

# ***University-level Standing Committees***

## ***Motion to Faculty Council on 8 Apr 2008***

1 Faculty Council endorses the recommendations of Faculty Voice Task Force #1 regarding  
2 the establishment of standing committees of Academic Governance at the university-  
3 level.

4 Faculty Council refers the blueprint below for the university-level standing committees,  
5 along with other motions passed by Faculty Council as part of the package for structural  
6 change to the University Committee on Academic Governance, with instructions that a  
7 proposed package of implementing bylaws be returned to Faculty Council by October 31,  
8 2008.

### ***1. Identification and Naming of University-level Standing Committees***

9  
10 The seven university-level standing committees and the broadly stated mandate to each  
11 are as follows:

- 12 • **University Committee on Faculty Policy and Tenure (UCFPT):** focusing on  
13 issues of policy regarding faculty personnel issues including tenure issues,
- 14 • **University Committee on Curriculum (UCC):** focusing on the Board of  
15 Trustees delegated authority to the faculty on issues of academic courses,  
16 programs, and degree requirements,
- 17 • **University Committee on the Budget (UCB):** focusing on forming advice  
18 annually on the University budget,
- 19 • **University Committee on Academic Governance (UCAG):** focusing on the  
20 bylaws for academic governance,
- 21 • **University Committee on Student Affairs (UCSA):** focusing on issues related  
22 to the academic achievement of MSU students,
- 23 • **University Undergraduate Studies Committee (UUSC):** focusing on issues of  
24 undergraduate courses and academic programs,<sup>1</sup>
- 25 • **University Graduate Studies Committee (UGSC):** focusing on issues of  
26 graduate courses and academic programs.<sup>2</sup>

### ***2. General Reporting Lines for University-level Standing Committees<sup>3</sup>***

27  
28 A broad purpose of the university-level standing committees is to advise University  
29 administrators on issues of relevance to each standing committee. Such advice will

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<sup>1</sup> The name of this subcommittee in the report of Task Force 1 was “University Undergraduate Committee.” The name was editorially changed to “University Undergraduate Studies Committee” to be more descriptive of the role of this standing committee.

<sup>2</sup> The name of this subcommittee in the report of Task Force 1 was “University Graduate Committee.” The name was editorially changed to “University Graduate Studies Committee” to be more descriptive of the role of this standing committee.

<sup>3</sup> This section is an extrapolation from the report of Task Force 1 and from the report of the original Faculty Voice Committee.

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30 routinely be sent to the appropriate or requesting administrator, and to either Faculty  
31 Senate or University Council for possible endorsement by the governance system.

32 The expectation is that only in cases of severe time pressure will the advice from a  
33 standing committee be understood as endorsement by the entire governance system.

### 34 ***3. General Composition of University-level Standing Committees<sup>4</sup>***

35 3.a. The number of members on a given university-level standing committee shall be  
36 of a number to enable the committee to perform its specified functions  
37 effectively.<sup>5</sup>

38 3.b. For each university-level standing committee, committee membership is  
39 composed of faculty, undergraduate students, and graduate students, as  
40 appropriate to the focus of the committee, as voting members unless  
41 membership is specified as restricted to faculty.

42 3.c. Each university-level standing committee will include an assigned administrator  
43 acting ex-officio.

44 3.d. No college shall have more than one faculty representative on a university-level  
45 standing committee.

46 3.e. Unless otherwise provided in the detailed descriptions of standing committees  
47 below, the term of office for faculty members shall be two years. Provisions shall  
48 be made to stagger elections by the Office of the Secretary for Academic  
49 Governance. Terms of office shall begin August 16.

50 3.f. The term of office for student members on university-level standing committees  
51 shall be one year. Terms of office shall begin on the first day of summer semester  
52 classes.

53 3.g. No individual from the same constituency may serve more than two consecutive  
54 terms on the same committee.

55 3.h. No individual may serve concurrently as a voting member of more than one  
56 university-level standing committee.

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<sup>4</sup> Members of Task Force 1 took the position that standing committees which were functioning well should be preserved. Several exceptions specified faculty only membership for certain standing committees. This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.1.

<sup>5</sup> The clause is added to enable consideration by UCAG of the appropriate number of members for each standing committee.

