

# BYLAWS OF LYMAN BRIGGS COLLEGE

The Bylaws of the Michigan State University Board of Trustees and the Michigan State University Bylaws for Academic Governance (UBAG; June 2017 version] specify for academic units within their purview certain definitions, procedures, rights and responsibilities concerning faculty, advisor, staff, and student participation in academic governance at Michigan State University. The Bylaws of Lyman Briggs College codify the academic governance structure of the Lyman Briggs community within the specifications mandated by the Bylaws of the Board of Trustees, the Bylaws for Academic Governance. In this document the terms “College” and “Lyman Briggs College” (“LBC”) designate the Lyman Briggs College at Michigan State University.

## 1. GENERAL ORGANIZATION

- 1.1 The faculty of the College shall consist of all faculty appointed under the rules of tenure with the rank of instructor or higher who receive some portion of their salary from the College.
  - 1.1.1 Except as specifically excluded by these Bylaws, the right to vote on internal matters in any given semester shall be extended to all faculty with the rank of instructor or higher on the teaching staff and to Academic Specialists [Teaching]. The Dean of the College (Section 1.3) shall, at the beginning of each term, supply a list of the voting faculty to all members of the Briggs Community Council (Section 5.1).
  - 1.1.2 All tenure-system faculty will be eligible to vote on tenure-system faculty hires, which are deemed external matters.
  - 1.1.3 All tenure-system faculty and faculty with the rank of Academic Specialist (teaching) in the continuing appointment system will be eligible to vote on Academic Specialist (teaching) hires.
- 1.2 The Students of Lyman Briggs College are those listed on the student roster maintained in the Dean’s Office. These students comprise the eligible student voting body of LBC.
- 1.3 The chief executive officer of the College is the Dean (UBAG, Section 2.1.2). The Dean shall be responsible for educational, research, and service programs, budgetary matters, physical facilities, and personnel matters in the Dean’s jurisdiction, taking into account the advisory procedures specified in these Bylaws.

- 1.4 The Associate Dean(s) and the Assistant Dean(s) shall assist the Dean in the administration of LBC.
- 1.5 These Bylaws shall replace all preceding Bylaws of Lyman Briggs College and shall become effective immediately upon approval through a paper or electronic ballot by a two-thirds majority of the persons described in Section 5.1 of these Bylaws.
- 1.6 Faculty with the emeritus designation are entitled to attend open LBC meetings with voice but without vote.

## 2. FACULTY RIGHTS, RESPONSIBILITIES, AND PREROGATIVES

- 2.1 The rights of the faculty shall be those defined in the Bylaws of the Board of Trustees, UBAG, and the Bylaws of LBC, the Tenure Regulations, the Travel Regulations, the Policy Handbook for MSU Faculty, the Academic Freedom Report (Article 2.2), and the document Faculty Rights and Responsibilities.
- 2.2 The responsibilities of the faculty shall be those defined in the Bylaws of the Board of Trustees, UBAG, the Academic Freedom Report (Article 2.1.4.9), the Policy Handbook, and the Code of Teaching Responsibilities.
- 2.3 The faculty shall have such prerogatives as are defined by the Bylaws of the Board of Trustees, UBAG, and Bylaws of LBC. The manner of exercising these prerogatives shall be determined by these bylaws.
- 2.4 Except as specifically excluded with UBAG or these Bylaws, tenure-system faculty and continuing system faculty shall have equivalent standing for all committees.
- 2.5 As part of the annual evaluation process, each faculty member is entitled to a private meeting with the Dean of the College which may include other individuals (e.g. chair of jointly-appointed unit) as deemed necessary by the faculty member.

## 3. GRADUATE ASSISTANT RIGHTS, RESPONSIBILITIES, AND PREROGATIVES

- 3.1 The graduate assistant rights, responsibilities, and prerogatives shall be those defined by the Graduate Student Rights and Responsibilities Document and the Code of Teaching Responsibilities.

