Faculty Voice Task Force 1 Package for Structural Changes of the Academic Governance System, Michigan State University

Motion passed by Faculty Council on 29 April 2008

By special rules adopted on 18 September 2007 by Faculty Council and labeled “Proposed Motion from ECAC to Faculty Council re: Faculty Voice Task Force 1,” Faculty Council enabled consideration of each of the major foci of the Faculty Voice Task Force #1 report and recommendations. Moreover, each of the five areas was to be considered independently, and, with amendments, passed provisionally. At the end of the process of examination and provisional passage, the entire set of motions was to be put together into one complete document covering all of the TF #1 proposals for structural reform, and the entire package was to be considered by Faculty Council for final approval.

The document below is the completed document now presented to Faculty Council for final consideration.

MOTION: Faculty Council endorses the report and recommendations of Faculty Voice Task Force #1 as described in the blueprint below. Faculty Council refers the blueprint below to UCAG to enable UCAG to begin development of a package of implementing bylaws. UCAG is asked to formally return the package of proposed bylaws to Faculty Council by the January 2009 meeting of the Council. The Secretary of Academic Governance will notify Faculty Council members of regularly posted UCAG minutes.

The following is organized into five sections, each describing one part of the Task Force #1 recommendations and each provisionally passed by Faculty Council:

Area 1: blueprint for the executive branch of university-level academic governance, as provisionally passed by Faculty Council on 19 February 2008,

Area 2: blueprint for the large scale bodies of university-level academic governance (Faculty Senate, University Council, Academic Assembly), as provisionally passed by Faculty Council on 18 March 2008,

Area 3: blueprint for the university-level standing committees of academic governance, as provisionally passed by Faculty Council on 22 April 2008,

Area 4: blueprint for improvements in the central office for academic governance, as provisionally passed by Faculty Council on 22 April 2008, and

Area 5: blueprint for better articulation between Athletic Council and the rest of the university-level academic governance system, as provisionally passed by Faculty Council on 22 April 2008.
The following graphic is an encapsulation of the University-level governance system. Emphasis here is on Faculty roles in governance. The administrators’ part of governance such as the Council of Deans is not shown, nor is the students’ part of governance such as the Academic Assembly of ASMSU. As is true with any simplification, the following diagram is meant as an approximation only. The prose description of the governance system on the following pages is the definitive document passed by Faculty Council that is meant to be the blueprint for construction of implementing bylaws.
Area 1: Establishing the University-level Executive Committee - The Steering Committee (TSC)

1. Membership of TSC

1.a. The TSC shall be composed of 5 faculty elected at-large plus the chairpersons of all the standing committees.

1.b. The Chairperson of Academic Assembly and one additional undergraduate student will sit ex-officio, but with voting rights on all matters not exclusively reserved for the faculty.

1.c. The President of the Council of Graduate Students and one additional graduate student will sit ex-officio, but with voting rights on all matters not exclusively reserved for the faculty.

1.d. The Provost (or designee) will sit ex-officio, but with voting rights on all matters not exclusively reserved for faculty.

2. Selection of TSC members/TSC Chair/Term of Office

2.a. Faculty members on TSC will be selected by vote of all voting faculty in Academic Senate (or the equivalent after reorganization). The term of office of at-large faculty members of TSC will be three years. Terms will be staggered to maintain consistency. A nomination slate will be developed by a nominating committee from and chosen by Faculty Council (or the equivalent after reorganization). No member of the current TSC will be a member of the nominating committee. The nominating committee will solicit recommendations from all faculty. A maximum lifetime total years of service on TSC for at-large faculty members will be six years.

2.b. The Chairperson of TSC will be elected annually by Faculty Council (or the equivalent after reorganization) from all at-large faculty members sitting on TSC.

2.c. Should an at-large faculty person by necessity resign from the TSC, the Faculty Council (or the equivalent after reorganization) will have responsibility to fill the vacancy.

2.d. The additional undergraduate student member of TSC will be selected by the voting members of the ASMSU Academic Assembly.

2.e. The additional graduate student member of TSC will be selected from the student members of the University Graduate Council.
3. **TSC Quorum**

A quorum of TSC will consist of one-half of the number of faculty members sitting on TSC, plus 1.

### 4. Functions of TSC

#### 4.a. Communication Functions

- **Communication Functions**
  - The at-large faculty members of TSC will form a committee replacing the current Faculty Liaison to the Board of Trustees Committee. TSC responsibility will be to act as a two-way bridge between faculty concerns and suggestions and the thoughts and directions of the Board of Trustees. The Chairperson of TSC will attend all Board of Trustee public meetings and stand ready to interact with Board members at any time.
  - **TSC will** implement and aggressively support communication to and from faculty. Methods will include print and electronic means as well as direct interaction.
  - **TSC will** communicate regularly with the College Advisory Committees to encourage and implement strong articulation between university-level and college-level academic governance.
  - **TSC will** meet regularly with ASMSU and COGS members for exchange of information and discussion of student issues.

