

DEPARTMENT OF ENTOMOLOGY

MICHIGAN STATE UNIVERSITY

BYLAWS

Major revision: 15 April 2013

Minor addition: 21 October 2013

Revised: 16 December 2016 (section 3.2.2. Faculty Mentoring Committees)

Revised: 22 January 2019 (sections 2.3.2.2, Annual Review of Faculty;
2.3.3.5, Expectations for Research, Teaching, Extension, Service and Leadership)

Table of Contents
Department of Entomology
Bylaws

Cover page
Table of Contents

Department Mission, Guiding Principles, & Preamble

Article 1: Department Membership

- 1.1: Faculty
 - 1.1.1: Composition
 - 1.1.1.1: Regular Faculty
 - 1.1.1.2: Fixed-term Faculty
 - 1.1.1.3: Adjunct Faculty
 - 1.1.1.4: Emeritus Faculty
- 1.2: Non-faculty Personnel
 - 1.2.1: Academic Personnel
 - 1.2.2: Non-Academic Personnel
 - 1.2.3: Students

Article 2: Organization and Governance

- 2.1: Department Leadership
 - 2.1.1: Department Chairperson
 - 2.1.2: Department Associate Chairperson
 - 2.1.3: Appointment of Interim Chairperson
 - 2.1.4: Extension Program Leader
 - 2.1.5: Graduate Program Director
 - 2.1.6: Graduate Secretary
 - 2.1.7: Undergraduate Program Advisor(s)
- 2.2: Departmental Faculty Meetings
 - 2.2.1: Faculty Meetings
 - 2.2.2: Voting Members of the Department
 - 2.2.3: Participation of Other Voting Members
- 2.3: Faculty Appointments
 - 2.3.1: Hiring New Faculty
 - 2.3.2: Annual Review of Faculty
 - 2.3.3: Reappointment, Promotion, and Tenure
 - 2.3.4: Recommendations for Reappointment, Promotion, and Tenure

Article 3: Department Committees

- 3.1: Department Standing Committees
 - 3.1.1: Department Advisory Committee
 - 3.1.2: Curriculum Committee
 - 3.1.3: Graduate Committee

3.1.4: Seminar Committee

3.1.5: Awards Committee

3.2: Other Committees and Positions

3.2.1: Entomology Research Farm Committee

3.2.2: Faculty Mentoring Committees

3.2.3: Tenure and Promotion Committee

3.2.4: Safety Coordinator

3.3: Department Ad Hoc Committees

3.4: College and University Committees

3.5: Grievance and Hearing Procedures

Article 4: Amendment of the Bylaws

4.1: Procedure

Appendix 1: Diagram of department voting

Adopted April 15, 2013

BYLAWS OF THE DEPARTMENT OF ENTOMOLOGY MICHIGAN STATE UNIVERSITY

Department Mission

The mission of the Department of Entomology at Michigan State University is to discover, critically examine, preserve and transmit knowledge, wisdom and values about arthropods and nematodes that will improve the quality of life for present and future generations.

Guiding Principles

The Department of Entomology will:

- create an environment where faculty, staff, and students can effectively collaborate to address the goals of the mission and respond to new challenges and opportunities;
- be a leader in general education for undergraduates;
- provide world-class graduate education and mentoring in Entomology and Nematology;
- conduct research to address issues of fundamental and applied Entomology and Nematology, and address the needs of diverse stakeholders nationally and globally;
- be committed to excellence in extension and outreach by providing relevant knowledge to citizens, stakeholders, and policy makers;
- expand national and international linkages and collaborations for entomological research, teaching, and outreach programs;
- promote and foster leadership and scholarship across all of these areas, in implementing this mission.

Preamble

The purposes of the Department of Entomology Bylaws are to: 1) meet the requirement of the Bylaws of the Michigan State University faculty with reference to Department structure and procedures, 2) provide a Department structure and outline procedures which result in optimal operation of the Department, and 3) provide an environment in which all members may contribute to the function of the Department.

Nothing in these Bylaws shall be construed as limiting or discouraging the rights of 1) groups or individuals from initiating actions or resolving problems through direct consultation with the Department Chairperson, and 2) the Chairperson to discuss and formulate programs of action with individuals or groups as he/she chooses, acting within the general framework of these Bylaws.

The Bylaws consist of four articles: Department Membership, Organization and Governance, Department Committees and Amendment of the Bylaws.

ARTICLE 1: Department Membership

1.1. Faculty

1.1.1. Composition

1.1.1.1. Regular faculty consists of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, or assistant professor in the Department, or jointly appointed between the Department and another unit of Michigan State University.

1.1.1.1.1. The Chairperson and Associate Chairperson shall be considered members of the regular faculty.

1.1.1.1.2. Administrators outside of the Department who were appointed from the regular faculty retain status as part of the regular faculty with voting rights, as long as they remain active in departmental duties. If doubt exists as to whether an individual is active, the voting faculty shall determine their status.

1.1.1.2. Fixed-term faculty consists of all persons appointed to the Department in the rank of professor, associate professor, or assistant professor, but not appointed under the rules of tenure.

1.1.1.2.1. Requests for fixed-term appointment must be presented to the Chairperson in writing, stating reasons for the appointment, qualifications of the individual, and objectives and responsibilities of the proposed appointment.

