THE

SCHOOL OF PLANNING, DESIGN, AND CONSTRUCTION

BYLAWS

College of Agriculture and Natural Resources (lead)
College of Social Science (secondary)
Michigan State University

September, 2007
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1. STATEMENT OF PURPOSE

The Bylaws for Academic Governance, Michigan State University [MSU Bylaws], which were approved in 1968 by the Board of Trustees and which have been updated often specify certain responsibilities and require actions of the faculty of each academic unit (http://www.msu.edu/unit/acadgov/bylaws/index.html).

The Bylaws for Academic Governance, College of Agriculture and Natural Resources [CANR Bylaws] (adopted December 22, 1975 and since revised/updated) also specify certain actions of the faculty of the college and each academic unit (http://www.canr.msu.edu/canrhome/files/documents/CANR_ByLaws.pdf).

The Bylaws for Academic Governance of the College of Social Science [CSS Bylaws] (adopted October 1976 and since revised/updated) also specify certain actions of the faculty of the college and each academic unit (http://www.socialscience.msu.edu/about/documents/Bylaws3-07.pdf).

The primary purpose of the Bylaws for the School of Planning, Design, and Construction [SPDC] is to outline the procedures for implementing actions at the School level as specified in the University and College Bylaws.

Nothing in these Bylaws shall be construed as (1) limiting or discouraging the rights of groups or individuals in the School from initiating actions or resolving problems through direct consultation with the School Director, (2) limiting the rights of the School Director to discuss and formulate programs of action with such individuals or groups as he or she may choose, acting within the general framework of these Bylaws, or (3) limiting any member of the School from making his or her best contribution, in his or her own work as well as in the general operation of the School.

The School of Planning, Design and Construction (SPDC) was formed from the integration of four academic units from two Colleges (CANR and CSS) within Michigan State University. Each of those academic units had an approved undergraduate major. The units were:

1. Construction Management Program in the College of Agriculture and Natural Resources,
2. Interior Design Program, in the College of Human Ecology,
3. Landscape Architecture Program, in the College of Social Science, and
4. Urban and Regional Planning Program, in the College of Social Science.

These Bylaws supersede all current, former, and draft bylaws of the four units as well as SPDC. The College of Agriculture and Natural Resources serves as the lead College for implementation and management of these Bylaws with input, where appropriate from the College of Social Science.

Approved by the Regular faculty of the School, [MONTH DAY, 2003].

2. FACULTY AND STAFF

2.1. Composition of the Faculty

2.1.1. The regular faculty of the School shall consist of all persons appointed under the MSU rules of tenure to the School and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor, except those persons appointed under the rules of tenure on part-time or temporary appointment.
2.1.2. The **temporary faculty** of the School shall consist of all persons appointed to the School but not appointed under the rules of tenure, including, but not limited to, specialists, lecturers, research associates, postdoctoral fellows, assistant instructors, and adjunct faculty.

2.1.3. The **honorary faculty** of the School shall consist of professors’ emeriti, specialist emeriti, visiting professors, and other honorary faculty. The rank of visiting professor is typically reserved for individuals who will return to their home university, agency, firm, or other institution after a limited appointment period at Michigan State University and as per MSU Bylaws 1.1.1.3 shall be honorary faculty.

2.2. **Voting Faculty**

2.2.1. In compliance with MSU Bylaws, the voting faculty in the election of school or college councils and committees and in elections pertaining to school or college policies and decisions shall include all regular faculty engaged in the academic activities of that unit on a regular basis and may be extended by unit bylaws to include temporary faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors, and adjunct faculty (MSU Bylaws 1.1.2.2.). The regular faculty is defined herein in Section 2.1.1, in accordance with the MSU Bylaws 1.1.1.1, CANR Bylaws 1.1.1., 1.2.1., 1.2.2, and CSS Bylaws 1.1.1.. The addition of non-regular faculty to the school’s voting faculty for some matters shall be governed by procedures specified in Section 2.2.3 and in accord with MSU Bylaws 1.1.2.2.

It allows full time fixed-term faculty who have served at least three consecutive years and who are engaged in the academic activities of the University to be considered “Voting Faculty” in University elections, to be elected to an academic governance body, with the exception of the University Committee on Faculty Tenure, to be voting members of Faculty Senate, and to be counted in the calculation to determine the number of elected faculty representatives to Academic Council.

http://www.msu.edu/unit/acadgov/councilmemb/documents/BylawAmendmentstoAC2-06.pdf

2.2.1.1. For University and College-wide elections, the regular faculty of the School will be the voting faculty and will vote through the College of Agriculture and Natural Resources or the College of Social Science.

2.2.1.2. A faculty member jointly appointed to two or more units (including colleges) may vote only once in university and college elections. In elections concerning matters outside of the School in which a jointly appointed faculty member is asked to vote, the jointly appointed faculty member shall only vote in the unit that has primary responsibility for initiating that faculty member’s personnel actions (CANR Bylaws 1.2.3.).

2.2.1.3. A regular faculty member may be elected to serve on a university or college academic governance body as a representative of this unit only if that person has 50% or greater appointment to the School and 50% or greater appointment to that college.

2.2.1.4 The voting faculty in the election of University councils and committees shall be all regular faculty and full time fixed-term faculty who have served at least three consecutive years and are engaged in the academic activities of the University on a regular basis (MSU Bylaws 1.1.2.1).

2.2.2. On matters concerning activities entirely within the School, such as electing SPDC committees, School votes on policies, and other School decisions, the voting faculty shall be
the regular faculty (Section 2.1.1.) and those faculty positions with specified voting privileges entitling them to vote in such matters (Section 2.2.3.).

2.2.3. The regular faculty of the School may extend specified voting privileges on school matters to temporary or honorary faculty of the School on a case-by-case basis in the following manner:

2.2.3.1. First, there must be i) a determination by the School Director, and ii) a separate determination by the School Advisory Committee (SAC) that a particular temporary or honorary faculty position be recommended to be designated a “faculty position with voting privileges.” These separate determinations shall be based on, among other things, the particular position, its position description, and job responsibilities.

2.2.3.2. Upon the recommendations of the Director and SAC under Section 2.2.3.1, the regular faculty may consider extending voting privileges to a particular temporary or honorary faculty position following the procedures outlined in these Bylaws for selection and review of Faculty (Section 7.). Additionally, The procedures in Section 2.2.3.3 must be followed.

