Michigan State University

College of Engineering

BYLAWS FOR ACADEMIC GOVERNANCE

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DEGREE-CERTIFYING DEPARTMENTS

Biosystems and Agricultural Engineering
Chemical Engineering and Materials Science
Civil and Environmental Engineering
Computer Science and Engineering
Electrical and Computer Engineering
Mechanical Engineering

STANDING COMMITTEES OF THE COLLEGE OF ENGINEERING

Engineering College Advisory Council
Engineering Undergraduate Studies Committee
Engineering Research Committee
Engineering Graduate Studies Committee
Engineering Safety Advisory Committee

ADMINISTRATION OF THE COLLEGE OF ENGINEERING

Administrative Group
Academic Administrators Group (sometimes referred to as the Chairs Group)
Office of Associate Dean for Undergraduate Studies
Office of Associate Dean for Graduate Studies
Office of the Associate Dean for Research
Undergraduate Awards and Financial Aid Committee

TABLE OF CONTENTS

1. THE FACULTY 1
1.1. Composition of the Faculty 1
1.2. Voting Faculty 1
1.3. Modes of Participation in Academic Governance 2
1.4. Faculty Meetings 2
2. THE STUDENTS 2
2.1. Student Constituency of the College 2
2.2. Student Participation in Academic Governance 3
3. COLLEGE ORGANIZATION 3
3.1. Dean of the College 3
3.2. College Academic Governance Bodies -- General 4
3.3. Engineering College Advisory Council 6
3.4. Engineering Undergraduate Studies Committee 7
3.5. Engineering Research Committee 8
3.6. Engineering Graduate Studies Committee 8
3.7. Engineering Safety Advisory Committee 9
3.8. Special Committees 9
3.9. University Academic Governance Bodies 10
3.10. Administrative Group 10
3.11. Undergraduate Awards and Financial Aid Committee 10
3.12. Division of Engineering Computing Services 10
3.13. Division of Engineering Research 11
3.14. Centers 11
3.15. Academic Governance in Engineering Departments 11
4. REVIEWS OF PERSONNEL 12
4.1. Annual 12
4.2. Appointment, Reappointment, Tenure, and Promotion 12
5. GRIEVANCE PROCEDURES 12
5.1. Faculty Members 12
5.2. Students 12
6. BYLAWS 13
6.1. Initial Approval 13
6.2. Applicability and Interpretation 13
6.3. Amendments 13
6.4. Review 13
7. Extract from MSU's BYLAWS FOR ACADEMIC GOVERNANCE 14
1.3. Modes of Participation 14

1. THE FACULTY

1.1. Composition of the Faculty

1.1.1. The regular faculty of the College of Engineering shall be composed of all persons who have been appointed under the rules of tenure in the College, here and hereafter meaning units or jointly administered units of the College, and who hold the rank of professor, associate professor, assistant professor, or fixed-term faculty and all persons appointed as librarians. The honorary faculty shall consist of visiting professors and professors emeriti.

1.1.2. The fixed-term faculty of the College shall be composed of all persons who hold the rank of professor, associate professor, assistant professor, or instructor with appointments in the College, but not appointed under the rules of tenure.

1.2. Voting Faculty

1.2.1. The voting faculty in University-level actions, such as the election of College representatives to University academic governance bodies, shall be all regular faculty members for whom the College is the college primarily responsible for initiating personnel action as indicated on the multiple appointment form filed in the Office of the Provost.

1.2.2. A person may be elected as a College faculty representative to a University academic governance body only if the person is qualified to vote in University-level actions. (See Section 1.2.1.).

1.2.3. Those eligible to vote in College-level actions shall include the following:

1.2.3.l. All regular faculty members in the College.

1.2.3.2. Such persons as may be designated by the Dean and the Engineering College Advisory Council. (See Section 3.3.2.4.)

1.2.4. A person may be elected as a faculty representative to a College academic governance body only if the person is qualified to vote in College-level actions. (See Section 1.2.3.).

