to the Council*

4.3.3.3.1. Business requiring consideration of the Academic Senate shall ordinarily be brought before it in the form of a report or recommendation from the Academic Council. When a recommendation is initially presented, it shall 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.

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

4.3.3.3.3. 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 shall constitute the initial presentation for the purposes of the procedure described above.

4.3.3.3.4. Voting shall be by voice or show of hands, except that a secret ballot shall be taken on the request of 50 or more members present.

4.3.3.3.5. Forty per cent of those present and voting shall carry a motion to reconsider and to have the motion entered on the minutes.
Such an action has the effect of postponing reconsideration to a later meeting.

4.4. The Academic Council

4.4.1. Composition of the Academic Council

4.4.1.1. The Academic Council shall consist of the President, the Provost, the elected faculty representatives, the deans, members of the Steering Committee, and designated *ex officio* members.

4.4.1.1.1. The sub-group consisting of the President, the Provost, the faculty representatives, and the Steering Committee shall constitute the *Elected Faculty Council*.

4.4.1.1.2. The sub-group consisting of the deans shall constitute the *Appointed Council*.

4.4.1.1.3. There shall be a third sub-group consisting of *ex officio* members, namely, the administrative officer in charge of admissions, scholarships and registration; the Director of Undergraduate Education; the Director of the Honors College; the Director of Continuing Education; the Director of Libraries; the chairman of each faculty standing committee; the Ombudsman; two undergraduate students selected by the Associated Students of Michigan State University; one graduate student selected under procedures developed by the Graduate Council; and such additional *ex officio* non-voting members as may be approved by the Elected Faculty Council.

4.4.1.2. Voting members of the Academic Council

4.4.1.2.1. Elected members of the Elected Faculty Council (4.4.1.1.1.) and members of the Appointed Council (4.4.1.1.2.) shall be the voting members of the Academic Council.
4.4.1.2.2. The President, or in his absence the Provost, as presiding officer may vote to break ties.

4.4.2. Number and Election of College Representatives

4.4.2.1. Each departmentally organized college shall have two elected college representatives regardless of its size. A departmentally organized college shall be entitled to one additional elected representative for every forty voting faculty members in excess of forty to a maximum of six additional elected representatives.

4.4.2.2. Each residential college shall have one elected college representative regardless of its size. Moreover, a residential college shall be entitled to one additional elected representative for every forty voting faculty members in excess of forty to a maximum of six additional elected representatives.

4.4.2.3. For purposes of determining the number of elected representatives on the Academic Council to which a college is entitled, the number of voting faculty shall be taken as the budgeted full-time equivalent of the number of voting faculty engaged in teaching, research, administration, extension, or counseling, within the college. For example, two voting faculty members engaged half-time shall count as one voting faculty member. If a faculty member is engaged in teaching, research, administration, extension, or counseling in several colleges, his degree of engagement in each shall be determined in accordance with Section 1.2.4.

4.4.2.4. The election of representatives to the Academic Council and to faculty standing committees shall be deemed an external matter for a college voting faculty (1.2.3. - 1.2.4.).

4.4.2.5. Steering Committee members may not serve concurrently as elected college representatives (4.5.1.2.).

4.4.2.6. The term of office of an elected college representative shall be two years. No individual may serve more than two consecutive terms as an elected col-
lege representative. (When a college is first established, half the representatives elected in the first election shall serve a term of only one year, namely, those receiving fewer votes.)

4.4.2.7. Each department or school shall nominate one eligible candidate. The college representatives shall be elected during the spring term by mailed ballot supervised by the College Advisory Council. Elected representatives take office on July 1. A single department or school may have more than one elected representative on the Academic Council if the college is so small, or its departments are so few, that limiting representation would unfairly reduce the college's membership on the Council.

4.4.2.8. If for any reason a college representative is unable to serve for a period of one term or more, a replacement may be named by the College Advisory Council, either temporarily or for the unexpired portion of the term.

4.4.2.9. The mode of nomination and replacement procedures for elected representatives of the residential colleges shall be similar to those prescribed for the departmentally organized college.

