

# 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 (NatSci or 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 NatSci Bylaws shall not be construed in any way that: (1) limits or discourages the rights and opportunities of groups or individuals in NatSci from initiating actions or resolving problems through direct consultation with administrative officers of academic units, or (2) limits or discourages the NatSci 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 NatSci Bylaws.

## **1. The Faculty of the College of Natural Science**

### **1.1. Composition of the Faculty**

- 1.1.1. The regular faculty of NatSci 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* 1.1.1.1.
- 1.1.2. The fixed-term faculty of NatSci 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 *Bylaws* 1.1.1.2.
- 1.1.3. The 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 *Bylaws* 1.1.1.5.
- 1.1.4. The honorary faculty of NatSci shall consist of persons appointed in the College as visiting or adjunct/clinical faculty, and persons retired from the regular faculty of NatSci 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 regular faculty, health professions faculty, FRIB/NSCL faculty, full-time fixed-term faculty and full-time academic specialists. Voting faculty must be engaged in academic activities of the University (*Bylaws* 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 NatSci councils and committees and in elections pertaining to NatSci policies and decisions shall be composed of all faculty eligible for university-level voting (as defined in 1.2.1) However, only regular faculty shall vote for members of NatSci 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 NatSci 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 regular faculty shall serve on the University Committee on Faculty Tenure (*Bylaws* 4.2.1.10).
- 1.2.6. A faculty member may be elected to a NatSci council or committee as a representative of a unit in which the person holds voting faculty status (as defined in 1.2.3) .
- 1.2.7. The voting faculty in the election of unit councils and committees and in elections pertaining to unit policies and decisions shall include all regular 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 of NatSci shall meet at least once each academic year, at a time determined jointly by the Dean and the NatSci Faculty Advisory Council. Additional meetings may be called by the Dean or by NatSci Faculty Advisory Council.
- 1.3.2. The Dean, or in their absence, the chairperson of the NatSci Faculty Advisory Council, shall preside at NatSci faculty meetings.
- 1.3.3. Conduct of all NatSci 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 NatSci Faculty Advisory Council. Items may also be placed on the agenda by petition of any ten members of the voting faculty of NatSci.
  - 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 NatSci voting faculty member in attendance shall have a vote on matters before the meeting. Non-voting faculty have voice only.
  - 1.3.3.4. Action may be taken by a majority of a quorum. A quorum shall consist of those NatSci voting faculty members in actual attendance. A ballot of the complete NatSci voting faculty shall be required if requested by more than one-third of those present. Ballots shall be conducted by the secretary of the NatSci Faculty Advisory Council with the aid of the Dean's office. A quorum for a ballot shall be those ballots returned (marked or unmarked). The tally will be made ten calendar days after the last ballot is sent out.
  - 1.3.3.5. The secretary of the NatSci Faculty 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 NatSci, and shall maintain a file of all past minutes in the Dean's office or online,

## **2. The Students**

### **2.1. Student Constituency of NatSci**

- 2.1.1. The student constituency of NatSci, for the purpose of selecting student representatives from NatSci to university committees, shall be all students who have declared with the Registrar a major or a major preference in an academic program administered in NatSci except those who are also defined as faculty in 1.1.
- 2.1.2. Those students who are enrolled in graduate non-degree programs of NatSci, as candidates for graduate degrees, or as candidates for graduate-professional degrees shall be deemed graduate students.

2.1.3. All other students shall be deemed undergraduate students.

## **2.2. Student Participation in NatSci Academic Governance**

2.2.1. Student participation in academic governance bodies is as described in *Bylaws* 1.2.3.

## **3. NatSci Organization**

### **3.1. NatSci Districts**

3.1.1. The NatSci recognizes the following three districts: 1. Physical Sciences (Chemistry; Earth and Environmental Sciences; Physics and Astronomy), 2. Mathematical Sciences (Computational Mathematics, Science and Engineering; Mathematics; Program in Mathematics Education; Statistics and Probability,), and 3. Biological Sciences (Plant Biology; Center for Integrative Studies in General Science; Entomology; Kellogg Biological Station; Plant Research Laboratory; Integrative Biology; Biochemistry and Molecular Biology; Biological Sciences Program; Biomedical Laboratory Diagnostics Program; Microbiology and Molecular Genetics; Neuroscience; Physiology). A unit of NatSci 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.

### **3.2. Dean**

3.2.1. The chief executive officer of NatSci is the Dean.

3.2.2. The Dean is responsible for the educational, research, and service programs of NatSci. This responsibility includes budgetary matters, academic facilities, and personnel matters, taking into account the advisory procedures of NatSci.

