

**Bylaws**  
**Department of Media and Information**  
**Michigan State University**

(Approved October 28, 2016)

**Preamble**

The Department of Media and Information was established and is supported by Michigan State University to provide superior teaching, research, creative activity, and outreach in the fields of media, telecommunication and information studies. These bylaws represent the Department's rules for its governance. As such, these bylaws seek to enhance collegiality within the Department; to facilitate cooperation with and involvement in the work of the College of Communication Arts and Sciences and the University; and to ensure that academic and professional growth shall be pursued in an atmosphere of stability, freedom and trust.

Recognizing the rapid technological, economic, political and social changes in media and the telecommunication and information environment, the Department of Media and Information must continually strive to balance clarity and continuity of Department policy with the flexibility needed to fulfill its mission.

To this end, the Department of Media and Information recognizes that the study of, and instruction about, telecommunication, information studies, and media is inherently multidisciplinary, thereby requiring:

1. Faculty members from diverse disciplines and with varying academic and professional experiences.
2. Evaluation criteria for appointment, reappointment, promotion, tenure, and compensation appropriate to the disciplines in which faculty members work.
3. Flexibility in, and regular review of, Department courses and programs.
4. Periodic review of the Department of Media and Information's mission, policies and bylaws.
5. Diversity in membership on committees established pursuant to these bylaws.

**Department Mission**

The Department of Media and Information researches, creates and applies information and communication technology; researches and creates media experiences; educates the next generation of creators, scholars, and managers; and applies knowledge of communication technology for the benefit of industry and society.

## **Article 1. The Faculty**

### *1.1. Definitions*

1.1.1. The faculty in the Department of Media and Information shall consist of all regular faculty, specialists in the continuing appointment system, and fixed-term faculty.

1.1.2. The regular faculty in the Department of Media and Information shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, or assistant professor.

1.1.3. The specialists in the continuing appointment system in the Department of Media and Information shall consist of individuals appointed as academic specialist or senior academic specialist in the Academic Specialist continuing appointment system.

1.1.4. The fixed-term faculty in the Department of Media and Information shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor but not appointed under the rules of tenure

1.1.5. The honorary faculty shall consist of visiting professors and professors emeritus.

### *1.2. The Voting Faculty*

1.2.1. The voting faculty shall consist of all regular faculty and academic specialists in the continuing appointment system with either full time or joint appointments in the department. They shall be entitled to serve on departmental committees and to participate in departmental meetings.

1.2.2 Voting faculty with joint appointments that are not primary in TISM may vote on all personnel matters including initial appointment, but excluding reappointment, tenure and promotion, that do not involve other units to which they are jointly appointed (see 8.3.1). They are entitled to serve on all committees, including standing committees, search committees, and examining committees, and to provide graduate advising in proportion to their percentage appointment in the Department.

1.2.3. In addition to the voting faculty, administrative professionals whose principal responsibility is teaching in the Department shall be entitled to serve on departmental committees, to participate in departmental meetings and to vote on all non-personnel matters within the Department.

1.2.2.1 The voting faculty may, at any Departmental meeting, extend voting privileges on non-personnel matters for a specified period of time to fixed-term faculty, honorary faculty or others. (Personnel matters include initial appointment,

reappointment, tenure and promotion.) The granting of voting privileges under this Article shall require a two-thirds affirmative vote of those voting faculty present.

## **Article 2. Students**

### *2.1. The Student Constituencies*

2.1.1. The undergraduate student constituency of the Department of Media and Information shall be all enrolled undergraduate students who have declared a major in the Department.

2.1.2. The master's graduate student constituency shall be all students enrolled in the M.A. programs of the Department of Media and Information.

2.1.3. The doctoral graduate student constituency shall be all students enrolled in the Media and Information Studies Ph.D. program who were admitted on the recommendation of the Department of Media and Information.

### *2.2. Participation of Students*

2.2.1. Students shall elect representatives to participate in regular and special departmental meetings and to serve on relevant standing committees. Undergraduate students shall elect three representatives from the undergraduate constituency; master's graduate students shall elect two representatives of the M.A. constituency; and doctoral students shall elect one representative from the Ph.D. constituency.

2.2.2. The Department Chairperson or his/her designees, assisted by incumbent student representatives, shall conduct elections for student representatives. A call for nominations, including self-nominations, shall be issued during the first full week of September of each academic year. In the event that no nominations are received by the end of the second full week of September, the chairs of the respective faculty standing committees will identify candidates to place on the ballots.