4.4.3. Number and Election of Non-College Faculty Representatives

4.4.3.1. All regular faculty members of the university who are not represented through colleges or who are not otherwise named in the membership of the Academic Council shall have one representative elected at large from among their number. Moreover, they shall be entitled to one additional elected representative for every forty voting faculty members in excess of forty to a maximum of six additional elected representatives. This election shall be administered by the Secretary of the Faculties.

4.4.4. Functions of the Academic Council

4.4.4.1. The Academic Council acts for and on behalf of the Academic Senate.
4.4.4.2. The Academic Council shall advise the President on all matters of educational policy.

4.4.4.3. The Academic Council may bring up for consideration proposals on any matter pertaining to the general welfare of the university, including any parts thereof such as faculty, students, and administrative units.

4.4.4.4. The Academic Council shall advise the President on any other matters he brings before it.

4.4.4.5. The administration shall keep the Academic Council informed and shall seek its advice on such matters as buildings, budget policies, new proposals, plans and developments.

4.4.4.6. The Academic Council shall approve or reject major changes in courses and curricula.

4.4.4.7. The Academic Council shall be the final authority with regard to the interpretation of these Bylaws.

4.4.5. Procedures of the Academic Council

4.4.5.1. The President, or in his absence the Provost, shall preside at meetings of the Academic Council. The Secretary of the Faculties shall serve as secretary to the Academic Council (4.3.1.2.).

4.4.5.2. The Academic Council shall meet at least once each month, and more often at the call of the President or of the Steering Committee. The meetings of the Academic Council shall be open. Observers shall be seated separately.

4.4.5.3. The Elected Faculty Council shall meet at regular intervals. The President, or in his absence the Provost, shall preside. The Secretary of the Faculties shall serve as secretary. The voting membership of the Elected Faculty Council shall consist of the elected faculty representatives, and the members of the Steering Committee. The presiding officer may vote to break ties. Minutes of all meetings of the Elected Faculty Council shall be circulated to all members of the faculty.
4.4.5.4. The Elected Faculty Council or the Appointed Council may by majority vote of those present and voting, refer matters to the Academic Council for consideration. Such recommendations shall be placed on the agenda of the Academic Council by the Steering Committee.

4.5. The Steering Committee of the Faculty

4.5.1. Composition and Election of the Steering Committee

4.5.1.1. The Steering Committee shall be composed of five members elected by the voting faculty of the university for two-year terms, with no more than one member coming from any one college. No member is eligible to serve more than two terms consecutively. Steering Committee members shall serve as members of the Academic Council in addition to their college's other representatives. The Steering Committee shall elect its own chairman and secretary.

4.5.1.2. Members of the Steering Committee may not serve concurrently as college representatives on the Academic Council (4.4.2.5.).

4.5.1.3. Either two or three members of the Steering Committee shall complete their terms each year and be up for re-election or replacement. The Academic Council and the Committee on Committees shall each nominate two candidates for each position to be filled. Thus, the voting faculty will choose among four nominees for each position open.

4.5.1.4. The election of members to the Steering Committee shall be deemed an external matter for college voting faculties (1.2.3. - 1.2.4.).

4.5.1.5. The election of the Steering Committee shall be conducted by the Secretary of the Faculties annually in the second week in May. Election shall be decided by a plurality of votes. Elected members take office July 1.

4.5.1.6. Steering Committee positions vacated during a term of office shall be filled by appointment of the Academic Council.
4.5.2. Functions of the Steering Committee

4.5.2.1. The Steering Committee shall act as an agency through which individual faculty members or faculty groups and organizations may initiate action.

4.5.2.2. The Steering Committee, in consultation with the President or the Provost, shall prepare the agenda for meetings of the Academic Council and the Academic Senate. Before each regularly scheduled meeting of the Academic Senate or the Academic Council, the Steering Committee shall hold a duly announced meeting open to any member of the Academic Senate at which suggestions for agenda items will be heard and any proposals, complaints, inquiries, etc., will be duly processed.