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- 57 3.i. Election and appointment of faculty members to committees shall take place in  
58 the spring of each year.
- 59 3.j. If for any reason an individual is unable to serve for a period of one or more  
60 semesters, a replacement shall be named for that semester or semesters in a  
61 manner compatible with the regular selection of the member unable to serve.
- 62 3.k. Where faculty members of a standing committee are selected from the elected  
63 faculty on Academic Council, they shall be elected by the Faculty Council upon  
64 nomination by the faculty of the Committee on Academic Governance of a slate  
65 of at least one and one-half nominees per position to be filled.
- 66 3.l. Where faculty members of a committee are elected in college elections,  
67 nominating procedures shall be specified in college bylaws. Colleges may, in  
68 their bylaws, provide for election to any standing committees, except the  
69 University Committee on Faculty Tenure, full time fixed term faculty who have  
70 served at least three consecutive years and/or specialists in the continuing  
71 appointment system.
- 72 3.m. Unless otherwise provided, undergraduate student members of standing  
73 committees shall be elected by the Academic Assembly of the Associated  
74 Students of Michigan State University (ASMSU) and the graduate student  
75 members of the standing committees shall be elected by the Council of Graduate  
76 Students (COGS). Elections shall be held prior to the end of spring semester.
- 77 3.n. Elections to all committees shall be completed prior to May 1.

#### 78 ***4. General Procedures of University-level Standing Committees<sup>6</sup>***

- 79 4.a. After committees for the next year have been constituted in the spring, each new  
80 committee shall meet and elect its chairperson.
- 81 4.b. The chairperson of each standing committee shall prepare each month a concise  
82 summary of the activities of the preceding month and a list of prospective agenda  
83 items for the coming month. The Secretary for Academic Governance shall  
84 prominently post these summaries on the Web site for Academic Governance.
- 85 4.c. The chairperson of each standing committee shall submit an annual report to The  
86 Steering Committee by August 31. Summaries of these reports shall be posted  
87 prominently on the Web site for Academic Governance.
- 88 4.d. The chairperson of each standing committee shall regularly report to The  
89 Steering Committee on the work of their body. Each chairperson shall report to

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<sup>6</sup> This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.2.

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90 either the Faculty Senate or University Council with a summary of activity. The  
91 rotation of reports to Faculty Senate or University Council will be put in place  
92 annually by the Secretary for Academic Governance with changes in schedule  
93 during the year to reflect important developments. In no case will any committee  
94 chairperson report less than once during a given academic year.

95 4.e. Committees shall establish their own rules and procedures as deemed necessary  
96 by the committee. These rules must not be in conflict with the Bylaws of  
97 Academic Governance.

98 4.f. Subcommittees or ad hoc committees shall exist at the discretion of the parent  
99 standing committee. The advisability of their continuance shall be raised annually  
100 or at the end of the period originally established by the parent committee.

### ***5. General Functions of University-level Standing Committees<sup>7</sup>***

102 5.a. Committee members shall represent the interests of the total University.

103 5.b. University-level standing committees shall initiate recommendations to and  
104 communicate with Faculty Senate or University Council. Subject to the review of  
105 Faculty Senate or University Council, committees may make recommendations  
106 to the Provost and other administrators on matters within the purview of the  
107 committee.

108 5.c. Committees shall respond to reasonable requests for consultation or advice by  
109 administrators who initiate requests for such participation on matters within the  
110 purview of the committee.

111 5.d. Committees shall respond to reasonable requests for consultation or advice by  
112 members of the faculty or students who initiate requests for such participation on  
113 matters within the purview of the committee.

114 5.e. Committees shall regularly review their composition, procedures, and functions  
115 and recommend appropriate bylaw revisions to the Committee on Academic  
116 Governance.

### ***6. General Policy on Meetings of University-level Standing Committees<sup>8</sup>***

118 6.a. The administrator(s), or a designee, being advised by a standing committee,  
119 shall be present at meetings of the committee except when otherwise stipulated  
120 by mutual agreement of the administrator(s) and committee.

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<sup>7</sup> This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.3.

<sup>8</sup> This section is patterned after university-level bylaws in place as of April, 2008, Section 4.2.4.

