

BYLAWS OF THE FACULTY

Department of Microbiology and Molecular Genetics
Michigan State University

PREAMBLE

The Bylaws of the Faculty of the Department of Microbiology and Molecular Genetics (hereafter referred to as the Department) define the organization and procedures by which the faculty shall formulate and implement policies aimed at achieving the objective of excellence in teaching, in research, and in administrative decision making. This document further defines the duties, responsibilities, and criteria expected of individual faculty members in attaining this objective. The role of the administration in formulation of departmental policy is defined by higher administrative echelons and by the Bylaws of the Board of Trustees of Michigan State University and the Bylaws for Academic Governance and hence has been omitted from these Bylaws.

Approved January 7, 2019.

1. The Faculty

1.1. Composition of the faculty

- 1.1.1. The regular faculty shall consist of all persons with appointments in the Department under the rules of tenure and with the rank of professor, associate professor or assistant professor, or as further defined in the Bylaws for Academic Governance Section 1.1.1.1.
- 1.1.2. The fixed-term and research faculty shall consist of all persons in the Department, not appointed under the rules of tenure, with the rank of professor, associate professor, assistant professor or instructor, as defined by the Bylaws for Academic Governance Section 1.1.1.2. The honorary faculty shall consist of persons appointed in the department as visiting, adjunct, and emeritus faculty as defined by the Bylaws for Academic Governance Section 1.1.1.5.
- 1.1.3. Tenure-system faculty may be appointed jointly with other units with or without salary administered by the Department. If any salary is administered by the Department, such faculty will be judged according to the standards of the Department in teaching, research, and service for merit salary increases and for promotion. If no salary is associated with the appointment, the faculty member will be informed in writing by the Chairperson as to the precise nature of his or her responsibilities to the Department and will be evaluated for promotion on the bases of fulfillment of those responsibilities according to departmental standards. In all cases, evaluation will be made by the Chairperson after consultation with the Faculty Advisory Committee.
- 1.1.4. Regular and fixed-term faculty appointments will be recommended by the Chairperson to the appropriate Dean(s) after consultation with the Faculty Advisory Committee and submission to the voting faculty for their recommendation. Research, or honorary faculty appointments will be recommended by the Chairperson to the appropriate Dean(s) after consultation with the Faculty Advisory Committee.

1.2. Composition of the voting faculty

- 1.2.1. The voting faculty shall consist of all regular faculty in the department. Fixed-term and honorary faculty, not including visiting faculty, may submit a letter to the Chairperson of the Faculty Advisory Committee requesting voting privileges in department elections and on matters pertaining to department policies not related to promotion and reappointment of tenure track faculty. Each request shall be independently evaluated by the Faculty Advisory Committee together with the Chairperson of the Department. The recommendation of this group shall be presented to the faculty for their approval. Visiting, adjunct and research faculty shall not be granted voting

privileges. Voting right privileges of fixed-term and honorary faculty will be reviewed every two years by the FAC and Chair to determine whether privileges should be continued, based on a member's participation in regular Department activities.

1.3. Faculty meetings

- 1.3.1. The faculty shall meet at least once each semester of the regular academic year, and more often at the call of the Chairperson or Associate Chairperson.
- 1.3.2. Two representatives elected by the graduate students of the Department shall be invited to attend these meetings.
- 1.3.3. An agenda shall be provided to the faculty prior to each meeting. Any substantive issues or resolutions (e.g., appointment of new faculty) shall be circulated in writing to the faculty at least one week prior to a vote on the issue.
- 1.3.4. The rules contained in Robert's "Pocket Manual of Rules of Order" shall determine the parliamentary practice of meetings in which voting is conducted on substantive matters.
- 1.3.5. Minutes of each meeting shall be recorded, made available to the faculty, and filed in the departmental office.

