

DEPARTMENT OF INTEGRATIVE BIOLOGY BYLAWS FOR ACADEMIC GOVERNANCE

Revised 23 September 2022

PREAMBLE

This document outlines the rules by which members of the Department of Integrative Biology participate in the governance of the department. The bylaws establish the roles played by academic personnel as general members of the department and as participants in committees or administrative positions defined by these bylaws. The bylaws also provide a framework for effective communication among faculty members, between the faculty and the students, and between the department chairperson and other members of the department in the governance of the department. The overarching goal of these bylaws is to establish a system of shared governance to enable department members to build a department that is strong in research, education, and service to the public.

If, in any matter, specifications or omissions place these bylaws in conflict with university or college policies, as promulgated in their bylaws, the latter shall take precedence.

1. DEFINITIONS

1.1 The Composition of the Faculty

1.1.1 Tenure-system Faculty

The tenure-system faculty of the Department of Integrative Biology consists of all persons appointed in the Department of Integrative Biology under the rules of tenure and holding the rank of professor, associate professor, or assistant professor. Tenure-system appointment in the department may be on a full or joint basis. Tenure-system faculty members with a full appointment in the Department of Integrative Biology are defined as those tenure-system faculty members who derive their full salary from the Department of Integrative Biology. Tenure-system faculty members with a joint appointment in the Department of Integrative Biology are defined as those tenure-system faculty members who have responsibilities assigned to and who draw salary from other administrative units of the university in addition to the Department of Integrative Biology.

1.1.2 Fixed-term Faculty

The fixed-term faculty of the Department of Integrative Biology consists of all persons appointed in the Department of Integrative Biology and holding the rank of professor, associate professor, assistant professor, or instructor not appointed under the rules of tenure.

1.1.3 Adjunct Faculty

Adjunct appointments may be used for the appointment of faculty members whose primary responsibilities and income are outside the Department of Integrative Biology. Such appointments are without salary and are for a period of five years with reappointment at the discretion of the department. The details of the adjunct's rights and responsibilities, including the ability to serve as the primary advisor for graduate students in the department, must be spelled out in a memorandum of understanding negotiated by the candidate and

chairperson and approved by the faculty advisory committee.

1.1.4 Honorary Faculty

Visiting professors and professors emeritus shall be honorary faculty. Honorary appointments in the department may be on a full, joint, or adjunct basis.

1.1.5 Academic Specialists may be appointed following university policies to support the academic missions of the department through, for example, advising, curriculum development, research, outreach, and/or teaching.

1.2 The Composition of the Student Constituency

The student constituency of the department, for the purpose of selecting student representatives from the department to university, college, and departmental committees, includes all students who have declared with the registrar a major or major preference (in the case of undergraduate students) in an academic program administered by the Department of Integrative Biology.

1.2.1 Research Associates are postdoctoral researchers appointed on a fixed-term basis to work on research projects with members of the departmental faculty.

1.2.2 Graduate Students are those students who are enrolled in graduate non-degree programs, as candidates for graduate degrees, or as candidates for graduate-professional degrees.

1.2.3 Undergraduate Students are all other students not described in sections 1.2.1 and 1.2.2.

1.3 Voting Rights

1.3.1 Tenure-system Faculty

Tenure-system faculty members of the department, including the chairperson, may vote on all matters relating to department governance with the exception of some decisions concerning reappointment, promotion, and tenure, as described in section 5.2.2. Faculty members, including adjunct faculty members, who derive less than 20% of their salary from the department may not vote on departmental matters.

1.3.2 Fixed-Term Faculty

Voting privileges shall be granted to full-time fixed-term faculty members who have served at least three consecutive years and are engaged in the academic activities of the department. Voting privileges can be withdrawn if an individual's role in the department is reduced; such changes would be initiated by the chairperson in consultation with the voting faculty and the faculty advisory committee. Fixed-term faculty members may vote in department elections and on matters pertaining to department policies with the exception of some decisions related to evaluation, reappointment, promotion, and tenure, as described in section 5.2.2.

