

# **Bylaws of the Department of Physiology**

## **Michigan State University**



## BYLAWS OF THE FACULTY

### 1. The Faculty

#### 1.1 Composition of the faculty

- 1.1.1 The regular faculty shall consist of all persons in the department who have been appointed under the rules of tenure and who hold the rank of professor, associate professor, or assistant professor.
- 1.1.2 Joint appointments to the faculty shall be made only after an affirmative vote of the Physiology faculty and with the concurrence of the applicant's primary department chairperson or supervisor (for appointment procedures, see section 1.4.). Appointees must have teaching responsibilities in formal courses and help in the training of graduate and postdoctoral students and may serve as chairperson of guidance committees. Joint appointees should serve on committees and attend faculty meetings though not as members necessary for a quorum. Appointees shall have a vote at departmental meetings.
- 1.1.3 Fixed term faculty shall consist of all persons who hold the rank of professor, associate professor, assistant professor or instructor, but who have not been appointed under the rules of tenure.
- 1.1.4 Adjunct appointments to the faculty shall be made only after an affirmative vote of the Physiology faculty and with the concurrence of the applicant's primary department chairperson or supervisor, where appropriate. Appointees are encouraged to attend faculty meetings. Appointees may serve as thesis advisers for graduate students. Adjunct appointees shall be renewed annually. Adjunct appointees shall not have a vote at departmental meetings.
- 1.1.5 Honorary faculty are Professors *Emeriti* or visiting professors in the Department of Physiology.

#### 1.2 Composition of the faculty

- 1.2.1 The voting faculty shall be all tenure system faculty solely or jointly appointed in the Department, and those full-time fixed-term faculty that have been actively engaged in Departmental academic affairs for at least 3 consecutive years, and continue to be so.
- 1.2.2 All fixed term faculty have voting rights as they pertain to their service on specific Department standing committees, as outlined in section 2.4.2.
- 1.2.3 Voting rights are restricted to tenured faculty for matters of reappointment, promotion, and tenure of tenure track faculty.
- 1.2.4 Only Regular faculty or academic program directors may be elected as a representative of the Department of Physiology to an academic governance body.

### **1.3 Departmental Meetings**

- 1.3.1 The faculty shall meet monthly, excluding summer. Additional meetings of the Department may be called by the Department Chairperson, by the Faculty Advisory Committee or by the written request of five regular faculty members.
- 1.3.2 The Chairperson or designee shall attend and chair all departmental faculty meetings. The chairperson shall provide an agenda to the faculty one week prior to each faculty meeting.
- 1.3.3 Robert's *Pocket Manual of Rules of Order* shall determine the parliamentary practice of faculty meetings.
- 1.3.4 For purposes of conducting business, a quorum shall consist of a simple majority of the regular faculty. Passage of any measure shall require a simple majority of those present, with the exception of amendments to, or revision of, these bylaws, which shall require two-thirds of the votes of the entire regular faculty.
- 1.3.5 Any member of the regular faculty, with the support of 30% of the regular faculty in attendance, may call for a mail ballot referendum on a defeated or passed motion. In such cases, the Faculty Advisory Committee shall prepare, distribute, collect and tally the ballots and shall report the results of the referendum to the faculty.
- 1.3.6 A record of the important actions taken by the faculty at each meeting shall be kept in the departmental office and shall be available to the regular faculty.

### **1.4 Criteria for appointment, promotion and tenure**

- 1.4.1 The Guidelines for evaluating Regular faculty for reappointment, tenure, merit raises, and promotion are outlined in the Department of Physiology document entitled *Department of Physiology Guidelines for Reappointment, promotion and Tenure of Regular Faculty*.
- 1.4.2 The Guidelines for evaluating Fixed Term faculty for reappointment, merit raises, and promotion are outlined in the Department of Physiology document entitled *Department of Physiology Guidelines for Annual Performance Review and Promotion of Fixed Term Faculty*.
- 1.4.3 Copies of these documents are available from the Department office.