4.5.3. Procedures of the Steering Committee

4.5.3.1. The Steering Committee may report either to the Academic Council or directly to the Academic Senate.

4.6. The Committee on Committees

4.6.1. Composition and Election of the Committee on Committees

4.6.1.1. The Committee on Committees shall consist of one member from each departmentally organized college, one member from the group of residential colleges, and one member from the non-college faculty group. The committee shall elect its chairman. Only newly-elected college representatives to the Academic Council are eligible for election to the Committee on Committees. Election to the Committee on Committees shall be by vote of the elected college Academic Council representatives of the respective colleges. The term of office is two years. Provisions shall be made to stagger elections to assure continuity.

4.6.2. Functions of the Committee on Committees

4.6.2.1. The Committee on Committees shall advise the President and the Academic Council on the committee structure of the faculty government. It shall explain its recommendations by defining the re-
sponsibilities and functions of committees and the relationships of committees to one another, to the other agencies of faculty government, to the faculty, and to the administration.

4.6.2.2. The Committee on Committees shall advise the President concerning the appointment of faculty representatives to faculty-student standing committees; and of faculty representatives to other committees when the President or the Council requests its advice.

5. THE STANDING COMMITTEES OF THE UNIVERSITY FACULTY

5.1. Nature and Establishment of Faculty Standing Committees

5.1.1. 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.

5.1.2. Initially, there shall be the following faculty standing committees:

- University Curriculum Committee
- University Educational Policies Committee
- University Faculty Affairs Committee
- University Faculty Tenure Committee
- University Committee on Honors Programs
- University International Projects Committee
- University Library Committee
- University Student Affairs Committee
- University Committee on Business Affairs

5.2. General Rules Governing Faculty Standing Committees

5.2.1. Subcommittees or ad hoc committees of faculty standing committees shall exist at the discretion of the parent committees. The advisability of the continuance of subcommittees or ad hoc committees shall be raised annually in the parent committees.
5.2.2. The term of office of elected members of all faculty standing committees shall be three years. Provisions shall be made to stagger elections to assure continuity. Terms of office shall begin on January 1, and terminate on December 31.

5.2.3. No person may serve as a voting member of more than one faculty standing committee at a time (6.1.3.). No elected member of a faculty standing committee shall serve consecutive terms on the same faculty standing committee.

5.2.4. The voting faculty of each departmentally organized college shall elect a member to each faculty standing committee from two candidates for each position nominated by the College Advisory Council. The voting faculty of each residential college shall elect a member to the Curriculum Committee and to the Educational Policies Committee from two candidates for each position nominated by the College Advisory Council. In addition, the voting faculty of the group of residential colleges shall jointly elect a member to each faculty standing committee, except the Curriculum Committee and the Educational Policies Committee, from two candidates for each position nominated jointly by the College Advisory Councils of the residential colleges.

5.2.5. If an elected member of a faculty standing committee is unable to fill his office for a term or longer, a replacement may be appointed by the respective College Advisory Council or group of residential College Advisory Councils.

5.2.6. The Educational Policies Committee, the International Projects Committee, the Curriculum Committee, the Student Affairs Committee and the Library Committee shall each have one undergraduate student representative and one graduate student representative. The undergraduate representatives shall be selected by the Board of the Associated Students of Michigan State University. The graduate representatives shall be selected by an appropriate procedure developed by or under the supervision of the School for Advanced Graduate Studies and the Graduate Council. The student representatives shall be non-voting.

5.2.7. The chairman of each faculty standing committee shall submit an annual written report to the Steering Committee by December 31. Summaries of these reports shall be distributed to the Academic Council, and through Council
minutes to the entire voting faculty. Each chairman shall keep the Academic Council informed of the work of his committee by means of oral reports at the meetings of the Academic Council.

5.2.7.1. Elected members of the faculty standing committees shall report quarterly, either orally or in writing, to their respective College Advisory Councils concerning the work of their committees.

5.2.8. With the exception of the University Curriculum Committee, whose chairman shall be named by the President, all faculty standing committees shall elect a chairman annually in January from their own membership.