#### 4.b. Administrative Functions

- **Administrative Functions**
  - **TSC collectively** - and ultimately Faculty Council and Academic Council (or the equivalent after reorganization) - is responsible for oversight of the committees of university-level academic governance.

#### 4.c. Executive Functions

- **Executive Functions**
  - **TSC will** set the agenda for Faculty Council, Academic Council, and Academic Senate (or the equivalent after reorganization).
  - **TSC will** solicit input from faculty on issues of concern.
  - **TSC will** make considered judgments representing the academic governance system when rapid responses are required of the system but other bodies are not in session.
  - **TSC will** work carefully within the bylaws of academic governance in all regards and will avoid making decisions precipitously when wider opinion can and should be sought.
5. **University Support for TSC members**

5.a. TSC members will be given clerical and administrative assistance from the Secretary for Academic Governance that is in proportion to their needs to meet their responsibilities as TSC members.

5.b. Although outside the direct control of the university-level academic governance system, TSC members should receive credit in their home academic units towards merit pay, tenure, and promotion that is in proportion to the TSC workload. There is no provision in this recommendation for increase in base salary of TSC members.

6. **Procedure for Recall of TSC Members**

The Steering Committee members are subject to recall under the following provisions.

6.a. Recall proceedings against a TSC member can be initiated in either of two ways:

   i. by a petition of 20% of the voting membership of Academic Senate, or

   ii. by majority vote of Faculty Council.

6.b. Once recall proceedings have been successfully initiated, a recall will succeed by a majority vote of Academic Senate, where the threshold number shall be one plus 50% of the voting membership of Academic Assembly.

6.c. The recall vote will be conducted by secret ballot by procedures set by the Secretary for Academic Governance. Full and open discussion of the reasons for the recall as well as rebuttal by the member under recall will be arranged. Once the recall proceeding is validated, the discussion of the issue and the actual vote for recall will proceed in a timely manner, and in no case should last beyond one month.

6.d. Procedures to fill any seat on TSC left vacant because of recall will be the same as those for filling a seat left open for any other reason.

6.e. No more than two recall proceedings can proceed simultaneously.
AREA 2: ESTABLISHING THE LARGE SCALE BODIES OF UNIVERSITY-LEVEL ACADEMIC GOVERNANCE - FACULTY SENATE, UNIVERSITY COUNCIL, AND ACADEMIC ASSEMBLY

1. Identification and naming of large scale bodies / Identification of “Faculty”

There are currently three large bodies in which faculty participate within the Michigan State University system of academic governance:

- Faculty Council: consisting of elected faculty representatives from each MSU College,
- Academic Council: whose faculty component consists of all members of Faculty Council, and
- Academic Assembly: consisting of all eligible MSU faculty.

There will be three large bodies in governance in which faculty serve as well. Naming of the three large bodies will be as follows:

- Faculty Senate: consisting of elected faculty representatives from each MSU College,
- University Council: whose faculty component consists of all members of Faculty Senate, and
- Academic Assembly: consisting of all eligible MSU faculty.

The faculty, for the purposes of this document, is defined in the current Bylaws for Academic Governance in Section 1.1.1

2. Faculty Senate

Faculty Senate is a body composed of representatives of the Faculty who are each faculty members of MSU. Faculty Senate is structurally a collateral body to the body described below as University Council.

2.a. Membership of Faculty Senate/Selection of Members

2.a.i. The first contingent of voting members of Faculty Senate is selected by direct election of faculty representatives from each MSU College. College elections of faculty representatives will be carried out by the College
Advisory Committees in each MSU college. Oversight of the election processes will be a function of the Secretary for Academic Governance.

2.a.ii. Apportionment of seats under (2.a.i) is governed by the same rules in place currently for the election of representatives to Faculty Council from each MSU college.

2.a.iii. The second contingent of voting members of Faculty Senate consists of the At Large Faculty Representatives who sit on The Steering Committee.

2.a.iv. The third contingent of voting members of Faculty Senate consists of the individuals who sit as Chairpersons of the standing committee of university-level academic governance.