1.1.1.2.2. Fixed-term appointment requests will be reviewed by the Department Advisory Committee and approved by a majority of the regular and fixed-term faculty at or above the level to which the candidate is being considered.

1.1.1.2.3. The individual will meet with the faculty and/or present a seminar on a relevant subject before the vote on approval of the appointment is taken.

1.1.1.2.4. Specific responsibilities and duties of fixed-term faculty will be defined at the time of appointment.

1.1.1.2.5. Successive reappointments do not confer tenure or other continuing employment status.

1.1.1.3. Adjunct faculty consists of persons at the rank of Assistant Professor and above, whose primary responsibility and income is outside the department. The appointments are usually without salary and for a maximum period of three years.

1.1.1.3.1. Requests for adjunct appointment must be presented to the Chairperson in writing, stating reasons for the appointment, qualifications of the individual and objectives and responsibilities of the proposed appointment.

1.1.1.3.2. Adjunct appointment requests will be reviewed by the Department Advisory Committee and approved by a majority of the regular and fixed-term faculty at or above the level to which the candidate is being considered.

- 1.1.1.3.3. The individual will meet with the faculty and/or present a seminar on a relevant subject before the vote on approval of the appointment is taken.
- 1.1.1.3.4. Specific responsibilities and duties of adjunct appointees will be defined at the time of appointment.
- 1.1.1.3.5. Reappointment is at the discretion of the department and will only be approved for individuals who directly contribute to the mission and objectives of the department.
- 1.1.1.3.6. Successive reappointments do not confer tenure or other continuing employment status.
- 1.1.1.3.7. Adjunct status can be held by other academic appointment titles, but these individuals are not considered Adjunct faculty.

1.1.1.4. Emeritus faculty consists of all currently appointed persons holding emeritus rank.

1.2 Non-faculty Personnel

1.2.1. Academic Personnel consists of all Academic Specialists, Extension Specialists, Instructors, Lecturers, Postdoctoral Fellows and Research Associates.

1.2.2. Non-Academic Personnel

1.2.2.1. Administrative staff is composed of all regular staff in support of Departmental administration.

1.2.2.2. Research/technical staff is composed of all persons working in research programs.

1.2.3. Students

1.2.3.1. Undergraduate students are students who have declared a major or major preference (in case of lower division students) with the Registrar in an academic program administered by the Department.

1.2.3.2. Graduate students are students who are enrolled in a graduate program administered by the Department.

ARTICLE 2: Organization and Governance

2.1. Department Leadership

2.1.1. Department Chairperson

2.1.1.1. Duties of the Department Chairperson

2.1.1.1.1. The Chairperson serves as the chief academic officer of the Department. The duties, responsibilities and term of office of the Chairperson are specified by the University Bylaws and Bylaws for Academic Governance of the College of Agriculture and Natural Resources.

2.1.1.1.2. The Chairperson is responsible for education, research and service programs, budgetary matters, physical facilities, and personnel matters in his/her jurisdiction.

2.1.1.1.3. The Chairperson shall seek the counsel of the voting members of Entomology in formulating major policy decisions affecting the personnel and the programs of the Department, especially on matters pertaining to appointments, transfer of responsibilities, promotions, tenure, research, Extension and curriculum.

2.1.1.1.4. To ensure the department is kept fully informed, the Department Chairperson shall notify all Department members of significant executive decisions, policy changes, projected annual budget, administrative procedures, announcements, and other items of importance in writing. Such items may or may not have been discussed in faculty meetings.

2.1.1.1.5. The Department Chairperson prepares the agenda for faculty meetings, with the advice of the faculty, and presides at the meetings.

2.1.1.1.6. Everyday administrative decisions are the Chairperson's responsibility; however, he/she should consult with the Department Advisory Committee as well as appropriate faculty, staff, and students as he/she deems necessary.

2.1.1.2. Selection of the Chairperson. Prior to the end of the Chairperson's term-of-appointment, the Department Advisory Committee will recommend a Search Committee and a Search Committee Chairperson.

2.1.1.2.1. The Search Committee will be composed of at least three regular faculty members, a staff representative, a graduate student and a regular faculty member from outside of the unit or department. The Search Committee and Committee Chair must be approved by a majority vote of the voting faculty and by the Dean(s).

2.1.1.2.2. The Chairperson search process will be similar to the process for hiring new regular faculty (as found in 2.3.1.1 Hiring New Regular Faculty), except that there is more consultation and coordination with the College Administration and the Search Committee will recommend the selected candidate to the Dean(s) and Directors based on the vote.

2.1.1.2.3. The Chairperson shall be appointed by the Board of Trustees upon the recommendation of the President upon nomination by the Dean(s).

2.1.1.3 Review and Reappointment of Chairperson. At intervals not to exceed five years, the Dean of the College of Agriculture and Natural Resources shall review the desirability of continuing the appointment of the Chairperson. At the same time, the Chairperson shall be consulted by the Dean concerning his/her interest and willingness to continue. Members of the voting faculty may petition the Dean for review of the Department Chairperson at intervals of less than 5 years with a majority of the voting faculty approval.

2.1.1.3.1 Review of Department Chairperson by Dean.

The Department Advisory Committee will obtain review comments from the faculty and relay them to the Dean. The Dean may act on the basis of this review or he/she may consult privately with any of the faculty in order to augment this review. The Dean shall make a decision in compliance with University Bylaws.