## 4. STUDENT RIGHTS, RESPONSIBILITIES, AND PREROGATIVES

- 4.1 Student rights, responsibilities, and prerogatives shall be those defined by UBAG, the Academic Freedom Report, and the current Handbook for MSU Students.
- 4.2 The students of Lyman Briggs College shall be responsible for writing bylaws for their own governance entitled Constitution of the Student Advisory Council (CSAC). CSAC shall provide for the selection of all student representation to All-University, and Lyman

Briggs committees established under the rules for Academic Governance. CSAC shall also provide for a representative Student Advisory Council (SAC) among whose functions shall be advising the faculty and the Dean on matters of student concerns.

- 4.3 Procedures for student complaints shall be those most recently adopted by LBC faculty action.

## 5. BRIGGS COMMUNITY COUNCIL

- 5.1 The Briggs Community Council (BCC) shall consist of (a) all of the voting faculty as defined in 1.1.1 and (b) student representation equal to the least integer not less than 20% of the voting faculty as defined in 1.1.1. These students shall be selected under procedures specified in the CSAC satisfying Section 4.2.
- 5.2 Meetings of BCC shall be chaired by the Dean or by the Dean's designate. Normally, the Council shall meet at least once each semester. The meetings shall be conducted under Robert's Rules of Order Revised unless otherwise specified by these Bylaws. The mode of participation of BCC shall be shared responsibility (UBAG, Section 1.3.3). For curricular matters as noted in UBAG 4.6.3, the mode of participation of BCC shall be delegated authority.
- 5.3 The chairperson of the meeting shall designate the secretary for the meeting. The secretary shall prepare the minutes and shall be responsible for distribution of the minutes to all members of BCC. All those not members of BCC but officially attending a particular meeting (see below) shall also receive the minutes of that meeting. minutes shall also be shared with SAC.
- 5.4 The Dean and the Briggs Advisory Council (BAC, Section 5.8 of these Bylaws) shall have the right to designate persons other than those specified in Section 5.1 who shall be invited to attend the BCC meeting and to have the privilege of the floor. In addition, by a majority of members present and voting, the privilege of the floor may be extended to others present.
- 5.5 A quorum shall be defined as larger than half the combined number of student representatives and the voting faculty as defined in 1.1.1.
- 5.6 BAC shall consult the Dean in preparing the agenda and choosing the dates for BCC meetings. The notice indicating the time, place, and agenda of regular meetings should be distributed at least one week in advance. No matter shall be voted upon unless it is on the agenda. Votes shall be decided by simple majority of those present and voting, unless otherwise specified in these Bylaws or Robert's Rules of Order Revised.
- 5.7 Whereas all business concerning the College shall normally come before the BCC, the faculty may meet separately, without the Dean present, to consider matters of exclusive concern to the faculty. The chairperson of BAC or the chairperson's designate shall call

and chair such meetings. Matters explicitly reserved to the faculty by UBAG, Section 1.2.3, shall be discussed and/or decided at meetings of the above type.

#### 5.8 Briggs Advisory Committee

- 5.8.1 Composition of the Briggs Advisory Council (BAC) shall be three from among the faculty as defined in 1.1, one from among the fixed term faculty and the teaching focused academic specialists, one from among the advising academic specialist, one from among the support staff, and two students enrolled in the College. If the fixed term faculty and teaching focused academic specialists, academic student affairs staff, or support staff are unable to provide one representative in any given term, that position will remain vacant for that term. All members have the duty of acting in the interest of the College as a whole. The BAC shall normally meet with the Dean, but may meet without the Dean if it so desires. The mode of participation of BAC shall be advisory. (UBAG, Section 1.3.2.)
- 5.8.2 The faculty and staff members of the BAC shall be elected by all faculty with internal vote, academic student affairs staff, and support staff. The term length will be three years for faculty and two for staff positions. Staff, but not faculty, may serve two consecutive terms. The election shall be by paper or electronic mail ballot and under the supervision of the existing BAC. The election shall be held during the spring term and members shall take office at the beginning of fall term. The regular faculty members shall be elected so that their terms overlap, i.e., the three-year terms starting in three consecutive years. Also, regular faculty from the HPS and non-HPS faculty groups must both be represented on BAC.
- 5.8.3 The student members shall be chosen by procedures specified in the CSAC satisfying Section 1.2 and Section 4.2 of these Bylaws of the College. The student members shall serve for a one-year term and may serve one additional term (see Section 4).
- 5.8.4 The BAC term shall begin at the start of the fall semester. In accordance with 5.9.2.8, the BAC for the upcoming year will meet in spring to elect its own chairperson who must be a member of the regular faculty.
- 5.8.5 Four members of the BAC shall constitute a quorum. If faculty vacancies occur on BAC, they shall be filled according to procedures determined by the faculty member(s) of BAC remaining in office, and, if no faculty members remain in office, by an election supervised by the Dean. Student vacancies shall be filled by procedures specified in the CSAC satisfying Section 1.2 and Section 4.2 of these Bylaws of the College.
- 5.8.6 The charge to BAC shall include:

- 5.8.6.1 The BAC shall act as the steering committee of BCC. The faculty members of BAC shall constitute the nominating committee for faculty representatives to all College committees including ad hoc committees except the EPC. The faculty members of BAC also constitute the nominating committee for faculty representatives for all University committees on which the College is to be represented.
- 5.8.6.2 As detailed above in Section 5.6, BAC shall prepare the agenda, choose the dates for BCC meetings, and notify BCC members of the meetings
- 5.8.6.3 BAC shall discuss matters of concern to the College. It shall advise the Dean on minor matters and refer decision on major matters to BCC as a whole without undue delay. A matter shall be a major matter if either (a) BAC by majority vote deems it to be so or (b) at least ten percent of the BCC members deem it to be so and advise BAC to that effect.
- 5.8.6.4 BAC shall advise the Dean on the recruiting and hiring of instructional and administrative staff.
- 5.8.6.5 BAC shall advise the Dean on retention, reappointment, and promotion of faculty members.
- 5.8.7 BAC must meet at the request of any one of its members or at the request of the Dean. BAC shall keep minutes of its meetings and distribute them within 10 days of approval to all persons specified in Section 5.1.
- 5.8.8 Faculty members of BAC shall fill by appointment unexpired term vacancies of LBC faculty on all University committees if the length of the unexpired term is less than one full academic year.
- 5.8.9 On matters reserved to the faculty, the faculty members of BAC shall advise the Dean on those that are minor and refer those that are major to the voting faculty as a whole.
- 5.8.10 BAC shall have shared responsibility with the Provost to determine procedures for review of the Dean at intervals not to exceed five years (mandated by UBAG, Section 2.1.4.1).
- 5.8.11 The chairperson of BAC shall act as a representative of the faculty to the Dean(s) when a full assembly of BAC is not feasible.
- 5.8.12 The Dean shall consult with the faculty members of BAC before completing the Annual Evaluation and Review documents.

5.8.13 The Dean shall promptly seek to convene a meeting of the faculty members of BAC or their designates to consult about the implementation of faculty salary adjustment guidelines when they are received from the Office of the Provost.

5.8.14 At budget development time, the Dean shall promptly seek to convene a meeting of the faculty members of the BAC or their designates to consult about the structure of the Lyman Briggs College budget for the coming academic year.

## 5.9 Committees of the Briggs Community Council

5.9.1 Lyman Briggs College values the contributions of members of groups that have been traditionally underrepresented in academia, and the College encourages their participation in all decision-making processes.

### 5.9.2 Nature and Establishment of the Standing Committees

5.9.2.1 A standing committee is one whose function is deemed so important that permanent continuity is necessary for smooth operation of the College. Each fall the first meeting of each standing committee will be convened by its chair or by an Associate Dean within 30 days of the start of classes.

5.9.2.2 The standing committees shall report at least once each semester to the BCC.

5.9.2.3 There shall be the following standing committees of the BCC:

- a. Briggs Educational Policies Committee
- b. Briggs Awards Committee
- c. Lyman Briggs Committee for Inclusivity (LBC Inc.)
- d. Lyman Briggs Speaker Series Committee

### 5.9.3 General Rules Governing the Standing Committees

5.9.3.1 Sub-committees may exist at the discretion of the parent committee. Sub-committees shall report only to the parent committee.