5.3. General Functions of Faculty Standing Committees

5.3.1. The faculty standing committees shall represent the several college faculties in the interest of the total university.

5.3.2. The faculty standing committees shall advise the Academic Council and appropriate administrative officials on matters within the purview of the committees.

5.3.3. In the performance of their various duties, faculty standing committees must often seek the expertise and assistance of both individuals and administrative units within the University. Accordingly, these committees are both encouraged and authorized to call on such individuals and administrative units for advice and assistance, and said individuals and administrative units shall render whatever services are reasonably requested.

5.4. Nature and Functions of the Several Faculty Standing Committees

5.4.1. University Curriculum Committee

5.4.1.1. The voting membership of the Curriculum Committee shall consist of its elected faculty members. The Registrar and a representative of the Provost's Office shall serve ex officio without vote. Additional ex officio non-voting members may be included at the discretion of the committee.

5.4.1.2. College representatives elected to the University Curriculum Committee shall serve as non-voting
ex officio members of their respective college curriculum committees.

5.4.1.3. 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 Academic Council and Provost on appropriate action. The main function of the committee is procedural. It shall take leadership in considering the establishment and deletion of courses and curricula. It shall be prepared to report on costs, enrollment, etc., that are to be anticipated from proposed changes.

5.4.1.4. The specific responsibilities of the Curriculum Committee are to review, evaluate, and approve or disapprove minor course changes; to review, evaluate, and recommend approval or disapproval of all major course changes to the Academic Council; to review, evaluate, and recommend approval or disapproval of degree requirements to the Academic Council; to suggest procedures for the elimination of courses that do not enroll a sufficient number of students; to suggest the need for new courses or curricula where the need seems evident; and to maintain a close working relationship with the All-University Graduate Council.

5.4.2. University Educational Policies Committee

5.4.2.1. The voting membership of the Educational Policies Committee shall consist of its elected faculty members. The Provost and the Director of the Educational Development Program shall serve ex officio without vote. Additional ex officio non-voting members may be included at the discretion of the committee.

5.4.2.2. The Educational Policies Committee shall examine the broad educational issues affecting the university and advise the Academic Council and the Provost thereupon. The committee shall not concern itself with educational procedures but with educational policies.
5.4.2.3. Specifically, the Educational Policies Committee shall examine and evaluate policies relating to subject matter, methods of instruction, facilities, and support for research of faculty members and students; curriculum organization, including establishment or disbandment of departments, divisions, and colleges; and curriculum revision.

5.4.3. University Faculty Affairs Committee

5.4.3.1. The voting membership of the Faculty Affairs Committee shall consist of its elected faculty members. The Provost shall serve as an ex officio non-voting member. Additional ex officio non-voting members may be included at the discretion of the committee.

5.4.3.2. The Faculty Affairs Committee shall examine all policies (excluding tenure) affecting faculty services and benefits and advise the Academic Council and the Provost thereupon.

5.4.3.3. Specifically, the Faculty Affairs Committee shall study and evaluate 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, faculty evaluation, health service, retirement, faculty housing. The committee shall serve as the body for an on-going evaluation of the Bylaws of the Faculty and make recommendations thereupon when appropriate.

5.4.4. University Faculty Tenure Committee

5.4.4.1. The voting membership of the Faculty Tenure Committee shall consist of its elected faculty members. A representative of the Provost’s office shall serve ex officio without vote.

5.4.4.2. 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.

5.4.4.3. The Faculty Tenure Committee shall review existing tenure regulations and advise the Provost and
the Academic Council concerning appropriate changes, suggest policies and procedures for dismissal of tenured faculty to the Provost and the Academic Council, and investigate any matter pertaining to tenure which the committee deems significant.6

5.4.4.4. The Faculty Tenure Committee shall hear all cases for exception to the tenure legislation and recommend appropriate action to the Provost.

5.4.5. University Committee on Honors Programs

5.4.5.1. The voting membership of the Honors Programs Committee shall consist of its elected faculty members. The Director of the Honors College shall serve as an ex officio non-voting member. Additional ex officio non-voting members may be included at the discretion of the committee.