2.1.1.4 Chairperson Length of Service

There is no limit, other than the limit imposed by the University rules on retirement for administrative positions, on the number of terms an individual may continue in the position of Chairperson.

2.1.2. Department Associate Chairperson

2.1.2.1. A tenured faculty member shall be appointed by the Department Chairperson as Associate Chairperson after consultation with the Department Advisory Committee and approval by the Dean of the College.

2.1.2.2. The term of service as Associate Chairperson shall be at the discretion of the Department Chairperson, but will not exceed that of the Department Chairperson.

2.1.2.3 The duties of the Associate Chairperson are the following:

2.1.2.3.1. Serve as Acting Chairperson, including conducting departmental business and chairing department meetings, during brief absences of the Department Chairperson.

2.1.2.3.2. Serve as the Chairperson of the Department Advisory Committee.

2.1.2.3.3. Represent the Department and the University where appropriate.

2.1.2.3.4. Act as signing officer for Departmental business.

2.1.2.3.5. Accept other specific administrative responsibilities to enhance the effectiveness and efficiency of the Department.

2.1.2.3.6. In the event of an unexpected prolonged-absence or vacancy, temporarily serve as Acting Chairperson until an Interim Chairperson is appointed by the Dean.

2.1.3. Interim Chairperson

2.1.3.1. An Interim Chairperson will be appointed to fill a prolonged absence prior to the return of the current Department Chairperson, or to fill an extended vacancy prior to selecting a new Department Chairperson.

2.1.3.2. The Interim Chairperson will be appointed by the Dean in consultation with the Department Advisory Committee and the regular faculty. The Dean will provide written notification of the appointment to the faculty.

2.1.3.3. After appointment, the Interim Chairperson will choose an Associate Chairperson as outlined in 2.1.2 of these Bylaws.

2.1.3.4. The duties and responsibilities of an Interim Chairperson are those of a Chairperson.

2.1.4. Extension Program Leader

A tenured faculty member shall be appointed by the Department Chairperson. The duty of the position is to provide leadership for the Extension program in the Department.

2.1.5. Graduate Program Director

A tenured faculty member shall be appointed by the Department Chairperson and serve as Chairperson of the Graduate Committee. The duties include recruitment of, correspondence with, and acceptance of graduate students.

2.1.6. Graduate Secretary

An administrative staff person will assist the Chair, Graduate Program Director, and undergraduate advisors with student issues and paperwork. Duties include assisting students with application, admission, and graduation processes; coordinating Hutson fund applications and annual progress reports; preparing override requests and independent study forms; and course and room scheduling.

2.1.7. Undergraduate Program Advisor(s)

A regular or fixed-term faculty member shall be appointed by the Department Chairperson and serve as ad hoc member of the Department Curriculum Committee. The duties include recruitment, advising, policy development, and certification of graduation requirements.

2.2. Departmental Faculty Meetings

2.2.1. Faculty Meetings

2.2.1.1. Faculty meetings shall be called monthly during the academic year by the Department Chairperson. They may be canceled by the Chairperson because of extenuating circumstances.

2.2.1.2. The Chairperson or any three members of the voting faculty may request the Chairperson to call a special faculty meeting if the subject matter cannot be satisfactorily handled at a scheduled faculty meeting. Special faculty meeting requests must be acknowledged within two weeks of a written request.

2.2.1.3. Department faculty meetings shall generally be open meetings. At the discretion of the Chair and Department Advisory Committee, faculty meetings devoted to particular subjects may be closed to all except the voting faculty of the Department (as defined in 2.2.2.2). Other faculty, academic personnel, non-academic personnel, and students may be admitted to a closed session by invitation of the Department Chairperson and/or Department Advisory Committee.

2.2.1.4. The Department Chairperson shall prepare and distribute the agenda for faculty meetings at least two business days in advance.

2.2.1.5. Any voting member may place an item on the agenda of a scheduled or special faculty meeting by submitting the subject to the Chairperson three business days before the meeting.

2.2.1.6. A quorum consists of at least half of the voting faculty.

2.2.1.7. Motions pass by majority vote, unless otherwise specified in these Bylaws. A secret ballot may be called for by any voting member present at the meeting.

2.2.1.8. Each voting member has one vote (Department Chairperson included).

2.2.1.9. Faculty meetings are conducted in accordance with the latest edition of "Robert's Rules of Order," except as modified by the faculty.

2.2.1.10. A voting member may vote by absentee written or electronic ballot on a specific motion if he/she files the ballot with the Secretary.

2.2.1.11. The Chairperson or a voting member may request the Secretary to record pertinent discussions at faculty meetings, record votes and file copies of minutes.

2.2.1.12. The Chairperson shall preside at faculty meetings; if the Chairperson is absent, the Associate Chairperson will preside.

2.2.2. Voting Members of the Department

2.2.2.1. Voting Members

The voting members of the Department consist of the voting faculty, duly-elected representatives of the non-academic personnel and the students, and other academic employees with voting privileges as authorized under section 2.2.2.5.

2.2.2.2. Voting Faculty

The voting faculty consists of all regular (1.1.1.1.) and fixed-term (1.1.1.2) faculty.

