

BYLAWS FOR MSU SCHOOL OF SOCIAL WORK

(Revised: 12/7/2021)

1. THE FACULTY

1.1. Composition of the Faculty

- 1.1.1. In accord with the College of Social Science (CSS) bylaws, the tenure-system faculty of the School of Social Work (School) shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, or assistant professor.
- 1.1.2. Persons holding full-time continuing specialist positions in the School's field education program are faculty.
- 1.1.3. Directors of the School's BASW, MSW, Ph.D., Community and Field Education programs are faculty.
- 1.1.4. Persons appointed as endowed professors at any rank are faculty.
- 1.1.5. Persons with School titles of clinical professor, clinical associate professor, clinical assistant professor, senior clinical instructor, clinical instructor, advisor, coordinator, director, or specialist (non-tenure system) are faculty.
- 1.1.6. The School's Visiting Professors and Professors Emeriti/ae are honorary faculty.
- 1.1.7. School of Social Work field instructors appointed annually as instructors or assistant instructors are faculty.

1.2. Voting Faculty

- 1.2.1. The voting faculty in the election of University councils and University committees consists of all tenure-system faculty (see 1.1.1.) engaged in the academic activities of the School on a regular basis, including those on leave (CSS bylaws).
- 1.2.2. Voting or giving advice to the Director on issues of reappointment, promotion, and tenure, as well as the evaluation of merit for faculty within the tenure-system is reserved for faculty listed in 1.1.1., in compliance with the School's bylaws (6.3.5. and 6.3.6.).
- 1.2.3. Voting for members of the School's FAC (Faculty Advisory Committee) is reserved for tenure-system faculty (see 1.1.1.).
- 1.2.4. Voting for members of the School's SAC (School Advisory

Committee) is reserved for faculty in 1.1.4 and 1.1.5 with annual (AN) appointments of at least 60% FTE.

- 1.2.5. Voting on School matters is granted to all full-time faculty as defined in 1.1.1., 1.1.2., 1.1.3., 1.1.4, and those in 1.1.5 with annual (AN) appointments of at least 60% FTE.
- 1.2.6. Voice but no vote on School matters is granted to faculty in 1.1.5 whose annual (AN) appointment is less than 60% FTE, to per-course or part-time adjunct faculty or specialists including field instructors appointed as instructors or assistant instructors, and to visiting faculty and specialists, and professors emeritui/ae currently reemployed in the School.

1.3. School Meetings

- 1.3.1. There will be at least two School meetings each semester. The agenda will be set by the School Director in consultation with the Faculty Advisory Committee, School Advisory Committee, and the faculty.
- 1.3.2. The School Director or designee shall attend all School meetings.
- 1.3.3. Conduct of all School meetings shall be governed by Robert's Rules of Order, Revised except as modified in these bylaws.
- 1.3.4. School meetings may include representatives of student constituencies. These students shall have voice. Meetings will be open to other social work students as visitors. Visitors may comment on agenda items at a prescribed time during the meeting.
- 1.3.5. Items for the agenda should be in the School Director's office by noon four working days in advance of the meeting. Because of the possibility of lengthy agendas and the requirement that the School respond to matters external to it as a part of its College and University responsibilities, agenda items may be deferred to the next meeting at the discretion of the School Director.
- 1.3.6. Minutes of School meetings are circulated to all faculty, specialists and student representatives and are presented for approval by majority vote to the voting faculty and student representatives at the next School meeting.

1.4. Tenure-System Faculty Meetings

- 1.4.1. Tenure-system faculty meetings will be called at least once a semester and may be called upon the request of the School Director and/or the Faculty Advisory Committee.
- 1.4.2. Tenure-system faculty shall attend and vote at tenure-system faculty meetings.
- 1.4.3. Matters reserved for tenure-system faculty consideration only are: (1)

policy concerning salary, leaves, insurance, retirement, fringe benefits, and issues of tenure-system faculty rights; (2) Policy decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual tenure-system faculty members, including consideration of the merit salary process; and (3) Matters affecting the professional responsibility of the tenure-system faculty to establish and maintain the intellectual authority of the University (from the CSS Bylaws).

