Bylaws for Academic Governance
Michigan State University 1971

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Academic Senate
May 19, 1971

Board of Trustees
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the Secretary
of the Faculties
September, 1971
The pattern of student participation set forth in this document is to be tried experimentally for a period of two years, beginning May 19, 1971. At the end of this time the pattern is to be reconsidered by the Academic Council and the Academic Senate. These bodies will then be free to amend or confirm the pattern as experience shall have taught us.
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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 other 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 Council 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. The qualified voting members of a particular academic unit shall be understood to comprise, besides the voting faculty, the student representatives selected for that unit under these rules.

1.2.7. Action for a particular academic unit may be taken by a majority of the qualified voting members 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

2.2.4.1. 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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2AAUP 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 qualified voting members 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 qualified voting members 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. Department or school Bylaws, and amendments thereto, shall be published. The qualified voting members of a department or school shall review its Bylaws at regular intervals 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.

2.5. Student Representation

2.5.1. Each department and school and each center or institute that has academic responsibilities, or whose work concerns students, either graduate or undergraduate, shall develop patterns for the significant involvement of its students in the decision-making processes by which policy is formed.

2.5.2. Each department, school, center or institute is charged with defining the extent of its student constituency, namely, with deciding the question whether, in addition to its majors, its constituency shall include major-preference freshmen and sophomores, interested no-preference students, etc. However, every regularly enrolled full-time student shall be entitled to participation in the affairs of one unit in the college in which he is enrolled.

2.5.3. The students of such a constituency shall be responsible for selecting, according to patterns of their own choice, their representatives in the councils and committees to which they are party.

2.5.4. The terms of office for student representatives shall be one year. A student may be elected to serve an additional term of office.

2.5.5. Membership in a council or committee shall in all cases carry with it, for student representatives, the right to vote on all matters, external as well as internal (1.2.1. and 1.2.3.),

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that fall within the committee's or council's purview, except for matters that are specifically reserved by these rules.

2.5.6. The reserved exceptions are of three sorts, namely,

2.5.6.1. **Matters of exclusive concern to the faculty**, such as their salary, leaves, insurance, and other fringe benefits, health service and housing, retirement;

2.5.6.2. **Matters affecting the distinctively professional duties of the faculty**, namely, the duties that flow from the faculty's obligation to maintain the intellectual authority of the University as a center of detached inquiry and disinterested pursuit of truth;

2.5.6.3. **Matters in which the distinctively professional rights of the faculty are at issue**, as in decisions concerning the substantive issues of tenure, that is, the re-appointment, promotion, or dismissal of individual members of the faculty whose appointment places them under the rules of tenure.

2.5.7. Any act which diminishes, suspends or compromises the distinctively professional rights or duties of the faculty is destructive of the interests of the University and is forbidden by these rules.

2.5.8. Professional competency is a necessary condition for teaching in the University: it is not, however, a sufficient condition for teaching and the teaching function remains a just matter of student concern.

2.5.8.1. Nothing in these rules shall be construed as granting an immunity to the faculty from the legitimate demands for an assiduous, informed and considerate attention to the duties of teaching.

2.5.8.2. Student representatives may with perfect propriety raise questions of general policy designed (as in the "Code of Teaching Responsibility") to provide remedies for poor teaching or negligent performance, where remedies are needed but not available, or though available are in practice disallowed.

2.5.8.3. Student inputs—especially the evidence regarding the teaching performances which students observe directly—must figure significantly in the faculty's
judgment whenever decisions concerning substantive issues of tenure are in process of being formed.

2.5.8.4. All agencies at the level of department, school, institute or residential college (the basic units in which substantive decisions originate) are expressly instructed to provide formal opportunities for students to represent their views, in order that their views may be considered along with other evidence.

2.5.8.5. If, however, it should chance, for example in a case requiring a decision for reappointment or dismissal under the rules of tenure, that the students favored the reappointment of a person whose performance the faculty regarded as below the level of the University, the faculty's judgment would carry.

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."4

3.2.3.1. Because the appropriateness of consultative procedures may vary from college to college, the College Advisory Council together with the chairmen (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 publish its minutes.

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

3.6. Student Representation

3.6.1. Each college shall develop patterns for the significant involvement of its students in the decision-making processes by which policy is formed.

3.6.2. Each college is charged with defining the extent of its student constituency. Every regularly enrolled full-time student
shall be entitled to participate in the affairs of one college in the University.

3.6.3. The rules laid down in Sections 2.5.3. - 2.5.8.5. shall be understood to govern student representation at the college as well as at the departmental and school level.

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."

4.1.4. 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."6

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. 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.

4.3.3.4. 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.

4.3.3.5. 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 student 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, the chairman of the University Committee on Faculty Affairs and Faculty Compensation, and the faculty members of 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. The third sub-group shall consist of the Student Representatives. (This term shall be understood to signify both
representatives and representatives-at-large.)

4.4.1.1.4. The Academic Council shall have the following *ex officio* members: the Vice President for Student Affairs; the administrative officer in charge of admissions, scholarships and registration; a representative of the Office of the Provost; the Director of the Honors College; the Director of Continuing Education; the Director of Libraries; the chairman of each standing committee of the Council; the Ombudsman.