1.4. Faculty voting

- 1.4.1. For faculty voting a quorum shall consist of 50% of the voting faculty.
- 1.4.2. Faculty voting shall be by closed ballot unless waived by a majority of faculty present at a faculty meeting.
- 1.4.3. Unless designated otherwise, approval shall consist of affirmation by a majority of those voting.

1.5. Faculty Supervision of Graduate Education

- 1.5.1. All regular faculty as defined above shall be eligible to be members of graduate student research guidance committees (as defined in the Graduate Manual). In addition, fixed-term and honorary faculty and non-MSU individuals may seek approval to serve on graduate committees by following the process defined by the Graduate School.
- 1.5.2. Fixed-term and honorary faculty shall not serve as a graduate student major advisor (as defined in the Graduate Manual) unless a request is made to and approved by both the Faculty Advisory Committee and Department Chairperson. Research faculty are not eligible to serve as a graduate student major advisor.

2. Students

2.1. Student Constituency

The student constituency shall be all students who have declared with the registrar a major or major preference (in the case of lower division students) in an academic program in the Department of Microbiology and Molecular Genetics.

3. Departmental Organization

3.1. Chairperson

- 3.1.1. The chief administrator shall be designated Chairperson.
- 3.1.2. Initial Appointment. The MMG Faculty Advisory Committee shall have shared responsibility with the deans under whom the department is administered to determine procedures for the search and selection of a Chairperson. See 3.5.4.3.
- 3.1.3. Review. The chairperson shall be subject to a review at an interval of five years. The MMG Faculty Advisory Committee shall have shared responsibility with the deans to determine the procedures for the review of the Chairperson. See 3.5.4.4.
- 3.1.4. There is no limit, other than the limit imposed by the university rules on retirement from administrative positions, on the time an individual may continue in the position of Chairperson.
- 3.1.5. The appointment of the Chairperson at any time during his/her term of office may be terminated either by resignation or by action of the deans.
- 3.1.6. The responsibilities of the Chairperson are defined by higher administrative echelons and by the Bylaws of the Board of Trustees and the Bylaws for Academic Governance. Specific responsibilities include those listed below.
 - 3.1.6.1. The Chairperson, or a designee, shall generally be present at meetings of an academic governance body.
 - 3.1.6.2. The Chairperson shall conduct an annual review with each member of the tenure system faculty and all fixed-term faculty members. The Chairperson shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. Written documentation for the meeting shall be given to the faculty member and kept on file.
 - 3.1.6.3. The selection of assistant and associate administrators shall be the responsibility of the Chairperson, who may consult with the MMG Faculty Advisory Committee.

3.2. Associate Chairperson

- 3.2.1. The Chairperson may select one or more members of the faculty as Associate Chairperson(s) whose length of service shall be decided mutually with the Chairperson. A new Chairperson shall have the option of selecting one or more new Associate Chairperson(s) or reappointing the previous one(s).
- 3.2.2. The Associate Chairperson(s) shall assist the Chairperson with delegated duties, generally in administrative affairs. An Associate Chairperson from the regular faculty shall be designated to assume the Chair duties when the

Chair is on vacation, leave of absence, or other absence. In the event of the absence of both the Chairperson and the Associate Chairperson(s), or if an Associate Chairperson from the regular faculty has not previously been appointed, the Chairperson of the Faculty Advisory Committee shall fulfill the functions of the department Chairperson during the Chair's absence

3.3. Director of Graduate Studies

3.3.1. The Chairperson may nominate a person from the regular faculty as a candidate for Director of Graduate Studies. The nomination shall be submitted for approval of the voting faculty.

3.3.2. The Director of Graduate Studies shall normally serve for a term of three years, term to begin on July 1.

3.3.3. The Director of Graduate Studies shall be responsible for the administration of all programs and affairs pertaining to graduate education in the department. The Director of Graduate Studies shall be a voting member of the Graduate Committee. The ultimate responsibility for graduate education and research remains with the Chairperson as designated in section 3.1.6.