2.2.2.3. Non-academic Personnel (staff) Representatives

The administrative non-academic staff and research/technical non-academic staff shall each elect a representative to attend faculty meetings as voting members of the Department. Staff representative participation in Department academic governance shall be the same as faculty participation, except as reserved. Non-academic staff may elect alternate representatives who serve in the absence of the elected staff representatives.

2.2.2.4. Student Representative

If an official MSU student organization exists which represents the Department's graduate and undergraduate students in residence, one currently registered student in that group may be elected to attend faculty meetings as a voting member of the Department. Student representative participation in Department academic governance shall be the same as faculty participation, except as reserved. Students may elect an alternate representative who serves in the absence of the elected student representative.

2.2.2.5. Voting privileges may be authorized for individual adjunct faculty, emeritus faculty, and academic personnel by a majority vote of the voting faculty. Prior to the first faculty meeting of fall term, individuals seeking voting privileges will be asked to provide information on current activities in, and contributions to, the Department. Voting privileges are subject to annual review by the Department Advisory Committee.

2.2.2.6. The total number of academic personnel granted voting privileges under section 2.2.2.5. shall not exceed the total number of voting faculty.

2.2.3. Participation of Other Voting Members in Departmental Governance

Participation of the other voting members in Department academic governance shall be in the same mode as voting faculty, except as reserved. The matters reserved to the voting faculty are:

- Recommendations concerning the appointment, reappointment, promotion, or tenure or dismissal of individual faculty members;

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

2.3 Faculty Appointments

2.3.1. Hiring New Faculty

2.3.1.1. Hiring New Regular Faculty

2.3.1.1.1 The Department Chairperson is responsible for hiring new regular faculty in consultation with voting members of the Department.

2.3.1.1.1.1. When a faculty position becomes available, the Chairperson shall appoint a Search Committee to solicit and evaluate candidates for the position. The committee shall consist of at least three faculty members plus academic personnel, students, or stakeholders as appropriate. The chairperson of the Search Committee shall be a faculty member who is familiar with the specialty area of the vacant position.

2.3.1.1.1.2. Qualifications of the candidates shall be reviewed by the Search Committee. It will recommend an interview list to the Department, at a special faculty meeting. After the Committee presentation and discussion, the voting members will vote on the final interview list.

2.3.1.1.1.3. The candidates will give an open research (and if appropriate, a teaching or extension) seminar; participate in a roundtable discussion(s) with faculty, staff, students, and stakeholders; and meet with administrators in the College during their interview process.

2.3.1.1.1.4. The Search Committee shall meet to discuss the candidates, decide on the acceptability or unacceptability of each candidate, rank the acceptable candidates, and prepare a final report summarizing their process.

2.3.1.1.1.5. The Search Committee shall present their recommendations at a special faculty meeting. The voting members will discuss and vote on the final rankings of candidates.

2.3.1.1.1.6. The Chairperson will transmit this recommendation to the College Administration.

2.3.1.1.2. The Chairperson will provide new regular faculty with a formal letter of offer, with a description of the duties and responsibilities of the position at the time of appointment, including: appointment period, salary and fringe benefits; general expectations in regard to the professional responsibilities, including participation in academic governance at the Department, College and University levels; process for annual review, reappointment, promotion, and tenure; policy on sabbatical leaves; University rules with regard to outside consulting or similar work; conditions other than the appointee's performance that could result in disciplinary action.

2.3.1.1.3. The Department Chairperson must also provide a newly appointed faculty member with access to the following documents: Department of

Entomology Bylaws, Bylaws for Academic Governance, and the Michigan State University Faculty Handbook

2.3.1.1.4. The Department Chairperson will appoint a Mentoring Committee and a Committee Chairperson for the new faculty member within three months.

2.3.1.2. Hiring New Fixed-term Faculty

2.3.1.2.1. Those appointed as Fixed-term Faculty will meet the following criteria:

- Have sufficient personal or professional resources to cover salary and fringe benefits of appointment;
- Have an interest in furthering the productivity and quality of the Department through research, teaching and/or extension;
- Have a record of high achievement in professional work in an area(s) compatible with the Department's goals and objectives;
- Have financial, equipment, facilities and other needs that are within the means of the Department.

2.3.1.2.2. Procedure for appointment of Fixed-term Faculty

2.3.1.2.2.1. Candidates who desire a fixed-term faculty appointment should submit a/an:

- letter detailing program plans, likely contributions to the Department's research, teaching and/or extension programs, and desired support from the Department;
- up-to-date resume;
- reprints of professional articles written in the last five years; and
- letter of support from at least one member of the Department's regular faculty with whom the candidate will establish a cooperative program.

2.3.1.2.2.2. Candidates will present a departmental seminar.

2.3.1.2.2.3. The voting faculty at or above the level to which the candidate is being considered will vote on a recommendation for appointment. This vote, like that for tenure-stream faculty, is not binding on the Chairperson.

2.3.1.2.2.4. Faculty with a fixed-term appointment will be reviewed annually during the Department's annual review process.

2.3.2. Annual Review of Faculty (Revised 1-14-19)

2.3.2.1. Faculty members, in consultation with the Chairperson, will have a current description of the duties and responsibilities of their position. The description will be used in the annual evaluation process.