1.2.5. Those eligible to vote in Department-level actions shall include all regular faculty members engaged in the academic activities of that unit on a regular basis. Voting rights may be extended by departmental bylaws to include emeritus faculty members, fixed-term faculty members, visiting faculty members, specialists, lecturers, research associates, assistant instructors, and adjunct faculty members. College voting rights for other than regular faculty members may be requested for cause in accordance with Section 1.2.3.2.

1.2.6. A faculty member with joint appointments in two or more units within the College may vote only once in a given action, and the faculty member shall vote in that unit which has the primary responsibility for initiating personnel action.

1.2.7. A full-time fixed-term faculty member who has served at least three consecutive years or a specialist in the continuing appointment system may be elected to an academic governance body, with the exception of the University Committee on Faculty Tenure, as a representative of any unit in which the person holds faculty status.

1.3. Modes of Participation in Academic Governance

There are four modes of faculty participation in academic governance: **consultation**, **advisory**, **shared responsibility**, and **delegated authority**. These modes of participation are defined in Section 1.3. of the University's ***Bylaws For Academic Governance***.[1]

1.4. Faculty Meetings

1.4.1. The faculty of the College shall meet at least twice each academic year. Additional meetings of the College faculty may be called by the Dean or by the Engineering College Advisory Council.

1.4.2. The Chair of the Engineering College Advisory Council, or the Dean or designee shall preside at all College faculty meetings.

1.4.3. The conduct of all College faculty meetings shall be governed by ***Robert's Rules of Order***, *Revised*, except as modified in these Bylaws.

1.4.4. A quorum shall consist of one-half of the College voting faculty. (See Section 1.2.3.) No official business shall be transacted without the presence of a quorum.

1.4.5. The Dean and Engineering College Advisory Council shall have **shared responsibility** to prepare an agenda for each College faculty meeting.

1.4.6. The Chairperson of the Engineering College Advisory Council or a designee shall notify the faculty of meetings at least three days prior to the meeting date and shall include in these notifications the proposed agenda.

1.4.7. The Chairperson of the Engineering College Advisory Council or a designee shall be responsible for writing, publishing and distributing faculty meeting minutes.

1.4.8. College faculty meetings shall normally be open. A particular meeting, or portion of a meeting, may be closed. The Dean and Engineering College Advisory Council shall have **shared responsibility** to determine whether a meeting, or portion of a meeting, shall be open or closed and the list of guests or observers which may be invited to attend.

1.4.9. Unless otherwise specified, any questions voted on by the faculty shall be adopted if passed by a majority of those present. A mailed ballot shall be required if requested by one-third of those present. (See Section 1.4.4.)

2. THE STUDENTS

2.1. Student Constituency of the College

2.1.1. The student constituency of the College shall include all registered students who qualify under section 1.2.1 of Michigan State University Bylaws for Academic Governance and with major codes identified in the College (college code 16). Students who are dual

[1] Definitions of the various modes of participation are reproduced at the end of this document.

enrolled have full voting rights in the college but are limited to one vote in college-level matters.

2.1.2. Those students with student level codes of "UN" are deemed undergraduate students.

2.1.3. Those students with student level codes "GR" are deemed graduate students.

2.1.4. Those students who are dual-enrolled can choose to be deemed undergraduate students or graduate students but not both.

2.1.5. The student constituency shall have the **delegated authority** to select representatives of their choice to academic governance bodies. The Dean or designee may assist the student constituency in developing procedures for selecting these representatives.

2.2. Student Participation in Academic Governance

Student participation in College academic governance bodies shall in all cases be in the same mode as faculty participation, except as reserved. The matters reserved to the faculty are:

2.2.1. Policies concerning salary, leaves, insurance, retirement, and fringe benefits for the faculty.

2.2.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual faculty members. Evidence from students regarding the performance of faculty members shall be considered in decisions concerning the above matters.

2.2.3 Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

3. COLLEGE ORGANIZATION

3.l. Dean of the College

3.1.1. The chief executive officer of the College of Engineering is the Dean.

3.1.2. The Dean reports to the Provost and is responsible for educational, research, and outreach programs of the units (see section 2.1.1 of BAG). This responsibility includes budgetary matters, academic facilities, and personnel matters in the units, taking into account the advisory procedures of the units. The Dean has a special obligation to build a college strong in scholarship, teaching capacity, and outreach.

