

BYLAWS FOR ACADEMIC GOVERNANCE

DEPARTMENT OF
FOOD SCIENCE AND HUMAN NUTRITION
MICHIGAN STATE UNIVERSITY

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BYLAWS FOR ACADEMIC GOVERNANCE

for the

Department of Food Science and Human Nutrition

Michigan State University

Statement of Purpose

These bylaws for the Department of Food Science and Human Nutrition are intended to (1) provide a structure and procedure for conducting the internal academic affairs of the unit, (2) implement the requirements of the Bylaws for Academic Governance, Michigan State University-1975, Bylaws of the College of Agriculture and Natural Resources-1976, and the Bylaws of the College of Natural Science, and (3) provide an environment wherein each member of the department may participate in and contribute toward the general operations of the Department.

1. The Faculty

1.1 Composition of the Faculty

- 1.1.1 The regular faculty of Department of Food Science and Human Nutrition shall be composed of all persons in the Department who have been appointed under the rules of tenure and who hold the rank of professor, associate professor, assistant professor or instructor.
- 1.1.2 The temporary faculty of the Department of Food Science and Human Nutrition shall consist of all persons holding the rank of professor, associate professor, assistant professor, instructor, or assistant instructor, but not appointed under the rules of tenure. This category also includes those persons in the research professorial ranks who are appointed to engage in specific research under the direction of a regular faculty member and whose appointments are funded by research grants or fellowships.
- 1.1.3 Honorary faculty shall be those persons designated as Visiting Professors or Professors Emeriti.
- 1.1.4 Adjunct faculty shall be those persons appointed on an annual or less than annual basis who provide some degree of service to the Department but whose primary responsibility and source of income is outside the FSHN Department.
- 1.1.5 Specialists shall be those persons assigned to that type of academic appointment or as a special instructor. This is not a category of the ranked faculty, but is provided for by the Board of Trustees action and is defined in a memorandum of June 9, 1977 from the Office of the Provost to Deans, Directors and Chairpersons.

1.2 Voting Faculty

- 1.2.1 The voting faculty in the election of University councils and committees shall be all regular faculty engaged in the academic activities of the Department (MSU Bylaws 1975. Sect. 1.1.2.1) with the exception of Research Assistant, Associate or Full Professors.
- 1.2.2 The voting faculty for elections to Department committees and for voting on Department policies and decisions shall be all regular faculty appointed quarter time or more in the Department and all temporary

faculty and specialists appointed half time or more in the Department with the exception of Research Assistant, Associate and Full Professors.

1.2.2.1 Each fall semester the Department Chairperson shall furnish the Secretary of the Department Advisory Committee with a current list of faculty and voting faculty members.

1.2.3 The voting privileges or voting status of faculty in specific matters related to the appropriate College Academic governance system are defined in appropriate sections of the Bylaws of the College of Natural Science or appropriate sections of the Bylaws for Academic Governance, College of Agriculture and Natural Resources.

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

1.2.5 A faculty member jointly appointed in 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 as indicated on the multiple appointment form filed in the Office of the Provost.

1.3 Modes of Participation

There are four modes of faculty and student participation identified for use in Academic Governance.

1.3.1 Consultation. A body of faculty and/or students who discuss with and inform the administrator with authority and responsibility for 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 Advisory. A deliberative body of faculty and/or students recommends policies and procedures to an administrator who is authorized to make decisions. 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 makes recommendations to an administrator authorized to make decisions. If the administrator and deliberative body cannot agree and action must be taken, the recommendations 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 is authorized to make decisions on specific matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

1.4 Faculty Meetings

1.4.1 The faculty of the Department shall meet at least once during each fall and spring semester. Additional meetings of the Department may be called by the Department Chairperson or the Department Advisory Committee.

1.4.2 The Chairperson or designee shall attend and preside at all Department faculty meetings.

1.4.3 Conduct of all Department faculty meetings shall be governed by Robert's Rules of Order, Revised ... except as modified in these bylaws or by vote of the faculty.

1.4.4 Department faculty meetings shall be open for attendance and speaking privileges to all faculty and to student representatives on Department standing committees. Meetings shall be closed to all others except by invitation of the Chairperson or DAC or as allowed by majority vote of voting faculty present. Meetings or portions thereof may be closed by majority vote of voting faculty present.