4.4.1.2. **Voting Members of the Academic Council**

4.4.1.2.1. All members of the Academic Council, with the exception of the presiding officer and the Ombudsman, shall be voting members.

4.4.1.2.2. The President, or in his absence the Provost, as presiding officer may vote to break ties.

4.4.2. **Faculty 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 Council 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 faculty representatives (4.5.1.2.).

4.4.2.6. The term of office of an elected faculty representative shall be two years. No individual may serve more than two consecutive terms as an elected faculty 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 residen-
tial colleges shall be similar to those prescribed for the departmentally organized college.

4.4.2.10. 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.

4.4.3. Student Representatives

4.4.3.1. Undergraduate Student Representatives: Each of the colleges whose primary educational task is the education of undergraduates shall have one undergraduate student representative.

4.4.3.2. The College of Human Medicine, the College of Osteopathic Medicine, and the College of Veterinary Medicine shall each have one representative, either an undergraduate or a student working toward a professional degree.

4.4.3.3. These representatives shall be chosen according to procedures established by a vote of the student constituency of the several colleges.

4.4.3.4. The term of office of a student representative shall be one year. A representative may serve an additional term of office. Terms of office shall coincide with the academic year.

4.4.3.5. Graduate Student Representatives: The graduate students of the University shall have six representatives selected from among those colleges which have a graduate training function. No college may be represented by more than one representative at a time.

4.4.3.6. The graduate student representatives shall be selected by the Council of Graduate Students (COGS).
4.4.3.7. The term of office of a graduate student representative shall be one year. A representative may serve an additional term. Terms of office shall coincide with the academic year.

4.4.3.8. **Student Representatives-at-large:** To ensure a systematic representation of the views of non-whites and women, ten seats shall be reserved on the Academic Council for student representatives-at-large.

4.4.3.8.1. Of these ten positions, at least six shall be reserved for non-white students and and at least five shall be reserved for women students.

4.4.3.8.2. These positions shall be filled by elections-at-large, that is, by elections that involve the total student community.

4.4.3.8.3. The slate of candidates-at-large shall be prepared by a Student Committee on Nominations consisting of the following seven persons:

the student member of the Steering Committee (4.5.1.1.2.),

three undergraduates—at least two of whom shall be non-white and at least one of whom shall be a woman—appointed by the chairman of the Associated Students of Michigan State University (ASMSU), and

three graduate students—at least two of whom shall be non-white and at least one of whom shall be a woman—appointed by the president of the Council of Graduate Students (COGS).

The student member of the Steering Committee shall be responsible for assembling the Student Committee on Nominations and shall preside as chairman at its meetings. The Student Committee on Nominations shall report to the student representatives of the Council.
4.4.3.8.4. The slate prepared by the Student Committee on Nominations shall name at least two candidates for each position to be filled. The Committee is free to set its own rules. It is, however, expressly instructed to insure that candidates for at-large seats designated for non-white students be nominated by appropriate non-white student groups, in a manner conducive to fair representation among such groups. In addition, the Committee is to entertain nominating petitions from student groups and individuals, and to provide in the ballot for the possibility of write-ins.

4.4.3.8.5. It shall be understood that these positions for representatives-at-large do not include the seats in the Council alluded to in Sections 4.4.3.1., 4.4.3.2., and 4.4.3.5.

4.4.3.8.6. A student member of a non-white minority may according to ordinary processes be elected to represent a college, or designated to represent the graduate students, without reference to his minority status. The student then serves not by virtue of his special status as the member of a minority but by virtue of his ordinary status as the member of a college or as a graduate student. Such a student shall not be counted in determining the number of non-white student representatives-at-large that remain on any given occasion to be chosen.

4.4.3.8.7. The purpose of these provisions is not to dignify our separations or to make permanent our divisions but to affirm the pluralism that is indispensable to our form of community. Our purpose is to institute a guarantee, to ensure a result not certified by the ordinary processes of election, namely, that the voice of the
non-white minorities in this University shall on all occasions, irrespective of the results of college and graduate student elections, be positively heard.

4.4.3.8.8. The term of office of a student representative-at-large shall be one year. A representative-at-large may serve an additional term. Terms of office shall coincide with the academic year.

4.4.4. Functions of the Academic Council

4.4.4.1. The Academic Council acts for and on behalf of the Academic Senate, subject to the provisions of Sections 4.3.2. and 4.3.3.3.

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. Within the constraints of the constitutional authority of the Board of Trustees, 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, the chairman of the University Committee on Faculty Affairs and Faculty Compensation; and the faculty 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 six members, as follows:

4.5.1.1.1. Five faculty members shall be elected by the voting faculty of the University for two-year terms. No more than one member may come from any one college.

4.5.1.1.2. One student, either a graduate or an undergraduate, shall be selected by the student representatives of the Academic Council from among their number for a one-year term. (The three student representatives on the Academic Council in the spring term, 1971, shall select a stu-
dent as temporary chairman of the Student Committee on Nominations to serve until the first election of at-large student representatives to the Council is completed."

4.5.1.3. 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. Faculty 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 faculty 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 faculty 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 faculty members to 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. The student representative selected to serve on the Steering Committee (4.5.1.1.2.) shall be named to the Secretary of the Faculties.