1.3.3 Academic Specialists

Voting privileges shall be granted to full-time academic specialists who have served at least

three consecutive years and are engaged in the academic activities of the department. Voting privileges can be withdrawn if an individual's role in the department is reduced; such changes would be initiated by the chairperson in consultation with the voting faculty and the faculty advisory committee. Academic specialists may vote in department elections and on matters pertaining to department policies not related to evaluation, reappointment, promotion, and tenure, as described in section 5.2.2, as well as changes to the bylaws pertaining to the appointment and evaluation of tenure-system faculty.

1.3.4 Students

One graduate student, selected by the graduate students of the department, and one research associate, selected by the research associates in the department, are permitted to attend faculty meetings and to vote on all departmental matters, except decisions concerning appointment, salary, reappointment, promotion, or tenure of faculty members.

1.3 Modes of Participation

Four modes of faculty and student participation are identified for use in academic governance.

1.3.1 Consultation

A body of faculty and/or students who discuss and inform an administrator with authority and responsibility for a decision. Such a committee is not a deliberative body; there is no vote. Rather, the members express their views to inform an administrator's decision.

1.3.2 Advising

A deliberative body of faculty and/or students recommends policies to an administrator to make decisions, usually based on a vote of that body. The administrator is not bound by the recommendation and accepts responsibility for the decision.

1.3.3 Shared Responsibility

A deliberative body of faculty and/or students that makes recommendations to an administrator authorized to make decisions. If the administrator and deliberative body cannot agree and action must be taken, the recommendation of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.

1.3.4 Delegated Authority

A deliberative body of faculty and/or students that is authorized to make decisions on specified matters. Such decisions are subject to administrative review but will be altered only in exceptional circumstances.

2. DEPARTMENT ORGANIZATION

2.1 Chairperson

2.1.1 Initial Appointment

The faculty advisory committee must schedule a meeting with the dean to review the College of Natural Science's policies and formulate specific procedures for selection of the chairperson. The voting faculty shall have shared responsibility with the CNS dean to determine procedures for the nomination of chairperson to be selected by the provost.

2.1.2 Duties

2.1.2.1 General Duties

The Department Chairperson serves as the chief representative of the Department of Integrative Biology within the University. They are responsible for educational, research, and service programs, budgetary matters, space assignments and personnel matters in their jurisdiction, taking into account the advisory procedures of the department as specified in the Departmental Bylaws for Academic Governance. The chairperson has a special obligation to build a department strong in scholarship, teaching, and public service.

2.1.2.2 Performance Review

The chairperson shall conduct an annual review of each member of the faculty, following procedures described in section 5.1. The chairperson shall be familiar with all relevant university, college, and department policies concerning faculty performance and evaluation as well as space allocation. Written documentation of the meeting shall be given to the faculty member and kept on file.

2.1.3 Academic Governance

The Department Chairperson shall assist and encourage the efficient and effective operation of academic governance. The chairperson or their designee shall be present at departmental meetings. The chairperson shall receive the views of the faculty and students through the academic governance system, as well as other channels they deem appropriate, in determining policies and in advising other administrators of the university. The chairperson shall inform faculty and students of administrative policies through the academic governance system as well as through other channels they deem appropriate. The chairperson shall comply with the Departmental Bylaws for Academic Governance.

2.1.4 Term of Office

At intervals not to exceed five years, the dean shall review the appointment of the chairperson. At any time during the term of office, the appointment of the chairperson may be terminated, either by resignation or by action of the president upon recommendation of the provost.

2.1.5 Review and Reappointment

The chairperson shall be subject to a regular review at an interval not to exceed five years. The faculty advisory committee must schedule a meeting with the dean to review College of Natural Science policies and formulate specific procedures for the review of the chairperson.

2.2 Directors of Undergraduate and Graduate Programs

2.2.1 Undergraduate Director

The Director of Undergraduate Programs shall have delegated authority for the broad oversight of the department's undergraduate curriculum and shall serve as the department's representative in college and university bodies devoted to undergraduate instruction.

2.2.2 Graduate Director

The Director of Graduate Programs shall have delegated authority for the broad oversight of the department's graduate curriculum, recruitment and admission of new students, and policies for monitoring the academic progress of graduate students and shall serve as the department's representative in college and university bodies devoted to graduate training. The graduate director shall have delegated authority to prepare a clear statement of admission requirements, rules necessary for maintenance of student status and for tenure of an assistantship, and degree requirements; this statement must be available to all graduate students. The graduate director is also responsible for communicating with both the students and the faculty on broad matters of policy and practice in the department's academic programs. The graduate director is responsible for the evaluation of the academic progress of all graduate students after their admission to the department. The graduate director may not simultaneously serve as the director of an interdepartmental graduate program.

