

The Department of Counseling, Educational Psychology, and Special Education
College of Education, Michigan State University

DEPARTMENT BYLAWS

(Approved November 2025)

1. THE FACULTY

1.1. Composition of the Faculty

1.1.1. The regular faculty shall consist of all persons in the Department who have been appointed under the rules of tenure and hold the rank of professor, associate professor, or assistant professor, and all persons appointed as librarians.

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

1.1.3. The academic specialists shall consist of all persons in the Department holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist.

1.1.4. The adjunct faculty shall consist of all persons whose professional position, qualifications, and interests make some relationship with the Department desirable.

1.1.5. The honorary faculty shall consist of all persons designated as visiting professor or professor emeriti in the Department.

1.2. Voting Faculty

1.2.1. The voting faculty shall consist of all regular faculty, full-time fixed term faculty, and full-time academic specialists.

1.2.1.1. Full-time shall be defined as a workload equal to or greater than a 0.9 full-time equivalent.

1.2.2. The college shall determine voting privileges for matters related to the College.

1.3. Faculty Representatives

1.3.1. Only voting faculty shall represent the faculty on elected or appointed committees of the Department.

1.3.2. Departmental representation to College governance bodies shall be determined by College Bylaws.

1.3.3. Departmental representation to University governance bodies shall be determined by University Bylaws.

1.4. Department Meetings

1.4.1. Department Meetings shall be open to all the Department's regular faculty, fixed-term faculty, academic specialists, adjunct faculty, honorary faculty and support staff, except under the circumstances described in Section 1.4.6.

1.4.2. Regular meetings of the Department shall be held at least once during fall and spring semesters. Notice of the schedule of regular meetings shall be provided to everyone eligible to attend the meeting (see 1.4.1).

1.4.3. The Department Chairperson shall preside over regular meetings. In the absence of the Chairperson, they shall appoint a substitute to chair the meeting.

1.4.4. Agenda and Minutes of meetings of the Department shall be distributed to everyone eligible to attend the meeting (see 1.4.1).

1.4.5. All matters requiring faculty vote will be decided by a simple majority of the voting faculty in attendance at a regular meeting of the Department, except for votes on bylaw amendments (see Section 9) and decisions to close open meetings (see 1.4.6).

1.4.6. A meeting closed to non-voting faculty can be called by the Department Chairperson or the Department Faculty Advisory Committee. Rationale for the closed meeting will be documented in the open meeting minutes (as described in 1.4.4).

1.4.7. Special meetings of the Department may be called by the Chairperson, by the Department Faculty Advisory Committee, or by five voting members of the Department faculty. Notice of special meetings or of changes in the regularly scheduled meetings shall be provided to all faculty at least one week in advance when possible. Such notice shall set forth the time and place of the meeting as well as the matters to be considered at the meeting.

1.5. Quorum Requirements

1.5.1. A quorum requires presence (physical or electronic) of fifty percent plus one of voting members to conduct Department committees and Department meetings. In the event of an absence of a quorum, informational items may be discussed.

1.5.2. Unless otherwise specified, a simple majority of votes cast by those present shall provide approval or disapproval of any proposal.

1.5.3. For purposes of voting and establishing a quorum, electronic presence is defined by the ability to hear and participate in the meeting in real time.

1.5.4. In cases where discussion is not required, committees may elect to vote asynchronously.

2. THE STUDENTS

2.1. Student Constituency of the Department

2.1.1. The student constituency of the Department shall be all persons enrolled at Michigan State University who have declared a current major or major preference in an academic program of the Department regardless of program level, full-time or part time status, credit, location, or mode of instruction. A person remains a student until graduation or completion of the program, permanent dismissal, or non-attendance for three full, consecutive semesters (including summer semester).

2.2. Student Participation in Academic Governance

2.2.1. Student participation in Department academic governance bodies shall in all cases be in the same

mode as faculty participation, except for matters reserved to the faculty. The matters reserved to faculty are:

2.2.1.1. Policies concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

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

2.2.1.2.1. Evidence from students regarding the teaching performance of faculty may, as relevant, be considered in decisions concerning the above matters.

