BYLAWS

COLLEGE OF COMMUNICATION ARTS AND SCIENCES

1. The Faculty
   1.1 Composition of the Faculty
      1.1.1 All persons appointed under the rules of tenure or job security with the rank of professor, associate professor, assistant professor, instructor and academic specialist shall be considered members of the regular college faculty. All members of the regular college faculty shall enjoy the same privileges and responsibilities.
   1.2 Voting Faculty
      1.2.1 The voting faculty for internal college elections and for college policies shall be all regular faculty engaged in the academic activities of the college. All other faculty shall be eligible to vote on representatives for university-wide bodies.
      1.2.2 A faculty member jointly appointed in two or more academic units may vote only once in college elections and on college policies. In elections voted on by two or more academic units, the faculty member shall vote in the unit that initiates personnel action forms or in which the faculty member has 50 percent or more appointment.
   1.3 College Meetings
      1.3.1 The dean of the college, or one of the assistant/associate deans in event of the dean’s absence, will preside over meetings of the college.
      1.3.2 A secretary of the college shall be elected by the voting members at the first meeting of each academic year. The secretary will keep minutes of
all regular and special meetings and will distribute copies of the minutes to the college.

1.3.3 Voting members of the college faculty shall meet at least twice each year at a time to be determined by the dean or one of the assistant/associate deans. Additional meetings may be called at any time by the dean or at the request of the College Advisory Council.

1.3.4 The secretary of the College Advisory Council shall notify the college of meetings in writing at least one week in advance of the scheduled meeting. A copy of the planned agenda shall accompany the notice. Special meetings may be called with notice and a copy of the agenda at least twenty-four hours in advance.

1.3.5 Quorum for a college meeting will be at least one-half of all regular faculty. No official business may be conducted absent a quorum.

1.3.6 College meetings will be conducted according to Robert’s Rules of Order unless specified otherwise in these bylaws.

1.3.7 Any agenda or agenda item (other than bylaw changes) voted on at a college meeting will be adopted only on a majority vote of the members present.

1.3.8 A mail ballot may be required on any item if requested by vote of one-third of those present.

1.3.9 All meetings of the college will be open.

2. Students

2.1 The Student Constituency of the College

2.1.1 The student body of the college will consist of those students who have declared a major or major preference in an academic program administered by the college, or who have enrolled in any graduate program administered or co-administered by the college.
2.2 Student Participation in Academic Governance

2.2.1 Student participation in academic governance will be the same as faculty participation, except as reserved.

2.2.1.1 Matters always reserved to the faculty are policy concerning salary, leaves, insurance, retirement, promotion, tenure, dismissal or reprimand of individual faculty members and academic staff. Evidence from students concerning the teaching performance of faculty may be considered in decisions regarding the matters listed.

2.2.1.2 Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the university and college are normally reserved to the faculty, including ultimate votes on the content of programs and curricula.

2.3 Student members of the college committees or councils will have the right to vote at college, committee or council meetings on all matters except those reserved to the faculty.

3. Academic Governance

3.1 Academic Administrators

3.1.1 Academic administrators are faculty members who have authority and responsibility delegated by the president and the Board of Trustees for the operations of the college, its academic units and support units.

3.1.2 Academic administrators include: dean of the college, assistant/associate deans, chairpersons of the departments of Advertising, Audiology and Speech Sciences, Communication, Telecommunication, and director of the School of Journalism.

3.1.3 Academic administrators are responsible for education, research, outreach and service programs of their units. The responsibility includes budget matters, physical facilities dedicated to the unit and personnel matters.
3.2 Selection Procedures

3.2.1 The faculty of each academic unit will have shared responsibility with the dean to determine the selection of a chairperson or director to be nominated to the provost.

3.2.2 The college faculty will have shared responsibility with the provost to determine procedures for selection of the dean to be nominated to the provost.

3.2.3 The selection of assistant and associate deans to be nominated to the provost is a delegated authority of the dean to whom they directly report.

3.2.3.1 In the event that the dean, a chairperson or director is unable for medical or emergency reasons to discharge duties, a designated assistant or associate dean shall serve as acting administrator.

3.2.4 Faculty and students of the college shall advise the provost in the nomination of the dean.

3.2.5 Faculty and students of the appropriate academic unit shall advise the dean on the nomination of a chairperson or director.