1.4.5 The secretary of the Department Advisory Committee or designee shall serve as secretary of meetings of the Department faculty and shall record and distribute the minutes of each meeting to all faculty in the Department.

1.4.6 Action may be taken by a majority of the voting members present and voting at a regularly called meeting for which an agenda has been distributed (not less than 3 working days) in advance. A quorum shall be established by attendance of eleven (11) or more voting faculty. By a request of 5 eligible voters who are present, a written ballot at the meeting or a mail ballot of all eligible voters in the Department shall be taken. This request must be made before the final vote is called on the matter under discussion. The request takes precedence over other motions and is not debatable.

1.4.7 Action which may be interpreted as constituting policy of the faculty involved shall be decided by a majority of those voting by mail ballot distributed by the faculty secretary and shall be restricted to

those items which have been documented and distributed to the faculty at least 5 working days in advance of the voting deadline.

2. Students

2.1 Student Constituency of the Department

2.1.1 The student constituency for the purpose of selecting student representatives to serve on Department committees shall be students, except those who are defined as faculty in 1.1, currently enrolled full time, who have declared with the registrar a major preference for at least one of the academic programs administered by the Department. Eligibility for election as student representatives shall be restricted to students who can reasonably be expected to remain enrolled during the terms of responsibility.

2.1.1.1 Those students who are enrolled in a graduate non-degree program, or as candidates for a graduate degree shall be deemed graduate students.

2.1.1.2 All other students shall be deemed undergraduate students.

2.1.2 The student constituency for other purposes comprises any and all students enrolled in a department-administered course, or in a course administered by another department taught in whole or in part by a Department faculty member.

2.2 Student Participation in Academic Governance

2.2.1 Student participation in Department academic governance bodies shall in all cases be in the same mode as faculty participation, except as reserved. Matters reserved to faculty are specified in sections 1.2.3.1, 1.2.3.1.1, 1.2.3.1.2, 1.2.3.1.2.1 and 1.2.3.1.3 of the Bylaws for Academic Governance, MSU, 1975.

3. Department Organization

3.1 Chairperson of the Department , Associate Chairperson, and Director of Graduate Studies (DGS).

3.1.1 The chief executive officer of the Department is the Chairperson.

3.1.2 The voting faculty of the Department shall have shared responsibility

with the Deans of the two major colleges represented in the Department to determine the procedures for selection of the Chairperson to be nominated to the Provost.

- 3.1.3 Faculty and students of the Department shall advise the Deans in the appointment of the Chairperson.
- 3.1.4 The Chairperson of the Department shall be subject to regular review at intervals not to exceed five years.
 - 3.1.4.1 The Department faculty shall have shared responsibility with the Deans to determine procedures for the review of the Chairperson.
 - 3.1.4.2 There is no limit other than the limit imposed by the University rules on retirement from administrative positions or the number of times an individual may be continued in the position of Chairperson.
 - 3.1.4.3 In the event that circumstances indicate the desirability of having a new Chairperson, a minimum of 11 regular faculty concerned with such a proposal shall submit same to the Department Advisory Committee for discussion. This committee shall discuss the proposal with regular faculty in the Department. An affirmative vote by a majority of the regular faculty will be required to request that the Deans initiate action for the selection of a new Chairperson.
 - 3.1.4.4 Should the position of Department Chairperson become vacant, the voting faculty shall elect by majority vote from among their number one or more nominees for Acting Chairperson and these names shall be sent to the Deans for their consideration.
- 3.1.5 The Chairperson shall participate in academic governance as part of administrative responsibility. This participation shall include those responsibilities listed in Section 2.1.5 of the University Bylaws.
- 3.1.6 The selection of an Associate Chairperson to be recommended to the deans shall be the responsibility of the Chairperson who shall receive advice of faculty and students through the academic governance system.
 - 3.1.6.1 The Department faculty shall advise the Chairperson to determine the procedures for the selection of nominees for Associate Chairperson.