2.3 Associate and/or Assistant Chairpersons

At their discretion, the chairperson may appoint a member of the tenure-system faculty in the department to assist in the administration of the department by serving as Associate or Assistant Chairperson. The chairperson shall, in consultation with the faculty, specify the duties of associate and/or assistant chairpersons. Associate and/or assistant chairpersons shall serve at the pleasure of the chairperson. The term of office of all associate and/or assistant chairpersons will terminate upon the termination of the appointment of the chairperson under whom the associate and/or assistant chairpersons were appointed.

2.4 Acting Chairperson

In the absence of the chairperson, an acting chairperson shall perform the duties of the chairperson. For periods shorter than one semester, the acting chairperson shall be appointed by the chairperson. In the absence of the chairperson for one or more semesters, the acting chairperson shall be selected by the voting faculty in consultation with the chairperson. If no acting chairperson has been named, the duties of the chairperson shall be assumed by the tenure-system faculty members in the following order: chairperson of the faculty advisory committee, director of graduate studies, director of undergraduate studies, longest serving available tenured faculty member.

2.5 Standing Committees

There are four standing committees in the Department: the Faculty Advisory Committee, the Graduate Affairs Committee, the Curriculum Committee, and the Diversity, Equity, and Inclusion Advisory Committee. To the extent that it is possible, no individual will be asked to serve on more than one standing committee simultaneously. Duties not clearly designated by other committees may be assumed by the chairperson or by the faculty advisory committee or may be assigned to a standing committee.

2.5.1 Faculty Advisory Committee

2.5.1.1 Composition

The faculty advisory committee shall be composed of three tenure-system faculty members, with at least one at the rank of full professor and the remainder having at least been reappointed. The committee shall also include one member of the fixed-term faculty who has served at least three consecutive years in the department. Each member of the committee will be elected to a three-year term of office, which begins at the start of the fall semester following the election; a one-year gap must follow the end of the term of office before a member can return to committee service. The tenure-system member of the committee with the longest continuous term of service on the committee shall serve as chairperson of the committee. Procedures for selecting members of the faculty advisory committee are described in Appendix 1.

2.5.1.2 Meetings

Meetings of the faculty advisory committee should occur monthly, and no fewer than three times per semester, excluding the summer semester. Meetings may be called by the committee chairperson or by the department chairperson.

2.5.1.3 Duties

The faculty advisory committee shall be advisory to the chairperson on the appointment of new faculty members, faculty committee memberships, promotions of the faculty, review of departmental bylaws, and review of faculty merit evaluations (see Section 5). The faculty advisory committee may also initiate inquiries into matters of departmental policy they deem important to the welfare of the department. Any member of the department may request action by the faculty advisory committee with regard to any problem.

2.5.1.4 Procedures

The chairperson of the faculty advisory committee must circulate an agenda one day prior to any scheduled meeting. Any member of the faculty advisory committee may add an item to the agenda by emailing the committee chairperson at least two days prior to a scheduled meeting. All members of the committee may vote on all matters brought before the committee.

2.5.2 Graduate Affairs Committee

2.5.2.1 Composition

Membership of the committee shall consist of three members of the tenure-system faculty and one graduate student; the graduate director shall serve in an *ex officio* but non-voting capacity. Each faculty member shall serve a three-year term of office. New members will be added to the committee on a rotating basis of one per year, as appointed by the chairperson in consultation with the faculty advisory committee. In the case of a vacancy created by a sabbatical leave, the chairperson, in consultation with the faculty advisory committee, shall appoint a member to serve for the duration of the leave. The faculty member of the committee with the longest term of service on the committee shall serve as chairperson of the committee. The graduate student member of the committee will be nominated and elected according to procedures established by the graduate student constituency of the department and shall serve a one-year term of office.

2.5.2.2 Meetings

Meetings of the committee may be called by the committee chairperson or by the department chairperson, as needed.