2.2.3.3. Procedure for the Regular Faculty to extend voting privileges.

2.2.3.3.1. An ad hoc committee of three regular faculty shall be appointed by the School Director to draft a position description including the definition and limitations of voting privileges for the proposed faculty position with voting privileges.

2.2.3.3.2. The position description for the faculty position with voting privileges position description (Section 2.2.3.3.1.) shall be presented to and subsequently voted on by the Regular Faculty at a regularly scheduled and properly noticed faculty meeting.

2.2.3.3.3. Following the position description (Section 2.2.3.3.1.) and the regular faculty’s approval of the position description (Section 2.2.3.3.2.), there shall be a public seminar by the candidate for the faculty position with voting privileges.

2.2.3.3.4. After all the procedures for the selection and review of faculty have been followed, including but not limited to Sections 2.2.3.3.1-3., the regular faculty shall vote on whether to approve the extension of the specified voting privileges to the proposed faculty position.

2.2.3.3.5. In the event that a non-tenure system, faculty position with voting privileges position becomes vacant, a new candidate for said position will not have voting privileges unless all of the procedures set forth in Section 2.2.3.3. are followed. That is, voting privileges are extended by the regular faculty to specific individuals in specific positions on a case by case basis.

2.3. Staff

2.3.1. The School staff consist of all administrative-professional, clerical-technical and supervisory personnel in the unit.
2.3.2. The staff shall be responsible to - and shall be supervised by - the School Director or his/her delegate.

2.4. Modes of Participation

2.4.1. There are four modes of faculty and student participation for use in Academic Governance: Consultation, Advisory, Shared Responsibility, and Delegated Authority. Definitions of the four modes may be found in the MSU Bylaws 1.3 and CANR Bylaws 1.3.

2.5. Faculty Meetings

2.5.1. Faculty meetings may be called by the School Director or his/her designee. The School Advisory Committee (Section 3.4.) also may call a faculty meeting, if the School Director fails to call a meeting after the School Advisory Committee gives written notification to the School Director outlining the need for a meeting. The School Director or Associate Director shall generally be present at meetings of the voting faculty (MSU Bylaws 2.2.4.).

2.5.2. At least one faculty meeting per month shall be held during each semester of the academic year. Regular faculty meetings may occur more frequently on a fixed schedule upon the mutual agreement of the School Director and the faculty (e.g., the second Monday of each month). The decision as to how often and when the faculty shall meet will be made at the beginning of each academic year. The School Director or the School Advisory Committee may call additional meetings.

2.5.3. The School Director shall make available to all faculty members a written agenda of matters to come before the faculty at faculty meetings at least two working days prior to the scheduled meeting time. The director, faculty committees, and faculty members may place items on the agenda for the meeting by submitting them to the School Director at least three working days prior to the meeting. The School Director shall determine the order of consideration. Agenda items not reached during the meeting before adjournment shall be included as unfinished business on the agenda of the next faculty meeting.

2.5.4. Items of urgency that arise after the agenda has been prepared and distributed may be added to the agenda only upon approval by a two-thirds majority of the faculty present and voting at a properly convened faculty meeting (See Section 2.6.10.). “Urgent items” are defined as items, circumstances and matters so urgent that faculty action cannot be wisely delayed to a subsequent faculty meeting.

2.5.5. Faculty Meetings are generally open to the public except in those instances when personnel or other School matters with legitimate privacy concerns will be discussed.

2.6. Conduct of Faculty Meetings

2.6.1. The School Director shall preside at faculty meetings. In the absence of the School Director, the Associate Director, if any, shall preside. In the absence of the School Director and/or Associate Director, the Chairperson of the School Advisory Committee shall preside or in his/her absence the School Advisory Committee member of highest seniority shall preside.

2.6.2. Minutes shall be kept for all faculty meetings and such minutes will be promptly distributed to the voting and temporary faculty. The School Director may ask a department staff member to be the recorder of the minutes of the meeting.
2.6.3. All School Faculty and Staff (Sections 2.1. and 2.3.) shall be able to attend, speak, and participate at Faculty Meetings. However voting privileges reside in the Voting Faculty (Section 2.2.).

2.6.4. The graduate student representative from the School Graduate Student Organization (Section 9.3.2.) shall have attendance and speaking privileges at faculty meetings on matters which are not exclusively of faculty concern as outlined in the University Bylaws for Academic Governance.

2.6.5. The undergraduate student representative from the School Undergraduate Student Organization (Section 9.3.1.) shall have attendance and speaking privileges at faculty meetings on matters which are not exclusively of faculty concern.

2.6.6. A quorum of 50 percent of the voting faculty is necessary for faculty action at a faculty meeting.

2.6.7. A simple majority vote (i.e., >50%) of the voting faculty present and voting at a faculty meeting is needed for a motion to carry.

2.6.8. Faculty votes shall be restricted to those items that are on the agenda calling for such action, if said agenda has been properly distributed to the School faculty. This does not intend to imply that voting to determine consensus cannot be called for by the School Director.

2.6.9. Voting at faculty meetings shall be by show of hands of the eligible voters unless three members of the voting faculty present request that the vote be taken by written ballot. If there is a request for a written ballot, the voting faculty present may elect to conduct the written ballot with the voting faculty present or of the entire voting faculty via e-mail or otherwise.

2.6.10. In general, voting by proxy is not permitted. However, if a ballot question or nomination is presented on a properly published agenda, a voting faculty member who will not attend the scheduled faculty meeting may mark a ballot and present it to the School Director for inclusion as a ballot voted at the meeting. However, the prior marked ballot will not be considered on any question that has been changed at the meeting. Neither shall the ballot be considered beyond the first round of voting on a nomination or other matter.

2.6.11. Except as provided in these bylaws, faculty action may be taken only at proper faculty meetings. A proper meeting of the faculty is one for which (a) the agenda was distributed in a timely manner [See 2.5.3.], (b) a quorum of the voting faculty is present [See 2.6.6.], and (c) one for which minutes are kept (Section 2.6.2.).

3. COMMITTEES

3.1. Establishment of Committees

3.1.1. A committee may be formed by vote of the voting faculty.

3.1.2. The School Director may appoint such advisory or service committees as he/she deems necessary.

3.1.3. Any committee whose function is deemed important and essential to the effective operation of the School can be designated a standing committee of the School by vote of the voting faculty.
3.1.4. The following shall be standing committees of the School:

   School Advisory Committee (Section 3.4.),
   Graduate Affairs and Curriculum Committee (Section 3.5.),
   Undergraduate Affairs and Curriculum Committee (Section 3.6), and
   Promotion and Tenure Committee (Section 3.7.)