5.9.3.2 Composition of the various standing committees

- a. The Briggs Educational Policies Committee (EPC) shall have a membership of five faculty, one academic advisor, and three students. The faculty members of EPC shall be representative of all areas of curricular interest in the College. There shall be one member from each of the following areas: physics/chemistry, biology, and mathematics,

and two members from history, philosophy, and sociology of science (HPS). The Associate Dean in charge of curricular matters and the Associate/Assistant Dean for Academic and Student Affairs shall serve as ex officio members.

- b. The Briggs Awards Committee shall have a membership of two faculty, one student, and one advising representing student affairs, and the Dean ex officio. The committee may call in consultants at its discretion.
  - c. The Lyman Briggs Committee for Inclusivity (LBC Inc.) shall have a membership composed of three faculty representatives, one representative from academic student affairs, one staff representative, and two students. The faculty members shall include at least one representative from each of the following groups: (a) tenured system faculty (b) fixed term or continuing status system faculty . If the fixed term faculty and teaching focused academic specialists, academic student affairs, or staff are unable to provide one representative in any given term, that position will remain vacant for that term. Representatives from other university diversity-related initiatives shall be expected to liaise and work with the committee. LBC Inc. shall normally meet with the Dean, but may meet without the Dean if it so desires. The mode of participation of LBC Inc. shall be advisory, including contributing to the College’s annual diversity and inclusion report.
  - d. The Lyman Briggs Speaker Series Committee (Speaker Series) shall consist of three faculty member and one student representative. Of the faculty, at least one shall represent each the HPS and non-HPS faculty. The Director of Alumni Relations shall serve ex officio.
- 5.9.3.3 Faculty members of standing committees are to be chosen by ballot vote or by electronic voting of all faculty eligible to vote on internal matters from a slate of candidates chosen from among those eligible to vote in the following manner:
- a. In the case of elections of faculty members to the EPC, the voting faculty as defined in 1.1.1 within each area of representation (5.8.2.2) shall have the prerogative of choosing from among their numbers the slate of one or more candidates to represent them. If only one candidate is chosen the paper or electronic ballot must include a place for voting non-support. In the event that the faculty in an area chose not to exercise the prerogative of slate making, the slate for that curricular area shall be made by the faculty members of BAC.

- b. In the case of elections of faculty members to any standing committee except the EPC, the slate of candidates shall be made by the faculty members of BAC.
  - c. In the case of the election of the faculty and staff members of LBC Inc., all voting faculty as defined in 1.1.1 and support staff will be eligible to vote.
- 5.9.3.4 Terms of office for each of the committees shall begin at the beginning of fall semester.
- 5.9.3.5 Each faculty member of the various standing committees shall have a term of office of two years.
- 5.9.3.6 Student members shall be chosen by procedures specified in the CSAC and in accordance with Sections 1.2 and 4.2 of these Bylaws of the Lyman Briggs College. Office terms shall be one year and a student may serve only two consecutive terms on any one standing committee.
- 5.9.3.7 No faculty member of a standing committee may serve more than two consecutive terms of office on that committee. In the event that a faculty member is unable to serve out their term of office, the chairperson of the committee in question is to request BAC to make an interim appointment until the regular election period at the beginning of spring term. In such an event, the faculty members of BAC shall make such an appointment.
- 5.9.3.8 After the election of new committee members in the spring, each new standing committee will meet with the sole purpose of electing an internal chairperson and recording secretary for the upcoming year. The new chairperson will have the responsibility to call the first meeting of the fall semester. At each meeting for the year, the chairperson will preside and the secretary will record all actions and recommendations by the committee and distribute minutes of each meeting to the members of BCC.
- 5.9.4 The charge to each of the standing committees:
  - 5.9.4.1 The Briggs EPC shall serve as the College's curriculum committee and as such will review and recommend new courses and monitor old ones and shall establish degree requirements.
  - 5.9.4.2 The Briggs Award Committee shall be charged with promoting the merits of Briggs community members. The committee shall function to facilitate the application process of students, faculty, academic specialist and staff to appropriate advancement opportunities. The committee shall solicit, receive, and distribute information relative to awards, scholarships, and



grants and shall also function to nominate suitable candidates. They shall decisions regarding scholarships and awards made by the College, and organize nominations of College members for All-University Awards.