3.2.3. The nomination to the Provost of assistant and associate administrators shall be the responsibility of the Dean who shall consult with NatSci Faculty Advisory Council and the chairpersons and directors. The Dean may establish a search and selection committee.

3.2.4. Procedure for Consultation in the Search for and Selection of a Dean

3.2.4.1. The NatSci Faculty Advisory Council shall have shared responsibility with the Provost to determine procedures for the search and selection of a Dean.

3.2.5. The Dean shall be subject to regular review at intervals not to exceed five years.

3.2.5.1. The NatSci Faculty Advisory Council shall have shared responsibility with the Provost to determine procedures for the review of the Dean.

3.2.5.2. There is no limit on how long an individual may continue in the position of Dean.

3.2.5.3. The appointment of the Dean may be terminated at any time by resignation or by action of the President upon recommendation of the Provost.

- 3.2.6. The Dean shall participate in academic governance as part of their administrative responsibilities. This participation shall include those responsibilities listed in *Bylaws for Academic Governance 2.1.5.*]

### **3.3. NatSci Advisory Council**

- 3.3.1. NatSci Advisory Council statement. The Advisory Councils of the College of Natural Science shall consist of a NatSci Faculty Advisory Council, a NatSci Student Advisory Council, and a Council for Access, Community, and Excellence.

- 3.3.2. NatSci Faculty Advisory Council

#### **3.3.2.1. Composition and Election**

- 3.3.2.1.1. Each academic unit within NatSci, regardless of its size, shall have one elected faculty representative on NatSci Faculty Advisory Council. An "academic unit" designates a NatSci budgetary unit and/or a degree-granting unit of NatSci.
- 3.3.2.1.2. All voting faculty of NatSci shall be eligible for election as representatives on NatSci Faculty Advisory Council, with the following exceptions: (1) The chairpersons of departments or heads of academic units; (2) The Dean and other NatSci college-level administrators.
- 3.3.2.1.3. The faculty 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 council shall be filled by election of a replacement by the unit so affected to complete the unexpired term.
- 3.3.2.1.4. The voting members of NatSci Faculty Advisory Council shall be elected during spring semester and shall take office beginning August 16.
- 3.3.2.1.5. Voting members will be representatives from academic units, NatSci Student Advisory Council as outlined in Section 3.3.2.1.9, and the MSU Postdoctoral Association as outlined in Section 3.3.2.1.10.
- 3.3.2.1.6. 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 NatSci Faculty Advisory Council shall be elected each year to a two-year term. Students are elected for a one-year term and postdoctoral scholars, like faculty, shall be elected for a two-year term.
- 3.3.2.1.7. The NatSci Faculty Advisory Council shall select one of NatSci faculty representatives to the Faculty Senate and University Council to serve as liaison among them. If the liaison is not an elected member of NatSci Faculty Advisory Council, they will serve as an ex officio member, without vote (see *Bylaws 2.2.5.1*).

- 3.3.2.1.8. NatSci Faculty Advisory Council shall select two representatives to serve as ex-officio members (without vote) on NatSci Student Advisory Council. FAC members will be selected at the beginning of the academic year and serve one year on SAC.
- 3.3.2.1.9. One undergraduate and one graduate student selected annually by the NatSci Student Advisory Council shall serve on the NatSci Faculty Advisory Council. They shall have both voice and vote except in those areas reserved to the faculty in *Bylaws 1.2.3*.
- 3.3.2.1.10. One postdoctoral scholar with an appointment in NatSci selected annually by the MSU Postdoctoral Association or successor organization shall serve on NatSci Faculty Advisory Council. They shall have both voice and vote except in those areas reserved to the faculty in *Bylaws 1.2.3*.

### 3.3.2.2. Functions

- 3.3.2.2.1. The NatSci Faculty Advisory Council shall advise the Dean on any matter which the Dean or a member of NatSci Faculty Advisory Council or ten NatSci faculty members bring before it.
- 3.3.2.2.2. The NatSci Faculty Advisory Council shall have delegated authority to nominate NatSci 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.
- 3.3.2.2.3. The NatSci Faculty 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.
- 3.3.2.2.4. The NatSci Faculty Advisory Council shall have delegated authority to select faculty members for vacated, unexpired positions of NatSci standing committees.

