

***DEPARTMENT OF ANIMAL SCIENCE***

***MICHIGAN STATE UNIVERSITY***

***BY LAWS***

***1995***

***(Revised December 2005)***



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BYLAWS FOR ACADEMIC GOVERNANCE  
DEPARTMENT OF ANIMAL SCIENCE  
MICHIGAN STATE UNIVERSITY  
1995  
(Revised December 2005)

STATEMENT OF PURPOSE

The Bylaws for Academic Governance, Michigan State University, which were approved by the Board of Trustees, specify certain responsibilities and required actions of the faculty of each department.

The major purpose of these bylaws are 1) to implement the requirements of the Bylaws for Academic Governance, Michigan State University, August, 1992, with reference to Department structure and procedures; 2) to provide a structure and procedure for faculty and student participation in Department matters; and 3) to provide an environment whereby each faculty member of the department may make his/her best contribution in his/her own work as well as in the general operations of the Department.

Nothing in these bylaws shall be construed as 1) limiting or discouraging the rights of groups or individuals in the Department from initiating actions or resolving problems through direct consultation with administrative officers; 2) limiting the rights of the Chairperson to discuss and formulate programs of action with such individuals or groups as he/she may choose, acting within the general framework of these bylaws; or 3) relieving the Department faculty or its administrative officers from fulfilling their total educational responsibilities to off-campus, as well as on-campus people, through the teaching, research and extension activities of the Department.

1. THE FACULTY

1.1 Composition of the Faculty

1.1.1 Regular faculty of the Department of Animal Science shall be composed of all persons holding Board of Trustees appointments in the Department of Animal Science under the rules of tenure with the rank of professor, associate professor, assistant professor or instructor as well as academic specialists appointed under the continuing employment system. The Chairperson and Associate Chairperson shall be considered members of the regular faculty.

1.1.2 Temporary faculty of the Department of Animal Science shall consist of all persons with the rank of professor, associate professor, assistant professor or instructor not appointed under the rules of tenure as well as academic specialists not appointed under the continuing employment system. Persons requesting temporary faculty status will contact the Chairperson with the approval from their regular faculty sponsor. The Chairperson must agree with this request before approval. The Chairperson will announce to the faculty persons achieving such status. To become a regular faculty member, temporary faculty must proceed through the normal channels of the department and university for hiring persons for regular faculty positions.

1.1.3 Persons designated as Lecturers, Distinguished Lecturers, Visiting Professors in Animal Science or holding an emeritus rank shall have honorary faculty status.

1.2 Composition of the Voting Faculty

The voting faculty shall be composed of the regular faculty. Where a person has an appointment in more than one Department, he/she shall be a voting member of the Animal Science Department if he/she is listed in this Department by the payroll section of the University.

1.3 Rights and Responsibilities of the Faculty

The voting faculty of the Department shall have rights and responsibilities as defined in Section 1.1.2 of the University Bylaws for Academic Governance and those delegated to it by the Chairperson and/or Dean.

## 2. THE STUDENTS

### 2.1 The Student Constituencies

#### 2.1.1 Undergraduate Student Constituency

In addition to the Department of Animal Science majors presently enrolled at Michigan State University, freshman and sophomore students presently enrolled at Michigan State University with the declared major of Animal Science shall be considered as the undergraduate student constituency.

#### 2.1.2 Graduate Student Constituency

Graduate Students presently enrolled to study toward an advanced degree in the Department of Animal Science shall be included in the graduate student constituency.

### 2.2 Student Grievances

Student grievances will be handled according to procedures set forth in section 4.3.1.3 (undergraduate), 4.4.5 (graduate).

## 3. DEPARTMENT MEETINGS

### 3.1 Schedule of Meetings

Regular meetings shall be conducted at least once per month during fall and spring semesters. Additional meetings may be called by the Department Chairperson, the Department Advisory Committee or by petition of at least 15% of the regular faculty.

