

Department of Teacher Education Bylaws

PREAMBLE

The Department of Teacher Education is an organizational unit within the College of Education at Michigan State University. As such, it is subject to the Bylaws of the Michigan State University Board of Trustees and to the Bylaws of the College of Education.

Section 1. Definitions

1.1. THE FACULTY

1.1.1. Composition of the Faculty

1.1.1.1. The regular faculty of the Department shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor.

1.1.1.2. The fixed-term faculty of the Department shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure.

1.1.1.3. Visiting Professors and Professors Emeritus shall be honorary faculty.

1.1.1.4. Adjunct faculty shall consist of persons whose primary appointments are outside the College of Education whose special qualifications make adjunct membership mutually desirable. Adjunct membership may be granted by the Chairperson subject to advice by the Faculty Advisory and Coordinating Committee.

1.1.2. Faculty Voting Rights

1.1.2.1. The voting faculty shall be all regular faculty, and fixed-term faculty who are appointed full-time in the University. Voting rights may be extended to other faculty with part-time appointments in the Department at the discretion of the Chairperson on the advice of the Faculty Advisory and Coordinating Committee.

1.1.2.2. Members of the voting faculty may be elected as representatives to any Department academic governance body, except the Review, Promotion, Tenure and Evaluation Committee, which may include only members of the regular faculty.

1.2. THE STUDENTS

1.2.1. Student Constituency of the Department

1.2.1.1. The student constituency of the Department for the purpose of selecting student representatives to serve on standing committees shall be all students who have declared with the Registrar a major or major preference (in the case of lower-division students) in an academic program of the Department.

1.2.1.2. The student constituency for purposes other than that specified above (1.2.1.1.) shall be all students who have declared a major or major preference in an academic program in the Department.

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

1.2.1.4. All other students shall be deemed undergraduate students.

1.2.2. Student Participation in Department Governance

1.2.2.1. Student participation in an academic governance body shall in all cases be in the same mode as faculty participation, except as reserved. The matters reserved to the faculty are:

1.2.2.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

1.2.2.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.

1.2.2.1.2.1. Evidence from students regarding the teaching performance of faculty shall be considered in decisions concerning the above matters.

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

1.2.2.2. Student participation in academic governance shall be consistent with University policy regarding confidentiality of student records.

1.3. MODES OF PARTICIPATION

In the *Bylaws for Academic Governance*, there are four modes of faculty and student participation identified for use in Academic Governance.

1.3.1. Consultation

A body of faculty and/or students who discuss with and inform the administrator with authority and responsibility for decision. Such a committee is not a deliberative body; there is no vote. Rather, the members express their views to inform an administrator's decision.

1.3.2. Advisory

A deliberative body of faculty and/or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendation and accepts responsibility for the decision.

1.3.3. Shared Responsibility

A deliberative body of faculty and/or students makes recommendations to an administrator authorized to make decisions. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.

1.3.4. Delegated Authority

A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

Section 2 - Academic Governance in the Department of Teacher Education

2.1. DEPARTMENT ACADEMIC ADMINISTRATORS

2.1.1. The Department Chairperson serves as the chief representative of the Department within the University. He or she is responsible for educational, research, and service programs, budgetary matters, physical facilities, and personnel matters in his or her jurisdiction, taking into account the advisory procedures of the unit. The chairperson has a special obligation to build a department strong in scholarship, teaching capacity, and public service.

2.1.2. Faculty and students shall advise in the appointment of Department academic administrators.

2.1.3. The selection of assistant and associate administrators to be nominated to the Provost shall be the responsibility of the Department Chair.

2.1.4. As provided in the *Bylaws for Academic Governance* (2.1.4), the Chairperson shall be subject to regular review at intervals not to exceed five years. The Faculty Advisory and Coordinating Committee has shared responsibility with the Dean on procedures for the review of the Chairperson.

2.1.5. As provided in the *Bylaws for Academic Governance* (2.1.4.4.), there is no limit on the number of times an individual may be continued in the position of Department Chairperson.