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

3. MODES OF PARTICIPATION

3.1. There are four modes of faculty and student participation identified for use in academic governance:

3.1.1. **Consultation** — A body of faculty or students consults with and informs an administrator who has authority and responsibility to make a decision. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform an administrator's decision.

3.1.2. **Advisory** — A deliberative body of faculty or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions.

3.1.3. **Shared Responsibility** — A deliberative body of faculty or students makes recommendations to an administrator. 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 appropriate administrator at the next higher administrative level for decisions by that administrator.

3.1.4. **Delegated Authority** — A deliberative body of faculty 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.

4. SPECIAL RULES

4.1. Ex-officio Membership

4.1.1. Except as limited or prohibited in these *Bylaws*, ex-officio members of governance bodies — those who serve on the body by virtue of an office held — have both voice and vote.

4.2. Designees

4.2.1. Except as limited or prohibited in these *Bylaws*, a designee may serve instead of a member of a governance body who is absent from a meeting. Such designees must have the same eligibility and constituency as the replaced member and shall have the same rights and privileges as the member replaced. The attendance record of a member who provides a designee shall be unaffected.

4.3. Absences and Removal

4.3.1. Faculty members who fail to attend three meetings in a single academic year of a particular governance body designated in these Bylaws without providing designees in their absences become eligible to be removed from the governance body, reducing its quorum until the members are replaced by procedures specific to the body. This provision does not apply to administrators who are ex-officio members of governance bodies.

4.3.1.1. When a faculty member becomes eligible for removal, the relevant committee chairperson will report the member's absences to the Department Faculty Advisory Committee. The Department Faculty Advisory Committee must decide whether to recall the member by majority vote. If a member is recalled, the constituency must select a replacement in the same manner as the removed member was selected; if a member is not recalled, each subsequent absence renders them eligible for removal again.

5. DEPARTMENT ORGANIZATION

5.1. Department Chairperson

5.1.1. The Department Chairperson shall be appointed in accordance with College and University Bylaws and have such powers and responsibilities as set out therein. Matters regarding review of the Chairperson's performance and her/his reappointment are set forth in Section 2.1.4 of the University Governance.

5.1.2. The Department Chairperson shall be responsible for the implementation of educational, research, and service functions of the Department. This responsibility pertains to matters of budget, course scheduling, physical facilities, and personnel (including the appointment of graduate assistants). In performing these duties, the Department Chairperson shall take into account advice given by all standing committees, program directors, the faculty, and the students of the Department.

5.1.3. The Department Chairperson shall be an ex officio member of all Department standing committees with voice but not vote.

5.2. Department Associate Chairperson

5.2.1. An Associate Chairperson shall be appointed by the Department Chairperson, in consultation with the Department FAC, with the approval of the Dean.

5.2.2. The appointee shall be a member of the voting faculty.

5.2.3. The Associate Chairperson shall assist the Chairperson in the execution of the Chairperson's prescribed duties. Per University Bylaw, the Associate Chairperson is the Chairperson's designee in meetings of all Department and standing committee meetings when the Chairperson is not present.

5.2.4. The appointment of an Associate Chairperson may be terminated at any time by resignation or by action of the Dean upon the recommendation of the Chairperson and majority vote of the FAC.

5.3. Program Area Directors

5.3.1. Program Area Directors are voting faculty members with a terminal degree in their program area who represent the department's degree-granting program areas and fill positions of responsibility with respect to program operations. Associate or Full Professors are preferred for placement in this role.

5.3.2. The Department Chairperson shall appoint Program Area Directors with appropriate load assignments and support.

5.3.3. The term of service for a Program Area Director is three years. After an initial three-year term, the Program Area Director may be reappointed for renewal with a term to be negotiated with the Department Chairperson.

5.3.4. Temporary or permanent vacancies in a Program Area Director position, regardless of cause, shall be filled by a qualified voting faculty member appointed by the Department Chairperson.