## **2. Department Organization**

### **2.1 Chairperson**

- 2.1.1 The Chief administrator shall be designated Chairperson.

- 2.1.2 The Chairperson shall be responsible for educational, research and service programs, budgetary matters, physical facilities, and personnel matters in his/her jurisdiction.
- 2.1.3 For the selection of a new Chairperson, the Faculty Advisory Committee, following consultation with the entire faculty of the Department, shall represent the Department and request a meeting with the respective deans of each college with which the Department is affiliated to establish procedures of consultation as prescribed by the University Bylaws.
- 2.1.4 The Chairperson or his/her designee shall be an *ex officio* member of all standing committees and can call a meeting of any standing committee.
- 2.1.5 At intervals not to exceed five years, the deans of colleges with which the Department is affiliated shall review the Chairperson for reappointment. The Department shall have shared responsibility with the deans and director on procedures for review of the Chairperson.
- 2.1.6 At any time during the tenure of the Chairperson, the Faculty Advisory Committee, representing the faculty, may request a meeting with the deans to consider early review of the Chairperson's performance.
- 2.1.7 During the absence of both the Chairperson and the Associate Chairperson, his/her duties shall be performed by the Chair of the Faculty Advisory Committee.

## **2.2 Associate Chairperson**

- 2.2.1 The Chairperson will recommend a member of the regular faculty to the deans and Provost for the appointment to the position of Associate Chairperson, after consultation with the Faculty Advisory Committee and discussion at a regular faculty meeting. The advice of the faculty shall be transmitted with the recommendation.
- 2.2.2 The Associate Chairperson will assist the Chairperson in departmental educational, research and service programs, budgetary matters, physical facilities and personnel matters. A partial list of duties includes collaboration with the Chairperson in meeting with the Faculty Advisory Committee, preparation of major reports, allocation of departmental resources, supervision of office manager, etc.
- 2.2.3 The Associate Chairperson will serve as the chief administrative officer in the absence of the Chairperson and therefore, can represent the Chairperson in his/her absence to fulfill responsibilities including signing forms and meeting with Deans or other University officials.

## **2.3 Academic Program Directors**

### **2.3.1 Graduate Program Director**

The Chairperson will appoint a member of the regular faculty as the Graduate Program Director.

2.3.1.1 The Director will serve at the discretion of the departmental Chairperson as agreed to by the Director.

2.3.1.2 Duties of this position include advising each student in the graduate program with respect to their course work and progress towards achieving the degree being sought. The Graduate Program Director will represent the Department at College and University meetings dealing with the graduate programs. The Graduate Program Director will serve on the Graduate Programs and Curriculum Committee to provide continuity on graduate student recruitment, financial support, and curricular issues.

### **2.3.2 Undergraduate Program Director**

The Chairperson will appoint a member of the regular faculty as the Undergraduate Program Director.

2.3.2.1 The Director will serve at the discretion of the departmental Chairperson as agreed to by the Director.

2.3.2.2 Duties of this position include coordination of (a) undergraduate academic advising with departmental faculty and staff and (b) undergraduate course scheduling with undergraduate program support staff. The Undergraduate Program Director will represent the Department at College and University meetings dealing with undergraduate programs. The Undergraduate Program Director will serve on the Undergraduate Programs and Curriculum Committee to keep faculty informed on undergraduate program issues, curriculum changes, and to coordinate undergraduate advising.

### **2.3.3 Professional Educational Affairs Director**

The Chairperson will appoint a member of the faculty as the Professional Educational Affairs Director.

