Bylaws for Academic Governance of The Eli Broad College of Business and The Eli Broad Graduate School of Management

Michigan State University

Approved by the faculty of The Eli Broad College of Business and The Eli Broad Graduate School of Management on May 4, 2001.

Amended by Michigan State University's University Committee on Academic Governance in November of 2001.
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Preamble

The Board of Trustees of Michigan State University has declared its unequivocal support of the established rights and privileges of academic profession and its intent to defend them steadfastly. These rights and privileges include but are not limited to 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 primacy of the faculty's role and its unquestioned centrality in the education process must be recognized. The primary intellectual purpose of the University – its intellectual content and integrity – is the responsibility of the faculty. Faculty shall have final authority and responsibility for course content, classroom procedure, and grading, subject to existing review procedures. In order to make effective the principles here declared, and to insure that the conduct of its own affairs will be in accord with the highest standards of educational administration, the faculty of The Eli Broad College of Business and The Eli Broad Graduate School of Management of Michigan State University adopt these Bylaws for Academic Governance.
1. The Faculty

1.1. Composition of the Faculty

1.1.1. The regular faculty of the Eli Broad College of Business and The Eli Broad Graduate School of Management shall consist of all persons appointed under the rules of tenure and who hold the rank of professor, associate professor, assistant professor, or instructor. In addition, the principal academic administrator of each academic unit shall be a member of the regular faculty.

1.1.1.1. Other academic administrators who have been appointed from regular faculty shall continue to carry academic rank and shall be members of the regular faculty.

1.1.2. The fixed-term faculty of The Eli Broad College of Business and The Eli Broad Graduate School of Management 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, adjunct, and emeriti faculty shall be honorary faculty.

1.1.4. Appointments to the Faculty

1.1.4.1. Appointments to the faculty in each academic unit shall be in accordance with University, College and departmental procedures and after consultation with the qualified voting members of the affected Academic Unit.

1.1.4.2. Appointments to the regular or honorary faculty other than those specified in 1.1.4.1. shall be made only after consultation with the College Advisory Council.

1.1.5. Faculty Voting Rights

1.1.5.1. The voting faculty in the election of University councils and committees shall be all regular faculty engaged in the academic activities of the College.

1.1.5.2. The voting faculty in the election of College councils and committees and in elections pertaining to College policies and decisions shall include all regular faculty engaged in the academic activities of the College, with the exception defined in 1.1.5.2.1. Fixed-term and honorary faculty shall have the privilege of speaking in meetings of the College faculty, but shall be without vote.
1.1.5.2.1. Faculty in The School of Hospitality Business (HB) are excluded from voting on curricular matters that do not directly involve HB. Determination of whether a particular curricular issue directly involves HB shall be made by the Dean.

1.1.5.3. The voting faculty in the election of academic unit councils and in elections pertaining to academic unit policies and decisions shall include all regular faculty engaged in the academic activities of the unit and may be extended by unit Bylaws to include fixed-term or honorary faculty.

1.1.5.4. If a faculty member is regularly engaged more than half-time in the College, the faculty member may vote in College matters. If the faculty member is regularly engaged more than half-time in another College, the faculty member may not vote in this College. A faculty member engaged half-time in this College and half-time in another College must choose a College in which to exercise voting rights.

1.1.5.5. A faculty member may vote in only one academic unit within the College. If a faculty member is regularly engaged more than half-time in an academic unit of the College, the faculty member may vote in that unit’s matters. A faculty member engaged half-time in two academic units must choose in which to retain voting rights.

1.1.6. Rights and Responsibilities of the Faculty

1.1.6.1. The faculty of the College shall have such rights and responsibilities as are defined for the faculty of the University in the Bylaws for Academic Governance of Michigan State University, the Bylaws of the Board of Trustees of Michigan State University and in other appropriate documents of Michigan State University.