5.3.5. The appointment of a Program Area Director may be terminated at any time by resignation or by action of the Chair and majority vote of the Program Area faculty.

5.4. Program Areas

5.4.1. The faculty of the department are additionally organized into five program areas as follows:

5.4.1.1. Counseling and Counselor Education (CCE) oversees the M.A. in Rehabilitation Counseling and Clinical Mental Health Counseling, and Ph.D. in Counselor Education and Supervision.

5.4.1.2. Educational Psychology and Educational Technology (EPET) oversees the M.A. degree in Educational Technology (MAET), the M.A. degree in Learning Experience Design (MALXD), and the Ph.D. degree in Educational Psychology and Educational Technology.

5.4.1.3. Measurement and Quantitative Methods (MQM) oversees the M.A. in Educational Statistics and AI, and the Ph.D. degree in Measurement and Quantitative Methods.

5.4.1.4. Special Education (SPED) oversees the UG in Special Education, the M.A. in Applied Behavior Analysis, the M.A. in Applied Behavior Analysis and Autism Spectrum Disorder, the G.C. and M.A. in Multi-Tiered Systems of Support, the M.A. in Special Education with a Learning Disability or Autism Spectrum Disorder endorsement, and the Ph.D. in Special Education degrees.

5.4.1.5. School Psychology (SP) oversees the Ed.S. in School Psychology, and the Ph.D. degree in School Psychology.

5.4.2. Degree and program area descriptions under 5.4.1. can be updated by a vote of the Faculty Advisory Committee and does not require a bylaw change.

5.4.3. Faculty can be associated with more than one program area.

5.5. Department Committee Operations

5.5.1. Standing and ad hoc committees of the Department are formed to facilitate the operation of the Department. Faculty members on all standing committees shall be elected at large except as otherwise noted. Members of ad hoc committees and subcommittees shall be appointed by the Department Chairperson or, when appropriate, by the chairperson of a standing committee of the Department.

5.5.2. Ad hoc committees may be established by the Department Chairperson or by the chairperson of a standing committee to deal with one-time or recurring problems such as problems in program quality review, grading standards, and bylaws revision.

5.5.3. The election of faculty members to serve on standing committees of the Department shall be supervised by the Faculty Advisory Committee and shall take place during the spring semester each year.

5.5.4. The usual term of membership for each elected faculty member of a standing committee shall be two years commencing the fall semester following each spring election, with approximately half of the members of each committee elected each year.

5.5.5. A temporary or permanent vacancy involving a Department faculty member of any standing committee of the Department or College, for any cause such as illness, sabbatical leave, or conflicting assignment, shall be filled by a qualified faculty member who is appointed to the position for an appropriate period by the Department Faculty Advisory Committee.

5.5.6. Following spring semester elections, each standing committee shall elect a chairperson from its voting faculty members.

5.5.7. Meetings of the Department committees or other faculty groups may be closed to non-members at any time for the purposes of study, discussion, and formulation of recommendations to the Department faculty.

6. STANDING COMMITTEES OF THE DEPARTMENT

6.1. Faculty Advisory Committee

6.1.1. The Faculty Advisory Committee (FAC) shall consist of one tenured faculty representative from each program area (CCE, EPET, MQM, SPED, SP), elected by their respective program area faculty. Program Areas may not opt out of electing a faculty representative. Only regular faculty may serve on the Faculty Advisory Committee.

6.1.2. The Faculty Advisory Committee shall assist and advise the Department Chairperson with respect to Department policies and practices. The Committee shall advise the Department Chairperson on any matter brought to the Committee by the Chairperson. The Committee may consult with the Chairperson on any matter related to the general welfare of the Department.

6.1.3. The agenda for Faculty Advisory Committee meetings shall be prepared by the Faculty Advisory Committee Chairperson in consultation with the Department Chairperson. Agenda items may originate with any member of the faculty.

6.1.4. The Committee shall set up nominating and voting procedures for Department standing committees and for Department representatives to College committees. The Committee shall fill, by appointment, vacancies involving Department faculty members on standing committees of the Department, College, or University (if requested by those committees).