- 3.1.6.2 The Associate Chairperson shall have authority to act for the Chairperson in his absence and perform other duties as assigned by he Chairperson.
- 3.1.6.3 Appointment as Associate Chairperson will automatically terminate with the termination of the Chairperson's term of office.
- 3.1.7 The appointment of the Director of Graduate Studies shall be the responsibility of the Chairperson, who shall receive the advice of faculty.
 - 3.1.7.1 The Chairperson shall notify faculty when an opening in the position of Director of Graduate Studies is available. Interested candidates will submit a letter describing their interest, qualifications and vision for the position.
 - 3.1.7.2 The Director of Graduate Studies shall be responsible for overseeing the departmental graduate programs, including the recruitment and orientation of new students, administration of assistantships, review of student progress reports, and administration of examinations. The Director of Graduate Studies shall provide leadership in maintaining program quality.
 - 3.1.7.3 The Director of Graduate Studies shall be a tenured member of the regular faculty and have experience serving as major advisor for graduate students.
 - 3.1.7.4 The Director of Graduate Studies will serve on the Graduate Affairs Committee ex-officio without vote.
 - 3.1.7.5 The Director of Graduate Studies will serve a three (3) year renewable term of office.

3.2 Standing Committees

- 3.2.1 The standing committees of the Department shall be:
 - 1. Department Advisory Committee (DAC)
 - 2. Undergraduate Affairs Committee (UAC)
 - 3. Graduate Affairs committee (GAC)
- 3.2.2 Committee Selection and Terms of Service

3.2.2.1 Faculty: All members shall be from the voting faculty and may serve on only one standing committee at a time. Elected members shall be chosen by mail ballot listing all eligible faculty members. Each member voting must cast as many votes as there are positions to be filled for a given committee. Any candidate receiving a majority (>50 %) of the votes on the first ballot is elected in order from the highest to lowest number of votes received. In cases of ties or lack of majority, a run-off ballot shall be distributed listing faculty receiving the highest number of votes cast in the first election for each remaining vacancy on a standing committee. The run-off ballot will contain the names of at least $n + 1$ candidates, where n equals the number of remaining vacancies on the committee. N candidates receiving the highest number of votes on the runoff ballot are elected. The Chairperson and Secretary of the Department Advisory Committee (DAC) will tally the ballots in each election. Other members of the DAC will count ballots if either or both of the above are not available. The DAC will not publish or publicly disclose the number of votes a candidate has received. All ballots will be accessible to any member of the faculty who wishes to examine them. The Chairperson of the DAC will retain all ballots for all elections for one year. The Department Chairperson shall name appointed members. Terms of service for members of standing committees shall be two years, beginning August 16, and shall be staggered so that not more than 3 members are elected and/or appointed to DAC and 2 members are elected and/or appointed to UAC and to GAC each year. Election to standing committees shall be conducted early in the Spring semester with election to the Department Advisory Committee preceding election to the other standing committees. All members appointed to standing committees must be named by the end of Spring semester and after all elective positions are filled. No faculty member may serve more than two consecutive 2-year terms on the same standing committee.

3.2.2.2 Students: Standing committee membership shall be limited to students with declared majors or major preference in the Department. They shall be elected by and from their respective undergraduate and graduate constituencies. To be eligible for election and to vote, undergraduate students must be carrying a minimum of 12 credit hours per semester and graduate students must be carrying a minimum of 6 credit hours per semester or the equivalent in zero credits. Student

standing committee members are eligible for re-election provided there is reasonable expectation that they will be available to complete the designated term of service. Preparation of the lists of undergraduate and graduate students eligible for nomination shall be the responsibility of the Department Chairperson and shall be available by the end of each Fall semester. At the beginning of each Spring semester, all eligible students shall be invited to petition for nomination to the student affairs committee of their respective constituency. All who petition shall be listed on the respective committee election ballots. Petitioners receiving the highest number of votes cast shall be declared elected. Ties will be resolved by run-off ballots distributed to appropriate constituencies for vote. Terms of service for elected student members shall be one academic year, beginning Fall semester. No student may serve more than three consecutive academic years on the same standing committee.