2.b. Chairperson of Faculty Senate

The Chairperson of Faculty Senate will be selected from a slate made up of the At Large Faculty Representatives sitting on The Steering Committee. Voting will be conducted by all voting members of Faculty Senate. The At Large members receiving the two highest vote totals will constitute a final slate. Voting will be conducted again, and the At Large member receiving the majority of the votes will be declared the Chairperson of Faculty Senate.1 The Vice Chairperson of Faculty Senate will be the individual receiving the lesser number of votes in the second stage of voting.2

The Chairperson of Faculty Senate will preside at all meetings of the Faculty Senate. In the absence of the Chairperson, the Vice Chairperson will preside.

2.c. Quorum for Faculty Senate Meetings

A quorum for conducting the business of Faculty Senate is 50% of voting members plus 1.

2.d. Functions of Faculty Senate

2.d.i. Faculty Senate is the deliberative, representative, and legislative body for MSU Faculty. As such, Faculty Senate is the major, regularly meeting body in which curricular issues, academic program issues, faculty tenure and promotion issues, and faculty salary and benefits issues are

1 The Chairperson of Faculty Senate also serves as the Chairperson of The Steering Committee and as the Chairperson of the Academic Assembly.

2 The Vice Chairperson of Faculty Senate also serves as the Vice Chairperson of The Steering Committee and as the Vice Chairperson of the Academic Assembly.
Motion passed by Faculty Council on 29 April 2008

2.d.ii. Faculty Senate acts on issues brought to it by The Steering Committee.

2.d.iii. Faculty Senate makes recommendations, provides advice, and speaks for MSU Faculty on proposals developed in the standing committees of academic governance.

2.d.iv. Faculty Senate discusses issues brought to it by individual faculty, students, college advisory committees, and by administrators and communicates a consensus position on behalf of all MSU Faculty.

2.d.v. Faculty Senate will seek broad Faculty input on major initiatives before the university community.

2.d.vi. Faculty Senate obtains and synthesizes the opinion of the Faculty to form consensus recommendations on key issues facing the University, and communicate those recommendations to MSU Administration and (where appropriate) to the MSU Board of Trustees.

2.d.vii. Members of Faculty Senate have the responsibility to inform their constituents of major issues before Faculty Senate and to seek the input of the constituents concerning those key issues.

2.d.viii. Members of Faculty Senate have the responsibility to act as a conduit for their constituents on issues that should be considered by the governance system.

2.d.ix. Faculty Senate may refer items to the Academic Assembly for consideration by the entire MSU Faculty as a committee of the whole.

2.d.x. Faculty Senate may propose by majority vote changes in the MSU Bylaws for Academic Governance, which then must be referred for endorsement or rejection by Academic Assembly.

2.e. Standing committees Reporting to Faculty Senate

2.e.i. University-level standing committees which deal predominately with issues of the curriculum and academic programs, and those dealing predominately with issues of faculty life (tenure and promotion, salary, benefits) report to Faculty Senate.
2.e.ii. The standing committees with responsibility to report to Faculty Senate are the following:

- **University Committee on Faculty Affairs**: UCFA will report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFA may request an appearance before University Council.

- **University Committee on Faculty Tenure**: UCFT will report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFT may request an appearance before University Council.

- **University Committee on the Curriculum**: UCC will report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCC may request an appearance before University Council.

2.e.iii. The standing committees with responsibility to report to Faculty Senate in exceptional situations, and a statement of the triggering situations are the following:

- **University Committee on Student Affairs**: UCSA will report primarily to the University Council.

  An exceptional situation occurs when USCA deals with issues that affect professional rights and responsibility of faculty (as the Faculty Senate interprets these rights and responsibilities). In this situation, recommendations from USCA must be approved by Faculty Senate before consideration by University Council.

- **University Undergraduate Academic Policy Committee**: UUAPC will report primarily to the University Council.

  An exceptional situation can occur when UUAPC deals with issues that relate to establishment, disbandment, or merger of undergraduate academic programs. In this case UUAPC must report to Faculty Senate.

- **University Graduate Studies Committee**: UGSC will report primarily to the University Council.
An exceptional situation can occur when UGSC deals with issues that relate to establishment, disbandment, or merger of graduate or graduate-professional academic programs. In this case UGSC must report to Faculty Senate.

2.f. Faculty Senate Agendas

The agendas for Faculty Senate will be set by The Steering Committee. Each meeting agenda will include an item enabling new business to be introduced from the floor.

3. University Council

3.a. Membership of University Council

3.a.i. All voting members of Faculty Senate are voting members of University Council.

3.a.ii. All students serving as Chair of a standing committee of university-level academic governance are voting members of University Council.3

3.a.iii. The Chairperson of Athletic Council is a voting member of University Council.

3.a.iv. All individuals serving as Chair of a College Advisory Committee are voting members of University Council.