1.1.6.1.1. The rights and privileges of the faculty include academic freedom and tenure, responsible participation in the development of academic programs and policies, and final authority and responsibility for course content, classroom procedures, and grading subject to existing review procedures.
2. The Students

2.1. Student Constituency of the College

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., who have declared with the Registrar a major or major preference (in the case of lower-division students) in an academic degree program in the College. A person who has enrolled for two consecutive semesters (excluding summers) may retain student status for one semester 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 recessed from the University.

2.1.2. Those students who are not enrolled in a degree program shall be deemed non-degree students.

2.1.3. Those students who are enrolled as candidates for graduate or graduate-professional degrees shall be deemed graduate students.

2.1.4. All other students shall be deemed undergraduate students.

2.2. Student Constituency of an Academic Unit

2.2.1. The student constituency of an academic 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 an academic degree program in the unit.

2.2.2. The student constituency for purposes other than that specified in 2.2.1. shall be all students who have declared with the Registrar a major or major preference in an academic degree program in the unit and may include other students as specified in the Bylaws of the unit.

2.3. Student Participation in Academic Governance

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 include:

2.3.1.1. Policies concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

2.3.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.
2.3.1.2.1. Evidence from students regarding the teaching performance of faculty shall be among those factors considered in decisions concerning the above matters.

2.3.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the academic unit.

3. Modes of Participation

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

3.1.1. Consultation: a body of faculty and/or students which discusses with and informs the administrator with authority and responsibility for making a 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.

3.1.2. Advisory: a deliberative body of faculty and/or students which 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.

3.1.3. Shared Responsibility: a deliberative body of faculty and/or students which 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 deliberative body will be submitted in writing to the next higher administrative level for resolution.

3.1.4. Delegated Authority: a deliberative body of faculty and/or students which is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances and only after discussion with the deliberative body.
4. Academic Governance of The Eli Broad College of Business and the Eli Broad Graduate School of Management

4.1. Academic Units

4.1.1. The Eli Broad College of Business and the Eli Broad Graduate School of Management exist to provide general supervision and coordination of programs, courses and services offered by the faculties of the academic units within the College. (See Appendix A.)

4.1.1.1. The School of Hospitality Business is designated as an industry-specific program as defined by AACSB – The International Association for Management Education.

4.1.2. The Eli Broad Graduate School of Management exists to provide general supervision and coordination of programs, courses, and services at the graduate level. The courses for these programs are offered by the faculties of the academic units within the College.

4.1.3. The structure and composition of the faculty in academic units within The Eli Broad Graduate School of Management shall be identical with those of The Eli Broad College of Business.

4.1.4. Wherever used in these Bylaws, the word “College” shall include The Eli Broad College of Business and The Eli Broad Graduate School of Management of Michigan State University.

4.1.5. The list of academic units in Appendix A as well as the list of academic programs in Appendix B shall be maintained by the Dean or the Dean’s designee.

4.2. Dean of the College

4.2.1. The chief executive officer of the College is the Dean.

4.2.2. The Dean is responsible for educational, research, and service programs of the College. This responsibility includes budgetary matters, physical facilities, and personnel matters in the Dean’s jurisdiction, taking into account the advisory procedures of the College.

4.2.2.1. The mode of participation for faculty and students shall be consultation and/or advisory unless these Bylaws specify otherwise.

4.2.3. The Dean may establish administrative, research, and service positions, academic units (see appendix A), and academic programs (see appendix
4.2.4. The College Advisory Council shall have shared responsibility with the Provost to determine procedures for the selection of the Dean who will be nominated by the Provost to the President.

4.2.5. The selection of Associate and Assistant Deans for nomination by the Dean to the Provost shall be the responsibility of the Dean of the College.

4.2.6. The Dean and all Associate and Assistant Deans shall be individually reviewed at intervals not to exceed five years.

4.2.6.1. The College Advisory Council shall have shared responsibility with the Provost to determine procedures for review of the Dean of the College.

4.2.6.2. The College Advisory Council shall have shared responsibility with the Dean to determine procedures for review of all Associate and Assistant Deans.