3.1.5. Committees are advisory to the School Director. The School Director is the Chief Executive Officer (Section 4.1.1) and has primary responsibility for educational, scholarly activities, service, and international programs of the School (Section 4.1.2).

3.2. General Procedures and Organization for Committees

3.2.1. The committee chairperson for the School Advisory Committee (Section 3.4.) shall be elected by the duly elected members of the School Advisory Committee at the first meeting of SAC after SAC elections of new members. (see Section 3.4.3.1.). Other committee chairpersons shall be selected by the members of the particular committees subject to approval by the School Director.

3.2.2. Each committee shall develop its own operating procedures and shall meet as necessary to perform its functions. The School Advisory Committee, the Graduate Affairs Committee, and the Undergraduate Affairs Committee shall meet at least once each semester.

3.2.3. Meetings of each committee shall be called by its chairperson as directed by the committee’s procedural requirements.

3.2.4. A quorum to conduct official business shall consist of two-thirds or more of the voting members of the committee.

3.2.5. Each committee chairperson is responsible for the maintenance of official minutes or records of all meetings of this committee and their transmission in good order to his or her successor. A committee recorder may be appointed by the committee chairperson.

3.2.6. Committee membership is open to all members of the voting faculty.

3.2.7. All department faculty and staff (Sections 2.1. and 2.3.) shall be able to attend, speak, and participate in committee meetings in accordance with these Bylaws, MSU Bylaws, CANR Bylaws, CSS Bylaws, the operating procedures of the committee, and subject to appropriate privacy concerns. However, voting privileges reside in the Voting Faculty (Section 2.2.).

3.2.8. For committees that require election of members, the election of members to the committee by the voting faculty shall be conducted by the School Advisory Committee in consultation with the School Director and in accordance with procedures outlined for each committee. (e.g., Section 3.4. for Faculty Advisory Committee)

3.2.9. Appointment of faculty, staff, and student members to committees shall be made by the School Director in accordance with these Bylaws, MSU Bylaws, CANR Bylaws, CSS Bylaws, the operating procedures of the committee, and subject to appropriate privacy concerns.
3.2.10. New SAC committee members will be elected during Spring Semester and shall take office at the beginning of the following academic year (e.g., elected in spring semester 07, take office first day of fall semester 2007).

3.2.11. Faculty members on leave of absence or sabbatical leave shall be permitted to serve on committees of the faculty provided they are available and so desire.

3.2.12. If a committee determines that a member is no longer able to carry out the functions of the committee, the secretary or chairperson of the Committee will take appropriate action, in consultation with the School Director, for the election of a replacement.

3.2.13. Each committee shall prepare and submit an annual written report to the faculty prior to June 1 of each year.

3.2.14. Each committee shall report regularly to the School faculty and staff, including, but not limited to, making reports at faculty meeting and distributing electronic updates to faculty and staff.

3.2.15. Each standing committee shall provide faculty, staff, and students with an opportunity for a hearing upon a timely and appropriate request.

3.3. Nomination and Election of Committee Members

3.3.1. School Advisory Committee (see Section 3.4.)

3.3.2. Promotion and Tenure Committee (see Section 3.6.)

3.3.3. General procedures for College and University committee elections.

3.3.3.1. College committees include such committees as College Advisory Committee (CAC), College Curriculum Committee (CCC), and others.

3.3.3.2. The School Advisory Committee (SAC) shall accept nominees from the voting faculty and assemble a list of nominees willing to serve for each College and University committee vacancy.

3.3.3.3. The list of nominees assembled by the SAC shall be submitted to the voting faculty at least five working days before the election.

3.3.3.4. The election shall be by secret, written ballot, including properly organized and secret e-mail/web ballots.

3.3.3.5. Tie votes for a vacant position shall be decided by a run-off ballot listing the tied nominees. If a vote remains tied after a run-off ballot, the tie will be resolved by the School Advisory Committee.

3.3.3.6. In the event that more than one position on a committee is being filled, the nominee receiving the most votes will fill the vacant position on that committee with the longest term of office, the recipient of the second most votes will fill the position with the second longest term of office, etc.
3.3.3.7. A full time fixed-term faculty member, who has served at least three consecutive years, may be elected to an academic governance body, with the exception of University Committee on Faculty Tenure, as a representative of any unit in which the person holds regular status. (MSU Bylaws 1.1.25)

3.3.4. General procedures for School committees, not including School Advisory Committee (Section 3.4.), Promotion and Tenure Committee (Section 3.6.), and University or College committees (Section 3.3.3.) are addressed in Section 3.2.

3.4. School Advisory Committee

3.4.1. The School Advisory Committee (SAC) shall be comprised of five elected regular faculty members.

3.4.2. Functions:

3.4.2.1. The SAC will serve as the “Unit Advisory Committee” as defined in CANR Bylaws 4.1.2.1.

3.4.2.2. To serve in an advisory capacity to the School Director.

3.4.2.3. To serve as an open channel of communication between the School and the Director (See also Section 4.3.3.).

3.4.2.4. To bring to the attention of the School Director and/or the faculty practices, policies, procedures, problems, or issues that require review or consideration.

3.4.2.5. To provide a channel through which faculty members may raise and address issues concerning the welfare of the School.

3.4.2.6. To serve as a channel of communication between the School’s faculty and the College of Agriculture and Natural Resources (See also Section 4.3.3.) and College of Social Science.

3.4.2.7. To conduct required elections and nominations as specified in these Bylaws (e.g., Section 3.3.) and the Bylaws of the Colleges and University.

3.4.2.8. To assist the School Director in planning important events (e.g., faculty retreats, internal/external reviews, etc.).

3.4.2.9. To assist the School Director in advancing the reputation of the school.

3.4.2.10. To provide liaison with the College Advisory Council (CANR Bylaws 4.1.2.1.).

3.4.3. Procedures

3.4.3.1. The School Advisory Committee should be elected by the voting faculty. The chairperson of the School Advisory Committee shall be elected by the SAC committee members each year, following the election of members to the School Advisory Committee.
3.4.3.2. The committee shall meet on the request of 3 or more voting faculty members, the School Director, or the chairperson of the committee.