3.a.v. Undergraduate student representatives as selected by ASMSU are voting members of University Council. The number of undergraduate student representatives is equal percentage-wise to the undergraduate student representation now in place in the current Academic Council.

3.a.vi. Graduate student representatives as selected by COGS are voting members of University Council. The number of graduate student representatives is equal percentage-wise to the graduate student representation now in place in the current Academic Council.

3.a.vii. Deans of MSU Colleges (Dean’s Council) are voting members of University Council.

3 This clause covers students who may be serving as Chairperson of a standing committee. A faculty member who is serving as a Chairperson of a standing committee is covered in clause 3.a.i.
3.a.viii. Dean of the Graduate School, Dean of International Studies and
Programs, Dean of the Honors College, and the Director of Libraries are
voting members of University Council.

3.a.ix. A representative from the MSU General Counsel’s Office will sit ex-officio
on the University Council.

3.b. Chairperson and Vice Chairperson of University Council

The Chairperson of University Council is the President of Michigan State
University. The Chairperson will preside at all meetings of University Council.

The Vice Chairperson of University Council is the Provost of Michigan State
University. The Vice Chairperson will preside at all meetings of the University
Council for which the Chairperson is not in attendance.

3.c. Quorum for University Council Meetings

A quorum for conducting the business of University Council is 50% of voting
members plus 1.

3.d. Functions of University Council

3.d.i. The University Council brings together faculty, student, and administration
representatives to discuss issues that involve the entire university. While
input may be sought from University Council by Faculty Senate on
proposals regarding curricular issues, academic program issues, faculty
tenure and promotion issues, and faculty salary and benefits issues, the
primary focus of discussion in University Council is on other issues that
are not the core responsibilities of Faculty Senate.

3.d.ii. The University Council acts on issues brought to it by The Steering
Committee.

3.d.iii. The University Council acts to develop a campus wide consensus on key
issues facing MSU, and to communicate that consensus.

3.d.iv. The University Council may refer items to the Academic Assembly for
consideration by the entire MSU Faculty.

3.d.v. The University Council may propose by majority vote changes in the MSU
Bylaws for Academic Governance, which then must be referred for
endorsement or rejection by Academic Assembly.
3.e. Standing Committees Reporting to University Council

3.e.i. University standing committees which deal predominately with issues other than the curriculum and other than those dealing predominately with issues of faculty life (tenure and promotion, salary, benefits) report to University Council.

3.e.ii. The standing committees with responsibility to report to University Council are the following:

- **University Committee on Academic Governance**: UCAG will report to University Council.

- **University Committee on Student Affairs**: UCSA will report to the University Council.

  An exceptional situation occurs when USCA deals with issues that affect professional rights and responsibility of faculty (as the Faculty Senate interprets these rights and responsibilities). In this situation, recommendations from USCA be reported to Faculty Senate.

- **University Undergraduate Academic Policy Committee**: UUAPC will report to the University Council.

  An exceptional situation can occur when UUAPC deals with issues that relate to establishment, disbandment, or merger of undergraduate academic programs. In this case UUAPC must report to Faculty Senate.

- **University Graduate Studies Committee**: UGSC will report to the University Council.

  An exceptional situation can occur when UGSC deals with issues that relate to establishment, disbandment, or merger of graduate or graduate-professional academic programs. In this case UGSC must report to Faculty Senate.

3.e.iii. The standing committees which at the discretion of the committee may seek input from the University Council are the following:

- **University Committee on Faculty Affairs**: UCFA will report to Faculty Senate. In order to obtain feedback from the entire University
community, at its discretion, UCFA may request an appearance before University Council.

- University Committee on Faculty Tenure: UCFT will report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFT may request an appearance before University Council.

- University Committee on the Curriculum: UCC will report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCC may request an appearance before University Council.

3.e.iv. The Athletic Council reports to University Council. Form and frequency of reporting will be determined by The Steering Committee, but in no case will the frequency of reporting be less than once each academic year. The Athletic Council will also respond to questions asked by University Council within a reasonable time through its seated representative in University Council, the Chairperson of Athletic Council.

3.f. University Council Agendas

The agendas for University Council will be set by The Steering Committee. Each meeting agenda will include an item enabling new business to be introduced from the floor. Agendas will be publicly available and circulated at least one week prior to a meeting.

4. Academic Assembly

Academic Assembly is a fundamentally different body from Faculty Senate and University Council. Items brought to Academic Assembly must be referred in one of the specified methods below. Action of Academic Assembly is limited to consideration of the referred items, and must result in endorsement of a referred position or rejection of the referred position.