4.5.1.6. If faculty positions on the Steering Committee are vacated during a term of office, they shall be filled by appointment of the Elected Faculty Council.

4.5.1.7. The student position, if vacated during a term of office, shall be filled by a student chosen by the
student representatives of the Academic Council from among their number.

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 students, or faculty or student 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 or of the University's student body 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 faculty member from each departmentally organized college, one faculty member from the group of residential colleges, and one faculty 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 faculty 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 responsibilities and functions of committees and the relationship 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.

4.7. The Graduate Council

4.7.1. The Composition of the Graduate Council

4.7.1.1. The Graduate Council shall consist of the Dean of the Graduate School, designated 

_ ex officio_ members, elected and appointed faculty representatives, and elected and appointed graduate student representatives.

4.7.1.1.1. _Ex officio_ members of the Graduate Council shall include the Provost (or his designated representative), the Dean and Associate Dean of the Graduate School, and the Director of Libraries.

4.7.1.2. Voting members of the Graduate Council shall include the elected and appointed faculty representatives, and the elected and appointed graduate student representatives. The Dean of the Graduate School, or in his absence the Associate Dean, as presiding officer, may vote to break ties.

4.7.1.2. Number of Voting Members

4.7.1.2.1. Each college with a graduate program shall have at least one elected faculty representative. Initially, the College of
Education shall have two additional representatives and the College of Agriculture and Natural Resources, College of Arts and Letters, College of Natural Science, and College of Social Science each one additional representative.

4.7.1.2.2. Three faculty members shall be appointed from the University at large by the President.

4.7.1.2.3. The Council of Graduate Students shall be recognized as an organizational unit to be represented by three voting members.

4.7.1.2.4. Two graduate student members shall be appointed from the University at large by the President, assuring a broadly-based representation of graduate students.

4.7.1.3. Reapportionment

4.7.1.3.1. A consideration of possible need for reapportionment of representation from the various units shall be made at least once every five years.

4.7.1.3.2. Reapportionment shall be proposed by the Graduate Council to the Academic Council for approval and shall be based upon the number of doctoral candidates, the number of student credit hours at the graduate level, the variety of graduate programs, and other factors relevant to graduate education.

4.7.1.3.3. The size of the Graduate Council shall not be increased by reapportionment, nor shall the number of elected representatives of any unit exceed four.

4.7.1.4. Terms of Office

4.7.1.4.1. Both elected and appointed faculty members of the Graduate Council shall serve three-year terms.
4.7.1.4.2. Both elected and appointed graduate student members of the Graduate Council shall serve one-year terms.

4.7.1.4.3. A Graduate Council member may be re-elected or reappointed, but no member is eligible to serve more than two terms consecutively.

4.7.1.5. *Eligibility and Election of Faculty Representatives*

4.7.1.5.1. Members of the Academic Senate shall be eligible to vote for and to be candidates for representative on the Graduate Council.

4.7.1.5.2. A member of the Senate shall be eligible to vote or be a candidate only in that College to which he is primarily assigned.

4.7.1.5.3. Each department or school shall nominate one eligible candidate. The college representatives shall be elected during the fall term by mailed ballot supervised by the College Advisory Council. Elected and appointed representatives take office on January 1.

4.7.1.5.4. For Colleges having one representative, the candidate receiving a plurality of votes cast shall be the representative of the College.

4.7.1.5.5. For Colleges having more than one representative, the two, three, or four candidates having the highest number of votes corresponding to the number of vacant positions on the Council, shall be the representatives, except that each College shall provide for distribution of its representatives among its divisions.

4.7.1.5.6. 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.

4.7.1.6. Eligibility and Election of Graduate Student Representatives

4.7.1.6.1. All currently enrolled graduate students in academic units represented by the Council of Graduate Students shall be eligible to be candidates for representative on the Graduate Council.

4.7.1.6.2. Procedures for selection of the elected graduate student representatives shall be as specified and made public by the Nominating Committee of the Council of Graduate Students, as provided for in the Bylaws of the Council of Graduate Students.

4.7.2. Function of the Graduate Council

4.7.2.1. The Graduate Council has the responsibility to review, evaluate, and recommend proposals for new graduate programs and major revisions in existing programs, and initiate consultations with colleges concerning existing programs.

4.7.2.2. The Graduate Council may bring up for consideration proposals on any matters pertaining to the general welfare of graduate education in the University.

4.7.2.3. The Graduate Council shall approve or reject major changes in graduate programs (see 4.7.3.5. below).

4.7.2.4. The Graduate Council shall maintain effective liaison with academic units offering graduate programs and encourage the creation and growth of interdisciplinary programs.

4.7.2.5. The Graduate Council and the Graduate Office shall maintain effective liaison with the Council of Graduate Students.

4.7.2.6. The functions of the Graduate Council shall not infringe upon the general functions of the various
faculty standing committees as outlined in these Bylaws.

4.7.3. **Procedures of the Graduate Council**

4.7.3.1. The Dean of the Graduate School, or in his absence the Associate Dean, shall preside at the meetings of the Graduate Council.