3.3 Duties

3.3.1 Academic administrators shall participate in academic governance as part of their administrative duties.

3.3.2 Academic administrators shall inform faculty and students of administrative policies through the academic governance system and through other channels.

3.3.3 Academic administrators shall receive the views of faculty and students through the academic governance system and through other appropriate channels in determining policies and in advising other administrators in the university.
3.3.4 Academic administrators shall comply with these bylaws and with the bylaws of the university.

3.3.4.1 In the event of conflict between these bylaws and enacted university policy, university policy shall apply. In the event of conflict between these bylaws and bylaws of the academic units of the college, these bylaws shall apply.

3.4 Review

3.4.1 Academic administrators will be subject to comprehensive review of performance at intervals not to exceed five years.

3.4.2 The College Advisory Council will have shared responsibility with the provost to determine procedures for review of the dean.

3.4.3 The faculty of each unit will have shared responsibility with the dean to determine procedures for review of chairpersons or directors.

3.4.4 Faculty and students of the College shall advise the provost on the review of the dean.

3.4.5 Faculty and students of each unit shall advise the dean in the review of chairpersons or directors.

3.4.6 There is no limit under these bylaws on the length of time that an individual may be continued as an academic administrator.

3.4.7 The appointment of an academic administrator may be terminated at any time by action of the Board of Trustees upon recommendation of the president and provost.

4. Committees and Advisory Council

4.1 General Rules

4.1.1 Composition

4.1.1.1 The composition of each committee and the council is specified in the description of each.
4.1.2 General Procedures

4.1.2.1 Committees and the council shall select their own chairperson and secretary during the first meeting after August 15.

4.1.2.2 The chairperson shall be responsible for preparing a list of prospective agenda items for each meeting.

4.1.2.3 Secretaries shall be responsible for distributing the agenda and the minutes.

4.1.2.4 Committees and the council shall establish their own rules and procedures other than those specified within the bylaws.

4.1.2.5 Subcommittees shall exist at the discretion of the parent committee or the council. The advisability of continuing subcommittees shall be raised each year.
4.1.3 Meetings

4.1.3.1 Each committee and the council shall publish minutes of its meeting.

4.1.3.2 Meetings shall ordinarily be open, but procedures may be formulated for closing some meetings for stated reasons.

4.1.3.3 Committees and the council shall schedule their own meetings at least once per semester. They shall meet on the call of their own chairpersons or the dean.

4.1.3.4 Committees and the council shall determine their own agenda. They shall be responsive to suggestions or agenda items from administrators, faculty and students.

4.1.3.5 Administrators or their designees, being advised by a committee or the council, shall be present at meetings except when otherwise stipulated by mutual agreement.

4.1.4 General Functions

4.1.4.1 Committees and the council 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 or council.

4.1.4.2 The jurisdiction of each committee and the council shall include matters within the jurisdiction of the university level governance as specified in the university bylaws description of functions for Academic Council Standing Committees, providing that the matters are within the administrative authority of the college.

4.1.4.3 Committee and council members shall represent the interest of the entire college.
4.1.5 Support

4.1.5.1 Academic administrators shall render necessary support and clerical assistance to committees and the council.

4.1.5.2 Academic administrators shall recognize faculty participation in academic governance as an important part of the individual’s workload. Teaching schedules or other work assignments should be made consistent with regular committee meetings in so far as is reasonably possible.

4.2 College Advisory Council

4.2.1 The council shall serve as an open channel of communication between students and the dean. It shall advise the dean in the discharge of his/her responsibilities which bear upon teaching, research and service programs of the college. It shall receive and consider proposals, complaints and inquiries from the faculty and students and render advice to the dean on these matters. It shall take under consideration and advise the dean on all matters which he submits to the council. It shall serve as a steering committee in preparation of the agenda for all college meetings.

4.2.2 Where appropriate, it shall refer items brought to it to the College Undergraduate Committee or the College Graduate Committee.

4.2.3 The council shall be composed of two members of the faculty elected from each unit by the voting faculty of that unit of the college. One faculty member from each unit shall serve as a member of the College Undergraduate Committee and one faculty member from each unit shall serve on the College Graduate Committee. One undergraduate student shall be chosen by the undergraduate students on the College Undergraduate Committee to serve on the council. One graduate student
shall be chosen by the graduate students on the College Graduate Committee to serve on the council.

4.2.4 Half of the faculty members of the council shall be elected each year (one from each unit).

4.2.5 The council shall meet at least twice each year.

4.2.6 The council shall select from among the college representatives to the Academic Council one person to sit as an ex officio member, without vote. This person shall serve as liaison with the Academic and Faculty Councils.