4.a. Methods of Calling the Academic Assembly

Academic Assembly can be called into session by majority vote of the At Large Faculty Representatives of The Steering Committee or by the MSU President.
Motion passed by Faculty Council on 29 April 2008

Academic Assembly must be called into session with specified items to be referred to Academic Assembly when one of the following actions is taken:

4.a.i. by a vote of at least 50% plus 1 of Faculty Senate,

4.a.ii. by a petition of at least 20% of the voting members of Academic Assembly to call Academic Assembly including a statement of the position that is referred for consideration, or

4.a.iii. by majority vote of the University Council to call Academic Assembly including a statement of the position that is referred for consideration.

4.b. Membership of Academic Assembly

4.b.i. MSU regular faculty are voting members of Academic Assembly.4

4.b.ii. 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 are voting members of Academic Assembly.

4.c. Chairperson of Academic Assembly

The Chairperson of Academic Assembly is the individual who is the Chairperson of Faculty Senate. The Vice Chairperson of Academic Assembly is the individual who is the Vice Chairperson of the Faculty Senate.

The Chairperson presides at all meeting of Academic Assembly. Absent the Chairperson, the Vice Chairperson presides.

4.d. Quorum

4.d.i. A quorum necessary for Academic Assembly to consider action items that are referred to Academic Assembly is 10% of the voting membership of the body plus 1.

4.d.ii. In the event a quorum is not reached, items that are referred for consideration from Faculty Senate or University Council will be returned to the respective bodies for consideration.

4.d.iii. In the event a quorum is not reached, items referred for consideration by petition will be referred to Faculty Senate for consideration.

4 The rules for Academic Assembly membership include the President and Provost among those with voting rights for Academic Assembly.
4.d.iv. In the function of Academic Assembly to act as a forum for the
interchange of ideas and information, there is not quorum required.
Formal minutes of the meeting will be kept in this case just as in the case
where quorum is reached.

4.e. Functions of Academic Assembly

4.e.i. Academic Assembly will act to deliberate, then endorse or reject items
referred to it.

4.e.ii. Academic Assembly will act on amendments to the Bylaws referred to it
by either Faculty Council or University Council.

4.e.iii. Academic Assembly will constitute a forum for the interchange of ideas
and information between the Faculty and the administration.

4.f. Academic Assembly Agendas

The agendas for Academic Assembly will be set by The Steering Committee. But
if the meeting of Academic Assembly was called by referral or petition, The
Steering Committee will include as an action item the consideration of the
referred item. Agendas will be publicly available and circulated at least one week
prior to a meeting.
AREA 3:  ESTABLISHMENT OF UNIVERSITY-LEVEL STANDING COMMITTEES

1. Identification and Naming of University-level Standing Committees

The seven university-level standing committees and the broadly stated mandate to each are as follows:

- **University Committee on Faculty Affairs (UCFA):** focusing (a) on issues of policy regarding faculty personnel issues and (b) on forming advice annually on the University Budget.
- **University Committee on Faculty Tenure (UCFT):** focusing on faculty tenure issues.
- **University Committee on Curriculum (UCC):** focusing on the Board of Trustees’ delegated authority to the faculty on issues of academic courses, programs, and degree requirements,
- **University Committee on Academic Governance (UCAG):** focusing on the bylaws for academic governance,
- **University Committee on Student Affairs (UCSA):** focusing on issues related to the academic achievement of MSU students,
- **University Undergraduate Academic Policy Committee (UUAPC):** focusing on issues of undergraduate courses and academic programs,
- **University Graduate Studies Committee (UGSC):** focusing on issues of graduate courses and academic programs.

2. General Reporting Lines for University-level Standing Committees

A broad purpose of the university-level standing committees is to advise University administrators on issues of relevance to each standing committee. Such advice will routinely be sent to the appropriate or requesting administrator, and to either Faculty Senate or University Council for possible endorsement by the governance system.

The expectation is that only in cases of severe time pressure will the advice from a standing committee be understood as endorsement by the entire governance system.
3. General Composition of University-level Standing Committees

3.a. The number of members on a given university-level standing committee shall be of a number to enable the committee to perform its specified functions effectively.\footnote{The clause is added to enable consideration by UCAG of the appropriate number of members for each standing committee.}

3.b. For each university-level standing committee, committee membership is composed of faculty, undergraduate students, and graduate students, as appropriate to the focus of the committee, as voting members unless membership is specified as restricted to faculty.

3.c. Each university-level standing committee will include an assigned administrator acting ex-officio.

3.d. No college shall have more than one faculty representative on a university-level standing committee.

3.e. Unless otherwise provided in the detailed descriptions of standing committees below, the term of office for faculty members shall be two years. Provisions shall be made to stagger elections by the Office of the Secretary for Academic Governance. Terms of office shall begin August 16.