4.2.7. 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, Associate Dean, or Assistant Dean.

4.2.8. At any time during the term of office, the appointment of a Dean or the appointment of an Associate or Assistant Dean may be terminated either by resignation or by action of the Board of Trustees upon recommendation of the President and the Provost.

4.3. Chairpersons and Directors of Academic Units

4.3.1. The chairperson or director of an academic unit serves as the chief representative of the faculty and students in the unit. The Chairperson or Director 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 an Academic Unit strong in scholarship, teaching capacity, and public service.

4.3.2. The voting faculty of an academic unit shall have shared responsibility with the Dean of the College to determine procedures for the
appointment and continuation of the chairperson or director to be nominated to the Provost.

4.3.2.1. The faculty of an academic unit shall advise the Dean concerning the appointment and continuing service of unit academic administrators.

4.3.2.2. The students in the student constituency of an academic unit shall consult with the Dean concerning the appointment and continuing service of unit academic administrators.

4.3.3. Chairpersons and directors of academic units shall be subject to regular review by the Dean at intervals not to exceed five years.

4.3.3.1. The voting faculty of each academic unit shall have shared responsibility with the Dean on procedures for review of a chairperson or school director.

4.3.3.2. 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 chairperson or school director.

4.3.4. At any time during the term of office, the appointment of a 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.

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

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

4.4.2. They shall receive and should consider 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 and the College.

4.4.3. They shall comply with the University Bylaws, these Bylaws, and the respective Bylaws of their academic unit.

4.4.4. They shall assist and encourage the efficient and effective operation of academic governance.
4.4.5. They shall render necessary support, clerical and otherwise, to academic governance at the level of the administrative unit.

4.4.6. They shall recognize a faculty member’s participation in academic governance as an important and integral part of the individual’s workload.

4.4.7. They shall arrange teaching schedules and other work assignments so as not to conflict with regular committee and council meetings in so far as is reasonably possible.

4.5. Unit Academic Governance

4.5.1. The voting faculty of each academic unit shall have shared responsibility with the unit’s academic administrator to adopt and publish Bylaws that are in conformity with the University Bylaws and these Bylaws for Academic Governance.

4.5.1.1. Bylaws shall be available to all faculty and students.

4.5.2. Academic unit Bylaws shall be reviewed at intervals not to exceed five years.

4.5.2.1. The Bylaws of the College shall be reviewed by the University Committee on Academic Governance. Decisions of the Committee may be appealed to the Academic Council.

4.5.2.2. The Bylaws of other academic units within the College shall be reviewed by the College Advisory Council and the Dean. Decisions of the College Advisory Council may be appealed to the University Committee on Academic Governance.

4.5.3. The College Advisory Council shall serve as a means of participation by faculty and students in the policy-making of the College.

4.5.3.1. The academic unit faculty representative on the College Advisory Council shall be responsible for representing all of the diverse academic interests of the unit.

4.5.4. The voting faculty of an academic unit, acting either in a meeting of the faculty or by means of petition or resolution, shall participate in the policy making of the academic unit.

4.5.4.1. The mode of participation of the voting faculty acting as an Academic Governance unit may be any one of the modes of participation listed in 3. of these Bylaws, subject to the
provisions of the University Bylaws and these Bylaws for Academic Governance.

4.5.5. The students in the student constituencies of the College as provided in 2.1. of these Bylaws, acting through the College Undergraduate Student Senate, the Graduate Student Council, and College Advisory Council, shall participate in the policy making of the College.

4.5.5.1. The mode of participation of the two student councils may be either consultative or advisory.

4.5.6. The Bylaws of academic units within the College 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.

4.5.6.1. Each unit's Bylaws shall specify the student constituency of that unit subject to 2.2 of these Bylaws.

4.5.6.2. The students within the student constituency of an academic unit shall be responsible for selecting, according to procedures of their own choice, their representatives to councils and committees as specified in unit Bylaws.