2.1.6. As provided in the Bylaws for Academic Governance (2.1.5), The Department Chairperson shall participate in academic governance as part of his or her administrative responsibility.

2.1.6.1. The Chairperson shall inform faculty and students of administration policies through the academic governance system as well as other channels they deem appropriate.

2.1.6.2. The Chairperson shall receive the views of faculty and students through the academic governance system, as well as other channels she or he deems appropriate, in determining policies and in advising other administrators of the University.

2.1.6.3. The Chairperson shall comply with these Bylaws.

2.1.6.4. The Chairperson shall assist and encourage the efficient and effective operation of academic governance.

2.2. DEPARTMENT GOVERNANCE

2.2.1. As provided in the *Bylaws for Academic Governance* (2.2.1), the voting faculty of the Department shall have shared responsibility with of the Department Chairperson to adopt and publish bylaws, provided they are in conformity with the Bylaws for Academic Governance.

2.2.1. 2. Academic unit bylaws shall be reviewed at intervals not to exceed five years.

2.2.2. The Department's students, as defined above, shall be responsible for selecting, according to procedures of their own choice, their representatives to committees as specified in these bylaws.

2.2.3. The Department Chairperson or a designee shall generally be present at meetings of Department committees, with the exception of the RPTE and the FTFAS Annual Review Committee, where they shall be present at the invitation of the committee.

2.2.4 Each department governance committee shall publish minutes of its meetings, as well as use a regular procedure to alert the Chairperson, who will notify the department, of upcoming votes on issues.

2.2.5. As provided in the *Bylaws for Academic Governance* (2.2.9), and in *Spartan Life (Academic Freedom for Students at MSU and Graduate Student Rights and Responsibilities)*, the Department shall have written grievance procedures for faculty, graduate students, and undergraduate students. These procedures shall be reviewed at intervals of five years.

2.3. DELEGATIONS TO THE FACULTY

2.3.1. The *Bylaws of the Michigan State University Trustees* contain the following delegations to faculty:

The Board delegates to the President and through the President to the faculty authority to establish and regulate courses of instruction and programs of research and service, subject to a report and accountability to the Board for information, discussion, and appropriate action. (Article 9, University Bylaws)

2.3.2. The Department of Teacher Education's interests in the delegation regarding programs of research include (a) coordinating and managing the effects of research on our students and programs; (b) meeting our obligations under accreditation and accountability provisions; (c) promoting research that meets recognized needs in the Department; (d) identifying pressing needs in the field, and encouraging individual or

collaborative research to meet those needs; and (e) helping faculty members to coordinate their individual efforts effectively.

2.3.3. MSU policies provide that a faculty member's choice of topic or subject for scholarly research or creative endeavors is governed by the principles of academic freedom as described in the Faculty Handbook.

2.4. FACULTY MEETINGS

2.4.1. The faculty of the Department shall meet at least once each during fall and spring semesters. Additional meetings of the faculty may be called by the Department Chair, by the Faculty Advisory and Coordinating Committee, or by ten voting faculty members.

2.4.2. Regular, fixed-term, adjunct, and honorary faculty can attend and participate in Department meetings. Voting faculty can vote in meetings and digitally; in both cases, a majority of the voting faculty shall constitute a quorum.

2.4.3. Written notice of faculty meetings shall be sent to all faculty at least one week in advance and such notice shall include an agenda of the matters to be considered.

2.4.4. The Department Chair or designee shall preside at Department faculty meetings.

2.4.5. The agenda for Department faculty meetings shall be prepared by the Department Chair and the Faculty Advisory and Coordinating Committee. The Chairperson shall appoint a person who shall keep records of these meetings and make the minutes available within two weeks following the meeting.

2.4.6. A Department faculty meeting may consider any matter related to the welfare of the faculty or the welfare of the Department and any matter brought before it by a member of the faculty.