3.f. The term of office for student members on university-level standing committees shall be one year. Terms of office shall begin on the first day of summer semester classes.

3.g. No individual from the same constituency may serve more than three consecutive terms on the same committee.

3.h. No individual may serve concurrently as a voting member of more than one university-level standing committee.

3.i. Election and appointment of faculty members to committees shall take place in the spring of each year.

3.j. If for any reason an individual is unable to serve for a period of one or more semesters, a replacement shall be named for that semester or semesters in a manner compatible with the regular selection of the member unable to serve.

3.k. Where faculty members of a standing committee are selected from the elected faculty on Academic Council, they shall be elected by the Faculty Council upon
nomination by the faculty of the Committee on Academic Governance of a slate
of at least one and one-half nominees per position to be filled.

3.l. Where faculty members of a committee are elected in college elections,
nominating procedures shall be specified in college bylaws. With the exception of
the University Committee on Faculty Tenure, colleges may provide for election of
full time fixed term faculty who have served at least three consecutive years and/
or specialists in the continuing appointment system to any university-level
standing committee.

3.m. Unless otherwise provided, undergraduate student members of standing
committees shall be elected by the Academic Assembly of the Associated
Students of Michigan State University (ASMSU) and the graduate student
members of the standing committees shall be elected by the Council of Graduate
Students (COGS). Elections shall be held prior to the end of spring semester.

3.n. Elections to all committees shall be completed prior to May 1.

4. General Procedures of University-level Standing Committees

4.a. After committees for the next year have been constituted in the spring, each new
commitee shall meet and elect its chairperson.

4.b. The chairperson of each standing committee shall prepare each month a concise
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
prominently post these summaries on the Web site for Academic Governance.

4.c. The chairperson of each standing committee shall submit an annual report to The
Steering Committee by August 31. Summaries of these reports shall be posted
prominently on the Web site for Academic Governance.

4.d. The chairperson of each standing committee shall regularly report to The
Steering Committee on the work of his or her committee. Each chairperson shall
report to either the Faculty Senate or University Council with a summary of
activity. The rotation of reports to Faculty Senate or University Council will be put
in place annually by the Secretary for Academic Governance with changes in
schedule during the year to reflect important developments. In no case will any
committee chairperson report less than once during a given academic year.

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This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.2.
4.e. Committees shall establish their own rules and procedures as deemed necessary by the committee. These rules must not be in conflict with the Bylaws of Academic Governance.

4.f. Subcommittees or ad hoc committees shall exist at the discretion of the parent standing committee. The advisability of their continuance shall be raised annually or at the end of the period originally established by the parent committee.

5. General Functions of University-level Standing Committees

5.a. Committee members shall represent the interests of the total University.

5.b. University-level standing committees shall initiate recommendations to and communicate with Faculty Senate or University Council. Subject to the review of Faculty Senate or University Council, committees may make recommendations to the Provost and other administrators on matters within the purview of the committee.

5.c. Committees 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.

5.d. Committees shall respond to reasonable requests for consultation or advice by members of the faculty or students who initiate requests for such participation on matters within the purview of the committee.

5.e. Committees shall regularly review their composition, procedures, and functions and recommend appropriate bylaw revisions to the Committee on Academic Governance.

6. General Policy on Meetings of University-level Standing Committees

6.a. The administrator(s), or a designee, being advised by a standing committee, shall be present at meetings of the committee except when otherwise stipulated by mutual agreement of the administrator(s) and committee.

6.b. Each committee shall schedule its own meetings.

6.c. All meetings of standing committees and of subcommittees established by standing committees will be open to the public and will be announced at least one week in advance. Announcements will include time and place of the meeting, and the agenda items that are planned for discussion. Announcement of

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7 This section is patterned after university-level bylaws in place as of April, 2008, Section 4.2.3.
8 This section is patterned after university-level bylaws in place as of April, 2008, Section 4.2.4.
meetings will be displayed prominently on the Web site of the standing committee. Only in rare situations will standing committee meetings, subcommittee or ad hoc committee meetings be closed, and only when reasons for holding closed meetings are announced publicly and displayed prominently on the Web site of the standing committee.

6.d. Each committee shall determine its own agenda but will be responsive to requests from The Steering Committee. Administrators, faculty, and students may suggest items for a committee’s agenda.

7. Specifications for Each University-level Standing Committee

7.a. University Committee on Faculty Affairs (UCFA)

7.a.i. Restrictions on membership

UCFA shall have no student members.

7.a.ii. Functions

(1) UCFA shall make recommendations to the Faculty Senate and to the Provost on personnel policies relating to faculty, such as policies on appointment, reappointment, promotion, leaves, retirement, and workload assignments.