### 3.3.2.3. Procedures

- 3.3.2.3.1. The NatSci Faculty Advisory Council shall elect its own chairperson, vice-chairperson, and secretary.
- 3.3.2.3.2. The NatSci Faculty Advisory Council shall meet at least once each month during the academic year. Additional meetings may be called by the Dean or by the chairperson and must be convened on written request of four council members.
- 3.3.2.3.3. The chairperson of the NatSci Faculty Advisory Council, in consultation with the Dean, shall prepare an agenda for each meeting of the NatSci Faculty Advisory Council. Copies of the agenda for each regular meeting

of the NatSci Faculty Advisory Council shall be sent to each academic unit no less than forty-eight hours preceding said meeting.

- 3.3.2.3.4. In addition to the Dean and/or the Dean's designees or assistants, any interested person may attend any given meeting of NatSci Faculty Advisory Council. They may be heard at said meeting upon obtaining either the consent of two voting members of the NatSci Faculty Advisory Council or the written request of ten members of the regular voting faculty of NatSci.
- 3.3.2.3.5. In exercising the responsibilities listed in Sections 3.3.2.2.2, 3.3.2.2.3, and 3.3.2.2.4, the NatSci Faculty Advisory Council shall request nominations from all academic units in NatSci. Requests shall be in writing and shall be made at least two weeks before the council meets to review the nominations.
- 3.3.2.3.6. Ballots for election to the Faculty Senate and University Council, to standing committees thereof, to other elected University-level committees, and to NatSci standing committees shall be distributed to the voting faculty (as defined in sections 1.2.1 and 1.2.2) of NatSci 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, academic rank, and regular/fixed-term faculty status.
- 3.3.2.3.7. Action may be taken by a majority of a quorum. A quorum shall consist of those NatSci Faculty Advisory Council members in actual attendance.

### 3.3.3. NatSci Student Advisory Council

#### 3.3.3.1. Composition and Election

- 3.3.3.1.1. The membership of this council consists of one undergraduate student from each academic unit in NatSci with an undergraduate degree program, one graduate student from each academic unit in NatSci with a graduate degree program, up to ten student members-at-large and two members of NatSci Faculty Advisory Council.
- 3.3.3.1.2. In addition, the student representatives from NatSci to the University Council shall be ex-officio voting members.
- 3.3.3.1.3. Each academic unit in NatSci shall choose its representatives according to procedures established within the units.

### 3.3.3.2. Purpose and Procedures

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

### 3.3.4. Council for Access, Community, and Excellence

#### 3.3.4.1. Composition and Election

3.3.4.1.1 Each academic unit within NatSci, regardless of its size, shall have one elected representative (faculty member, academic specialist, graduate student, postdoc or support staff member) on the Council for Access, Community, and Excellence . An "academic unit" designates a NatSci budgetary unit and/or a degree-granting unit of NatSci.

3.3.4.1.2. All NatSci 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 NatSci college-level administrators.

3.3.4.1.3. 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.

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

3.3.4.1.5. 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.

3.3.4.1.6. The Council for Access, Community, and Excellence shall select one representative to the NatSci Faculty 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 Bylaws for Academic Governance Section 2.2.5.1).

3.3.4.1.7. Council for Access, Community, and Excellence shall select two representatives to serve as ex-officio members (without vote) on the NatSci 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 Student Advisory Council.

3.3.4.1.8. Two undergraduate and at least one graduate student selected annually by the NatSci 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 Section 1.2.3 of the Bylaws for Academic Governance.

3.3.4.1.9. One postdoctoral scholar with an appointment in NatSci 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.

3.3.4.110. Additional voting members may be added at the committee's discretion.

#### 3.3.4.2. Functions

3.3.4.2.1. 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 NatSci bring before it.

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

3.3.4.2.3. The Council for Access, Community, and Excellence shall recommend, review, and evaluate policies and programs that affect the faculty, staff, and students of NatSci, 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 NatSci community members, enhancing workplace culture and climate, and addressing barriers to success for all across the college.

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

3.3.4.2.5. 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.

### 3.4. Standing Committees of NatSci

3.4.1. The NatSci standing committees are: (1) NatSci Curriculum Committee; (2) NatSci Graduate Committee; (3) NatSci Reappointment, Promotion and Tenure Committee; (4) NatSci

Undergraduate Scholarships and Awards Committee; (5) NatSci Faculty and Staff Awards Committee.

### 3.4.2. Faculty Representation

- 3.4.2.1. All voting faculty of NatSci shall be eligible for election to standing committees except the Dean, other College-level administrators, directors, and department chairpersons.
- 3.4.2.2. No NatSci faculty member may serve on more than one NatSci standing committee.
- 3.4.2.3. Except as provided in 3.4.7.1.3, an academic unit may have only one elected faculty representative on a particular NatSci standing committee at one time.
- 3.4.2.4. Election
  - 3.4.2.4.1. The voting faculty of each NatSci academic unit shall nominate, according to its own procedures, one eligible faculty candidate for each committee vacancy.
  - 3.4.2.4.2. The NatSci Faculty Advisory Council shall oversee the election of NatSci standing committees from the lists of nominees submitted by the academic units of NatSci.
  - 3.4.2.4.3. Except as provided in 3.4.7.1.5, those elected shall take office on August 16 following the election.