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

4.5.6.4. If for any reason a student representative is unable to serve for a period of one academic semester or more, a replacement for the remainder of the term of office shall be named in accordance with procedures determined by the students in the constituency represented.

4.5.7. The Dean, or a designee, shall generally be present at meetings of a College level academic governance body.

4.5.7.1. The Bylaws of academic units within the College shall provide that the unit administrator, or a designee, shall generally be present at meetings of a unit academic governance body.

4.5.8. The jurisdiction of unit academic governance shall include matters within the jurisdiction of University level academic governance as specified in the description of functions of Academic Council Standing
Committees, provided that the matters are within the administrative authority of the academic unit.

4.5.9: Unit academic governance shall also have jurisdiction over other matters as provided in other University and College policies, Bylaws and legislation, including but not limited to those in the Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, Faculty Grievance Procedure, and the Faculty Handbook.

5. Meetings of the College Faculty

5.1. The Dean or an Associate Dean designated by the Dean, or in their absence the Chairperson of the College Advisory Council, shall preside at all faculty meetings.

5.2. The minutes of all meetings of the College shall be distributed to the faculty. It is the responsibility of the secretary for the College Advisory Council to take minutes for all such meetings and arrange for their distribution to the faculty.

5.3. The faculty of the College shall meet at least once during the fall and spring semesters of each academic year. Faculty meetings shall be called by the Dean.

5.3.1. Additional faculty meetings shall be called upon the written request of the College Advisory Council or of 15 percent of the regular faculty.

5.4. In general, faculty meetings are open. Students in the College may attend as observers unless meetings are explicitly closed to them. Students may be invited to speak at the discretion of the meeting’s presiding officer.

5.4.1. Forty percent of the voting faculty shall constitute a quorum. No official action shall be taken in the absence of a quorum. Action for the College may be taken by a majority of the faculty present and voting at a called meeting for which an agenda has been distributed in advance, except as otherwise indicated herein.

5.4.2. Voting shall be by voice or show of hands, except that a secret written ballot shall be taken at the request of 5 or more members present.

5.4.3. The voting faculty shall act on all amendments to and revisions of these Bylaws as provided in these Bylaws.

5.4.4. The voting faculty may act on those matters reserved to the faculty as defined in the University Bylaws on Academic Governance.
5.4.5. In addition, the faculty may at any meeting bring up for consideration any matter pertaining to the general welfare of the College.

5.4.6. Faculty meetings 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.

5.4.7. The voting faculty shall have authority to act as provided in these Bylaws.

5.5. The College Advisory Council shall assist the Dean in preparing the agenda for faculty meetings. The faculty shall have appropriate advance notice of the meetings and shall be provided with the agenda in advance.

6. The College Advisory Council

6.1. The College Advisory Council shall represent the faculties and students of the College.

6.2. Composition of the College Advisory Council.

6.2.1. The College Advisory Council shall consist of one faculty representative from each academic unit; one graduate student from the graduate constituency in The Eli Broad Graduate School of Management; two undergraduate students from the undergraduate constituency in The Eli Broad College of Business, and the Dean who shall serve as an ex officio member without vote.

6.2.2. At the first meeting of the fall semester of each year, the College Advisory Council shall select from among the college representatives to the Academic Council one person to sit with it and serve as its liaison with the Academic Council. This member shall be without vote, unless the member also is a representative to the College Advisory Council.

6.2.3. Each Academic Unit shall elect its faculty representative at a regular departmental or school faculty meeting from among those faculty members who are regular faculty of the College.

6.2.4. Faculty representatives from each academic unit shall be elected for a two year term. Student representatives shall be selected for a one year term. No member may serve for more than two consecutive terms of office. Terms of office of the faculty representatives shall be arranged through the following process: (1) Academic units listed in Appendix A shall be divided into two equal parts; (2) In the event of an odd number of units, the first half of the list shall be the longer of the two; (3) Those
units on the first half of the list shall elect their representatives in even numbered years and those on the second half of the list shall elect their representatives in odd numbered years.