### 3.2 Agenda

A copy of the meeting agenda shall be made available to each faculty member at least 4 days prior to the time of the meeting. Items may be placed on the agenda of meetings by the Chairperson, Department Advisory Committee or by faculty members through the Department Advisory Committee. Any policy changes requiring a vote must be included in the agenda.

### 3.3 Conduct of Meetings

The Chairperson or his/her designated representative shall preside at all regular Department meetings. Meetings called by the Advisory Committee shall be chaired by the Advisory Committee Chairperson or his/her designate. Business conducted shall follow the revised Roberts' Rules of Order, except as modified by vote of the faculty.

### 3.4 Meeting Minutes

The secretary of the Department Advisory Committee shall serve as the secretary of Department faculty meetings and shall distribute the minutes of each meeting to Department faculty.

### 3.5 Voting

3.5.1 Action may be taken by a majority of the voting members present and voting at a meeting for which an agenda has been distributed in advance. An eligible voter may cast a vote in absentia by notifying the meeting secretary, in writing, of his/her ballot before the vote is taken. Student representatives on Department standing committees may participate according to paragraph 1.2.3 of the University Bylaws for Academic Governance.

3.5.2 By a request of two voting faculty, a secret ballot shall be taken. However, this request must be made before the final vote on a motion.

- 3.6 Department faculty meetings shall generally be open meetings. Speaking privileges at Department faculty meetings shall be accorded student representatives on the Department Advisory Council, Curriculum and Graduate Committees. Except by invitation, no other persons who are not regular faculty members of the Department of Animal Science (as defined in 1.1.1) shall be accorded speaking privileges. At the discretion of the Chairperson or the Department Advisory Council, Department faculty meetings devoted to particular subjects may be closed to all except the voting faculty of the Department.

#### 4. DEPARTMENT ORGANIZATION

##### 4.1 Chairperson

The administrator of the Department of Animal Science shall be designated as the Chairperson.

###### 4.1.1 Selection

4.1.1.1 The Chairperson shall be appointed by the Board of Trustees upon recommendation of the President upon nomination by the Dean of the College of Agriculture and Natural Resources.

4.1.1.2 The Dean shall make his/her nomination with the advice of, and in consultation with, the Department faculty.

4.1.1.3 The procedures for consultation with the Dean to select a Chairperson will be developed by the Departmental Advisory Committee, be approved by the voting faculty within the Department and submitted to the Dean for input and approval.

4.1.1.4 Procedures for selecting the Chairperson are outlined in Appendix A attached to this document.

###### 4.1.2 Tenure

4.1.2.1 The Chairperson of the Department shall not have tenure in his/her office.

4.1.2.2 At intervals not to exceed 5 years the Dean of the College of Agriculture and Natural Resources shall review the desirability of continuance of the Department Chairperson with the members of the voting faculty. There shall be no limit to the number of times an individual may be reappointed as Chairperson except as limited by the University rules on retirement from administrative positions.

4.1.2.3 Members of the voting faculty may petition the Dean for review of the Department Chairperson at intervals of less than 5 years when a majority of the voting faculty approve.

###### 4.1.3 Associate Chairperson

The Chairperson may appoint an Associate Chairperson to assist in performing his/her duties and functions.

###### 4.1.4 Acting Chairperson

In the event the Chairperson position becomes vacant, the voting faculty shall elect by majority vote one or more nominees from among their number and these names shall be submitted to the Dean for consideration as Acting Chairperson.

###### 4.1.5 Counsel with Department Faculty

4.1.5.1 The Chairperson of the Department shall seek the counsel of the voting faculty through the Department Advisory Committee in formulating major policy decisions affecting programs and personnel within the Department, especially on matters concerning appointments, transfer of responsibilities, promotions, curricula, and research and extension programs.