6.1.5. The Committee shall serve in an advisory capacity to the Department Chairperson regarding recognition of faculty and student achievement.

6.2. Personnel Committee

6.2.1. The Personnel Committee is charged with conducting the reappointment, tenure, promotion, and annual reviews of regular faculty. Only regular faculty may serve on the Personnel Committee.

6.2.2. The Personnel Committee shall consist of one tenured faculty representative from each program area (CCE, EPET, MQM, SPED, SP). Program Area representatives on the Personnel Committee shall be elected by their respective program area faculty. At least one elected committee representative must be a

Full Professor. If a Program Area opts out of electing a faculty representative, then the position may be filled by any tenured CEPSE faculty member elected at large.

6.2.3. The Personnel Committee shall provide evaluative ratings to the Department Chairperson regarding annual individual faculty productivity. Ratings by the Personnel Committee are advisory to the Chairperson for consideration in annual merit salary adjustments (see 7.2).

6.2.4. The Personnel Committee has the responsibility to review the materials submitted by faculty members seeking reappointment, promotion, or tenure, and make recommendations regarding individual candidates to a meeting of the Department's regular Associate and Full Professor faculty and Department Chairperson, as described in Section 7.1. Only Full Professors can deliberate and vote on cases of promotion to Full Professor.

6.2.5. In consultation with the Personnel Committee, the Department Chairperson may also appoint one or more pre-tenure Assistant Professors to serve on the committee, with the goal of every pre-tenure Assistant Professor faculty member having the opportunity to serve on the Personnel Committee at least one year before going up for tenure and promotion. Pre-tenure committee members will participate fully in the annual review process but do not deliberate or vote on reappointment, promotion, and tenure cases.

6.2.6. When reviewing cases of promotion for Full Professor, the committee membership must have at least three Full Professors on the committee who are free of conflict of interest. Additional Full Professors may be appointed as ex-officio members of the committee by the Department Faculty Advisory Committee to reach the threshold of three Full Professors on the committee.

6.2.6.1. When appointing members for this purpose, the Faculty Advisory Committee should prioritize appointing ex-officio members such that, when possible, there is a Full Professor seated on the committee from each program area represented in the candidates applying for promotion to Full Professor.

6.2.6.2. Ex-officio members appointed to the Personnel Committee for the review of cases for promotion to Full Professor are appointed only for that purpose, and do not participate in the review of other promotion cases or the annual review process.

6.2.7. Any Personnel Committee member applying for promotion to Full Professor in the spring before their year of service cannot serve on the Personnel Committee that year. In accordance with Bylaw 5.5.5, in the event of a vacancy on the Personnel Committee, a qualified faculty member will be appointed by the Department Faculty Advisory Committee to the position for an appropriate period.

6.3. Curriculum Committee

6.3.1. The Curriculum Committee shall consist of the two elected faculty representatives to the College Curriculum Committee.

6.3.2. The Curriculum Committee may invite Program Area Directors, as well as other program area faculty, to work with and inform the Curriculum Committee about curriculum issues.

6.3.3. Proposals for the development, elimination, or modification of courses, course sequences, or program area emphases shall be reviewed and acted upon by the Curriculum Committee and the Department Chairperson prior to action by the College Curriculum Committee. Curriculum matters with significant import shall be reported to the Department faculty for action prior to submission to the College Curriculum Committee.

6.3.4. Curriculum matters that impinge on other departments within the College will be referred, with recommendations, to the Chairperson of the other department and/or to the appropriate policy committees, e.g., the College Curriculum Committee.

6.4. Mentoring Committee

6.4.1. The Mentoring Committee is charged with mentoring the regular faculty of the Department. Only regular faculty may serve on the Mentoring Committee.