3.1.3. The voting faculty of the College shall have **shared responsibility** with the Provost to determine procedures for the selection of the Dean.

3.1.4. The faculty and student constituency of the College shall **advise** the Provost regarding the appointment of a Dean.

3.1.5. The selection of Assistant and Associate Deans and Directors shall be the responsibility of the Dean who shall **consult** faculty and students through the academic

governance system. Assistant and Associate Deans and Directors will be subject to review at intervals not to exceed five years.

3.1.6. The Dean of the College shall be subject to review at intervals not to exceed five years.

3.1.6.1. The Engineering College Advisory Council shall have **shared responsibility** with the Provost to determine procedures for the review of the Dean.

3.1.6.2. There is no limit imposed by these Bylaws on the term of service as Dean.

3.1.7. The Dean shall participate in academic governance as part of his or her administrative responsibility. This participation shall include those responsibilities listed in Section 2.1.5 of the Michigan State University Bylaws for Academic Governance.

3.2. College Academic Governance Bodies -- General

3.2.1. Faculty representatives to College academic governance bodies shall be elected during the spring semester and shall take office on the first day of the fall semester. (See Section 1.2.5.)

3.2.2. The term of office of an elected faculty representative to a College Standing Committee shall be two years. For an individual to serve for more than two consecutive terms, the unit must petition and receive approval from the Engineering College Advisory Council.

3.2.3. Student representatives to College academic governance bodies shall be elected by the student constituency. (See Section 2.1.4.).

3.2.4. The term of office of an elected student representative to a College Standing Committee shall be one year, beginning on the first day of the summer semester. For an individual to serve for more than two consecutive terms, the student governance body must petition and receive approval from the Engineering College Advisory Council.

3.2.5. Vacancies arising on any academic governance body in the College shall be filled by replacement members elected or chosen in the same manner as the original members. Those filling vacancies will serve out the remaining term(s). The term served as a replacement will not count against the term limits outlined in section 3.2.2. Faculty members on leave of absence shall be permitted to serve provided they are available for meetings.

3.2.6. Each College academic governance body shall have a chairperson.

3.2.6.1. After College academic governance bodies for the next year have been constituted in the spring, each new body shall use its best efforts to meet prior to the end of spring semester to elect its chairperson and vice chairperson. These officers must be elected no later than the first meeting of the next academic year.

3.2.6.2. The chairperson or designee shall preside at all meetings of the academic governance body.

3.2.6.3. The chairperson shall call at least one meeting each semester. Additional meetings may be held at the call of the chairperson, the Dean, or if petitioned by three or more of the membership of the academic governance body.

3.2.6.4. The chairperson, at his or her discretion, may call meetings of the faculty members on matters reserved for the faculty. (See Section 2.2.1.)

3.2.6.5. The chairperson shall be responsible for the maintenance of official minutes or records of all meetings and their submission to the Office of the Dean.

3.2.6.6 University-level Standing Committees are encouraged to call on diverse members of the University community for the perspective that they may bring to the consideration of issues. Such individuals are asked to render such services as the relevant Committee may reasonably request.

3.2.7. All College Standing Committees shall have a secretary.

3.2.7.1. The secretary shall be elected annually by the committee from its membership by the conclusion of the first meeting of the fall semester.

3.2.7.2. The secretary shall be responsible for writing, publishing, and distributing minutes of all committee meetings.

3.2.8. The conduct of all College academic governance bodies shall be governed by ***Robert's Rules of Order, Revised***, except as modified in these bylaws.

3.2.9. A quorum consists of one-half of the faculty membership of the academic governance body.

3.2.10. All meetings are open except when closed by action of the faculty for consideration of sensitive issues such as personnel and fiscal matters.

3.2.11 College academic governance bodies are encouraged to call on diverse members of the community for the perspective that they may bring to the consideration of issues. Such individuals are asked to render such services as the relevant Committee may reasonably request.

3.2.11.1 College academic governance bodies shall establish their own rules and procedures, as long as they are not in conflict with these Bylaws.

3.2.11.2 Subcommittees or ad hoc committees exist at the discretion of the parent College academic governance body, which shall review the need for such subcommittees or ad hoc committees annually or at the conclusion of the period for which such subcommittee or ad hoc committee was constituted.