6.2.5. If for any reason a representative to the College Advisory Council is unable to serve for a period of one semester or more, the appropriate faculty or student constituency involved may name a replacement either temporarily or for the remaining portion of his or her term.

6.2.6. At the first meeting of the fall semester of each year, the College Advisory Council shall elect its own chairperson and secretary from among the faculty Council members.

6.2.7. New faculty and student representatives to the College Advisory Council shall be elected and selected, respectively, during the spring semester and their term of office shall begin August 15.

6.3. Meetings and Procedure

6.3.1. Regular meetings of the College Advisory Council shall be held at least once during the fall and spring semesters of each academic year, and at such other times as the chairperson of the Council or the Dean may determine.

6.3.2. Special meetings of the College Advisory Council may be called at the request of the chairperson or any three members of the Council.

6.3.3. A quorum exists when at least five of the members of the College Advisory Council are present.

6.3.4. No business shall be transacted in the absence of a quorum.

6.3.5. Motions shall pass the College Advisory Council by simple majority vote of those members present.

6.3.6. The minutes of the College Advisory Council shall be distributed to the faculty of the College and to the student representatives of the College Advisory Council.

6.4. Purposes and Duties of the College Advisory Council

6.4.1. The Dean shall seek advice and the Council shall advise the Dean on educational goals and policy, budgetary policy, administrative policy and such other important matters as the Council or the Dean deem appropriate.
6.4.2. The Council shall provide a channel through which the views of faculty, students and administration can be expressed.

6.4.2.1. Any member of the faculty or any student who wishes to meet with the Council may make an appointment to do so with the Secretary of the Council.

6.4.3. The Dean or the Dean's designee shall attend all regular meetings of the College Advisory Council, except that by a vote of the majority of those voting members in attendance at any meeting, the Council may go into "executive session" without the Dean or designee.

6.4.4. The Council shall advise the Dean concerning the appointment and continuation of administrators of academic units and academic programs.

6.4.5. The Council shall have shared responsibility with the Provost to determine procedures for the selection as well as review of the Dean of the College.

6.4.6. The Council shall conduct the review of the Bylaws of the academic units within the College as provided in 4.5.2. and 4.5.2.1. of these Bylaws.

6.4.7. The Council shall establish procedures for the selection and replacement of faculty representatives to the Faculty Council and the Standing Committees of Academic Council and shall supervise or conduct other elections in accordance with the provisions of these Bylaws and the University's Bylaws for Academic Governance.

6.4.8. The College's faculty representatives shall be selected during the spring semester.

6.4.8.1. The Council shall request the College's faculty representatives to the Standing Committees of the Academic Council to report, at least once each year, significant developments within their committees to the Council.

6.4.8.2. The faculty representatives of the Council shall advise the College's faculty representatives to the Faculty Council and the University Committee on Faculty Affairs in accordance with these Bylaws.

6.4.8.3. The Council and all College committees and councils are encouraged to call on faculty, students and administrators who have special expertise on matters under consideration,
including minorities and women for the perspective which they may bring to the consideration of many issues.

6.4.8.4. The faculty representatives of the Council shall advise the College’s faculty representatives to the Faculty Council and the University Committee on Faculty Affairs in accordance with these Bylaws.

7. University Committees, Faculty Council and Academic Council

7.1. College faculty representatives to the Faculty Council and to the Standing Committees of the Academic council shall be selected in accordance with the Bylaws for Academic Governance of Michigan State University and in accordance with these Bylaws.

7.1.1. The College faculty representatives to the Faculty Council shall be the College’s faculty representatives to the Academic Council.

7.2. College student representatives to the Academic Council and to the Standing Committees of the Academic Council shall be selected in accordance with the Bylaws for Academic Governance of Michigan State University and these Bylaws.

