Bylaws of the Faculty

College of Veterinary Medicine
Michigan State University
BYLAWS OF THE FACULTY
College of Veterinary Medicine
Michigan State University

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Bylaws of the Faculty

PREAMBLE

The bylaws of the faculty of the College of Veterinary Medicine (hereinafter, college) define the organization and operational procedures of the faculty. Through this organization and these procedures policy is formulated. The bylaws are restricted to a description of the processes and procedures related to faculty participation in the development of policy. The role of the administration in this process is defined by the University Bylaws for Academic Governance (page 4, Preamble, November 1997) and determined by higher administrative officers of the university.

1. College Organization

1.1. Office of the Dean

1.1.1. As provided for and described in the University Bylaws for Academic Governance (2.1), the Dean of the College of Veterinary Medicine shall have the authority and responsibility for administration of the College in accordance with the University and College Bylaws, taking into account the advisory procedures of the College and departments within the College.

1.1.2. The faculty shall have shared responsibility with the Provost for the development of the procedures used in the selection of the Dean. These procedures shall be developed, with the Provost, by the College Advisory Council, in consultation with the faculty.

1.1.3. Administrative Appointments

1.1.3.1. The selection of administrative appointees shall be the responsibility of the Dean, who shall consult with the College Advisory Council concerning appointment, performance, or replacement of administrative appointees.

1.1.3.2. At intervals, not to exceed five years, the Dean shall review the desirability of continuing the appointments of the Associate and Assistant Deans by consulting with the College Advisory Council and by consulting with the Associate and Assistant Deans.

1.1.4. The Dean shall notify the chairperson of the College Advisory Council of the delegation of his/her authority in his/her absence.

1.1.5. Dean’s Review

1.1.5.1. The Dean is subject to regular review by the Provost at intervals not to exceed five years.
1.1.5.2. The College Advisory Council shall have shared responsibility with the Office of the Provost to determine procedures for the review of the Dean. All review procedures must conform to the policies of the University.

1.1.5.3. There is no limit on the number of times an individual may continue in the position of Dean.

1.1.5.4. At any time during the term of office, the appointment of the Dean, as Dean, may be terminated either by resignation or by action of the Board of Trustees upon recommendation of the President and the Provost.

1.1.6. **College Bylaws:** It is the shared responsibility of the College Advisory Council and the Dean to propose revisions, to bring proposed revisions to faculty for a vote (as described in Section 7.2.) and to publish the college bylaws.

1.2. **Departments**

1.2.1. **Definition:** The department is the basic administrative unit of education, research, service, and creative endeavor within the College. Departments include both wholly and jointly administered departments.

1.2.1.1. The wholly administered (CVM-only) departments are defined as those departments for which the responsibility for selection of a chairperson and the establishment of the department budget rest exclusively with the Dean of the College of Veterinary Medicine. CVM-only departments include Large Animal Clinical Sciences, Pathobiology and Diagnostic Investigation, and Small Animal Clinical Sciences.

1.2.1.2. The jointly administered (shared) departments are defined as those departments or units for which the selection of the principal administrative officers and establishment of the department or unit budgets are shared with deans of other colleges or unit directors within the University. Shared departments include Microbiology and Molecular Genetics, Pharmacology and Toxicology, and Physiology.

1.2.2. **Department Chairperson**

As provided for and described in the University Bylaws for Academic Governance (2.1), the departmental chairperson shall have the authority, responsibility, and accountability for the administration of the department in accordance with the University, College, and department bylaws.
1.2.3. The department voting faculty shall have shared responsibility with the Dean(s) for the development of the procedures used in the selection and review of a department chairperson. These procedures shall be developed by the Dean(s) with a committee selected by the department voting faculty.

1.2.4. The chairperson of each department shall be subject to regular review at intervals not to exceed five years.

1.2.5. **Department Bylaws**
The voting faculty of the departments shall have shared responsibility with the department chairperson to adopt and publish department bylaws.

1.2.5.1. The department bylaws shall be reviewed by the department at intervals not to exceed five years. It is the responsibility of the department to ensure that the department bylaws are consistent with the college and university bylaws, which, in cases of conflict, will take precedence over the department bylaws.

2. **The Faculty**

2.1. **Composition of the Faculty**

2.1.1. The regular faculty of the college shall consist of all persons appointed under the rules of tenure to any of the academic units of the college who hold the rank of instructor or above. This does not include those on part-time or fixed term appointments. In addition, the principal administrative officers in each major academic, clinical, or research unit of the college shall be considered members of the faculty.

2.1.1.1. The phrase "appointed under the rules of tenure" does not imply that a person so appointed has tenure, but only that he or she is subject to the rules of tenure.

2.1.2. Persons holding the rank of instructor or above, but not appointed under the rules of tenure, shall compose the fixed term faculty.