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- 121 6.b. Each committee shall schedule its own meetings.
- 122 6.c. All meetings of standing committees and of subcommittees or ad hoc committees  
123 established by standing committees will be open to the public and will be  
124 announced at least one week in advance. Announcements will include time and  
125 place of the meeting, and the agenda items that are planned for discussion.  
126 Announcement of meetings will be displayed prominently on the Web site of the  
127 standing committee. Only in rare situations will standing committee meetings,  
128 subcommittee or ad hoc committee meetings be closed, and only when reasons  
129 for holding closed meetings is announced publicly and displayed prominently on  
130 the Web site of the standing committee.
- 131 6.d. Each committee shall determine its own agenda but will be responsive to  
132 requests from The Steering Committee. Administrators, faculty, and students may  
133 suggest items for a committee's agenda.

### 134 ***7. Specifications for Each University-level Standing Committee***

#### 135 ***7.a. University Committee on Faculty Policy and Tenure (UCFPT)***

##### 136 7.a.i. Restriction on membership

137 UCFPT shall have no student members.

##### 138 7.a.ii. Functions

- 139 (1) UCFPT shall make recommendations to the Faculty Senate and to  
140 the Provost on personnel policies relating to faculty, such as policies  
141 on appointment, reappointment, promotion, leaves, retirement, and  
142 workload assignments.
- 143 (2) UCFPT shall make recommendations on formal and procedural  
144 rules on tenure and dismissal, and on substantive policies on  
145 tenure, and shall recommend changes in policy and procedure to  
146 the Faculty Senate.
- 147 (3) UCFPT shall be the judicial and investigatory agency for all tenure  
148 actions, shall interpret tenure rules, act on all cases of deviation  
149 from the rules, and shall hear all cases for exception to the rules.<sup>9</sup>

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<sup>9</sup> Patterned from university-level bylaws in place, April, 2008, Section 4.7.4.

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150 (4) Decisions by UCFPT on matters involving interpretation of tenure  
151 rules and in cases involving deviation from tenure rules shall be  
152 binding on the administration and on the faculty member  
153 concerned.<sup>10</sup>

154 (5) UCFPT shall report promptly to the Faculty Senate in any case in  
155 which the administration acts contrary to the committee's decision  
156 on a question involving tenure.<sup>11</sup>

### 157 7.a.iii. Functions Taken Over from April 2008 Standing Committees

158 UCFPT will fold together portions of two of the current (April 2008) university-  
159 level standing committees. The University Committee on Faculty Tenure currently  
160 performs functions (2)-(5) above. The subcommittee of the University Committee  
161 on Faculty Affairs that advises on policy matters regarding faculty performs  
162 function (1) above. The two are combined to form the charge to UCFP to  
163 consolidate to one committee the development of policy regarding faculty issues.

### 164 7.a.iv. Reporting Line

165 UCFPT will normally report to Faculty Senate. In order to obtain feedback from  
166 the entire University community, at its discretion, UCFPT may request an  
167 appearance before University Council.

## 168 **7.b. University Committee on the Curriculum (UCC)**

### 169 7.b.i. Restrictions on membership

170 None.

### 171 7.b.ii. Functions

172 (1) UCC shall exercise the faculty's delegated authority to review and  
173 recommend approval or rejection of deletion, creation, or change in  
174 any undergraduate, graduate, graduate-professional academic  
175 course.

176 (2) UCC shall exercise the faculty's delegated authority to review and  
177 recommend approval or rejection of any change in degree  
178 requirements.

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<sup>10</sup> Patterned from university-level bylaws in place, April, 2008, Section 4.7.5.

<sup>11</sup> Patterned from university-level bylaws in place, April, 2008, Section 4.7.6.

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- 179 (3) UCC shall exercise the faculty's delegated authority to review and  
180 recommend approval or rejection of the creation or the deletion of  
181 any academic, degree-granting program.
- 182 (4) UCC will consult with the University Undergraduate Studies  
183 Committee under UCC functions (2) and (3) regarding  
184 undergraduate programs, so as to obtain an inclusive perspective.
- 185 (5) UCC will consult with the University Graduate Students Committee  
186 under UCC functions (2) and (3) regarding graduate programs, so  
187 as to obtain an inclusive perspective.
- 188 (6) Recommendations under (1), (2), or (3) above will be made to  
189 Faculty Senate.
- 190 (7) UCC will also make recommendations to the Provost with respect to  
191 establishment or deletion of academic courses and programs.  
192 These recommendations will not be considered final until acted on  
193 by the Faculty Senate.