7.3. If for any reason a College faculty representative to the Faculty Council or to a Standing Committee of the Academic Council is unable to serve, a replacement shall be selected in accordance with the Bylaws for Academic Governance of Michigan State University and these Bylaws.

7.4. If for any reason a College student representative to the Academic Council or to a Standing Committee of the Academic Council is unable to serve, a replacement shall be selected in accordance with the Bylaws for Academic Governance of Michigan State University and these Bylaws.

7.5. Faculty members of the Standing Committees of the Academic Council shall report either orally or in writing at least once each year, or more frequently at the request of the faculty member or the College Advisory Council.

7.6. The College’s faculty representatives to the Faculty Council shall receive the advice of the College Advisory Council or of the voting faculty of the College before voting in Faculty Council meetings on all recommendations regarding faculty rights and responsibilities and grievance procedures.

7.7. The College’s faculty representative to the University Committee on Faculty Affairs shall receive the advice of the College Advisory Council or of the voting faculty of the College before voting in University Committee on Faculty Affairs
meetings on amendments affecting the professional rights and responsibilities of the faculty.

8. College Committees

8.1. College committees other than those provided for in these Bylaws may be established by the Dean after receiving the advice of the College Advisory Council.

8.2. Each academic unit shall establish procedures for the selection of faculty representatives to College committees.

8.3. Undergraduate Programs Committee

8.3.1. The Undergraduate Programs Committee shall consist of one faculty representative of each academic major and University-recognized specialization with the exception of those administered by The School of Hospitality Business, three undergraduate students from the undergraduate constituency in the College, and the Associate Dean with responsibility for undergraduate programs, who shall be an ex officio member with voting privileges. No non-administrative member may serve for more than two consecutive terms.

8.3.1.1. Student representatives shall be selected and their term of office shall be in accordance with the provisions of the Bylaws for Academic Governance of Michigan State University and these Bylaws.

8.3.1.2. The School of Hospitality Business (HB) shall establish an undergraduate curriculum committee to perform for HB students the same functions that the Undergraduate Programs Committee performs for other academic majors.

8.3.1.2.1. All proposals for changes in the undergraduate curriculum of The School of Hospitality Business shall be referred by the HB undergraduate curriculum committee to the Dean for approval. The Dean is not required to refer such changes to the voting faculty of the College at large.

8.3.2. At least one meeting shall be held in each of the fall and spring semesters. Additional meetings may be called as deemed necessary.

8.3.2.1. The Associate Dean with responsibility for undergraduate programs shall seek advice and the Undergraduate Programs
Committee shall advise on important matters of policy and procedure which pertain to undergraduate programs and curriculum.

8.3.2.2. The minutes of all meetings of the Undergraduate Programs Committee shall be distributed to the faculty of the College and to the student committee members.

8.3.3. Except as provided above, the Committee shall establish its own organization and procedures.

8.3.4. The Committee has delegated authority to approve, disapprove or refer back to the originating academic unit temporary and permanent requests for individual undergraduate course changes.

8.3.4.1. The Committee must refer to the voting faculty any substantial changes affecting courses or programs. In addition, the Committee on its own initiative may request the faculty to approve any other changes it may deem appropriate.

8.3.5. The College’s faculty representative to the University Committee on Curriculum and the Director of Undergraduate Programs shall serve as non-voting ex officio members of the Undergraduate Programs Committee.

8.4. Masters Programs Committee

8.4.1. Masters programs include all MS and MBA degree programs offered by the College.

8.4.2. The Masters Programs Committee shall consist of one faculty representative from each academic unit with the exception of The School of Hospitality Business; two graduate student representatives; one at-large faculty representative from each MBA program elected by the faculty teaching in that program, and the Associate Dean(s) with responsibility for masters programs, who shall be ex officio member(s) with voting privileges. Directors of masters programs shall serve as ex officio members without voting privileges. No non-administrative member may serve for more than two consecutive terms.