3.2.3 Committee Vacancies and Absences

3.2.3.1 Faculty: Should a vacancy or an absence of more than six months occur, the unexpired standing committee term shall be filled by the election and/or appointment procedures outlined in Section 3.2.2.1 of the Department Bylaws. Elections to fill elective seats will be conducted as soon as practicable. Should an elected or appointed member be absent less than six months, the Department Chairperson shall appoint an eligible member to serve during the period of absence.

3.2.3.2 Students: Should a vacancy or an absence of more than one semester occur, the Department Chairperson shall appoint an eligible student member to serve the unexpired standing committee term.

3.2.4 Conflict of Interest:

If one or more members of a committee (faculty or student) is a principal in a case or issue before that committee, the individual(s) shall withdraw from the committee during consideration of that case or issue. Replacements shall be as follows: for elected members the alternate(s) shall be the person(s) receiving the next highest number of votes cast at the most recent election for that committee; for appointed members the Department Chairperson shall name the alternate(s); for ex-officio members no alternate(s) will be named.

3.2.5 Mode of Participation of Standing Committees

The role of standing committees is one of advisory to the Department Chairperson. Actions taken by each standing committee shall be forwarded to the Department Chairperson in the form of a written recommendation(s) with an attached summary of the committee member votes as cast.

3.2.6 Standing Committee Procedures

3.2.6.1 Annually in August each standing committee shall elect a chairperson and a secretary from its voting faculty membership to serve one year.

3.2.6.2 The chairperson of each standing committee shall be responsible for the preparation of a written agenda for each meeting for distribution to all committee members a reasonable time prior to each scheduled meeting and preside at the meeting.

3.2.6.3 The secretary of each standing committee shall record complete minutes of each meeting and prepare and distribute copies to all members of the standing committee.

3.2.6.4 As often as practicable, the secretary of each standing committee shall prepare a capsulated version of the issues of committee deliberation and the actions taken for timely distribution to the department faculty and to other affected parties. Frequency of distribution shall be determined by standing committee consensus.

3.2.6.5 Each standing committee shall make its own additional operational rules as is necessary and establish responsibility procedures regarding attendance of members at scheduled meetings.

3.2.7 Department Advisory Committee (DAC)

3.2.7.1 Composition (7 members)

DAC shall be composed of four elected regular faculty members, the Department Chairperson and the Department Associate Chairperson. The department chairperson shall appoint a fifth regular faculty member to assure balance of interests on the DAC.

3.2.7.2 Additional Procedures:

3.2.7.2.1 All elected members shall be with vote; the Department Chairperson and the Associate Chairperson shall be ex-officio members without vote. For each matter before the committee in which the call for vote results in a tie, the Associate Chairperson shall be called upon to cast the deciding vote for that specific matter.

3.2.7.2.2 The secretary of DAC shall serve concurrently as the Department Faculty Secretary with responsibility for recording, preparing and distributing the minutes of all Department faculty meetings to the faculty and to selected administrative officers of the College of Agriculture and Natural Resources and the College of Human Ecology.

3.2.7.3 Functions:

3.2.7.3.1 The Committee shall provide liaison with the College Advisory Councils in the College of Agriculture and Natural Resources and the College of Human Ecology.

3.2.7.3.2 The Committee shall provide liaison between the faculty and the Department Chairperson and shall represent faculty opinion.

3.2.7.3.3 The Committee shall advise the Department Chairperson on Department matters, other than those matters charged to another committee, especially those matters of exclusive faculty concern.

3.2.7.3.4 The Committee shall assist the Department Chairperson in preparing the agenda for Department faculty meetings.

3.2.7.3.5 The Committee shall receive, make final nominations to College and University committees consistent with and as required of departments by applicable College and University Bylaws, and shall make their nominations known to the faculty.

- 3.2.7.3.6 The Committee shall supervise and conduct faculty elections to Department standing committees, and supervise and conduct such other faculty elections or balloting as may be required.
- 3.2.7.3.7 The Committee shall serve as the body for the on-going evaluation of the Bylaws of the Department (University Bylaws 2.2.3).
- 3.2.7.3.8 The Committee shall make recommendations on matters pertaining to appointments of new faculty, promotions and tenure.
- 3.2.7.3.9 The Committee shall be responsible for execution of grievance procedures outlined in Appendix A of these Bylaws.
- 3.2.7.3.10 The Committee shall perform other functions as directed in the Department Bylaws or requested by the Department Chairperson.

