

Michigan State University

Bylaws of the

College of Natural Science

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The *Bylaws for Academic Governance* (the *Bylaws*) of Michigan State University (MSU or the University), effective Fall 2011, specify in Sections 1 and 2 certain responsibilities concerning faculty and student organization and participation in the governance of each college. Accordingly, the Bylaws of the College of Natural Science (the College) are intended to provide a framework for meaningful participation of faculty and students in the academic governance of the College of Natural Science.

The procedures given in the College Bylaws shall not be construed in any way that: (1) limits or discourages the rights and opportunities of groups or individuals in College from initiating actions or resolving problems through direct consultation with administrative officers of academic units, or (2) limits or discourages the Dean (the Dean) or their duly designated representatives from discussing and formulating programs of action with appropriate individuals or groups, while acting within the general framework of the College Bylaws. An "academic unit" designates a degree-granting unit and/or a budgetary unit with faculty lines housed within the College.

1. The Faculty of the College of Natural Science

1.1. Composition of the Faculty

The faculty of the College of Natural Science consists of tenure system, fixed-term, academic specialists and honorary appointees. Throughout this document, “faculty” refers collectively to these groups unless otherwise noted.

- 1.1.1. Tenure system faculty shall consist of all persons appointed in the College holding the rank of professor, associate professor, or assistant professor and appointed under the rules of tenure or as further defined in the Bylaws for Academic Governance (*BAG*) 1.1.1.1.
- 1.1.2. Fixed-term faculty shall consist of all persons appointed in the College holding the rank of professor, associate professor, assistant professor, or instructor but not appointed under the rules of tenure, as defined in the *BAG* 1.1.1.2.
- 1.1.3. Academic Specialist shall consist of a person holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist, as defined in the *BAG* 1.1.1.5.
- 1.1.4. Research faculty shall consist of a person supported by sponsored projects or other non-appropriated University funds.
- 1.1.5. Honorary appointees shall consist of persons appointed in the College as visiting, adjunct, and persons retired from the faculty of the College with the emeritus title.

1.2. Voting Faculty

- 1.2.1. The voting faculty in the election of university-level councils and committees shall be all tenure system and full-time non-tenure system faculty as defined in 1.1.1.-1.1.4. Voting faculty must be engaged in academic activities of the University (*BAG* 1.1.2.1).
- 1.2.2. Full-time shall be defined as a workload equal to or greater than a 0.9 full-time equivalent.
- 1.2.3. The voting faculty in the election of College councils and committees and in elections pertaining to College policies and decisions shall be composed of all faculty eligible for university-level voting (as defined in 1.2.1). However, only tenure system faculty shall vote for members of Reappointment, Promotion and Tenure Committee. In elections of district members of a committee, only faculty from the district can vote.
- 1.2.4. A faculty member jointly appointed to two or more units may vote only once in a given university or the College election. In elections voted upon by two or more units, the faculty member shall vote in that unit which has primary responsibility for initiating personnel action.

1.2.5. All faculty eligible for university-level voting (as defined in 1.2.1) may be elected to a university academic governance body as a representative of any unit in which the person holds faculty status. However, only tenure system faculty shall serve on the University Committee on Faculty Tenure (*BAG* 4.2.1.10).

1.2.6. The voting faculty in the election of unit councils and committees and in elections pertaining to unit policies and decisions shall include all tenure system faculty engaged in the academic activities of that unit on a regular basis, and may, if so, provided by unit bylaws, also include health professions faculty, FRIB/NSCL faculty, fixed-term faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors or adjunct faculty.

1.3. College Faculty Meetings

1.3.1. The voting faculty shall meet at least once each academic year, at a time determined jointly by the Dean and the College Advisory Council. Additional meetings may be called by the Dean or by the College Advisory Council.

1.3.2. The Dean, or in their absence, the chairperson of the College Advisory Council, shall preside at the College faculty meetings.

1.3.3. Conduct of all College faculty meetings shall be governed by Robert's Rules of Order, Newly Revised (most recent edition), except as modified in these bylaws.

1.3.3.1. The agenda for faculty meetings shall be prepared by the Dean and the College Advisory Council. Items may also be placed on the agenda by petition of any ten members of the voting faculty.

1.3.3.2. The office of the Dean shall notify members of the faculty of the time, place, and agenda of proposed meetings at least 72 hours prior to the meeting.