2.3.3.1 The Director will serve at the discretion of the departmental Chairperson as agreed to by the Director.

2.3.3.2 Duties of this position include: (a) advise Chairperson regarding departmental faculty and staff resources needed in support of COM, CHM, and CVM academic programs, (b) meet regularly with medical school

academic program leadership, (c) represent the Department at College and University meetings dealing with medical education, (d) stay abreast of developments in information technology, educational technology, and pedagogical trends that affect curriculum delivery in the medical schools, (e) stay abreast of developments in pre-health professional education that may affect medical school curriculum development, (f) serve on the Professional Educational Affairs Committee

## **2.4 Committees**

### **2.4.1 Faculty Advisory Committee**

#### **2.4.1.1 Functions**

The committee shall serve to represent the faculty in providing advice to the Department Chairperson on: (1) appointment of new faculty, (2) reappointment, promotion, tenure, and termination of existing faculty, (3) space allocation, and (4) other departmental matters.

The Faculty Advisory Committee, after consultation with the entire faculty, shall advise the Deans and Director under whom the department is administered about nominating a department Chairperson, either for appointment or reappointment.

The Faculty Advisory Committee, together with the Chairperson, shall schedule faculty meetings and prepare the agenda.

The Faculty Advisory Committee shall consider individual faculty member concerns. If a suggested solution from the Faculty Advisory Committee or Department Chairperson does not satisfy the faculty member, he/she may request that the matter be brought before the faculty at a departmental meeting.

The Faculty Advisory Committee shall assist the Department Chairperson in the development of a charge to each standing committee at the beginning of the academic year.

The Faculty Advisory Committee shall recommend members of department standing committees.

The Faculty Advisory Committee shall serve as the body for review and ongoing evaluation of the Faculty Bylaws. Recommended changes approved by the Faculty Advisory Committee, will be disseminated for faculty comments/discussion prior to faculty vote (see Adoption and Amendment of By-Laws).

#### 2.4.1.2 Membership

The Faculty Advisory Committee shall consist of five elected regular faculty members and the Department Chairperson and/or the Chairperson's designee.

The term of office shall be three years. At least one member of the Faculty Advisory Committee will have served during the preceding five years. After serving, at least one year must have elapsed before a member can be re-elected.

The election shall be held in the Spring Semester and members shall take office at the start of the academic year. Two new members will be elected each year, except every third year a single member will be elected.

The Faculty Advisory Committee shall solicit nominations from all regular faculty. The Faculty Advisory Committee will conduct the election, which will be by written secret ballot. The votes cast on each ballot shall equal the number of members to be selected.

The new committee shall elect its own Chairperson and Secretary as the first order of business at the first meeting of the new committee.

The duties of the Chairperson of the Faculty Advisory Committee shall include (1) acting on behalf of the committee and together with the Department Chairperson in scheduling committee meetings, (2) developing agenda for committee meetings, and (3) conducting the business of the committee.

The Secretary of the Faculty Advisory Committee shall record the minutes of regular committee meetings for distribution to the committee members prior to the next meeting. The Faculty Advisory Committee shall make the minutes of its meetings available to the faculty.

Temporary members can serve in the following two circumstances. (1) In considering promotions of associate professor to professor, the number of professors on the committee shall be five. If additional members are needed, temporary members will be appointed by the Department Chairperson. The temporary member(s) would function only in regard to the issue on which the permanent member(s) were disqualified. (2) At the request of the Faculty Advisory Committee, "out-going" committee members may stay on as non-voting temporary members for up to 3 months to maintain continuity.

#### 2.4.2 Standing Committees

All faculty shall be eligible for membership on standing committees. Faculty can serve on a maximum of 2 committees. The membership of the standing committees shall consist of at least three faculty members selected by the Faculty Advisory Committee in consultation with the Department Chairperson. Appointments and/or reappointments to

standing committees will be made annually. Each standing committee will elect its own chairperson annually. The Graduate and Undergraduate Program Directors and the Professional Educational Affairs Director will serve as regular members, not Chairpersons, of the Graduate and Undergraduate Programs and Curriculum Committees, and the Professional Educational Affairs Committee, respectively.