2.5.2.3 Duties

The Graduate Affairs Committee shall be concerned with the process of admission of graduate students to the department. This committee shall have shared responsibility for evaluating all applications and recommending admission (with or without provisional stipulations) or rejection and for making recommendations concerning the relative merit of an acceptable candidate for an assistantship or fellowship for the coming year. The committee also has shared responsibility for evaluating and recommending graduate students for scholarships and fellowships.

2.5.2.4 Procedures

At the beginning of each academic year, the chairperson of the graduate affairs committee should notify all committee members of the calendar of activities for the upcoming year; this calendar should be developed in consultation with the graduate director and graduate secretary. All members of the committee may vote on all matters brought before the committee.

2.5.3 Curriculum Committee

2.5.3.1 Composition

Membership of the Curriculum Committee shall consist of three members of the faculty, including at least one member of the tenure-system faculty and one member of the fixed-term faculty, and one graduate student. The director of undergraduate affairs and at least one academic advisor shall serve in an *ex officio* but non-voting capacity. Each faculty member shall serve a three-year term of office. New members will be added to the committee on a rotating basis of one per year, as appointed by the chairperson in consultation with the faculty advisory committee. In the case of a vacancy created by a sabbatical leave, the chairperson, in consultation with the faculty advisory committee, shall appoint a member to serve for the duration of the leave. The faculty member of the committee with the longest term of service on the committee shall serve as chairperson of the committee. The graduate student member of the committee shall be appointed by the department chairperson in consultation with the graduate director.

2.5.3.2 Meetings

Meetings of the committee may be called by the committee chairperson or by the department chairperson, as needed.

2.5.3.3 Duties

The curriculum committee shall have broad advisory authority on changes in courses, programs and curricula. In the case of major reviews of the undergraduate program, the

curriculum committee shall work in consultation with the advising staff for the purpose of making recommendations to the faculty and the department chairperson.

2.5.3.4 Procedures

All members of the committee may vote on all matters brought before the committee.

2.5.4 Diversity, Equity, and Inclusion Advisory Committee

2.5.4.1 Composition

The Diversity, Equity, and Inclusion (DEI) Advisory Committee shall be composed of at least one representative from the following groups: a member of the tenure-system faculty; a member of the fixed-term faculty or an academic specialist; a research associate; a graduate student; and an undergraduate student. The faculty members on the committee shall be appointed by the department chairperson and will serve a term of three years. The research associate shall be elected by the research associates in the department and serve a term of one year. The graduate student shall be appointed by the graduate director in consultation with the graduate students in the department and the undergraduate student shall be appointed by the undergraduate director in consultation with the undergraduate students in the department; each student representative shall serve a one-year term. The chairperson shall be elected at the start of each academic year.

2.5.4.2 Meetings

Meetings of the DEI advisory committee should occur monthly, and no fewer than three times per semester, excluding the summer semester. Additional meetings may be called by the committee chairperson or by the department chairperson as needed throughout the semester.

2.5.4.3 Duties

The DEI advisory committee shall be advisory to the chairperson on policies and programs that affect the members of the department, inclusivity efforts of the department, and focus areas identified by the Office for Institutional Diversity and Inclusion. The DEI advisory committee may also initiate inquiries into matters of departmental policy they deem important to the welfare of the department. Any member of the department may request action by the DEI advisory committee with regard to any problem.

2.5.4.4 Procedures

All members of the committee may vote on all matters brought before the committee.

2.6 *Ad Hoc* Committees

Ad Hoc committees may be created by the action of the chairperson, by majority vote of any of the standing committees, or by majority vote of the voting faculty. The term of office and duties of an *ad hoc* committee will be specified by the creating authority.

2.7 Membership on College and University Committees

The Department of Integrative Biology is occasionally invited to delegate members of the department to serve on *ad hoc* or standing committees of the college or of the university. When this occurs, the department chairperson shall appoint faculty delegates in consultation with the faculty advisory committee and graduate student delegates in consultation with the graduate director.

3. DEPARTMENT MEETINGS

3.1 Schedule

Regular faculty meetings will be held a minimum of three times each semester, excluding summer semester. Special meetings may be called by the chairperson, or the faculty advisory committee, or by any other committee or faculty member, through either the chairperson or faculty advisory committee.