4.1.5.2 In the event any faculty position becomes available in the Department, the Chairperson shall appoint a Search Committee to solicit and evaluate candidates for the position. The Chairperson of the Search Committee shall be a faculty member who is familiar with the specialty area of the vacant position. Qualifications of the candidates shall be reviewed by the Search Committee, and the Department Chairperson shall select from among those candidates who receive a majority endorsement by the Search Committee.

#### 4.1.6 Counsel with the Students

4.1.6.1 The Chairperson of the Department shall solicit student opinion on the Department's academic program. To aid in evaluating the teaching activities, the students instructional rating reports shall be obtained and made available to the Chairperson.

### 4.2 Department Advisory Committee

#### 4.2.1 Functions

4.2.1.1 To serve as an open channel of communication between the Animal Science Department faculty, staff, students and the Department Chairperson.

4.2.1.2 Advise the Department Chairperson in the discharge of his/her other responsibilities by a direct representation of faculty and student opinion.

4.2.1.3 To prepare, in cooperation with the Department Chairperson the agenda and make all necessary arrangements for the Department faculty meetings.

4.2.1.4 To be responsible for the supervision and conduct of Department faculty nominations and elections.

4.2.1.5 To receive grievances and set up the grievance procedure as defined in Appendix B.

#### 4.2.2 Composition

4.2.2.1 Faculty representation shall consist of five members elected from the regular faculty of the Department. The Chairperson and Associate Chairperson will serve as non-voting ex-officio members.

4.2.2.2 Student representation shall consist of one undergraduate and one graduate student. Student members shall not participate in matters of policy as defined in paragraph 1.2.3 of the University Bylaws for Academic Governance. In general, this will include matters of faculty benefits, appointments, promotions, tenure, dismissals and any matters affecting the professional responsibility of the faculty.

#### 4.2.3 Terms of Office and Elections

4.2.3.1 Refer to Section 6 of the Department Bylaws.

#### 4.2.4 Procedures

4.2.4.1 The committee shall determine its own operating rules and procedures, and annually shall elect a Chairperson and a Secretary from its membership following the election of committee members each spring semester.

4.2.4.2 The committee shall meet on a regular basis as required to perform its duties.

4.2.4.3 The secretary will be responsible for keeping minutes of the Department Advisory Committee meetings and will distribute the agenda of Department meetings prior to the conduct of

the meeting.

#### 4.3 Undergraduate Student Affairs and Curriculum Committee

##### 4.3.1 Functions

4.3.1.1 Review and evaluate courses, curricula and degree requirements for undergraduate students. It shall take leadership in considering the establishment and deletion of courses and curricula. The committee shall present to the Department faculty those curriculum matters which it deems appropriate for discussion and/or action.

4.3.1.2 Review and make recommendations to the Department on matters relative to advising undergraduate students.

4.3.1.3 Receive complaints made by undergraduate students relative to classroom instruction. The student may take any complaint relative to instruction directly to the Department Chairperson. If the Chairperson is unable to resolve the matter to the student's satisfaction, the Chairperson shall refer the unresolved complaints in writing to the Undergraduate Student Affairs and Curriculum Committee. A hearing shall be scheduled within 2 weeks involving the student, faculty or staff member and Undergraduate Student Affairs and Curriculum Committee. A written report of the action or recommendations of the committee will be forwarded to the Dean, Chairperson, instructional staff member, student and university Ombudsman within ten working days of the receipt of the complaint. Students wishing to appeal a Departmental action or recommendation may do so as outlined in provisions 2.2.8.1 of the Academic Freedom Report.

##### 4.3.2 Composition

The Undergraduate Student Affairs and Curriculum Committee shall be composed of four elected regular faculty members, at least one of which has a half-time, or more, appointment in Extension, one graduate student, and two undergraduate students. In addition, the ANS Undergraduate Student Program Coordinator shall serve as a non-voting, ex-officio member of the committee.

##### 4.3.3 Elections and Terms of Office

See Section 6.

##### 4.3.4 Procedures

Procedures for this committee are the same as defined in 4.2.4.1.