2.1.3. The **honorary faculty** shall consist of distinguished lecturers and visiting professors.

2.2. **Composition of the Voting Faculty**

2.2.1. **Voting Faculty on Internal Matters**

On internal matters (those concerning activities within the unit), the voting faculty of the college shall consist of all its regular faculty (as defined in 2.1.1. above) who are engaged in the academic activities of the college on a regular basis.

2.2.1.1. Voting privileges may be extended to members of the fixed term faculty and specialists for internal matters.
2.2.1.2. At the beginning of each summer semester, the College Advisory Council (hereinafter, CAC) shall provide all faculty with a voting request form that shall consist of four questions (see Addendum 1). The request for voting privileges form will require endorsement of the member's departmental chairperson or director.

2.2.1.3. The CAC shall review, concur with, and publish the approved list of voting faculty prior to the first faculty meeting.

2.2.1.4. Any faculty member of the college may petition the CAC in writing to request a change in voting eligibility.

2.2.1.5. Nonvoting members of the faculty of the college may attend and participate at the meetings of the college, either as part of the general discussion or in debate on a formal motion.

2.2.2. Voting Faculty on External Matters

The voting privileges of the faculty members shall be determined in accordance with the University Bylaws for Academic Governance (1.1.2.).

2.3. Faculty Meetings

2.3.1. Frequency

2.3.1.1. The faculty shall be convened and presided over by the dean or the dean's appointed representative during the fall semester of each school year.

2.3.1.2. Faculty may be convened at other times as deemed necessary by the dean or the dean's appointed representative.

2.3.1.3. Any faculty member may request a meeting of the faculty by submitting a written request to the CAC. The CAC shall consider the request and then forward the request, together with its recommendation, to the dean. A written report of the dean's decision shall be provided to the originator of the request.

2.3.2. Agenda

2.3.2.1. The dean, assisted by the CAC, has the responsibility of preparing the agenda.

2.3.2.2. The time, place, and agenda shall be published and circulated to the faculty at least 10 working days prior to the date of each meeting. Special and emergency meetings may be conducted without this restriction.
2.3.2.3. Any faculty member or committee of the college may request that an item of business be included in the agenda. Such a request shall be submitted in writing to the CAC, which shall, in turn, forward the request, together with its recommendation, to the dean. A written report of the dean's decision shall be provided to the originator of the request.

2.3.2.4. Once the faculty is convened, every item on the published agenda must be acted on before adjournment. If the agenda is not completed, the meeting may be recessed but must be reconvened within 14 days.

2.3.3. Quorum

For purposes of conducting business, a quorum shall consist of 40% of the voting faculty of the college. Passage of any measure shall require a simple majority of those present with the exception of amendments to or revision of these bylaws, which shall require two-thirds of the votes of the entire voting faculty.

2.3.4. Referendum

Any member of the faculty, with support of 30% of the voting members in attendance, may call for a mail ballot referendum on a defeated or passed motion. In such cases, the CAC shall prepare, distribute, collect, and tally the ballots and shall report the results of the referendum to the faculty.

2.3.5. Minutes

Faculty meeting minutes, including an attendance roster of the voting faculty, shall be prepared and provided to each voting faculty member of the college by the dean's office. Such minutes shall be subject to the approval of the faculty at the next faculty meeting.

3. College Faculty Organization

3.1. The college shall adhere to the organizational structure and function as described in the University Bylaws for Academic Governance (2.1. and 2.2.).

3.1.1. College Advisory Council

3.1.1.1. The CAC is intended to serve as an open channel of communication between the college faculty and the dean. It may meet privately with the dean or it may be assembled jointly with chairpersons, directors, Student Advisory Council, or other college committees as the interests of the college require. Its function is to assist the dean in the discharge of the dean's responsibilities by a direct representation of faculty opinion.

3.1.1.2. The CAC, as representatives of the faculty, shall have shared responsibility with the provost to formulate the specific procedures for selection of the dean.
3.1.1.3. The CAC shall supervise the election of the college faculty representatives to the University Academic Council and the university standing committees for which college representatives are required and may name a replacement in the event a college representative is unable to complete his or her term.

3.1.1.4. The CAC shall call for and/or receive the written requests of faculty members for special faculty meetings, consider the requests, and forward them, together with its recommendations thereon, to the dean. The CAC shall also provide the originator of the request with a copy of its recommendation to the dean (2.3.1.3.).

3.1.1.5. Copies of the CAC minutes shall be kept on file in the dean's office and made available to any member of the faculty on request.

3.1.1.6. The CAC shall assist the dean of the college in preparing the agenda for college faculty meetings.

3.1.1.7. The CAC shall receive written requests from faculty members and committees for the inclusion of items on the agenda for faculty meetings, consider such requests, and forward the request, together with its recommendation thereon, to the dean (2.3.2.3.).