2.3.2.2. Each faculty member shall be evaluated annually (or more often, if appropriate) in relation to their appointment or assignment. A faculty member's workload will be based upon their initial letter of offer developed by the Chairperson and revisited at annual evaluations by the Chairperson in consultation with the faculty member and their mentoring committee where appropriate.

2.3.2.2.1. Prior to evaluation, each faculty member shall submit a written summary of activities for the appropriate period of time, and an up-to-date curriculum vita, to the Chairperson.

2.3.2.2.2. Before the review, individual faculty may meet with the Chairperson to discuss progress and challenges in their program.

2.3.2.2.3. After the review, the Chairperson, in consultation with the Department Advisory Committee, will provide a written evaluation of progress, including constructive and explicit recommendations and clear expectations for correcting deficiencies. This written evaluation must be given to the faculty no later than three months after completion of the review.

2.3.2.2.4. A faculty member may examine his/her personnel file at any time.

2.3.3. Reappointment, Promotion, Designation B Status, and Tenure (Revised 1-14-19)

2.3.3.1. Reappointment in the tenure system will be recommended for individuals who, in the judgment of the Department, have made significant progress toward tenure (See Section 2.3.4). Faculty on Fixed-term and Adjunct faculty appointments are expected to meet the same criteria for reappointment as that of regular faculty. Academic specialists are expected to meet the criteria which apply to their job description.

2.3.3.2. Promotions will be recommended for individuals who in the judgment of the Department have: (a) developed research, instructional, and/or extension programs of high quality and productivity; (b) participated significantly in the academic affairs and activities (outside of their immediate program) of the Department; (c) advanced in scholarship in their respective area(s) of responsibility since initial appointment or previous promotion; (d) have contributed to international or domestic programs; and (e) have met the criteria for tenure. Discriminatory behavior, in any form, is not acceptable. Faculty on Fixed-term and Adjunct faculty appointments are expected to meet the same criteria for promotion as that of regular faculty.

2.3.3.3. Designation B status will be recommended for Fixed-term faculty who have taught for at least ten semesters, and in the judgment of the Department have established a sustained level of outstanding teaching, developed innovative in teaching methods, and participated in professional development and activities related to instruction.

2.3.3.4. Tenure will be recommended for those individuals who, in the judgment of the Department, have demonstrated: (a) the attainment of levels of quality and productivity in their area(s) of responsibility (research, instruction, and extension) that compare favorably with their peers, (b) dedication to the pursuit of excellence in both individual, Departmental, and University programs, and (c) evidence for continued scholastic and professional growth.

2.3.3.5. The sections below describe the overall nature of research, teaching, extension, outreach, service, and leadership expectations. More extensive descriptions will be provided in “Entomology Faculty Review Guidelines” documents.

2.3.3.5.1. Expectations for research, teaching, extension, outreach, and leadership assignments will be based upon each faculty member’s initial letter of offer as modified by any subsequent changes and developed based on rank, experience, and the faculty member’s assignment. All assignments will be reviewed annually by the department chairperson with input from the faculty member being reviewed.

2.3.3.5.2. Progress toward meeting or exceeding expectations will be based on the Entomology annual review process that includes: annual reports, performance review discussions, input from the Department Advisory Committee, and input from mentoring committees where appropriate.

2.3.3.5.3. Where possible, Entomology faculty members are expected to document how outputs from research, teaching, and extension/outreach programs, have impact within and beyond the university environment (impact statements). Impact statements are documented results of what research, teaching, and extension/outreach programs have done to answer questions and solve problems.

2.3.3.5.4. **Research.** Annual research evaluations will focus on but are not limited to: peer-reviewed publications, book chapters, books, proceedings, invited and volunteered presentations, and other measures of research excellence (e.g., patents, software, web-based products). Documentation of a faculty member’s ability to develop research teams and build capacity will also be recognized as a significant contributor to meeting or exceeding expectations.

2.3.3.5.5. **Teaching.** Teaching activities will be evaluated based on: credit hours taught, enrollment, guest lectures, numbers of graduate and undergraduate students mentored, student evaluations, and service in faculty mentoring. Standards for teaching are based on CANR guidelines (https://www.canr.msu.edu/facultystaff/faculty_development/guidelines-teaching-assignments).

2.3.3.5.6. **Extension and outreach.** Extension and outreach faculty programs will be evaluated based on the complete range of communication modes and venues that reach and impact stakeholder groups. Examples

include: publications, newsletters, workshops. Activities should be adapted to the clientele being served and integrated into a cohesive program.

2.3.3.5.7. **Service.** All Entomology faculty members are expected to participate in service activities. Service is defined as activities that have a positive impact on the department, college, university, professional societies, and collaborating organizations (e.g., faculty governance; providing reviews for scholarly publications; participating on grant panels) relevant to the assignment of the faculty member.

2.3.3.5.8. **Leadership.** All entomology faculty members are expected to demonstrate and where possible, document leadership within their program, the department, college, university, and the greater community. Examples include but are not limited to: promoting communication; motivating students, staff, and colleagues; serving as a positive role model and mentor; and building important relationships. It is critical that all leadership activities are overlaid with a commitment to diversity, equity, and inclusion.

2.3.3.5.9. **Program support.** Faculty members are expected to generate revenue (esp. extramural grants, contracts, fee for service) to maintain their programs at a productive level. This includes funding for research, teaching, extension, and outreach programs as appropriate to each faculty member's assignment.