Committee members may not serve as Chairperson for more than 2 consecutive years. The duties of the Chairperson shall include (1) scheduling, developing agendas for and conducting monthly committee meetings, (2) making minutes of the meetings available to the faculty, (3) reporting committee activities at faculty meetings, (4) reporting progress on action items to the Faculty Advisory Committee annually.

Director and Chair will select 1-2 student representatives for the Undergraduate and Graduate committees (see 2.3.3).

#### 2.4.2.1 Research Development Committee

The charge of the Research Development Committee is to promote and develop research in the department. The Committee activities will include, but are not limited to, promoting research development and accomplishments within the University, charting research activities, making recommendations for strategic faculty hires and research infrastructure needs, and providing a framework for mentoring/assisting faculty in their research.

The duties of the Chairperson of the Research Development Committee shall include (1) acting on behalf of the committee and together with the members in scheduling committee meetings, (2) developing agenda for committee meetings, (3) conducting the business of the committee, and (4) reporting to the departmental Chair and faculty.

#### 2.4.2.2 Graduate Program and Curriculum Committee

The charge of the Graduate Programs and Curriculum Committee is to review and evaluate all aspects of the graduate program and make recommendations to the faculty for any modification thereof. These aspects shall include, but not necessarily be limited to, graduate admissions criteria, and the broad issues of graduate curriculum and degree requirements and guidelines for Doctoral and Masters Programs.

The duties of the Chairperson of the Graduate Program and Curriculum Committee shall include (1) acting on behalf of the committee and together with the members in scheduling committee meetings, (2) developing agenda for committee meetings, (3) conducting the business of the committee, and (4) reporting to the departmental Chair and faculty.



#### 2.4.2.3 Undergraduate Programs and Curriculum Committee

The charge of the Undergraduate Programs and Curriculum Committee is to review and evaluate all aspects of the undergraduate program and make recommendations to the faculty for any modification thereof. These aspects will include, but are not limited to curriculum, advising, and undergraduate research participation.

The duties of the Chairperson of the Undergraduate Programs and Curriculum Committee shall include (1) acting on behalf of the committee and together with the members in scheduling committee meetings, (2) developing agenda for committee meetings,(3) conducting the business of the committee, and (4) reporting to the departmental Chair and the faculty.

#### 2.4.2.4 Professional Educational Affairs Committee

The charge of the Professional Educational Affairs Committee is to review and revise medical education content and delivery in cooperation with CHM, COM, and CVM Academic Programs offices and report to the PSL faculty.

The duties of the Chairperson of the Professional Educational Affairs Committee shall include (1) acting on behalf of the committee and together with the members in scheduling committee meetings, (2) developing agenda for committee meetings,(3) conducting the business of the committee, and (4) reporting to the departmental Chair and the faculty.

#### 2.4.2.5 Awards Committee

The charge of the Awards Committee is to provide recognition for deserving faculty by seeking award opportunities and coordinating nominations for internal and national awards utilizing the assistance of other Physiology faculty or faculty from other institutions, as appropriate. Student awards are determined by the undergraduate and graduate committees.

The duties of the Chairperson of the Awards Committee shall include (1) acting on behalf of the committee and together with the members in scheduling committee meetings, (2) developing agenda for committee meetings,(3) conducting the business of the committee, and (4) reporting to the departmental Chair and the faculty.

### 2.4.3 Student Participation in Academic Governance

Student participation in Department 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: 1) Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty; 2) Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members; 3) Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University; 4) Matters concerning the academic standing of students.

### **3. Departmental Grievance Procedures**

#### **3.1 Faculty Grievances**

Any faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, or specialist may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the University Faculty Grievance Official (FGO) pursuant to the procedures set forth in the University Faculty Grievance Procedure.