2. THE STUDENTS

2.1. Student Constituency of the School

2.1.1. Undergraduate Students

Any student who has been admitted to the social work major is a member of the undergraduate student body. Any student who is considering social work as a major is encouraged to participate in School activities and in student organizations, though such students do not have voting rights until admitted to the major.

2.1.2. Graduate Students

Any matriculated part-time or full-time student in the School's graduate programs is a member of the graduate student body.

2.2. Student Participation in Academic Governance

Student participation and linkage to student organizations is encouraged in School governance bodies except on matters reserved for the faculty.

3. SCHOOL ORGANIZATION

3.1. Director of the School

3.1.1. The School Director is the chief executive officer of the School.

3.1.2. The School Director is responsible for education, research and service/outreach programs of the School. This responsibility includes budgetary /fund raising matters, physical facilities and personnel matters in their jurisdiction, taking into account the advisory procedures of the School.

3.1.3. The voting faculty of the School shall have shared responsibility with the Dean to determine procedures for the selection of the School Director to be recommended to the Provost.

3.1.4. Faculty and students of the School shall advise or consult with the Dean in the appointment of a School Director.

3.1.5. The School Director shall be subject to review by the Dean at intervals not to exceed five years.

- 3.1.5.1. The School faculty shall have shared responsibility with the Dean to determine procedures for the review of the School Director. Summary results will be shared with the School Director, with faculty, and other relevant stakeholders determined in consultation with the Dean.
- 3.1.5.2. At any time during the term of office, the appointment as School Director may be terminated either by resignation or by the Dean of the College of Social Science. A faculty assessment and majority faculty vote of “no confidence” in the leadership of the School Director will prompt College-level assessment and consultation with the School Director and faculty.
- 3.1.6. The Director of the School will be reviewed with an advisory interim School evaluation in the third year of a first term of office. The evaluation will be led by the Faculty Advisory Committee with input from the School Advisory Committee.
- 3.1.7. The School Director shall participate in academic governance as part of their administrative responsibility. This participation shall include those responsibilities listed in Section 2.1.5. of the University Bylaws. The voting faculty and School Director shall share in the governance of the School in conformity with University Bylaws for Academic Governance.

3.2. School Administrators

- 3.2.1. Associate Directors
 - 3.2.1.1. The School Director may designate Associate Directors who shall serve at the request of the School Director with the advice of the Faculty Advisory Committee and School Advisory Committee.
 - 3.2.1.2. The Associate Directors shall perform assigned administrative duties.
- 3.2.2. The School’s Director will designate Program Directors for the School’s academic programs with the advice of the Faculty Advisory Committee and School Advisory Committee. These Program Directors, with the School Director and Associate Directors, constitute the School’s Administrative Team.
 - 3.2.2.1. Director of the BASW Program
Responsibilities include monitoring of the day-to-day operation of the undergraduate program, coordinating undergraduate admissions procedures, coordination of undergraduate student advising, and other matters related to the undergraduate student’s matriculation in the School. Other responsibilities may be delegated by the School Director.
 - 3.2.2.2. Director of the MSW Program

Responsibilities include coordinating MSW admission procedures, coordination of MSW student advising, other matters related to the graduate student's matriculation in the School, and monitoring of the day-to-day operation of the graduate program. Other responsibilities may be delegated by the School Director.

3.2.2.3. Director of the Doctoral Program

Responsibilities include coordinating doctoral admission procedures, coordination of doctoral student advising, other matters related to the doctoral student's matriculation in the School, and monitoring of the day-to-day operation of the doctoral program. Other responsibilities may be delegated by the School Director.

3.2.2.4. Director of Field Education

Responsibilities are overall coordination of undergraduate and graduate field education day-to-day activities at assigned program sites. These responsibilities shall include responsibility for field liaisons and field instructors. Other responsibilities may be delegated by the School Director.