3.2 Procedures

3.2.1. Rules of Order

Except as specifically provided otherwise in these Departmental Bylaws for Academic Governance, departmental meetings shall be conducted according to parliamentary procedure as specified in Robert's Rules of Order, Revised.

3.2.2 Agenda

An agenda for a meeting will be distributed at least one day prior to the meeting. The individual calling the meeting shall have the responsibility of distributing the agenda.

3.2.3 Attendance

Departmental meetings are open to all members of the tenure-system, fixed-term, adjunct, and honorary faculty, academic specialists, and members of the student constituency to whom a voting privilege has been extended. University officials, faculty and staff members from other units, students, department visitors, and others may be invited by the chairperson to attend departmental meetings.

3.2.4 Quorum

A quorum will consist of no fewer than one half of the tenure-system faculty, fixed-term faculty, and academic specialists who are in residence and eligible to vote on the issue at hand. Department members on leave or on authorized travel are considered to be not in residence.

3.2.5 Passage of Motions

Motions will pass by majority vote of those voting members present, unless otherwise specified in the Departmental Bylaws for Academic Governance.

3.2.6 Ballots

The Faculty Advisory Committee has the delegated authority to prepare, distribute, collect, and tally ballots in a reasonable and timely fashion for any paper or electronic ballot referendum and shall report the results of the referendum to the faculty. Ballots will pass by a majority vote of the returned ballots, unless otherwise specified in the Departmental Bylaws for Academic Governance.

3.2.7 Minutes

Preparation and distribution of the minutes will be the responsibility of the meeting secretary, with the assistance of departmental administrative staff.

4. FACULTY APPOINTMENTS

4.1 Appointments to the Tenure-system Faculty

4.1.1 Full Appointments

4.1.1.1 Formation of Search Committee

When the department is authorized to fill a faculty position, the chairperson, in consultation with the faculty advisory committee, shall appoint an *ad hoc* search committee, ensuring representation of the tenure-system faculty as well as the fixed-term faculty and academic specialists and at least one graduate student representative. The committee shall conduct its search according to all relevant college and university policies.

4.1.1.2 Faculty recommendations

Faculty recommendations for selection of new faculty members shall be provided to the chairperson as follows. (1) The search committee shall present to the faculty its recommendation for appointment. (2) The voting faculty, by secret ballot, shall vote on this recommendation. The vote may be at a department meeting or electronically. (3) The chairperson shall, after consultation with the faculty advisory committee, make the final decision concerning the appointment. The result of this decision is a recommendation that is advisory to the Dean of Natural Science.

In the case of a search for a chairperson, the chairperson of the selection committee shall chair the meeting of the voting faculty. The members of the voting faculty shall vote to determine one or more names to be forwarded to the dean as the department's choice of chairperson. The members shall also vote to determine the number of names to be forwarded to the dean. Voting faculty members who are on leave shall have an opportunity to cast a ballot electronically.

4.1.2 Joint Appointments

A faculty member of another unit may be invited to become a joint member of the department. The same procedure for faculty recommendations as described above for full, tenure-system appointments (Section 4.1.1.2) shall be used for reaching decisions concerning joint appointees.

4.2 Appointments to the Fixed-term Faculty

4.2.1 Continuing Appointments

4.2.1.1 Formation of Search Committee

When the department is authorized to fill a full fixed-term faculty position that has recurring salary support, the chairperson, in consultation with the faculty advisory committee, shall appoint an *ad hoc* search committee, ensuring representation of the tenure-system faculty as well as the fixed-term faculty and academic specialists.

4.2.1.2 Faculty recommendations

Faculty recommendations for the selection of new faculty shall be provided to the chairperson as follows. (1) The search committee shall present to the faculty its recommendation for appointment. (2) The voting faculty, by secret ballot, shall vote on this recommendation. The vote may be at a faculty meeting or electronically. (3) The chairperson shall, after consultation with the faculty advisory committee, make the final decision concerning the appointment.

4.2.2 Annual and Temporary Appointments

The Chair, in consultation with the faculty advisory committee, may appoint fixed-term faculty members on an *ad hoc* basis to meet short-term teaching needs.

4.2.3 Joint Appointments

A fixed-term faculty member of another department may be invited to become a joint member of the department. The same procedures described above for full or temporary appointments shall be used for the selection of jointly-appointed fixed-term faculty members.