4.7.3.2. The Associate Dean of the Graduate School shall serve as secretary of the Graduate Council.

4.7.3.3. The Graduate Office shall serve as the secretariat of the Graduate Council.

4.7.3.4. The Graduate Council shall meet at least once each term, and more often either on its own motion or at the call of the Dean of the Graduate School.

4.7.3.5. Actions of the Graduate Council shall be transmitted for approval to the Academic Council, through the Provost and the Steering Committee.

5. **THE STANDING COMMITTEES OF THE ACADEMIC COUNCIL**

5.1. **Nature and Establishment of the Standing Committees of the Academic Council**

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

5.1.2. There shall be the following Council standing committees:
- *University Curriculum Committee*
- *University Educational Policies Committee*
- *University Committee on Faculty Affairs and Faculty Compensation*
- *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*
- *University Committee on Academic Governance*
- *University Committee on Public Safety*
- *University Committee on Building, Lands, and Planning*
5.2. General Rules Governing Standing Committees of the Academic Council

5.2.1. Subcommittees or *ad hoc* committees of Council 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. *Faculty Membership*

5.2.2.1. The term of office of elected faculty members of all Council 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.

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

5.2.2.3. *Departmentally Organized Colleges*: The voting faculty of each departmentally organized college shall elect a member to each Council standing committee from two candidates for each position nominated by the College Advisory Council.

5.2.2.4. *Non-College Faculty*: The non-college voting faculty shall elect one member to each of the Council standing committees. The pattern of nomination and election shall be determined by the non-college faculty group in consultation with the Office of the Secretary of the Faculties.

5.2.2.5. *Residential Colleges*

5.2.2.5.1. The voting faculty of each residential college shall elect a member to each of the three committees—the Curriculum Committee, the Educational Policies Committee, and the Committee on Academic Governance. These members shall be elected from two candidates for each
position nominated by the College Advisory Council.

5.2.2.5.2. In addition, the voting faculty of the group of residential colleges shall jointly elect a member to each Council standing committee except the Curriculum Committee, the Educational Policies Committee, and the Committee on Academic Governance. These members shall be elected from two candidates for each position nominated jointly by the College Advisory Councils of the residential colleges.

5.2.2.6. Two committees are excluded from the purview of Sections 5.2.2.3., 5.2.2.4., and 5.2.2.5.2., namely, the Student Affairs Committee and the Committee on Public Safety. The membership of these committees is defined in Sections 5.4.8.1. and 5.4.11.1. respectively.

5.2.2.7. If an elected faculty member of a Council 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.

5.2.3. Student Membership

5.2.3.1. The term of office of student members of all Council standing committees shall be one year. A student member may serve an additional term of office. Terms of office shall coincide with the academic year.

5.2.3.2. No student may serve as a voting member of more than one Council standing committee at a time.

5.2.3.3. Undergraduates: The undergraduate members of a Council standing committee shall be in number three or six: the number varies according to the rules laid down hereafter for each of the committees.

5.2.3.3.1. For the purpose of distributing the undergraduate representatives so far as
possible according to competency in the several areas of instruction, the colleges primarily concerned with undergraduate education shall be grouped as follows:

*the Liberal Arts Group:*
- College of Arts and Letters
- Justin Morrill College
- University College

*the Social Science Group:*
- College of Business
- College of Communication Arts
- College of Education
- College of Human Ecology
- James Madison College
- College of Social Science

*the Natural Science Group:*
- College of Agriculture and Natural Resources
- College of Engineering
- College of Human Medicine
- Lyman Briggs College
- College of Natural Science
- College of Osteopathic Medicine
- College of Veterinary Medicine

5.2.3.3.2. Each of these groups is to be equally represented in the standing committees of the Council. Thus, if three undergraduate members are to be chosen, one member shall come from each of the groups; if six members, two shall come from each group.

5.2.3.3.3. The responsibility for establishing the procedures for determining which colleges shall on a given occasion be called upon to elect undergraduate members shall lie with the undergraduate student representatives on the Academic Council (acting together with the student representatives of the Colleges of Human
Medicine, Osteopathic Medicine, and Veterinary Medicine). The colleges called upon to name members shall be responsible for their own elections according to patterns acceptable to their constituencies.

5.2.3.3.4. Four committees—the Committee on Academic Governance; the Committee on Faculty Affairs and Faculty Compensation; the Committee on Public Safety; and the Student Affairs Committee—are excluded from the purview of Sections 5.2.3.3. - 5.2.3.3.3. The membership of these committees is defined in Sections 5.4.10.1., 5.4.3.1., 5.4.11.1., and 5.4.8.1. respectively.

5.2.3.4. Graduate Students: The membership of graduate students on Council standing committees shall be as indicated in the sections governing membership for each of the standing committees. The Council of Graduate Students (COGS) shall be responsible for selecting these members.

5.2.3.5. Student Members-at-Large: To ensure a systematic representation of the views of non-whites in Council standing committees, two seats shall be reserved on each committee for members-at-large.

