Bylaws for Academic Governance
Michigan State University 1978

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Preamble

The Constitution of the State of Michigan confers on the Board of Trustees the responsibility to develop a free and distinguished university and to promote the welfare of mankind through teaching, research and public service. The Board of Trustees exercises final authority and responsibility for University governance within the bounds fixed by the State Constitution.

In exercising its responsibility the Board delegates to the President and through him or her to the faculty appropriate authority and jurisdiction over matters for which they are accountable to the Board. In other cases, for example, faculty recruitment, promotions and tenure, the Board does not delegate but instead looks to the faculty for recommendations. The specific powers delegated to the faculty are detailed in the Bylaws of the Board of Trustees.

The Board also has declared its intention to give due consideration to the opinions of students on matters directly related to their interest when they are expressed in a responsible manner.

It is important to specify the manner and process by which the faculty and students develop and communicate their views to the President and the Board. These Bylaws for Academic Governance are designed to provide an effective system for the participation of faculty and students in the development of policy on academic matters.
Definitions

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, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the regular faculty.

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. Visiting Professors and Professors Emeritus shall be honorary faculty (1.1.2.2., 3.1.1.1.).

1.1.4. The foregoing provisions do not preclude Presidential action to bestow certain “faculty privileges” upon employees of the University who are not members of the faculty.

1.1.2. Faculty Voting Rights

1.1.2.1. The voting faculty in the election of University councils and committees shall be all regular faculty engaged in the academic activities of the University on a regular basis.

1.1.2.2. The voting faculty in the election of department, school or college councils and committees and in elections pertaining to department, school or college policies and decisions shall include all regular faculty engaged in the academic activities of that unit on a regular basis and may be extended by unit bylaws to include temporary faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors and adjunct faculty.

1.1.2.3. A faculty member jointly appointed to two or more units may vote only once in a given election. In elections voted upon by two or more units the faculty member shall vote in that unit which has primary responsibility for initiating personnel action.

1.1.2.4. A faculty member may be elected to an academic governance body as a representative of any unit in which the person holds regular faculty status.
1.2. THE STUDENTS

1.2.1. Student Constituency of the University

1.2.1.1. The student constituency shall consist of all persons officially enrolled as students in the University except those who are also defined as faculty in 1.1.1. A person who has enrolled for three consecutive terms may retain student status for one term when not enrolled if the person has not been awarded a degree or enrolled as a degree candidate at another college or university, or been withdrawn or re-enrolled by the University.

1.2.1.2. Those students who are enrolled in graduate non-degree programs, as candidates for graduate degrees, or as candidates for graduate-professional degrees shall be deemed graduate students.

1.2.1.3. All other students shall be deemed undergraduate students.

1.2.2. Student Constituency of an Academic Unit

1.2.2.1. The student constituency of a unit for the purpose of selecting student representatives from that unit to serve on higher unit committees shall be all students who have declared with the Registrar a major or major preference (in the case of lower division students in an academic program in the unit.

1.2.2.2. The student constituency for purposes other than specified above (1.2.2.1) shall be all students who have declared a major or major preference in an academic program in the unit and may include other students as specified in the bylaws of the unit.

1.2.3. Student Participation in Academic Governance

1.2.3.1. Student participation in an academic governance body shall in all cases be in the same mode as faculty participation, except as reserved. The matters reserved to the faculty are:

1.2.3.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

1.2.3.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual faculty members.

1.2.3.1.2.1. Evidence from students regarding the teaching performance of faculty shall be considered in decisions concerning the above matters.

1.2.3.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.
1.3. MODES OF PARTICIPATION

There are four modes of faculty and student participation identified for use in Academic Governance.

1.3.1. Consultation
A body of faculty and/or students who discuss with and inform the administrator with authority and responsibility for decision. Such a committee is not a deliberative body; there is no vote. Rather, the members express their views to inform an administrator’s decision.

1.3.2. Advisory
A deliberative body of faculty and/or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendation and accepts responsibility for the decision.

1.3.3. Shared Responsibility
A deliberative body of faculty and/or students makes recommendations to an administrator authorized to make decisions. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.

1.3.4. Delegated Authority
A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.
2 Academic Governance in Schools, Colleges and Other Academic Units

2.1. UNIT ACADEMIC ADMINISTRATORS

2.1.1. Academic units are those departments, schools, colleges and other administrative units whose primary function is education, research or creative endeavor.

2.1.2. An academic administrator is a faculty member who has authority and responsibility delegated by the President and the Board of Trustees for the administration of a unit.

2.1.2.1. A department chairperson or school director serves as the chief representative of his or her department or school within the University. He or she is responsible for educational, research and service programs, budgetary matters, physical facilities and personnel matters in his or her jurisdiction, taking into account the advisory procedures of the unit. The chairperson or director has a special obligation to build a department or school strong in scholarship, teaching capacity and public service.

2.1.2.2. Deans and directors of other academic units separately reporting to the Provost are responsible for educational, research and service programs of the respective college or separately reporting unit. This responsibility includes budgetary matters, physical facilities and personnel matters in his or her jurisdiction taking into account the advisory procedures of the college or separately reporting unit.

2.1.3. Faculty and students shall advise or consult in the appointment of unit academic administrators.

2.1.3.1. The voting faculty of each department or school shall have shared responsibility with its dean to determine procedures for the selection of chairpersons and directors to be nominated to the Provost.

2.1.3.2. The voting faculty of each college shall have shared responsibility with the Provost to determine procedures for the selection of deans to be nominated by the Provost.

2.1.3.3. The selection of assistant and associate administrators to be nominated to the Provost shall be the responsibility of the academic administrator to whom they directly report (2.1.5.2).
2.1.4. Chairpersons, directors and deans shall be subject to regular review at intervals not to exceed five years.

2.1.4.1. The College Advisory Council of each college shall have shared responsibility with the Provost to determine procedures for the review of deans.