3.1.1.8. The CAC shall, in the event that a referendum has been called for, conduct the referendum in the manner specified (2.3.4.).

3.1.1.9. The CAC shall, at the beginning of each summer semester, poll all faculty members for the purpose of determining their status with respect to voting privileges (2.2.1.2.).

3.1.1.10. The CAC shall, prior to the first faculty meeting of the fall semester, review, concur with, and publish the approved list of voting faculty (2.2.1.3.).

3.1.1.11. The CAC shall receive written petitions from those faculty members who may desire a change in their voting status (2.2.1.4.).

3.1.2. **Election to the CAC**

3.1.2.1. Any faculty member appointed under the rules of tenure of the university, as well as any fixed-term, ranked faculty member who has served at Michigan State University at least three consecutive years, may be nominated by his or her administrative unit for election to the CAC.

3.1.2.2. The voting faculty of each department of the college shall elect a member of that department to the CAC, according to procedures determined by the voting faculty of each department.

3.1.2.2.1. The procedure shall be reviewed by the college faculty at least once every three years.
3.1.2.3. The Student Advisory Council shall elect a member to serve as a member of the CAC, with vote, and shall serve as the liaison with the Student Advisory Council.

3.1.2.4. Voting faculty members of the CAC shall be elected during the spring semester, and shall take office July 1. Members shall be elected for a two-year term. No faculty member may be elected for more than two consecutive terms. Half of the faculty membership of the CAC shall be elected each year.

3.1.2.5. The CAC shall select from among the college representatives to the University Academic Council one person to sit with the CAC and to serve as its liaison with the University Academic Council. Additional ex-officio nonvoting members may be added by the CAC.

3.1.2.6. The CAC shall elect its own officers, to include a chairperson, vice-chairperson, diversity representative, and secretary.

3.1.2.7. In the event that a CAC member cannot complete his/her term, the department shall select a replacement to complete the term of office.

3.2. The college shall provide for significant involvement of its students in the decision-making processes by which policy is formed as outlined in the University Bylaws for Academic Governance (1.2.3.).

3.3. Committees 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. Such individuals are asked to render whatever services are reasonably requested. (Identical to section 4.2.2.4. of the University Bylaws for Academic Governance.)

4. The Standing Committees of the College Faculty

4.1. Nature and Establishment of Standing Committees

4.1.1. A college standing committee is any committee whose function and continuity are so important that the faculty establishes it under that title.

4.1.2. The standing committees of the college are as follows:

   Committee on Curriculum
   Committee on Diversity and Affirmative Action
   Committee on Graduate Grievance Hearings
   Committee on Graduate Study and Research
   Committee on Honor Code and Medical Students’ Rights and Responsibilities Hearings
   Committee on Promotion and Tenure
   Committee on Student Admissions
   Committee on Student Performance
4.2. **General Rules Governing all Standing Committees**

4.2.1. **Categories of Members of Standing Committees**

4.2.1.1. The faculty representatives are elected by the faculty according to 4.2.2, unless otherwise specified elsewhere in these bylaws (Committee on Curriculum, Committee on Graduate Study and Research, Committee on Student Performance, Committee on Diversity and Affirmative Action, and Committee on Promotion and Tenure).

4.2.1.2. The student representatives are elected by the appropriate student groups according to 4.2.3.

4.2.1.3. The dean's office representative or the dean shall serve on all committees according to 4.2.7, except the college Committee on Promotion and Tenure.

4.2.1.4. A dean's appointed representative may be added to a committee when considered appropriate according to 4.2.6.

4.2.1.5. A university committee liaison representative may be a member of certain standing committees according to 4.2.8.

4.2.1.6. It shall be the responsibility of the chairpersons of the shared departments, in consultation with the College Advisory Council, to determine their representatives for the Committees on Student Performance, Graduate Study and Research, Graduate Grievance Hearings, and Diversity and Affirmative Action.

4.2.2. **Nominations and Elections of Members**

4.2.2.1. College committee elections shall be held during the spring semester of each year. Newly elected members shall assume office July 1 and shall serve two years. Exception: Members of the College Graduate Hearing Pool shall serve one year (which does not preclude reappointment the following year).

4.2.2.2. The elections shall be administered by the CAC. During the spring semester, each unit of the college shall be invited to nominate candidates from among the faculty for each college standing committee. Although a faculty member may be nominated for more than one committee position, he or she may not serve concurrently on more than two college standing committees. If the number of eligible members within a unit of the college is less than half of the number of college standing committees, this limitation does not apply. The CAC shall report the results of the elections to the faculty.

4.2.2.3. Any faculty member appointed under the rules of tenure of the university, as well as any fixed term faculty, may be nominated by his or her administrative unit for election to a college standing committee.
4.2.2.4. Elected members of standing committees shall be elected by mail ballot. In elections with three or more candidates, those receiving the greatest number of votes shall be declared elected.

