Review Procedures for the
Secretary for Academic Governance

Background

The position of Secretary for Academic Governance (SAG) is one of the most important positions within the system of academic governance at MSU. According to the bylaws for Academic Governance, the lines of appointment for the SAG and the responsibilities and duties of the SAG are as follows.

3.4. THE SECRETARY FOR ACADEMIC GOVERNANCE

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

3.4.2. The Secretary for Academic Governance shall be the parliamentarian with regard to the University's Bylaws and governing processes and shall serve as a non-voting, ex officio member of the Academic Council, Faculty Council, Executive Committee of Academic Council and Academic Assembly of ASMSU. The Office of the Secretary along with other administrative offices provides staff support to the Executive Committee, Academic Council, Faculty Council, Academic Assembly of ASMSU, COGS, and the Standing Committees of the Academic Council in the execution of responsibilities directly and indirectly expressed within this document. The Secretary shall supervise elections to the Academic Council, the Academic Assembly of ASMSU, COGS, and the at-large faculty of Executive Committee, with review by the Committee on Academic Governance. The Secretary for Academic Governance shall serve as the secretary of the Academic Assembly of ASMSU.

Bylaw 3.4.1 establishes the MSU President or designee as the person who appoints the SAG. The appointment by the President is done in consultation with the Executive Committee. In addition, 3.4.1 establishes that the SAG will be reviewed at five-year intervals and that the President and the Executive Committee will administer the review jointly.

Bylaw 3.4.2 broadly establishes the duties of the SAG as follows:

- Direct supervision of elections for Academic Council (which includes Faculty Council), Academic Assembly of ASMSU, COGS, and at-large faculty members of the Executive Committee.
- Direct service as Secretary of the Academic Assembly of ASMSU.
- Direct service as Parliamentarian for interpretation of all aspects of academic governance and processes governing the operation of the governance system.
- Indirectly, staff support for ECAC, Academic Council, Faculty Council, Academic Assembly of ASMSU, COGS, and the Standing Committees of Academic Council. “Indirect support” should be taken to mean that the SAG has responsibility to ensure
that adequate staff support is provided for each of these constituencies to ensure that
duties of each can be carried out successfully. This point establishes the
constituencies of the SAG broadly as all members and facets of the entire academic
governance system.

In addition to the responsibilities prescribed in the section of the bylaws for Academic
Governance specifically on the SAG, there are a number of other sections of the bylaws that
specify additional duties for the SAG.

- (3.1.1.2. Section on Academic Senate) The Secretary for Academic Governance shall
  be the secretary of the Senate.

- (3.2.3.4. Section on Academic Council regarding nomination of faculty from units
  not in colleges) The Secretary for Academic Governance shall supervise nomination
  procedures.

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

- (3.2.6.1. Section on Academic Council specifying SAG as secretary) The President
  or, in his or her absence, the Provost shall preside at meetings of Academic Council.
  The Secretary for Academic Governance shall be secretary of Academic Council and
  shall serve as a non-voting ex officio member of Academic Council.

- (3.2.6.4. Section on Faculty Council specifying SAG as secretary) The President or,
  in his or her absence, the Provost shall preside at meetings of the Faculty Council.
  The Secretary for Academic Governance shall be the secretary of the Faculty Council
  and shall serve as a non-voting ex officio member of Faculty Council.

- (3.2.6.7. Section on procedures for Faculty Council, ASMSU, COGS and Academic
  Council) The Faculty Council, ASMSU, COGS, and the Academic Council shall
  establish their own rules and procedures. Minutes of each of these Councils shall be
  distributed to all members of Academic Council and to all academic unit offices.
  Individual faculty may receive copies of such minutes on a regular basis upon written
  request to the Secretary for Academic Governance.

- (3.3.1.2.2. Section on procedures for ECAC for at-large election) At-large members
  of the Executive Committee shall be elected by the voting faculty of the University in
  an election supervised by the Secretary for Academic Governance annually in the
  Spring Semester.

- (3.3.1.3. Section on ECAC procedures) The President and Provost or designees shall
  be ex officio members of the Executive Committee. The Secretary for Academic
  Governance shall be an ex officio member and shall serve as secretary to the
  committee.
• (4.2.2.2. Section on general procedures for standing committees) The chairperson of each Standing Committee shall prepare each month a summary of the activities of the preceding month and a list of prospective agenda items for the coming month. The Secretary for Academic Governance shall distribute these with the agenda or minutes for Academic Council or Faculty Council and shall make them available to all other interested parties. (standing committees)

• (4.3.1. Section on UCAG) The Committee on Academic Governance shall have seven faculty members to be selected from the elected faculty on Academic Council. The committee shall have five undergraduate student members and two graduate student members selected so that one student is a member of the Academic Assembly of ASMSU. The Provost or designee and the Secretary for Academic Governance shall be ex officio members.