3.3.3.1. The Director of Graduate Studies shall serve as a source of information and guidance on all course and curricular matters to new graduate students who have not yet selected a major professor or formed a guidance committee.

3.3.3.2. The Director of Graduate Studies shall periodically monitor the academic progress of the graduate students to ensure that all requirements for graduate study in the department, including the final graduation requirements, are satisfactorily fulfilled by each student.

3.3.3.3. The Director of Graduate Studies in consultation with the respective course coordinators shall make annual teaching assignments for graduate student teaching assistants.

3.3.3.4. Annually, the Director of Graduate Studies shall, in consultation with the Graduate Committee, recommend graduate students for assistantships and scholarships to the department Chairperson.

3.3.3.5. The Director of Graduate Studies shall work with the Graduate Committee to assign a Graduate Committee member to chair preliminary examinations for the Ph.D. degree.

3.4 Director of Undergraduate Studies

3.4.1. The Chairperson may nominate a person from the faculty as a candidate for Director of Undergraduate Studies. The nomination shall be submitted for approval of the voting faculty.

- 3.4.2. The Director of Undergraduate Studies shall serve for two years beginning July 1 and without prejudice for reappointment.
- 3.4.3. The Director of Undergraduate Studies, in collaboration with an Associate Director, who may be appointed by, and at the discretion of, the department Chairperson, shall administer the Office of Student Affairs; direct the counseling activities of the undergraduate academic advisor(s); counsel with undergraduate students; assist undergraduates in planned activities relating to their professional development; recruit quality undergraduates through communication with groups such as Alumni Distinguished Scholars; work with the Student Club Advisor to create an *esprit de corps* of undergraduate students by organizing social activities and encouraging attendance at professional meetings; identify members of and lead an ad hoc Awards and Honors Committee to select and recommend undergraduate students for appropriate awards and honors such as the Sayer Award, etc. to the department Chairperson.
- 3.5. Faculty Advisory Committee
 - 3.5.1. The Faculty Advisory Committee (FAC) shall be composed of six voting faculty members of which at least three are either tenured associate professors or professors.
 - 3.5.2. Nomination and election of members
 - 3.5.2.1. The Faculty Advisory Committee shall present a slate of nominees to the voting faculty at least one week prior to the date on which the election will be held. Election of new members shall take place at a faculty meeting during Spring semester.
 - 3.5.2.2. Any three voting faculty collectively may also make a nomination and must notify the voting faculty at least two days prior to the date on which the election will be held.
 - 3.5.2.3. Members shall be elected for two-year terms commencing on July 1 following the election, with half the committee elected each year. No individual shall serve for two complete consecutive terms.
 - 3.5.2.4. Vacancies on the Faculty Advisory Committee for any part of a term until the next regular election shall be filled by the Committee.
 - 3.5.2.5. The Chairperson of the Faculty Advisory Committee shall be elected annually from among the tenured faculty committee members by the Committee.
 - 3.5.3. Meetings

3.5.3.1. The Faculty Advisory Committee shall be available for meetings with the department Chairperson or any faculty member at his/her or their request and for other functions of the Committee as described in 3.6.4. Associate Chairpersons may be invited to attend such meeting in an *ex officio* capacity at the discretion of the department Chairperson.

3.5.4. Function

3.5.4.1. The Faculty Advisory Committee shall serve as a channel of representative communication between the department faculty and the Chairperson. Participation will be in an advisory capacity unless stated otherwise. It may meet openly or confidentially with the department Chairperson, or with the Deans and Director under which the department is administered.

3.5.4.2. The Faculty Advisory Committee shall provide advice to the department Chairperson on issues involving personnel, research space and other facilities under the Chairperson's purview and on Department finances, if so requested (see also sections 3 and 4).

3.5.4.3. The Faculty Advisory Committee must schedule a meeting with the deans under whom the department is administered to review college policies and formulate specific procedures for selection of the Chairperson. The voting faculty shall have shared responsibility with the deans to determine procedures for selection of the Chairperson to be nominated to the Provost.