3.2.8. Undergraduate Affairs Committee (UAC)

3.2.8.1 Composition (6 members)

UAC shall be composed of two elected and one appointed faculty members, the Department Chairperson and two elected undergraduate students.

3.2.8.2 Additional Procedures:

- 3.2.8.2.1 Faculty and student members shall be with vote; the Department Chairperson shall be ex-officio with vote.
- 3.2.8.2.2 UAC shall meet as necessary to perform its functions at the pleasure of its chairperson, the Department Chairperson or any three of its members.
- 3.2.8.2.3 Actions taken by UAC shall be forwarded to the Department Chairperson for final processing as required by Department, College and University procedures.

- 3.2.8.2.4 All persons or groups submitting suggestions and/or requests related to the purview of the UAC shall be informed in writing of the actions recommended by the UAC secretary. In cases of denial, the reason(s) shall be stated.
- 3.2.8.2.5 Suggestions and requests submitted to UAC which reflect and/or may affect similar or associated concerns of GAC shall be forwarded to the GAC Chairperson for review and comment by the members of GAC. Comments, suggestions and reactions of GAC members to such matters shall be considered by UAC prior to taking final action on them.
- 3.2.8.2.6 Once each academic year UAC shall meet in an open meeting at which faculty and students shall be invited to present their concerns related to the jurisdiction of the UAC.
- 3.2.8.3 Functions:
 - 3.2.8.2.1 The Committee shall provide a means for communication between undergraduate students and the faculty in all matters related to departmental undergraduate courses, curricula and student affairs.
 - 3.2.8.3.2 The Committee shall keep informed on all matters related to courses associated with the several Departmental undergraduate degree and non-degree programs and service courses administered by the Department, and College and University regulations and/or changes in regulations pertaining to curriculum matters, and present these matters at faculty meetings as informational items and/or items for discussion and action.
 - 3.2.8.3.3 The Committee shall keep undergraduate students informed of guidelines and policies applicable to their enrollment status.
 - 3.2.8.3.4 The Committee shall recommend to the faculty for adoption guidelines and policies as appropriate on academic advising and like matters related to undergraduate courses and degree and

non-degree programs of study offered by the Department.

- 3.2.8.3.5 The Committee shall review undergraduate student and faculty suggestions and requests for new courses, course changes and requirements, modifications of Department majors, and present recommendations pursuant to them to the Department Chairperson and faculty.
- 3.2.8.3.6 The Committee shall recommend to the faculty for adoption guidelines and policy as appropriate on undergraduate student admissions, retention, scholarships, employment, rights and responsibilities, and like matters.
- 3.2.8.3.7 The Committee shall keep informed on all other matters related to undergraduate students and College and University regulations affecting undergraduate students enrolled in the Department and present these matters at faculty meetings as informational items and/or items for discussion and action.
- 3.2.8.3.8 The Committee shall review student and faculty concerns and suggestions with respect to Departmental operations pertaining to undergraduate students and present recommendations pursuant to them to the Department Chairperson and faculty.
- 3.2.8.3.9 The Committee shall hear undergraduate student grievances as required by the Code of Teaching Responsibility and act as Departmental judiciary in undergraduate student affairs matters pursuant to undergraduate student rights and responsibilities as mandated by the University Bylaws and/or established University procedures.
- 3.2.8.3.10 The Committee shall supervise and conduct student elections to UAC.
- 3.2.8.3.11 The Committee shall represent Department views on matters within the purview of the UAC to appropriate College and University committees and administrative units.

3.2.9 Graduate Affairs Committee (GAC)

3.2.9.1 Composition (6 members)

GAC shall be composed of two elected and one appointed faculty members, the Department Chairperson and two elected graduate students.

3.2.9.2 Additional Procedures:

Additional procedures for the GAC shall be the same as those prescribed in the section 3.2.8.2 of these bylaws for UAC.

3.2.9.3 Functions:

The functions of the GAC shall parallel those detailed for the UAC in section 3.2.8.3 of these bylaws with respect to Departmental graduate student matters.

