

**BYLAWS OF THE FACULTY OF
THE DEPARTMENT OF CHEMISTRY**

Michigan State University

Revisions approved by Department Faculty December 4, 2017

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BYLAWS

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BYLAWS

1. COMPOSITION OF THE DEPARTMENT

1.1. Faculty

1.1.1. Regular, fixed term, and honorary faculty are defined in Section 1.1 of the Bylaws for Academic Governance. The faculty of the Department of Chemistry shall consist of (a) all faculty assigned to the Department by the Board of Trustees, and (b) all regular faculty, including those on leave and those on fixed term assignment elsewhere, who are ordinarily assigned to the Department.

1.1.1.1. Adjunct appointments are defined in the Faculty Handbook.

1.1.2. The voting faculty on Departmental matters shall consist of (a) all regular faculty who receive some salary from the Department and (b) any other faculty member to whom the voting privilege is extended by the voting faculty.

1.1.3. New appointments to the regular faculty shall be discussed both by the Faculty Advisory Committee and at a regularly scheduled faculty meeting; reappointment deliberations shall be conducted according to the procedures of Section 3.3.4. of this document.

1.1.4. Joint appointments to the faculty of the Chemistry Department should be granted on the basis of scientific gain for the Department. These appointments, along with a plan specifying departmental duties in terms of teaching and service, must be approved by the faculty. The continuation of a joint appointment will be reviewed at the time of reappointment.

1.2. Graduate Student Body

1.2.1. The regular graduate student body shall consist of all properly admitted and duly enrolled graduate students in chemistry and chemical physics.

1.3. Undergraduate Student Body

1.3.1. The regular undergraduate student body shall consist of all undergraduates who are majoring in chemistry, chemistry teaching, or chemical physics.

1.4. Specialist Body

1.4.1. The regular Departmental specialist body shall consist of all individuals appointed to the rank of Specialist to perform specific teaching, research, or service functions.

- 1.4.2. Specialist appointments shall be discussed both by the Faculty Advisory Committee and at a regularly scheduled faculty meeting.
- 1.4.3. Reappointment deliberations shall be conducted according to the procedures of Section 3.3.4., with the exception that external review letters shall not be required for reappointment that would grant job security.
- 1.4.4. The Chairperson, in consultation with the Faculty Advisory Committee, shall establish an oversight committee for each Specialist. This committee shall assist in evaluating the performance of each Specialist and, in consultation with the Specialist, shall establish priorities.

2. DEPARTMENT ORGANIZATION

2.1. Chairperson

2.1.1. Initial Appointment

The normal term of office is four (4) years. The faculty advisory council must schedule a meeting with the dean to review CNS policies and formulate specific procedures for selection of the chairperson. The voting faculty shall have shared responsibility with the CNS dean to determine procedures for selecting the chairperson to be nominated to the provost.

2.1.2 Review

The chairperson shall be subject to a periodic review at an interval of four years. The faculty advisory council must schedule a meeting with the dean to review CNS policies and formulate specific procedures for the periodic review of the chairperson. The faculty shall have shared responsibility with the CNS dean to determine procedures for review of the chairperson.

2.1.3. General duties of the Chairperson are specified in Section 2.1 of the Bylaws for Academic Governance and as described below. He/she is required to seek the counsel of the voting faculty of the Department for many purposes, and the voting faculty is required to establish regular counseling procedures.

2.1.3.1. The chairperson, or a designee, shall generally be present at meetings of an academic governance body.

2.1.3.2. The chairperson shall conduct an annual review with each member of the tenure system faculty and all fixed-term faculty members. The chairperson shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. Written documentation of the meeting shall be given to the faculty member and kept on file.

2.2. Associate Chairs for Graduate and Undergraduate Studies

- 2.2.1. The Associate Chair for Graduate Studies shall assist the Chairperson in the execution of his/her duties relative to the graduate programs in the Department, and the Associate Chair for Undergraduate Studies shall assist the Chairperson in the execution of his/her duties relative to the undergraduate programs in the Department.
- 2.2.2. The Associate Chairs shall be members of the voting faculty of the Department. They shall be appointed by the Chairperson after consultation with the Faculty Advisory Committee.
- 2.2.3. The term of office of the Associate Chairs shall end no later than the date on which a new Chairperson assumes office.

2.3. Managerial Personnel

- 2.3.1. The managerial personnel shall assist the Chairperson in matters which involve record keeping, staff appointment, budgets, maintenance and alteration of the building and its contents, supervision of shops and service staff, and ordering equipment and supplies and expediting their acquisition.
- 2.3.2. Managerial personnel need not be faculty members. They shall be appointed by the Chairperson, after consultation with the Faculty Advisory Committee.
- 2.3.3. The managerial personnel may include a Department Administrator, who shall assist the Chairperson in the execution of his/her duties. If the Department Administrator holds the rank of Specialist, his/her appointment and reappointment shall be governed by Section 1.4 above.
- 2.3.4. The Chairperson may, after consultation with the Faculty Advisory Committee, appoint other faculty to assist in the administration of the Department.

2.4 Faculty Advisory Committee

- 2.4.1. Composition and Election
 - 2.4.1.1. The Faculty Advisory Committee (FAC) shall consist of the Department Chairperson, the Associate Chairperson for Education, the Associate Chairperson for Research (all serving as ex officio members – without vote), six elected faculty members, and one elected Academic Specialist, for a total of ten members. The six elected faculty members will be comprised of one each from the Analytical, Chemistry Education Research, Inorganic, Organic, and Physical/Nuclear areas, and one Assistant Professor.