4.2.7 The council has designated authority to supervise the election of faculty representatives to the Academic Council. Nominating procedures are detailed in 4.2.7.1 through 4.2.7.3.

4.2.7.1 Upon receiving instructions from the Secretary for Academic Governance concerning spring elections for Academic Council committees, the College Advisory Council meets to review the elections.

4.2.7.2 Nomination forms are sent to each unit academic administrators for distribution to each faculty member. In instances where each unit is required to nominate at least one faculty member, instructions for doing so are included on the nominations forms.

4.2.7.3 The nomination forms are distributed one week prior to the deadline for nominations and include instructions for returning them to the College Advisory Council.

4.3 College Undergraduate Affairs and Graduate Affairs Committees

4.3.1 Membership

4.3.1.1 Voting membership shall be as determined in 4.2.3
4.3.1.2 Through a procedure to be determined by the students themselves, each committee shall have one appropriate level student member from each of the college units.

4.3.1.3 The college representative to the University Curriculum Committee shall be an ex officio member of the College Undergraduate Committee.

4.3.1.4 The college representative to the University Curriculum Committee and the college representative to the Graduate Council shall be ex officio members of the College Graduate Committee.

4.3.2 The committees shall advise the college, the dean, chairpersons and departmental curriculum committees on all course and curriculum matters. Requests to introduce new courses and to drop or change present courses or programs, including requirements for graduation, must be referred by the departments involved to these committees for recommendation prior to submitting them to the University Curriculum Committee. Recommendations of the committees shall be forwarded to the dean and to the department or departments concerned. The College Advisory Council shall be advised of all such actions.

4.4 Equal Opportunity Committee

4.4.1 The committee shall be composed of one faculty member and one student from each unit of the college. Two or three faculty members shall be elected each year, in accordance with normal ending of terms.

4.4.2 The committee shall meet at least once per semester.

4.4.3 The committee’s responsibility shall be to promote equal opportunity for all races, creeds and sexes in such fields as recruitment, admission, treatment of students, and the hiring, promotion, retention and
assignment of faculty. Items may be referred to it by the College Advisory Council, the dean or the faculty. The committee shall make its recommendations on such matters to the body which referred the item to it, unless otherwise indicated.

4.5 Special Committees

4.5.1 Special committees may be established by the dean, the College Advisory Council or by majority vote of the faculty.

4.5.2 The terms of these committees shall be not more than one year, although they may be reappointed more than once.

4.5.3 Except for committees dealing exclusively with faculty affairs, students shall be adequately represented on special committees, the number depending upon the appropriateness of student involvement in the committee’s task.

5. Grievance and Hearing Procedures

5.1 Faculty

5.1.1 Any college faculty member or academic employee with the rank of professor, associate professor, assistant professor, instructor or specialist may initiate a grievance alleging violation of existing policies or established practices by an academic administrator by filing a complaint with the Faculty Grievance Official (FGO) pursuant to procedures set

5.2 Initiation of a Grievance

5.2.1 A faculty member who feels aggrieved may discuss the matter with the FGO. The FGO shall determine if the grievance falls within the jurisdiction of the FGP, the University Committee on Faculty Tenure or the Anti-Discrimination Judicial Board.

5.2.2 To establish and retain access to the formal hearing mechanisms at the college level, a written grievance statement must be submitted to the
FGO within 30 days of the grievant’s first knowledge of the alleged violation.

5.2.2.1 For good cause shown, the time limits specified may be waived or extended by the FGO or upon mutual agreement of the parties.

5.2.2.2 References to days in this policy are to calendar days.

5.2.3 The grievance statement shall set forth the alleged violation of existing policy or practice, a concise statement of the facts relevant to the grievance, the names of any administrators whose action is at issue, the approximate date on which the action took place and the redress sought.

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

5.3 Model Academic Unit Grievance Procedure

5.3.1 In the event of a grievance at the college level, the Model Academic Unit Grievance Procedure approved by the University Committee on Faculty Affairs, or any successor versions of this document shall be used.

5.4 Formal Hearing Procedures

5.4.1 A College of Communication Arts and Sciences hearing panel will be constituted by the FGO. It shall consist of three members, with the FGO drawing by lot from the college faculty.