### 3.4.2.5. Term of Office

- 3.4.2.5.1. Except as provided in 3.4.6.1 and 3.4.7.1, elected faculty members of NatSci standing committees shall serve three-year terms, with at least one new member elected to each committee each year.
- 3.4.2.5.2. Vacancies for uncompleted terms shall be filled by the NatSci Faculty Advisory Council.

### 3.4.3. Student Representation

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

### 3.4.4. Yearly Reporting

- 3.4.4.1. The NatSci Standing Committees shall report to the NatSci Faculty Advisory Council at least once a year. The NatSci Standing Committees will provide written reports at the end of the academic year and, if requested by the FAC, make an oral presentation to the FAC. These reports will be made available to the chairs/directors in the College of Natural Science.

### 3.4.5. NatSci Curriculum Committee

#### 3.4.5.1. Composition and Election

- 3.4.5.1.1. Membership may include one fixed term faculty or academic specialist who has served at least three consecutive years and is engaged in the academic activities of the department or tenure stream faculty from each academic unit within NatSci, one undergraduate student member and one graduate student member, all with vote. An "academic unit" designates a NatSci budgetary unit and/or a degree-granting unit of NatSci. Members without vote shall include NatSci representatives to the University Committee on Curriculum and the University Committee on Undergraduate Education, the Dean, a representative of the NatSci Graduate Committee, Assistant Dean for Academic and Student Affairs, and whichever assistant and associate deans carry responsibility in academic matters.
- 3.4.5.1.2. 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 NatSci Curriculum Committee shall be elected each year to a three-year term.
- 3.4.5.1.3. 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.
- 3.4.5.1.4. The voting members of NatSci Curriculum Committee shall be elected during spring semester and shall take office beginning August 16.
- 3.4.5.1.5. The two student members shall be elected to one-year terms each fall by the NatSci Student Advisory Council, according to its own procedures, from undergraduate students who have declared majors or major preferences in NatSci and graduate students in NatSci graduate programs.
- 3.4.5.1.6. Student vacancies for uncompleted terms shall be filled by the NatSci Student Advisory Council.

#### 3.4.5.2. Functions

- 3.4.5.2.1. 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 NatSci 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.

- 3.4.5.2.2. The Curriculum Committee shall have delegated authority to consider and recommend to the Dean curricular changes and proposals for development of new programs.
- 3.4.5.2.3. The committee shall work with NatSci administrators in an advisory capacity on matters of curriculum within NatSci.
- 3.4.5.2.4. 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 NatSci faculty or to the NatSci Faculty Advisory Council any curricular matters deemed appropriate for their discussion or action.
- 3.4.5.2.5. The committee shall function as an advisory body in the area of educational policy and shall examine the broad educational issues affecting NatSci. 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 NatSci.

#### 3.4.5.3. Procedures

- 3.4.5.3.1. The committee shall devise its own operating rules, consistent with University Committee on Curriculum policy and procedures.
- 3.4.5.3.2. The Committee shall meet as often as required but not less than once each semester, exclusive of the summer sessions.

### 3.4.6. NatSci Graduate Committee

#### 3.4.6.1. Composition and Election

- 3.4.6.1.1. 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 NatSci faculty members of the University Committee on Graduate Studies, the Dean, and whichever assistant and associate deans carry responsibility in graduate academic matters.
- 3.4.6.1.2. The two student members shall be elected to one-year terms each fall by the NatSci Student Advisory Council, according to its own procedures, from graduate degree candidates in NatSci.
- 3.4.6.1.3. Student vacancies for uncompleted terms shall be filled by NatSci Student Advisory Council.

3.4.6.2. Functions

- 3.4.6.2.1. The Graduate Committee shall serve as the coordinating committee for the graduate programs of NatSci.
- 3.4.6.2.2. The Graduate Committee shall have shared responsibility with the Dean on matters concerning graduate programs.
- 3.4.6.2.3. The Graduate Committee shall provide advice to NatSci Curriculum Committee on all substantive matters (i.e., new programs or major program changes) which deal with the graduate curriculum of NatSci.
- 3.4.6.2.4. The Graduate Committee shall serve as a formal channel of communication on matters involving the graduate programs and research activities in NatSci that may be received from individuals, department chairpersons, or department faculty members.
- 3.4.6.2.5. The Graduate Committee shall have delegated authority to screen and assign fellowships which may become available to candidates from NatSci.