3.2.12. At the end of each academic year, each academic governance body shall present to the Dean of Engineering a written report (printed or electronic form) of its activities over that year.

3.2.13. Oral reports from the chairperson of any academic governance body shall be given at any College faculty meeting if requested by the chairperson of the academic governance body, the Dean, or the Engineering College Advisory Council.

3.2.14. The actions of all academic governance bodies are subject to review by the College faculty. The Dean and Engineering College Advisory Council shall place the review of committee action on the agenda of a College faculty meeting when petitioned by at least five members of the College voting faculty. (See Section 1.2.3.)

3.2.15. A faculty member selected/elected to represent a unit must present views consistent with that unit, if determined by a unit vote. If unable to do so, then that member must ask the unit administrator to appoint a suitable proxy.

3.3. Engineering College Advisory Council

3.3.1. Composition: The Engineering College Advisory Council (ECAC) shall consist of one faculty representative elected from each degree-certifying department within the College, one graduate student, and one undergraduate student. The Dean shall be an *ex officio* member, without vote, of the Council.

3.3.2. Function: The ECAC shall:

3.3.2.1. serve as a vehicle for communication between the Dean, faculty members, and students.

3.3.2.2. independently, or in concert with the College administration, evaluate plans for the future of the College. The Dean shall seek **advice** from the ECAC on matters concerning College policies and plans.

3.3.2.3. regularly review the documents comprising the ***Engineering Faculty Handbook*** of the College, recommending changes, including deletions and additions, to the Dean. The documents include the forms for the annual report of load, activities, achievements, and plans and for recommendation on reappointment, promotion, and tenure.

3.3.2.4. have **shared responsibility** with the Dean to determine who is eligible to vote in College elections. (See Section 1.2.3.) An updated voting list shall be prepared annually by the ECAC.

3.3.2.5. have **shared responsibility** with the Dean to resolve all questions involving eligibility to serve on College governance bodies.

3.3.2.6. advise the Dean regarding the agenda for College faculty meetings. (See Section 1.4.5.)

3.3.2.7. have **delegated authority** to convene College faculty meetings. (See Section 1.4.1.)

3.3.2.8. advise the Dean regarding which guests or observers shall be invited to attend faculty meetings and whether a given meeting is to be closed. (See Section 1.4.8.)

3.3.2.9. have **shared responsibility** with the Provost to determine procedures for the review of the Dean. (See Section 3.1.6.1.)

3.3.2.10. supervise the election of College representatives to the Academic Council. (Mailed ballot elections shall be held in the spring semester. Nomination of candidates shall be made within individual departments in the College with each department allowed one nomination. If for any reason an elected faculty representative is unable to serve on the Academic Council for a period of one academic semester or more, a replacement shall be named by the ECAC without a special College-wide election.)

3.3.2.11. nominate a slate of candidates for all required Standing Committees of the Academic Council and shall supervise the mailed ballot election to be held in the spring semester. (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 ECAC without a special College-wide election.)

3.3.2.12. advise the Dean of the selection of representatives to all other University-level academic governance bodies.

3.3.2.13. have the **delegated authority** to execute grievance procedures in the College. (See Section 5.)

3.3.2.14. have **shared responsibility** with the Dean for interpretation of these Bylaws and for making interim decisions not currently covered by these Bylaws. All interim decisions made pursuant to this section will be presented to the voting faculty at the next college faculty meeting for review. (See Section 6.2.) (Also, the ECAC may propose amendments to these Bylaws. (See Section 6.3.))

3.3.2.15. designate appropriate committees, who will have shared responsibility with the Dean to determine procedures for the review of Assistant and Associate Deans and Directors.

3.4. Engineering Undergraduate Studies Committee

3.4.1. Composition: The Engineering Undergraduate Studies Committee (EUSC) shall consist of one faculty member from each degree-certifying department within the College and two undergraduate students. The College representatives to the University Committee on Curriculum and the University Committee on Undergraduate Education, as well as the Dean or designee(s) shall be *ex officio* members, without vote, of the Committee.