- 2.4.1.2. All tenured/tenure-track faculty and Academic Specialists holding a non-zero appointment in the Department shall be eligible for election as representatives on the Faculty Advisory Committee, with the exception of the Department Chairperson and Associate Chairpersons for Education and Research (ex officio members).
- 2.4.1.3. The faculty representatives shall be appointed by the voting faculty of the Department in the following manner: Faculty Advisory Committee representatives from the Analytical, Chemistry Education Research, Inorganic, Organic, and Physical/Nuclear areas who are rotating off the FAC will convene the members of their area to nominate FAC representatives for the following academic year. Assistant and Associate Professors from these areas are strongly encouraged to seek nominations. In years when the Assistant Professor representative will be rotating off the committee, that representative should convene the tenure-stream Assistant Professors to nominate an FAC representative for the following academic year. The nominees are to be communicated to the Faculty Advisory Committee Chair by March 15th.
- 2.4.1.3.1 In establishing the Faculty Advisory Committee initially, Chair Advisory Committee representatives from the Analytical, Chemistry Education Research, Inorganic, Organic, and Physical/Nuclear areas and the Assistant Professor representative will convene the members of their area to nominate FAC representatives for terms to begin in the Spring Semester of 2018. If there is more than one faculty nominee from any area or among the tenure-stream Assistant Professors, elections will be held within the areas and/or among the Assistant Professors. If any area does not provide a nominee the area FAC faculty membership will be completed by a lottery from the tenured/tenure-stream faculty of those areas and/or the tenure-stream Assistant Professors. Three faculty members will have a two-and-a-half-year term and three faculty members will have a one-and-a-half-year term, with this being decided by lot.
- 2.4.1.3.2 In maintaining the Faculty Advisory Committee in subsequent years, three faculty representatives shall be appointed following the same process described in sections 2.4.1.3 and 2.4.1.3.1 and shall take office beginning July 1st, to replace three faculty representatives from the same areas who will rotate off of the FAC.
- 2.4.1.3.3. The slate of nominees from the above processes shall be presented at a faculty/Academic Specialist meeting called by the Faculty Advisory Committee Chair no later than April 1st, and further nominations may be solicited and

accepted from the voting faculty present, subject to the nominee's willingness to serve.

- 2.4.1.3.4 If an election is to take place, area ballots, which shall be an alphabetical listing of all nominated faculty from that area, shall be distributed no later than April 5th. Each member of the voting faculty from that area shall vote for one nominees. The nominees with the most votes shall be declared elected. Ties shall be decided by lot.
- 2.4.1.4. Faculty representatives shall be elected for a two-year term, and no faculty representative shall be elected for more than two consecutive two-year terms.
- 2.4.1.5. One Academic Specialist shall be appointed to serve on the Faculty Advisory Committee. The Academic-Specialist FAC representative who is rotating off the FAC should convene the Academic Specialists to nominate an FAC representative for the following academic year. Nominations, including self-nominations, will be welcome from all Academic Specialists and communicated to the FAC Chair by March 15th.
 - 2.4.1.5.1. In establishing the Faculty Advisory Committee initially, the Chair Advisory Committee Academic Specialist representative will convene the Academic Specialists to nominate FAC representative for a term to begin in the Spring Semester of 2018. If only one Specialist is nominated, he/she will be appointed, after confirmation of willingness to serve. If there is more than one Academic Specialist nominated, an election will be held. Ties shall be decided by lot. If no nominee is offered the FAC Academic Specialist membership will be completed by a lottery from the Academic Specialists.
 - 2.4.1.5.2 In maintaining the Faculty Advisory Committee in subsequent years, one Academic Specialist shall be nominated during the Spring Semester of "odd" years following procedures outlined in 2.4.1.5 and 2.4.1.5.1 and shall take office beginning July 1st, to replace the Academic Specialist who will rotate off of the Committee. If there is more than one nominee, then an election will take place. If only one Specialist is nominated, that nominated Specialist will be appointed (after confirmation of willingness to serve).
 - 2.4.1.5.3. The slate of nominees from the above processes shall be presented at a faculty/Academic Specialist meeting no later than April 1st, and further nominations may be solicited and accepted from the voting faculty and Academic Specialists present, subject to the nominee's willingness to serve.

- 2.4.1.5.4. If an election is to take place, the ballot, which shall be an alphabetical listing of all nominated Academic Specialists, shall be distributed no later than April 5th. Each voting Academic Specialist shall vote for one nominee. The nominee with the most votes shall be declared elected. Ties shall be decided by lot.
- 2.4.1.6. Academic Specialists shall be elected for a two-year term, and no Academic Specialist shall be elected for more than two consecutive two-year terms.
- 2.4.1.7. New members should attend all Faculty Advisory Committee meetings from April 15th on, although their terms begin July 1st.
- 2.4.1.8. Vacancies of more than three months duration shall be filled by special election, the details of which shall satisfy in spirit 2.4.1.2. and 2.4.1.5.

2.4.2. Functions

- 2.4.2.1. The Faculty Advisory Committee shall advise the Department Chairperson on any matter that he or she, or any faculty member, or any Academic Specialist, or any student, brings before it.
- 2.4.2.2. The Faculty Advisory Committee members shall communicate (a) the substance of Committee deliberations to other faculty members, Academic Specialists and students, and (b) the collective opinions of other faculty members, Academic Specialists and students to the Committee.
- 2.4.2.3. The Faculty Advisory Committee shall be responsible for establishing the rosters of all standing committees and establishing the charges to those committees for the upcoming year. Similarly, the FAC shall be responsible with providing nominees for any University or College committees.
- 2.4.2.4. The Faculty Advisory Committee shall be the Committee on Committees.
- 2.4.2.5. The Faculty Advisory Committee shall implement and interpret these Bylaws.

2.4.3. Procedures

- 2.4.3.1. The Faculty Advisory Committee shall elect its own Chairperson and Vice-Chairperson from the seven voting members (six faculty

members and one Academic Specialist). In the FAC Chairperson's absence, the Vice-Chairperson shall chair the FAC