8.4.2.1. Student representatives shall be selected and their term of office shall be in accordance with the provisions of the Bylaws for Academic Governance of Michigan State University and these Bylaws.
8.4.2.2. *The* School of Hospitality Business (HB) shall establish a graduate curriculum committee to perform for HB students the same functions that the Masters Programs Committee performs for other academic majors.

8.4.2.2.1. All proposals for changes in the graduate curriculum of *The* School of Hospitality Business shall be referred by the HB graduate curriculum committee to the Dean for approval. The Dean is not required to refer such changes to the voting faculty of the College at large.

8.4.3. The College’s faculty representatives to the University Committee on Curriculum and the University Graduate Council shall serve as nonvoting *ex officio* members of the Masters Programs Committee.

8.4.4. At least one meeting shall be held in each of the fall and spring semesters. Additional meetings may be called as deemed necessary.

8.4.4.1. The Associate Dean(s) with responsibility for masters programs shall seek advice, and the Masters Programs Committee shall advise on important matters of policy and procedure that pertain to masters programs and curricula.

8.4.4.2. The minutes of all meetings of the Masters Programs Committee shall be distributed to the faculty of the College and to the student Committee members.

8.4.5. Except as provided above, the Committee shall establish its own organization and procedures.

8.4.6. The Committee has delegated authority to approve, disapprove or refer back to the originating academic unit temporary and permanent requests for individual master’s-level course changes.

8.4.6.1. The Committee shall refer to the voting faculty any substantial changes affecting courses or programs. In addition, the Committee on its own initiative may request the faculty to approve any other changes it may deem appropriate.

8.4.7. The Masters Programs Committee, together with the Doctoral Programs Committee, is the “College Graduate Curriculum Committee” and appropriate coordination between the Masters Programs Committee and the Doctoral Programs Committee will be provided for matters of mutual concern.
8.5. Doctoral Programs Committee

8.5.1. The Doctoral Programs Committee shall consist of one faculty representative from each academic unit or academic program that offers doctoral degrees in the College; plus the Associate Dean with responsibility for doctoral programs, who shall be an ex officio member with voting privileges; plus one doctoral student representative.

8.5.1.1. The student representative shall be selected and his or her term of office shall be in accordance with the provisions of the Bylaws for Academic Governance of Michigan State University and these Bylaws.

8.5.2. The College’s faculty representatives to the University Committee on Curriculum and the University Graduate Council shall serve as non-voting ex officio members of the Doctoral Programs Committee.

8.5.3. The Committee shall meet at least once during the academic year. Additional meetings may be called as deemed necessary.

8.5.3.1. The Associate Dean with responsibility for doctoral programs shall seek advice, and the Doctoral Programs Committee shall advise on important matters of policy and procedure which pertain to doctoral programs and curricula.

8.5.3.2. The minutes of all meetings of the Doctoral Programs Committee shall be distributed to the faculty of the College and to the student Committee member.

8.5.4. The Committee has delegated authority to approve, disapprove or refer back to the originating academic unit temporary and permanent requests for individual doctoral-level course changes.

8.5.4.1. The Committee shall refer to the voting faculty only such proposals that substantially change or affect doctoral curricula or programs that affect academic units other than the initiating unit.

8.5.5. The Doctoral Programs Committee, together with the Master’s Program Committee, is the “College Graduate Curriculum Committee” and appropriate coordination between the Doctoral Programs Committee and the Master’s Programs committee will be provided for matters of mutual concern.
8.5.6. The Doctoral Programs Committee shall be the “College Graduate Committee”, with the Chairperson of the Doctoral Programs Committee serving as Chairperson of the College Graduate Committee.

8.6. Undergraduate Student Senate

8.6.1. An Undergraduate Student Senate shall be established to participate in the policy making of the College.

8.6.1.1. The mode of participation may be either consultative or advisory as provided in these Bylaws.

8.6.2. The Undergraduate Student Senate shall consist of one undergraduate student representative from each of the honorary and professional business organizations within the College; at least two at-large representatives who are students in the undergraduate student constituency in the College but are not affiliated with a College honorary or professional organization; and the Associate Dean with responsibility for undergraduate programs who shall be an ex officio member without voting privileges.

