

MICHIGAN STATE UNIVERSITY FACULTY ORGANIZATION

JULY 1, 1956

Adopted 1955 as written with necessary changes of wording re University, College, Vice Presidents, and Dean of University Services.

I. COMPOSITION OF THE FACULTY OF MICHIGAN STATE UNIVERSITY

- A. The faculty of Michigan State University shall be composed of all persons holding the rank of Instructor, Assistant Professor, Associate Professor or Professor, except such persons as may be on a part-time or temporary appointment.
- B. Such persons as shall be designated as Lecturers or Visiting Professors shall have honorary faculty status.
- C. The principal administrative officer in each major educational and research unit of the University shall be a member of the Faculty.

II. COLLEGE FACULTIES

- A. The faculty of each of the several Colleges shall consist of the members of the University faculty holding appointment in that College.
- B. The organization, powers, and functions of College faculties were established by action of the Faculty, June 4, 1942, as follows:

Section 1. Membership. The College faculty shall consist of all persons above the rank of graduate assistant who are appointed for at least one year and a part of whose teaching, research or extension work for the current year is in a department included in the College.

Section 2. Meetings. Each College faculty shall meet at least once a term between October and June, with the dean of the College as presiding officer. Additional meetings may be held on call of the dean of the College. A copy of the minutes of each meeting of a College faculty shall be sent to the president of the University and to the dean of each College.

Section 3. Powers. Each College faculty shall have general legislative power over all matters pertaining to its own meetings. Its functions with respect to all matters which affect the general interests of the University shall be advisory. Proposals which it may make shall be subject to approval by the University faculty and administrative officials as constituted by the laws of the state of Michigan. College faculties may properly make known their ideas with respect to curricula, instruction, examinations, grading, degrees, standards for promotion and standards for salary increases, etc., through discussion and the passing of resolutions to be transmitted to the University faculty.

Section 4. Advisory Committees

- A. In October of each year each College faculty shall elect an advisory committee consisting of representatives from each of the following ranks: Professor, Associate Professor, Assistant Professor, Instructor, including research and extension equivalents. The size of the committee and period of office to be determined by each College in the case of any person having more than one title his rank shall be determined by his highest title.
- B. Elections to the advisory committee shall be by secret ballot. In case no one receives a clear majority on the first ballot, a second vote shall be taken to choose from among those who received the largest number of votes on the first ballot.
- C. The dean of the College may consult with this committee on all matters of College policy. He shall normally discuss with this committee the agenda for meetings of the College faculty at least 24 hours prior to the meeting and preferably sufficiently far in advance of the meeting so that written notice of the agenda may be sent to all members.
- D. Such other committees as are deemed advisable shall be provided for by regular procedure within each College faculty.

Section 5. Parliamentary Procedures. Meeting of a College faculty shall be conducted according to the procedure prescribed in Robert's Rules of Order.

III. THE ASSEMBLY

- A. Composition: The Assembly shall be composed of the President of the University, the other administrative officers of the University and its several educational and research units, the faculty, and other academic personnel on full-time appointment.
- B. Organization:
 - 1. The President of the University or, in case of his absence, a person designated by him shall preside at meetings of the Assembly.
 - 2. The Secretary of the Assembly shall be appointed by the President.
 - 3. The Assembly shall meet once each term.
- C. Functions: The Assembly shall serve as a means of communication between the Administration and the academic personnel of the University.

IV. THE ACADEMIC SENATE

A. Composition:

1. The Academic Senate shall be composed of those persons holding the rank of Professor, Associate Professor, and Assistant Professor with tenure, and shall include the President of the University, the Vice President on Academic Affairs, the Vice President for Off-Campus Education, the deans of the several Colleges, the Dean of the School for Advanced Graduate Studies, the Dean of University Services, the Dean of Students, and the Registrar. Dean of International Programs, *Librarian,*
2. Such other employees of the University as from time to time may be in attendance at the invitation of the President shall be without vote.