4.3 Appointments of Adjunct Faculty Members

Adjunct appointments may be made by the Chairperson in consultation with the faculty advisory committee.

4.4 Appointments to the Honorary Faculty

Honorary appointments may be made by the chairperson in consultation with the faculty advisory committee.

5. MERIT REVIEW, REAPPOINTMENTS, PROMOTIONS, AND TENURE OF FACULTY MEMBERS

5.1 Merit Review

5.1.1 Annual meeting with Chairperson

At least once a year each faculty member must meet individually with the department chairperson to review and discuss the individual's performance and departmental responsibilities as well as their space allocation. A mutually understood distribution of an individual's responsibilities as far as teaching, research, and service for the coming year shall be determined and documented by the chairperson. Even after discussion with the individual concerned, the chairperson and faculty member may decide to alter this

assignment provided the same relative distribution of effort is maintained and such action is deemed to be in the best interests of the department. The review should result in a written assessment of the faculty member's performance for the previous year; for faculty members below the rank of Professor, the review should provide information concerning any deficiencies that would detract from eventual promotion. This written assessment must be shared with the faculty member and kept on file.

5.1.2 Review by Faculty Advisory Committee

The department chairperson and the faculty advisory committee shall review the annual report and chairperson's conference notes of each faculty member as a basis for making a decision concerning a salary recommendation to the appropriate dean(s). Salary considerations for each faculty member shall be judged on the basis of scholarship; creativity; contributions to supporting diversity, equity, and inclusion; and overall performance in teaching, research, and service. Faculty advisory committee members shall recuse themselves during their own review as well as that of a spouse or partner.

5.2 Reappointment, Promotion, and Tenure of Tenure-system Faculty Members

The Department of Integrative Biology follows the guidelines for faculty reappointment, promotion, and tenure in the College of Natural Science at Michigan State University, as well as all other MSU policies and timetables.

5.2.1 Chairperson's Responsibilities

The chairperson is responsible for ensuring that all university, college, and departmental procedures, guidelines, and timetables for reappointment, promotion, and tenure of tenure-system faculty and for promotion of fixed-term faculty members are followed for each case under consideration. The chairperson shall inform all appropriate departmental faculty members of all relevant procedures and deadlines in a timely fashion. The chairperson shall make the official departmental recommendation to the dean for or against the reappointment, promotion, or tenure action under consideration by the designated deadline; this recommendation must report the vote of the faculty for or against the action. The chairperson shall inform the candidate of the faculty vote and their recommendation to the college as soon as these items are forwarded to the dean.

In addition, the chairperson is responsible for providing candidates with material describing the required elements of the dossier by the middle of the spring semester of the year prior to the reappointment, promotion, or tenure application. This material must include a statement of the review criteria, which must conform to college and university standards and must identify any additional issues or concerns of departmental relevance. This material must also include a list of material required from the candidate as well as a summary of assistance the department will provide to the candidate in preparing the dossier and a description of the role, if any, that the candidate's mentoring committee will play in the process. The candidate must be informed of the deadlines for receiving the material as well as a timetable of departmental actions. For jointly-appointed faculty members, the chairperson must discuss with the candidate the procedures to be followed to ensure collaboration among the relevant units.

5.2.2 Voting Rights of the Faculty

For reappointment or tenure of tenure-system faculty members, all tenured associate and full professors in the department are eligible to review the candidate's dossier, to provide comments and assessments to the chairperson and faculty advisory committee, and to vote on the candidate's suitability for reappointment or tenure. For promotion to full professor of tenure-system candidates, all full professors in the department are eligible to review the candidate's dossier, to provide comments and assessments to the chairperson and faculty advisory committee, and to vote on the candidate's suitability for promotion. For promotion of fixed-term faculty members, all tenured faculty members and all fixed-term faculty members at the level of associate professor or above in the department are eligible to review the candidate's dossier, to provide comments and assessments to the chairperson and faculty advisory committee, and to vote on the candidate's suitability for promotion.

5.2.3 Dossier Review

Once the candidate has submitted a dossier to the department, the faculty advisory committee shall invite all eligible faculty members to review the dossier. In addition, all members of the departmental faculty will be invited to review the candidate's reflective essay and curriculum vitae and to provide comments and assessments to the chairperson and faculty advisory committee. Based on the feedback received as well as their own review, the faculty advisory committee prepares a written recommendation to the faculty on the advisability of advancing each candidate at least one day in advance of the meeting where voting takes place.