6.4.2. The Mentoring Committee shall consist of 2-3 tenured faculty appointed by the Chairperson, in consultation with the FAC, from tenured faculty not currently serving on the Personnel Committee. At least two committee members shall be Full Professors, and all members shall serve three-year terms. Appointed members to the Mentoring Committee must have served on the CEPSE Personnel Committee or College RPT Committee, with preference given to faculty who have served on the College RPT Committee. If a member of the Mentoring Committee were elected to the Personnel Committee during their three-year term, the Chairperson would then appoint a replacement on the Mentoring Committee.

6.4.3. The Mentoring Committee shall be focused on faculty development, with its role being to guide, inform, and help pre-tenure and mid-career (e.g., Associate Professor) regular faculty members in CEPSE to navigate the various milestones in the reappointment, promotion, and tenure system.

6.4.4. The Mentoring Committee shall meet with all pre-tenure Assistant Professors in CEPSE a minimum of three times per year including, but not limited to, the beginning of each academic year, in preparation for annual review, after receiving feedback from the Chairperson (e.g., about annual review), and when preparing materials for reappointment, promotion, and/or tenure. When requested, the Mentoring Committee shall also meet with tenured Associate Professors in CEPSE.

6.5. Fixed-Term Faculty and Academic Specialist Review Committee

6.5.1. The Fixed-Term Faculty and Academic Specialist (FTFAS) Review Committee shall advise the Department Chairperson regarding reappointment and the annual evaluation of Fixed-Term Faculty and Academic Specialists.

6.5.2. The FTFAS Review Committee shall consist of up to seven members of the FTFAS, and one ex-officio member from the regular faculty with tenure. Five members shall be elected by their respective program area faculty. To be eligible to serve on the FTFAS Review Committee, FTFAS must have an appointment of 50% or higher during the current academic year. The ex-officio member shall be elected at large.

6.5.3. Annually, the Department Chairperson, in consultation with the FAC, shall appoint up to two eligible FTFAS Review Committee members to promote broad representation on the committee. All FTFAS with an appointment during the current academic year are eligible to vote in the election of committee members.

6.5.4. Each elected FTFAS Review Committee member shall serve a single two-year term, subject to having an appointment with the department, with at least two positions elected annually. Each appointed member shall serve a one-year term.

6.5.5. All FTFAS must complete the annual review process as specified by the FTFAS Review Committee. A FTFAS employee may not be re-appointed without completing the FTFAS Review Committee review process.

6.5.5.1. When advising the Chairperson regarding policies for recommendations for reappointment and annual evaluations of performance, all FTFAS Review Committee members (except the ex-officio member) will have voting privileges.

6.6.5.2. FTFAS Review Committee members shall not participate in evaluations of their own performance or recommendation for reappointment. Members will be expected to recuse themselves from any discussions in which they have a conflict of interest, including cases where a committee member is a supervisor of the employee being reviewed.

6.6. Fixed Term Faculty and Academic Specialist Advisory Committee

6.6.1. The Fixed Term Faculty and Academic Specialist Advisory Committee (FTFASAC) shall consist of one FTFAS representative from each Program Area, where applicable elected by their respective program area faculty. To be eligible to serve on the FTFASAC, FTFAS must have an appointment of 50% or higher during the current academic year. Program Areas may not opt out of electing an FTFASAC representative unless they do not have any FTFAS within their program.

6.6.2. A temporary or permanent vacancy involving a FTFASAC representative shall be filled by a qualified FTFAS appointed to the position by their respective Program Area.

6.6.3. The FTFASAC shall assist and advise the Department Chairperson with respect to department policies, practices, and general welfare, particularly as related to issues around FTFAS.

6.6.4. The FTFASAC shall meet at least once per semester with the Department Chairperson, with the option of scheduling additional meetings each semester as needed.

6.6.5. Each member of the FTFASAC shall have 5% service as part of their contract.

6.7. Student Advisory Committee

6.7.1. The Student Advisory Committee (SAC) shall consist of at least one student representative from each Program Area (CCE, EPET, MQM, SPED, SP), elected by students in their respective program area. Program Areas may not opt out of electing a student representative but have discretion to decide how many student representatives represent their respective degrees (BA, MA, PhD).

6.7.2. The SAC shall assist and advise the Department Chairperson with respect to department policies, practices, and students' general welfare.