4.2.2.5. Approximately half of the members of each standing committee shall be elected each year. Members may not serve on a single standing committee for more than two consecutive terms.

4.2.2.6. The mechanism for replacement of a member of a standing committee shall be decided by the chairperson of the committee and the CAC in consultation with the dean.

4.2.2.7. The chairperson, vice-chairperson, diversity representative, and secretary of each standing committee shall be elected from and by the membership of that committee, unless otherwise specified in these bylaws (Committee on Admissions and Committee on Diversity and Affirmative Action).

4.2.2.8. The diversity representative shall assure that issues of diversity and affirmative action are taken into account in the regular business of that standing committee.

4.2.2.9. Elected chairpersons, vice-chairpersons, diversity representatives, and secretaries shall serve for one year but may be re-elected.

4.2.3. **Student Representatives**

At the end of each spring semester, veterinary and graduate students in the college shall be invited to elect student representatives to the appropriate standing committees of the college according to methods selected by the students. Students shall be elected for a one-year term and may be re-elected for one additional year. The voting privileges of the student representatives shall be determined in accordance with the University Bylaws for Academic Governance (1.2.3.). In committees requiring representation from all four professional classes, first-year representatives shall be elected during the fall semester.

4.2.4. **Minutes and Reports**

4.2.4.1. Each committee shall keep minutes of its meetings and shall forward a copy of the minutes to the dean after their approval by the members of the committee. Copies of the minutes of each committee shall be kept on file in the dean's office and made available to any member of the faculty on request.

4.2.4.2. Each standing and ad hoc committee shall report in writing its annual activities to the faculty. Reports for the previous academic year shall be submitted to the College Advisory Council by September 1. Copies of the report of each committee shall be kept on file in the dean's office and made available to any member of the faculty on request.
4.2.4.3. Official proposals of a standing committee shall be forwarded to the CAC and to the dean for consideration of presentation to the faculty of the college.

4.2.5. **Subcommittees**

Any standing committee may form subcommittees to facilitate the work of the parent committee. Subcommittees shall operate in accordance with the mandate of the parent committee. Each subcommittee shall publish minutes of its meetings and submit said minutes to the parent committee. One member of each subcommittee must be a member of the parent committee and shall preside over the subcommittee meetings.

4.2.6. **Appointed Members**

The dean may appoint a single member of the regular faculty to the Committee on Student Admissions (4.4.1.) and two members of the regular faculty to the Committee on Student Performance (4.5.1.); these appointees will serve with voting privileges.

The dean may also appoint a single member of the regular faculty to any committee or subcommittee on a nonvoting basis. The respective committee may extend the voting privilege to any appointed member by closed ballot vote.

4.2.7. **Dean's Office Representatives**

For purposes of liaison between the dean's office and committees, the dean will identify a dean's office representative for each committee. The representative shall attend all committee meetings, without a vote.

4.2.8. **University Committee Liaison Representative**

When liaison between college standing committees and certain university committees is needed, then a faculty representative to the particular university committee will serve as an ex-officio member on the college standing committee with vote (3.1.2.5., 4.3.2., and 4.6.2.).

4.2.9. **Quorum**

For purposes of conducting business in standing committee meetings, a quorum shall consist of 50% of the committee members.

4.3. **Committee on Curriculum**

4.3.1. The committee shall consist of one representative from each department, selected by the department; one representative from the Veterinary Technology Program; the dean's office representative; and one student from veterinary technology and each of the four professional classes.

4.3.2. The college representative to the University Curriculum Committee shall be an ex-officio member of this committee.
4.3.3. The responsibilities of the committee are to:

1. Serve as a forum for the discussion of curriculum matters.

2. Receive and consider recommendations from faculty or other college committees that relate to curriculum.

3. Recommend to the faculty changes in curriculum policy, programs, and practices related to undergraduate, professional, and lifelong education.

4. Coordinate and evaluate the professional veterinary medicine curriculum.

5. Assist in the implementation of approved curriculum changes.

4.4. Committee on Student Admissions

4.4.1. This committee shall consist of ten voting members, six elected faculty members and four members appointed by the dean (three faculty members and an MVMA/alumnus appointed as an adjunct faculty member), and two non-voting members (the director of admissions and the dean’s representative).

4.4.2. The responsibilities of this committee shall include the formulation, recommendation, and implementation of policies and procedures governing admission and readmission to the college.

4.4.3. The representative from the dean’s office shall serve as the committee secretary and may call meetings of the committee.

4.5. Committee on Student Performance

4.5.1. This committee shall consist of one representative from each CVM-only department, selected by the department, two representatives from the shared departments, two representatives appointed by the dean (one clinical faculty member and one shared department faculty member), and the dean’s office representative.

4.5.2. The responsibilities of this committee shall include the formulation, recommendation, and implementation of policies and procedures governing those aspects of student conduct and performance pertinent to the professional and educational development of the student.