5.2.3.5.1. At least one of these seats shall be reserved for a non-white.

5.2.3.5.2. Members-at-large in the standing committees shall be appointed.

5.2.3.5.3. The appointments are to be made by the student members of the Academic Council (representatives and representatives-at-large) acting in the role of a Student Committee on Committees. The Student Committee on Committees shall elect its own chairman. The chairman must be a representative-at-large. The Committee shall invite recommendations from the Council of Graduate Students.
(COGS) and from the offices of ASMSU especially established for the conduct of minority affairs.

5.2.3.5.4. In each committee the seats of members-at-large shall remain to be assigned, whether or not a non-white has been named to the committee independently under the rules set forth in Sections 5.2.3.3. - 5.2.3.4.

5.2.3.5.5. The Committee on Faculty Affairs and Faculty Compensation is excluded from the purview of Section 5.2.3.5.

5.2.3.6. If a student member of a Council standing committee is unable to fill his office for a term or longer, a replacement shall be appointed to serve for the remainder of the academic year by the Student Committee on Committees (5.2.3.5.3.).

5.2.4. The chairman of each Council 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.

5.2.4.1. Elected members of the Council standing committees shall report at least once each year, either orally or in writing, to their respective College Advisory Councils concerning the work of their committees. Either the elected Council committee member or the College Advisory Council may ask for interim reports.

5.2.5. With the exception of the University Committee on Faculty Affairs and Faculty Compensation, whose chairman shall be named as provided in Section 5.2.5.1., all Council standing committees shall elect a chairman annually in January from their own membership.

5.2.5.1. The chairman of the University Committee on Faculty Affairs and Faculty Compensation shall be
chosen by the voting faculty of the University according to the pattern provided in Section 4.5.1. for the election of the Steering Committee (except that the Elected Faculty Council, instead of the Academic Council, shall select two of the nominees and shall fill by appointment a vacancy occurring during a term of office). The chairman of this committee shall serve as a voting member of the committee in addition to his college's other representative. He shall be elected at the same time as the Steering Committee, shall take office on July 1, and shall be eligible for no more than two consecutive terms of two years each. The chairman of the University Committee on Faculty Affairs and Faculty Compensation shall be a voting member of the Elected Faculty Council.

5.3. General Functions of Council Standing Committees

5.3.1. The Council standing committees shall represent their constituencies in the interest of the total University.

5.3.2. The Council 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, Council 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 individuals and administrative units are asked to render whatever services are reasonably requested.

5.4. Nature and Functions of the Several Council 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, six undergraduate students, one graduate student, and two student members-at-large. The Registrar and a representative of the Provost's Office shall serve ex officio without vote. The Office of the Provost shall name an executive secretary to 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 faculty 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, six undergraduate students, three graduate students, and two student members-at-large. The Provost and/or his designate 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 Committee on Faculty Affairs and Faculty Compensation

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

5.4.3.2. The committee shall be charged with the following responsibilities:

5.4.3.2.1. Studying and making recommendations with respect to the level and structure of faculty salaries and other forms of compensation.

5.4.3.2.2. Making annual recommendations for adjustments in salaries and other economic benefits, with a view toward improving the economic status of the Michigan State University faculty.

5.4.3.2.3. The committee shall conduct a continuing review and make appropriate recommendations of all policies relating to faculty rights and responsibilities. No recommendations relating to faculty rights and responsibilities shall be considered by the Academic Council with-
out prior review of the University Committee on Faculty Affairs and Faculty Compensation and the approval of the Elected Faculty Council.

5.4.3.2.4. Studying and making recommendations with respect to personnel policies relating to faculty (excluding tenure). Illustrative areas are promotion, leaves, outside work for pay, military service, participation in partisan politics, physical examinations, health services, faculty publications, faculty evaluation, retirement, and faculty housing.

5.4.3.2.5. Developing and recommending procedures for equitable adjudication of individual faculty grievances concerning salaries, benefits, and personnel policies.

5.4.3.3. The Office of the Provost shall consult with the committee during the process of formulating the University’s annual budget request to the State of Michigan, and during the process of decision-making on other subjects within the responsibilities of the committee. Consultation shall be understood to mean providing an adequate and timely opportunity for the expression of the views of the committee, consideration of those views by the Provost, and the provision of information to the committee on any actions taken on matters which have been discussed with the committee.

5.4.3.4. The committee shall report and make recommendations to closed meetings of the Elected Faculty Council, to be convened each year on dates which will allow sufficient time to influence the formulation of the University academic budget request and adjustments in salaries and other economic and fringe benefits. These reports shall be in addition to the reports required of all standing committees (5.2.4. - 5.2.4.1.).
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, three undergraduate students, one graduate student, and two student members-at-large. 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.7

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.

5.4.4.5. Decisions of the University Faculty Tenure Committee on matters involving interpretation of tenure rules and in cases involving deviation from tenure rules shall be binding on the administration and the faculty member concerned.

5.4.4.6. The University Faculty Tenure Committee shall report promptly to the Academic Council any case in which the administration acts contrary to the committee’s decision on a question involving tenure.

5.4.4.7. The rules laid down in Sections 2.5.3. - 2.5.9.5. shall be understood to govern representation and voting at the University as well as at the departmental, school, institute and college level.