3.4.4. Election and Term of Office

3.4.4.1. All members of the regular faculty (Section 2.1.1.) who have appointments of 50 percent or more, except the School Director or Associate Director, are eligible for election to SAC.

3.4.4.2. Regular faculty members shall be elected each year to serve on the Advisory committee for a two-year term. The nominee gaining a plurality of the votes cast is elected. In first year of the School, faculty will elect five SAC members with the three candidates receiving the most votes each elected to two-year terms, the two candidates receiving the next highest votes elected to a one-year term.

3.4.4.3. A vacancy on the SAC occurs when a member resigns or is absent for four months. If the vacancy occurs with more than six months remaining on the term of office, a new SAC member is elected to serve the remainder of the old term. If the vacancy occurs with less than six months remaining on the old term, the new SAC member is elected to serve the remainder of the old term and an entire new term of office.

3.4.4.4. SAC members may not serve more than two consecutive terms as an SAC member. However, after a one year hiatus, a previous two-term SAC member may be elected to a new term of office on SAC.

3.5. Graduate Affairs and Curriculum Committee

3.5.1. The Graduate Affairs Committee shall consist of the following members:

3.5.1.1. Five regular faculty members appointed by the School Director in consultation with the School Advisory Committee and with the consent of the Voting Faculty. The composition will include at least one representative from each accredited major. The committee will select its own chair.

3.5.1.1.1. Regular faculty members shall be appointed for two-year term. In the first year of the School’s operation, terms shall be staggered so that no more than two members are replaced each year.

3.5.1.1.2. The School Director shall solicit nominations from the School Advisory Committee and the School Faculty for vacancies on the Graduate Affairs and Curriculum Committee.

3.5.1.1.3. The School Director shall review his/her proposed committee appointees with the School Advisory Committee before presenting the proposed committee appointees to the School Faculty for their advisory vote of approval.

3.5.1.1.4. After the advisory vote and consultation with SAC, the Director may appoint committee members.

3.5.1.1.5. The School Director retains primary responsibility and authority for appointing committee members.
3.5.1.2. A graduate student member (without vote) nominated by the Graduate Student Organization and appointed by the School Director to serve a one-year or two-year term.

3.5.1.2.1. The graduate student member of the committee shall not participate in the evaluation and acceptance process of students in the School’s programs.

3.5.1.3. A School staff person (without vote) may be assigned by the School Director to help with administrative tasks.

3.5.2. The Graduate Affairs and Curriculum Committee shall be responsible for advising the School Director, the faculty, and students on matters involving decisions regarding the graduate program of the department including:

3.5.2.1. Recruiting applicants for graduate study
3.5.2.2. Admitting students to the graduate program
3.5.2.3. Identifying and awarding scholarships and fellowships
3.5.2.4. Reviewing requests for substitutions of required courses and other deviations from school, college, and university requirements
3.5.2.5. Reviewing the operation and suitability of the graduate program, its requirements, curricula, and offerings.

3.5.3. The Graduate Affairs and Curriculum Committee shall present recommendations and reports on curriculum, teaching, undergraduate, and graduate matters to the School Director and voting faculty for discussion and appropriate action.

3.6. Undergraduate Affairs and Curriculum Committee

3.6.1. The Undergraduate Affairs and Curriculum Committee shall consist of the following members:

3.6.1.1. Five regular faculty members appointed by the School Director in consultation with the School Advisory Committee and with the consent of the Voting Faculty. The composition will include at least one representative from each accredited major. The committee will select its own chair.

3.6.1.1.1. Regular faculty members shall be appointed for two-year term. In the first year of the School’s operation, terms shall be staggered so that no more than two members are replaced each year.

3.6.1.1.2. The School Director shall solicit nominations from the School Advisory Committee and the School Faculty for vacancies on the Undergraduate Affairs and Curriculum Committee.

3.6.1.1.3. The School Director shall review his/her proposed committee appointees with the School Advisory Committee before presenting the proposed committee appointees to the School Faculty for their advisory vote of approval.
3.6.1.4. The School Director retains primary responsibility and authority for appointing committee members.

3.6.1.2. An undergraduate student member (without vote) nominated by the Undergraduate Student Organization and appointed by the School Director to serve a one-year term.

3.6.1.3. A School staff person (without vote) may be assigned by the School Director to help with administrative tasks.

3.6.2. The School Director will appoint an advisor to the School’s Undergraduate Student Organization (Section 9).

3.6.3. The Undergraduate Affairs and Curriculum Committee shall be responsible advising on for matters involving decisions regarding the Undergraduate program of the school including:

3.6.3.1. Recruiting applicants for undergraduate study

3.6.3.2. Identifying and awarding scholarships and fellowships

3.6.3.3. Reviewing requests for substitutions of required courses and other deviations from school, college, and university requirements

3.6.3.4. Reviewing the operation and quality of the undergraduate program, its requirements, curricula, and offerings.

3.6.4. The Undergraduate Affairs and Curriculum Committee shall present recommendations and reports on curriculum, teaching, and undergraduate matters to the school director and voting faculty for discussion and appropriate action.

3.7. Promotion and Tenure Committee

3.7.1. Primary responsibility for evaluating all faculty members shall rest with the School Director. However, during promotion and tenure considerations, all faculty of a rank higher than the candidate will vote on the candidate’s promotion and tenure decision (Section 3.7.7.2.). Promotion and tenure review shall accord with the Promotion and Tenure: Philosophy and Protocol of MSU, CANR, and CSS (See: http://www.hr.msu.edu/NR/exeres/5EAB277F-4307-4A62-B257-4E0ED6DEBA41.htm; http://www.msu.edu/unit/acadgov/faculty/documents/ExternalLettersofReference.pdf and http://www.canr.msu.edu/canrhome/files/documents/PROMOTIONANDTENUREPHILANDPROTOCOL.pdf)

3.7.2. Composition

3.7.2.1. The School’s Promotion and Tenure Committee (P&T Committee) shall consist of all Regular Faculty that have been awarded tenure in the School.

3.7.2.2. The chairperson and the secretary of the P&T Committee shall be full professors in the School and shall be elected by the Regular Faculty.

3.7.2.2.1. A new secretary of the P&T Committee shall be elected to a two-year term of office each year by the Regular Faculty. The secretary shall succeed to
the chairpersonship of the P&T Committee in the second year of her/his elected term

3.7.2.2. In the first year of these bylaws, the faculty shall elect two officers of the P&T Committee—a chairperson and a secretary. The initial chairperson of the P&T Committee will serve a one-year term and the initial secretary of the P&T Committee will serve a two-year term and succeed to the chairpersonship of the committee in the second year of his/her term of office.