4.5.3. It shall be the responsibility of this committee to adhere to the guidelines set forth by the academic standards document of the college. Recommendations made by this committee shall be forwarded to the dean for final action.
4.6. **Committee on Graduate Study and Research**

4.6.1. This committee shall consist of one representative from each CVM-only department, selected by the department, three representatives from the shared departments, the dean’s office representative, and two graduate students currently enrolled in a graduate degree program in the college, selected by their peers.

4.6.2. The college representative to the University Graduate Council shall be an ex-officio member of this committee.

4.6.3. The responsibilities of this committee shall be to serve as an advisory committee for the graduate and research programs of the college and to advise the dean on matters related to graduate study and research.

4.6.3.1. A more specific function of the committee shall be to review applications for General Research Support (GRS) grants and make recommendations to the dean. A negative recommendation on an application for a GRS grant shall necessitate a written report from the committee to the originator of the application.

4.6.3.2. The committee shall receive directly from individuals, department chairpersons, and department faculties, matters and proposals relating to graduate and research programs and policies. The committee shall investigate and formulate recommendations on these matters and proposals before they are presented to the CAC (2.2.1.8.).

4.6.3.3. The committee shall also suggest and encourage intra- and inter-college coordination and cooperation as they pertain to research efforts.

4.6.3.4. The committee shall also act as an advising unit to the college library and reading room staff as requested.

4.6.3.5. The committee will serve as a forum for the discussion and formulation of recommendations regarding curricular policy, programs, and practices as they relate to graduate education. Recommendations originating from other committees that have curricular implications as defined above shall be referred to this committee.

4.7. **Committee on Graduate Grievance Hearings**

4.7.1. A College Graduate-level Grievance Hearing Pool (CGGHP) shall be established from which hearing board members shall be selected.

4.7.2. **Hearing Pool**: Prior to July 1 of each year, each CVM-only department shall elect two tenured faculty members and one nontenured faculty member to serve as members of the CGGHP. The shared departments shall select three tenured faculty members and one nontenured faculty member to serve as members of the CGGHP. Service shall be limited to two consecutive terms. Election of members shall be in accordance with Section 4.2.2.1. of the CVM Bylaws of the Faculty. In addition, the graduate students of each department shall designate three of their members willing to serve in the CGGHP.
4.7.3. **Hearing Board:** Prior to September 1 of each year, the dean shall select by lot from the CGGHP the members of a College Graduate Grievance Hearing Board (CGGHB), which shall consist of seven members: three faculty (two tenured and one nontenured tenure system), three graduate students, and one presiding officer selected according to Section 4.7.4. A CGGHB member shall serve on no more than one hearing board per year.

4.7.4 Each CGGHB shall have as a presiding officer the chairperson of the CVM Committee on Graduate Study and Research. Alternately, prior to September 1 of each year, this committee can designate one of its members as presiding officer. The presiding officer shall not be a voting member, except in the case of a tie, and shall apply the rules of procedure consistent with the guidelines as stated in the Graduate Students' Rights and Responsibilities document. Two of the three faculty members and two of the three graduate student members shall be designated by lot as regular voting members of the hearing board. The remaining faculty member and graduate student shall serve as non-voting alternates and will attend all meetings until and if needed.

4.7.5. When a college graduate grievance hearing is to be held:

4.7.5.1. The Associate Dean for Research and Graduate Study shall notify each party of the names of the seven members of the CGGHB. Either party may challenge any member for cause within 10 days after a grievance is filed. In addition, each party shall have two peremptory challenges. Cause shall be determined by the presiding officer. Challenged members of the panel shall be replaced by lot from the pool as stated in Section 4.7.3.

4.7.5.2. Another CGGHB shall be selected after initiation of the grievance, pursuant to Sections 4.7.3. and 4.7.4. for a potential unrelated additional hearing.

4.7.6. If a CGGHB loses more than two of its voting members during the course of a hearing, the hearing shall be terminated and a new hearing board selected.

4.7.7. Hearing boards shall establish their own procedures in a manner consistent with Section 5.4. of the Graduate Students' Rights and Responsibilities document.

4.8. **Committee on Honor Code and Medical Students' Rights and Responsibilities (MSRR) Hearings (CVM Hearing Board)**

4.8.1. The committee shall be composed of four elected students to include one representative from each of the four professional classes; one faculty member each elected from Pathobiology and Diagnostic Investigation, Large Animal Clinical Sciences, and Small Animal Clinical Sciences; one faculty member from a shared department appointed by the College Advisory Council; and a non-voting representative of the dean’s office. The committee shall also include two alternates from each of the four professional classes and three, at-large faculty alternates appointed by the College Advisory Council.