7The 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, 1966, and adopted by the Board of Trustees on March 16, 1967.
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, six undergraduate students, one graduate student, and two student members-at-large. Three of the undergraduates shall be members of the Honors College, chosen by the students of the college; the other undergraduates shall not be members of the Honors College, but they must be or have been enrolled in Honors courses or programs. The graduate member shall have completed a baccalaureate degree in an Honors Program. The two members-at-large shall be members of the Honors College, or be or have been enrolled in Honors courses or programs, or have completed baccalaureate degrees in Honors programs. 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 members, three undergraduate students, two
graduate students, and two student members-at-large. 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, three undergraduate students, two graduate students, and two student members-at-large. 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 University Student Affairs Committee shall be composed of six faculty members to be selected on a rotating basis among the colleges of the University according to the procedures outlined in Section 6.1.4. of the Bylaws; five undergraduate students appointed by the Associated Students of Michigan State University (ASMSU); four graduate students selected by the Council of Graduate Students (COGS); and two student members-at-large. The Vice President for Student Affairs and the Dean of Students shall serve ex officio without vote. 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 Dean of Students, and the Academic Council thereupon.

5.4.8.3. The Student Affairs Committee shall initiate amendments and review proposed amendments to (1) the report entitled Academic Freedom for Students at Michigan State University;³ (2) “General Student Regulations”; and (3) policies relating to the academic rights and responsibilities of students; provided, however, that any amendment affecting the professional rights and responsibilities of the faculty (as the Elected Faculty Council

³The 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.
interprets these rights and responsibilities) must be approved by the Elected Faculty Council before consideration by the Academic Council. The Council shall not approve any amendment or revision of Sections 2.1.4.9. and 2.2. of *Academic Freedom for Students at Michigan State University* without prior review by the University Committee on Faculty Affairs and Faculty Compensation and the approval of the Elected Faculty Council.

5.4.8.4. The Student Affairs Committee shall assume the duties of the Committee on Academic Rights and Responsibilities described in Section 2.3. of *Academic Freedom for Students at Michigan State University*.

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, three undergraduate students, two graduate students, and two student members-at-large. 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.

5.4.9.2. The Committee on Business Affairs shall examine and evaluate policies within the service functions and business office 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.

5.4.10. *University Committee on Academic Governance*

5.4.10.1. The voting membership of the Committee on Academic Governance shall consist of one faculty member from each college, one faculty member
representing the non-college faculty, one student member from each college (selected according to procedures established by the colleges), two student members-at-large, and one additional faculty member selected by the Committee on Committees so as to represent the lower faculty ranks.

5.4.10.2. The Committee on Academic Governance shall undertake a continuing review of the Bylaws for Academic Governance with the responsibility for making recommendations to the Council for whatever changes in the Bylaws the Committee's investigations indicate.

5.4.10.3. Specifically, the Committee on Academic Governance shall conduct a continuing study of the steps being taken throughout the University to involve students in academic government in accordance with the procedures established by these Bylaws.

5.4.11. University Committee on Public Safety

5.4.11.1. The voting membership of the Committee on Public Safety shall consist of seven faculty members (two from the lower faculty ranks) to be selected on a rotating basis among the colleges of the University according to the procedures outlined in Section 6.1.4. of the Bylaws; four undergraduate students appointed by the Associated Students of Michigan State University (ASMSU); one graduate student selected by the Council of Graduate Students (COGS); and two student members-at-large. The Director of the School of Criminal Justice and the Director of the Department of Public Safety shall serve as ex officio non-voting members. Other ex officio non-voting members may be included at the discretion of the committee.

5.4.11.2. The Committee on Public Safety shall examine policies affecting the public safety of the University community. Specifically, the Committee on Public Safety shall study and evaluate public safety services, facilities, and policies, and shall advise the President, Provost, the Director of Public Safety, and the Academic Council thereupon.
5.4.11.3. The Committee on Public Safety shall hold regular, open meetings at which members of the academic community may bring to the attention of the committee issues affecting the public safety of the University.

5.4.11.4. The Committee on Public Safety shall place under continuous study current and projected needs of the University with respect to public safety, and recommend appropriate action.

5.4.12. University Committee on Building, Lands, and Planning

5.4.12.1. The voting membership of the Committee on Building, Lands, and Planning shall consist of its elected faculty members, three undergraduate students, one graduate student, and two student members-at-large. The Executive Vice President, the Director of Campus Park and Planning, the Director of Space Utilization, and the University Architect shall serve ex officio without vote. Additional ex officio non-voting members may be added at the discretion of the committee.

5.4.12.2. The committee shall be charged with the following specific responsibilities:

5.4.12.2.1. Studying and making recommendations with respect to building priorities on University property.

5.4.12.2.2. Studying and making recommendations with respect to proposals for land utilization on University property.

5.4.12.2.3. Studying and making recommendations with respect to the ecological implications of land utilization and building proposals.

5.4.12.2.4. Studying and making recommendations with respect to traffic planning.

5.4.12.2.5. Studying and making recommendations on the appearance and location of buildings with respect to both functional and aesthetic criteria.
5.4.12.2.6. Advising the President of the University concerning the financing, location and appearance of physical facilities on University property, and informing the Academic Council of its 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 Council 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. Student-Faculty Judiciary

6.2.1. The composition and jurisdiction of this body are set forth in the *Academic Freedom for Students at Michigan State University*.