2.1.4.2. At intervals of not to exceed five years the dean shall review the reappointment of a chairperson or school director.

2.1.4.3. A department or school faculty shall have shared responsibility with their Dean on procedures for review of a chairperson or school director.

2.1.4.4. 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 dean, chairperson, or school director. The same principle applies to deans and directors of separately reporting units.

2.1.4.5. At any time during the term of office, the appointment of a dean, chairperson, or director, as dean, chairperson, or director may be terminated either by resignation or by action of the Board of Trustees upon recommendation of the President and the Provost.

2.1.5. Academic administrators shall participate in academic governance as part of their administrative responsibility.

2.1.5.1. They shall inform faculty and students of administration policies through the academic governance system as well as other channels they deem appropriate.

2.1.5.2. They shall receive the views of faculty and students through the academic governance system, as well as other channels they deem appropriate, in determining policies and in advising other administrators of the University.

2.1.5.3. They shall comply with these Bylaws and the bylaws of their academic unit.

2.1.5.4. They shall assist and encourage the efficient and effective operation of academic governance.

2.2. UNIT ACADEMIC GOVERNANCE

2.2.1. The voting faculty of each academic unit shall have shared responsibility with the administrator to adopt and publish bylaws, provided they are in conformity with these Bylaws for Academic Governance (4.9.4).
2.2.2. Academic unit bylaws shall be reviewed at intervals not to exceed five years.

2.2.2.1. Bylaws of schools and departments shall be reviewed by appropriate college committees. The decisions of such committees can be appealed to the Committee on Academic Governance.

2.2.2.2. The bylaws of colleges and other academic units which are not part of a college shall be reviewed by the Committee on Academic Governance. Decisions of the committee can be appealed to Academic Council.

2.2.3. The bylaws of academic units with responsibilities for undergraduate or graduate education shall specify procedures for the participation of students in the decision-making processes by which policy is formed.

2.2.3.1. The students in each unit who have declared a major or major preference in an academic program in the unit shall be responsible for selecting, according to procedures of their own choice, their representatives to councils and committees as specified in unit bylaws (1.2.2.2).

2.2.3.2. Each unit's bylaws shall specify the student constituency of that unit (1.2.2.1 and 1.2.2.2).

2.2.4. Unit bylaws shall provide that the unit administrator, or a designee, shall generally be present at meetings of an academic governance body.

2.2.5. The bylaws of colleges shall provide for a College Advisory Council of faculty and students or separate College Advisory Councils to serve as a means of participation by faculty and students in the policymaking of the college. The composition of College Advisory Councils shall ensure representation of the diverse academic interests of the college.

2.2.5.1. Each College Advisory Council shall select from among the college representatives to the Academic Council one person to serve as an ex officio member, without vote, of the College Advisory Council.

2.2.5.2. Each College Advisory Council shall elect its own chairperson.

2.2.5.3. Each College Advisory Council shall publish minutes of its meetings.
2.2.6. The jurisdiction of unit academic governance shall include matters within the jurisdiction of University-level academic governance as specified in the ascription of functions to Academic Council Standing Committees, provided that the matters are within the administrative authority of the academic unit.

2.2.7. Unit academic governance shall also have jurisdiction over other matters as provided in other University policy and legislation, e.g., Academic Freedom Report, Graduate Students Rights and Responsibilities, Faculty Grievance Procedure, and Faculty Handbook.

2.2.8. Academic unit bylaws shall specify the modes of participation (1.3) for matters within the jurisdiction of unit academic governance. The modes of participation specified at the University level shall be the model that guides but does not necessarily determine the modes of participation at the academic unit level.
3 University Academic Governance

3.1. THE ACADEMIC SENATE

3.1.1. Composition of the Academic Senate

3.1.1.1. The voting membership of the Senate shall be the regular faculty (1.1.1.1) except for the President and Provost. Honorary faculty (1.1.1.3) shall be members with voice but without vote. The presiding officer may vote to break a tie.

3.1.1.2. The President, or in his or her absence the Provost, shall preside at meetings of the Senate. The Secretary for Academic Governance shall be the secretary of the Senate.

3.1.2. Functions of the Academic Senate

3.1.2.1. The Senate shall act on all amendments to the Bylaws for Academic Governance submitted by Academic Council (3.1.3.2).

3.1.2.2. Actions of Academic Council may be referred to the Senate for action by a majority vote of Academic Council, by a petition of 40 percent of the Faculty Council or by petition of 20 percent of the voting membership of the Academic Senate.

3.1.2.3. Actions of the Faculty Council on matters reserved to the faculty (1.2.3.1) may be referred to the Senate for action by a majority vote of the Faculty Council or by petition of 20 percent of the voting membership of the Academic Senate.

3.1.2.4. The Senate shall also serve as a forum for the dissemination and exchange of ideas and information between the faculty and the administration. No quorum is required for such meetings.

3.1.3. Procedures of the Academic Senate

3.1.3.1. Meetings of the Senate shall be called by the President or the faculty members of the Steering Committee (3.3.2.2).

3.1.3.2. On any recommendation brought before the Senate, action by the Senate is restricted to approval of the recommendation or referral back to the originating council for further deliberation.

3.1.3.3. The Senate shall establish its own rules and procedures.
3.1.3.4. A quorum of 10 percent of the Senate membership is required for any Senate action. Failure to achieve a quorum shall constitute approval of the action of the Academic Council or the Faculty Council.

3.1.3.5. Minutes shall be distributed to all members of the Academic Senate and Academic Council.

3.2. THE ACADEMIC COUNCIL

3.2.1. Composition of the Academic Council

3.2.1.1. The Academic Council shall be composed of the Faculty Council, the Appointed Council, the Student Council, designated members of Academic Council Standing Committees, the Steering Committee, the President, the Provost and designated ex officio members.