5.2.4 Voting

All faculty members shall meet as a group to discuss the candidate(s) for reappointment, promotion, and tenure. No quorum is necessary for this meeting. The eligible faculty members shall vote by secret ballot whether to accept or reject the faculty advisory committee's recommendations. Eligible faculty members who are on leave may cast their vote electronically. The chairperson shall report the results of the vote to the college, along with a recommendation that the candidate be granted or denied reappointment, promotion, or tenure. Faculty members shall not be present for discussion and voting on a candidate for reappointment, promotion, or tenure who is a spouse, partner or relative as described in the MSU Faculty Handbook.

6. GRIEVANCE AND HEARING PROCEDURES

6.1 Faculty Members

The Department of Integrative Biology follows the *Faculty Grievance Policy* 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.

6.2 Students

Rights and responsibilities and grievance procedures for both graduate and undergraduate students are as detailed in the *Student Rights and Responsibilities* sections of the University publication, "Spartan Life Student Handbook."

The faculty advisory committee shall establish a hearing board consisting of two graduate students, one research associate, one member of the fixed-term faculty, and one member of the tenure-system faculty whenever a grievance is filed that alleges violations of academic rights. The faculty advisory committee shall follow the Academic Hearing Procedure described in the Guide to Graduate Study in Integrative Biology.

7: BYLAWS FOR ACADEMIC GOVERNANCE

The voting faculty shall have shared responsibility with the chairperson to adopt and publish bylaws. Any voting member of the faculty may propose amendments to the bylaws. Proposed amendments must be prepared in writing and distributed to all members of the voting faculty.

7.1 Adoption of Bylaws

Adoption of these bylaws, or major revisions thereof, shall require a two-third affirmative vote of the entire voting faculty, including all tenure-system faculty, fixed-term faculty, and academic specialists to whom voting rights have been granted. A vote on proposed changes may be taken no sooner than one week after distribution of the bylaws in written form to the voting members of the department. Adopted changes take effect immediately upon passage of the motion to adopt*.

7.2 Review of Bylaws

In accordance with the provisions of the University Bylaws for Academic Governance, the department shall review the bylaws at regular intervals not to exceed five years. The faculty advisory committee shall have the responsibility of ensuring that these reviews are carried out and shall have delegated authority to establish the procedures of the review process.

7.3 Recording of Adopted Amendments

It is the duty of faculty advisory committee to prepare a revised version of the Departmental Bylaws for Academic Governance containing the adopted amendments, and to distribute the revised version to all members of the voting faculty.

** Changes take effect immediately with one exception: revisions will not remove rights from faculty members who joined the department before the revisions were approved.*

Appendix 1: Procedures for Selecting Members of the Faculty Advisory Committee

When a vacancy occurs, or is scheduled to occur, the committee shall convene an *ad hoc* nominating committee consisting of three members of the tenure-system faculty of the department and one member of the fixed-term faculty with voting rights. For election of a tenure-system member, the nominating committee shall prepare a list of three nominees from among the eligible members of the faculty, one of whom will be elected according to the process described below. For the election of a fixed term member of the committee, the nominating committee shall prepare a list of three nominees from among the eligible members of the fixed term faculty, one of whom will be elected according to the process described below.

Regular Election

Members of the faculty advisory committee are to be elected by a majority of voting members of the department. The election is to be held late in the spring semester and is to be in effect at the beginning of the next fall semester.

Special Election

Should an unplanned vacancy occur on the faculty advisory committee, including a vacancy caused by a sabbatical leave, a special election will be held to select a new member of the committee. A list of nominees will be prepared in the same manner as for a regular member. Specially elected members of the faculty advisory committee are to be elected by a majority vote of tenure system members of the department as well as fixed-term faculty to whom voting rights have been granted. Specially elected members of the faculty advisory committee shall serve a term of office equivalent to the remaining portion of the term of office of the individual whose absence created the unplanned vacancy. In the case of sabbatical replacement, the specially elected member shall serve for the duration of original member's leave. Special elections are to be held as soon as possible following the unplanned vacancy. The election result is to be in effect immediately.