- 2.4.3.2. The Faculty Advisory Committee shall meet on the second Monday of each month. Additional meetings outside of the normal schedule may be called by the FAC Chairperson.
- 2.4.3.3. The Committee shall seek agenda items from faculty, Academic Specialists, students and staff via an email request by the Department Chairperson's Administrative Assistant. Collected items will be provided to the FAC Chairperson by the first Monday of each month in order to be discussed at the next meeting and determined whether to be included on the *following* month's agenda, which will then be emailed to the Chemistry Department by the first day of the next month.
- 2.4.3.4. In addition to the Department Chairperson's Administrative Assistant, any interested person may attend, in ex officio capacity, any given meeting of the Faculty Advisory Committee. Additionally, the Committee can invite any person to a meeting.
- 2.4.3.5. For any agenda items that warrant a vote, only the voting members present will be allowed to vote. In the event of a tie, the item will be considered by the full faculty.
- 2.4.3.6. Though the Department Chairperson and Associate Chairs of Education and Research are ex-officio members (without vote), they can still ask the seven voting members to consider agenda items and seek the advice of the Committee.
- 2.4.3.7. A typical meeting of the Faculty Advisory Committee shall include: comments, if any, from the Department Chairperson; comments, if any, from the Associate Chairs of Education and Research; comments from the FAC Chairperson; presentation of all agenda items, including the establishment of the following month's agenda.
- 2.4.3.8. A quorum is required to take action on an item. A quorum shall consist of at least five voting members of the Faculty Advisory Committee who are in actual attendance either locally or remotely.
- 2.4.3.9. The Faculty Advisory Committee shall have delegated authority to call a Faculty Meeting/Academic Specialist meeting for the fourth Monday of each month if something warrants the meeting. Faculty and Academic Specialists must be notified of this meeting by the third Monday of the month.
- 2.4.3.10. The Department Chairperson's Administrative Assistant shall take minutes for each Faculty Advisory Committee meeting, to be

reviewed by the Committee Chairperson and the Department Chairperson. The minutes will then be posted on a secure website no later than one week after each meeting.

2.5. Faculty Meetings

2.5.1. Purpose and Notification

- 2.5.1.1. The voting faculty shall have final responsibility and jurisdiction over all matters not specifically delegated to the Department Chairperson or to the Faculty Advisory Committee in these Bylaws or in the Bylaws of the College or of the University.
- 2.5.1.2. The Department Chairperson or the Secretary of the Faculty Advisory Committee may call faculty meetings.
 - 2.5.1.2.1. Written notices and expected agenda of faculty meetings shall be distributed to all faculty members at least 24 hours in advance of each meeting.
- 2.5.1.3. University officials, faculty from other units, students, Department visitors, and others may be invited to attend faculty meetings by the Department Chairperson.

2.5.2. Procedures

- 2.5.2.1. The Department Chairperson, a member of the voting faculty designated by the Chairperson, or the Secretary of the Faculty Advisory Committee shall chair faculty meetings.
- 2.5.2.2. Faculty meetings shall follow parliamentary procedures.
- 2.5.2.3. The Secretary of the Faculty Advisory Committee shall be responsible for recording and distributing minutes of faculty meetings.
- 2.5.2.4. A quorum for a faculty meeting shall consist of half the voting faculty.
- 2.5.2.5. Only voting faculty shall vote on matters of Departmental policy or procedure, but all faculty members shall have voice on all matters, and all shall vote on resolutions.
- 2.5.2.6. A ballot may be required on any issue by one-third of the voting faculty present at a faculty meeting.

2.5.2.6.1. A motion for a mail ballot takes precedence over any other motion except a motion to adjourn.

2.5.2.6.2. A quorum for a mail ballot shall be half the voting faculty.

3. STANDING COMMITTEES

3.1. Enumeration

3.1.1. The Standing Committees shall be:

Reappointment and Promotion Committee
Awards Committee
Educational Policies Committee
Graduate Affairs Committee
(Admissions Subcommittee, Advising Subcommittee)
Equipment Committee
Library Committee
Colloquium Committee
Safety Committee
Undergraduate Affairs Committee

3.2. Selection

3.2.1. Faculty members of Standing Committees shall be appointed by the Department Chairperson after consultation with the Faculty Advisory Committee.

3.2.2. The Chairperson of each Standing Committee shall be appointed by the Department Chairperson after consultation with the Faculty Advisory Committee.

3.2.3. Graduate and undergraduate student members of Standing Committees shall be selected by their respective regular student bodies by procedures which must be communicated to the Faculty Advisory Committee.

3.2.4. Each member of any Committee, Faculty Advisory, Standing, or Ad Hoc, shall be notified in writing by the Department Chairperson of his/her appointment or election.

3.3. Reappointment and Promotion Committee

3.3.1. Composition

3.3.1.1. The Reappointment and Promotion Committee shall consist of at least six tenured faculty, having the rank of professor or

associate professor. Normally, a complement of four professors and two associate professors should be chosen. In the event that the number of eligible associate professors is less than two, a correspondingly greater number of professors should be selected.

3.3.1.2. The Committee shall be appointed by the end of the Spring semester and shall serve for one year.

3.3.1.3. At least two members of the Committee shall have served on the Committee during the preceding year.

3.3.2. Function

3.3.2.1. The Reappointment and Promotion Committee shall review annually the progress of each regular faculty member below the rank of professor and shall communicate its findings and recommendations to the Department Chairperson in an advisory capacity. Review policies must be in agreement with *Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University* available on the CNS website.

3.3.3. Credential File

3.3.3.1. In order to ensure an objective and complete annual review, each regular assistant professor and each regular associate professor shall maintain, in the Department Chairperson's offices, a credential file. This file should contain:

- a. Evidence of scholarly achievement - a list of talks given locally or elsewhere, including national and international meetings; a complete list of and copies of most significant papers and books published or submitted for publication; a list of awards; and a list and copies of grant proposals and their disposition.
- b. Evidence of teaching achievement - evaluation reports submitted by students; guidance committee activity; awards.
- c. Evidence of professional service - lists of committee assignments and other activities at the departmental, University, national, and international levels.
- d. A list of scientists who are qualified to evaluate the scientific merit of the reviewee's scholarly achievements.
- e. Any other data which the reviewee considers appropriate.

- 3.3.3.1.1. The credential file shall be available to the filee, the Department Chairperson, the appropriate members of the Reappointment and Promotion Committee, and to any regular faculty member from whom the Department Chairperson wishes counsel regarding (a) the reappointment or promotion of the filee or (b) the nomination of the filee for an award. The credential file may not be made available to others unless permitted by the filee.
 - 3.3.3.2. The Department Chairperson shall annually remind, in writing, each regular assistant professor and each regular associate professor to update his/her file. The reminders shall be sent early enough that the Reappointment and Promotion Committee shall have sufficient time to review the contents of the file before any recommendation is due to the Department Chairperson.
 - 3.3.3.3. The Department Chairperson shall annual remind, in writing, each regular full professor to update his/her credential file. The credential file of a full professor should contain an updated copy of their curriculum vitae as well as other significant documents that attest to scholarship.
- 3.3.4. Reappointment
 - 3.3.4.1. The Reappointment and Promotion Committee shall be notified in writing by the Department Chairperson at least six weeks before he/she requires final written recommendations on reappointment.
 - 3.3.4.1.1. At the same time, a copy of the charge to the Committee shall be given to each regular faculty member.
 - 3.3.4.2. The Committee shall consider each case separately. It shall consider all aspects of the individual's work, including not only all items in the credential file, but also less easily listable matters such as teaching effectiveness in both classroom and laboratory, quality and significance of published research, interaction with and information from undergraduate and graduate students, and any information which it may solicit from the individual.
 - 3.3.4.3. The Committee may solicit written opinions from outside referees, at least half of whom shall be chosen from the list described in 3.3.3.1.d.