1.3.3.3. Each voting faculty member shall have a vote on matters brought before the faculty. When a vote is required following discussion at a College faculty meeting, voting shall be conducted by anonymous electronic ballot distributed to the voting faculty (as defined in 1.2.1). Non-voting faculty have voice only.

1.3.3.4. Action may be taken by a majority vote of the voting faculty participating in a ballot anonymously. Voting shall be conducted electronically unless otherwise specified. Discussion may continue for 5 business days and may take place on a designated posting site provided by the College to facilitate discussions. After the discussion period, an electronic ballot shall be distributed to the voting faculty (as defined in 1.2.1) and remain open for five business days. Electronic ballots shall be administered by the Secretary of the College Advisory Council, with the assistance of the Dean's Office, using an institutionally approved, secure electronic voting system. Unless otherwise specified in these bylaws, a majority of the ballots cast shall determine the outcome of the vote. A quorum for an electronic ballot shall consist of those ballots returned (marked or unmarked).

- 1.3.3.5. The secretary of the College Advisory Council, with the assistance of the Dean's office, shall serve as secretary for faculty meetings. They, with the assistance of the Dean's office, shall distribute minutes of each meeting to all faculty in the College, and shall maintain a file of all past minutes in the Dean's office or in an accessible online repository

2. Postdoctoral Appointees

- 2.1. This designation encompasses individuals with and without employee status performing postdoctoral activities not covered under the faculty category, such as postdoctoral fellows (non-employee) and postdoctoral scholars (employee), as described in the University's Academic hiring manual.

3. Students

3.1. Student Constituency

- 3.1.1. The student constituency of the College, for the purpose of selecting student representatives from the College to university committees, shall be all undergraduate and graduate students who have declared with the Registrar a major or a major preference in an academic program administered in the College except those who are also defined as faculty in 1.1.

- 3.1.1.1. Those students who are enrolled in graduate non-degree programs of the College, as candidates for graduate degrees, or as candidates for graduate-professional degrees shall be deemed graduate students.

- 3.1.1.2. All other students shall be deemed undergraduate students.

3.2. Student Participation in Academic Governance

- 3.2.1. Student participation in academic governance bodies is as described in *BAG* 1.2.3.

4. Organization

4.1. Districts

- 4.1.1. The College recognizes the following three districts: Physical Sciences, Mathematical Sciences, and Biological Sciences. Units in the College are part of one of the three districts as outlined below. A unit of the College not mentioned here, and which contains faculty who are not voting members of another unit shall be included in the most appropriate of the three districts, according to the wishes of the unit.

- 4.1.1.1. Physical Sciences: Chemistry; Earth and Environmental Sciences; Physics and Astronomy.

- 4.1.1.2. Mathematical Sciences: Charles Drew Science Scholars Program; Computational Mathematics, Science and Engineering; Mathematics; Program in Mathematics Education (PriME); Statistics and Probability.

- 4.1.1.3. Biological Sciences: Center for Advanced Microscopy; Plant Biology; Center for Integrative Studies in General Science; Cell and Molecular Biology Program; Human Biology Program; Kellogg Biological Station; Plant Research Laboratory; Integrative Biology; Biochemistry and Molecular Biology; Biological Sciences Program; Biomedical Laboratory Diagnostics Program; Biomolecular Science Program; Genetics and Genome Sciences Program; Microbiology, Genetics, & Immunology; Neuroscience; Physiology.

4.2 Dean

- 4.2.1 The Dean is the chief executive officer of the College and reports directly to the Provost.
- 4.2.2 The Dean is responsible for the educational, research, and service programs of the College. This responsibility includes budgetary matters, academic facilities, and personnel matters, taking into account the advisory procedures of the unit.
- 4.2.3 The nomination to the Provost of assistant and associate administrators shall be the responsibility of the Dean, who shall consult with the College Advisory Council and the chairpersons and directors. The Dean may establish a search and selection committee.
- 4.2.4 Procedure for Consultation in the Search for and Selection of a Dean
 - 4.2.4.1. The College Advisory Council shall have shared responsibility with the Provost to determine procedures for the search and selection of a Dean.
- 4.2.5 The Dean shall be subject to regular review at intervals not to exceed five years.
 - 4.2.5.1. The College Advisory Council shall have shared responsibility with the Provost to determine procedures for the review of the Dean.
 - 4.2.5.2. There is no limit on how long an individual may continue in the position of Dean.
 - 4.2.5.3. The appointment of the Dean may be terminated at any time by resignation or by action of the President upon recommendation of the Provost.
- 4.2.6 The Dean shall conduct an evaluative review of each department chair and program director, or equivalent unit administrator, at intervals not to exceed five years, in accordance with (*BAG* 2.1.4.2). Additional formative or evaluative reviews may be conducted earlier at the discretion of the Dean.
 - 4.2.6.1. The department or program's faculty shall have shared responsibility with the Dean on procedures for the evaluative review of a chairperson or program director following the University and College policies. (*BAG* 2.1.4.3)
 - 4.2.6.2. The format of the formative review of department chairpersons or program directors shall be at the discretion of the Dean.
- 4.2.7 The Dean shall participate in academic governance as part of their administrative responsibilities. This participation shall include those responsibilities listed in *BAG* 2.1.5.