4.8.2. During each academic year, the dean's representative shall call the first meeting of this committee.
4.8.2.1. At the first meeting of the academic year, the committee shall, from among its membership, elect a chairperson, vice-chairperson, and secretary. Alternates are not eligible to hold an elected office.

4.8.2.2. The election of officers shall be by a majority vote of the committee, including its alternate members.

4.8.3. The college must develop, and its voting faculty must approve, hearing procedures as described in the MSRR. These procedures must be reviewed every 5 years as described in the MSRR.

4.8.4. Due Process

4.8.4.1. Procedures governing committee:

4.8.4.1.1. Upon receipt of a written, signed statement, the committee shall follow the guidelines as established in Section 5.3. -- Judicial Procedures of the Medical Students' Rights and Responsibilities document.

4.8.4.2. Decisions by this committee shall follow the guidelines established in Sections 5.5.3.1. -- Sanctions in Academic or Disciplinary Cases, and 5.5.3.2. -- Sanctions in Academic Dismissal Cases -- of the Medical Students' Rights and Responsibilities document.

4.9. Committee on Diversity and Affirmative Action

4.9.1. The committee shall consist of the following members: one representative from each CVM-only department, selected by the department, one representative from the shared departments, a dean's office representative, one student from each of the four professional classes, and one graduate student currently enrolled in a graduate degree program in the college, selected by his/her peers.

4.9.2. The committee shall be responsible for promoting programs that expand participation of underrepresented groups in college programs and fulfill the expectation that students, faculty, and staff engage continuously in practices that promote and integrate diversity and inclusiveness in all college activities. The duties shall include:

1. Acting in an advisory mode to the dean on issues related to diversity and affirmative action.

2. Assisting in identifying problems and important issues related to roles and participation of underrepresented groups in all activities of the college.

3. Responding to problems of diversity or affirmative action that arise during the administration of the college.

4. Responding to diversity and affirmative action issues raised by diversity representatives on other standing committees of the college.
5. Suggesting solutions to diversity and affirmative action problems identified within the college.

4.9.3. The committee is intended to serve as an open channel of communication between the college faculty, students, and the dean in matters of diversity and affirmative action.

4.9.4. The representative of the dean's office shall serve as the committee secretary and may call meetings of the committee.

4.10. Committee on Promotion and Tenure

4.10.1. The committee shall consist of seven professors recommended by the departments and appointed by the dean. Members will serve terms of three years and may be reappointed once before taking a break of at least two years.

4.10.2. The composition of the committee shall reflect the composition and diversity of the faculty.

4.10.3. Terms will be staggered with two members being replaced in each of two years and three in the third year.

4.10.4. The committee will elect the chairperson.

4.10.5. The duties of the committee are:

4.10.5.1. To advise the dean on all reappointments and promotions within the tenure system, and on tenure recommendations required or proposed by the departments.

4.10.5.2. To provide comments on department/college standards, criteria, and procedures for reappointment, promotion, and tenure.

4.10.5.3. To advise on other matters as requested by the dean or university.

4.10.6 Candidates will be reviewed according to the criteria and standards specified in their departmental bylaws and the University’s statement on “Appointment, Reappointment, Promotion and Tenure Recommendations”.

4.10.7. The candidate’s dossier must be provided to the committee in sufficient time that extra information (letters, etc.) can be obtained if necessary.

4.10.8. Decisions will be reached by consensus when possible. If a vote is necessary, the numerical result will be reported to the dean.

4.10.9. All members of the committee will vote on each tenure, promotion, or reappointment decision.

4.10.10. Within seven days of its meeting, the committee will provide a written report on each candidate to the dean with a copy to the candidate’s department chair.
5. **Ad Hoc Committees**

5.1. The formulation of *ad hoc* committees shall be kept to a minimum. Whenever possible, a charge shall be referred to a standing committee rather than to an *ad hoc* committee.

5.2. Before establishing an *ad hoc* committee, the dean shall consult with the CAC to determine whether the commission might be appropriately referred to one or more of the standing committees.

5.3. *Ad hoc* committees will be reviewed annually by the CAC.

6. **Grievance Procedure**

6.1. The grievance procedures for the college/departments/units shall be in accordance with the Model Academic Unit Grievance Procedure (MAUGP) as approved by the University Committee on Faculty Affairs, 1991 (see Addendum 2).

7. **Interpretation and Amendment Process**

7.1. The CAC shall be charged with the interpretation of these bylaws, but the final authority shall be the faculty.

7.2. Proposed amendments to these bylaws shall be submitted to the CAC for inclusion on the agenda of the next faculty meeting. Favorable action at the faculty meeting shall be the decision to submit the proposed amendment(s) to the voting faculty of the college by mail ballot conducted by the CAC. A two-thirds majority of the votes of the eligible faculty shall be required for passage of an amendment.

7.3. According to Section 4.3.5. of the University Bylaws for Academic Governance, "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."