2.3.4. Recommendations for Faculty Reappointment, Promotion, Designation B Status, and Tenure

2.3.4.1. Recommendations for Reappointment, Promotion, Designation B Status, and Tenure in academic rank of all faculty members shall be made by the Chairperson in consultation with the regular faculty at and above the level to which the candidate for promotion is being considered. The Chairperson should also consult with other voting members, staff, students, and/or other non-departmental qualified individuals.

2.3.4.2. The Chairperson shall maintain, in consultation with the faculty, clearly-formulated objectives, relevant criteria, and procedures for the evaluation of faculty members on tenure system appointments or fixed-term appointments. These criteria and procedures must be made available to every faculty member and should also be used as a guide in evaluating specialists.

2.3.4.3. Prior to a special faculty meeting, the appropriate faculty should review the personnel files of each candidate eligible for reappointment, promotion, Designation B, or tenure. These personnel files will be updated by each candidate prior to a date set by the Chairperson and will contain information very similar to that requested on the Recommendation for Reappointment, Promotion, or Tenure Action (Form D), or the Designation B appointment form

(Form B), used by the University.

2.3.4.4. The appropriate faculty will discuss the candidates at a special faculty meeting, and make a recommendation to the Chairperson regarding reappointment, promotion, Designation B, or tenure for each.

2.3.4.5. When issues of tenure or Designation B are in the process of being discussed, formal opportunities will be provided for students to present their views regarding the faculty member's teaching performance.

2.3.4.6. All sources of recommendations and comments shall be kept in strict confidence by the Chairperson.

2.3.4.7. After careful review of all input, the Chairperson shall make recommendations to the College with respect to reappointment, promotion, Designation B, and/or tenure.

2.3.4.8. In the event a recommendation is made not to reappoint or offer tenure, and the affected faculty member believes that review procedures have been violated, he or she may petition in writing the Department Advisory Committee, and they shall make a determination as soon as practical as to whether or not the designated procedures have been violated.

2.3.4.9. If the faculty member, after review by the Department Advisory Committee, still believes that the decision not to reappoint or offer tenure has been made in a manner inconsistent with designated procedures, the faculty member may submit a written petition to the University Tenure Committee for a review of his or her case.

2.3.4.10. A faculty member appointed in the tenure system who is not given a further appointment or promotion shall be given reasons in writing by the Chairperson.

ARTICLE 3: Department Committees

Committees, except as provided herein, shall have a minimum of three faculty members, each to serve overlapping, three-year terms. Unless provided otherwise, the senior member in longevity on the committee shall be the chairperson. Committees shall be appointed by the Department Chairperson with the advice of the Department Advisory Committee. All terms of office begin July 1 and end June 30. Vacancies outside of the normal rotation will be filled by the Department Chairperson.

3.1. Department Standing Committees

3.1.1. Department Advisory Committee (DAC):

The Department Advisory Committee is intended to serve as an open channel of communication between the Department faculty, staff and students and the Chairperson to provide advice on departmental matters. The Department Advisory

Committee consists of the Associate Chairperson and three elected faculty members, serving staggered three-year terms. Election will be conducted by closed ballot. The nominee receiving the largest number of votes shall be the new faculty member to the committee, replacing the faculty who has served for the previous 3 years. The Associate Chairperson serves as the chairperson of the Department Advisory Committee. The committee shall, at a minimum, meet quarterly to advise the Department Chairperson.

3.1.1.1. The duties of the Department Advisory Committee include:

3.1.1.1.1. Advise the Chairperson on Department policies and bring to his/her attention practices and procedures that may be in the best interest of faculty, students, and other Department personnel.

3.1.1.1.2. Provide a means to bring problems concerning the welfare of the department to the attention of the Chairperson.

3.1.1.1.3. Assist the Chairperson in conducting the annual peer review of faculty.

3.1.1.1.4. Prior to end of the Chairperson's term-of-appointment, recommend a search committee for a new Chairperson.

3.1.1.1.5. Serve as the space committee, making recommendations for efficient use of available space and searching for additional space.

3.1.1.1.6. Supervise an election to fill all vacancies on elected committees. The Advisory Committee shall mail to each voting member a list of all vacancies and members eligible to be elected to each committee. Each faculty member may submit nominations for each vacancy. After voting the member who receives the majority of the votes for any vacancy shall be elected to the committee.

3.1.2. Curriculum Committee

The Curriculum Committee shall oversee graduate and undergraduate education and academic requirements. The Committee consists of three elected faculty members serving staggered three-year terms, a graduate student, and an undergraduate student; the undergraduate advisor(s) serves as an ex officio member. The student representatives are selected by the Department's student organization and serve a one-year term. The faculty member starting his/her third year serves as the chairperson of the committee.

3.1.2.1. The duties of the Curriculum Committee are to:

3.1.2.1.1. Review overall course offerings in the department and bring problems or concerns regarding individual courses or the curriculum to the Department's attention;

3.1.2.1.2. Review degree requirements for undergraduate students and make recommendations regarding advising of undergraduates;

3.1.2.1.3. Represent the Department in dealings with curriculum committees of other units regarding matters that affect the Department's students, including reviewing and approving curriculum and program changes.