#### 4.4 Graduate Student Affairs and Curriculum Committee

##### 4.4.1 Functions

4.4.1.1 Develop and oversee graduate curriculum and program.

4.4.1.2 Implement policies and requirements concerning Graduate Student affairs established by the University, College and Department.

4.4.1.3 Act as advisory committee to the Department Chairperson and to the ANS Graduate Student Program Coordinator.

4.4.1.4 Advise Department Chairperson on the allocation of assistantships.

##### 4.4.2 Composition

The Graduate Student Affairs and Curriculum Committee shall be composed of three elected faculty members holding the rank of professor, associate professor, or assistant professor, and one

graduate student. In addition, the ANS Graduate Student Program Coordinator shall serve as a non-voting, ex-officio member of the Committee.

#### 4.4.3 Elections and Terms of Office

See Section 6.

#### 4.4.4 Procedures

Procedures for this committee are the same as defined in 4.2.4.1.

4.4.5 Graduate Student Grievance Procedure : Graduate students or faculty with concerns or problems should seek resolution at the levels and in the sequence listed below. Plaintiffs may seek the next level of consideration until concern is resolved or no higher levels exist. (See Council of Graduate Students Handbook Article 5)

##### 4.4.5.1. Sequence

4.4.5.1.1. Graduate students and faculty should seek resolution of concerns by direct dialogue with each other.

4.4.5.1.2. Consultation with Departmental Graduate Coordinator who will comment on the merit of the concern.

4.4.5.1.3. Consultation with University Ombudsman.

4.4.5.1.4. Consultation with Departmental Chair or designate.

4.4.5.1.5. Departmental Board for Adjudication (see 4.4.5.2).

4.4.5.1.6. College Graduate Hearing Board.

4.4.5.1.7. University Graduate Judiciary.

##### 4.4.5.2. Departmental Board of Adjudication (DBA)

4.4.5.2.1 Membership shall consist of officers (3) of the departmental graduate student association (determined by the graduate association members), faculty (3) serving on the departmental graduate committee, and departmental graduate coordinator. If a member of the DBA is involved in the concern, they will be removed from the DBA and appropriately replaced. Replacement members will be selected by the remaining DBA members.

##### 4.4.5.2.2 Process

4.4.5.2.2.1. The DBA shall elect a chairperson and secretary and operate in accordance with the College and University grievance procedure guidelines.

4.4.5.2.2.2. The DBA may consider concerns presented informally but has the right to request formal (written) presentation. The DBA may request that parties on each side of a concern are present at hearing simultaneously or separately.

4.4.5.2.2.3. After all testimony is submitted, the DBA will prepare a recommendation based on majority view of DBA. This recommendation will be communicated to all parties involved in the concern and to the departmental chair.

4.4.5.2.2.4. If action proposed by departmental chair is not satisfactory the

concerned parties should pursue further consideration with the College Graduate Hearing Board.

#### 4.5 Safety Coordinator

The Department of Animal Science shall have a Safety Coordinator who will be accountable for safety protocol of the department and assure compliance with procedures required by the University and College of Agriculture and Natural Resources. The Safety Coordinator shall be appointed by the Chairperson of the Department of Animal Science.

#### 4.6 Other Department Committees

4.6.1 The Department Chairperson, in consultation with the Advisory Committee, shall appoint such other committees as he/she deems appropriate.

4.6.2 Committees established for such purposes shall report their findings at a Department meeting. If the committee functions for longer than a year, the committee shall make an annual report to the faculty during the spring semester.

### 5. Employment, Terms and Conditions

#### 5.1 Appointments

The terms and conditions of employment shall be provided in writing to the faculty member at the time of appointment by the Chairperson of the Department. These terms are to include:

- a. The time period covered by the appointment.
- b. Salary provision.
- c. The professional responsibilities of the faculty member being appointed and general expectations of performance.
- d. Conditions other than the appointees performance that may influence further appointment, promotion or acquisition of tenure.
- e. At the time of appointment, the Chairperson of the Department shall provide faculty members with a copy of the Department of Animal Science Bylaws.