**Review Criteria**

Specific review questions for the SAG derived from the bylaws cited above are as follows:

1. Has the SAG supervised elections for Faculty Council, the Academic Assembly of ASMSU, COGS, and at-large faculty members of the Executive Committee in a fair, equitable, and transparent manner?

2. Has the SAG served as secretary of the Academic Assembly of ASMSU in a constructive and conscientious manner?

3. Has the SAG served in an effective, timely manner as the Parliamentarian for all aspects and processes of the academic governance system?

4. Has the SAG served in an effective, timely manner in fielding general questions concerning the role and provisions of the bylaws for academic governance? (This is not the same as #3. This has to do with helping the community understand the bylaws and their applications.)

5. Has the SAG ensured that adequate staff support has been available for the Executive Committee, Academic Council, Faculty Council, the Academic Assembly of ASMSU, COGS, and the Standing Committees of Academic Council?

6. Has the SAG accurately recorded the proceedings of the Executive Committee, the Faculty Council, the Academic Council, and the Academic Senate? Have those recorded minutes been made available in a timely manner to members of the bodies and to the entire community?

7. Has the SAG adequately informed the members of governance and the MSU community broadly of the actions taken in the academic governance system?

8. Has the SAG adequately supervised nomination procedures when called upon to do so?
Process for SAG Review in to be carried out in 2005-6, and to cover SAG performance in the prior five year period

(In the following, wherever the process indicated “Dr. Banks,” it is understood that in general this will mean the designee of the President of MSU.)

1. The Executive Committee at its first opportunity, but no later than its September, 2005, meeting, will form an ad-hoc subcommittee of three members of ECAC: two faculty and one student. The purpose of the subcommittee will be to act in collaboration with Assistant Vice President Robert Banks to administer the review of the SAG.

2. The subcommittee and Dr. Banks will jointly develop the following by the end of October 2005: a specific set of individuals who will be interviewed for comments on the performance of the SAG on the six criteria above. The set of individuals will include
   b. the President of ASMSU or designee
   c. the President of COGS or designee
   d. members of the staff of the office of the SAG
   e. individuals recommended by the SAG to be interviewed

3. The subcommittee and Dr. Banks will jointly develop the following by the end of October 2005: the text for an email communication to be sent to all members of Academic Council, all members of Academic Senate, and to all fixed term faculty. This communication will be a questionnaire (or an announcement that a questionnaire is available at a specified web address) on the performance of the SAG along the eight criteria above. The text will also include the opportunity to schedule an appointment with either Dr. Banks or with one of the members of the subcommittee to discuss any item relevant to this review. The services of the Institute for Public Policy and Social Research (IPPSR) will be used as appropriate to develop a draft of the questionnaire that will be approved by ECAC.

4. The email to all members of Academic Senate will be sent in October 2005. The questionnaire will be returned to Dr. Banks’ office (or completed by visiting the web site indicated) with a deadline in October 2005. Returns of all questionnaires will be compiled in November 2005.

5. The interviews with members of ECAC, the President of ASMSU, and the President of COGS will be undertaken jointed by Dr. Banks or his designee and members of the subcommittee. Logistics for scheduling meetings will be handled by Dr. Banks’ office. These interviews will be concluded in October 2005.

6. Dr. Banks or his designee and the Chair of the Review Committee will conduct interviews with members of the office of the SAG. These interviews will be concluded in October 2005.
7. The SAG will provide a 3-5-page statement of past accomplishments and future possibilities focusing on the above review criteria. This should be made available to Dr. Banks and the subcommittee in October 2005.

8. The subcommittee and Dr. Banks will draft a review document that details (a) their findings and (b) their recommendations in November 2005.

9. The subcommittee and Dr. Banks will discuss the completed review with ECAC at a full and closed meeting to be held in January, 2006. Any revisions of the final report and/or recommendations as effected by ECAC will be put in place in January 2006.

10. Dr. Banks, the Chair of ECAC, and the Chair of the SAG Evaluation Subcommittee will meet with the SAG and go over the completed review and recommendations in February 2006.

11. The completed review and recommendations will be submitted to President Simon in March 2006.