- 3.3.4.3.1. Written opinions acquired by these means shall be treated as privileged information. Only the Department Chairperson, the members of the Reappointment and Promotion Committee, and any other regular faculty members from whom the Department Chairperson wishes counsel regarding a reappointment shall have access to them.
- 3.3.4.3.2. Solicitation of at least six outside opinions shall be mandatory in cases in which tenure would accompany reappointment of an assistant professor.
- 3.3.4.4. For each case, the Reappointment and Promotion Committee shall submit to the Department Chairperson a written recommendation and its rationale.
- 3.3.4.5. The Department Chairperson shall call a meeting of all tenured faculty in order to discuss with them the recommendations of the Reappointment and Promotions Committee.
- 3.3.4.6. Before transmitting a recommendation of non-reappointment to the Dean, the Department Chairperson shall inform the faculty member in question of his or her intention. The faculty member is entitled to an interview with the Chairperson and/or the Reappointment and Promotion Committee in order to present additional evidence or to discuss the rationale behind the recommendation. If the faculty member so requests, the Committee shall reconsider his/her case.
 - 3.3.4.6.1. After reconsideration, but at least three working days before the Department Chairperson's recommendations must be transmitted to the Dean, the Committee shall submit a written account of its deliberations and a written recommendation to the Department Chairperson.
 - 3.3.4.6.2. The Department Chairperson shall call a meeting of all tenured faculty to discuss with them the recommendation of the Committee.
- 3.3.4.7. The Department Chairperson shall notify each faculty member whose reappointment has been in question and all tenured faculty members of his/her recommendation(s) as soon as possible.
- 3.3.4.8. A non-reappointed faculty member shall, upon his/her request, be given a written statement by the Department Chairperson of the reasons for non-reappointment.

3.3.5. Promotion

- 3.3.5.1. The Reappointment and Promotion Committee shall be notified in writing by the Department Chairperson at least two months before he/she requires written recommendations on promotions.
- 3.3.5.2. The Committee shall review annually the progress of each regular assistant professor, and the professors on the Committee shall constitute a Subcommittee which shall annually review the progress of each regular associate professor.
- 3.3.5.3. The Committee and the Subcommittee shall consider all aspects of each individual's work, including not only all items in the credential file but also less easily listable matters such as teaching effectiveness in both classroom and laboratory, quality and significance of published research, interaction with and information from undergraduate and graduate students, quality and significance of service to the Department and others, and any information which it may solicit from the individual.
- 3.3.5.4. The Committee and Subcommittee may solicit opinions from outside referees, at least half of whom shall be chosen from the list described in 3.3.3.1.d.
 - 3.3.5.4.1. Written opinions acquired by these means shall be treated as privileged information. Only the Department Chairperson, the members of the Reappointment and Promotion Committee, or the Subcommittee, and any other regular faculty members from whom the Department Chairperson wishes counsel regarding a promotion shall have access to them.
- 3.3.5.5. The Committee and the Subcommittee shall submit to the Department Chairperson written recommendations to promote and shall accompany such recommendations with written reasons and with opinions solicited from outside.
- 3.3.5.6. The Department Chairperson shall call a meeting of all tenured faculty in order to discuss with them any recommendation to promote an assistant professor. The Department Chairperson shall call a meeting of all regular professors to discuss with them any recommendation to promote an associate professor.

3.3.6. Progress Report

- 3.3.6.1. In addition to the written material required in 3.3.4.4. and 3.3.5.5., the Reappointment and Promotion Committee shall submit to the Department Chairperson written statements on the progress of all other regular assistant professors.
- 3.3.6.2. Using the various reports of the Committee, the Department Chairperson shall annually and privately discuss with each regular assistant professor his/her progress.
- 3.3.6.3. A regular associate professor may request a progress report, whereupon the Department Chairperson shall request a written statement from the Subcommittee of the Reappointment and Promotion Committee and shall discuss the faculty member's progress with him/her.

3.4 Awards Committee

3.4.1. Composition

- 3.4.1.1. The Awards Committee shall consist of four faculty members having the rank of professor.
- 3.4.1.2. The Committee shall be appointed by the end of Spring semester and shall serve for one year; individuals may be reappointed.

3.4.2. Function

- 3.4.2.1. The Committee shall have delegated authority to coordinate departmental nominations of faculty for appropriate national, regional, or local awards. To aid this process, the Department Chairperson shall annually remind, in writing, each faculty member to update his/her credential file. The credential files for assistant and associate professors are described in 3.3.3. The credential file of a full professor should contain an updated copy of their curriculum vitae as well as other significant documents that attest to scholarship.
- 3.4.2.2. In instances where the number of departmental nominees for an award is limited by the award nomination rules, the Department Chairperson shall select the person or persons to be nominated, in consultation with the Committee.
- 3.4.2.3. The Committee shall maintain records of national, regional, and local awards, nomination deadlines, and information required for nominations. Departmental secretarial assistance is required.

3.5. Educational Policies Committee

3.5.1. Composition

- 3.5.1.1. The Educational Policies Committee shall consist of two regular graduate students and at least four regular faculty members, one of whom is the Associate Chair for Graduate Studies, who shall serve as Chairperson.
- 3.5.1.2. The students shall be elected in the Spring to begin one-year terms on July 1st.
- 3.5.1.3. Faculty members shall be appointed in the Spring to begin one-year terms on July 1st.
 - 3.5.1.3.1. At least one of the faculty members, in addition to the Associate Chair for Graduate Studies, shall have served on the committee the previous year.
 - 3.5.1.3.2. At least one of the faculty members shall also be a member of the Faculty Advisory Committee.