Section 3. Department Standing Committees

There shall be six standing committees of the faculty: a Teacher Preparation Committee; an Induction and Continuing Education Committee; a Doctoral Education Committee; a Faculty Advisory and Coordinating Committee; a Review, Promotion, Tenure, and Evaluation Committee; and a Fixed Term Faculty and Academic Staff Annual Review Committee.

Curriculum deliberations, including proposals and voting, will occur in the standing

committees (TPC, ICEC, and DEC). Committees will send out curriculum items to the voting faculty at least two weeks prior to the next meeting of the standing committee. Faculty will be provided with a way to submit comments directly to the standing committee and/or with the FACC. Decisions made by a vote of the standing committee will then be forwarded to the department office for preparing documentation for the College Curriculum Committee

3.1 THE TEACHER PREPARATION COMMITTEE

3.1.1 The Department shall maintain a Teacher Preparation Committee.

3.1.2. Functions. In consultation with the faculty, the Committee shall carry out the faculty's delegated responsibilities for teaching, research, and service-outreach-engagement related to teacher preparation and other undergraduate programs the department may offer.

The Committee shall act as the Department's curriculum committee for teacher preparation. It will maintain open channels of communication with the Department through circulating minutes, announcing upcoming votes and opportunities for public discussion at TPC meetings, and reporting at faculty meetings. As needed, the TPC may invite Subject Area Leaders to confer with them about relevant curriculum matters.

When curriculum proposals emerge from the TPC, the TPC shall report proposals for curriculum revisions to the expanded FACC for deliberation and vote by FACC and elected curriculum standing committee members.

3.1.3 Membership. Annually, the voting faculty shall elect at least two members. Elected members would serve for a two-year term. (There would be a minimum of four elected members serving during any year.) The committee would elect its own chair. Annually, the Department Chairperson, in consultation with the elected Committee Chairperson and Reporter, shall appoint additional faculty members to the Committee for a one- year term. Appointed members will have voting rights. The Director of Teacher Preparation will participate on the committee in an ex officio role. Annually, the students will select a representative from among those in the TPP according to procedures of their own choice. Included are all students admitted to the TPP, which excludes freshmen and sophomores in the cohort programs but includes students from any undergraduate majors once admitted, and all interns. Doctoral students, given their instructional roles in the program, will elect a representative to the committee to serve a one year term.

3.1.4. Modes of participation. In regard to the establishment and regulation of programs of teaching, research, and service-outreach-engagement, and accreditation/evaluation related to teacher preparation, the Committee shall interact with the Department Chairperson in delegated mode, and in regard to related personnel, budget, and facilities, in the advisory mode.

3.1.5. Faculty leadership assignments. With the Committee's advice, the Department Chairperson may assign faculty to act on the Chairperson's behalf as program coordinators or leaders.

3.1.6. Academic freedom. In all its operations regarding research programs, the Committee is bound by the principles of academic freedom as described in the Faculty Handbook.

3.2. THE INDUCTION AND CONTINUING EDUCATION COMMITTEE (ICEC)

3.2.1. The Department shall maintain an Induction and Continuing Education Committee.

3.2.2. Functions. In consultation with the faculty, the Committee shall carry out the faculty's delegated responsibilities for teaching, research, and service-outreach-engagement related to induction and continuing education. Further, the Committee shall act as the Department's curriculum committee for induction and continuing education. The Committee shall act as the Department's curriculum committee for induction and continuing education. It will maintain open channels of communication with the Department through circulating minutes, announcing upcoming votes and opportunities for public discussion at ICEC meetings, and reporting at faculty meetings.

When curriculum proposals emerge from the ICEC, the ICEC shall report proposals for curriculum revisions to the expanded FACC for deliberation and vote by FACC and elected curriculum standing committee members.