3.5.4.4. The Chairperson shall be subject to periodic review at an interval of five years. The Faculty Advisory Committee must schedule a meeting with the deans under whom the department is administered to review college policies and formulate specific procedures for the periodic review of the Chairperson. The faculty shall have shared responsibility with the deans to determine procedures for review of the Chairperson.

3.5.4.5. The entire Faculty Advisory Committee shall advise the department Chairperson in all initial appointments in the tenure track and temporary appointments and reappointments, and in salary determinations.

3.5.4.6. Salary recommendations

3.5.4.6.1. At least once a year each faculty member must meet individually with the department Chairperson. At this time an individual's

performance and departmental responsibilities shall be reviewed and discussed. A mutually understood distribution of an individual's responsibilities insofar 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 may 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.

3.5.4.6.2. The department Chairperson and the Faculty Advisory Committee shall meet together to 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) and Director. An individual faculty member shall be judged in salary considerations on the basis of scholarship, creativity, and overall performance in teaching, research, and service. (FAC members shall recuse themselves during their own review or that of a spouse or spouse-equivalent.)

3.5.4.7. Promotion and Tenure recommendations

3.5.4.7.1. The Faculty Advisory Committee shall meet annually with the department Chairperson to review all tenure track individuals eligible for reappointment, promotion and tenure. Recommendations by the FAC for promotion from this review process will be evaluated and voted upon by the eligible voting faculty.

3.5.4.7.2. An individual faculty member shall be judged in reappointment, tenure, and promotion considerations on the basis of scholarship, creativity, and overall excellence of performance in teaching, research, and service. To this end, the appraisal of local, national, and international colleagues shall be solicited. The College of Natural Science *Guidelines for Faculty*

Reappointment, Promotion, and Tenure found on the college website will be consulted.

- 3.5.4.8. The Faculty Advisory Committee shall serve as a nominating committee for department committees and representatives to the various College Advisory Councils. It is the responsibility of any person elected to a College or University committee to keep the department faculty abreast of any activities which may affect individual faculty members or the department as a whole.
- 3.5.4.9. The Faculty Advisory Committee shall interpret these Bylaws, with the faculty as the final authority.

3.6. Faculty Academic Committees

- 3.6.1. The faculty academic committees shall be the Graduate Committee, functioning in the area of general academic policy, including advising, teaching, courses and curriculum, and the Curriculum Committee which is specifically charged with development and review of courses and curricula.
- 3.6.2. Conditions of term and eligibility
 - 3.6.2.1. The term of appointment shall be for three years beginning July 1.
 - 3.6.2.2. A member may not serve for more than two consecutive terms. Regular, fixed-term and honorary faculty are eligible for such appointments.
 - 3.6.2.3. One graduate student selected by the graduate student constituency shall be appointed to the Graduate Committee. The duration of student appointments shall be one year without prejudice of reappointment.
- 3.6.3. Nomination and election of committees
 - 3.6.3.1. Nominations to the academic committees shall be made by the department Chairperson with advice from the Faculty Advisory Committee and appropriate student representatives.
 - 3.6.3.2. The list of nominees shall be distributed to the faculty one week prior to the date on which the election will be held. Election shall take place at a faculty meeting during Spring semester.
 - 3.6.3.3. The nominations shall be discussed at the faculty meeting and approved in whole, or in part. Approval shall require two-thirds affirmative vote of the voting faculty.
 - 3.6.3.4. Each committee shall determine who shall be its chairperson.
- 3.6.4. The Graduate Committee
Composition:

- 3.6.4.1. The Graduate Committee shall be composed of three faculty members; one graduate student; and the Director of Graduate Studies, ex officio.