3.2.2.5. Director of Community Programs

Responsibilities primarily include overall coordination of the School's Community Programs. Other responsibilities may be delegated by the School Director.

3.3 Faculty Advisory Committee

3.3.1. The Faculty Advisory Committee consists of three tenure-system persons elected by the tenure-system faculty to advise the School Director on matters of concern to the School. Such matters include program development; relationships with the College and University; special projects; faculty appointments, promotion and tenure; review of faculty performance; and making recommendations to the School Director with regard to annual reviews, assessments and merit salary increases for tenure-system faculty; relationships with community and state agencies; and alumni activities.

3.3.2. The Committee meets regularly (at least once a semester) on the call of the School Director or at the request of two members of the Committee. The Committee reports to the tenure-system faculty at tenure-system meetings. The Faculty Advisory Committee is not a representative legislative body for the faculty, but serves as a consulting body.

3.3.3. The Committee is subject to the following requirements:

3.3.3.1. The three members of the Faculty Advisory Committee shall be elected by secret ballot for three-year terms, one member to be elected each year. At least one member should have gained tenure.

- 3.3.3.2. All members of the tenure-track faculty except the School Director shall be qualified to serve on the Faculty Advisory Committee.
- 3.3.3.3. All members of the tenure-track faculty except the School Director shall be qualified electors of the Faculty Advisory Committee.
- 3.3.3.4. No member may serve consecutive three-year terms. A person filling an unexpired term is eligible for election for an additional three-year term.
- 3.3.3.5. To be eligible for election, a member must expect to be able to serve the full term for which she/he is elected.
- 3.3.3.6. In the spring of each year, the School Director shall submit a secret ballot to all qualified electors. Election shall be in accord with the School's policy and procedures.
- 3.3.3.7. A permanent vacancy—due to resignation, to nonparticipation, or other reasons---occurring before expiration of the three-year term shall be filled by a similar special election within thirty days except that (1) the special election shall be held at a time other than the regular election, and (2) the member there elected shall serve for the unexpired term of the person whose vacancy she/he fills.
- 3.3.3.8. A vacancy occurring because of the absence of a member for three or more months shall be temporarily filled by a similar special election. The person so elected shall serve only during the member's period of absence.
- 3.3.3.9. The term of office, except for special election, shall begin August 15th.

3.4 School Advisory Committee

- 3.4.1. The School Advisory Committee consists of three fixed-term faculty persons elected by the fixed-term faculty to advise the School Director on matters of concern to the School. Such matters include program development; relationships with the College and University; special projects; making recommendations to the School Director with regard to the process for annual reviews, assessments and merit salary increases for fixed term faculty; relationships with community and state agencies; and alumni activities.
- 3.4.2. The Committee meets regularly (at least once a semester) on the call of the School Director or at the request of two members of the Committee. The Committee reports to the fixed term faculty at fixed term faculty meetings. The School Advisory Committee is not a representative legislative body for the faculty, but serves as a consulting body.
- 3.4.3. The Committee is subject to the following requirements:
 - 3.4.3.1. The three members of the School Advisory Committee shall be elected by secret ballot for three-year terms, one member to be elected each year. At least one member shall be a voting member.
 - 3.4.3.2. All members of the fixed-term faculty shall be qualified to serve on the School Advisory Committee.
 - 3.4.3.3. All members of the fixed term faculty shall be qualified electors of the School Advisory Committee.
 - 3.4.3.4. No member may serve consecutive three-year terms. A person filling an unexpired term is eligible for election for an additional three-year term.
 - 3.4.3.5. To be eligible for election, a member must expect to be able to serve the full term for which she/he is elected.
 - 3.4.3.6. In the spring of each year, the School Director shall submit a secret ballot to all qualified electors. Election shall be in accord with the School's policy and procedures.
 - 3.4.3.7. A permanent vacancy—due to resignation, to nonparticipation, or other reasons---occurring before expiration of the three-year term shall be filled by a similar special election within thirty days except that (1) the special election shall be held at a time other than the regular election, and (2) the member there elected shall serve for the unexpired term of the person whose vacancy she/he fills.
 - 3.4.3.8. A vacancy occurring because of the absence of a member for three or more months shall be temporarily filled by a

similar special election. The person so elected shall serve only during the member's period of absence.