6.2.2. 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.

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 committees.

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 academic government (including support for student representatives) at the level of his administrative unit. At the University level this responsibility falls on the Provost and the Vice President for Student Affairs.

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

9. INTERPRETATION AND AMENDMENT PROCESS

9.1. Within the constraints of the constitutional authority of the Board of Trustees, 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 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 a mailed ballot shall suffice for adoption of the amendment.

9.3. These Bylaws for Academic Governance replace the "Bylaws of the Faculty Organization" (1961), and the printed Bylaws of the Faculty, Michigan State University—1968.
Council standing committees, 5., 1.2.4.1., 6.1.3.; chairmen, 4.4.1.1.4.; consultants, 5.3.3.
Criminal Justice, Director of School of, 5.4.11.1.
Curriculum Committee, University, 5.4.1., 5., 5.2.2.5.1., 5.2.2.5.2.
Dean, 3., 1.1.4., 2.2.1., 2.2.2., 4.4.1.1., 4.4.1.1.2., 8.2.; associate and assistant, 3.3., 4.7.3.1.
Department, 2., 3.1.2., 4.4.2.7., 4.7.1.5.3., 5.4.4.7.
Director, 2.2., 3.2.3.1., 3.5.1., 8.2.
Educational Policies Committee, University, 5.4.2., 5., 5.2.2.5.1., 5.2.2.5.2.
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Graduate School, 2.2.1.; Dean of, 4.2.2., 4.7.1.1., 4.7.2.5., 4.7.3.1., 4.7.3.3.
Graduate School of Business Administration, 2.2.1.
Honors College, 5.4.5.; Director of, 4.2.2., 4.4.1.1.4., 5.4.5.2.
Honors Programs, University Committee on, 5.4.5., 5.
Institute, 5.4.4.7.
International Programs, Dean of, 5.4.6.
International Projects Committee, University, 5.4.6., 5.
Interpretation, 4.4.4.7., 5.4.4.2., 9.1.
Libraries, Director of, 4.4.1.1.4., 4.7.1.1.1., 5.4.7.
Library Committee, University, 5.4.7., 5.
Meetings, 4.3.1.2., 4.3.3., 4.4.5., 4.5.2.2.
Minutes, 3.5.6., 4.4.5.3., 5.2.4.
Ombudsman, 4.4.1.1.4., 4.4.1.2.1.
President, 4.1., 1.3.1., 2.2.2., 2.2.4.2., 2.2.5., 3.2.2., 3.2.3., 3.3.1., 4.2.1., 4.2.2., 4.3.1.1., 4.3.1.2., 4.3.3.1., 4.4.1.1., 4.4.1.1.1., 4.4.1.2.1., 4.4.1.2.2., 4.4.4.2., 4.4.4.4., 4.4.5.1., 4.4.5.2., 4.4.5.3., 4.5.2.2., 4.6.2.1., 4.6.2.2., 4.7.1.2.2., 4.7.1.2.4., 5.4.11.2., 5.4.12.2.6., 6.1.4., 7.2.
"Procedures for the Dismissal of Tenured Faculty," 5.4.4.3.n.
Provost, 3.2.3.1., 3.2.3.2., 4.2.2., 4.3.1.1., 4.3.1.2., 4.4.1.1., 4.4.1.1.1., 4.4.1.4., 4.4.1.2.1., 4.4.1.2.2., 4.4.5.1., 4.4.5.3., 4.5.2.2., 4.7.3.5., 5.4.1.1., 5.4.1.3., 5.4.2.1., 5.4.2.2., 5.4.3.1., 5.4.3.3., 5.4.4.1., 5.4.4.3., 5.4.4.4., 5.4.6.2., 5.4.7.2., 5.4.11.2., 8.1.
Public Safety, Director of Department of, 5.4.11.
Public Safety, University Committee on, 5.4.11., 5., 5.2.2.6., 5.2.3.3.4.
Registrar, 5.4.1.1.
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School, 2., 3.1.2., 4.4.2.7., 5.4.4.7., 8.2.
School for Advanced Graduate Studies, see Graduate School.
Secretary of the Faculties, 4.3.1.2., 4.4.2.10., 4.4.5.1., 4.4.5.3., 4.5.1.5., 5.2.2.4.
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Students, Dean of, 5.4.8.1., 5.4.8.2.
Tenure, faculty, 1.1.1., 2.5.6.3., 2.5.8.5., 5.4.4.
"Tenure of Appointment at Michigan State University," 5.4.4.3.n.
Term of office, chairman or director, 2.2.5., 2.2.6.; other administrative officers within a college, 2.4.1.; College Advisory Council, 3.5.3.; Academic Council, 4.4.2.6., 4.4.3.4., 4.4.3.8.8.; Steering Committee, 4.5.1.1., 4.5.1.3., 4.5.1.6., 4., 4.5.1.7.; Committee on Committees, 4.6.1.1.; Council standing committees, 5.2.2.1., 5.2.2.7., 5.2.3.1., 5.2.3.6.; faculty-student standing committees, 6.1.2.; Graduate Council, 4.7.1.4., 4.7.1.5.6.
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AMENDMENTS (1972) TO THE BYLAWS FOR ACADEMIC GOVERANCE, M.S.U., 1971

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 its regular faculty (as defined in 1.1.1. above) who are engaged in the academic activities of that unit on a regular basis.