6.7.3. The SAC shall meet at least twice per semester with the Department Chairperson, with a third meeting scheduled in case needed.

6.7.4. A temporary or permanent vacancy involving a SAC representative shall be filled by a qualified student appointed to the position by their respective Program Area (CCE, EPET, MQM, SPED, SP).

7. ANNUAL REVIEW, REAPPOINTMENT, AND PROMOTION OF FACULTY

7.1. Reappointment, Promotion, and Tenure Action for Regular Faculty

7.1.1. Department policies and procedures for reappointment, promotion, and tenure action of regular faculty shall be in accordance with the *University Faculty Handbook* and the *College of Education Procedures for Reappointment, Promotion and Tenure Review*. These policies and procedures are provided in separate documents.

7.1.2. Departmental representatives to the College Reappointment, Promotion and Tenure (RPT) Committee must be tenured Full Professors.

7.1.3. The Personnel Committee shall review the materials submitted by faculty members seeking reappointment, promotion, or tenure, and make recommendations regarding individual candidates to a meeting of the Department's Associate and Full Professors for those seeking reappointment or promotion to Associate Professor and to the Department's Full Professors for those seeking promotion to Full Professor.

7.1.3.1. In making recommendations, Personnel Committee members will not review or vote on recommendations for promotion to rank higher than their own.

7.1.4. The recommendations of the voters and the Personnel Committee shall be transmitted to the Department Chairperson for use in the judgments required by College and University policy.

7.2. Annual Review of Regular Faculty

7.2.1. During each spring semester, each regular faculty member shall submit to the Chairperson evidence of performance and merit in the broad areas of teaching, research, and service. These materials shall be reviewed by the Personnel Committee as described in 6.2.3.

7.2.2. The Department Chairperson shall review the recommendations of the Personnel Committee, as well as materials submitted or solicited, interview faculty if necessary, and rate each faculty member's performance for salary purposes.

7.2.3. The Department Chairperson shall present their ratings of each regular faculty member to that member and shall forward the ratings to the College administration.

7.2.4. The Department Chairperson with the Personnel Committee shall provide specific written feedback concerning the strengths and weaknesses of their work to all Assistant and Associate Professors, to faculty whose ratings lie below the mean in all areas, and to individual faculty who request it.

7.3. Annual Review, Promotion, and Reappointment of FTFAS

7.3.1. Procedures for the Annual Review, Promotion, and Reappointment of FTFAS are determined by operating procedures established by the FTFAS Review Committee and applicable College and University policies.

8. GRIEVANCE PROCEDURES

8.1. The Faculty Grievance procedure shall be handled in accordance with the University document entitled *Model Academic Unit Grievance Procedure* or subsequent revisions of these documents.

8.2. Student grievances shall be handled in accordance with the University documents entitled *Academic Freedom for Students at Michigan State University* and *Graduate Students Rights and Responsibilities* or subsequent revisions of these documents.

9. BYLAW AMENDMENT AND REVIEW

9.1. Recommended changes to the Bylaws may be proposed by any of the Department's voting faculty, standing

committees, or ad hoc committees for consideration and discussion at a regular meeting of the Department.

9.2. Following an open discussion of the recommended change(s), a formal proposal for a Bylaw amendment may be subjected to a full faculty vote or referred to an appropriate committee for further study and recommendation.

9.3. To become an amendment to the Bylaws, a formal proposal requires a two-thirds majority vote of the faculty present at a regular meeting of the Department.

9.4. Faculty approved amendments to the Bylaws shall be published in the minutes of the regular Department meeting and, unless otherwise specified, shall take effect immediately. Copies of the approved amendment(s) shall also be distributed to each faculty member for attachment to this document.

9.5. Edits to the Bylaws of a typographic or formatting nature, and references to external University documents, may be amended or revised by the Faculty Advisory Committee without conducting a vote of the faculty so long as such edits do not constitute changes in the intent or interpretation of the language.

9.5.1 Notice of the corrections shall be made publicly available.

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