4.3. Advisory Councils

- 4.3.1. The Advisory Councils of the College of Natural Science are: (1) the College Advisory Council, (2) the Student Advisory Council, and (3) the Council for Access, Community, and Excellence.
- 4.3.2. College Advisory Council
 - 4.3.2.1. Composition and Election
 - 4.3.2.1.1. Each academic unit within the College, regardless of its size, shall have one faculty representative on the College Advisory Council.

- 4.3.2.1.2. All voting faculty of the College shall be eligible for election as representatives on College Advisory Council, with the following exceptions: (1) The chairpersons of departments or heads of academic units; (2) The Dean and other college-level administrators.
- 4.3.2.1.3. Vacancies on the council shall be filled by the unit so affected to complete the unexpired term.
- 4.3.2.1.4. Representatives to the College Advisory Council shall be selected in the unit during spring semester and shall take office beginning August 16.
- 4.3.2.1.5. Voting members will be representatives from academic units, from the Student Advisory Council as outlined in Section 3.3.2.1.9, and from the MSU Postdoctoral Association as outlined in Section 3.3.2.1.10.
- 4.3.2.1.6. Faculty members shall be elected for a two-year term, and no faculty member may be elected for more than two consecutive terms. As nearly as possible, half of the College Advisory Council shall be elected each year to a two-year term. Students are elected for a one-year term and postdoctoral appointees, like faculty, shall be elected for a two-year term.
- 4.3.2.1.7. The College Advisory Council shall select one faculty representative to each of the Faculty Senate and the University Council to serve as liaison among them. If the liaison is not an elected member of the College Advisory Council, they will serve as an ex officio member, without vote (see *BAG* 2.2.5.1).
- 4.3.2.1.8. College Advisory Council shall select two representatives from their own members to serve as ex-officio members (without vote) on the College Student Advisory Council. ~~The~~ College Advisory Council representative to the Student Advisory Council shall be selected at the beginning of the academic year and serve a one-year term.
- 4.3.2.1.9. One undergraduate and one graduate student shall be selected annually by the College Advisory Council to serve on the College Advisory Council. They shall have both voice and vote except in those areas reserved to the faculty in *BAG* 1.2.3.
- 4.3.2.1.10. One postdoctoral scholar with an appointment in the College shall be selected annually by the MSU Postdoctoral Association or successor organization to serve on the College Advisory Council. They shall have both voice and vote except in those areas reserved to the faculty in *BAG* 1.2.3.

4.3.2.2. Functions

- 4.3.2.2.1. The College Advisory Council shall advise the Dean on any matter which the Dean or a member of the College Advisory Council or ten College faculty members bring before it.
- 4.3.2.2.2. The College Advisory Council shall have delegated authority to nominate college faculty representatives to the Faculty Senate and University Council, to standing committees thereof, and to other elected University-level committees, and to supervise elections to these bodies.

4.3.2.2.3. The College Advisory Council shall have shared responsibility with the Dean to nominate faculty for university-level committees when nominations are requested by the University Committee on Academic Governance or similar bodies.

4.3.2.2.4. The College Advisory Council shall have delegated authority to select faculty members for vacated, unexpired positions of standing committees in the College.

4.3.2.3. Procedures

4.3.2.3.1. The College Advisory Council shall elect its own chairperson, vice-chairperson, and secretary.

4.3.2.3.2. The College Advisory Council shall meet at least once each month during the academic year. Additional meetings may be called by the Dean or by the Council's chairperson and must be convened at the written request of four council members.