#### 5.2 Reappointment, Promotions and Tenure.

5.2.1 Reappointment, promotion and tenure decisions will be based upon productivity, effectiveness and quality in teaching, research and extension programs. Contributions to international or domestic programs will be given equal consideration. To a lesser extent, public service outside the University will also be considered. Faculty members will be evaluated according to their appointment allocations in teaching, research and extension. Collaboration with colleagues, committee service and support of student activities will be viewed as positive performance attributes. Discriminatory behavior, in any form, is not acceptable.

5.2.2 Assistant and Associate Professors will have a mentoring committee appointed by the chairperson in consultation with the new faculty within the first 6 months of appointment.

5.2.2.1 The mentoring committee will consist of a minimum of 2 higher ranking faculty members.

5.2.2.2 The mentoring committee will meet at least annually with the faculty member and submit a written progress report to the Chairperson and the faculty member.

5.2.2.3 When a faculty member is to be considered for reappointment/promotion/ tenure:

5.2.2.3.1 Documents will be available in the main office for 2 weeks for review by higher ranked faculty.

5.2.2.3.2 Following the review period, a meeting of higher ranked faculty will be called to evaluate the candidate and make recommendations for or against reappointment/promotion/tenure. At this meeting the mentoring committee will represent the faculty member and give a brief review of the candidate's progress and accomplishments and serve as an information resource.

5.2.2.3.3 Every faculty member of higher rank in the Department will be given the opportunity of submitting a written statement about the candidate's performance along with a signed ballot indicating recommendation for or against the awarding of reappointment/promotion/tenure.

5.2.2.3.4 The Department Chairperson will forward a summary of the faculty's recommendation along with his/her recommendation for awarding reappointment/promotion/tenure to the Dean of the College.

5.2.3 A faculty member who is not recommended for reappointment by his/her Department Chairperson and Dean must be so notified in writing by the Department Chairperson by the date as established in The Faculty Guide for Reappointment, Promotion and Tenure Review at Michigan State University, preceding the expiration of his/her appointment. Copies of the notification are to be sent to the Dean and Provost. Upon written request of the faculty member, the Department Chairperson shall transmit in writing the reasons for not recommending reappointment.

5.2.4 The faculty member not being reappointed has 30 days to petition the Department Advisory Committee for a hearing. The request for a hearing must be given in writing outlining the grievance.

5.2.5 A hearing, involving members of the Advisory Committee, Department Chairperson and the faculty member in question, will be held within 2 weeks after the Chairperson receives the written grievance.

5.2.6 Within 2 weeks following the hearing, a written disposition recommendation from the Advisory Committee will be sent to the faculty member in question, the Chairperson of the Department, the Dean of the College and the University Provost.

5.2.7 If a non-tenured faculty member believes that the decision not to reappoint has been made in a manner which is at variance with established evaluation procedures, he/she may, following efforts to reconcile the differences at the level of the basic administrative unit and the Dean of his/her College, submit a written petition to the University Tenure Committee for a review of his/her case.

### 5.3 Performance Review of Faculty

5.3.1 The Department Chairperson will provide annually an opportunity for faculty to discuss professional activities and accomplishments.

5.3.2 These discussions between individual faculty and the Chairperson will be used in decisions regarding adjustment of salary, promotion and tenure.