3.2.1.1.1. The Faculty Council shall be composed of the faculty representatives from the colleges, faculty representatives from the non-college faculty, the faculty members of the Steering Committee, faculty chairpersons of Academic Council Standing Committees, the President and the Provost.

3.2.1.1.2. The Appointed Council shall be composed of all deans of academic programs, the directors of the Honors College, Library, and Academic Services, the President and the Provost.

3.2.1.1.3. The Student Council shall be composed of the student representatives, the student members of the Steering Committee, student chairpersons of Academic Council Standing Committees, the President, the Provost, and the Vice President for Student Affairs and Services.

3.2.1.1.4. One additional member each from the Committee on Academic Policy, the Graduate Council and the Committee on Curriculum shall be members of Academic Council.

3.2.1.1.5. The Academic Council shall have the following ex officio members: Vice President for Student Affairs and Services, Vice President for Research and Graduate Studies, Assistant Provost for Admissions and Records, Assistant Provost for Undergraduate Education, Dean of Students, Faculty Grievance Official and Ombudsman.

3.2.2. Voting Members of the Academic Council

3.2.2.1. The voting members of Academic Council shall be the faculty representatives, student representatives, designated members of Academic Council Standing Committees, Steering Committee members,
deans of academic programs, Dean of Graduate School, Dean of International Studies and Programs, Dean of Lifelong Education Programs and the directors of the Honors College, Libraries and Academic Services.

3.2.2.2. The voting members of the Faculty Council shall be the elected faculty representatives and the faculty members of the Steering Committee. Faculty chairpersons of Academic Council Standing Committees shall have voice without vote, unless the chairperson is also concurrently an elected member of the Faculty Council.

3.2.2.3. The voting members of the Student Council shall be the student representatives and the student members of the Steering Committee. Student chairpersons of Academic Council Standing Committees shall have voice without vote, unless the chairperson is also concurrently a voting member of the Student Council.

3.2.3. Elected Faculty Representatives

3.2.3.1. Each college shall have at least two representatives. Each college shall have one additional representative for every fifty voting faculty in excess of fifty up to a maximum of six representatives. Each college with three or more representatives shall have at least one non-tenured faculty member among its representatives.

3.2.3.2. For purposes of determining the number of elected representatives on the Faculty Council to which a college is entitled, the number of voting faculty shall be the number of regular faculty in the college for which a unit of the college has primary responsibility for initiating personnel actions.

3.2.3.3. Each college’s faculty representatives shall be elected at-large during the spring term by mailed ballot supervised by the College Advisory Council (2.2.5). A department or school may not have more than one representative unless the college’s departments are so few that such a limitation would reduce the college’s representatives to the Council as determined by 3.2.3.1. Nomination procedures shall be specified in college bylaws.

3.2.3.4. All regular faculty members of the University who are not represented through colleges (non-college faculty) or who are not otherwise named in the membership of the Faculty Council shall have representation as specified for colleges in 3.2.3.1 and 3.2.3.2. The Secretary for Academic Governance shall supervise nomination procedures.

3.2.3.5. The methods of election of representatives for non-college faculty and those colleges which are not departmentally organized
shall be similar to those prescribed for departmentally organized colleges and shall assure representation of the diverse academic interests.

3.2.3.6. The term of office of an elected faculty representative shall be two years and shall begin September 1. No individual may serve more than two consecutive terms from the same constituency. Representatives of each college shall serve staggered terms.

3.2.3.7. If for any reason an elected faculty representative is unable to serve for a period of one academic term or more, a replacement shall be named by the College Advisory Council as provided by college bylaws. The non-college faculty shall establish procedures for this purpose in cooperation with the Secretary for Academic Governance.

3.2.4. **Student Representatives**

3.2.4.1. Undergraduate Student Representatives: Each college shall have at least one representative. Each college with more than 2,000 undergraduate students shall have an additional representative. With the exception of the Colleges of Human Medicine, Osteopathic Medicine and Veterinary Medicine, these representatives shall be undergraduates. The representatives of the Colleges of Human Medicine, Osteopathic Medicine and Veterinary Medicine shall be either undergraduates or students working toward graduate-professional degrees.

3.2.4.1.1. Representatives shall be chosen according to procedures established by a vote of the student constituency of the college (1.2.2.1).

3.2.4.2. Graduate Student Representatives: The Council of Graduate Students shall select six graduate students. No more than one representative may be from one college.

3.2.4.3. Student Representatives-at-Large: Six students on the Student Council shall be students elected at-large from the total student constituency. At least five of these representatives shall be non-white students and at least two shall be women.

3.2.4.3.1. A slate of candidates for the at-large representatives shall be prepared by the student members of the Committee on Academic Governance. The slate shall name at least two candidates for each position to be filled.

3.2.4.3.2. The nomination and election procedures shall be approved by the Committee on Academic Governance and the Student Council.

3.2.4.3.3. The student members of the Committee on Academic Governance shall entertain nominations from individual students and from non-white student groups and women student groups.
3.2.4.3.4. The elections shall be supervised by the Secretary for Academic Governance.

3.2.4.3.5. Elections for at-large representatives shall be held during spring term registration.

3.2.4.4. Student representatives shall be selected during spring term and the term of office shall be one year and shall begin September. No individual may serve more than two consecutive terms from the same constituency.

3.2.4.5. If for any reason an elected student representative is unable to serve for a period of one academic term or more, a replacement for the remainder of the term of office shall be named.

3.2.4.5.1. If the student represents a college, the replacement shall be made according to procedures determined by the student constituency of the college (1.2.2.1).

3.2.4.5.2. If the student was selected by the Council of Graduate Students, the replacement shall be made by the Council of Graduate Students.

3.2.4.5.3. If the student is an at-large representative, the replacement shall be made by procedures to be determined by the student members of the Committee on Academic Governance and approved by the Committee on Academic Governance and the Student Council.