4.3.2.3.3. The chairperson of the College Advisory Council, in consultation with the Dean, shall prepare an agenda for each meeting of the College Advisory Council. Copies of the agenda for each regular meeting of the Council shall be sent to each academic unit preceding said meeting.

4.3.2.3.4. In addition to the Dean and/or the Dean's designees or assistants, any interested member of the College may attend any given meeting of the College Advisory Council. They may be heard at said meeting upon obtaining either the consent of two voting council members or the written request of ten members of the College's voting faculty.

4.3.2.3.5. In exercising the responsibilities listed in Sections 3.3.2.2.2, 3.3.2.2.3, and 3.3.2.2.4, the College Advisory Council shall request nominations for membership from all academic units in the College. Requests shall be in writing and shall be made at least two weeks before the Council meets to review the nominations.

4.3.2.3.6. Ballots for elections to the Faculty Senate and University Council, to standing committees thereof, to other elected University-level committees, and to College's standing committees shall be distributed to the voting faculty (as defined in sections 1.2.1 and 1.2.2) of the College—at least one week before they must be returned. These elections must be completed, and the results announced no later than April 15 every year, or earlier if so, requested by the University Committee on Academic Governance. Additionally, the ballots shall indicate the candidate's: unit affiliation and academic rank.

4.3.2.3.7. Action may be taken by a majority of a quorum. A quorum shall consist of those College Advisory Council members in actual attendance.

4.3.3. Student Advisory Council

4.3.3.1. Composition and Election

4.3.3.1.1. The membership of this council consists of one undergraduate student from each academic unit in the Council with an undergraduate degree program, one graduate student from each academic unit in the College with a graduate degree program, up to ten student members-at-large and two members of College Advisory Council.

4.3.3.1.2. In addition, the student representatives from the College to the University Council shall be ex-officio voting members.

4.3.3.1.3. Each academic unit in the College shall choose its representatives according to procedures established within the units.

4.3.3.2. Purpose and Procedures

4.3.3.2.1. The bylaws of the Student Advisory Council shall govern the operation of the council in accord with such regulations as may be specified in the *BAG*.

4.3.4. Council for Access, Community, and Excellence

4.3.4.1. Composition

4.3.4.1.1 Each academic unit within the College, regardless of its size, shall have one representative (faculty member, graduate student, postdoctoral scholar or support staff member) on the Council for Access, Community, and Excellence.

4.3.4.1.2. All College members shall be eligible for election as representatives on the Council for Access, Community, and Excellence, with the following exceptions: (1) The chairpersons of departments or heads of academic units; (2) The Dean and other college-level administrators.

4.3.4.1.3. The academic unit representatives from academic units shall each be elected or appointed by the faculty or chairperson of each academic unit from among their own memberships in a manner to be decided upon by each unit. Vacancies on the council shall be filled by the unit so affected to complete the unexpired term.

4.3.4.1.4. The members of the Council for Access, Community, and Excellence shall be elected during spring semester and shall take office beginning August 16.

4.3.4.1.5. Council for Access, Community, and Excellence members shall be elected for a two-year term, and no member may be elected for more than three consecutive terms.

4.3.4.1.6. The Council for Access, Community, and Excellence shall select one representative to the College Advisory Council to serve as liaison between the two councils. If the liaison is not an elected member of the Council for Access, Community, and Excellence, they will serve as an ex officio member, without vote (see BAG for Academic Governance Section 2.2.5.1).

4.3.4.1.7. Council for Access, Community, and Excellence shall select two representatives to serve as ex-officio members (without vote) on the Student Advisory Council. Council for Access, Community, and Excellence members will be selected at the beginning of the academic year and serve one year on the Student Advisory Council.

4.3.4.1.8. At least one undergraduate and one graduate student selected annually by the Student Advisory Council shall serve on the Council for Access, Community, and Excellence. They shall have both voice and vote except in those areas reserved to the faculty in BAG 1.2.3.

4.3.4.1.9. One postdoctoral scholar with an appointment in the College selected annually by the MSU Postdoctoral Association or successor organization shall serve on the Council for Access, Community, and Excellence. They shall have both voice and vote except in those areas reserved to the faculty in Section 1.2.3 of the Bylaws for Academic Governance. Additional voting members may be added at the council's discretion.