5.9.4.3 LBC Inc. shall work under existing university guidelines and in concordance with the Office for Inclusion and Intercultural Initiatives to promote and foster an inclusive environment and equal opportunities for all LBC students, faculty, and staff. This will be achieved through education, research, and service. The committee shall educate the LBC community by providing current information, statistics, and resources about issues of diversity and inclusion. The committee shall encourage the establishment of and serve as a liaison for scholarly research projects and other efforts to create and evaluate interventions that improve inclusive teaching methods and retention. The committee shall coordinate and promote service activities, including outreach and engagement efforts, that foster a sense of community, increase awareness, and enhance the overall climate of LBC. It is expected the education, research, and service efforts will overlap and that the members of LBC Inc. will work with other LBC and university committees to achieve these goals.

5.9.4.4 The Speaker Series shall organize events during the academic year for the LBC community with the primary intended audience being current undergraduate LBC students. Events organized by this committee shall provide a forum for intellectual dialogue that advances the college's mission to engage the natural sciences, social sciences, and humanities through interdisciplinary teaching and research.

#### 5.9.5 Ad hoc committees

5.9.5.1 Ad hoc committees shall be formed as deemed appropriate by BCC or BAC. Either BCC or BAC, whichever forms the committee, shall designate the ad hoc committee's convener. At its first meeting the committee shall elect its own chairperson.

### 6. PARTICIPATION IN UNIVERSITY GOVERNANCE

6.1 Each year, BAC shall be responsible for holding an election to fill vacancies on University academic governance bodies, University standing committees and University-level consultative committees. The election shall be by paper or electronic mail ballot and shall be held during the spring term, and those elected shall take office at the beginning of fall term. All faculty members with internal vote may vote in the election. (See Section 1.1.1).

- 6.1.1 Those eligible to serve on University standing committees on behalf of LBC (except the University Committee on Faculty Tenure or the University Committee on Faculty Affairs) shall include tenure-system faculty, fixed-term faculty, and academic specialists [teaching] in the continuing appointment system, as consistent with Section 4.2.1.10 of the University Bylaws for Academic Governance.
- 6.1.2 Those eligible to serve on University consultative committees on behalf of LBC shall include tenure-system faculty, fixed-term faculty, and academic specialists [teaching] in the continuing appointment system, as consistent with the October 27, 1998, resolution of Academic Council.
- 6.1.3 Those eligible to serve on Faculty Senate and University Council on behalf of LBC shall include tenure-system faculty, faculty in the continuing status system, and also full-time fixed-term faculty who have served at least three consecutive years, in accordance with University Bylaws 1.1.2.5.

## 7. DEAN’S SEARCH AND SELECTION COMMITTEE

- 7.1 When the Office of the Dean is vacant, or when there is a reasonable expectancy that it will fall vacant within one calendar year, BAC shall be responsible for holding discussions with the Provost and with the regular faculty as defined in 1.1. These discussions will arrange for shared responsibility between the regular faculty as defined in 1.1 and the Provost in determining procedures for the selection of the Dean to be nominated by the Provost (UBAG, Section 2.1.3.2).

## 8. REAPPOINTMENT, PROMOTION, AND TENURE PROCEDURES

- 8.1 For tenure system faculty members the procedures for reappointment, promotion and tenure for faculty members in Lyman Briggs College shall be maintained in a separate document entitled “Tenure and Promotion Procedures.” These procedures must provide for student input.
  - 8.1.1 These procedures shall be adopted and may be amended by the voting faculty as defined in 1.1.
- 8.2 The procedures for reappointment, promotion to Continuing Status, or promotion to Senior Specialist for continuing system academic specialists in Lyman Briggs College shall be maintained in a separate document entitled “Tenure and Promotion Procedures for Continuing System Academic Specialists.” These procedures must provide for student input.
  - 8.2.1 These procedures shall be adopted and amended by the voting faculty as defined in 1.1.1.