3.5.2. Functions

- 3.5.2.1. The Educational Policies Committee shall concern itself with all aspects of educational philosophy, policy, and procedure relevant to the graduate program of the Department. The Committee shall formulate and review educational goals and methods for their implementation and shall act in an advisory capacity to make appropriate recommendations to appropriate parties.
- 3.5.2.2. The purview of the Committee shall include advising, course content, course changes, graduate examinations, and any other matters consistent with 3.4.2.1.
- 3.5.2.3. The Educational Policies Committee shall consult with the Graduate Affairs Committee on matters of mutual interest.

3.6. Graduate Affairs Committee

3.6.1. Composition

- 3.6.1.1. The Graduate Affairs Committee shall consist of an Admissions Subcommittee and an Advising Subcommittee, each of which shall consist of at least five regular faculty members including the Associate Chair for Graduate Studies.

3.6.1.1.1. The Associate Chair for Graduate Studies shall be Chairperson of the Committee and of both Subcommittees.

3.6.1.2. Faculty members shall be appointed in the Spring to three-year terms which begin July 1st. During the first year of the three-year term, the member shall serve only on the Admissions Subcommittee; during the second year, he/she shall serve on both Subcommittees; and during the third year, he/she shall serve only on the Advising Subcommittee.

3.6.2. Functions

3.6.2.1. The Graduate Affairs Committee shall have delegated authority for implementing Departmental graduate policy and for awarding Departmental fellowships.

3.6.2.2. The Graduate Admissions Subcommittee shall be responsible for recruiting and admitting graduate students and for awarding fellowships to incoming students.

3.6.2.3. The Graduate Advising Subcommittee shall be responsible for:

- a. Advising each new graduate student from the time he/she is admitted until he/she chooses a research advisor or terminates his/her studies.
- b. Administering orientation and qualification procedures and making retention and termination recommendations to the faculty.
- c. Assisting students in making rational, informed choices of research areas and research advisors.

3.7. Equipment Committee

3.7.1. Composition

3.7.1.1. The Equipment Committee shall consist of at least four faculty members and a specialist.

3.7.1.2. The Committee shall be appointed by the end of Spring semester.

3.7.1.2.1. At least one of the members shall have served on the Equipment Committee the previous year.

3.7.2. Function

3.7.2.1. The Equipment Committee shall advise the Department Chairperson on allocation of Department funds earmarked for equipment.

3.7.3. Procedure

3.7.3.1. The Department Chairperson shall inform the Equipment Committee in writing of the amount of Departmental equipment money available, of the date by which a written recommendation is needed, and of the criteria the Committee should use in its deliberations.

3.7.3.2. The Committee shall solicit written, documented requests from all regular faculty members and specialists and shall rank the requests according to the criteria suggested by the Department Chairperson.

3.7.3.3. The Committee may also make recommendations of any sort relevant to Departmental equipment needs and priorities.

3.8. Library Committee

3.8.1. Composition

3.8.1.1. The Library Committee shall consist of at least two faculty members, one graduate student, one undergraduate student, and the Chemistry Librarian.

3.8.1.2. The students shall be elected in the Spring to begin one-year terms on July 1st.

3.8.1.3. Faculty members shall be appointed by the end of the Spring semester to begin one-year terms July 1st.

3.8.1.3.1. At least one of the faculty members shall have served on the Library Committee the previous year.

3.8.2. Functions

3.8.2.1. The Library Committee has delegated authority to select books and journals to be purchased for the Library and shall evaluate requests for purchase submitted by faculty, specialists, and students.

3.8.2.2. The Library Committee has delegated authority to formulate and review rules of operation and conduct in the Library.

3.8.2.3. The Library committee has delegated authority to review grievances relating to Library matters.

- 3.8.2.4. The Library Committee shall keep informed of current developments in the areas of information handling and shall evaluate the applicability of such developments to the Chemistry Library.

3.9. Colloquium Committee

3.9.1. Composition

- 3.9.1.1. The Colloquium Committee shall consist of at least four faculty members and one graduate student, all to be selected by the end of the Spring semester.

3.9.2. Function

- 3.9.2.1. The Colloquium Committee has delegated authority to plan and administer all Departmental colloquia by invited speakers, beginning with colloquia to be held during the Spring semester following their appointment and continuing through the subsequent Fall semester.
- 3.9.2.2. The Committee shall coordinate colloquium schedules with area seminar schedules, as far as possible, by consulting with area seminar coordinators. Both departmental colloquia and area seminars should have specified annual budgets in order to facilitate responsible planning.

3.10. Safety Committee

3.10.1. Composition

- 3.10.1.1. The Safety Committee shall consist of the Department Chairperson (*ex officio*), at least two other faculty members, an appointed safety officer, and one graduate and one undergraduate student.
- 3.10.1.2. The faculty members and the graduate student shall be selected by the end of Spring semester.

3.10.2. Function

- 3.10.2.1. The Safety Committee shall encourage reasonable and proper laboratory and building practices and shall conduct periodic safety inspections in an advisory capacity.

3.11. Undergraduate Affairs Committee

3.11.1. Composition

3.11.1.1. The Undergraduate Affairs Committee shall consist of at least five regular faculty or specialist members including the Associate Chair for Undergraduate Studies, one graduate student, and two undergraduate students.

3.11.1.1.1. The Associate Chair for Undergraduate Studies shall normally serve as Chairperson of the Committee.

3.11.1.2. Faculty members shall be appointed by the end of the Spring semester to one-year terms which begin July 1st.

3.11.1.3. At least one member of the Committee, in addition to the Chairperson, shall have served on the Committee in the previous year.

3.11.1.4. The students shall be elected in the Spring to begin one-year terms on July 1st.

3.11.2. Functions

3.11.2.1. The Undergraduate Affairs Committee has delegated authority for developing, implementing and reviewing Departmental undergraduate educational philosophy, policy, and procedures. The purview of the Subcommittee shall include all aspects of the undergraduate curriculum, degree requirements, advising, course content, course changes, co-curricular and extracurricular education, and any other matter consistent with its change.