- 3.4.3.9. The term of office, except for special election, shall begin May 16.

3.5 Standing Committees

3.5.1. Faculty Advisory Committee (FAC)

The composition, selection and functions of the Faculty Advisory Committee are outlined in the section "Faculty Advisory Committee" above.

3.5.2. School Advisory Committee (SAC)

The composition, selection and functions of the School Advisory Committee are outlined in the section "School Advisory Committee" above.

3.5.3. Educational Policy Committee (EPC)

The Educational Policy Committee will develop, for the approval of the faculty, overall School policy and policy guidelines for all of the School's programs in the areas of curriculum and other educational issues, including development and implementation of the School's assessment plan. The committee will direct sequence committees to develop proposals on certain issues and will consider and act on recommendations sent to it from sequence committees, individual faculty, and the School Director.

The Chairperson and members of the EPC are appointed by the School's Director, with the advice of the Faculty Advisory Committee and School Advisory Committee. The EPC membership will include at least one faculty member from each sequence. EPC participation is open to BASW, MSW and PhD students. Alumni and/or members of the social work practice community may be invited as consultants and observers to EPC.

3.5.4. Sequence Committees

Sequence committees have the responsibility for developing proposed policies related to BASW and MSW curricular issues and content in their designated areas. EPC may request sequence committees to develop proposals related to other educational policy issues.

Proposals of the sequence committees are sent to the EPC for review. Sequence committees will review course materials to insure that courses are taught as prescribed in the course description.

- 3.5.4.1 There will be at least six sequence committees:
 - 1. Human Behavior and Social Environment (HBSE)
 - 2. Social Welfare Policy and Services (SWPS)
 - 3. Social Work Practice (Foundation and Clinical)
 - 4. Social Work Practice (Organizational & Community Leadership)
 - 5. Field Education
 - 6. Research
- 3.5.4.2 All faculty members are expected to serve on at least one sequence committee. Faculty members may volunteer to serve on additional sequence committees. The Director of the School will appoint a chairperson for each sequence committee in consultation with the Faculty Advisory Committee and School Advisory Committee. Sequence committees will meet at least twice per semester and more frequently when needed.
- 3.5.4.3 Sequence committees are responsible for recommending changes in sequence courses and committees may recommend part-time and new faculty members to teach in the sequence.
- 3.5.4.4 Sequence faculty members will work collaboratively with EPC for developing an evaluation of sequence curricula design and courses, including input from relevant representatives of the practice community.
- 3.5.5 Ph.D. Program Committee
 - 3.5.5.1. The Ph.D. Program Committee consists of at least three faculty: The Director of the Ph.D. Program plus two additional faculty representatives. All members are selected and appointed by the School Director in consultation with the PhD Program Director. One Ph.D. student shall serve as a voting member regarding policy. The Ph.D. Program Director serves as chair of the Ph.D. Program Committee.
 - 3.5.5.2. The committee monitors the program in accordance with School, College, and University policies and requirements. It participates in recruitment, admission, and monitoring the progress of all Ph.D. students. Proposals for curriculum changes shall be reviewed by EPC and approved by the faculty.
- 3.5.6. Equity, Diversity, and Inclusion Committee
 - 3.5.6.1. The Equity, Diversity and Inclusion Committee consists of at least three faculty members and a faculty chair that are

appointed by the Director. Student membership will include an undergraduate, masters-level and doctoral student (preferably from diversity related organizations).