Addendum 1: Voting Request Form
Addendum 2: Model Academic Unit Grievance Procedure (MAUGP)

Reprinted June 1978
Adopted February 1976 (2.2.2.4., 3.2.1.1., 3.2.2.)
Amended by vote of the approved voting faculty:
  May 1977 (3.4.2.)
  September 1977 (1.2.2. changed to 1.1.2. instead of 1.1.2.3.)
  November 1977 (1.2.1.1. added specialists to voting faculty)
  November 1982 (3.3. Curriculum Committee)
  January 1985 (Gender specific language and 2.3.)
  December 1985 (3.7. Committee on Honor Code and MSRR Hearings)
  October 1986 (Rules governing standing committees)
  April 1989 (1.2.1.2., 1.2.3. moved to 3.2.3., 2.1.1.1., 2.1.2.4., 2.1.2.6., add 2.1.2.7., 3.2.2.2., 3.2.2.3., 3.2.3., 3.2.4.2., 3.6.1.)
  August 1990 (Committee on Diversity and Affirmative Action: 3.1.2., 3.2.2.7., 3.2.2.8., and 3.8.)
Reprinted July 1992
Revisions to entire document were approved by the faculty February 2, 1994.
Amended January 1997 (3.3.1. Committee on Curriculum to include veterinary technology)
Amended December 6, 2001 (added 1. College Organization: 1.1. Office of the Dean and 1.2. Departments; remainder of document re-numbered accordingly)

Amended December 19, 2003:

1.2. Departments – added 1.2.1.3.
4.2.1. Categories of Members of Standing Committees – added 4.2.1.6.
4.2.6. Appointed Members – revised
4.5. Committee on Student Performance – amended 4.5.1.
4.7. Committee on Graduate Grievance Hearings – amended 4.7.2.

Amended November 10, 2005 (added 4.10. Committee on Promotion and Tenure)

Amended December 12, 2006:

4.2.1.3. – added “except the College Committee on Promotion and Tenure.”
4.2.8. University Committee Liaison Representative – changed from “without vote” to “with vote.” (3.1.2.5., 4.3.2., 4.6.2. – “without vote” deleted from these sections)
4.8 Committee on Honor Code and MSRR Hearings – amended 4.8 (added CVM Hearing Board); amended 4.8.1., 4.8.2., 4.8.2.1., 4.8.2.2., 4.8.3.
7.3. – changed 4.4.5 to 4.3.5; changed “Bylaws for Academic Governance” to “University Bylaws for Academic Governance.”

Amended January 18, 2008:

4.2.4. Minutes and Reports – amended 4.2.4.2.

Amended January 19, 2009:

3.1.2. Election to the CAC – amended 3.1.2.1.
1.2. Departments – amended 1.2.1.1. (wherever the term “clinical” department is used in the bylaws, it will be replaced with “CVM-only” department) and amended 1.2.1.2. (wherever the term “basic science” department is used in the bylaws, it will be replaced with “shared” department)
1.2.1.3. – deleted from bylaws
4.7. Committee on Graduate Grievance Hearings – amended 4.7.2.

Amended December 17, 2010:

4.4. Committee on Student Admissions – amended 4.4.1. (composition of committee)
4.8. Committee on Honor Code and Medical Students’ Rights and Responsibilities (MSRR) Hearings (CVM Hearing Board) – amended 4.8.1. (composition of committee)
ADDENDUM 1

1998-99 VOTING REQUEST*
College of Veterinary Medicine
Michigan State University

Name__________________________________________

1. On the basis of your subjective judgment, do you intend to be engaged in teaching, research, or service in any of the academic, clinical, or research units of the College of Veterinary Medicine on a regular basis during academic year 1998-99?  
   Yes___  No___

2. If your answer to the above question is yes, do you wish to be identified as a voting faculty member on internal matters in the College of Veterinary Medicine?  
   Yes___   No___

3. According to university policy, "Jointly appointed faculty members may vote on external (university) matters in only one of the colleges in which they are appointed. If you are a faculty member with rank of instructor or above, appointed in the tenure track, you qualify to vote on external matters." Do you wish to be associated only with the College of Veterinary Medicine in voting on external (university) matters for the academic year 1998-99?  
   Yes___   No___

4. The College of Veterinary Medicine asks that you provide the following information to aid in the voting certification process, if any one of the above questions was answered with yes.

   Teaching responsibilities with CVM through Spring Semester 1999:__________________________________________
   ______________________________________________________

   Research activities with CVM through Spring Semester 1999:__________________________________________
   ______________________________________________________

   Service responsibilities (includes extension, counseling, administration, committee service) with CVM through Spring Semester 1999:__________________________________________
   ______________________________________________________

   The above requests are not in error and are administratively appropriate to the Department of ____________________________________________

   Signature ___________________________  Date ___________________________

   Endorsed by ___________________________  Date ___________________________
   (department chairperson)

   CAC concurrence ___________________________  Date ___________________________

Chairperson: Please return this form on or before Monday, August 24, 1998, to Office of the Dean, College of Veterinary Medicine, G100 Veterinary Medical Center.