The EUSC shall establish a subordinate committee with representation from each degree program, reporting to the EUSC for the purpose of curriculum and course reviews. The EUSC may establish subordinate committees for providing topical advice (see 3.4.2.6).

3.4.2. Function: The EUSC shall:

3.4.2.1. exercise the faculty's **delegated authority** to review and approve all changes in undergraduate courses, curricula and degree requirements proposed by academic units. Proposed programmatic changes will be assessed,

using appropriate indicators, against goals, purposes, plans, and so forth, of the academic units, the College, and the University.

3.4.2.2. **advise** the Dean on changes in undergraduate courses, curricula, and degree requirements that require new resource allocations and on requests to add or delete courses and programs. Specific requests for Committee action may come from the departments directly involved or from the Dean.

3.4.2.3. **advise** the Dean on criteria for the establishment and deletion of undergraduate courses and curricula.

3.4.2.4. **advise** the Engineering faculty, the Dean, the department chairpersons, and the department curriculum committees on the suitability of undergraduate courses and curricula, especially those that may promote complementary coverage of subject matter.

3.4.2.5. **advise** the Engineering faculty, the Dean, the department chairpersons, and the department curriculum committees on matters relative to pursuing and continuing accreditation, and matters related to continuing quality assessment.

3.4.2.6. **advise** the Dean on other matters related to the undergraduate student experience, such as, but not limited to, enrollment management, academic standards, co-curriculum activities, and support services.

3.5. Engineering Research Committee

3.5.1. Composition: The Engineering Research Committee (ERC) shall consist of one faculty member from each degree-certifying department within the College and two graduate students. The Dean or designee shall be *ex officio* member, without vote, of the ERC.

3.5.2. Function: The ERC shall:

3.5.2.1. advise and assist the Dean or designee in developing plans, policy, and implementation pertaining to research in the College;

3.5.2.2. advise the Dean or designee concerning the performance of the Division of Engineering Research, as mandated in section 3.12.

3.6. Engineering Graduate Studies Committee

3.6.1. Composition: The Engineering Graduate Studies Committee (EGSC) shall consist of one faculty member from each degree-certifying department within the College and two graduate students. The Dean or designee and the College's representative to the University Graduate Council shall be *ex officio* members, without vote, of the EGSC.

3.6.2. Function: The EGSC shall:

3.6.2.1. advise and assist the Dean or designee in developing plans, policy and implementation pertaining to graduate studies in the College;

3.6.2.2. advise and assist the Dean or designee in developing plans, policy, and implementation pertaining to graduate programs and courses in the College. In particular, the EGSC shall:

3.6.2.2.1. exercise the faculty's delegated authority to review and approve all changes in graduate courses, curricula, and degree requirements proposed by academic units;

3.6.2.2.2. review and advise the Dean or designee regarding proposed graduate course, curricula, and degree requirement changes which require new resources and on requests to add or delete courses and programs; and

3.6.2.2.3. advise the Dean on criteria for the establishment and deletion of courses and curricula.

3.7. Engineering Safety Advisory Committee

3.7.1. Composition: The Engineering Safety Advisory Committee (ESC) shall consist of one faculty member from each degree-certifying department within the college, one representative from the Division of Engineering Computing Services, one representative from the Division of Engineering Research, one representative each from other groups, such as research centers, as designated by the Dean, and one graduate student. The chairperson of the committee shall be designated by the Dean.

3.7.2. Function: The ESC shall:

3.7.2.1. conduct a review of each office and laboratory under the jurisdiction of the College at least once every two years.

3.7.2.2. **advise** the Dean of any violations of safety codes and any practices or procedures that pose a potential threat to the safety of students, staff or faculty.

3.7.2.3. coordinate with Environmental Health & Safety (EHS) to establish safety training procedures and materials as required.

3.7.2.4. **advise** the Engineering faculty, the Dean, the department chairpersons, the center directors, and the college staff of any changes in safety policies or procedures adopted by the University.

3.8. Special Committees

3.8.1. Special task forces, administrative advisory committees, and advisory consultative committees may be established by the Dean, the College Advisory Council, or a majority vote of the College faculty present and voting at a duly-called College faculty meeting.

