Section 1 - Definitions

1.1. THE FACULTY

1.1.1. Composition of the Faculty

1.1.1.1. The regular faculty of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the regular faculty.

1.1.1.2. The fixed-term faculty of Michigan State University shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure.

1.1.1.3. Visiting Professors and Professors Emeritus shall be honorary faculty (1.1.2.2., 3.1.1.1.).

1.1.1.4. The foregoing provisions do not preclude Presidential action to bestow certain "faculty privileges" upon employees of the University who are not members of the faculty.

1.1.2. Faculty Voting Rights

1.1.2.1. 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.

1.1.2.2. The voting faculty in the election of department, school, or college councils and committees and in elections pertaining to department, 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 fixed-term faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors, and adjunct faculty.

1.1.2.3. A faculty member jointly appointed to two or more units may vote only once in a given election. In elections voted upon by two or more units the faculty member shall vote in that unit which has primary responsibility for initiating personnel action.

1.1.2.4. A regular faculty member may be elected to an academic governance body as a representative of any unit in which the person holds regular faculty status.

1.1.2.5. 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.
3.1. THE ACADEMIC SENATE

3.1.1. Composition of the Academic Senate

3.1.1.1. The voting membership of the Senate shall be the regular faculty (1.1.1.1.) voting faculty as defined in 1.1.2.1. except for the President and Provost. Honorary faculty (1.1.1.3.) shall be members with voice but without vote. The presiding officer may vote to break a tie.

3.1.1.2. The President or, in his or her absence, the Provost shall preside at meetings of the Senate. The Secretary for Academic Governance shall be the secretary of the Senate.

3.1.2. Functions of the Academic Senate

3.1.2.1. The Senate shall act on amendments to the Bylaws for Academic Governance referred to it by Academic Council (3.1.3.2.).

3.1.2.2. Actions of Academic Council may be referred to the Senate for action by a majority vote of Academic Council, by a petition of 40 percent of the Faculty Council or by petition of 20 percent of the voting membership of the Academic Senate.

3.1.2.3. Actions of the Faculty Council on matters reserved to the Faculty (1.2.3.1.) may be referred to the Senate for action by a majority vote of the Faculty Council or by petition of 20 percent of the voting membership of the Academic Senate.

3.1.2.4. The Senate shall also serve as a forum for the dissemination and exchange of ideas and information between the faculty and the administration. No quorum is required for such meetings.

3.1.3. Procedures of the Academic Senate

3.1.3.1. Meetings of the Senate shall be called by the President or the faculty members of the Executive Committee (3.3.2.7.).

3.1.3.2. On any recommendation brought before the Senate, action by the Senate is restricted to approval of the recommendation or referral back to the originating council for further deliberation.

3.1.3.3. The Senate shall establish its own rules and procedures.

3.1.3.4. A quorum of 10 percent of the Senate membership is required for any Senate action. Failure to achieve a quorum shall constitute approval of the action of the Academic Council or the Faculty Council.

3.1.3.5. Minutes shall be distributed to all members of the Academic Senate and Academic Council.

3.2. THE ACADEMIC COUNCIL

3.2.1. Composition of the Academic Council

3.2.1.1. The Academic Council shall be composed of the Faculty Council, the Appointed Council, members of the Associated Students of Michigan State University (ASMSU) as defined by 3.2.4.1., members of the Council of Graduate Students (COGS) as defined by 3.2.4.2., designated members of Academic Council Standing Committees, the Executive Committee, the President, the Provost, and designated ex officio members.
3.2.1.1. The Faculty Council shall be composed of the faculty representatives from the colleges, faculty representatives from the non-college faculty, the faculty members of the Executive Committee, the President, and the Provost.

3.2.1.2. The Appointed Council shall be composed of all deans of academic programs, the dean of the Honors College, directors of the Library and National Superconducting Cyclotron Laboratory, the President, and the Provost.

3.2.1.3. The Associated Students of Michigan State University shall be composed of student, faculty, and administrative representatives according to the constitution of ASMSU.