3.11.2.2. The Undergraduate Affairs Committee shall report its activities to the Advisory Committee on a regular basis.

4. GRIEVANCE PROCEDURES

4.1. The Department of Chemistry follows the *Faculty Grievance Policy* published in the Faculty Handbook and approved by the Board of Trustees for resolving employment related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit, department, or college level before filing a formal grievance. Faculty or academic staff wishing to pursue an informal resolution may contact the faculty advisory committee chairperson.

4.2. Hearing Board: The Department of Chemistry Hearing Board shall serve as the initial Hearing Board for academic grievance hearings involving graduate and undergraduate students who allege violations of academic rights and graduate students seeking to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See AFR 6.I.A and 7.I.B; GSRR 2.3.9 and 5.1.1.). Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (AFR 2.II.A-D; GSRR 2.2.2 and 2.2.4.).

4.2.1 Composition

4.2.1.1 The Chair of the Department of Chemistry shall appoint a tenure-stream faculty member to chair the Department of Chemistry Hearing Board, subject to approval by the Advisory Committee, no later than the end of the tenth week of the spring semester to serve a one-year term beginning on August 15.

4.2.1.2 The Chemistry Hearing Board pool will consist of all tenure-stream and fixed-term Chemistry faculty, all Chemistry academic specialists with teaching responsibilities, all Chemistry graduate students in good standing who are not beyond their fourth year of study, and all undergraduate Chemistry majors in good standing. The Chemistry Hearing Board shall be constituted as needed by the Chemistry Hearing Board Chair from the first available names on randomized computer-generated lists for each group within the pool taking into account the need for undergraduate or graduate student representation on the Hearing Board. Tenure-stream faculty, fixed-term faculty, and academic specialists with teaching responsibilities will constitute a single group that will be referred to subsequently as “faculty,” unless otherwise specified. Faculty, graduate students, and undergraduate students who serve on a Chemistry Hearing Board as a full member or alternate will be excused from further service for a period of two years. (See AFR 6.II.B, C, and D; GSRR 5.1.3 and 5.1.6.)

4.2.1.3 For hearings involving graduate students, the Department of Chemistry Hearing Board shall include 2 faculty and one alternate, the Hearing Board Chair, and 2 graduate students and an alternate. The Associate Chair for Education may replace the Hearing Board Chair and serve as Chair in proceedings involving graduate students. Academic specialists shall be excluded from the faculty pool used in selection of the Chemistry Hearing Board for hearings involving graduate students. For hearings involving undergraduate students, the Department of Chemistry Hearing Board shall include 2 faculty and one alternate, the Hearing Board Chair, and 2 undergraduate students and an alternate. The number of academic specialists on a Chemistry Hearing Board for a hearing involving an undergraduate student shall be limited to one.

4.2.1.4 Alternates must participate without vote in all matters up to the hearing so as to be able to substitute for a Hearing Board member, if needed. All members of the Department of Chemistry Hearing Board shall have a vote, except the Chair, who shall vote only in the event of a tie. (See AFR 6.II.C; GSRR 5.1.3, and 5.1.5.)

4.2.1.5 The Department of Chemistry will train hearing board members about these procedures and the applicable sections of the AFR and GSRR. (See AFR 7.IV.C; GSRR 5.1.3.)

4.2.2 Referral to the Chemistry Hearing Board

4.2.2.1 After consulting with the instructor and an appropriate unit administrator, undergraduate or graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for a hearing to the College Hearing Board. At any time in the grievance process, students may consult with the University Ombudsman. (See AFR 7.III.A; GSRR 5.3.)

4.2.2.2 After consulting with the instructor and an appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for a hearing to the College Hearing Board. At any time in the grievance process, students may consult with the University Ombudsman. (See AFR 7.III.A; GSRR 5.3.)

4.2.2.3 In cases of ambiguous jurisdiction, the Associate Provost for Undergraduate Education will select the appropriate Hearing Board for hearings involving undergraduate students, and the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See AFR 7.III.B; GSRR 5.3.)

4.2.2.4 The deadline for submitting the written request for a hearing is the middle of the semester following the alleged violation (excluding summer). If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Department of Chemistry Hearing Board may grant an extension of this deadline. If the University no longer employs the respondent before the grievance hearing commences, the hearing may still proceed. (See AFR 7.III.C.)

4.2.2.5 A written request for an academic grievance hearing must (1) specify the alleged violation(s) of academic rights in sufficient detail to justify a hearing, (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See AFR 7.III.B and C, AFR footnotes 26 and 35.)

4.2.3 Pre-Hearing Procedures

4.2.3.1 After receiving a student's written request for a hearing, the Chair of the Department of Chemistry will promptly refer the grievance to the Chair of the Hearing Board. (See AFR 7.IV.D.1; GSRR 5.3.2, 5.4.3.)

4.2.3.2 Within 5 class days, the Chair of the Hearing Board will (1) forward the request for a hearing to the respondent; (2) send the names of the pool of Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within 3 class days of this notification; (3) rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Chair of the Department of Chemistry (See AFR 7.IV.D; GSRR 5.1.7.); (4) send the Hearing Board members a copy of the request for a hearing and send all parties a copy of these procedures.

4.2.3.3 Within 5 class days of being established, the Hearing Board shall review the request for judicial compliance and jurisdiction. After considering all submitted information, the Hearing Board will (1) Accept the request, in full or in part, request a response from the respondent, and promptly schedule a hearing; (2) Reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.); (3) Invite the two parties to meet with the Chemistry Hearing Board in an informal session to try to resolve the matter. (Such a meeting does not preclude a later hearing.)

4.2.3.4 If the Department of Chemistry Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date with the parties and schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary.

4.2.3.5 At least 5 class days before the scheduled hearing, the Chair of the Chemistry Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the

hearing; (2) the names of the parties to the grievance; (3) hearing request and the respondent's reply; (4) the names of the Department of Chemistry Hearing Board members after any challenges; and (5) time limits for presentation of the case. (See AFR 7.IV.D.5; GSRR 5.4.7.)