3.4.6.3. Procedures

- 3.4.6.3.1. The Committee shall devise its own operating rules.
- 3.4.6.3.2. The Associate Dean for Graduate Studies, or a designee, shall serve as a non-voting member of the Curriculum Committee.
- 3.4.6.3.3. A member of the Graduate Committee shall serve as a member of any Hearing Board involving a graduate student.
- 3.4.6.3.4. The Committee shall meet as often as required to perform its function, but at least once each semester, excluding summer sessions.

3.4.7. NatSci Reappointment, Promotion and Tenure Committee

3.4.7.1. Composition and Election

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 college where Tenure S faculty are overcommitted.

- 3.4.7.1.1. Members will take office January 1 following the election.

### 3.4.7.2. Functions

- 3.4.7.2.1. The NatSci 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.

### 3.4.7.3. Procedures

- 3.4.7.3.1. The NatSci 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.

## 3.4.8. NatSci Undergraduate Scholarships and Awards Committee

### 3.4.8.1. Composition and Election

- 3.4.8.1.1. Membership shall include three elected faculty voting members – 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 (SAC), 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.
- 3.4.8.1.2. Elected members shall serve two-year terms and can serve no more than two consecutive terms.
- 3.4.8.1.3. The one undergraduate and one graduate student member shall be elected to one-year terms each fall by NatSci Student Advisory Council, according to its own procedures, from undergraduate and graduate students who have declared majors or major preferences in NatSci.
- 3.4.8.1.4. Student vacancies for uncompleted terms shall be filled by the NatSci Student Advisory Council.

### 3.4.8.2. Functions

- 3.4.8.2.1. 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.
- 3.4.8.2.2. The committee shall have the responsibility for selecting the endowed award winners as defined by the guidelines of the scholarship or award.

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

3.4.8.3. Procedures

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

3.4.9. NatSci Faculty Awards Committee

3.4.9.1. Composition and Election

- 3.4.9.1.1. Each academic unit within NatSci, regardless of its size, shall have one elected faculty representative on NatSci Faculty Awards Committee. An "academic unit" designates a NatSci budgetary unit and/or a degree-granting unit of NatSci.
- 3.4.9.1.2. All voting faculty of NatSci shall be eligible for selection as representatives on NatSci Faculty Awards Committee, with the following exceptions: (1) The chairpersons of departments or heads of academic units; (2) The Dean and other NatSci college-level administrators.
- 3.4.9.1.3. The faculty 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 council shall be filled by election of a replacement by the unit so affected to complete the unexpired term.
- 3.4.9.1.4. The voting members of NatSci Faculty Awards Committee shall be elected during spring semester and shall take office beginning August 16.
- 3.4.9.1.5. 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 NatSci Faculty Awards Committee shall be elected each year to a two-year term.

3.4.9.2. Functions

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

- 3.4.9.2.3. The Committee shall have the responsibility for selecting the endowed award winners as defined by the guidelines of the scholarship or award.
- 3.4.9.2.4. The Committee shall work with NatSci administrators in determining the selection procedures for other College-level awards.

3.4.9.3. Procedures

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

**3.5. Special Committees**

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

**NatSci Bylaw Interpretation, Amendment, and Review**

- 3.6. The interpretation of these bylaws shall be the responsibility of the NatSci Faculty Advisory Council, which shall have final authority on interpretation.
- 3.7. Amendments to these bylaws can be made by the following process:
  - 3.7.1. The NatSci Faculty Advisory Council will initiate an amendment and send it electronically to all NatSci voting faculty (as defined in 1.2.1).
  - 3.7.2. After discussion of the proposed amendment via an electronic discussion site available for at least 10 business days, NatSci 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 FAC. By majority vote, the voting faculty can choose to do one (only) of the following (2) alternatives:
    - 3.7.2.1. 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.
    - 3.7.2.2. Vote to not approve the amendment.
- 3.8. Revising academic unit bylaws requires joint approval by the unit's voting faculty and its administrator. If disagreement occurs, the matter is elevated to the next higher administrator for resolution.
- 3.9. These bylaws shall be reviewed by NatSci advisory councils at intervals not to exceed five years and by the University Committee on Academic Governance at five-year intervals (*Bylaws 4.3.5*). Decisions of the University Committee on Academic Governance can be appealed to University Council (*Bylaws 4.3.7*).
- 3.10. These bylaws replace the bylaws of the College of Natural Science as amended November 2025.

#### **4. 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 11-21-25