4.3.4.2 Functions

4.3.4.2.1 The Council for Access, Community, and Excellence shall advise the dean on any matter which the dean or a member of the Council for Access, Community, and Excellence or at least ten members of bring before it.

4.3.4.2.2. The Council for Access, Community, and Excellence shall have delegated authority to nominate representatives to the Academic Council, to standing committees thereof, and to other elected All-University Committees and to supervise elections to these bodies.

4.3.4.2.3. The Council for Access, Community, and Excellence shall recommend, review, and evaluate policies and programs that affect the faculty, staff, and students of the College, as well as efforts related to access, community, opportunity, and excellence within the College. It shall advise and consult with the Dean, units, and offices to address university and college strategic priorities. This includes, but is not limited to, expanding educational access for all students, fostering equitable opportunities for all community members, enhancing workplace culture and climate, and addressing barriers to success for all across the college.

4.3.4.2.4. The Council for Access, Community, and Excellence shall coordinate its activities with other standing councils and committees on affairs relevant to their focus areas. The council will present to the College members such matters as it deems appropriate for discussion and/or action.

4.3.4.2.5. The Council for Access, Community, and Excellence shall facilitate connections to other resources or interested parties as needed to overcome barriers to access, opportunity, and success for all members within the departments/programs, college, or university.

4.4. Standing Committees

4.4.1. The standing committees in the College are: (1) Curriculum Committee; (2) Graduate Committee; (3) Reappointment, Promotion and Tenure Committee; (4) Reappointment and Promotion for Fixed-Term Faculty and Academic Specialists Committee, (5) Undergraduate Scholarships and Awards Committee; (6) Faculty and Staff Awards Committee.

4.4.2. Faculty Representation

4.4.2.1. All voting faculty of the College shall be eligible for election to standing committees except the Dean, other College-level administrators, directors, and department chairpersons.

4.4.2.2. No faculty member may serve on more than one college standing committee.

4.4.2.3. Except as provided in 4.4.7.1, an academic unit may have only one selected faculty representative on a particular standing committee in the College at any given time.

4.4.2.4. Election

4.4.2.4.1. The voting faculty of each academic unit in the College shall nominate, according to its own procedures, one eligible faculty candidate for each committee vacancy.

4.4.2.4.2. The College Advisory Council shall oversee the election of the College's standing committees from the lists of nominees submitted by the academic units.

4.4.2.4.3. Those elected shall take office on August 16 following the election.

4.4.2.5. Term of Office

4.4.2.5.1. Selected faculty members of standing committees shall serve three-year terms, with at least one new member elected to each committee each year unless otherwise indicated.

4.4.2.5.2. Vacancies for uncompleted terms shall be filled by the College Advisory Council.

4.4.3. Student Representation

4.4.3.1. The College's Curriculum Committee, Graduate Committee, and Scholarships and Awards Committee shall have two student members elected to one-year terms each fall by the Student Advisory Council, according to its own procedures.

4.4.4. Yearly Reporting

4.4.4.1. The College's standing committees shall report to the College Advisory Council at least once a year. The standing committees will provide written reports at the end of the academic year and, if requested by the College Advisory Council, make an oral presentation to the Council's members. These reports will be made available to the chairs and directors in the College of Natural Science.

4.4.5. Curriculum Committee

4.4.5.1. Composition and Election

4.4.5.1.1. Membership may include one fixed term faculty, academic specialist tenure system faculty that is engaged in the academic activities from each academic unit within the College, one undergraduate student member and one graduate student member, all with vote. Members without vote shall include college representatives to the University Committee on Curriculum and the University Committee on Undergraduate Education, the Dean, a representative of the College's Graduate Committee, Assistant Dean for Academic and Student Affairs, and whichever assistant and associate deans carry responsibility in academic matters or other Dean's designees.

4.4.5.1.2. Elected faculty members shall serve three-year terms, and no faculty member may be elected for more than two consecutive terms. Approximately one-third of the College's Curriculum Committee shall be elected each year to a three-year term.

4.4.5.1.3. The representatives from academic units shall each be elected by the voting faculty of each academic unit from among their own memberships in a manner to be decided upon by each unit. Vacancies on the committee shall be filled by election of a replacement by the unit so affected to complete the unexpired term.

4.4.5.1.4. The voting members of Curriculum Committee shall be elected during spring semester and shall take office beginning August 16.