- 4.2.3.6 At least 5 class days before the scheduled hearing, the Chair of the Chemistry Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) hearing request and the respondent's reply; (4) the names of the Department of Chemistry Hearing Board members after any challenges; and (5) time limits for presentation of the case. (See AFR 7.IV.D.5; GSRR 5.4.7.)
- 4.2.3.7 At least 3 class days before the scheduled hearing, the parties must notify the Chair of the Department of Chemistry Hearing Board of the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The Chair will promptly forward the names given by the complainant to the respondent and vice versa. (See AFR 7.IV.D.6; GSRR 5.4.7.1.)
- 4.2.3.8 The Chair of the Hearing Board may accept written statements from either party's witnesses at least 3 class days before the hearing. (See AFR 7.IV D.10.)
- 4.2.3.9 In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Department of Chemistry Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Department of Chemistry Hearing Board at least 3 class days before the scheduled hearing. (See AFR 7.IV.D.9; GSRR 5.4.9c.)
- 4.2.3.10 Either party to the grievance hearing may request a postponement of the hearing. The Department of Chemistry Hearing Board may either grant or deny the request. (See AFR 7.IV.D.8; GSRR 5.4.8.)
- 4.2.3.11 At its discretion, the Department of Chemistry Hearing Board may set a 20-minute time limit for each party to present its case, and the Chair of the Department of Chemistry Hearing Board must inform the parties of such a time limit in the written notification of the hearing. Twenty minutes is recommended as a time limit for each party to present its case.
- 4.2.3.12 Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Department of Chemistry Hearing Board may close an open hearing

to protect the confidentiality of information or to maintain order. (See AFR 7.IV.D.13; GSRR 5.4.10.4.)

4.2.3.13 Members of the Department of Chemistry Hearing Board are expected to respect the confidentiality of the hearing process. (AFR 7.IV.D.13, 7.IV.F.)

4.2.4 Hearing Procedures:

4.2.4.1 Failure of complainant or respondent to appear:

4.2.4.1.1 If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Department of Chemistry Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See AFR 7.IV.D.11; GSRR 5.4.9a.)

4.2.4.1.2. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Department of Chemistry Hearing Board may postpone the hearing, hear the case in the respondent's absence, or dismiss the case. (See AFR 7.IV.D.11; GSRR 5.4.9-b.)

4.2.4.1.3. If the respondent is absent from the University during the semester of the grievance hearing or is no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See AFR 7.III.C; GSRR 5.3.6.1.)

4.2.4.2 The Hearing will proceed as follows:

4.2.4.2.1. Introductory remarks by the Chair of the Department of Chemistry Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restrictions for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. Witnesses must confine their testimony to their own independent recollection and may not speak for others. The Hearing Board may limit the number of witnesses. Unless otherwise approved by the Hearing Board, witnesses shall be limited to members of the MSU community (faculty, staff or students). The Chair also explains (1) In academic grievance hearings in which a student alleges a violation of academic rights, the student bears the burden of proof; (2) In hearings involving graduate students seeking to contest allegations of academic misconduct, the instructor bears the burden of proof; (3) All Hearing Board

decisions must be reached by a majority of the Hearing Board, based on a "preponderance of the evidence."

- 4.2.4.2.1.2. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See AFR 7.IV.D.16; GSRR 5.4.10.2.)
- 4.2.4.2.1.3. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Department of Chemistry Hearing Board, the respondent and the respondent's advisor, if any.
- 4.2.4.2.1.4. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Department of Chemistry Hearing Board, the respondent, the respondent's advisor, and the complainant, if any.
- 4.2.4.2.1.5. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Department of Chemistry Hearing Board, the complainant, and the complainant's advisor, if any.
- 4.2.4.2.1.6. Presentation by the respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, any statement relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Department of Chemistry Hearing Board, the complainant, the complainant's advisor, and the respondent, if any.
- 4.2.4.2.1.7. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement. The rebuttal and closing statement is limited to 5 minutes.
- 4.2.4.2.1.8. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement. The rebuttal and closing statement is limited to 5 minutes.
- 4.2.4.2.1.9. Final questions by the Hearing Board: The Department of Chemistry Hearing Board asks questions of any of the participants in the hearing.

4.2.5 Post-Hearing Procedures:

4.2.5.1 Deliberations: After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section III.I above.)

4.2.5.2 Decision:

4.2.5.2.1. In grievance (non-disciplinary) hearings involving undergraduate and graduate students where a majority of the Department of Chemistry Hearing Board finds, based on a "preponderance of the evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend that the Chair of the Department of Chemistry implement an appropriate remedy, in consultation with the Hearing Board. The redress need not be that requested by the complainant. If the Department of Chemistry Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair of the Department of Chemistry. (See AFR 7.IV.D.E; GSRR 5.4.11)

4.2.5.2.2. In grievance (non-disciplinary) hearings involving graduate students in which the Department of Chemistry Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a "preponderance of the evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Chair of the Chemistry Department that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the complainant (instructor), the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any, within **10** class days, of the Department of Chemistry's Hearing Board's decision to the College Hearing Board. If an academic disciplinary hearing is pending, and the Hearing Board decides for the complainant, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within 10 class days. (See GSRR 5.4.12.3.)

4.2.5.3 Written Report:

- 4.2.5.3.1. The Chair of the Chemistry Hearing Board shall prepare a written report of the Hearing Board's findings, including redress for the complainant, if applicable, or sanctions, if applicable, and forward a copy of the recommendation to the Chair of the Department of Chemistry within **3** class days of the hearing. The report shall indicate the rationale for the recommendation and the major elements of evidence or lack thereof that support the Hearing Board's decision. The report also should inform the parties of the right to appeal within **5** class days following notice of the decision.
- 4.2.5.3.2. Upon receipt of the Chemistry Hearing Board's report, the Chemistry Department Chair, in consultation with the Chemistry Hearing Board, shall determine an appropriate redress or sanction within **3** class days. The Hearing Board Chair shall immediately forward copies of the final decision to the parties involved, the administrator responsible for implementing the redress or sanction (generally the Chemistry Department Chair), the University Ombudsman and, in hearings involving graduate students, the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the Hearing Board's deliberations resulting in a decision. (See AFR 7.IV.E and F; GSRR 5.4.11.)