5.4.5.2. The Honors Programs Committee shall review and evaluate programs for honors students within the colleges and departments of the university, including the Honors College. It shall counsel with the Director of the Honors College on policies and procedures, on possible alterations in present programs, and on plans for future activities. Its members shall report activities to their colleges and shall bring to the committee such suggestions as their colleges may offer.

5.4.5.3. Specifically, the Honors Programs Committee shall counsel with departments and colleges on the institution and strengthening of honors programs within their areas; review, evaluate and recommend honors programs; and recommend to the Academic Council appropriate standards for the granting of honors degrees.

5.4.6. University International Projects Committee

5.4.6.1. The voting membership of the International Projects Committee shall consist of its elected faculty mem-

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6The procedures employed by the University Faculty Tenure Committee have been defined in a document, "Tenure of Appointment at Michigan State University," adopted by the Board of Trustees on May 15, 1952, and in a report of the committee, "Procedures for the Dismissal of Tenured Faculty," approved by the Academic Council on June 7, 1968, and adopted by the Board of Trustees on March 16, 1967.
bers. The Dean of International Programs shall serve as an *ex officio* non-voting member. Additional *ex officio* non-voting members may be included at the discretion of the committee.

5.4.6.2. The International Projects Committee shall advise the Dean of International Programs, the Provost, and the Academic Council with respect to the coordination of the university’s overseas projects with the university’s academic program; the recruitment and retention of qualified faculty and staff for such projects; the contribution of such projects to the research, service, and educational goals of the university; the academic propriety of current and proposed overseas projects.

5.4.6.3. The International Projects Committee shall also serve as the principal channel of communication at the policy level between the Office of International Programs and the faculty.

5.4.6.4. Specifically, the International Projects Committee shall examine, evaluate, and suggest policies concerning types of overseas projects in which the university should engage; relation of university-sponsored projects to government agencies, foundations, other fund-granting agencies and other universities; qualifications for employment of non-university project members; informational benefits to on-campus curricular research activities deriving from such projects; any aspect of project activity which may affect the reputation of the university or its faculty, either nationally or internationally.

5.4.7. *University Library Committee*

5.4.7.1. The voting membership of the Library Committee shall consist of its elected faculty members. The Director of Libraries shall serve *ex officio* without vote. Additional *ex officio* non-voting members may be included at the discretion of the committee.

5.4.7.2. The Library Committee shall study and evaluate library services, facilities, and policies, and shall advise the Provost, the Director of Libraries, and the Academic Council thereupon.
5.4.7.3. Specifically, the Library Committee shall evaluate all library services and policies, place under continuous study current library needs and projected needs, and suggest appropriate action.

5.4.8. University Student Affairs Committee

5.4.8.1. The voting membership of the Student Affairs Committee shall consist of its elected faculty members. The Vice President for Student Affairs and the Associate Dean of Students shall serve as ex officio non-voting members. Additional ex officio non-voting members may be included at the discretion of the committee.

5.4.8.2. The Student Affairs Committee shall examine, study and evaluate all policies of the Office of the Vice President for Student Affairs as they affect academic achievement in the university and advise the Vice President for Student Affairs, the Associate Dean of Students, and the Academic Council thereupon.

5.4.8.3. The Student Affairs Committee shall review and recommend changes in regulations governing student conduct as developed and proposed by living units and governing groups. The committee may initiate, review and recommend proposed changes in the procedures through which such regulations are promulgated and may make appropriate recommendations to the Academic Council.7

5.4.9. University Committee on Business Affairs

5.4.9.1. The voting membership of the Committee on Business Affairs shall consist of its elected faculty members. The Vice President for Business and Finance, together with two other persons from the business and service groups designated by the Vice President for Business and Finance, shall serve as ex officio non-voting members. Additional ex officio non-voting members may be included at the discretion of the committee.

7The general guidelines for the work of the University Committee on Student Affairs have been laid down in the report of the committee, "Academic Freedom for Students at Michigan State University," approved by the Academic Council and adopted by the Board of Trustees on March 16, 1967.
5.4.9.2. The Committee on Business Affairs shall examine and evaluate policies within the service functions and business office, exclusive of allocation of financial resources, that bear directly on the academic and research aspects of the University.