Function:

- 3.6.4.2. The Graduate Committee shall review and evaluate, at least annually, the quality and adequacy of the departmental requirements for graduation from the various graduate degree programs in the department. Any recommended changes requiring faculty action shall be submitted to the Curriculum Committee for discussion and action.
- 3.6.4.3. The Committee shall advise the department Chairperson about the special topics and experimental courses.
- 3.6.4.4. The Graduate Committee, plus the Director of Graduate Recruiting (if this office is occupied and as relevant) shall supervise admissions to departmental graduate degree programs. The Graduate Committee will work with and/or represent the department within interdepartmental graduate recruiting programs.
- 3.6.4.5. The Committee shall work with the Director of Graduate Studies to designate a member of the Committee to chair preliminary examinations for the Ph.D. degree.
- 3.6.4.6. The Committee shall advise the Director of Graduate Studies in selection of recipients of graduate assistantships or traineeships.
- 3.6.4.7. The Committee shall recommend nominees for various graduate student honors and scholarships to the Director of Graduate Studies.

Procedures:

- 3.6.4.8. The Graduate Committee will elect its own chairperson.
- 3.6.4.9. The Committee meets as needed.

3.6.5. The Curriculum Committee

Composition:

- 3.6.5.1. The Committee shall be composed of three elected faculty members, one graduate student, and one undergraduate student.

Function:

- 3.6.5.2. The Committee shall have delegated authority to oversee and coordinate departmental courses and curricula. Any proposed changes in curriculum originating from Faculty Academic

Committees or the department Chairperson shall be submitted to the Curriculum Committee for review.

- 3.6.5.3. The Committee may review and recommend necessary revisions in the curricula in conjunction with the appropriate Faculty Academic Committee(s).
- 3.6.5.4. The Committee shall evaluate departmental course offerings as to objectives, contents, and presentations in conjunction with the appropriate instructors.
- 3.6.5.5. The Committee shall ensure that the department complies with the University regulations concerning student evaluations of departmental courses.
- 3.6.5.6. The Committee shall be responsible for ensuring that the appropriate procedures for implementing its decisions are carried out.
- 3.6.5.7. The Committee shall present substantive changes for inclusion in the agenda of a regular faculty meeting.

Procedures:

- 3.6.5.8. The Curriculum Committee shall elect its own chairperson.
- 3.6.5.9. The Committee meets as needed.

4. Procedures on Grievances for Faculty

- 4.1. The Department of MMG 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, departmental, or college level before filing a formal grievance.
 - 4.1.1. An individual may request and must be granted by the Chairperson an early opportunity to discuss a grievance.
 - 4.1.2. Alternatively or if an individual's grievance is not resolved to his/her satisfaction through the above procedure, he/she may request a confidential meeting with the Faculty Advisory Committee, which shall convene for an informal hearing. A recommendation by the Committee will be made regarding the grievance.
- 4.2. If a grievance is not resolved as a result of the above procedures, or if the individual prefers, he/she may initiate formal procedures as outlined in the *Faculty Grievance Policy* in the Faculty Handbook.

5. Intellectual Integrity and Scholarly Conduct

- 5.1. The Department encourages faculty, students and staff to practice a high standard of intellectual integrity. It is particularly important for faculty to set an example in this regard and to actively educate students in the proper conduct of research. (See also Section 3.12 of the Graduate Manual.) The department Chairperson may choose to appoint a Coordinator for the Responsible Conduct of Research from the faculty to coordinate training and education initiatives in concert with college and university efforts in this area.
- 5.2. Departmental policy is to follow the guidelines outlined in the *Procedures Concerning Allegations of Misconduct in Research and Creative Activities*.

6. Adoption and Amendment of Bylaws

- 6.1. Adoption of these Bylaws shall require a two-thirds affirmative vote of the entire voting faculty.
- 6.2. Any proposed amendment to these Bylaws must be submitted in writing to the entire voting faculty at least two weeks prior to vote. Approval of an amendment shall require at least two-thirds affirmative vote of the entire voting faculty.
- 6.3. Bylaws shall be reviewed at intervals not to exceed five years.