The Committee will support the School's work toward goals in five major areas to: (1) strengthen content on diversity and oppressed populations, (2) recruit and develop an increasingly diverse faculty and staff, (3) recruit and support students from diverse groups, increasing the percentage of students from underrepresented groups, (4) emphasize and respect diversity in the School's programming and commemorative events, and (5) provide leadership in public events, recruitment and retention practices, and other diversity-related events.

3.5.7. Promotion, Tenure and Reappointment Committee

This committee consists of all tenure-system faculty members who have attained tenure. This committee will typically meet once a year to assess and vote on reappointment, tenure and promotion recommendations in accord with College and University policy.

3.6. Ad Hoc Committees

The School Director will appoint ad hoc search committees for faculty positions in consultation with the Faculty Advisory Committee or School Advisory Committee, depending upon the type of position. The Dean of the College in consultation with the faculty of the School will appoint the ad hoc search committee for the School Director's position. The faculty and/or School Director can establish other types of ad hoc committees for time-limited, specific purposes. Other committees can be established.

3.7. College Committees

3.7.1. A Social Work tenure-system faculty member will serve on the Dean's College Faculty Advisory Council. This person is elected by the tenure-system faculty.

3.7.2. A Social Work faculty member shall serve on the College Committees as required by the College. These are persons appointed by the School Director with the advice of the School's Faculty Advisory Committee.

4. STUDENT GOVERNMENT ORGANIZATIONS

There are two standing organizations with governance responsibilities; other organizations are encouraged and may be recognized by the University.

4.1. Students for Social Work (SFSW)

- 4.1.1. Students for Social Work is the undergraduate student organization. It selects its own officers and governance.
- 4.1.2. Students for Social Work represents the undergraduate students' views on matters of policy affecting undergraduate students to the faculty, Director and University and professional communities at large.
- 4.1.3. Students for Social Work is responsible for selecting its representatives to School committees and ensuring their participation.

4.2. Graduate Student Advisory Committee (GradSAC)

- 4.2.1. GradSAC is the graduate student organization. It selects its own officers and governance.
- 4.2.2. GradSAC presents the graduate students' views on matters of policy affecting graduate students to the faculty, Director and University and professional communities at large.
- 4.2.3. GradSAC is responsible for selecting its representatives to School committees and ensuring their participation.

5. WORKLOAD RESPONSIBILITIES

5.1. Tenure-system Research and Scholarship Responsibilities

All tenure-track faculty are expected to be productive in the areas of research and scholarship congruent with School, College, and University policy and practice.

5.2. Tenure-system Teaching Responsibilities

All faculty are expected to contribute to the instructional mission of the School. The usual teaching load for tenure-system faculty will be equivalent to four semester courses per academic year. Some faculty may be engaged in funded research or other funded projects and in these instances permitted to reduce their teaching responsibilities when this funding replaces the instructional costs. All faculty may serve in field liaison roles.

5.3. Tenure-system Service and Outreach Responsibilities

All faculty will normally serve on no more than two permanent School committees per academic year. A faculty member will not normally be expected to serve as chair of more than one permanent School committee per academic year. Faculty have a responsibility to contribute to the operation of the School, College and University. Faculty retain discretion in the number of such University and College assignments they will accept. All faculty are expected to make public

service contributions that will benefit the School, College, University, and/or community.

5.4. Post-Tenure Activities

Faculty members will maintain active and high quality productivity after the awarding of tenure consistent with School, College and University expectations.

5.5. Fixed Term/ Specialist Responsibilities

Fixed Term/Specialist responsibilities are individually defined with each position. General guidelines are provided in the MSU specialist's handbook.

6. FACULTY EVALUATION

6.1. Instructor Evaluation

6.1.1. Faculty

6.1.1.1. Faculty are expected to follow the University Code of Teaching Responsibility and the National Association of Social Workers (NASW) Code of Ethics in carrying out their instructional activities.

6.1.1.2. Evaluation of instructional faculty shall follow the policies established by the University, College, and the School. SIRS and student narratives will be reviewed by the School's Director and may be reviewed by the Associate Director for Academic Affairs or the Associate Director for Instruction.