#### 194 7.b.iii. Functions Taken Over from April 2008 Standing Committees

195 Under the University bylaws in place in April 2008, UCC function (1) is currently  
196 performed by the University Committee on the Curriculum (for undergraduate  
197 courses) and by a combination of the University Committee on the Curriculum  
198 and the University Graduate Council (for graduate and graduate-professional  
199 courses).

200 UCC functions (2) and (3) are currently performed by the University Graduate  
201 Council (for graduate and graduate-professional programs) and by the University  
202 Committee on the Curriculum (for undergraduate programs).

203 The reorganization of governance functions that gives rise to UCC is meant to  
204 consolidate the faculty's responsibility with respect to the academic programs of  
205 the University.

#### 206 7.b.iv. Reporting Line

207 UCC will normally report to Faculty Senate. In order to obtain feedback from the  
208 entire University community, at its discretion, UCC may request an appearance  
209 before University Council.

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210 **7.c. University Committee on the Budget (UCB)**

211 7.c.i. Restrictions on membership

212 UCB shall have no student members. Membership of UCB will include one  
213 member of Athletic Council who will sit ex-officio, and who will be appointed by  
214 the University President.

215 7.c.ii. Functions of UCB

216 (1) UCC shall advise the Provost during the formulation of the  
217 University's annual budget request to the State of Michigan.

218 (2) UCC shall submit an annual report to the University Council on the  
219 academic budget allocations, adjustments in salary and other forms  
220 of economic benefits.

221 7.c.iii. Functions Taken Over from April 2008 Standing Committees

222 A subcommittee of the University Committee on Faculty Affairs currently performs  
223 both of the above UCB functions under the April 2008 University bylaws. The  
224 reason to isolate the budget function into an identified standing committee is that  
225 this function is distinctly different in kind in terms of its responsibilities from the  
226 responsibilities of other standing committees.

227 7.c.iv. Reporting Line

228 UCB will report to University Council.

229 7.c.v. Term of Service on UCB

230 Because of the technical nature of budget matters, members shall serve three-  
231 year terms on UCB.

232 **7.d. University Committee on Academic Governance (UCAG)**

233 UCAG will mirror the April 2008 standing committee of the same name.

234 7.d.i. Restriction on membership

235 None.

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236 7.d.ii. Functions

- 237 (1) UCAG shall conduct reviews of the bylaws for academic  
238 governance, both at the University level and at the college level.
- 239 (2) UCAG shall be the definitive interpreter of the bylaws for the  
240 academic governance system.
- 241 (3) UCAG shall consider appeals of reviews of department bylaws by  
242 college committees.
- 243 (4) UCAG shall be responsible for formally framing bylaws changes to  
244 University Council.
- 245 (5) UCAG shall be responsible for monitoring university level elections  
246 and assuring their fairness.<sup>12</sup>

247 7.d.iii. Functions Taken Over from April 2008 Standing Committees

248 UCAG functions above are a mirror of the functions for the April 2008 standing  
249 committee by the same name.

250 7.d.iv. Reporting Line

251 UCAG will report to University Council.

252 **7.e. University Committee on Student Affairs (UCSA)**

253 7.e.i. Restriction on membership

254 None.

255 7.e.ii. Functions

- 256 (1) USCA shall advise the appropriate University administrator on any  
257 policies that affect academic achievement of students in the  
258 University.
- 259 (2) USCA shall initiate and review proposed amendments to the  
260 Academic Freedom for Students policy statement, the General  
261 Student Regulations document, and policies relating to the  
262 academic rights and responsibilities of students.

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<sup>12</sup> This function was not directly noted in the report of Task Force 1 but is a core responsibility of UCAG/ April 2008.

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263 (3) Any amendment or policy statement affecting the professional rights  
264 and responsibilities of the faculty (as the Faculty Senate interprets  
265 these rights and responsibilities) must be approved by the Faculty  
266 Senate before consideration by University Council.

### 267 7.e.iii. Functions Taken Over from April 2008 Standing Committees

268 USCA substantially parallels the April 2008 standing committee of the same  
269 name.

### 270 7.e.iv. Reporting Lines

271 USCA will report primarily to the University Council. An exceptional situation can  
272 occur under function (3) above when USCA has a responsibility to report to  
273 Faculty Senate on issues that affect professional rights and responsibility of  
274 faculty.