8.3 The procedures for Designation B review for fixed-term faculty members in Lyman Briggs College shall be maintained in a separate document entitled “Lyman Briggs College Criteria and Procedures for considering UNTF members for ‘Designation B’ status.” These procedures must provide for student input.

8.3.1 These procedures shall be adopted and amended by the voting faculty as defined in 1.1.1.

8.4 The procedures for fixed-term faculty members up for promotion in Lyman Briggs College shall be maintained in a separate document entitled “Lyman Briggs College Criteria and Procedures for promotion of Fixed Term Faculty from Assistant Professor to Associate Professor or from Associate Professor to Professor.” These procedures must provide for student input.

8.4.1 These procedures shall be adopted and amended by the voting faculty as defined in 1.1.1.

8.5 The procedures for Academic Specialist [Teaching] members up for promotion in Lyman Briggs College shall be maintained in a separate document entitled “Lyman Briggs College Criteria and Procedures for Reappointment, Promotion to Continuing Status, or Promotion to Senior Specialist for Continuing System Academic Specialist [Teaching]”. These procedures must provide for student input.

8.5.1 These procedures shall be adopted and amended by the voting faculty as defined in 1.1.1.

## 9. FACULTY SEARCH PROCEDURES

9.1 The procedures for faculty searches in Lyman Briggs College shall be maintained in a separate document entitled “Faculty Search Procedures.”

9.1.1 The Faculty Search Procedures shall be adopted and may be amended by the regular faculty as defined in 1.1.

9.2 Every search committee for tenure-system faculty members or continuing-system academic specialists will include a student representative(s), who will be identified by SAC upon invitation by a representative of the Dean’s office. Once the search process is underway and before student representative is engaged in the search process, the students should meet with the College’s Faculty Excellence Advocate to discuss search practices and guidelines. Students will have voice but no vote on search committees. The students should be brought into the process once the committee has received formal university approval to bring candidates to campus for interviews. The student representatives on search committees will be responsible for coordinating meetings with the candidates and a small group of students. Student representatives on search committees should attend the final search committee meetings as well as the faculty discussions at the end of the

search process to provide insights from the students' point of view to the faculty deliberations of candidates.

- 9.3 Fifty percent plus one of the qualified voting members as defined in 1.1.1 shall constitute a quorum for decisions on new faculty hires. An electronic ballot may be called for if a quorum is not present at the meeting in which case all voting must be done electronically. All electronic ballots must be sent out, accompanied by the minutes of the meetings. Voting will conclude within 12 hours of the ballots being sent. Abstentions are counted as votes toward quorum.

## 10. BYLAWS

- 10.1 The Dean's Office shall be responsible for keeping the official copy of these Bylaws and all amendments passed thereto.

### 10.2 Amendments

10.2.1 Amendments to these Bylaws shall be proposed and discussed in a regular BCC meeting by placing them on the agenda via the regular means (Section 5.8.6.2).

10.2.2 Amendments shall be voted on by the student representatives to BCC and the voting faculty as defined in 1.1.

10.2.3 Voting on amendments shall be done by a paper or electronic ballot supervised by BAC.

10.2.4 An amendment will be ruled as passed if two-thirds of the total ballots cast by a quorum as defined in Section 5.5 are in favor. Votes shall be counted at the end of two weeks of the date of distribution of ballots.

- 10.3 The Standing Committees of the BCC shall be added or eliminated by amending the bylaws.

### 10.4 Review

10.4.1 The BAC shall arrange for review of the Lyman Briggs College's Bylaws at intervals not to exceed five years (mandated by UBAG, Section 2.2.2.2).

### 10.5 Interpretation

10.5.1 BAC shall be the final authority concerning the interpretation of these bylaws.