5.4.2 The FGO shall notify all parties of the names drawn for the hearing panel. Within ten days of receipt, any party may challenge a hearing panel member for cause. Cause shall be determined by the College Advisory Council or its designee. Challenged members will be replaced through a subsequent drawing by lot as in 5.4.1.

5.5 Conduct of Hearings

5.5.1 The hearing panel shall conduct a hearing according to the procedures stated below and according to guidelines in Articles 3 and 6 of the FGP.
5.5.1.1 A hearing shall commence within 14 days of the naming of the hearing panel.

5.5.1.2 The FGO shall assemble the hearing panel and supervise selection of a presiding officer from the members of the panel.

5.5.1.3 The presiding officer shall apply rules of procedure consistent with the guidelines stated in Article 6 of the FGP.

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

5.5.1.5 Findings and recommendations of hearing panels shall conform with existing policies and procedures in the College of Communication Arts and Sciences.

5.5.1.6 If a hearing panel loses a member, the hearing shall be terminated and a new panel selected.

5.5.1.7 Hearing panels shall report 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.

5.6 The dean shall provide written notification of a decision on the panel findings and recommendations to the parties to the grievance and to the FGO within 14 days of receipt of the findings and recommendations. Failure to provide written notification will result in automatic appeal.

5.7 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days of receipt of the decision of the dean, in accordance with procedures established in Article 5 of the FGP.

5.7.1 Failure to appeal within the prescribed time will be deemed acceptance of the decision.
6. Students

6.2.1 Undergraduate Students

6.2.1.1 The College shall act as a channel for the receipt and consideration of student grievances in accordance with the Academic Freedom Report at Michigan State University as promulgated in September, 1984 and subsequently amended.

6.2.1.2 The several departments shall establish procedures for the consideration of grievances concerning instruction in accordance with section 2.3 of Academic Freedom Report at Michigan State University.

6.2.1.3 In grievances not involving instruction, procedures shall be followed which accord with sections 4.3 and 4.4 of Academic Freedom Report at Michigan State University.

6.2.1.4 With the exception of grievance waivers under 2.4.2.2 and violations under 2.4.6 of the Academic Freedom Report all grievances shall be pursued at the unit level.

6.2.2 Graduate Students

6.2.2.1 The college shall establish a College Graduate Judiciary in accordance with Article 5 of the Graduate Student Rights and Responsibilities document to include three students and three faculty members. The College Advisory Council shall elect two faculty members from among its members on the Graduate Affairs Committee at the last College Advisory Council meeting of the academic year to serve on the Graduate Judiciary in the following academic year. The third member will be the chairperson of the Graduate Affairs Committee who will chair the College Graduate Judiciary with vote. The three student representatives shall be identified by the graduate student representative to the College Advisory Council, in consultation with graduate student representatives to academic units, at the last College Advisory Council meeting of the academic year to serve on the Graduate Judiciary in the following academic year. Each student member shall be from a different academic unit rotated so that over time all academic units share equally in the
representation. In case of a conflict of interest or pre-emption, the Judiciary will draw on two faculty alternates who will be the two remaining members of the college Graduate Affairs Committee. Two student alternates will be identified by the graduate representative to the College Advisory Council from the departments not represented among the initial student members, in consultation with the student representatives from those departments. The College Advisory Council and its student representative will name additional faculty and student alternates if needed.

6.2.2.2 Grievance procedures on the college level involving graduate students shall be those set forth in Article 5, Section 5.4 of the Graduate Student Rights and Responsibilities document.

6.2.2.3 Grievance procedures on the departmental level involving graduate students shall be in accordance with paragraph 5.1.2 of the Graduate Student Rights and Responsibilities document.

7. Bylaws

7.1 Approval of these bylaws is a shared responsibility of the regular college faculty and the dean. A majority of the ballots returned from regular faculty is required for adoption.

7.2 The College Advisory Council shall be the authority with regard to interpretation of these bylaws. In the case of infraction of these bylaws, the CAC is responsible for initiating appropriate action.

7.3 Amendments to these bylaws may be adopted by a two-thirds vote of those voting on a mailed ballot following a college meeting at which the matter was addressed, or by a two-thirds vote at a regular college meeting following the meeting at which it was discussed.

7.4 These bylaws shall be reviewed by the University Committee on Academic Governance at intervals not to exceed five years. Decisions of the committee may be appealed to the Academic Council.
Approved by the CCAS faculty May 1998.


Amendment Graduate Judiciary approved May 2003