4.4.5.1.5. The two student members shall be elected to one-year terms each fall by the Student Advisory Council, according to its own procedures, from undergraduate students who have declared majors or major preferences in the College and graduate students in graduate programs within the College.

4.4.5.1.6. Student vacancies for uncompleted terms shall be filled by the Student Advisory Council.

4.4.5.2. Functions

4.4.5.2.1. The Curriculum Committee shall deal with undergraduate and graduate curricular matters. Any substantive business (i.e., new programs or major program changes) coming before the Curriculum Committee related to graduate curricular matters is to be referred to the Graduate Committee for advice prior to resolution of that business. Any substantive business coming before the Curriculum Committee related to undergraduate curricular matters is to be referred to the Council of Undergraduate Program Directors for advice prior to resolution of that business.

4.4.5.2.2. The Curriculum Committee shall have delegated authority to consider and recommend to the Dean curricular changes and proposals for development of new programs.

4.4.5.2.3. The committee shall work with college administrators in an advisory capacity on matters of curriculum within the College.

4.4.5.2.4. The committee shall act as a study group concerning problems presented to it by the faculty and shall have shared responsibility with the Dean to present to the College's faculty or to the College Advisory Council any curricular matters deemed appropriate for their discussion or action.

4.4.5.2.5. The committee shall function as an advisory body in the area of educational policy and shall examine the broad educational issues affecting the College. Specifically, the committee shall examine and evaluate policies relating to subject matter, methods of instruction, academic advising, graduation requirements, and curriculum revision. The committee shall periodically review the curricular policies of the College.

4.4.5.3. Procedures

4.4.5.3.1. The committee shall devise its own operating rules, consistent with University Committee on Curriculum policy and procedures.

4.4.5.3.2. The Committee shall meet as often as required but not less than once each semester, exclusive of the summer sessions.

4.4.6. Graduate Committee

4.4.6.1. Composition and Election

4.4.6.1.1. Membership shall include the graduate program directors of each academic unit within the College, as well as two graduate student members, all with vote. Members without vote shall include college faculty members of the University Committee on Graduate Studies, the Dean, and whichever assistant and associate deans carry responsibility in graduate academic matters or other Dean's designees. -

4.4.6.1.2. The two student members shall be elected to one-year terms each fall by the Student Advisory Council, according to its own procedures, from graduate degree candidates in the College.

4.4.6.1.3. Student vacancies for uncompleted terms shall be filled by Student Advisory Council.

4.4.6.2. Functions

4.4.6.2.1. The Graduate Committee shall serve as the coordinating committee for the graduate programs of the College.

4.4.6.2.2. The Graduate Committee shall have shared responsibility with the Dean on matters concerning graduate programs.

4.4.6.2.3. The Graduate Committee shall provide advice to the Curriculum Committee on all substantive matters (i.e., new programs or major program changes) which deal with the graduate curriculum of the College.

4.4.6.2.4. The Graduate Committee shall serve as a formal channel of communication on matters involving the graduate programs and research activities in the College that may be received from individuals, department chairpersons, or department faculty members.

4.4.6.2.5. The Graduate Committee shall have delegated authority to screen and assign fellowships which may become available to candidates from the College.

4.4.6.3. Procedures

4.4.6.3.1. The Committee shall devise its own operating rules.

4.4.6.3.2. The Associate Dean for Graduate Studies, or a designee, shall serve as a non-voting member of the Curriculum Committee.

4.4.6.3.3. A member of the Graduate Committee shall serve as a member of any Hearing Board involving a graduate student.

4.4.6.3.4. The Committee shall meet as often as required to perform its function, but at least once each semester, excluding summer sessions.

4.4.7. Reappointment, Promotion and Tenure Committee

4.4.7.1. Composition and Election

4.4.7.1.1 Voting membership shall include a tenure system professor from each tenure-granting unit in the college. Departments select representatives using a process approved by the department faculty or advisory committee. Members will serve 2-year terms and are not eligible to serve consecutive terms; however, terms may be extended to meet the needs of the unit or the College where tenure system faculty are overcommitted, or other justifiable constraints exist.

4.4.7.1.2. Members will take office January 1 following the election.

4.4.7.2. Functions

4.4.7.2.1. The College's Reappointment, Promotion and Tenure Committee shall have shared responsibility with the Dean in making recommendations regarding reappointment, promotion and tenure of faculty appointed in the College.