3.8.2. A task force, identified by various names such as ad hoc committee or team, exists until completion of a specified task or discharged by the convening authority.

3.8.3. Administrative advisory committees, consistent with institutional practice, may function in **shared responsibility**, **advisory**, and **consultation** modes (see Section 1.3). Advisory consultative committees, consistent with institutional practice, may function in **advisory** and **consultation** modes. These special committees shall exist for a period not to exceed three years without review (assessment of effectiveness with respect to their establish purposes) by the Engineering College Advisory Council and reauthorization by the convening authority.

3.8.4. Except for committees dealing exclusively with faculty affairs, students shall be represented on special committees.

3.9. University Academic Governance Bodies

Procedures to determine College faculty representatives to University academic governance bodies are described in Sections 1.2.1., 1.2.2. 3.3.2.10., and 3.3.11. of these Bylaws.

3.10. Administrative Group

The Administrative Group shall be composed of the Dean of Engineering, Associate Deans of Engineering, Chairpersons of degree-certifying departments, Assistant Deans of Engineering, and others appointed by the Dean. Special guests may be invited by the Dean. The Dean shall be chairperson of this group. Meetings shall be called by the Dean. This group shall aid the Dean in the establishment and conduct of administrative policy for the College and act as a channel for transmission of pertinent information to the College faculty.

3.11. Undergraduate Awards and Financial Aid Committee

The Awards and Financial Aid Committee shall be composed of one faculty member from each degree-certifying department within the College, and a faculty member appointed by the Dean of Engineering. The departmental representatives shall be appointed by the Dean upon the recommendation of appropriate department chairpersons. The chairperson and secretary of the Committee shall be designated by the Dean. The Committee shall **advise** the Dean, or designee, with respect to criteria for and actions on awards and financial aid to undergraduate students.

3.12. Division of Engineering Computing Services

3.12.1. The mission of the Division of Engineering Computing Services is to provide computing resources to foster the effective use of computing in instructional, scholarly, and service activities within the College.

3.12.2. The computing resources include hardware, software, and services. The hardware and software extend from that in offices and clusters within the College to that accessed over networks elsewhere within the University, such as at the MSU Computer Laboratory, and beyond the University, such as at the NSF supercomputer centers. The services include (1) the installation and maintenance of computing systems, including networks, and (2) consulting on the use of supported systems. Responsibility for the DECS is vested in the Dean, or designee, who may appoint a Director of DECS to exercise the day-to-day management of DECS.

3.12.3. The mission, plans, and practices of the Division of Engineering Computing Services shall be reviewed every five years by a task force appointed by the Dean in consultation with the Engineering College Advisory Council.

3.13. Division of Engineering Research

3.13.1. The mission of the Division of Engineering Research (DER) is to support the performance and development of college research activities.

3.13.2. The DER shall facilitate and support research activities including: (1) the identification of diverse research support opportunities, (2) the performance of research-related technical services including proposal and budget preparation, (3) college cost-share, start-up and testing account management, (4) the oversight of College research facilities, and (5) facilitation of technology transfer and industrial relations for research activities. Responsibility for the DER is vested in the Dean, or designee, who may appoint a Director of DER to exercise the day-to-day management of DER.

3.13.3. The mission, plans, and practices of DER shall be reviewed every five years by the Associate Dean for Research and Graduate Studies, in consultation with the Engineering Research and Graduate Studies Committee.

3.14. Centers

3.14.1. For the purposes of academic governance, other centers--variously established as a division, experiment station, bureau, institute, center, or laboratory--will come under one of two classifications: board-approved and nonboard-approved.

3.14.2. A board-approved center must have bylaws that (1) define its purpose(s) and objective(s), (2) outline procedures for the selection of the director and members, and (3) define the constitution of a board of internal and/or external advisors. The bylaws must be approved within the college by the Dean and the College Advisory Council, and be reviewed every five years.

3.14.3. A center that is not board-approved must obtain interim approval from the Dean. It shall be encouraged to establish bylaws which (1) define its purpose(s) and objective(s), (2) outline procedures for the selection of the director and members, and (3) define the constitution of a board of internal and/or external advisors. The bylaws, when they exist, must be approved by the Dean and be reviewed every five years. A center that is not board-approved is expected to seek board approval within seven years of its establishment, but may continue within the college without board approval with the approval of the Dean.