3.3 Other Committees

Ad hoc committees to serve for clearly limited purposes and times may be formed only at the pleasure of the Department Chairperson, standing committees, or the faculty acting at a faculty meeting.

4. Terms of Faculty Employment and Evaluation of Faculty Procedures

4.1 Recommendations for original appointments to the faculty, whether under the tenure system or not, shall be made to the deans by the Department Chairperson upon the advice of the faculty.

4.2 The terms and conditions of employment and tenure shall be those expressed in sections 4.1.5.1, 4.1.5.2, 4.1.5.3, and 4.1.5.4 of the Bylaws of the College of Agriculture and Natural Resources, applicable sections of the Bylaws of the College of Natural Science and as amplified and extended below.

4.2.1 Recommendations for promotion of faculty and reappointment of non-tenured members shall be made with the advice of the Department Advisory Committee and after consultation with other persons the Department Chairperson deems advisable.

4.2.1.1 Annual Review (see Faculty Handbook 1971-72): Each Spring semester, and more often as the Department Chairperson deems advisable, the Chairperson shall review orally with each non-tenured faculty member, the faculty

member's accomplishments with respect to the faculty member's general and specific responsibilities. The faculty member shall be encouraged to present additional material pertinent to his accomplishments. A memorandum of this review, together with an assessment of the non-tenured faculty member's status and progress, shall be prepared by the Department Chairperson for the faculty member. Changes in responsibilities should be noted at this time, along with any remarks the faculty member cares to add.

4.2.1.2 In the Fall semester, the Department Advisory Committee shall review the progress of each non-tenured faculty member whose appointment period ends in the following year for the purpose of making a recommendation to re-appoint. The Department Chairperson shall present to the other members of the Department Advisory Committee his assessment of the faculty member's accomplishments. The faculty member being reviewed shall be encouraged to present additional or supplementary information to the Department Advisory Committee AND SHALL HAVE THE RIGHT TO MEET WITH THE DEPARTMENT ADVISORY COMMITTEE BEFORE A DECISION IS REACHED. Following this review, the Department Advisory Committee shall make its recommendation for re-appointment to the Department Chairperson, and the Department Chairperson shall inform the faculty member of the recommendations of the Department Advisory Committee and the Department Chairperson.

4.2.1.2.1 The Chairperson shall solicit pertinent information from the Undergraduate Affairs Committee and the Graduate Affairs Committee in every case where teaching responsibilities are involved.

4.2.1.2.2. When substantive issues of tenure are in the process of being formed, formal opportunities will be provided for students to represent their views regarding the faculty member's teaching performance.

4.2.1.2.3. A non-tenure faculty member appointed in the tenure system who is not given a further appointment after the expiration of a specific term shall be given reasons in writing upon written request. The Chairperson shall be charged with transmitting these reasons to the faculty member.

4.2.1.2.4 In the event a recommendation is made not to re-appoint and the affected faculty member believes review procedures have been violated, the Department Advisory Committee shall meet as soon as practicable at the affected faculty member's request and make their determinations as to whether procedures have been violated.

4.2.1.3 Except as changes in department goals or economic conditions may require, only professional conduct and performance of assigned responsibilities shall be taken into consideration to determine the desirability of reappointment.

5. Bylaws

- 5.1 Initial approval of these Bylaws shall be a shared responsibility of the voting faculty of the Department and of the Chairperson. A two-thirds vote of those voting on a mailed ballot but not less than 5 voting faculty is required for adoption.
- 5.2 The Department Advisory Committee shall be the final authority with regard to interpretation of these Bylaws.
- 5.3 Amendments may be adopted by a two-thirds vote of those voting on a mailed ballot following a department meeting at which the amendment was discussed, or at a regular faculty meeting following the meeting at which it was discussed. The method of voting to be determined by majority vote of those present and voting but not less than 5 voting faculty.
- 5.4 These Bylaws shall be reviewed by the College Advisory Councils at intervals not to exceed 5 yrs. Decisions of the committee(s) can be appealed to the University Committee on Academic Governance.

APPENDIX A: FACULTY GRIEVANCE PROCEDURES

FSHN shall follow the Faculty Grievance Procedures approved by the MSU Board of Trustees in July, 1995. These are described in the MSU Faculty Handbook.