3.7.2.3. Working sub-committees appointed by the chairperson of the P&T Committee may include any Faculty member.

3.7.2.4. In advisory matters affecting appointments or reappointment, only those members of the P&T Committee holding a rank equal to or higher than the position under consideration shall participate in the final decision of the committee.

3.7.3. Functions

3.7.3.1. The Promotion and Tenure Committee is to advise the School Director on general matters regarding tenure and reappointments of regular faculty members appointed under the rules of tenure.

3.7.3.2. To advise the School Director and assist her/him in documenting judgments of the professional competence, academic potential, and compatibility of candidates for reappointment or promotion.

3.7.3.3. To, in like manner, advise and assist the Director and Faculty in circumstances leading to recommendation for not reappointing or dismissal of a tenured or non-tenured Faculty member.

3.7.4. Procedures

3.7.4.1. In matters affecting appointment, reappointment, tenure or dismissal of a Faculty member, the governing authority shall be the provisions and operating principles of the Michigan State University tenure system as specified in policy statements of the Board of Trustees.

3.7.4.2. Final interpretation of tenure rules is the jurisdiction of the University Faculty Tenure Committee (MSU Bylaws Section 4.8.4.).

3.7.4.3. The Mentoring Committee shall be used to assist the Promotion and Tenure Committee in advising and assisting the School Director.

3.7.4.4. The Promotion and Tenure Committee shall have no authority in tenure matters beyond advising and assisting the School Director, and shall make no rules or conduct affairs that subverts the academic rights or privileges of any Faculty member, as provided by the Bylaws of the Board of Trustees, 1984, and affirmed in Chapter IV of the Faculty Handbook, Michigan State University.

3.7.4.5. Working and ad hoc sub-committees may be appointed by the chairperson of the P&T Committee after consultation with the P&T Committee, the School Director, and if appropriate, the Undergraduate and Graduate Student Organizations.
3.7.4.6. Sub-committee assignments shall clearly state the nature of the assignment and
the nature and frequency of reporting to the committee. The committee chairperson
shall take appropriate measures to assure that such schedules are met and that the
appropriate recommendations or reports are transmitted to the committee, the School
Director and the Faculty.

3.7.4.7. Student participation in the work of sub-committees or in meetings of the
committee shall be by invitation or request transmitted through the School Director.

3.7.4.8. The committee shall meet upon the call of its chairperson, the School Director,
or on request for audience by a candidate under consideration.

3.7.5. Criteria by which faculty members will be evaluated for appointment, tenure, and/or
promotion.

3.7.5.1. Credentials File. In order to insure an objective and complete review of each
candidate for promotion and tenure, candidates shall assemble a credentials file to
include CV of candidate, draft of candidate’s Reflective Essay and copies of up to 5 of
the candidate’s scholarly works (see 3.7.6.7.1.4. for more details). This file should
contain any and all information on which decisions regarding granting of tenure and/or
promotion may be based such as:

3.7.5.1.1. Activities in research, teaching, outreach, service, including
international activities in these areas.

3.7.5.1.2. Reprints of publications.

3.7.5.1.3. Student evaluation of teaching abilities (SIRs forms).

3.7.5.1.4. Records of participation in professional organizations, meetings,
papers presented, offices held, etc.

3.7.5.1.5. Activities within the School, Colleges, and University (i.e.,
responsibilities, committees, etc.).

3.7.5.1.6. Letters of commendation, awards, etc.

3.7.5.1.7. Completed drafts of official promotion and tenure paperwork for the
College and University, including the “Recommendation for Reappointment,
Promotion or Tenure Action Form D (RRPT0993)”.

3.7.5.3. Candidate’s evaluation shall be based on a variety of considerations including
the present and future needs of the School, mutuality of interest between the candidate
and the School, and the professional competence of the candidate. Professional
competence of faculty shall be judged on the basis of performance in teaching, research,
and service in accordance with the context of their appointment. International activities
in teaching, scholarly activities, and service, are to be considered important
contributions. Faculty members shall be evaluated on the basis of proportion of their
appointment and direction from the school director.
3.7.6. The School Director, Promotion and Tenure Committee, faculty, and staff will follow MSU External Letters of Reference principles and procedures as articulated in Academic Human Resource Policies Chapter IV. External Letters of Reference (See http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/AcademicPersonnelPolicies/iv-guidelines.htm). The requirements include:

3.7.6.1 External letters of reference must be submitted by regular mail. When timing is critical, a letter may be submitted electronically, but must be followed by a mailed original.

3.7.6.2 All external letters of reference solicited and received must be included in the review materials. Unsolicited letters will not be included in the review materials.

3.7.6.3 If a referee fails to or declines to submit a letter of evaluation, this information shall become part of the candidate’s review materials, including reasons provided in writing unless precluded by an agreement on confidentiality.

3.7.6.4. The School requires a minimum of four external letters.

3.7.6.5. The school director shall form a list of external referees. The candidate shall suggest up to five potential evaluators, the Schools P&T committee shall suggest up to five potential evaluators, and the school director may add names of potential evaluators. In accordance with college/department/school procedures, the school director will determine which of the potential external referees will be asked to provide letters of reference, at least one of the candidate’s evaluators and two of the P&T committee’s evaluators.

3.7.6.6. Candidates must not discuss their case with prospective or actual external evaluators at any stage of the review process, except as provided by department/school/college procedures. Soliciting external letters of reference and providing materials to the referees is solely the responsibility of the school director.

3.7.6.7. 1. Components of request for external letters of review

3.7.6.7.1.1. A cover letter from the School Director, containing the required confidentiality statement; explaining the nature of the review; requesting disclosure of any potential conflicts of interest; indicating the expectation that the evaluation will be thorough, at minimum a 2-3 page letter; and explaining other requirements as specified by University policy such as being submitted on institutional letterhead, signed by the referee, etc.

3.7.6.7.1.2. CV of candidate.

3.7.6.7.1.3. Draft of candidate’s Reflective Essay.

3.7.6.7.1.4. Copies of up to 5 of the candidate’s scholarly works, published within the period of review, selected by the candidate. (All referees will receive the same publications/award winning projects.)