5.4.9.3. The Committee on Business Affairs shall recommend to the Vice President for Business and Finance appropriate policies of the Business Office and shall inform the Academic Council of any such policy recommendations.

6. FACULTY-STUDENT STANDING COMMITTEES AND AGENCIES

6.1. General Rules Governing Faculty-Student Standing Committees and Agencies

6.1.1. Faculty-student standing committees and agencies may be formed and dissolved by the Academic Council, acting in concert with the Associated Students of Michigan State University.

6.1.2. The term of office of faculty members of all faculty-student standing committees and agencies shall be three years. Provision shall be made to stagger appointments to assure continuity. Terms of office shall begin on January 1 and terminate on December 31.

6.1.3. No student or faculty member of a faculty-student standing committee or agency may serve concurrently on a faculty standing committee or on another faculty-student standing committee or agency. No such member may serve more than two consecutive terms on the same committee or agency.

6.1.4. The faculty members of a faculty-student standing committee or agency shall be appointed by the President from a list of nominees of twice the number of positions to be filled, supplied by the Committee on Committees. No two faculty members on such a committee or agency shall come from the same college.

6.1.5. In the performance of their various duties, faculty-student standing committees must often seek the expertise and assistance of both individuals and administrative units
within the University. Accordingly, these committees are both encouraged and authorized to call on such individuals and administrative units for advice and assistance, and said individuals and administrative units shall render whatever services are reasonably requested.

6.2. Nature and Functions of the Several Faculty-Student Standing Committees and Agencies

6.2.1. Committee on the Academic Rights and Responsibilities of Students


6.2.1.2. The committee shall report to the Provost annually on December 31 so that he may transmit a report to the Academic Council.

6.2.2. Student-Faculty Judiciary

6.2.2.1. The composition and jurisdiction of this body are set forth in the Academic Freedom document.

6.2.2.2. The Judiciary shall submit an annual report on December 31 to the Vice President for Student Affairs so that he may transmit a report to the Academic Council.

6.2.3. Advisory Board for the State News and the Wolverine

6.2.3.1. The composition and functions of this board are set forth in the Academic Freedom document.

6.2.3.2. The Board shall report annually on December 31 to the President so that he may transmit a report to the Academic Council.

7. AD HOC COMMITTEES

7.1. The formation of ad hoc committees shall be kept to a minimum. Whenever possible, a commission should be referred to a standing committee rather than to an ad hoc committee.
7.2. Before establishing an *ad hoc* committee, the President (or the
Academic Council, as the case may be) shall consult with the
Steering Committee to determine whether the commission might
be appropriately referred to one or more of the standing com-
mittees.

8. **ADMINISTRATIVE SUPPORT OF FACULTY GOVERNMENT**

8.1. The administrative officer in charge of an academic unit shall
render all necessary support, clerical and otherwise, to faculty
government at the level of his administrative unit. At the univer-
sity level this responsibility falls on the Provost.

8.2. Department chairmen (or directors of schools) and deans shall
recognize a faculty member’s participation in faculty govern-
ment as an important and integral part of the individual’s work-load. In
particular, teaching schedules shall be made consistent with regu-
lar committee or council meetings and necessary clerical assistance
shall be made available to the participating faculty member.

9. **INTERPRETATION AND AMENDMENT PROCESS**

9.1. The Academic Council shall be the final authority with regard to
the interpretation of these Bylaws (4.4.4.7.).

9.2. Amendments to these Bylaws may be introduced at meetings of
either the Academic Council or the 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 ap-
proved by the Senate and rejected by the Council may at the direc-
tion of the Senate be referred to its membership for a mailed ballot.
Approval by a two-thirds majority of those voting on a mailed
ballot shall suffice for adoption of the amendment.

9.3. These Bylaws, as amended, replace the Bylaws of the Faculty
Organization adopted on December 15, 1961, as amended to
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