BYLAWS

DEPARTMENT OF TEACHER EDUCATION
MICHIGAN STATE UNIVERSITY
COLLEGE OF EDUCATION

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 full time fixed-term faculty who have served at least three consecutive years and are engaged in the academic activities of the Department on a regular basis.

1.1.2.2. Members of the voting faculty may be elected as representatives to any Department academic governance body, except that 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.

2.2.2. The Department’s students, as defined in 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.

2.2.4. 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. Voting, adjunct, and honorary faculty can attend and participate in Department meetings. Voting faculty can vote; a majority of the voting faculty shall constitute a quorum.

2.4.3. Written notice of faculty meetings shall be sent to all voting faculty at least one week in advance and such notice shall set forth the matters to be considered.

2.4.4. The Department Chair or designee shall preside at Department faculty meetings. Robert’s Rules of Order, Revised, shall guide meeting procedures.

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 five 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; and a Review, Promotion, Tenure, and Evaluation 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. Further, the
Committee shall act as the Department’s curriculum committee for teacher preparation.

3.1.3. **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 a representative according to procedures of their own choice.

3.1.4. **Modes of participation.** In regard to programs of teaching, research, and service-outreach-engagement 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. These persons serve in the Committee ex officio. The Committee shall interact with these assigned leaders in the same modes as with the Chairperson. In the delegated mode, the administrative option to alter faculty decisions in exceptional circumstances shall be exercised only by the Department Chairperson.

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

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.

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, shall appoint additional faculty members to the Committee for the year. Annually, the students will select a representative according to procedures of their own choice.

3.2.4. **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 mode, and in regard to related personnel, budget, and facilities, in the advisory mode.

3.2.5. Faculty leadership assignments. With the Committee’s advice, the Department Chairperson may assign members to act on the Chairperson’s behalf as program coordinators or leaders. The Committee shall interact with these assigned leaders in the same modes as with the Chairperson. In the delegated mode, the administrative option to alter faculty decisions in exceptional circumstances shall be exercised only by the Department Chairperson.

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.

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 a representative 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. With the Committee’s advice, the Department Chairperson may assign members to act on the Chairperson’s behalf as program coordinators or leaders. The Committee shall interact with these assigned leaders in the same modes as with the Chairperson. In the delegated mode, the administrative option to alter faculty decisions in exceptional circumstances shall be exercised only by the Department Chairperson.
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 the chairpersons of the Teacher Preparation Committee, the Induction and Continuing Education Committee, and the Doctoral Education Committee. In addition, two voting members will be elected at large by the faculty, one being elected each year for a two-year term. One doctoral student will be selected annually by procedures of the students' own choice. In the event of semester-long absences, interim replacements on the Advisory Committee shall be appointed by the Chairperson of the Advisory Committee with the concurrence of the Committee.

3.4.4. **Modes of participation.** In regard to programs of teaching, research, and service-outreach-engagement, the Committee shall interact with the Department Chairperson in delegated mode, and in regard to other matters, 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.

3.4.6. **Committee Chairperson; reporters.** 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, TENURE, AND EVALUATION COMMITTEE

3.5.1. The Department shall maintain a Reappointment, Promotion, Tenure, and Evaluation 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 academic personnel.

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. Each rank--instructor/assistant professor, associate professor, and full professor--will be represented by at least two elected members.

3.5.3.4. The Department Chair may appoint additional Committee members from inside or outside the Department when sound evaluation of a member requires that.

3.5.4. Terms. Each elected Committee member shall serve a single three-year term, with at least three positions elected annually. Each appointed member shall serve a one-year term. Faculty may be reappointed up to three consecutive terms.

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.

3.5.5.2. 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. Members will be expected to dismiss
themselves from any discussions in which they have a clear conflict of interest.

3.5.6. **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.

3.6. **College Curriculum Committee.** Two departmental representatives shall serve on the College Curriculum Committee for a two-year term. The two representatives will be the two at-large members of the Faculty Advisory and Coordinating Committee (addendum 3/17)

**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.

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 October 6, 2008, by vote of the members of the Department. (In accordance with to paragraph 4.1, the bylaws expire on October 6, 2013.)*