3.2.4.6. The newly elected Student Council shall meet during spring term to elect student members to the Steering Committee and Standing Committees of the Academic Council as specified in 3.3.1.10 and 4.2.1.11.

3.2.5. Functions of Academic Council

3.2.5.1. The Academic Council shall consider and act upon all matters within its purview brought before it by the Steering Committee, shall consider and act upon all matters brought before it by the President or Provost and shall provide a forum for the dissemination of information and exchange of views regarding University policy.

3.2.5.2. The Academic Council shall participate in all major issues relating to educational policy. The mode of participation shall be the manner which is specified on the matter in the ascription of functions to the Academic Council Standing Committees (4.3 - 4.10).

3.2.5.3. The Academic Council may consult on any other matter pertaining to the general welfare of the University.
3.2.5.4. The Academic Council shall develop procedures acceptable to the Board of Trustees for the participation of faculty and students in the selection of the President.

3.2.5.5. The Academic Council shall develop procedures acceptable to the President for the participation of faculty and students in the selection of administrators of University level units which determine policies significantly affecting the academic programs of the University.

3.2.5.5.1. This shall include the Provost, the Vice President for Research and Graduate Studies, the Vice President for Student Affairs and Services, the Dean of the Graduate School, the Dean of International Studies and Programs, the Dean of Lifelong Education Programs, the Director of Libraries, the Director of the Honors College and the Director of Academic Services.

3.2.5.6. Within the constraints of the constitutional authority of the Board of Trustees, Academic Council shall be the final authority with regard to the interpretation of these Bylaws (4.9.4).

3.2.6. Procedures of Academic Council, Faculty Council and Student Council

3.2.6.1. The President or, in his or her absence, the Provost shall preside at meetings of Academic Council. The Secretary for Academic Governance shall be secretary of Academic Council. Minutes of all meetings shall be distributed to all members of the faculty and Academic Council.

3.2.6.2. The Academic Council shall meet at least once each month during the academic year and more often at the call of the President or the Steering Committee (3.3.2.2). The agenda shall be prepared by the Steering Committee. The meetings of Academic Council shall be open. Observers shall be seated separately.

3.2.6.3. On all recommendations concerning major academic policies a standing committee report, or a brief summary thereof as compiled by the committee chairperson, shall be published in the MSU News-Bulletin at the time it is submitted to Academic Council for information.

3.2.6.4. The President or, in his or her absence, the Provost shall preside at meetings of the Faculty Council. The Secretary for Academic Governance shall be the secretary of the Faculty Council.

3.2.6.5. The Faculty Council shall meet at regular intervals. Meetings shall be called by the President or the Provost in consultation with the faculty members of the Steering Committee. The agenda shall be prepared by faculty members of the Steering Committee. Minutes of all
meetings shall be distributed to all members of the faculty and Academic Council.

3.2.6.6. The Student Council shall meet at regular intervals. Meetings shall be called by the President, the Provost, or the Vice President for Student Affairs and Services in consultation with the Agenda Committee of the Student Council and the student members of the Steering Committee. Minutes of all meetings shall be distributed to all Academic Council members. The agenda for meetings shall be prepared by the Agenda Committee of the Student Council. This committee shall consist of a student member of the Steering Committee and three members of the Student Council, one to be an undergraduate representative from a college, one to be a graduate student and one to be an at-large representative; they shall be elected by the Student Council for a term of one year. The Agenda Committee shall elect its own chairperson.

3.2.6.7. The President or, in his or her absence, the Provost, the Vice President for Student Affairs and Services, or a designee, shall preside at meetings of the Student Council. The Secretary for Academic Governance shall be the secretary of the Student Council.

3.2.6.8. The Faculty Council, the Appointed Council, or the Student Council may by a majority vote of those present and voting refer matters to the Academic Council. Such recommendations shall be placed on the agenda of Academic Council by the Steering Committee.

3.2.6.9. The Faculty Council, the Student Council and the Academic Council shall establish their own rules and procedures.

3.2.7. Functions of the Faculty Council

3.2.7.1. The Faculty Council shall approve all recommendations regarding faculty rights and responsibilities and grievance procedures and any amendment of 2.1.4.9 and 2.2 of Academic Freedom for Students at Michigan State University prior to their consideration by Academic Council and shall consider and act upon all matters brought before it by the President or Provost.

3.2.7.2. On any matter brought before the Faculty Council the mode of participation shall be that which is specified on the matter in the description of functions to Academic Council Standing Committees (4.-4.10).

3.2.8. Functions of the Student Council

3.2.8.1. The Student Council shall consider and act upon all recommendations regarding student academic rights and responsibilities and
judicial procedures and any amendment or revision of Academic Freedom for Students at Michigan State University and General Student Regulations prior to their consideration by Academic Council and on all matters brought before it by the President, the Provost, or Vice President for Student Affairs and Services.

3.2.8.2. On any matter brought before the Student Council the mode of participation shall be that which is specified on the matter in the ascertainment of functions to Academic Council Standing Committees (4.3 -4.10).

3.3. THE STEERING COMMITTEE OF ACADEMIC COUNCIL

3.3.1. Composition and Election of the Steering Committee

3.3.1.1. The Steering Committee shall be composed of five faculty, one undergraduate student and one graduate student.

3.3.1.2. The Steering Committee shall elect its own chairperson who shall also serve as the chairperson of the Executive Committee (3.5) and the Coordination Committee (3.4).

3.3.1.3. Faculty members of the Steering Committee shall be designated as members of the Faculty Council but may not serve concurrently as college representatives. No more than one member may have a majority appointment in any one college.

3.3.1.4. The term of office for faculty members of the Steering Committee shall be two years and shall begin on September 1. No individual may serve more than two consecutive terms. Either two or three faculty members shall complete their terms each year.

3.3.1.5. The faculty of the Committee on Academic Governance shall nominate not less than two nor more than four faculty for each position to be filled. Faculty of the University shall have the opportunity to suggest nominees.