(2) UCFA shall make recommendations on formal and procedural rules on tenure and dismissal, and on substantive policies on tenure, and shall recommend changes in policy and procedure to the Faculty Senate.

(3) UCFA shall make recommendations to Faculty Senate on issues related to the University budget.

7.a.iii. Reporting Line

UCFA will normally report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFA may request an appearance before University Council.
7.b. University Committee on Faculty Tenure (UCFT)

7.b.i. Membership

(1) The Provost or a designee shall be a member with voice but no vote.

(2) The Chairperson is designated as a voting member of the Faculty Senate.

7.b.ii. Functions

(1) UCFT shall be the judicial and investigatory agency for all tenure actions, shall interpret tenure rules, act on all cases of deviation from the rules, and shall hear all cases for exception to the rules.

(2) Decisions by UCFT on matters involving interpretation of tenure rules and in cases involving deviation from tenure rules shall be binding on the administration and on the faculty member concerned.

(3) UCFT shall report promptly to the Faculty Senate in any case in which the administration acts contrary to the committee's decision on a question involving tenure.

(4) UCFT shall work with UCFA to make recommendations to the Faculty Senate and to the Provost on personnel policies relating to faculty, such as policies on appointment, reappointment, promotion, tenure, leaves, retirement, and workload assignments. Such policy shall be put forward by UCFA.

7.b.iii. Reporting Line

UCFT will normally report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFT may request an appearance before University Council.

7.c. University Committee on the Curriculum (UCC)

7.c.i. Restrictions on membership

None.
7.c.ii. Functions

(1) UCC shall exercise the faculty’s delegated authority to review and approve or reject all changes in undergraduate courses, curricula and degree requirements proposed by academic units.

(2) UCC shall exercise the faculty’s delegated authority to approve or reject changes in graduate and graduate-professional courses, curricula and degree requirements, recommended by UGSC.

(3) UCC shall advise the Provost on criteria for the establishment and deletion of courses and curricula.

(4) UCC shall coordinate its activities with those of the UUAPC and UGSC, and any other appropriate Academic Council Standing Committees so as to obtain an inclusive perspective.

7.c.iii. Functions Taken Over from April 2008 Standing Committees

Under the University Bylaws in place in April, 2008, all of the above functions are currently performed by UCC.

7.c.iv. Reporting Line

UCC will normally report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCC may request an appearance before University Council.

7.d. University Committee on Academic Governance (UCAG)

UCAG will mirror the April 2008 standing committee of the same name.

7.d.i. Restriction on membership

None.

7.d.ii. Functions

(1) UCAG shall conduct reviews of the bylaws for academic governance, both at the University level and at the college level.

(2) UCAG shall be the definitive interpreter of the bylaws for the academic governance system.
Motion passed by Faculty Council on 29 April 2008

(3) UCAG shall consider appeals of reviews of department bylaws by college committees.

(4) UCAG shall be responsible for formally framing bylaws changes to University Council.

(5) UCAG shall be responsible for monitoring university level elections and assuring their fairness.

7.d.iii. Functions Taken Over from April 2008 Standing Committees

UCAG functions above are a mirror of the functions for the April 2008 standing committee by the same name.

7.d.iv. Reporting Line

UCAG will report to University Council.

7.e. University Committee on Student Affairs (UCSA)

7.e.i. Restriction on membership

None.

7.e.ii. Functions

(1) USCA shall advise the appropriate University administrator on any policies that affect academic achievement of students in the University.

(2) USCA shall initiate and review proposed amendments to the Academic Freedom for Students policy statement, the General Student Regulations document, and policies relating to the academic rights and responsibilities of students.

(3) Any amendment or policy statement affecting the professional rights and responsibilities of the faculty (as the Faculty Senate interprets these rights and responsibilities) must be approved by the Faculty Senate before consideration by University Council.

7.e.iii. Functions Taken Over from April 2008 Standing Committees
USCA substantially parallels the April 2008 standing committee of the same name.

7.e.iv. Reporting Lines

UCSA will report primarily to the University Council. An exceptional situation can occur under function (3) above when USCA has a responsibility to report to Faculty Senate on issues that affect professional rights and responsibility of faculty.

7.f. University Undergraduate Academic Policy Committee (UUAPC)

7.f.i. Restrictions on membership

None. But undergraduate students, selected by ASMSU, will be seated on UUAPC as voting members.

7.f.ii. Functions

(1) UUAPC shall exercise the faculty’s delegated authority on grading policy for all undergraduate students.

(2) UUAPC shall advise the Provost on the establishment, disbandment, or merger of undergraduate academic programs.