3.14.4. A research center must file a state-of-the-center report prior to any review of the status of the center by the Dean or designated university official in the case of board-approved centers.

3.15. Academic Governance in Engineering Departments

3.15.1. Membership in department faculties is defined as those members of the faculty who hold a Board of Trustees' appointment in the department.

3.15.2. Each departmental faculty shall, through its bylaws, prescribe its own organizational structure, procedures and committees in accordance with Section 2.2 of the University's ***Bylaws for Academic Governance***.

3.15.3. The Engineering College Advisory Council shall review departmental bylaws at intervals not to exceed five years in order to ensure that these departmental bylaws conform to all University and College regulations. Decisions of the Engineering College Advisory Council can be appealed to the Academic Council.

3.15.4. Consistent with the University's ***Bylaws for Academic Governance***, each department shall develop patterns for the significant involvement of its students in the decision-making processes by which policy is formed. Each department is charged with defining the extent of its student constituency. The students of such a constituency shall be responsible for selecting, according to procedures of their choice, their representatives in the departmental councils and committees to which they are party.

4. REVIEWS OF PERSONNEL

4.1. Annual Reviews

Annual reviews shall be conducted in conformance with the ***Engineering Faculty Handbook*** or, as applicable, the guidelines issued by the Dean for the annual review of administrators.

4.2. Appointment, Reappointment, Tenure, and Promotion

Appointment, reappointment, tenure, and promotion reviews shall be conducted in conformance with the ***Engineering Faculty Handbook***.

5. GRIEVANCE PROCEDURES

5.1. Faculty Members

The rights and responsibilities of faculty members are set forth in the Michigan State University ***Faculty Handbook***. Grievance procedures are detailed in the document ***Faculty Grievance Procedure*** and the College's procedures for the College Hearing Board. The practices that will be followed within the College will conform to the document ***Grievance Procedures for the College Hearing Board.*** The Engineering College Advisory Council shall monitor conformance on the part of the College with the approved grievance process for faculty members.

5.2. Students

Students' rights and responsibilities, including grievance procedures, are detailed in the ***Academic Freedom for Students at Michigan State University***. Procedures more specifically designed for graduate students are to be found in the publication ***Graduate Student Rights and Responsibilities*** and the ***Grievance Procedures for the College Hearing Board.*** Grievance

procedures outlined in these documents shall be followed and the Engineering College Advisory Council shall be responsible for the interpretation of these procedures in the College.

6. BYLAWS

6.1. Initial Approval

Initial approval of these Bylaws shall be a **shared responsibility** of the voting faculty of the College and the Dean. A two-thirds vote of the voting faculty in a mailed ballot election is required. Approval of these Bylaws automatically rescinds the former ***College Bylaws for Academic Governance***.

6.2. Applicability and Interpretation

6.2.1. These Bylaws (including referenced documents of the College of Engineering), where found to be at variance with University (including University governance) policies and procedures, shall in all instances be superseded by those policies and procedures.

6.2.2. The Engineering College Advisory Council and the Dean shall have **shared responsibility** for the interpretation of these Bylaws and, consistent with University policies and procedures, for making interim decisions not currently covered by them.

6.3. Amendments

The College faculty and Dean shall have **shared responsibility** to amend these Bylaws. Amendments may be adopted by a two-thirds vote of those voting in a mailed ballot election following a College meeting at which the amendments were discussed. Amendments may be proposed by the Dean, the Engineering College Advisory Council, or by petition signed by ten or more regular faculty in the College.

6.4. Review

These Bylaws shall be reviewed by the Engineering College Advisory Council at intervals not to exceed five years.

7. Extract from:

MICHIGAN STATE UNIVERSITY's BYLAWS FOR ACADEMIC GOVERNANCE

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 consult with and inform an administrator who has authority and responsibility to make a decision. Such a committee is not a deliberative body; it does not 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 to an administrator who is authorized to make decisions. The administrator is not bound by the recommendation and accepts responsibility for the decisions.

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 decisions by that administrator.

1.3.4. Delegated Authority

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