4.4.7.3. Procedures

4.4.7.3.1. The Reappointment, Promotion and Tenure Committee shall meet when necessary for reappointment, tenure and promotion considerations. The committee shall devise its own operating rules consistent with the section on college-level reappointment, tenure and promotion committees in the Faculty Handbook.

4.4.7.3.2. The Reappointment, Promotion and Tenure Committee shall meet to review and vote on new hires with tenure, and the renewal of honorary appointments such as Endowed Professors and Named Chairs.

4.4.8. Reappointment and Promotion for Fixed-Term Faculty and Academic Specialists Committee

4.4.8.1. Composition and Selection

Voting membership shall include up to eight members of the College, consisting of five members selected by units according to a rotational cycle established by the College. Up to three at-large members will be appointed by the Dean to ensure appropriate representation across discipline, functional area, and rank among fixed-term faculty and academic specialists.

Units participating in a given election cycle shall select representatives using a process approved by the unit's faculty or advisory committee, as appropriate to the unit.

Eligibility to serve on the committee is limited to fixed-term associate professors; fixed-term professors; academic specialists with continuing status; and senior academic specialists.

Elected members shall serve 2-year terms and are not eligible to serve consecutive terms, and at-large members are appointed to a 1-year term. Terms may be extended to meet the needs of the unit or the College where fixed-term faculty or academic specialists are overcommitted or where continuity is required for effective committee function.

4.4.8.1.1 Members will take office January 1 following the election or appointment.

4.4.8.2. Functions

The Reappointment and Promotion Committee for Fixed-Term Faculty and Academic Specialists shall have shared responsibility with the Dean in making recommendations regarding reappointment and promotion of fixed-term faculty and academic specialists appointed in the College.

4.4.8.3. Procedures

The Reappointment and Promotion Committee for Fixed-Term Faculty and Academic Specialists shall meet when necessary for reappointment and promotion considerations. The committee shall devise its own operating rules consistent with the section on college-level reappointment and promotion committees in the Faculty Handbook, the Academic Specialist Handbook, and applicable University and College policies governing fixed-term faculty and academic specialists.

4.4.9. Undergraduate Scholarships and Awards Committee

4.4.9.1. Composition and Election

4.4.9.1.1. Membership shall include three selected faculty voting members or support staff, one from each district, one staff; one Specialist-Advisor; one member appointed by the Council for Access, Community, and Excellence; one post-doctoral fellow appointed by the Post-Doctoral Association; and one undergraduate student and one graduate student appointed by the Student Advisory Council, all with vote. The Director of Academic Advising and Student Success Initiatives, Office Coordinator I, and the assistant or associate deans responsible for academic matters will be members without vote.

4.4.9.1.2. Elected members shall serve two-year terms and can serve no more than two consecutive terms.

4.4.9.1.3. The one undergraduate and one graduate student member shall be elected to one-year terms each fall by the College's Student Advisory Council, according to its own procedures, from undergraduate and graduate students who have declared majors or major preferences in the College.

4.4.9.1.4. Student vacancies for uncompleted terms shall be filled by the -Student Advisory Council.

4.4.9.2. Functions

4.4.9.2.1. The Undergraduate Scholarships and Awards Committee shall have responsibility for developing or implementing the selection procedures for all endowed scholarships and awards which are selected at the College level, as defined by the guidelines of the scholarship or award.

4.4.9.2.2. The committee shall have the responsibility for selecting the endowed award winners as defined by the guidelines of the scholarship or award.

4.4.9.2.3. The committee shall work with college administrators in determining the selection procedures for other College-level awards.

4.4.9.3. Procedures

4.4.9.3.1. The Committee shall meet when necessary for scholarship and award considerations. The Committee shall devise its own operating rules.

4.4.10. Faculty Awards Committee

4.4.10.1. Composition and Election

4.4.10.1 Each academic unit within the College, regardless of its size, shall have one selected faculty representative on the Faculty Awards Committee.

4.4.10.1.2. All voting faculty of the College shall be eligible for selection as representatives on the Faculty Awards Committee, with the following exceptions: (1) The chairpersons of departments or heads of academic units; and (2) The Dean and other college-level administrators.

4.4.10.1.2. The faculty representatives shall each be selected by the voting faculty of each academic unit from among their own memberships in a manner to be decided upon by each unit. Vacancies on the council shall be filled by election of a replacement by the unit so affected to complete the unexpired term.

