

COLLEGE OF NATURAL SCIENCE



Unit Bylaw Requirements

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Composition of Faculty	Agreement with both the <i>MSU Bylaws for Academic Governance</i> (BAG) 1.1.1 AND the <i>Bylaws of the College of Natural Science</i> (1.1).
Voting Rights	Agreement with both the BAG 1.1.2 AND the <i>Bylaws of the College of Natural Science</i> (1.2).
Student Constituency	Each unit's bylaws shall specify the student constituency of that unit (Reference BAG 1.2.2). [BAG 2.2.3.2]
Student Participation in Academic Governance	<p>Student participation in an academic governance body shall in all cases be in the same mode as faculty participation, except for matters reserved to the faculty. [BAG 1.2.3]</p> <p>The bylaws of academic units with responsibilities for undergraduate or graduate education shall specify procedures for the participation of students in the decision-making processes by which policy is formed. [BAG 2.2.3].</p>
Chairperson/Director Initial Appointment	<p>Statement should read: The faculty advisory council must schedule a meeting with the dean to review CNS policies and formulate specific procedures for selection of the chairperson/director.</p> <p>The voting faculty shall have shared responsibility with the CNS dean to determine procedures for the nomination of chairperson/director to be selected by the provost. [BAG 2.1.3]</p>
Chairperson/Director Review	<p>Statement should read: The chairperson/director shall be subject to a regular review at an interval not to exceed five years. The faculty advisory council must schedule a meeting with the dean to review CNS policies and formulate specific procedures for the periodic review of the chairperson/director.</p> <p>The faculty shall have shared responsibility with the CNS dean to determine procedures for review of the chairperson/director. [BAG 2.1.4]</p>
Chairperson/Director Participation in Academic Governance	Unit bylaws shall provide that the chairperson/director, or a designee, shall generally be present at meetings of academic governance bodies in the unit. [BAG 2.2.4]
Chairperson/Director Conduct Annual Reviews	The chairperson shall conduct an annual review of each member of the tenure system faculty and all fixed-term faculty members. The chairperson shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. Written documentation of the meeting shall be given to the faculty member and kept on file.
Modes of Participation	Academic unit bylaws shall specify the modes of participation (BAG 1.3.) for matters within the jurisdiction of unit academic governance. The modes of participation specified at the University level shall be the model that guides, but does not necessarily determine, the modes of participation at the academic unit level. [BAG 2.2.8]

	<p>Departmental Committees</p>	<p>Must include:</p> <ul style="list-style-type: none"> • Composition and Election • Mode of Participation (consultation, advisory, shared responsibility, or delegated authority) [BAG 2.2.8] • Functions • Procedures
	<p>Reappointment, Promotion and Tenure Procedures</p>	<p>Agreement with <i>Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University</i> available on the NatSci website. <u>AND</u> from the <i>NatSci Guidelines on Departmental and Program RPT Procedures and Their Documentation</i>: The following items must be specified in unit bylaws:</p> <ol style="list-style-type: none"> 1. A statement¹ that the chairperson or director for the unit is responsible for: <ol style="list-style-type: none"> a. Insuring that all university, college, and departmental procedures, guidelines, and timetables are followed in each RPT case under consideration. b. Informing each RPT candidate and all appropriate unit faculty (see item b below) of all relevant procedures and deadlines in a timely fashion. c. Making the official unit recommendation to the NatSci dean for or against the RPT action under consideration by the designated deadline. Note that this recommendation must report the vote of the faculty (see item b below) for or against the RPT action. d. Informing the RPT candidate of the faculty vote and his/her recommendation to the college as soon as these items are forwarded to the NatSci dean. 2. A statement that unit faculty of rank higher than the candidate under consideration will be consulted (either directly, or through representation on an appropriately constituted committee) during the departmental RPT process, and that the information provided will be used as input in the decision of the chair or director. This statement must specify: <ol style="list-style-type: none"> a. Which faculty of higher rank will be consulted. The criteria for inclusion/exclusion of faculty associated with the unit must be based on explicit appointment criteria, e.g. fraction of appointment, tenure home, etc. b. That an official vote of the faculty consulted will be taken and reported to the college.

¹ Note that by MSU policy outlined in the [Appointment, Reappointment, Tenure, and Promotion Recommendations](#) section of the Faculty Handbook, “Chairpersons or directors make judgments taking into consideration peer evaluations and other supporting information, yet unit administrators are responsible as individuals for the recommendations made.”

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	<p>c. The procedure by which faculty input will be sought (e.g. by vote of all eligible faculty at a departmental faculty meeting).</p> <p>d. The procedure by which the RPT candidate can confer with the faculty, or appropriate subgroup, prior to the faculty vote advising the chair or director on the RPT action.</p>
Faculty Grievance Procedures	Statement should read: The Department of X follows the <i>Faculty Grievance Policy</i> published in the Faculty Handbook and approved by the Board of Trustees for resolving employment related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit, department, or college level before filing a formal grievance.
Student Grievance Procedures (optional)	The advisory committee shall establish a hearing board whenever a grievance is filed by a graduate student who alleges violations of academic rights. The hearing board shall follow the <i>Department of XX Graduate Student Academic Hearing Procedures</i> (available on the unit website). Undergraduate students may send a written request to the associate provost for undergraduate studies for a hearing with the appropriate board.
Space Assignment	Bylaws should state who is responsible for assigning space—the chairperson/director, the faculty advisory committee, or possibly the chairperson/director in consultation with the FAC.
Bylaws	The voting faculty shall have shared responsibility with the administrator to adopt and publish bylaws. Unit bylaws shall be reviewed at intervals not to exceed five years. [BAG 2.2.1 and 2.2.2]