3.3.1.6. The Secretary for Academic Governance shall prepare a vita for each nominee and shall request each nominee to submit a short statement. Both shall be distributed with the ballot.

3.3.1.7. Faculty members of the Steering Committee shall be elected at-large by the voting faculty of the University in an election supervised by the Secretary for Academic Governance annually in the spring term. Election shall be by a plurality of votes.

3.3.1.8. If for any reason a faculty member of the Steering Committee is unable to serve for a period of one academic term or more, a replace-
ment for the remainder of the term of office shall be appointed by the Faculty Council upon nomination by the faculty of the Committee on Academic Governance.

3.3.1.9. The term of office for student members of the Steering Committee shall be for one year and shall begin on September 1. No student may serve more than two consecutive terms on the Steering Committee.

3.3.1.10. The newly elected Student Council shall meet during the spring term to elect the student members of the Steering Committee for the next year.

3.3.1.11. A student may not serve concurrently as a member of the Steering Committee and as a college, Council of Graduate Students, at-large representative, or chairperson of an Academic Council Standing Committee.

3.3.1.12. If for any reason a student member of the Steering Committee is unable to serve for a period of one academic term or more, a replacement for the remainder of the term of office shall be appointed by the Student Council upon nomination by the students of the Committee on Academic Governance.

3.3.1.13. Vacancies created in the Student Council by the election of student members of the Steering Committee shall be filled in the manner provided in 3.2.4.5.

3.3.2. Functions and Procedures of the Steering Committee

3.3.2.1. The Steering Committee shall act as an agency through which individual faculty or students, or faculty or student groups and organizations, may initiate action in academic governance. The Steering Committee shall refer such matters to the appropriate council or committee.

3.3.2.2. The Steering Committee, in consultation with the President or the Provost, shall prepare the agenda for meetings of the Academic Senate and Academic Council. Before each regularly scheduled meeting of the Academic Senate or Academic Council, the Steering Committee shall hold a duly announced public meeting open to any member of the faculty or student body at which suggestions for agenda items will be heard.

3.3.2.3. The faculty members of the Steering Committee shall prepare the agenda of the Faculty Council.

3.3.2.4. The Steering Committee shall report to Academic Council.
3.4. THE COORDINATION COMMITTEE OF ACADEMIC COUNCIL

3.4.1. Composition of the Coordination Committee

3.4.1.1. The Coordination Committee shall be composed of the chairpersons of the Academic Council Standing Committees and the chairperson of the Steering Committee.

3.4.1.2. The chairperson of the Steering Committee shall be chairperson of the Coordination Committee.

3.4.2. Functions and Procedures of the Coordination Committee

3.4.2.1. The Coordination Committee shall meet periodically to coordinate the activities of Academic Council Standing Committees. Appropriate administrators shall be invited to participate in these meetings.

3.4.2.2. The Coordination Committee shall report to the Steering Committee.

3.5. THE EXECUTIVE COMMITTEE OF ACADEMIC COUNCIL

3.5.1. Composition of the Executive Committee

3.5.1.1. The Executive Committee shall be composed of the Steering Committee and the Coordination Committee.

3.5.1.2. The chairperson of the Steering Committee shall be the chairperson of the Executive Committee except when it is acting on behalf of the Academic Council (3.5.2.2).

3.5.2. Functions and Procedures of the Executive Committee

3.5.2.1. The Executive Committee shall meet periodically with the President and Provost for an exchange of information and views on University policy.

3.5.2.2. The Executive Committee shall act on behalf of Academic Council on occasions when action is needed before Academic Council can be called in session. Such sessions shall be chaired by the President or, in his or her absence, by the Provost. Actions shall be subject to review by Academic Council at its next meeting. These meetings shall be called by the President in consultation with the Steering Committee.

3.5.2.3. The Executive Committee shall report to Academic Council.
3.6. THE SECRETARY FOR ACADEMIC GOVERNANCE

3.6.1. The Secretary for Academic Governance shall be appointed by the President in consultation with the Executive Committee and they shall review the appointment at periods not to exceed five years.

3.6.2. The Secretary for Academic Governance shall be secretary to the Academic Senate, Academic Council, Faculty Council and Student Council. The Secretary shall provide staff support to the Steering Committee, Executive Committee, Academic Council, Faculty Council, Student Council, and the Standing Committees of the Academic Council. The Secretary shall supervise elections to the Academic Council, Student Council, and Steering Committee, with review by the Committee on Academic Governance.
4. The Standing Committees of Academic Council

4.1. ESTABLISHMENT OF STANDING COMMITTEES

4.1.1. There shall be the following Standing Committees of Academic Council:
- University Committee on Academic Environment
- University Committee on Academic Governance
- University Committee on Academic Policy
- University Committee on Curriculum
- University Committee on Faculty Affairs
- University Committee on Faculty Tenure
- University Graduate Council
- University Committee on Student Affairs

4.2. GENERAL RULES GOVERNING STANDING COMMITTEES

4.2.1. Composition of Standing Committees

4.2.1.1. The composition of each standing committee is specified in the description of each committee (4.3 - 4.10).

4.2.1.2. Unless otherwise provided, no college shall have more than one faculty representative on a committee.

4.2.1.3. The term of office for faculty members shall be two years. Provisions shall be made to stagger elections. Terms of office shall begin September 1.

4.2.1.4. The term of office for student members shall be one year. Terms of office shall begin on September 1.

4.2.1.5. No individual may serve more than two consecutive terms on the same committee from the same constituency.

4.2.1.6. No individual may serve concurrently as voting member of more than one Academic Council Standing Committee.

4.2.1.7. Election and appointment to committees shall take place in the spring of each year.

4.2.1.8. If for any reason an individual is unable to serve for a period of one or more academic terms, a replacement shall be named for that
term or terms in a manner compatible with the regular selection of the member unable to serve.