#### **3.2 Student Violations and Grievances**

Student judiciary process for Graduate and Undergraduate students will be as specified in the Articles of the current *Graduate Students Rights and Responsibilities* and of the *Michigan State University Academic Freedom Report* document. Adjudication necessitated on the departmental level should be handled informally (between the two parties with a chosen mediator approved by both) or at the request of a party or parties, formally through a departmental or college judiciary. Medical student judiciary process will be as specified in the *Medical Student Rights and Responsibilities* of the respective colleges (Colleges of Human Medicine, Osteopathic Medicine, and Veterinary Medicine) and will be handled by the respective colleges.

3.2.1 The departmental judiciary shall be composed of the departmental chairperson or designated deputy (to act as chairperson) and an equal number of faculty selected by the Advisory Committee, and students selected by the Physiology Graduate Student Committee (in the case of a graduate student grievance) or students selected by the Physiology Undergraduate student committee (in case of an undergraduate grievance) so as to reflect the composition of their groups.

3.2.2 The composition of the judiciary groups has to be agreeable to both or all parties involved. If the composition of the judiciary groups is not acceptable to at least one party, departmental chairperson should make every effort to change the composition to make all parties agreeable. If no solution is found, the hearing will be moved to the college level judiciary.

3.2.3 If the unit administrator is involved in the case, neither the unit administrator nor the designee may serve on the hearing board and the hearing will be moved to the college level judiciary.

3.2.4 The fundamentals of fair play in the adjudication of student violations and student grievances shall prevail. The following guidelines for due process shall govern the above judicial procedures.

3.2.4.1 Once a grievance has been filed with a Judiciary, it shall be the responsibility of the Chairperson to notify, in writing, all parties involved within a period of 48 hours, excluding the period from 5:00 P.M. Friday to

8:00 A.M. Monday.

- 3.2.4.2 If the party charged in the grievance admits its validity, he/she may request the Judiciary to take appropriate action according to the penalties cited above. Should the individual admit the grievance and be given a penalty, he/she may appeal the decision to the College level grievance committee.
- 3.2.4.3 If the party charged in the grievance denies its validity, the Judiciary shall conduct a hearing according to the procedures outlined herein.
- 3.2.4.4 At least 72 hours prior to a hearing, the chairman of the Judiciary shall provide the following to all parties: A. A written statement of the charges of sufficient particularity to enable the parties to prepare their cases. B. Written notification of the time and place of the hearing. C. A copy of this document and all other relevant documents.
- 3.2.4.5 All parties shall be entitled to appear in person to present their case to the Judiciary, and may call witnesses on their behalf. Any party may elect not to appear before the Judiciary, in which case the hearing shall be held in his/her absence. Absence of a party shall not be prejudicial to his/her case.
- 3.2.4.6 All parties shall be entitled to counsel of their choice, chosen from within the University community.
- 3.2.4.7 Any party or his/her counsel shall be entitled to ask questions of the opposing party or of any witnesses.
- 3.2.4.8 Any party shall be entitled to refuse to answer questions.
- 3.2.4.9 All parties shall be entitled to an expeditious hearing of a case.
- 3.2.4.10 In urgent cases in which it is alleged that a regulation, administrative decision or action threatens immediate and irreparable damage to any of the parties involved, the Judiciary shall expedite the hearing and final disposition of the case. A Judiciary is empowered to direct an individual or unit to discontinue or postpone, pending final disposition of the case, any action which threatens to cause irreparable harm.
- 3.2.4.11 Parties shall be entitled to an adequately explained written decision. It shall be the responsibility of the chairman of a Judiciary to file a copy of this decision with the Chairperson of the Department. Adverse decisions shall be made a part of the person's record.

#### **4. Adoption and Amendment of Bylaws**

- 4.1 These Bylaws shall become effective upon approval of two-thirds of the regular faculty. The Chairperson, Faculty Advisory Committee, or a group of five faculty members at a faculty meeting may introduce amendments to these Bylaws. A proposed amendment shall become part of the Bylaws upon approval by two-thirds of the regular faculty.

*Adopted by vote of the Faculty,*

*Revisions approved by online vote of the Faculty, 9/17/14*