3.2.1.4. The Council of Graduate Students shall be composed of students according to the constitution of COGS.

3.2.1.5. The Academic Council shall have the following ex officio members: Vice President for Student Affairs and Services, Vice President for Research and Graduate Studies, Vice Provost for Libraries, Computing and Technology, Assistant Provost for University Outreach and Engagement, Associate Provost, Assistant Provost and Assistant Vice President for Academic Human Resources, Assistant Provost for Undergraduate Education, Assistant Provost for Graduate Education and Dean of Undergraduate Studies, Assistant Provost for Academic Student Services and Multicultural Issues, Assistant Provost for Academic Services and Registrar, Faculty Grievance Official, Secretary for Academic Governance and Ombudsman.

3.2.2. Voting Members of the Academic Council

3.2.2.1. The voting members of Academic Council shall be the faculty representatives as defined in 1.1.2.4. and 1.1.2.5. student representatives, designated members of Academic Council Standing Committees, voting members of the Executive Committee, deans of academic programs, Dean of the Graduate School, Dean of International Studies and Programs, Dean of the Honors College and the director of the Libraries.

3.2.2.2. The voting members of the Faculty Council shall be the elected faculty representatives as defined in 1.1.2.4. and 1.1.2.5. and voting faculty members of the Executive Committee.

3.2.2.3. The voting members of the Academic Assembly and the Student Assembly of the Associated Students of Michigan State University shall be determined by the constitution of ASMSU and shall serve on the Academic Council according to 3.2.4.1.

3.2.2.4. The voting members of the Council of Graduate Students shall be determined by the constitution of COGS and shall serve on the Academic Council according to 3.2.4.2.

3.2.3. Elected Faculty Representatives

3.2.3.1. Each college shall have at least two representatives. Each college shall have one additional representative for every fifty voting faculty, as defined in 1.1.2.1., in excess of fifty. Each college with three or more representatives shall have at least one non-tenured faculty member among its representatives.

3.2.3.2. For purposes of determining the number of elected representatives on the Faculty Council to which a college is entitled, the number of voting faculty shall be the number of regular faculty in the college for which a unit of the college has primary responsibility for initiating personnel actions.

3.2.3.3. Each college's faculty representatives shall be elected at-large during the spring semester by mailed ballot supervised by the College Advisory Council (2.2.5.). A department or school may not have more than one representative unless the college's departments are so few that such a limitation
would reduce the college's representatives to the Council as determined by 3.2.3.1. Nomination procedures shall be specified in college bylaws.

3.2.3.4. All regular faculty members of the University who are not represented through colleges (non-college faculty) or who are not otherwise named in the membership of the Faculty Council shall have representation as specified for colleges in 3.2.3.1. and 3.2.3.2. The Secretary for Academic Governance shall supervise nomination procedures.

3.2.3.5. The methods of election of representatives for non-college faculty and those colleges which are not departmentally organized shall be similar to those prescribed for departmentally organized colleges and shall assure representation of the diverse academic interests.

3.2.3.6. The term of office of an elected faculty representative shall be two years and shall begin August 16. No individual may serve more than two consecutive terms from the same constituency. Representatives of each college shall serve staggered terms.

3.2.3.7. 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.

3.2.4. Student Representatives

3.2.4.1. The Academic Assembly of ASMSU shall select no more than thirty-four (34) undergraduate student representatives to the Academic Council. The selection of non-elected representatives shall occur only once per semester prior to the first Academic Council meeting. No non-elected representative shall be selected in preference to an elected representative. The overall selection shall insure balanced collegiate representation. The Student Assembly of ASMSU shall select no more than three (3) of its representatives to serve on the Academic Council.

3.2.4.1.1. Undergraduate student representatives to the Academic Council shall be chosen according to procedures established by the constitution of ASMSU and shall be chosen such that the diversity of the delegation is ensured.

3.2.4.2. Graduate Student Representatives: The Council of Graduate Students shall select seven graduate students. No more than one representative may be from one department, with consideration being given to University-wide representation insofar as possible.

3.2.4.2.1. Graduate student representatives to the Academic Council shall be chosen according to procedures established by the constitution of COGS and shall be chosen such that the diversity of the delegation is ensured.
4.2. GENERAL RULES GOVERNING STANDING COMMITTEES

4.2.1. Composition of Standing Committees

4.2.1.1. The composition of each Standing Committee is specified in the description of each committee (4.3 - 4.9.).

4.2.1.2. Unless otherwise provided, no college shall have more than one faculty representative on a committee.

4.2.1.3. The term of office for faculty members shall be two years. Provisions shall be made to stagger elections. Terms of office shall begin August 16.