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

4.2.1.10. Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws.

4.2.1.11. Unless otherwise provided, student members of standing committees shall be elected by the newly elected Student Council upon nomination by the students currently members of the Committee on Academic Governance of a slate of at least two nominees per position to be filled. Election shall be held prior to the end of spring term.

4.2.1.12. Elections to all committees shall be completed prior to May 15.

4.2.2. General Procedures of Standing Committees

4.2.2.1. After committees for the next year have been constituted in the spring, each new committee shall meet and elect its chairperson and, if applicable, an additional representative to Academic Council.

4.2.2.2. The chairperson of each standing committee shall prepare each month a summary of the activities of the preceding month and a list of prospective agenda items for the coming month. The Secretary for Academic Governance shall distribute these with the agenda or minutes for Academic Council and shall make them available to all other interested parties.

4.2.2.3. The chairperson of each committee shall submit an annual report to the Executive Committee by August 31. Summaries of these reports shall be distributed with Academic Council minutes. Each chairperson shall regularly report to the Executive Committee on the work of the committee.

4.2.2.4. Committees are encouraged to call on faculty, students and administrators who have special expertise on matters under consideration. Such individuals are asked to render whatever services are reasonably requested.

4.2.2.5. Committees shall establish their own rules and procedures.
4.2.2.6. Subcommittees or ad hoc committees shall exist at the discretion of the parent committees. The advisability of their continuance shall be raised annually.

4.2.3. **General Functions of Standing Committees**

4.2.3.1. Committee members shall represent the interests of the total University.

4.2.3.2. Committees shall initiate recommendations to and communicate with Academic Council. Subject to the review of Academic Council, committees may make recommendations to the Provost and other administrators, as indicated in these Bylaws, on matters within the purview of the committee.

4.2.3.3. Committees shall respond to reasonable requests for consultation or advice by administrators who initiate requests for such participation on matters within the purview of the committee.

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

4.2.4. **Meetings of Standing Committees**

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

4.2.4.2. Each committee shall schedule its own meetings.

4.2.4.3. Committee meetings shall ordinarily be open, but any committee may formulate procedures for closing some of its meetings for stated reasons.

4.2.4.4. Each committee shall determine its own agenda. Administrators, faculty and students may suggest items for a committee's agenda.

4.3. **UNIVERSITY COMMITTEE ON ACADEMIC ENVIRONMENT**

4.3.1. The Committee on Academic Environment shall have eight faculty members selected from the faculty on Academic Council. The committee shall have two undergraduate student members and one graduate student member selected so that one student is a member of the Stud-
dent Council. Non-academic administrators and a designee of the Provost shall serve ex officio without vote. The chairperson shall invite those appropriate to the agenda.

4.3.2. The Committee on Academic Environment shall consult with and advise non-academic administrators on existing and proposed policies and procedures that appear to the Committee to affect academic achievement. The Committee shall study business office policies and procedures, University policies and plans for public safety, buildings and lands, traffic and transportation facilities, and all other matters that affect the academic environment of the University.

4.4. UNIVERSITY COMMITTEE ON ACADEMIC GOVERNANCE

4.4.1. The Committee on Academic Governance shall have seven faculty members to be selected from the elected faculty on Academic Council. The committee shall have five undergraduate student members and two graduate student members selected so that four students are members of the Student Council.

4.4.2. The Committee on Academic Governance shall nominate to the Academic Council appointments to Academic Council Standing Committees, Steering Committee, Advisory-Consultative Committees and other committees as requested by Academic Council.

4.4.2.1. Nomination of faculty members shall be by the faculty of the committee.

4.4.2.2. Nomination of students shall be by the students of the committee.

4.4.2.3. The Secretary for Academic Governance shall provide staff assistance to the committee in developing nominations.

4.4.3. The Committee on Academic Governance shall conduct a continuing review of the Bylaws for Academic Governance and shall be responsible for recommending amendments to Academic Council.

4.4.4. The Committee on Academic Governance shall interpret the Bylaws for Academic Governance subject to review by Academic Council.

4.4.5. The Committee on Academic Governance shall review college bylaws for consistency with the Bylaws for Academic Governance. Each college’s bylaws shall be reviewed at least once every five years.

4.4.6. The Committee on Academic Governance shall consider appeals of reviews of department bylaws by college committees.
4.4.7. Decisions of the Committee on Academic Governance on college and department bylaws are subject to review by Academic Council.

4.4.8. The Committee on Academic Governance shall provide guidelines for elections to Academic Council and to the Steering Committee, review challenged elections and recommend appropriate action to Academic Council.

4.5. UNIVERSITY COMMITTEE ON ACADEMIC POLICY

4.5.1. Each college, including the non-college faculty, shall select one faculty member. The committee shall have four undergraduate student members and two graduate student members, selected so that two students are members of the Student Council. The Provost or a designee shall be a member with voice but no vote.

4.5.2. The chairperson and one other member of the committee shall be designated as voting members of Academic Council.

4.5.3. The Committee on Academic Policy shall exercise the faculty's delegated authority on grading policy for undergraduate and graduate-professional students.

4.5.4. The Committee on Academic Policy shall consult with the Provost on the establishment, disbandment or merger of undergraduate and professional academic programs and shall advise the Provost on policy pertaining to curriculum revision, methods of instruction, evaluation of instruction and advising and counseling for undergraduate and graduate-professional students and programs.

4.5.5. The Committee on Academic Policy shall consult with the Provost on policy pertaining to admissions and retention, financial aid and the use and distribution of educational and research resources for undergraduate and graduate-professional students and programs.

4.5.6. The Committee on Academic Policy shall advise and consult with the Provost on all other matters of academic policy affecting the University.

4.5.7. The Committee on Academic Policy shall advise and consult with the Provost and Vice President for Research and Graduate Studies on policy relating to research development.