*On internal matters, the voting faculty shall consist of all its regular faculty who are engaged in the academic activities of the college on a regular basis (all persons appointed under the rules of tenure to any of the academic, clinical, or administrative units of the college and holding the rank of instructor or above). In addition, the principal administrative officers in each major academic, clinical, or research unit of the college shall be considered members of the faculty. Voting privileges may be extended to members of the fixed term faculty, honorary faculty, and specialists for internal matters.
Model Academic Unit Grievance Procedure (MAUGP)

1. Any College of Veterinary Medicine (hereinafter, college)/department/unit faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the Faculty Grievance Officer (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure.

2. Initiation of Grievances and Hearing Procedures

2.1 Initiation of Grievances

2.1.1. A faculty member who feels aggrieved may, without delay, discuss the matter in a personal conference with the FGO. The FGO shall determine if the grievance falls under the Faculty Grievance Procedure, the University Committee on Faculty Tenure, or the Anti-Discrimination Judicial Board.

2.1.2. In order to establish and retain access to the formal hearing mechanisms at the college/department/unit level, a faculty member must submit a written grievance statement to the FGO within 30 days of his/her first knowledge of the alleged violation.¹

2.1.3. The grievance statement shall set forth the alleged violation of existing policy or established practices, a concise statement of the facts relevant to the grievance, the name(s) of any administrator(s) whose action is at issue, the approximate date on which the alleged action took place, and the redress sought.

2.1.4. The FGO shall forward a copy of the grievance statement to the administrator(s) named within 10 days of receipt of the grievance.

2.2. Informal Resolution

2.2.1. The FGO shall investigate the grievance and make every reasonable effort to resolve it informally. The FGO may recommend dropping the grievance as lacking in merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.

2.2.2. Within 30 days of the filing of the grievance statement, the parties and the FGO shall attempt to resolve the grievance informally. If the FGO determines that the grievance cannot be resolved informally, notice shall be provided to the parties. If the faculty member wishes to pursue the grievance, a written request for a formal hearing must be submitted to the FGO within 30 days of such notice. Failure to submit such a request will constitute a waiver of the faculty member’s right to pursue the grievance.

2.2.3. The FGO shall determine, after consultation with both parties, the appropriate hearing level (college/department/unit, college, university) and shall notify the administrator at the appropriate level of the written request for hearing.

3. Formal Hearing Procedures

3.1. A college/department/unit hearing panel shall be established by the FGO in the following manner:

¹ For good cause shown, any time limits specified in this document may be waived or extended by the FGO or upon mutual agreement of the parties. References to days in this document are to calendar days.
3.1.1. A hearing panel shall consist of 3 members, drawn by lot from the college/department/unit faculty. All drawings shall be conducted by the FGO.

3.1.2. The FGO shall notify each party of the names drawn for the hearing panel and within 10 days either party may challenge any member for cause. In addition, each party shall have one preemptory challenge. Cause shall be determined by the college/department/unit advisory council or its designee(s). Challenged members shall be replaced pursuant to the procedures stated in 3.1.1.

3.2. The hearing panel shall conduct a hearing according to the procedures stated below and according to guidelines in Articles 3 and 6 of the Faculty Grievance Procedure.

3.2.1. A hearing shall commence within 14 days of the establishment of the hearing panel.

3.2.2. The FGO shall assemble the hearing panel and shall supervise selection of the Presiding Officer from among the members of the hearing panel.

3.2.3. The Presiding Officer shall apply the rules of procedure consistent with the guidelines stated in Article 6 of the Faculty Grievance Procedure.

3.2.4. The hearing panel shall decide whether the preponderance of the evidence does or does not support the allegation(s) made by the grievant.

3.2.5. Findings and recommendations of hearing panels shall conform to existing policy and procedures in the college/department/unit.

3.2.6. Whenever a hearing panel loses a member, the hearing shall be terminated and a new panel selected.

3.2.7. Hearing panels shall report their findings and recommendations in writing within 14 days of the completion of the hearing to the FGO, who shall forward them to the grievant, the respondent, and the administrator who is the respondent’s immediate supervisor.

3.3. The dean/chairperson/director shall provide written notification of his/her decision to the parties to the grievance and to the FGO within 14 days of his/her receipt of the findings and recommendations of the hearing panel. Failure to provide written notification shall result in automatic appeal.

3.4. If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days of the receipt of the decision of the appropriate administrator, in accordance with the procedures established in Article 5 of the Faculty Grievance Procedure.

3.4.1. Failure to appeal within the prescribed time shall be deemed to be acceptance of the decision.

Approved by UCFA
April 30, 1991