### 5.4 Faculty Grievance Procedure

5.4.1 All Animal Science faculty members shall have the right to due process in settling grievances which may arise.

5.4.2 Procedures for resolving grievances are outlined in Appendix B attached to this document.

## 6. ELECTIONS

### 6.1 Faculty

#### 6.1.1 Procedure

During the spring semester the Advisory Committee will supervise an election to fill all faculty vacancies on elected committees. The Advisory Committee shall mail to each faculty member a list of all vacancies and members eligible to be elected to each committee. It is recommended but not required that a faculty member be elected to serve on only one committee at a time. Each faculty member may submit one name for each vacancy. Any faculty member who receives a majority of the votes cast for any vacancy shall be elected to the committee. In all cases where a position is not filled by the first ballot, the Advisory Committee shall make and distribute a second ballot, which lists at least two members that received the highest number of votes for each vacancy. The member with the largest number of votes will be elected to fill each vacancy. Time for completion of each ballot is ten (10) working days.

#### 6.1.2 Term of Office

The term of office shall be 3 years. The term shall start after the election on August 16 and the terms shall be staggered to provide continuity. After serving a three year term, faculty members are ineligible for re-election to that committee for one year. Faculty members serving less than a full-term are eligible for re-election.

### 6.2 Students

#### 6.2.1 Procedure

The undergraduate students and the graduate students shall establish the procedure that their own group will follow in electing their members to serve on Department committees.

#### 6.2.2 Term of Office

The term of office shall begin August 16 after the elections held during spring semester and will continue for 1 year. A member may be elected to succeed himself/herself.

7. The Department Bylaws shall be reviewed by the Advisory Committee and revised at least every 5 years or as needed.

## 8. AMENDMENTS

8.1 Amendments may be adopted by a majority of those voting on a mailed ballot following a Department faculty meeting at which both the amendment is discussed and mail balloting is approved by the majority present.

8.2 Complete revision of Bylaws shall be considered as amending the Bylaws.

## APPENDIX A

### PROCEDURES FOR SELECTING THE CHAIRPERSON OF THE DEPARTMENT OF ANIMAL SCIENCE

#### A.1 Composition of the Consultative Committee

A.1.1 The Committee shall be composed of five elected Animal Science regular faculty members, one Animal Science graduate student and one Animal Science undergraduate student.

#### A.1.2 Selection of Committee Members

A.1.2.1 The five faculty members shall be elected by ballot by the voting faculty. The Department Advisory Committee shall conduct the election. Each voting faculty member shall vote for five representatives. The five with the largest number of votes shall be declared elected. In the event of ties which preclude the election of five, a run-off election will be held to determine the committee of five. The results of the vote shall be preserved. In the event an elected member becomes a candidate for Chairperson, the candidate shall be replaced on the committee by the person with the next highest vote.

A.1.2.2 The graduate students and undergraduate students shall be responsible for selecting their respective representative according to methods of their choice.

## A.2 Organization of the Consultative Committee

A.2.1 The Consultative Committee shall be called into session by the Chairperson of the Department Advisory Committee and the committee shall elect a Chairperson from its membership.

A.2.2 The Consultative Committee shall meet with the Dean of the College of Agriculture and Natural Resources for a discussion of procedures and to receive the charge from the Dean.

## A.3 The Function of the Consultative Committee

The function of the Committee shall be to solicit and receive nominations for the position of Chairperson of Animal Science, interview the nominees if deemed advisable, evaluate the qualifications of the nominees, receive endorsement of nominees by two-thirds of the Department voting faculty and submit the approved names to the Dean for consideration.

A.4 The above procedures shall do nothing to abrogate the freedom or the responsibility of the Dean, Provost or the President concerning the appointment. However, when the Dean's recommendation is not in conformity with the Department members' judgement, the Dean shall explain to the Department members and to the Provost and President the reason for his/her nomination.

## APPENDIX B

### FACULTY GRIEVANCE PROCEDURE

B.1 Any Department of Animal Science 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 FGO pursuant to the procedures set forth in the Faculty Grievance Procedure.

#### B.2 Initiation of Grievances and Hearing Procedures

##### B.2.1 Initiation of Grievances

B.2.1.1 A Faculty member who feels aggrieved may without delay discuss the matter in a personal conference with the FGO. The FGO shall determine if the grievance falls under the Faculty Grievance Procedure, the University Committee on Faculty Tenure or the Anti-Discrimination Judicial Board.