3.2.3. Membership. Annually, the voting faculty shall elect a member to serve for one year as the Committee's Reporter and then one year as the Committee's Chairperson. Annually, the Department Chairperson, in consultation with the elected Committee Chairperson and Reporter, will appoint additional faculty members to the Committee for the year. Annually, the students will select a representative from among those in the program according to procedures of their own choice. Doctoral students, given their instructional roles in the program, will elect a representative to the committee to serve a one year term.

3.2.4. Modes of participation. In regard to the establishment and regulation of programs of teaching, research, and service-outreach-engagement related to induction and continuing education, the Committee shall interact with the Department Chairperson in delegated mode, and in regard to related personnel, budget, and facilities, in the advisory mode.

3.2.5. Faculty leadership assignments. Faculty leadership assignments. With the Committee's advice, the Department Chairperson may assign faculty to act on the Chairperson's behalf as program coordinators or leaders. These persons serve in the Committee in an *ex officio* role.

3.2.6. Academic freedom. In all its operations regarding research programs, the Committee is bound to the principles of academic freedom as described in the Faculty Handbook.

3.3. THE DOCTORAL EDUCATION COMMITTEE

3.3.1. The Department shall maintain a Doctoral Education Committee.

3.3.2. Functions. In consultation with the faculty, the Committee shall carry out the faculty's delegated responsibilities for teaching, research, and service-outreach-engagement related to doctoral education. Further, the Committee shall act as the Department's curriculum committee for doctoral education. The Committee shall act as the Department's curriculum committee for doctoral education. It will maintain open channels of communication with the Department through circulating minutes, announcing upcoming votes and opportunities for public discussion at DEC meetings, and reporting at faculty meetings.

When curriculum proposals emerge from the DEC, the DEC shall report proposals for curriculum revisions to the expanded FACC for deliberation and vote by FACC and elected curriculum standing committee members.

3.3.3. Membership. Annually, the voting faculty shall elect a member to serve for one year as the Committee's Reporter and then one year as the Committee's Chairperson. Annually, the Department Chairperson, in consultation with the elected Committee Chairperson and Reporter, shall appoint additional faculty members to the Committee for the year. Annually, the students will select two representatives according to procedures of their own choice.

3.3.4. Modes of participation. In regard to programs of teaching, research and service-outreach-engagement related to induction and continuing education, the Committee shall

interact with the Department Chairperson in delegated authority, and in regard to related personnel, budget, and facilities, in the advisory mode.

3.3.5. Faculty leadership assignments. Faculty leadership assignments. With the Committee's advice, the Department Chairperson may assign faculty to act on the Chairperson's behalf as program coordinators or leaders. These persons serve in the Committee *ex officio*, with no vote.

3.3.6. Academic freedom. In all its operations regarding research programs, the Committee is bound by the principles of academic freedom as described in the Faculty Handbook

3.4 THE FACULTY ADVISORY AND COORDINATING COMMITTEE

3.4.1 The Department shall maintain a Faculty Advisory and Coordinating Committee.

3.4.2. Functions. The Committee shall coordinate the faculty's delegated responsibility for programs of instruction, research and service-outreach-engagement and shall advise the Chairperson.

3.4.3. Membership. The Faculty Advisory and Coordinating Committee shall consist of five members elected at large from the tenure-stream members of the department, one elected at large from the fixed term faculty members in the department, as well as one doctoral student representative, elected through processes determined by that group. In the event of semester-long absences, the Chairperson of the Advisory Committee shall appoint interim replacements with the concurrence of the Committee. Faculty (whether tenure stream or fixed term) who are elected to the FACC will serve two-year terms, with half the membership elected in even years, half in odd years.

3.4.4. Modes of participation. In regard to the programs of teaching, research, and service-outreach-engagement related to the three programs, the Committee shall interact with the Department Chairperson in delegated mode, and in regard to related personnel, budget, and facilities, in the advisory mode.