B. Organization:

1. The President of the University or, in the case of his absence, a person designated by him shall preside at meetings of the Academic Senate.
2. The Secretary of the Academic Senate shall be appointed by the President.
3. The Academic Senate shall meet once each term and more often as may be deemed necessary by the President and Academic Council.
4. The Academic Senate shall determine its own rules of order and procedure.
5. A Steering Committee of the Academic Senate shall be constituted.
(See attachment #1 for Functions and Procedures of the Steering Committee--February 14, 1956)
 - a. The Steering Committee shall be composed of five members elected by the Academic Senate from among its membership, not more than one being from any one College during a given year. Terms shall be for two years and staggered so that three of those initially chosen will serve for the full term, and two members will serve for only one year (this to be determined by lot at the first meeting of the Steering Committee). No person may serve consecutively for more than two terms.
 - b. The election will be held by mail ballot in the Spring Term of each year, the members elected at this time to begin to serve June 1.
 - c. The Steering Committee shall elect its own chairman and secretary.

- d. The Steering Committee shall assist the President in the preparation of the agenda for the meetings of the Academic Senate.
- e. The members of the Steering Committee shall become members of the Academic Council for the period of their term of office.
- f. The Steering Committee may report independently to the Academic Senate.

C. **Functions:** The Academic Senate shall possess and exercise those rights and duties which are conferred by the Constitution and Statutes of the State of Michigan upon the faculty of Michigan State University or which may have been or shall be delegated to it by authority of the State Board of Agriculture.

D. **Rules of Order and Procedure of the Academic Senate:**
(Approved by the Academic Senate February 14, 1956)

- 1. **Quorum:** 40 % of the total membership of the Academic Senate shall constitute a quorum.
- 2. **Parliamentary Authority:** With the exceptions as provided in the "Procedure" (3, below), the Academic Senate will recognize the following text as its guide for rules of order: the latest edition of Menchhofer and Sponberg, Rules for Parliamentary Procedure, Michigan State University Press (at present: second revision, 1951).
- 3. **Procedure with Respect to Consideration of Business in the Academic Senate:**
 - a. Business requiring consideration of the Academic Senate will ordinarily be brought before it in the form of a report or recommendation from the Academic Council. When a recommendation is initially presented, it will not be subject to amendment. It may be referred back to the Council for further consideration or it may be adopted as presented. Matters referred to the Council by the Senate shall in all cases be reported back to it.
 - b. When a matter has been re-submitted by the Council to the Senate, it may again be returned to the Council as often as the Senate deems necessary. Upon re-submission by the Council to the Senate, a report or recommendation will be

subject to amendment in the Senate; amendments will require a majority vote of those present. The vote on the main question of adoption of the report at the time of the initial or subsequent presentation will be by a majority of those present and voting.

- c. A matter presented to the Senate by the Steering Committee or from the floor, if supported by a majority vote, shall be referred to the Council and reported back by the Council to the Senate. The report of the Council to the Senate will constitute the initial presentation for the purposes of the procedure described above.
- d. Voting will be by voice or show of hands, except that a secret ballot may be taken by approval of majority of those present and voting.
- e. The rules of procedure stated above may be suspended by a two-thirds vote of the members of the Senate present and voting.

V. THE ACADEMIC COUNCIL

- A. Composition:
- 1. The Academic Council shall consist of the President of the University, the Vice President for Academic Affairs, the Vice President for Off-Campus Education, the Deans, the members of the Steering Committee of the Academic Senate, and two representatives from each College, Dean of International Programs, Dean of University Services.
 - 2. The School representatives on the Academic Council shall be chosen in the following manner:

a. Eligibility

- 1) A member of the faculty shall be eligible to vote for and act as a representative only in that College to which he is primarily assigned as indicated by the pay-roll list of the Comptroller's Office.
 - 2) Only members of the Academic Senate shall be eligible to serve as College representatives on the Academic Council. Members of the Steering Committee may not serve concurrently as College representatives.
- b. The vote shall be taken by mail ballot containing names of the members of the College who are eligible for nomination. Each member of the College

who is eligible to vote shall nominate two persons from this list.