4.5.8. The Committee on Academic Policy shall coordinate its activities with those of the Committee on Curriculum, the Graduate Council and other appropriate Academic Council Standing Committees through the Coordination Committee.
4.6. UNIVERSITY COMMITTEE ON CURRICULUM

4.6.1. The Committee on Curriculum shall have a faculty member from each college. The committee shall have five undergraduate student members and two graduate student members selected so that two students are members of the Student Council. The Provost or a designee shall be a member with voice but no vote. The Provost shall also name an executive secretary to serve ex officio without vote.

4.6.2. The chairperson and one other member of the committee shall be designated as voting members of Academic Council.

4.6.3. The Committee on Curriculum shall exercise the faculty’s delegated authority to review and approve or reject all changes in undergraduate courses, curricula and degree requirements proposed by academic units, and shall have delegated authority to approve or reject changes in graduate and graduate-professional courses recommended by the Graduate Council.

4.6.4. The Committee on Curriculum shall advise the Provost on criteria for the establishment and deletion of courses and curricula.

4.6.5. The Committee on Curriculum shall coordinate its activities with those of the Committee on Academic Policy, the Graduate Council and other appropriate Academic Council Standing Committees through the Coordination Committee.

4.7. UNIVERSITY COMMITTEE ON FACULTY AFFAIRS

4.7.1. The Colleges of Human Medicine and Osteopathic Medicine shall jointly select one member. The College of Urban Development, James Madison College, Justin Morrill College and Lyman Briggs College shall jointly select one member. Every other college, including the non-college faculty, shall have one member. The committee shall have at least three non-tenured faculty in its membership. Each year the Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty. The Provost or a designee shall be a member with voice but no vote.

4.7.2. The chairperson shall be designated as a voting member of Academic Council.

4.7.3. The Committee on Faculty Affairs shall have shared responsibility with the Provost on the formulation of grievance procedures for obtaining an equitable adjudication of faculty grievances and on the rights and responsibilities of faculty.
4.7.4. The Committee on Faculty Affairs shall advise the Provost on personnel policies relating to faculty (excluding tenure) such as appointment, re-appointment, promotion, leaves, retirement and assignment to teaching, research and administration.

4.7.5. The Committee on Faculty Affairs shall consult with and/or advise the Provost during the formulation of the University's annual budget request to the State of Michigan.

4.7.6. The Committee on Faculty Affairs shall annually report to a closed meeting of the Faculty Council on academic budget allocations and adjustments in salary and other forms of economic benefits. This report is in addition to the annual report to Academic Council required of all standing committees.

4.7.7. All recommendations regarding faculty rights and responsibilities and grievance procedures must be approved by the Faculty Council prior to submission to the Academic Council.

4.8. UNIVERSITY COMMITTEE ON FACULTY TENURE

4.8.1. The three residential colleges shall jointly select one member. Each other college, including the non-college faculty, shall select one member. The committee shall have at least three non-tenured faculty in its membership. Each year the Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty. The committee shall have two undergraduate student members and one graduate student member selected so that one student is a member of the Student Council. The Provost or a designee shall be a member with voice but no vote.

4.8.2. The chairperson shall be designated as a voting member of Academic Council.

4.8.3. The Committee on Faculty Tenure shall advise the Provost on the formal and procedural rules on tenure and dismissal and on the substantive policies on tenure and shall recommend changes to the Faculty Council and the Academic Council.

4.8.4. The Committee on Faculty Tenure shall be the judicial and investigatory agency for all tenure actions, shall interpret tenure rules and act on all cases of deviation from the rules and shall hear all cases for exception to the rules.

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

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

4.9. UNIVERSITY GRADUATE COUNCIL

4.9.1. The Graduate Council shall have a faculty member from each college with a graduate degree program plus one additional member from the Colleges of Agriculture and Natural Resources, Arts and Letters, Business, Education, Natural Science and Social Science. The committee shall have five graduate student members selected by the Council of Graduate Students so that one is a member of the Student Council. No more than one student may be from any one department, with consideration being given to University-wide representation, insofar as possible. The Dean of the Graduate School or a designee shall be a member with voice but no vote.

4.9.2. The chairperson and one additional member shall be designated as voting members of Academic Council.

4.9.3. The Graduate Council shall exercise the faculty's delegated authority on grading policy for graduate students and shall review all changes in graduate and graduate-professional courses proposed by academic units and recommend their approval or rejection to the University Committee on Curriculum.

4.9.4. The Graduate Council shall have shared responsibility with the Dean of Graduate school to consult with the Provost on the establishment, disbandment and merger of graduate programs, on policy pertaining to methods of instruction, evaluation of instruction, advising and counseling, and admissions and retention of graduate students and on other policy pertaining to administration of graduate programs.

4.9.5. The Graduate Council shall have shared responsibility with the Dean of the Graduate School to advise the Provost on the coordination of graduate programs.

4.9.6. The Graduate Council shall have shared responsibility with the Dean of the Graduate School to consult with the Provost on policy pertaining to financial aid and employment of graduate students and on the use and distribution of educational and research resources for graduate programs and graduate students.
4.9.7. The Graduate Council shall advise and consult with the Dean of The Graduate School and the Vice President for Research Development on policy relating to research development as it pertains to graduate education.

4.9.8. The Graduate Council shall maintain liaison with academic units offering graduate programs.

4.9.9. The Graduate Council shall maintain liaison with the Council of Graduate Students.

4.9.10. The Graduate Council shall coordinate its activities with those of the Committee on Curriculum, Committee on Academic Policy or other appropriate Academic Council Standing Committees through the Coordination Committee.

4.10. UNIVERSITY COMMITTEE ON STUDENT AFFAIRS

4.10.1. The Committee on Student Affairs shall have four faculty members selected by the Faculty Council. The committee shall have seven student members appointed as follows: three ASMSU appointees, viz. the President of ASMSU or a designee, an appointee of the Office of Black Affairs with the approval of the Student Board and a female appointee; two COGS appointees; and two Student Council appointees, viz. a Student Council college representative and a non-white at-large representative. The Vice President for Student Affairs and Services or a designee shall be a member with voice but no vote.