4.2.1.4. The term of office for student members shall be one year. Terms of office shall begin on the first day of summer semester classes.

4.2.1.5. No individual may serve more than two consecutive terms on the same committee from the same constituency.

4.2.1.6. No individual may serve concurrently as a voting member of more than one Academic Council Standing Committee.

4.2.1.7. Election and appointment to committees shall take place in the spring of each year.

4.2.1.8. If for any reason an individual is unable to serve for a period of one or more academic 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.

4.2.1.9. 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.

4.2.1.10. Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their Bylaws, provide for election to any standing committees, except the University Committee on Faculty Tenure, or the University Committee on Faculty Affairs, of full time fixed-term faculty who have served at least three consecutive years and/or specialists in the continuing appointment system.

4.2.1.11. Unless otherwise provided, undergraduate student members of Standing Committees shall be elected by the Academic Assembly of ASMSU and the graduate student members of the Standing Committees shall be elected by COGS. Elections shall be held prior to the end of spring semester.

4.2.1.12. Elections to all committees shall be completed prior to May 1.

4.2.2. General Procedures of Standing Committees

4.2.2.1. After committees for the next year have been constituted in the spring, each new committee shall meet and elect its chairperson and, if applicable, an additional representative to Academic Council.

4.2.2.2. 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.

4.2.2.3. The chairperson of each committee shall submit an annual report to the Executive Committee by August 31. Summaries of these reports shall be distributed with Academic Council minutes. Each chairperson shall regularly report to the Executive Committee on the work of the committee.

4.2.2.4. Committees are encouraged to call on faculty, students, administrators and others who have special expertise on matters under consideration, including minorities and women for the perspective which they may bring to the consideration of many issues. Such individuals are asked to render whatever services are reasonably requested.

4.2.2.5. Committees shall establish their own rules and procedures.

4.2.2.6. Subcommittees or ad hoc committees shall exist at the discretion of the parent committees. The advisability of their continuance shall be raised annually.

4.2.3. General Functions of Standing Committees

4.2.3.1. Committee members shall represent the interests of the total University.

4.2.3.2. Committees shall initiate recommendations to and communicate with Academic Council. Subject to the review of Academic Council, committees may make recommendations to the Provost and other administrators, as indicated in these Bylaws, on matters within the purview of the committee.

4.2.3.3. 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.

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

4.2.4. Meetings of Standing Committees

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

4.2.4.2. Each committee shall schedule its own meetings.

4.2.4.3. Committee meetings shall ordinarily be open, but any committee may formulate procedures for closing some of its meetings for stated reasons.

4.2.4.4. Each committee shall determine its own agenda. Administrators, faculty, and students may suggest items for a committee’s agenda.

4.6. UNIVERSITY COMMITTEE ON FACULTY AFFAIRS

4.6.1. Each college, including the non-college faculty, shall select one faculty member as defined in 1.1.2.4. and 1.1.2.5. The committee shall have at least three non-tenured regular faculty and two full time fixed-term faculty, who have served at least three consecutive years, in its membership. Each year the Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty and full time fixed-term faculty, who have served at least three consecutive years. The Provost or a designee shall be a member with voice but no vote.
4.7. UNIVERSITY COMMITTEE ON FACULTY TENURE

4.7.1. Each college, including the non-college faculty, shall select one member, faculty member, who must be appointed under the rules of tenure. The committee shall have at least three non-tenured faculty in its membership. Each year the Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty. The committee shall have two undergraduate student members and one graduate student member selected so that one student is a member of the Academic Assembly of ASMSU. The Provost or a designee shall be a member with voice but no vote.

5.2. ATHLETIC COUNCIL

5.2.1. There shall be an Athletic Council with composition and bylaws subject to approval by the Academic Council. The Athletic Council shall function as the faculty voice in the intercollegiate athletic program.

5.2.2. Composition of the Athletic Council

5.2.2.1. The voting members of the Council shall be eight members of the regular faculty, as defined in 1.1.2.4. and 1.1.2.5., three alumni, and three students.