4.2.6 Appeal of Department of Chemistry Hearing Board Decision:

- 4.2.6.1 In hearings involving undergraduate students, either party may appeal the decision of the Department of Chemistry Hearing Board to the University Academic Appeal Board in cases involving academic grievances alleging violations of student rights. (See AFR 6.IV.A and 7.VII.)
- 4.2.6.2 In hearings involving graduate students, either party may appeal a decision by the Department of Chemistry Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights heard initially by the Department of Chemistry Hearing Board and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, violations of professional standards or falsification of admission and academic records). (See GSRR 5.4.12.)
- 4.2.6.3 All appeals must be in writing, signed and submitted to the Chair of either the University Academic Appeal Board or the College Hearing Board within **5** class days following notification of the Department of Chemistry Hearing Board's decision. While under appeal, the original decision of the Department of Chemistry Hearing Board will be held in abeyance. (See AFR 7.VII.A; GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)

4.2.6.4 A request for an appeal of a Department of Chemistry Hearing Board decision to either the University Academic Appeal Board or the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the Department of Chemistry Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Department of Chemistry Hearing Board were not supported by the "preponderance of the evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See AFR 7.VII.A and B; GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

4.2.7 Reconsideration:

If new evidence should arise, either party to a hearing may request that the Department of Chemistry Hearing Board reconsider the case within 30 days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Department of Chemistry Hearing Board to review the new material and render a decision on a new hearing. (See AFR 7.IV.G; GSRR 5.4.13.)

5. MERIT SALARY CRITERIA AND PROCEDURE

5.1. The Chair shall base salary increases for faculty upon contributions to the Department of Chemistry, the University, and the chemical profession according to the following broad categories:

- Teaching and program development
- Publications
- Grants and contracts
- Service to Department and University
- Awards, invited talks, and professional service
- Comparison with peers
- Extra contributions and discretionary

5.2. The Chair shall solicit the faculty each year for a statement of their performance in each of the categories listed in Appendix 2. The Chair shall assess the performance data received and shall assign salary increases to each faculty member according to the categories listed in 5.1. The Chair shall indicate to the faculty how performance in each of these categories is assessed.

6. AMENDMENT PROCESS

6.1. Any regular faculty member may propose amendments to these Bylaws.

6.2. Voting on amendments shall be by mail ballot and shall commence only after the proposed amendments have been discussed in a faculty meeting.

6.3. In order to be adopted, an amendment must be approved by a majority of the voting faculty (as defined in 1.1.2.).

7. ADOPTION AND REVIEW

- 7.1. Voting on adoption shall be by mail ballot and shall commence only after the proposed Bylaws have been discussed in a faculty meeting.
- 7.2. In order to be adopted, the Bylaws must be approved by a majority of the voting faculty (as defined in 1.1.2.).
- 7.3. These Bylaws take effect immediately upon adoption. Orderly implementation shall be accomplished by the incumbent Advisory Committee.
- 7.4. In accordance with 2.2.2. of the Bylaws for Academic Governance, these Bylaws shall be reviewed by the Department at regular intervals not to exceed five years.

APPENDICES

1. DEFINITIONS

1.1. The Faculty

1.1.1. Composition of the Faculty

- 1.1.1.1. The regular faculty of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the regular faculty.
- 1.1.1.2. The fixed term faculty of Michigan State University shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure.
- 1.1.1.3. Visiting Professors and Professors Emeritus shall be honorary faculty (1.1.2.2. and 3.1.1.1.).
- 1.1.1.4. The foregoing provisions do not preclude Presidential action to bestow certain “faculty privileges” upon employees of the University who are not members of the faculty.

1.1.2. Faculty Voting Rights

- 1.1.2.1. The voting faculty in the election of University councils and committees shall be all regular faculty engaged in the academic activities of the University on a regular basis.
- 1.1.2.2. The voting faculty in the election of department, school, or college councils and committees and in elections pertaining to department, school, or college policies and decisions shall include all regular faculty engaged in the academic activities of that unit on a regular basis and may be extended by unit bylaws to include fixed term faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors, and adjunct faculty.
- 1.1.2.3. A faculty member jointly appointed to two or more units may vote only once in a given election. In elections voted upon by two or more units the faculty member shall vote in that unit which has primary responsibility for initiating personnel action.
- 1.1.2.4. A faculty member may be elected to an academic governance body as a representative of any unit in which the person holds regular faculty status.

2. MERIT SALARY CRITERIA - PERFORMANCE DATA

- 2.1. Each year the chair shall request performance data from each faculty member.
- 2.2. The data requested shall include information on activities in each of the following areas that was accomplished during the year:
 - I. Performance Data
 - A. Publications, including a brief description of each publication and an assessment of its significance.
 - B. Patents and disclosures with a brief description of each.
 - C. Invited talks (number, institutions inviting).
 - D. Presentations at meetings.
 - E. Grant activity.
 1. Grants submitted in the past year (agency, title, budget, first year and total)
 2. Grants newly funded in the past year (agency, title, budget, first year and total)
 3. New and on-going funded grants (agency, title, total budget, beginning and ending dates for entire grant duration, total budget this year)
 - F. Teaching performance. List course(s) taught during the past academic year; the number of Ph.D. and MS degrees from your research group; the number of graduate students, undergraduate students, and research associates working in your lab; and course development efforts.
 - G. Awards and/or special recognition of merit.
 - H. Service to the Department, University, and the profession (editorial board memberships, governmental agency and ACS advisory board memberships, ACS offices held, etc.).
 - I. Public service and other outreach activities.
 - J. Department, College, and University committees standing and ad hoc.

- II. A summary of principal research accomplishments for the year.
 - III. An indication of the anticipated activities for the upcoming year in the following areas:
 - A. Publications (list with titles and indicate whether accepted, submitted, or in preparation)
 - B. Grants to be submitted
 - C. Other
- 2.3. Each year the chair shall request performance data from each specialist member.
- A. Brief job description. List duties and percentage effort expended for each during the past year.
 - B. Accomplishments during the fiscal year
 1. Publications, patents, disclosures
 2. Teaching
 - course assignments
 - course development work
 - graduate/undergraduate/employee training in either research or teaching
 - support for instruction
 3. Grants submitted or in force
 4. Research support activities. List duties related to Department research programs and any development work done to enhance/support them.
 5. Invited talks and presentations
 6. Support for Administration
 7. Service to the Department/University/scientific community, and outreach activities.
 8. Awards