3.4.5. Voting. A majority of the members of the Committee shall constitute a quorum. Each member will have one vote. Proxy votes may be assigned by absent members. Curriculum deliberations, including proposals and voting, will occur in the standing committees (TPC, ICEC, and DEC). Committees will send out curriculum items to the voting faculty at least two weeks prior to the next meeting of the standing committee. Faculty will be provided with a way to submit comments directly to the standing committee and/or with the FACC. Decisions made by a vote of the standing committee

will then be forwarded to the department office for preparing documentation for the College Curriculum Committee

3.4.6. Committee Chairperson and Reporter. The Committee shall elect a member as chairperson who will conduct the Committee meetings and share responsibility with the Department Chairperson for developing the agenda for each meeting. He or she shall also serve as an official faculty representative to the College and University when deemed necessary by the Committee. The Committee will also select a member or members who will be responsible for recording and publishing the minutes of each meeting.

3.4.7. Inclusion guidelines. The Faculty Advisory and Coordinating Committee shall share responsibility with the Department Chairperson for maintaining a set of inclusion guidelines. The guidelines shall include, but not be limited to membership on Department standing committees. They shall include the recognition of differences in job group (programmatic interest area, rank, tenure status) as well as protected class group (sex, race, handicap). They shall also include policies for the recruitment of student representatives to Department standing committees. As deemed appropriate, the Chair may appoint an ad hoc committee on inclusion.

3.5. THE REAPPOINTMENT, PROMOTION, AND TENURE COMMITTEE

3.5.1. The Department shall maintain a Reappointment, Promotion, and Tenure Committee.

3.5.2. Functions. The Committee shall advise the Chairperson regarding reappointment, promotion, and tenure decisions, policies for salary increments, and the annual evaluation of regular faculty.

3.5.3. Membership. The Committee shall consist of eleven members of the regular faculty.

3.5.3.1. Nine members shall be elected by the regular faculty, with at least three positions elected annually.

3.5.3.2. Annually, the Department Chairperson, in consultation with the elected Committee Chairperson, shall appoint two additional faculty members to promote broad representation of faculty on the Committee.

3.5.3.3. Assistant, Associate and Full professors are eligible to serve on the committee. Associate professors, and full professors will be represented by at least three elected members.

3.5.4. Each year at least three new faculty members will be elected to RPT (replacing faculty rotating off the committee). Each elected committee member who is tenured shall serve a single three-year term. Each elected assistant professor shall serve a one-year term. (They may, but are not required to, serve a second one-year term). Appointed members, regardless of rank, shall serve no more than a one-year term.

3.5.5. Conditions on participation in deliberations.

3.5.5.1. When advising the Chairperson regarding policies for salary increments and annual evaluations of performance, all members will have voting privileges.

3.5.5.2. When advising the Chairperson regarding reappointment, tenure, and promotion decisions, all members shall read the file and participate in discussions, but only Committee members who hold the rank or status to which the candidate could be promoted, or a higher rank, will vote.

3.5.5.3. When a Committee member is being considered for reappointment or promotion, the Chairperson of the Faculty Advisory and Coordinating Committee will appoint a substitute for that member, for the semester in which the Committee considers the application.

3.5.5.4. Committee members shall not participate in evaluations of their own performance or in deliberations in which they serve as the sole beneficiary of proposed recommendations. Members will be expected to dismiss themselves from any discussions in which they have a clear conflict of interest.

3.5.5.5. Chairpersons shall provide annual review letters to faculty members in a timely manner. Faculty members have the right to challenge their review within 15 days of when the letter is received from the Chairperson. If the challenge is accepted by the Chairperson, the annual review letter would be modified accordingly.

3.5.5.6. College Committee. One departmental representative shall be elected to the College Review, Promotion, and Tenure Committee during each spring semester and shall serve a two-year term. No representative to the College RPTC representing the Department of Teacher Education may serve more than two consecutive terms.

3.5.5.7. College Curriculum Committee. Two departmental representatives shall serve on the College Curriculum Committee for a two-year term. The two representatives will be

members of the Faculty Advisory and Coordinating Committee and elected by that committee to serve on the College Committee.