(3) UUAPC shall advise the Provost on policy pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate students and programs.

(4) UUAPC shall consult with the Provost on policy pertaining to admissions and retention, financial aid, and the use and distribution of educational and research resources for undergraduate students and programs.

(5) UUAPC shall advise and consult with the Provost and make recommendations to the Faculty Senate on all matters of academic policy affecting undergraduate education and the University.

(6) UUAPC shall consult with the University Committee on the Curriculum on issues related to function (2) above: establishment, disbandment, or merger of undergraduate academic programs.
7.f.iii. Functions Taken Over from April 2008 Standing Committees

The functions of UUAPC above are performed by the University Committee on Academic Policy, under the April 2008 bylaws of academic governance. The name change to UUAPC is primarily to make it clear that this committee is focused on undergraduate programs.

7.f.iv. Reporting Lines

UUAPC will report primarily to the University Council. An exceptional situation can occur under function (2) above when UUAPC has a responsibility to report to Faculty Senate on issues that relate to establishment, disbandment, or merger of undergraduate academic programs.

7.g. University Graduate Studies Committee (UGSC)

7.g.i. Restrictions on membership

None. But graduate students, selected by COGS, will be seated on UGSC as voting members.

7.g.ii. Functions

(1) UGSC shall exercise the faculty’s delegated authority on grading policy for graduate students and graduate-professional students.

(2) UGSC shall review all changes in graduate and graduate-professional courses, curricula, and degree requirements proposed, and shall recommend their approval or rejection to the UCC.

(3) UGSC shall consult with UCC to meet its obligations under functions (1) and (2) above.

(4) UGSC shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the establishment, disbandment, and merger of graduate programs.

(5) UGSC shall have shared responsibility with the Dean of The Graduate School to advise the Provost on policy pertaining to methods of instruction, evaluation of instruction, advising and counseling, admissions and retention of graduate students, and on other policy pertaining to administration of graduate programs.
(6) The committee shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the coordination of graduate programs, policy pertaining to financial aid and employment of graduate students.

(7) The committee shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the use and distribution of educational and research resources for graduate programs and graduate students.

(8) The committee shall advise the Dean of The Graduate School and the Vice President for Research and Graduate Studies on policy relating to research development as it pertains to graduate education.

7.g.iii. Functions Taken Over from April 2008 Standing Committees

The functions enumerated above are largely mirrored in the functions of the University Graduate Council under the April 2008 bylaws of academic governance.

7.g.iv. Reporting Lines

UGSC will report primarily to the University Council. An exceptional situation can occur when UGSC deals with issues that relate to establishment, disbandment, or merger of graduate or graduate-professional academic programs (function 4 above). In this case UGSC must report to Faculty Senate.
AREA 4: ESTABLISHMENT OF THE OFFICE OF ACADEMIC GOVERNANCE

Except for the items noted below, all descriptions of the Secretary for Academic Governance in the Bylaws for Academic Governance in place as of April 1, 2008, shall remain in place.

1. Office the Secretary for Academic Governance to become the “Academic Governance Office”

The office currently known as the “Office of the Secretary for Academic Governance” will be renamed to be the “Academic Governance Office.” The Academic Governance Office will be directed by the individual who is the Secretary for Academic Governance.

2. Selection of the Secretary for Academic Governance

The selection of the Secretary for Academic Governance will be by the University Council.

3. Emphasis on the role of Parliamentarian

A key role of the Secretary for Academic Governance is that of parliamentarian. The parliamentarian must be intimately familiar with the Bylaws of Academic Governance and with the general rules and nuances of parliamentary procedure. The parliamentarian must be ready to advise the Chairperson of Faculty Senate, the Chairperson of University Council, and the Chairperson of Academic Assembly on any issue of parliamentary procedure, and must in addition advise on out-of-order procedure when it takes place.
AREA 5:  **ESTABLISHMENT OF LINKS BETWEEN ATHLETIC COUNCIL AND OTHER PARTS OF ACADEMIC GOVERNANCE**

There is no intent to alter, diminish, or extend the operation of the Athletic Council. Rather, the recommendations seek to better integrate the Athletic Council with other parts of MSU Academic Governance. Two specifics are detailed below.

1. **Athletic Council Reports to University Council**

   The Athletic Council reports to University Council. Form and frequency of reporting will be determined by The Steering Committee, but in no case will the frequency of reporting be less than once each academic year. The Athletic Council will also respond to questions asked by University Council within a reasonable time through its seated representative in University Council, the Chairperson of the Athletic Council.

2. **Representation from Athletic Council to Sit on University Council**

   The Chairperson of Athletic Council is a voting member of University Council.