## 275 **7.f. University Undergraduate Studies Committee (UUSC)**

### 276 7.f.i. Restrictions on membership

277 None. But undergraduate students, selected by ASMSU, will be seated on UUSC  
278 as voting members.

### 279 7.f.ii. Functions

280 (1) UUSC shall advise the Provost on the establishment, disbandment,  
281 or merger of undergraduate academic programs.

282 (2) UUSC shall advise the Provost on policy pertaining to curriculum  
283 revision, methods of instruction, evaluation of instruction, and  
284 advising and counseling for undergraduate students and programs.

285 (3) UUSC shall consult with the Provost on policy pertaining to  
286 admissions and retention, financial aid, and the use and distribution  
287 of educational and research resources for undergraduate students  
288 and programs.

289 (4) UUSC shall consult with the University Committee on the  
290 Curriculum on issues related to function (1) above: establishment,  
291 disbandment, or merger of undergraduate academic programs.

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292 7.f.iii. Functions Taken Over from April 2008 Standing Committees

293 The functions of UUSC above are performed by the University Committee on  
294 Academic Policy, under the April 2008 bylaws of academic governance. The  
295 name change to UUSC is primarily to make it clear that this committee is focused  
296 on undergraduate programs.

297 7.f.iv. Reporting Lines

298 UUSC will report primarily to the University Council. An exceptional situation can  
299 occur under function (1) above when UUSC has a responsibility to report to  
300 Faculty Senate on issues that relate to establishment, disbandment, or merger of  
301 undergraduate academic programs.<sup>13</sup>

302 **7.g. University Graduate Studies Committee (UGSC)**

303 7.g.i. Restrictions on membership

304 None. But graduate students, selected by COGS, will be seated on UUSC as  
305 voting members.

306 7.g.ii. Functions

- 307 (1) UGSC shall exercise the faculty's delegated authority on grading  
308 policy for graduate students, and shall recommend their approval or  
309 rejection to the UCC.
- 310 (2) UGSC shall review all changes in graduate and graduate-  
311 professional courses, curricula, and degree requirements proposed,  
312 and shall recommend their approval or rejection to the UCC.
- 313 (3) UGSC shall consult with UCC to meet its obligations under functions  
314 (1) and (2) above.
- 315 (4) UGSC shall have shared responsibility with the Dean of The  
316 Graduate School to advise the Provost on the establishment,  
317 disbandment, and merger of graduate programs.
- 318 (5) UGSC shall have shared responsibility with the Dean of The  
319 Graduate School to advise the Provost on policy pertaining to  
320 methods of instruction, evaluation of instruction, advising and

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<sup>13</sup> Reporting of UUSC to Faculty Senate in cases of change in academic programs is to enable Faculty Senate to gain the wider perspective, including student input. Inclusion of this point is an inference made from the report of Task Force 1.

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321 counseling, admissions and retention of graduate students, and on  
322 other policy pertaining to administration of graduate programs.

323 (6) The committee shall have shared responsibility with the Dean of  
324 The Graduate School to advise the Provost on the coordination of  
325 graduate programs, policy pertaining to financial aid and  
326 employment of graduate students.

327 (7) The committee shall have shared responsibility with the Dean of  
328 The Graduate School to advise the Provost on the use and  
329 distribution of educational and research resources for graduate  
330 programs and graduate students.

331 (8) The committee shall advise the Dean of The Graduate School and  
332 the Vice President for Research and Graduate Studies on policy  
333 relating to research development as it pertains to graduate  
334 education.

#### 335 7.g.iii. Functions Taken Over from April 2008 Standing Committees

336 The functions enumerated above are largely mirrored in the functions of the  
337 University Graduate Council under the April 2008 bylaws of academic  
338 governance.

#### 339 7.g.iv. Reporting Lines

340 UGSC will report primarily to the University Council. An exceptional situation can  
341 occur under functions (1) or (2) above when UGSC has a responsibility to report  
342 to Faculty Senate on issues that relate to establishment, disbandment, or merger  
343 of undergraduate academic programs.<sup>14</sup>

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<sup>14</sup> Reporting of UGSC to Faculty Senate in cases of change in academic programs is to enable Faculty Senate to gain the wider perspective, including student input. Inclusion of this point is an inference made from the report of Task Force 1.