3.1.3. Graduate Committee

The Graduate Committee shall oversee the admission of graduate students to the Department and the evaluation of their academic progress after admission. The Graduate Committee consists of three elected faculty members serving staggered

three-year term, and one graduate student; the Graduate Program Director serves as an ex officio member. The student representative is selected by the Department's student organization and serves a one-year term. The faculty member starting his/her third year serves as the chairperson of the committee.

3.1.3.1. The duties of the Graduate Committee are to:

3.1.3.1.1. Review graduate policies, curriculum, programs and procedures; and make recommendations to the faculty and/or Department Chairperson regarding graduate degree requirements, admission, study, progress toward degree and conditions for termination;

3.1.3.1.2. Act on student applications to recommend admission, admission with provision, or rejection. Only students approved by the Graduate Committee, and with a plan for financial support, shall be admitted;

3.1.3.1.3. Assist the Department Chairperson in the annual review of individual graduate student progress. A more comprehensive evaluation of the progress may be initiated by request from a student, Department Chairperson, or a Committee member;

3.1.3.1.4. Review and approve Ph.D. enrichment proposals;

3.1.3.1.5. Advise the Department Chairperson on graduate student teaching assignments, with input from the Graduate Secretary and departmental budget office.

3.1.4. Seminar Committee

The Seminar Committee consists of three elected faculty members serving staggered three-year terms, and two student members. The student representatives are selected by the Department's student organization and serve a one-year term. The faculty member starting his/her third year serves as the chairperson of the committee.

3.1.4.1 The duties of the Seminar Committee are to:

3.1.4.1.1. Solicit and schedule seminar speakers for fall and spring term;

3.1.4.1.2. Coordinate the seminar budget.

3.1.5. Awards Committee

The Committee consists of three elected faculty members serving staggered three-year terms, a student representative, and staff representative. The student representative is selected by the Department's student organization and serves a one-year term. The staff representative is selected by the staff and serves a two-year term. The faculty member starting his/her third year serves as the chairperson of the committee.

3.1.5.1. The duties of the Awards Committee are to:

3.1.5.1.1. Select the winners of the Driesbach, Wooley, McDaniel, Guyer, Bath, and other awards given by the Department;

3.1.5.1.2. Solicit and/or suggest nominees for all appropriate departmental, university, local, state, national, and international awards, fellowships, and scholarships for faculty, students, and departmental staff. Where appropriate, the Committee assists in the preparation of award packets.

3.2 Other Committees and Positions

3.2.1. Entomology Research Farm Committee

The committee consists of a faculty coordinator appointed by the Chairperson and interested technical staff from research programs using the farm facilities. There is no limit to membership on the committee.

3.2.1.1. The duties of the Farm Committee are to:

- 3.2.1.1.1. Maintain grounds, facilities, and general-use equipment;
- 3.2.1.1.2. Set policies for the use of facilities and equipment;
- 3.2.1.1.3. Maintain compliance with regard to pesticide, fire, OSHA, and related regulations.

3.2.2 Faculty Mentoring Committees (Revised 12/16/16)

Mentoring is intended to provide professional guidance to assistant and associate professors throughout the reappointment, promotion, and tenure (RPT) process. Academic Specialists may also choose to have a mentoring committee. Mentors play a key role in providing constructive critique and advice to mentees throughout the RPT process. Mentoring also provides guidance and assistance to assistant professors as they seek to integrate into the MSU community and ENT Department.

All assistant and associate Professors will have a mentoring committee. The members of the committee will be appointed by the Department Chairperson in consultation with the faculty member mentee and the prospective mentor(s). New faculty members should have a mentoring committee assembled within three months of their appointment.

An assistant professor's mentoring committee will be dissolved upon promotion to associate professor. A new mentoring committee will then be appointed by the Department Chairperson in consultation with the faculty member mentee and the prospective mentor(s).

Additional information about faculty mentoring and related university policies can be found in the MSU Faculty Handbook.

3.2.2.1 The duties of a mentoring committee are to:

- 3.2.2.1.1 Meet at least annually with the faculty member mentee to review and discuss the mentee's activities in research, teaching, service, extension, and outreach (as is relevant to the mentee's assignment) that have occurred since the prior meeting. The mentee will be requested to provide a description of these activities to the mentoring committee in advance of the annual mentoring meeting, along with an outline of goals for the coming year.
- 3.2.2.1.2 Write an annual progress report of the mentee's accomplishments. This report should clearly outline the mentee's activities in research, teaching, service, extension, and outreach (as is relevant to the mentee's assignment). This report may also outline the goals of the mentee for the coming year. The mentors will provide this report to the mentee for

suggested revisions. The final version of report will be provided to the mentee.

3.2.2.1.3 The mentors will provide the final version of the annual report (described in 3.2.2.1.2) to the Department Chairperson in the Spring semester, at a date to be determined by the Chairperson.

3.2.2.1.4 Represent the mentee's research, teaching, service, extension, and outreach accomplishments to the Department during the reappointment, tenure, and promotion process. The mentoring committee will act as an information resource during the Department's discussion.

3.2.2.2 The duties of the faculty member mentee are to:

3.2.2.2.1 Within six months of their initial appointment, hold a mentoring committee meeting for the purpose of formulating research, teaching, service, extension, and outreach goals (as is relevant to the mentee's assignment). These goals should be drafted in advance of the meeting and disseminated to mentors for comment/feedback.