3.7.7. Mentoring Group
3.7.7.1. The Mentoring Group shall assist a candidate for reappointment, tenure, or promotion and help maintain continuity.

3.7.7.2. The School Director shall appoint a Mentoring Group of three persons, at least two of whom should be from the School Faculty, to advise, to assist, and to counsel each candidate.

3.7.7.2.1. Members of the Mentoring Group shall include: one individual nominated by the candidate, one individual nominated by the School Advisory Committee (SAC), and one individual nominated by the School Director.

3.7.7.2.2. Members of the Mentoring Group shall hold a rank equal to or higher than the position under consideration.

3.7.7.2.3. The Mentoring Group shall elect its own chair and determine its operational procedures, to the extent that they conform with these Bylaws, MSU Bylaws, CANR Bylaws, CSS Bylaws, and the Faculty Handbook.

3.7.7.3. Upon request of Mentoring Group Chairperson, the candidate will provide the Mentoring Group with his/her credentials file (Section 3.7.4.1.) in a timely manner.

3.7.7.4. At the candidate’s request or that of the Mentoring Group, the candidate may be interviewed by the Mentoring Group.

3.7.7.5. The undergraduate, graduate and/or other appropriate students shall be consulted formally for student opinion about a faculty member’s performance before the final recommendation to reappoint or not to reappoint, tenure or not to tenure, or promote or not to promote.

3.7.7.6. Upon the request of the School Director, and after consideration of the information described above, the Mentoring Group will make its recommendation to the School Director for or against the granting of reappointment, tenure, and/or promotion for a candidate. The School Director shall be provided with a statement, citing specific items of testimony and record, together with the committee’s recommendation regarding promotion, granting of tenure or consultative advisement of the faculty member.

3.7.8. Evaluation of faculty under consideration for reappointment, tenure, and/or promotion.

3.7.8.1. In the fall semester of each academic year and at the other times as appropriate, the Promotion and Tenure Committee will meet for review of non-tenured and junior faculty members under consideration for reappointment, promotion, and tenure.

3.7.8.1.1. The credentials files of faculty under review should be up-to-date BY NOVEMBER 15 and available for such meetings.

3.7.8.1.2. The Mentoring Group of each candidate under review should have a final recommendation to the School Director by November 15 and available for such meetings.

3.7.8.2. The Promotion and Tenure Committee shall vote, by secret written ballot, on whether or not to recommend reappointment, promotion, granting of tenure or consultative advisement of each of the faculty member candidates under consideration.
3.7.8.3. The Promotion and Tenure Committee shall provide the School Director with a brief statement of each faculty member’s progress, citing specific items of testimony and record, together with the committee’s recommendation regarding reappointment, promotion, granting of tenure, or consultative advisement of the faculty member.

3.7.9. Candidates being considered for reappointment, promotion, and/or tenure shall be notified by the School Director at least six weeks prior to the final date for submitting School recommendations. If the advisory decision of the Promotion and Tenure Committee is to not recommend promotion, that information shall be transmitted to the faculty member at least six weeks prior to the final date for submitting School recommendations and the individual will be given a copy of the Committee’s recommendations.

3.7.10. Any candidate for reappointment, promotion, and/or tenure must be granted a hearing before the Promotion and Tenure Committee if he or she so requests in writing to the School Director.

3.7.11. The written recommendation of the Promotion and Tenure Committee shall go forward together with the School Director’s recommendation concerning the candidate to the Dean.

4. SCHOOL DIRECTOR

4.1. Responsibilities

4.1.1. The School Director is the Chief Executive Officer of the School.

4.1.2. The Director is responsible for educational, scholarly and enrichment activities, service, and international programs of the School. This responsibility includes budgetary matters, accreditation matters, physical facilities and personnel matters in his or her jurisdiction, taking into account the advice of the regular faculty (CANR Bylaws 4.1.1.6.).

4.1.3. Primary responsibility for evaluating regular faculty members shall rest with the School Director; evaluation of each individual’s professional performance, however, shall be based on criteria and methods approved by the regular faculty. The School Director shall provide faculty with annual written reviews.

4.1.4. The Director shall present his or her proposed criteria and methods for evaluating members of the faculty to the regular faculty. These criteria and methods, as well as changes thereto, must be approved by the regular faculty before they may be used.

4.1.5. As mentioned elsewhere in these bylaws and MSU, CANR, and CSS Bylaws, the School Director shall seek and consider advice and counsel of the voting members of the unit in formulating policy and other decisions. The School Director shall seek advice from standing committees, other governance bodies, and voting faculty of the School in matters pertaining to, among other things, appointments, promotions, tenure, teaching, research, and curriculum.

4.1.6. The School Director shall perform other duties stipulated in these bylaws and the bylaws of the College of Agriculture and Natural Resources, College of Social Science, and Michigan State University.

4.1.7. Certain duties, responsibilities, and entitlements of the School Director are described elsewhere in these Bylaws.
4.2. Selection

4.2.1. The voting faculty of the School shall have shared responsibility with the Deans (CANR and CSS) to determine procedures for screening candidates for the position of School Director.

4.2.2. Regular faculty, temporary faculty, honorary faculty, staff, and students of the School shall advise the Dean (CANR) in the appointment of a School Director. The regular faculty will vote on candidates for school director (See Sections 4.3.3.2.5. and 4.2.3.5.).

4.2.3. Search and Screening Committee

4.2.3.1. Composition

4.2.3.1.1. Two tenured faculty members (one each) from the College of Agriculture and Natural Resources and the College of Social Science, from outside the School, appointed by the Deans of the College of Agricultural and Natural Resources and College of Social Science.

4.2.3.1.2. At least three members of the regular faculty of the School, elected by the voting faculty of the School.

4.2.3.1.3. Membership on the Search and Screening Committee must satisfy university and college requirements for minority and women representation. When minorities and/or women are not elected, the committee must consult with the Deans (CANR and CSS) for appointment of additional individuals to the committee.

4.2.3.2. Functions

4.2.3.2.1. To consult with the Deans of the College of Agriculture and Natural Resources (CANR) and College of Social Science (CSS), and the voting faculty of the School with regard to all activities, including those listed below.

4.2.3.2.2. To establish basic qualifications for a new School Director.

4.2.3.2.3. To establish procedures for the screening of candidates

4.2.3.2.4. To conduct the screening of candidates in accordance with the established procedures, and to present a short list of candidates who are acceptable to the committee and the faculty to the Deans (CANR and CSS).