3.6 THE ANNUAL REVIEW COMMITTEE

3.6.1. Membership. The Annual Review Committee shall consist of three or four members of the regular faculty.

3.6.2. Three members shall be elected by the regular faculty, with at least one positions elected annually.

3.6.3. Annually, the Department Chairperson in consultation with the elected Annual Review Committee Chairperson, may appoint one additional faculty member to promote broad representation of faculty on the Committee.

3.6.4. Assistant, Associate and Full professors are eligible to serve on the Annual Review committee. Representation will consist of one Assistant, one Associate, and one Full professor.

3.6.5. Each year at least one new faculty member will be elected to the Annual Review Committee (replacing faculty rotating off the committee). Each elected committee member who is tenured shall serve a single three-year term. Each elected assistant professor shall serve a one-year term. (They may, but are not required to, serve a second one-year term). Appointed members, regardless of rank, shall serve no more than a one-year term.

3.7 THE FIXED TERM FACULTY AND ACADEMIC STAFF ANNUAL REVIEW COMMITTEE (FTFASARC)

3.7.1. The Department shall maintain a Fixed Term Faculty and Academic Staff Annual Review Committee.

3.7.2. Functions. The Committee shall advise the Chairperson regarding reappointment and Designation B status, policies for salary increments, and the annual evaluation of fixed term faculty.

3.7.3. Membership. The Committee shall consist of seven members of the fixed term faculty.

3.7.3.1. Four members shall be elected by the fixed term faculty with at least two people elected annually.

3.7.3.2. Annually, the Department Chairperson, in consultation with the FACC, shall appoint three additional faculty members to promote broad representation of fixed term faculty on the Committee.

3.7.4. Terms. Each elected Committee member shall serve a single two-year term, with at least two positions elected annually. Each *appointed* member shall serve a one-year term.

3.7.5. Conditions on participation in deliberations.

3.7.5.1. When advising the Chairperson regarding policies for salary increments and annual evaluations of performance, all members will have voting privileges.

3.7.5.2. When advising the Chairperson regarding promotion decisions, all members shall read the file and participate in discussions, but only Committee members who hold the rank or status to which the candidate could be promoted, or a higher rank, will vote.

3.7.5.3. When a Committee member is being considered for promotion, the Chairperson of the Faculty Advisory and Coordinating Committee will appoint a substitute for that member, for the semester in which the Committee considers the application.

3.7.5.2. Committee members shall not participate in evaluations of their own performance or in deliberations in which they serve as the sole beneficiary of proposed recommendations, such as Designation B determinations. Members will be expected to dismiss themselves from any discussions in which they have a clear conflict of interest.

Section 4. Bylaws Adoption, Implementation, Interpretation, and Revision

4.1. Adoption. These bylaws shall be operational after approved by a majority of the voting faculty, and shall expire at the end of five years from adoption, unless re-approved by the faculty. Consistent with 2.2.1, the Department Chair must also agree to changes.

4.2. Interpretation. The Faculty Advisory and Coordinating Committee shall interpret these bylaws.

4.3. Revision. These bylaws may be revised by a two-thirds vote of a quorum of the voting faculty present at a regularly scheduled or special faculty meeting and with the

concurrence of the Department Chairperson. The agenda for the meeting including the proposed bylaw change shall be distributed in writing at least seven days in advance to all voting faculty with the exception of cases in which a majority of voting faculty agree to a shortened review period and/or an electronic vote.

4.4. Proposals to amend. Proposals for bylaw amendments may be initiated by any voting faculty member or the Chairperson. The Department Chairperson shall be responsible for receiving the proposed change and publishing the agenda with the proposed bylaw change.

Approved May 13, 2015, by [33 approved, 0 disapproved, 1 abstained] of the Department. In accordance to paragraph 4.1, the bylaws, including the amendment approved on the date below, expire on May 13, 2020.

Amendment approved February 26, 2016, by [26 approved, 2 disapproved, 1 abstained] of the Department.