

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 tenure-stream 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. The academic specialists of the department shall consist of all persons holding the rank of senior academic specialist or academic specialist.

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

1.1.1.5. 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 consist of all tenure-stream faculty, full-time fixed-term faculty and Academic Specialists who: (1) are appointed full-time to the University and (2) have at least 50% appointment in the Department of Teacher Education.

1.1.2.2. Members of the voting faculty may be elected as representatives to any Department academic governance body, except the Reappointment, Promotion, and Tenure Committee; the Tenure-Stream Faculty Annual Review Committee; the Doctoral Education Committee; and the Comprehensive Examinations Committee, which may include only members of the tenure-stream faculty, and the Fixed Term Faculty and Academic Staff Annual Review Committee, which may include only fixed-term faculty and academic staff.

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

1.1.2.4. 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.

1.1.2.5. Faculty have voting rights for department elections only for committees on which they are eligible to serve, un-tenured tenure-stream faculty may vote for the TE representative to the College Reappointment, Promotion, and Tenure Committee.¹

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. Those graduate students enrolled in the Curriculum, Instruction, and Teacher Education doctoral program shall be deemed doctoral students.

1.2.1.5. 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 This references the 11/2019 college bylaws: 3.3.3.4.1., which refers to elections for departmental representatives to the College Reappointment, Promotion, and Tenure Committee as “departmental elections,” and 3.3.3.1.1 and 3.3.3.4.2, which specify that only tenured faculty members are eligible to serve on this committee.

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. Voting 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. Tenure-stream, fixed-term, adjunct, and honorary faculty and academic specialists 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 eight standing committees of the faculty: a Teacher Preparation Committee; an Induction and Continuing Education Committee; a Doctoral Education Committee; a Comprehensive Examinations Committee; a Faculty Advisory and Coordinating Committee; a Reappointment, Promotion, and Tenure Committee; a Tenure-Stream Faculty Annual Review Committee; and a Fixed Term Faculty and Academic Staff Annual Review Committee.

There shall be two standing committees of the doctoral students: CITE Steering Committee and Chair's Advisory Council.

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. Voting faculty will be provided with a way to submit comments directly to the standing committee and/or with the FACC. Revisions may be made to curriculum items in response to faculty comments prior to committee deliberation and voting. 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.

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 voting 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 special education program will select a representative to the committee to serve a one-year term. This representative will have voting rights. Annually, the students will select a representative from among those in the TPP, according to procedures of their own choice, to serve a one-year term. 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 voting faculty to act on the Chairperson's behalf as program coordinators or leaders. In consultation with the Committee Chairperson and Recorder, these persons may be appointed to serve on the Committee in an *ex officio* role.

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.

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 voting 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 voting 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. 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.

3.3.3. Membership. Annually, the tenure-stream 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 tenure-stream 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. With the Committee's advice, the Department Chairperson may assign tenure-stream 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 COMPREHENSIVE EXAMINATIONS COMMITTEE

3.4.1. The Department shall maintain a Comprehensive Examinations Committee.

3.4.2. Function. The Comps Committee shall oversee Comprehensive Examinations for the CITE students.

3.4.3. Membership. The Comps Committee shall consist of at minimum five members of the tenure-stream faculty.

3.4.3.1. Three members shall be elected from the tenure-stream faculty, with at least one position elected annually (replacing faculty rotating off the committee).

3.4.3.2. Annually, as needed based on the quantity of exams to evaluate, the Department Chairperson, in consultation with the Comps Chairperson, may appoint, for one semester or one year, additional tenure-stream faculty members.

3.4.3.3. Assistant, Associate and Full professors are eligible to serve on the Comps Committee.

3.4.3.4. Each elected committee member shall serve a single two-year term.

3.4.4. Modes of participation. With regard to procedures for administering and evaluating students' comprehensive examinations (including student grievances), the Doctoral Education Committee shall advise the Comps Committee.

3.5 THE FACULTY ADVISORY AND COORDINATING COMMITTEE

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

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

3.5.3. Membership. The Faculty Advisory and Coordinating Committee shall consist of five members elected at large from the tenure-stream members of the department and one elected at large from the fixed term faculty and academic specialists in the department. 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, fixed term, or academic specialists) who are elected to the FACC will serve two-year terms, with half the membership elected in even years, half in odd years.

3.5.4. 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.

3.5.5. 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.

3.5.6. 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.

3.5.7. FACC Doctoral Student Liaison. The FACC Liaison shall be a doctoral student, elected through processes determined by that group. The FACC Liaison shall serve as a consultant to the FACC on matters impacting doctoral students and bring doctoral student issues to the FACC. For both purposes, the FACC Liaison will attend at least some portion of each FACC meeting as a non-voting member. The FACC will provide an agenda to the FACC Liaison in advance of each meeting to facilitate identification of relevant portions of the meeting.