4.2.3.2.5. To establish procedures to determine a short list of candidates who are acceptable to the faculty, including a vote of regular faculty.

4.2.3.3. Procedures.

4.2.3.3.1. The committee shall, under the leadership of the chair of the School Advisory Committee, elect a chairperson and recording secretary from its membership.
4.2.3.3.2. If the chair of the School Advisory Committee is a candidate for the position, than he or she may not fulfill such leadership duties as to help elect the Search and Screening Committee chairperson (e.g., 4.2.3.3.1.). In such a case, the remaining Faculty Advisory Committee member with the highest seniority in the School will fulfill those Search and Screening Committee tasks assigned to the chairperson of the School Advisory Committee.

4.2.3.3.3. Any member of the duly elected Search and Screening Committee who is a candidate for the School Director shall immediately resign from the committee and be replaced by the next highest recipient of faculty votes under Section 4.2.3.4.

4.2.3.4. Election of Search and Screening Committee Members

4.2.3.4.1. The School Advisory Committee shall conduct the election of at least three regular faculty members to serve on the Search and Screening Committee (Section 4.2.3.1.3.).

4.2.3.4.2. Each voting faculty member will vote by secret ballot for up to three members for the Search and Screening Committee from the list of regular faculty who have agreed to serve if elected.

4.2.3.4.3. The three regular faculty members with the highest number of votes will be elected to the Search and Screening Committee. The ballots shall be kept until the new School Director is appointed, in case Section 4.2.3.3.3. might be invoked or if there arises a need for addition committee members.

4.2.3.4.4. In case of a tie, a run-off ballot listing tied nominees shall be resubmitted to the voting faculty.

4.2.3.4.5. In case of a re-tie, the tie shall be broken by the chairperson of the School’s Advisory Committee, if he or she is not a candidate for the position, in consultation with the Deans of CANR and CSS.

4.2.3.5. The judgment and evaluation of the regular faculty on recommending a director will be sought by written ballot.

4.3. Review of Director

4.3.1. At intervals not to exceed five years, the Deans shall review the reappointment of the Director (MSU Bylaws 2.1.4.2.).

4.3.2. The School shall have shared responsibility with the Deans on procedures for review of the Director (MSU Bylaws 2.1.4.3.).

4.3.3. The School Advisory Committee shall serve as a mechanism to provide written faculty feedback to the School Director and/or the Deans to promote the progress of the School and improve the School Director’s performance and effectiveness.
5. ASSOCIATE DIRECTOR

5.1. Whenever the School Director determines that a position of Associate Director is needed, he/she shall so inform the faculty and solicit nominations and applications from the regular faculty.

5.2. The Director will consult with the School Advisory Committee before making a recommendation of Associate Director to the faculty. Thereafter, the Director may recommend one or more of the candidates to the regular faculty for an advisory vote. After the advisory vote and consultation with SAC, the Director may appoint a candidate as Associate Director.

5.3. The individual holding the position of Associate Director serves at the pleasure of the School Director. However, the term of office for the Associate Director runs concurrently with that of the School Director. When a vacancy occurs in the School Director’s position, so too a vacancy occurs in the Associate Director’s position. The School Director’s time away on vacation and the like is not considered a “vacancy.”

5.4. Procedures to fill a vacancy in the position of Associate Director shall comply with all the provisions of this Section (i.e., 5.1., 5.2., 5.3., 5.4. and 5.5.).

6. TERMS AND CONDITIONS OF EMPLOYMENT AND TENURE

The terms and conditions of employment and tenure for all faculty members are found in MSU Bylaws, Academic Human Resources Policies, and College Bylaws and Policies.

7. POSITION PRIORITY, APPOINTMENTS, PROMOTIONS, TENURE, REAPPOINTMENTS, AND PROGRAM REDUCTIONS.

7.1. Position Priority. Before a vacant position may be filled or a new position may be created in the School, the School shall have an approved position priority plan that sets forth the priority of positions to be filled in the School.

7.1.1. At least once every two years, the School Director, in consultation with SAC and other School committees, shall develop a proposed list of possible positions for anticipated vacancies or new positions in the School. This proposed position priority list shall be presented to the School Faculty for discussion at a regularly scheduled Faculty meeting.

7.1.2. After the proposed position priority list has been presented at a Faculty Meeting (Section 7.1.1.), the SAC will conduct a vote of the Regular Faculty using a written ballot that (i) asks regular faculty to indicate the acceptability or unacceptability of each proposed position and (ii) asks regular faculty to rank their priority for the proposed positions that they find acceptable. The SAC will compile the results of this Position Priority vote and communicate its results to the School Director, the Faculty, and Staff.

7.1.3. After the Position Priority vote and consultation with SAC, the Director shall finalize the School’s Position Priority List. This ranked position priority list shall be advisory to the School Director and guide the School in filling and creating positions in the School until a new ranked position priority list is developed and approved by the School.

7.2. Appointment procedures. Appointment procedures for School Faculty (Section 2.1., including 2.1.1., 2.1.2., and 2.1.3.) shall be consistent with guidelines of the College of Agriculture and Natural Resources and College of Social Science. The Regular Faculty (Section 2.1.1.) shall advise the
School Director on establishment or closure of all positions in the School, including tenure system, job-security system, as well as temporary and honorary positions.

7.2.1. When a faculty position is to be filled or a joint appointment is to be made, the regular faculty will review and evaluate the candidates.

7.2.1.1. The Director shall appoint an ad hoc Committee of three members of the Regular Faculty to receive recommendations and specify the desired qualifications of applicants.

7.2.1.2. The Committee will, among other things, assist in the drafting of position descriptions, screening candidates, conducting visits and interviews, and collecting feedback for the faculty and other stakeholders.

7.2.1.3. The Committee will present its findings to the faculty and the School Director. After due consideration, the School Director will make a preliminary recommendation to the faculty.

7.2.1.4. The top candidates judged to have met the qualifications for the faculty position or for a joint appointment will be invited to present a seminar to the faculty.

7.2.1.5. The judgment and evaluation of the regular faculty will be sought by written ballot.

7.2.2. After the advisory vote of the regular faculty and consultation with SAC, the School Director may make a recommendation for appointment to the Deans. In the event that the School Director’s nomination is not supported by a majority of the regular faculty, the Director will so inform the Deans and explain to the faculty and the Deans the reasons for the recommendation.