6.1.1.3. The social work Student Instructional Rating (SIRS) forms shall be used in all classes each semester. A copy of the summary of results of each student instructional rating report is to be placed in the faculty member's career folder. In addition to the Student Instructional Rating report, faculty are encouraged to use other methods of instructional evaluation.

6.1.1.4. Tenure-system and other faculty are encouraged to use mid-term feedback for course adjustment and improvement.

6.2. Part-Time (Temporary) Faculty

6.2.1. Recruitment and Hiring

6.2.1.1. The School Director and/or Associate Directors may consult with program directors and/or sequence committee chairs regarding possible qualified persons to teach in that sequence.

- 6.2.1.2. The School Director is responsible for hiring part-time faculty.
- 6.2.1.3. When practical and appropriate, preferences will be given to Ph.D. students with expertise in the area as teaching assistants (T.A.'s).
- 6.2.2. Integrating Part-Time Faculty
 - 6.2.2.1. At the beginning of the academic year, the School Director and/or Associate Director shall circulate to faculty and staff an introduction of each part-time faculty member including doctoral students employed as teaching assistants. All part-time faculty members are invited to attend School meetings; part-time faculty are encouraged to meet with the appropriate sequence chair before the semester begins.
- 6.2.3. Monitoring the Performance of Part-Time Faculty
 - 6.2.3.1. The School Director, or the Director's designee, will be responsible for assisting the part-time faculty member and monitoring their performance.
 - 6.2.3.2. Part-time faculty members will be expected to use the sequence approved syllabi.
- 6.3. Promotion, Tenure, Reappointment, and Annual Review
 - 6.3.1. Formal evaluation of performance of each faculty member is an annual responsibility of the School Director, with consultation from the Faculty Advisory Committee.
 - 6.3.2. Recommendations for actions under the tenure-system and for promotions in rank are made in the School and reviewed successively by the Dean, the Provost, and the President, who makes the final recommendation to the Board of Trustees for action.
 - 6.3.3. School-level actions concerning the above must be within the framework of the Bylaws for Academic Governance of both Michigan State University and the College of Social Science.
 - 6.3.4. Criteria for Promotion, Tenure, and Reappointment
 - 6.3.4.1. Evaluation of candidates for promotion, tenure, or reappointment is based on criteria of excellence and productivity in research/scholarship, teaching, and service/outreach.
 - 6.3.4.2. Research and Scholarship

- 6.3.4.2.1. Sustained record of high quality refereed publications, including articles, books, book chapters, and reviews.
- 6.3.4.2.2. Sustained productivity in research as evidenced by developing, submitting, and implementing grant/research proposals.
- 6.3.4.2.3. High quality scholarship and creative activities including presentation of papers, workshops, seminars and written reports. Bulletins and development of non-course related teaching materials may be considered.
- 6.3.4.2.4. Editorial work as a journal editor, member of an editorial committee, reviewer and/or abstractor may be considered.
- 6.3.4.3. Teaching
 - 6.3.4.3.1. Evidence of high quality teaching as evidenced by formal evaluations established by the School and University.
 - 6.3.4.3.2. Evidence of high quality materials for classroom use, particularly course syllabi, outlines, handouts, etc.
 - 6.3.4.3.3. Adherence to the University Code of Teaching Responsibility.
 - 6.3.4.3.4. Other evidence of teaching activity such as independent study supervision, course and curricula development, and doctoral committee membership and leadership.
- 6.3.4.4. Service
 - 6.3.4.4.1. Participation in and/or leadership of University, College and School committees, councils and special projects.
 - 6.3.4.4.2. Participation in and leadership of local, state and national professional associations, governmental bodies and community organizations.

- 6.3.4.4.3. Substantive community based collaborations and partnerships.
- 6.3.4.4.4. Participation and leadership on agency boards, committees and commissions.
- 6.3.4.4.5. Lectures, speeches, presentations and talks to community groups.
- 6.3.4.4.6. Presentations to legislative and regulatory bodies and media.