4.10.2. The chairperson shall be designated as a voting member of Academic Council.

4.10.3. The Committee on Student Affairs shall advise the Vice President for Student Affairs and Services and the Dean of Students on all policies of the office of the Vice President for Student Affairs and Services and other University policies as they affect academic achievement of students in the University.

4.10.4. The Committee on Student Affairs shall initiate and review proposed amendments to Academic Freedom for Students at Michigan State University, General Student Regulations, and policies relating to the academic rights and responsibilities of students.

4.10.4.1. Any amendment affecting the professional rights and responsibilities of the faculty (as the Faculty Council interprets these rights and responsibilities) must be approved by the Faculty Council before consideration by Academic Council. The Academic 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 Committee on Faculty Affairs and the approval of the Faculty Council.

4.10.5. The Committee on Student Affairs 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.
Other Academic Council Committees

5.1. ACADEMIC COUNCIL ADVISORY-CONSULTATIVE COMMITTEES

5.1.1. Academic Council may establish Advisory-Consultative Committees for academic administrators of University-wide programs which do not have students and/or faculty regularly attached, or where the advisory processes established in Article 2 do not provide a sufficiently broad base for the University-wide program.

5.1.2. Academic Council shall establish the functions and the general procedures of Advisory-Consultative Committees, taking account of the recommendations of the administrator to be advised.

5.1.3. The composition of Advisory-Consultative Committees shall be established by the Academic Council. Membership shall be determined by appointment of the Academic Council according to procedures specified in 4.9.2. The term of office shall be two years for faculty and one year for students. No member may serve for more than two consecutive terms.

5.1.4. Advisory-Consultative Committees shall advise and consult with appropriate administrators. The committees shall recommend to the Academic Council, through the Steering Committee or an appropriate standing committee, needed changes in University policies and procedures. An annual report shall be made to the Executive Committee for summary and distribution with the Academic Council minutes. Minutes of all meetings shall be sent to the Executive Committee.

5.1.5. The Committee on Academic Governance shall review each Advisory-Consultative Committee at intervals not to exceed five years and recommend appropriate action, if any, to Academic Council.

5.2. ATHLETIC COUNCIL

5.2.1. There shall be an Athletic Council with composition and bylaws subject to approval by the Academic Council. The Athletic Council shall function as the faculty control of the intercollegiate athletic program in conformance with the University’s membership in the Intercollegiate Conference of Faculty Representatives.

5.2.2. Faculty members of the Athletic Council shall be selected by the President from a slate of nominees (two for each vacancy) prepared by the faculty of the Committee on Academic Governance and approved by the Faculty Council.
5.2.3. The Athletic Council shall submit an annual report to the Academic Council for discussion and distribution with Academic Council minutes.

5.3. AD HOC COMMITTEES OF THE ACADEMIC COUNCIL

5.3.1. Ad hoc committees shall be kept to a minimum. Before establishing an ad hoc committee, Academic Council shall consult with the Steering Committee to determine whether the commission might appropriately be referred to one or more standing committees.

5.3.2. The Steering Committee shall recommend to Academic Council the composition, method of selecting members, functions and procedures of ad hoc committees.

6 University Student - Faculty Judiciaries

6.1. STUDENT-FACULTY JUDICIARY*

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

6.1.2. Faculty members of the Student-Faculty Judiciary shall be appointed by the President from a list of nominees of twice the number of positions to be filled supplied by the faculty of the Committee on Academic Governance.

6.1.3. The term of office of faculty members of the Student-Faculty Judiciary shall be three years. Provisions shall be made to stagger appointments to assure continuity. Terms of office shall begin September 1. No member may serve more than two consecutive terms.

6.1.4. No faculty members of Academic Council or any committee appointed or nominated by Academic Council shall be eligible to serve concurrently on the Student-Faculty Judiciary.

6.2. UNIVERSITY GRADUATE JUDICIARY

6.2.1. The composition and jurisdiction of this body are set forth in Graduate Students Rights and Responsibilities, 1973.
7 Administrative Support of Academic Governance

7.1. The administrator of an academic unit shall render necessary support, clerical and otherwise, to academic governance at the level of the administrative unit. At the University level this responsibility falls on the Provost and the Vice President for Student Affairs and Services.

7.2. Academic administrators shall recognize faculty member's participation in academic governance as an important and integral part of the individual's work load. Teaching schedules or other work assignments should be made consistent with regular committee or council meetings in so far as is reasonably possible.

8 Interpretation and Amendment

8.1. Robert's Rules of Order, Revised shall be followed by academic governance bodies unless otherwise specified in accordance with these Bylaws.

8.2. 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.

8.3. Proposed amendments shall be submitted initially to the Committee on Academic Governance and subsequently may be introduced to Academic Council by the Committee on Academic Governance or any member of Academic Council. Amendments must be approved by both the Academic Council and the Academic Senate.

8.4. The Bylaws for Academic Governance, 1978 replace the Bylaws for Academic Governance, 1975, the Bylaws for Academic Governance, 1971, the Bylaws of the Faculty, Michigan State University, 1968, the Bylaws of the Faculty Organization, 1961, and all revisions of same.

* Paragraph 4.3.4.1, b of Academic Freedom for Students at Michigan State University (AFSMSU) revised to July 1, 1971, provides that faculty members of the Student-Faculty Judiciary shall be selected according to rules for faculty-student committees. This section of these bylaws is the replacement for the section on faculty-student committees of the Bylaws for Academic Governance, 1971. It is the explicit intent that the rules provided here shall govern selection of faculty members of the Student-Faculty Judiciary, i.e., shall be the reference for paragraph 4.3.4.1, b of AFSMSU.
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