7.3. Reappointment, Tenure, and Promotion procedures. Mentoring Groups (Section 3.7.6.) and the Promotion and Tenure Committee (Section 3.7.) shall advise the School Director and will meet at his or her request to consider reappointments, promotions, and tenure according to the procedures outlined in Section 3.7. of this document and the Bylaws of the Colleges and Michigan State University.

7.4. Evaluation. Annual evaluation of faculty members for promotions, reappointments, and merit raises shall be consistent with evaluative criteria outlined in Sections 3.7.5., 3.7.7.5. and 3.7.8. of this document. The School Director shall annually inform each faculty member in writing of her or his performance and progress as well as ways to improve their performance.

7.5. Personnel Files. The written assessment of faculty members will be made part of each faculty member’s personnel file. A faculty member may review his/her personnel file at any time during regular office hours.

7.6. Program change/reduction. When reduction or other plans call for curtailment of programs, the School Director must consult with the School Advisory Committee about the identification of particular academic personnel, including tenure system faculty members, who may be affected by possible shifts from annual to academic year appointment basis or termination. The School Director will observe the usual School governance procedures under the time constraints set for arriving at recommendations and to prevent conflict of interest by participants. (Curtailment of a program may require an evaluation of all academic personnel appointed in the School. In these instances, conflicts
of interest can be avoided by establishing multiple evaluation panels composed of all academic personnel, including tenure systems faculty, appointed in the School. Each panel shall evaluate all academic personnel appointed in the School except those serving as members of the panel. Panel evaluations shall be forwarded to the School Director. Alternatively, the Deans or Director must consult with the School and College Advisory Committee before establishing this special committee.) If the School committee does not include women and/or minorities as regular members, a woman and/or minority should be selected to serve as a consultant. Individuals who are to be reviewed should be informed by the School Director and given opportunity to submit up-to-date information on their qualifications, achievements, and capabilities.

8. GRIEVANCE AND HEARING PROCEDURE

8.1. Preamble. All faculty and students shall have the right to due process in settling grievances which may arise (CANR Bylaws 7.1.).

8.2. Procedures

8.2.1. Procedures for resolving faculty grievances may be found in Appendix D of the CANR Bylaws and Appendix of the CSS Bylaws, as well as in the Faculty Grievance Procedure in the Faculty Handbook. The practices followed by the School will be those set forth in the document "Model Academic Unit Grievance Procedure", approved by the University Council for Faculty Affairs, 30 April 1991 (appended).

8.2.2. Procedure for resolving student grievances are outlined in the University documents Academic Freedom Report for Students at Michigan State University and Graduate Students Rights and Responsibilities, and in the Bylaws of the Student Senate. A student or students may take complaints relative to instruction directly to the School Director. If the Director is unable to resolve the matter to the student's satisfaction, the Director shall refer the unresolved complaints in writing to either the Undergraduate Affairs Committee or Graduate Affairs Committee who will conduct a hearing. A hearing shall be scheduled within 2 weeks involving the student(s), the involved faculty or staff member(s), and the Undergraduate/Graduate Affairs Committee. A written report of the action or recommendations of the Undergraduate/Graduate Affairs Committee will be forwarded to the Deans, School Director, the involved faculty or staff member(s), student and university Ombudsman within ten working days of the receipt of the complaint. Students wishing to appeal the School's action or recommendation may do so as outlined in provisions of the above referenced documents and guidelines for procedures for resolving student grievances.

9. STUDENT ADVISORY GROUPS

9.1. Establishment of Advisory Groups. In recognition of the importance of student involvement in academic governance, provision is made for both undergraduate and graduate student advisory groups. The School Director shall meet with each student advisory group at least one time per year.

9.2. Student Constituency of the School

9.2.1. The student constituency of the School for the purpose of selecting student representatives shall be all students who have declared with the registrar a major preference in the School.
9.2.2. Other students enrolled in the College of Agricultural and Natural Resources and College of Social Science may be included in the student constituency upon their written request to the School Director indicating their lack of affiliation with other units and their willingness to become active in the School.

9.2.3. Those students who are enrolled in graduate non-degree programs and candidates for graduate degrees shall be deemed graduate students; all other students shall be deemed undergraduate students.

9.3. Recognized Student Advisory Groups

9.3.1. School Undergraduate Student Organization

9.3.1.1. The School Undergraduate Student Organization shall have an Executive Committee of not more than four members.

9.3.1.2. The School Undergraduate Student Organization Executive Committee shall be elected by undergraduate students in the School.

9.3.1.3. The Bylaws for the School Undergraduate Student Organization shall be formulated and approved by the undergraduate students in the School.

9.3.2. School Graduate Student Organization

9.3.2.1. The School Graduate Student Organization shall have an Executive Committee of not more than four members.

9.3.2.2. The School Graduate Student Organization Executive Committee shall be elected by graduate students in the School.

9.3.2.3. The Bylaws for the School Graduate Student Organization shall be formulated and approved by the graduate students in the School.

9.4. Bylaws for Student Advisory Groups shall be appended to these Bylaws.

9.5. Student Participation

9.5.1 Student participation in academic governance of the School is valued.

9.5.2 The extent to which students participate in decision-making processes regarding policy formation includes:

9.5.2.1. Access to all staff meetings

9.5.2.2. Access to voting faculty meetings

9.5.2.3. Access to the following committees:

9.5.2.3.1. Undergraduate Affairs and Curriculum Committee

9.5.2.3.2. Graduate Affairs and Curriculum Committee
9.5.2.3.3. Other Ad Hoc committees as desired or requested.

9.5.3. This is not to imply that the formal committee structure is the only route for student participation. Informal individual or group action is encouraged by the School Director and faculty in matters of mutual concern to the School and student constituency.

10. AMENDMENTS AND EFFECT DATE

10.1. These bylaws may be amended by a majority vote of a quorum of the School’s Regular faculty members at a properly convened Faculty meeting (as outlined in Section 2.5.).

10.2. Amendments may be initiated by the School Director, by the Faculty Advisory Committee, or by petition of any two or more members of the voting faculty.

10.3. The effective date of amendments to these bylaws will be immediately after adoption of the amendments.

10.4. Where these bylaws may be found to conflict with Bylaws for Academic Governance of the College of Agriculture and Natural Resources and/or the College of Social Science of the MSU Bylaws, these bylaws yield to the bylaws of the College or MSU. Where these bylaws may be found to conflict with the University’s Bylaws for Academic Governance, the latter shall prevail.