4.4.10.1.3. The voting members of the Faculty Awards Committee shall be elected during spring semester and shall take office beginning August 16.

4.4.10.1.4. Faculty members shall be elected for a two-year term. A faculty member may be elected for consecutive terms. As nearly as possible, half of the Faculty Awards Committee members shall be elected each year to a two-year term.

4.4.10.2. Functions

4.4.10.2.1. The Faculty Awards Committee shall have delegated authority to select college nominees for the Outstanding Faculty Awards, Teacher-Scholar Awards, and Excellence in Teaching Awards.

4.4.10.2.2. The Faculty Awards Committee shall have responsibility for developing or implementing the selection procedures for all endowed scholarships and awards which are selected at the College level, as defined by the guidelines of the scholarship or award.

4.4.10.2.3. The Committee shall have the responsibility for selecting the endowed award winners as defined by the guidelines of the scholarship or award.

4.4.10.2.4. The Committee shall work with administrators in administering the selection procedures for other College-level awards.

4.4.10.3. Procedures

4.4.10.3.1. The Committee shall meet when necessary for scholarship and award considerations. The Committee shall devise its own operating rules.

4.5. Special Committees

4.5.1. Special committees may be established by the Dean, by the College's advisory council(s), or by a majority vote of the College's faculty present and voting at a duly called College faculty meeting.

5 Bylaw Interpretation, Amendment, and Review

5.1 The interpretation of these bylaws shall be the responsibility of the College Advisory Council, which shall have final authority on interpretation.

5.2 Amendments to these bylaws can be made by the following process:

5.2.1 The College Advisory Council will initiate an amendment and send it electronically to all the College's voting faculty (as defined in 1.2.1).

5.2.2 After discussion of the proposed amendment via an electronic discussion site available for at least 10 business days, college voting faculty (as defined in 1.2.1) will vote electronically. Voting shall take place for 5 business days following the close of the discussion period, pending any further review by the College Advisory Council. By majority vote, the voting faculty can choose to do one (only) of the following (2) alternatives:

5.2.2.1. Vote to approve the amendment. A yea by the majority of the respondents to the vote will be an approval of the amendment, and the amendment will be enforced.

5.2.2.2 Vote to not approve the amendment.

5.3 Revising academic unit bylaws requires joint approval by the College's voting faculty in the unit and its administrator. If disagreement occurs, the matter is elevated to the next higher administrator for resolution.

5.4 These bylaws shall be reviewed by the College Advisory Council at intervals not to exceed five years and by the University Committee on Academic Governance at five-year intervals (*BAG* 4.3.5). Decisions of the University Committee on Academic Governance can be appealed to University Council (*BAG* 4.3.7).

5.5 These bylaws replace the bylaws of the College of Natural Science as amended May 2026.

6 Grievance Procedure:

The College of Natural Science follows the Faculty Grievance Policy published in the Faculty Handbook and approved by the Board of Trustees for resolving employment-related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit, department, or college level before filing a formal grievance.

APPROVED BY COLLEGE FACULTY 6-10-88
REVISIONS APPROVED BY COLLEGE FACULTY 5-31-89
REVISIONS APPROVED BY COLLEGE FACULTY 5-7-92
REVISIONS APPROVED BY COLLEGE FACULTY 4-15-93
REVISIONS APPROVED BY COLLEGE FACULTY 4-21-94
REVISIONS APPROVED BY COLLEGE FACULTY 5-14-96
REVISIONS APPROVED BY COLLEGE FACULTY 4-25-97
REVISIONS APPROVED BY COLLEGE FACULTY 3-30-99
REVISIONS APPROVED BY COLLEGE FACULTY 5-10-06
REVISIONS APPROVED BY COLLEGE FACULTY 4-09-08
REVISIONS APPROVED BY COLLEGE FACULTY 12-4-09
REVISIONS APPROVED BY COLLEGE FACULTY 11-15-13
REVISIONS APPROVED BY COLLEGE FACULTY 11-1-18
REVISIONS APPROVED BY COLLEGE FACULTY 5-1-19
REVISIONS APPROVED BY COLLEGE FACULTY 11-18-22
REVISIONS APPROVED BY COLLEGE FACULTY 12-8-23
REVISIONS APPROVED BY COLLEGE FACULTY 12-21-25
REVISIONS APPROVED BY COLLEGE FACULTY 5-10-26