8.6.3. The procedure for selecting the undergraduate student representatives shall be developed by the undergraduate students in the undergraduate student constituency of the College with the assistance of the office of the Associate Dean for Academic Affairs.

8.6.4. The Associate Dean with responsibility for undergraduate programs shall invite the Undergraduate Student Senate to convene at least once during each of the fall and spring semesters, and at such other times as deemed necessary.

8.6.5. Except as provided above, the Senate shall establish its own organization and procedures.

8.7. Graduate Students’ Advisory Council

8.7.1. A Graduate Students’ Advisory Council shall be established to participate in the policy-making of the College.

8.7.1.1. The mode of participation may be either consultative or advisory as provided in these Bylaws.

8.7.2. The Graduate Students’ Advisory Council shall consist of at least one representative from each academic unit of the College in which there is a graduate student constituency plus the Associate Dean(s) with
responsibility for graduate programs who shall be *ex officio* without voting privileges.

8.7.3. The procedures for selecting the graduate student representatives shall be developed by the graduate students with the assistance of the office of the Associate Dean(s) with responsibility for graduate programs.

8.7.4. The Associate Dean(s) with responsibility for graduate programs shall invite the Graduate Students’ Advisory Council to convene at least once during each of the fall and spring semesters and at such other times as deemed necessary.

8.7.5. Except as provided above, the Council shall establish its own organization and procedures.

8.8. Graduate Judiciary Committee

8.8.1. A College Graduate Judiciary Committee shall be established annually composed of the Chairperson of the College Graduate committee, as Chairperson, plus three faculty members and three graduate student members. One faculty member shall be nominated by each department in the College in which there is a graduate student constituency. Three of these nominees will be selected by the College Advisory Council. The three graduate student members shall be selected by procedures established by the Graduate Students’ Advisory Council. Faculty and student members shall be selected during the spring semester and their term of office shall be for one year starting August 15.

8.8.2. The College Graduate Judiciary shall perform the functions required by and comply with the provisions of the document entitled “Graduate Student Rights and Responsibilities” – Michigan State University which is then in effect.

9. Interpretation and Amendment

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

9.2. The College Advisory Council shall be the final authority with regard to the interpretation of these Bylaws.

9.3. Amendments to the Bylaws for Academic Governance of The Eli Broad College of Business and The Eli Broad Graduate School of Management must be proposed and discussed at a faculty meeting of the College.
9.3.1. The proposed amendments shall then be distributed to the faculty and shall be placed on the agenda for the next faculty meeting.

9.3.2. If passed by a majority of the voting faculty present at the next College faculty meeting where a quorum is present, the amendment becomes effective when adopted and shall become effective at the time stated in the amendment. If no time is so stated, the amendment becomes effective when adopted.

9.4. These Bylaws replace the Bylaws of the College of Business and the Graduate School of Business Administration of Michigan State University adopted on December 12, 1994.

9.5. When University Bylaws change in a way that contradicts these College Bylaws, the University Bylaws shall prevail. Additionally, the College Bylaws shall be assumed to conform to the University Bylaws without explicit adoption of a change by the faculty of the College.
APPENDIX A
ACADEMIC UNITS OF THE COLLEGE

Department of Accounting and Information Systems
Department of Finance
Department of Management
Department of Marketing and Supply Chain Management
The School of Hospitality Business

APPENDIX B
ACADEMIC PROGRAMS OF THE COLLEGE

Executive MBA Program (EMBA)
Information Technology Management Program (ITMP)
M.B.A. Program (MBA)
M.S. Program in Accounting and Business Processes
M.S. Program in Logistics
M.S. Program in Manufacturing Management
M.S. Program in Professional Accounting
Michael L. Minor Master of Science Degree Program in Foodservice Management
Program in Integrative Management (PIM)