6.3.5. Procedures for Promotion, Tenure, and Reappointment (PTR)

- 6.3.5.1. By May of the previous academic year, the School Director shall develop and advise relevant faculty members in writing of the timetable for consideration of promotion, tenure and reappointment decisions.
- 6.3.5.2. Associate Professors will be considered for promotion to full professor annually prior to the fall semester by the School Director and/or the Faculty Advisory Committee.
- 6.3.5.3. Any tenure-system faculty member may request that the School consider them for promotion (to Associate or to Full) and tenure at other than the contracted times. Consideration of a tenure and/or promotion recommendation is contingent upon the consent of the candidate as evidenced by written notice by the end of September.
- 6.3.5.4. The School Director is responsible for initiating all promotion, tenure and reappointment processes in accordance with University policies.
- 6.3.5.5. Consideration of promotion, tenure, and reappointment decisions requires the participation of the candidate, who shall prepare the necessary materials by a date in November determined by the School Director.
- 6.3.5.6. Candidates may withdraw from further consideration by notifying the School Director in writing prior to the submission of materials to the Dean.
- 6.3.5.7. The primary source of information for decisions about reappointment, tenure, and promotion are the required materials prepared by the faculty member. These materials are available for review by the School Director and the Promotion, Tenure and Reappointment Committee (PTR). Only the faculty member under review may submit materials. Individual faculty members must agree to other voting faculty

members having access to their promotion, reappointment and/or tenure materials.

- 6.3.5.8. The Promotion, Tenure and Reappointment Committee will review the candidate's required materials and a meeting of the committee will be held. The committee will be composed of all tenured MSU Social Work faculty members, other than the Director of the School, at or above the rank being sought by a candidate.
- 6.3.5.9. A chairperson will be selected at the beginning of the meeting.
- 6.3.5.10. The candidate for promotion, tenure or reappointment can choose to select an advocate to participate in the PTR committee process for the purpose of addressing demographic and/or scholarship diversity. The advocate will have a voice in the process, but no vote, and should be at or above the rank the candidate seeks.
- 6.3.5.11. The candidate for promotion, tenure or reappointment will be required to confer in-person with the School's PTR committee before the committee votes. The purpose of this meeting is to provide an opportunity for the candidate to share their work and for the committee to ask clarifying questions.
- 6.3.5.12. Attendance by members of the committee is required in order to cast a vote. Attendance shall be in-person, or by electronic methods, if needed.
- 6.3.5.13. The committee will conduct a conversation among PTR committee members after a candidate confers with the committee. The candidate will not be present during this discussion.
- 6.3.5.14. The committee members will then vote anonymously by secret ballot in private to recommend the candidate for promotion, tenure, or reappointment or not. A statement indicating the reasons for the vote must be included on the ballot. The selected committee chairperson will collect the ballots and within twenty four hours after the close of the meeting deliver them to the Director of the School, certifying that the ballots have been completed by eligible (tenured) faculty members.
- 6.3.5.15. The School Director will summarize the ballots and make this information available to the candidate in a timely manner following the vote. The candidate may then prepare and submit a written response to the School Director.

- 6.3.5.16. Letters of evaluation and assessment will be procured in accordance with College procedures and recommendations.
- 6.3.5.17. The School Director's recommendation will be forwarded for administrative action following the rules and procedures of the College and University.