B.2.1.2 In order to establish and retain access to the formal hearing mechanisms at the Department of Animal Science level, a faculty member must submit a written grievance statement to the FGO within 30 days of his/her first knowledge of the alleged violation.\*

B.2.1.3 The grievance statement shall set forth the alleged violation of existing policy or established practices, a concise statement of the facts relevant to the grievance, the name(s) of any administrator(s) whose action is at issue, the approximate date on which the alleged action took place, and the redress sought.

B.2.1.4 The FGO shall forward a copy of the grievance statement to the administrator(s) named within 10 days of receipt of the grievance.

##### B.2.2 Informal Resolution

B.2.2.1 The FGO shall investigate the grievance and make every reasonable effort to resolve it informally. The FGO may recommend dropping the grievance as lacking in merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.

B.2.2.2 Within 30 days of the filing of the grievance statement, the parties and the FGO shall attempt to resolve the grievance informally. If the FGO determines that the grievance cannot be resolved informally, notice shall be provided to the parties. If the faculty member wishes to pursue the grievance, a written request for a formal hearing must be submitted to the FGO within 30 days of such notice. Failure to submit such a request will constitute a waiver of the faculty member's right to pursue the grievance.

B.2.2.3 The FGO shall determine after consultation with both parties the appropriate hearing level (department/unit, college, university) and shall notify the administrator at the appropriate level of the written request for hearing.

#### B.3 Formal Hearing Procedures

B.3.1 A Department of Animal Science hearing panel shall be established by the FGO in the following manner:

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\* For good cause shown, any time limits specified in this document may be waived or extended by the FGO or upon mutual agreement of the parties. References to days in this document are to calendar days.

B.3.1.1 A hearing panel shall consist of 3 members, drawn by lot from the unit faculty. All drawing shall be conducted by the FGO.

B.3.1.2 The FGO shall notify each party of the names drawn for the hearing panel and within 10 days either party may challenge any member for cause. In addition, each party shall have one peremptory challenge. Cause will be determined by the Department of Animal Science advisory council or its designee(s). Challenged members shall be replaced pursuant to the procedures stated in B.3.1.1.

B.3.2 The hearing panel shall conduct a hearing according to the procedures stated below and according to guidelines in Articles 3 and 6 of the Faculty Grievance Procedure.

B.3.2.1 A hearing shall commence within 14 days of the establishment of the hearing panel.

B.3.2.2 The FGO shall assemble the hearing panel and shall supervise selection of the Presiding Officer from among the members of the hearing panel.

B.3.2.3 The Presiding Officer shall apply the rules of procedure consistent with the guidelines stated in Article 6 of the Faculty Grievance Procedure.

B.3.2.4 The hearing panel shall decide whether the preponderance of the evidence does or does not support the allegation(s) made by the grievant.

B.3.2.5 Findings and recommendations of hearing panels shall conform to existing policy and procedures in the Department of Animal Science.

B.3.2.6 Whenever a hearing panel loses a member, the hearing shall be terminated and a new panel selected.

B.3.2.7 Hearing panels shall report their findings and recommendations in writing within 14 days of the completion of the hearing to the FGO, who shall forward them to the grievant, the respondent, and the administrator who is the respondent's immediate supervisor.

B.3.3 The (dean, chairperson, or director) shall provide written notification of his/her decision to the parties to the grievance and to the FGO within 14 days of his/her receipt of the findings and recommendations of the hearing panel. Failure to provide written notification shall result in automatic appeal.

B.3.4 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days of the receipt of the decision of the appropriate administrator, in accordance with the procedures established in Article 5 of the Faculty Grievance Procedure.

B.3.4.1 Failure to appeal within the prescribed time shall be deemed to be acceptance of the decision.

Approved by the Faculty of the Department of Animal Science