3.2.2.2.2 Meet at least annually, with the mentoring committee to review and discuss the mentee's activities in research, teaching, service, extension, and outreach (as is relevant to the mentee's assignment). The mentee should expect to provide a description of these activities to the mentoring committee in advance of the annual mentoring meeting, along with goals for the coming year.

3.2.2.3. At the faculty member's annual performance review, any changes to performance expectations will be discussed and approved by the Department Chairperson in writing.

3.2.3. Tenure and Promotion Committee

For Assistant Professors, the Tenure and Promotion Committee consists of regular tenured faculty with the rank of Associate Professor and Professor. For Associate Professors, the committee consists of regular tenured faculty with the rank of Professor.

3.2.3.1 The duties of the Tenure and Promotion Committee are to review performance packages related to reappointment, promotion, and tenure of Assistant and Associate Professors.

3.2.4. Safety Coordinator

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

3.3. Department Ad Hoc Committees

Ad hoc committees are appointed by the Department Chairperson with the approval of the Department Advisory Committee. The membership, duties and duration of an Ad hoc committee will be defined by the Chairperson at the time of its appointment. Where

appropriate, student and staff representation is recommended. The chairperson of each committee shall report their findings as needed during scheduled faculty meetings.

3.4. College and University Committees

Whenever the Department is required to submit nominations to, or elect representatives for, College or University committees, this shall be done by the voting members present at a faculty meeting.

3.5. Grievance and Hearing Procedures

3.5.1. Faculty. The Department follows the Faculty Grievance Policy as outlined in the MSU Faculty Handbook (Section 1.4 – Academic Personnel Policies).

3.5.2. Students. Graduate student rights, responsibilities, and procedures for resolving grievances are detailed in the University publications ‘Academic Freedom for Students at Michigan State University and ‘Graduate Student Rights and Responsibilities’, incorporated into these bylaws by reference.

3.5.3. In the case of grievances that are unresolved, a party or parties may formally request a departmental hearing board, as detailed in the documents cited above.

ARTICLE 4: Amendment of the Bylaws

The Department Advisory Committee shall be the final authority with regard to interpretation of these Bylaws. Nothing in these Bylaws is intended to, nor should be construed to supersede contents of the Michigan State University Bylaws for Academic Governance or the Bylaws of the College of Agriculture and Natural Resources. The Bylaws shall be reviewed at intervals not to exceed five years. These Bylaws may be reviewed by the College Advisory Committee and their decisions can be appealed to the University Committee on Academic Governance.

4.1. Procedure

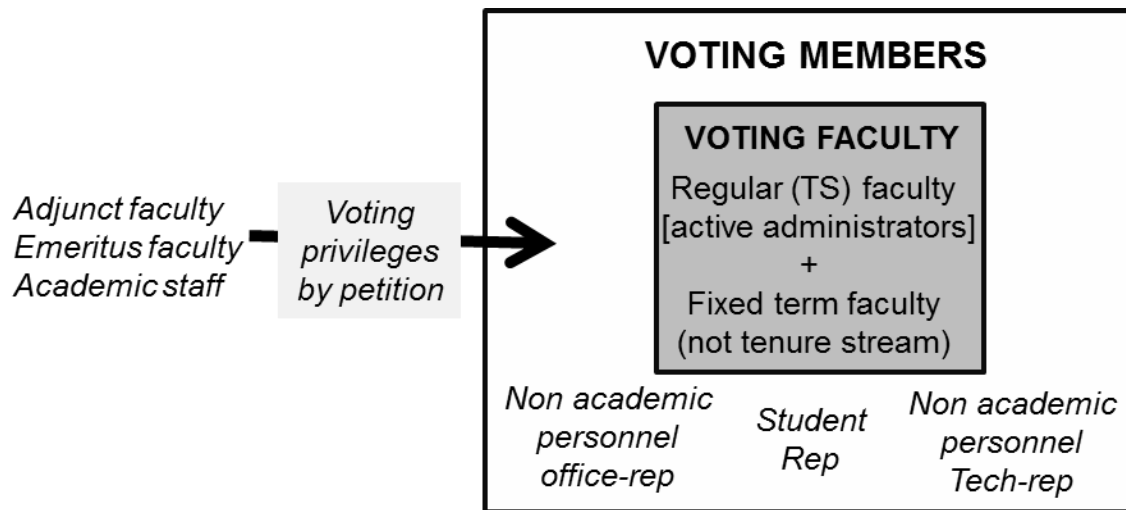
4.1.1. Amendments to be considered for the Bylaws must be written and circulated to the faculty not less than 14 days prior to the faculty meeting at which they are to be voted upon. They may be initiated by the Chairperson, by the Department Advisory Committee, or by petition of any three members of the voting faculty.

4.1.2. Adoption of amendments shall be by a two-thirds vote of the regular and fixed-term faculty (including written or electronic absentee ballots) at a faculty meeting called for this purpose, in accordance with the latest edition of "Robert's Rules of Order".

4.1.3. Amendments will be effective on the date of adoption.

4.1.4. The revised Bylaws shall be published and transmitted to all voting members of the department.

APPENDIX 1: Diagram of Department Voting



Adopted April 15, 2013
Updated 21 October 2013