6.3.6. Annual Merit Review

- 6.3.6.1 Annual review consists of a tenure-system faculty member's reporting of annual accomplishments, Faculty Advisory Committee(FAC) assessment, and School Director's assessment of performance for the purpose of faculty development and salary increases. Faculty participation is required.
- 6.3.6.2. The annual merit review is based on tenure-system faculty member's activity report and resume/vita submitted to the School Director and reviewed by the School Director and FAC.
- 6.3.6.3. The School Director recommends merit salary increases to the Dean and the Provost based on the annual review.
- 6.3.6.4. Early each calendar year the School Director in consultation with the FAC will notify faculty of the deadline for bringing their activity report and resume/vita up-to-date. The period of review for merit salary increase shall be the previous calendar year.
- 6.3.6.5. Each member of the Faculty Advisory Committee reviews the activity report and resume/vita and all material in the personnel file.
- 6.3.6.6. The Faculty Advisory Committee member assesses each member of the faculty in the areas of research/scholarship, teaching/mentorship, and service/outreach. Activities are assessed as: Below Expectations, Meets Expectations, or Exceeds Expectations.
- 6.3.6.7. The Faculty Advisory Committee then meets with the School Director to advise and assess faculty performance for each faculty member. Administrative duties are reviewed by the Director and the FAC. These assessments inform salary recommendations.
- 6.3.6.8. The School Director, using the Faculty Advisory Committee's recommendation, writes an annual assessment based on faculty accomplishments and progress in research and scholarship, teaching, and outreach and service for each faculty member and administrator.

6.3.6.9. The amount of salary increase recommended is based on the assessment of the School Director in consultation with the Dean.

6.3.6.9.1. Salary recommendations are based on the assessment of individual faculty.

6.3.6.9.2. Persons assessed to have comparable performance should receive comparable increases.

6.3.6.10. Each faculty member is advised in writing by the School Director of their assessment by July 1st. Faculty members who wish to discuss their annual review may request an interview with the Director.

6.3.6.11 Salary adjustments and how this was determined will be provided to faculty members by November 1st.

6.3.7. Guidelines for Recruiting and Selecting New Tenure-System Faculty

6.3.7.1. On-campus day-long visits will be scheduled during which the candidate will meet with the School Director, Dean, Sequence faculty, Search Committee, School Advisory Committee, and Faculty Advisory Committee. Time will be left on the candidate's schedule to meet with any faculty or School organization. Candidates will make a public presentation to which faculty, students and field instructors will be invited.

6.3.7.2. The candidate's vitae, samples of written work and any other materials submitted by the candidate will be available for faculty and student review. Letters of reference will be solicited by the Search Committee and will be reviewed by the Search Committee and the School Director.

6.3.7.3. All search participants will be given the opportunity to evaluate candidates in relation to their potential for excellence in research/scholarship, teaching/instruction and service/outreach. All individuals who attend the public presentation will be invited to evaluate the candidate's presentation and content (category of participant shall be identified).

6.3.7.4 The School will make every effort to convene committees for recruitment and hiring that are representative of the diversity of the faculty.

7. GRIEVANCE AND HEARING PROCEDURES

7.1. Graduate Student Grievances

Procedures for graduate student grievances shall follow those described in Graduate Student Rights and Responsibilities, Michigan State University and the Academic Handbook.

7.2. Undergraduate Student Grievances

Undergraduate student grievances shall follow the hearing procedures described in the Michigan State University Schedule of Courses, Academic Handbook, and in the document, "Academic Freedom for Students at Michigan State University."

7.3. Faculty Grievance Procedure

All procedures shall be in accord with University rules and bylaws.

8. AMENDMENT PROCESS

1. Amendments to these Bylaws shall be restricted to members of the voting faculty.
2. Amendments to these Bylaws shall be introduced either by electronic means, at a School meeting, or at a tenure system meeting, by any member of the voting faculty.
3. Voting faculty meetings are regularly scheduled throughout the academic year and will occur, when necessary, 30 minutes prior to a School meeting or a tenure system meeting.
4. There shall be at least two weeks' notice prior to a voting faculty meeting of proposed bylaw changes. This notice can be made via electronic means to the voting faculty.
5. Discussion of the proposed bylaws change will occur at the next meeting of the voting faculty.
6. When the voting faculty have exhausted discussion of the amendment, the proposed changes will be voted upon at the following meeting.
7. Voting can be conducted with members physically present or through technological methods to assure broad participation.
8. A two-thirds vote of the eligible voters is required for approval of amendments. Upon approval, amendments become part of the School Bylaws.