1.2.3. Voting Faculty on External Matters: On external matters, the voting faculty of the unit shall consist of all regular faculty (as defined in 1.1.1. above) and who are engaged in the academic activities of that unit on a regular basis, with the following exception:

3.5.3. (first sentence) Voting members of the College Advisory Council shall be elected during the spring quarter, and shall take office at the beginning of the fall quarter.

4.3.1.1. The Academic Senate shall be composed of the regular faculty (as defined in 1.1.1.), together with the President and the Provost. Honorary faculty shall be members with voice but without vote (1.1.3.).

4.4.3.8. Student Representatives-at-Large: To ensure that the student representation shall include women and members of non-white minority groups, ten seats shall be reserved on the Academic Council for student representatives-at-large.

4.5.1.1. Five members shall be elected by the voting faculty of the University for two-year terms. No more than one member may come from any one college (or from the Non-College Faculty).

4.7.1.5.3. 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 and appointed representatives take office on September 1.

5.2.2.1. The term of office of elected faculty members of all Council standing committees shall be three
years. Provisions shall be made to stagger elections to assure continuity. Terms of office shall begin on September 1, and terminate on August 31.

5.2.3.6 If a student member of a Council standing committee is unable to fill his office for a term or longer, a replacement shall be appointed to serve for the remainder of the academic year by the original appointing body.

5.2.4 The chairman of each Council standing committee shall submit an annual written report to the Steering Committee by May 31.

5.2.5 With the exception of the University Committee on Faculty Affairs and Faculty Compensation, whose chairman shall be named as provided in Section 5.2.5.1., all Council standing committees shall elect a chairman annually at their first meeting of the fall quarter from their own membership.

5.4.8.1 The University Student Affairs Committee shall be composed of six faculty members to be selected on a rotating basis among the colleges (or Non-College Faculty considered as a college) of the University according to the procedures outlined in Section 6.1.4. of the Bylaws.

5.4.11.1 (first sentence) The voting membership of the Committee on Public Safety shall consist of seven faculty members (two from the lower faculty ranks) to be selected on a rotating basis among the colleges (or Non-College Faculty considered as a college) of the University according to the procedures outlined in Section 6.1.4. of the Bylaws.

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 September 1 and terminate on August 31.

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 (or from the Non-College Faculty considered as a college).

6.2.2 The Judiciary shall submit an annual report on May 31 to the Vice President for Student Affairs so that he may transmit a report to the Academic Council.
AMENDMENTS (1972) TO THE BYLAWS FOR ACADEMIC GOVERNANCE, M.S.U., 1971

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 its regular faculty (as defined in 1.1.1. above) who are engaged in the academic activities of that unit on a regular basis.

1.2.3. Voting Faculty on External Matters: On external matters, the voting faculty of the unit shall consist of all regular faculty (as defined in 1.1.1. above) and who are engaged in the academic activities of that unit on a regular basis, with the following exception:

3.5.3. (first sentence) Voting members of the College Advisory Council shall be elected during the spring quarter, and shall take office at the beginning of the fall quarter.

4.3.1.1. The Academic Senate shall be composed of the regular faculty (as defined in 1.1.1.), together with the President and the Provost. Honorary faculty shall be members with voice but without vote (1.1.3.).

4.4.3.8. Student Representatives-at-Large: To ensure that the student representation shall include women and members of non-white minority groups, ten seats shall be reserved on the Academic Council for student representatives-at-large.

4.5.1.1. Five members shall be elected by the voting faculty of the University for two-year terms. No more than one member may come from any one college (or from the Non-College Faculty).

4.7.1.5.3. 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 and appointed representatives take office on September 1.

5.2.2.1. The term of office of elected faculty members of all Council standing committees shall be three
years. Provisions shall be made to stagger elections to assure continuity. Terms of office shall begin on September 1, and terminate on August 31.

5.2.3.6. If a student member of a Council standing committee is unable to fill his office for a term or longer, a replacement shall be appointed to serve for the remainder of the academic year by the original appointing body.

5.2.4. The chairman of each Council standing committee shall submit an annual written report to the Steering Committee by May 31.

5.2.5. With the exception of the University Committee on Faculty Affairs and Faculty Compensation, whose chairman shall be named as provided in Section 5.2.5.1., all Council standing committees shall elect a chairman annually at their first meeting of the fall quarter from their own membership.

5.4.8.1. The University Student Affairs Committee shall be composed of six faculty members to be selected on a rotating basis among the colleges (or Non-College Faculty considered as a college) of the University according to the procedures outlined in Section 6.1.4. of the Bylaws.

5.4.11.1. (first sentence) The voting membership of the Committee on Public Safety shall consist of seven faculty members (two from the lower faculty ranks) to be selected on a rotating basis among the colleges (or Non-College Faculty considered as a college) of the University according to the procedures outlined in Section 6.1.4. of the Bylaws.

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 September 1 and terminate on August 31.

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 (or from the Non-College Faculty considered as a college).

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