3.5.8. 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.

3.6. THE REAPPOINTMENT, PROMOTION, AND TENURE COMMITTEE

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

3.6.2. Functions. The Committee shall advise the Chairperson regarding reappointment, promotion, and tenure decisions.

3.6.3. Membership. The Committee shall consist of eleven members of the tenure-stream faculty.

3.6.3.1. Nine members shall be elected by the tenure-stream faculty, with at least three positions elected annually.

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

3.6.3.3. 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.

3.6.3.4. Each year at least three new tenure-stream 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.

3.6.4. Conditions on participation in deliberations.

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

3.6.4.2. 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.

3.6.4.3. 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.

3.6.4.4. 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.

3.6.4.5. 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.

3.6.4.6. College Curriculum Committee. Two departmental representatives shall serve on the College Curriculum Committee for a two-year term. One representative will be elected during each spring semester.

3.7 THE TENURE-STREAM FACULTY ANNUAL REVIEW COMMITTEE

3.7.1. The Department shall maintain a Tenure-Stream Faculty Annual Review Committee.

3.7.2. Function. In consultation with the faculty, the Committee shall advise the Chairperson regarding the annual review process for tenure-stream faculty.

3.7.3. Membership. The Tenure-Stream Faculty Annual Review Committee shall consist of three or four members of the tenure-stream faculty.

3.7.3.1. Three members shall be elected by the tenure-stream faculty, with at least one positions elected annually.

3.7.3.2. Annually, the Department Chairperson in consultation with the elected Tenure-Stream Faculty Annual Review Committee Chairperson, may appoint one additional tenure-stream faculty member to promote broad representation of tenure-stream faculty on the Committee.

3.7.3.3. Assistant, Associate and Full professors are eligible to serve on the Tenure-Stream Faculty Annual Review committee. Representation will consist of one Assistant, one Associate, and one Full professor.

3.7.3.4. Each year at least one new tenure-stream faculty member will be elected to the Tenure-Stream Faculty 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.

3.7.4. Chairpersons shall provide annual review letters to tenure-stream faculty members in a timely manner. Tenure-stream 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.

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

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

3.8.2. 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 and academic staff (including academic specialists).

3.8.3. Membership. The Committee shall consist of seven members of the fixed term faculty or academic specialists.

3.8.3.1. Four members shall be elected by the fixed term faculty and academic specialists with at least two people elected annually.

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

3.8.4. 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.

3.8.5. Conditions on participation in deliberations.

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

3.8.5.2. 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.

3.8.5.3. 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.

3.8.5.2. 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.

3.9 THE CITE STEERING COMMITTEE

3.9.1 The Department shall maintain a CITE Steering Committee.

3.9.2 Functions. The Committee shall coordinate and support CITE students' service on all departmental committees and provide information to CITE students, including reports from other departmental committees. The Committee shall also organize and implement events for CITE graduate students.

3.9.3. Membership. The CITE Steering Committee shall consist of six doctoral students. At least one student will represent those in each year of the CITE program.

3.8.3.1. Each year, three new members of the CITE Steering Committee shall be selected by the current CITE Steering Committee.

3.9.4. Terms. Members of the CITE Steering Committee shall serve two-year terms.

3.10 THE CHAIR'S ADVISORY COMMITTEE

3.10.1 The Department shall maintain a Chair's Advisory Council.

3.10.2 Functions. The CAC shall serve as the liaison between the department chair and doctoral students. The purpose of the CAC is to bring concerns and needs of doctoral students to the attention of the department and to provide information and greater transparency about departmental decisions to students, especially issues directly affecting doctoral students.

3.10.3. Membership. The CAC shall consist of at least five doctoral students, with at least one student from each year of the CITE program.

3.10.3.1. Each year members of the Chair's Advisory Council shall be selected by the CITE Steering Committee.

3.10.4. Terms. Members of the Chair's Advisory Council shall serve one-year terms. They may serve for more than one term.

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 voting 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 or participating in a digital vote and with the concurrence of the Department Chairperson. The agenda for a meeting including a vote on 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. A digital vote shall be open for at least seven days with the exception of cases in which a majority of the voting faculty agree to a shortened review period.

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.

4.4.1. Notice of the corrections shall be made publicly available.

4.5. Bylaw corrections.

4.5.1. 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 and Coordinating 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.

Approved March 1, 2021, by vote of the Department (42 approved, 0 disapproved, 12 abstained). In accordance to paragraph 4.1, the bylaws expire on March 1, 2026.