- c. In the case of a College having a faculty numbering less than 100 persons, the names of the six nominees receiving the largest number of votes cast shall be submitted to the College faculty by mail ballot and each member of the College faculty shall be entitled to vote for one nominee. In the case of a College having a faculty numbering at least 100 persons and less than 200 persons, the names of the nine nominees receiving the largest number of votes cast shall be submitted to the College faculty by mail ballot and each member of the College faculty shall be entitled to vote for one nominee. In the case of a College having a faculty number 200 persons or over, the names of the twelve nominees receiving the largest number of votes cast shall be submitted to the College faculty by mail ballot and each member of the College faculty shall be entitled to vote for one nominee.
 - d. From among the three nominees in each College receiving the largest number of votes on the final ballot as provided in "c" above, the President shall appoint one to membership on the Academic Council for a period of two years.
 - e. Nominations and appointments to the Academic Council shall take place in Spring Term of each year, members elected to take office June 1.
 - f. To provide for the initial composition of the Academic Council, the President shall appoint from the six (6) nominees receiving the largest number of votes (instead of the highest three (3) as provided in "d" above) one member to serve a two-year term and one member to serve a one-year term. Thereafter nominations and appointments shall be as prescribed above and all terms shall be for two years.
3. Each College representative on the Academic Council shall also become a member ex officio of his College Advisory Committee for the period of his term of office.
- B. Organization: 1. The President of the University or, in the case of his absence, a person designated by him shall preside at meetings of the Academic Council.

2. The Secretary of the Council shall be appointed by the President.
3. The Academic Council shall meet at least once each term, and more often at the pleasure of the President.
4. A Committee on Committees shall be constituted. It shall be composed of nine members, five of whom shall be the members of the Steering Committee of the Academic Senate, and four of whom shall be chosen annually each Spring Term by the Academic Council from among its membership. The chairman shall be appointed by the President. The Committee on Committees shall advise the President on the committee structure of the faculty and on the composition of the faculty standing committees with respect to size and elements of representation (except insofar as these may be stipulated by action of the Academic Senate). The President shall consult with the Committee on Committees on appointments to standing committees to the faculty.

C. Functions:

1. The Academic Council shall be consulted by the President on all matters of educational policy.
2. The Academic Council shall have the right to initiate proposals on all matters pertaining to the general welfare of the University.
3. The Academic Council shall serve in an advisory capacity to the President on any matters that he may choose to bring before it.
4. In any case the right of the Academic Council to be consulted shall not extend to matters of budget and finance, personnel, or general administration, except as principles of educational policy are to be formulated and administered.

July 1, 1956

MICHIGAN STATE UNIVERSITY FACULTY ORGANIZATION**Functions and Procedures of the Steering Committee of the Academic Council**

In a new organization whose charter does not spell out all details of functions and procedure, there are likely to be some questions concerning the proper business of certain official bodies within the organization. The Steering Committee presents the following interpretation of its status and functions, and an indication of its intended procedures.

Status

The Steering Committee is elected directly by the Academic Senate from its membership and is primarily responsible to the Senate.

Functions

In relation to the Senate - "The Steering Committee shall assist the President in the preparation of the agenda for the meetings of the Academic Senate." It is assumed that items of business to be included on the agenda will be originated by (a) the President; (b) the Academic Council; and (c) by the Senate, either from the floor or by individual request to the Steering Committee. The Steering Committee will act as a coordinating agency to put on the agenda those items which may legitimately claim the attention of the Senate, or will refer them to appropriate individuals or agencies (including standing faculty committees) within the faculty organization.

The Steering Committee also "may report independently to the Academic Senate". It is interpreted that such a report might be one made to the Senate differing from a report presented by the Council, or introducing matters not previously considered by the Council.

In relation to the Academic Council - Members of the Steering Committee are members of the Academic Council and they participate in its deliberations. They therefore take an active part, individually and as a group, in advising and consulting with the President on matters of educational policy or any other matters which the President chooses to bring before the Council, and in initiating proposals pertaining to the general welfare of the University.

On the Committee on Committees - The Steering Committee members also serve as a majority of the Academic Council's "Committee on Committees," which advises the President on the committee structure of the faculty, and on the composition and membership of faculty standing committees.

Procedures

1. To provide an avenue by which individual faculty members may introduce problems for formal consideration by the Senate, the Steering Committee will function in two ways:
 - a. The Steering Committee will announce in the Blue Sheet open meetings of the Committee for the purpose of receiving from faculty members or groups their suggestions and proposals for business that may legitimately claim the attention of the faculty organization.
 - b. Individual members of the Committee may be approached directly and will in turn refer to the Committee any business which may be conveyed in this manner.
2. To expedite the conduct of business in the Senate, the Steering Committee will announce the agenda for Senate meetings in the Blue Sheet. Whenever possible, advance copies of reports on the agenda will be distributed by the Secretary of the Senate to all members.