2.2.2.1. The Department shall electronically distribute the names of all nominees and ballots to all members of the three respective student constituencies no later than the end of the third full week of September. A student shall vote only for nominees seeking to represent his or her constituency. Votes must be returned to the Department by October first. Candidates shall be elected by a plurality of votes cast. The undergraduate and graduate students receiving the most votes shall represent their constituency at regular and special meetings of the Department. If no student is nominated/elected to a position, or if a vacancy should occur, special elections may be held. In the event that no votes are received by the end of the second full

week of October the chairs of the respective faculty standing committees will appoint representatives.

2.2.3. One elected student representative from each student constituency shall have the right to attend, speak, and vote at all regular and special meetings of the Department (including faculty standing committees), except on matters reserved to the faculty (i.e., decisions concerning salary, leaves, retirement, and benefits of faculty; decisions concerning the hiring, appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members; and matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University).

2.2.4 No earlier than spring semester of the preceding academic year and no later than the end of the first full week of classes for the fall semester of an academic year, the Chairperson will solicit volunteers to serve on a student advisory panel for the forthcoming academic year. The panel will include at least four undergraduate students and four graduate students. Student representatives to standing committees are eligible to serve.

### **Article 3. Department Administration**

#### *3.1 The Department Chairperson*

3.1.1. The Department Chairperson shall be the chief academic officer of the Department. The Chairperson must be a tenured member of the regular faculty of the Department of Media and Information. The Chairperson is responsible for implementation of the Department's mission. To this end, she or he shall be responsible for the management of the Department's resources, consistent with Department and University regulations.

3.1.1.1. The Chairperson shall exercise his or her best judgment in maximizing the efficiency of Department administration and in promoting the interests of the Department. In the conduct of Department matters, the Chairperson shall provide a timely summary of her or his actions to the voting faculty for its review.

3.1.1.2. The Chairperson will present a report about the sources and uses of all non-General Fund dollars at the first faculty meeting of fall semester. The reports will cover the period since the last report and plans for non-General Fund expenditures for the forthcoming reporting period.

3.1.2. The voting faculty will have shared responsibility with the Dean to determine the selection of a chairperson to be nominated to the Provost.

3.1.2.1. The Chairperson shall be evaluated at regular intervals not to exceed five years in duration. Procedures and implementation of said review are a shared responsibility of the Department's voting faculty and the Dean.

3.1.3. The Chairperson shall actively seek the advice of the voting faculty on matters listed in the bylaws and shall carefully consider its recommendations.

3.1.3.1. The Chairperson shall seek advice from the voting faculty on academic appointments within the Department.

3.1.3.2. The Chairperson shall carefully consider the advice of the relevant Department committee before making a recommendation on appointment, re-appointment, promotion, continuing appointment or tenure.

3.1.3.3. The Chairperson shall develop and update criteria for annual reviews and merit raises. When approved by the voting faculty, these criteria shall constitute Appendix 1 of the Department "Guidelines for Reappointment, Promotion, Tenure and Continuing Appointment."

3.1.3.4. The Chairperson shall seek the advice of the Undergraduate and M.A. and Ph.D. Committees on the implementation of the respective programs.

3.1.4. The Chairperson shall appoint the Director of Undergraduate Studies, the Director of MA Studies, and the Director of Doctoral Studies.

3.1.5. The Chairperson shall appoint members of the voting faculty or other appropriate persons to ad hoc committees, except as otherwise specified in these bylaws, in order to provide her or him with advice and guidance regarding department policies or special projects that do not clearly fall within the jurisdiction of standing committees of the Department.

### *3.2 Administrative Staff*

3.2.1. The clerical-technical and administrative professional staff of the Department shall provide support to the Chairperson, and to members of the Department, in order to facilitate the Department mission.

3.2.2. The advice of the voting faculty shall be sought by the Chairperson in the selection of clerical-technical and administrative professional staff and in conducting performance evaluations of the clerical-technical and administrative professional staff.

3.2.3. Clerical-technical staff and administrative professionals whose principal responsibility is not teaching may attend Department meetings on an ex-officio, nonvoting basis; and may speak regarding their duties in the Department.

## **Article 4. Committees**

### *4.1. Standing Committees*

4.1.1. The standing committees of the Department of Media and Information shall be the Undergraduate Committee and the MA Committee and the Ph.D. Committee.

4.1.1.1. Voting faculty and students are invited, through their elected representatives, to participate in the work of the standing committees as a means of providing advice to Department administrators.

4.1.1.2. Representatives of the voting faculty to standing committees, as well as the Department representative to the M.I.S. Ph.D. Committee, shall be nominated at the first Department meeting in the fall semester and shall be chosen by the voting faculty. Persons elected to standing committees shall serve a term of two years.

### *4.2. Undergraduate Committee*

4.2.1. The Undergraduate Committee shall consist of at least three elected representatives of the voting faculty, two representatives of the undergraduate constituency and the Director of Undergraduate Studies.

4.2.2. The Director of Undergraduate Studies shall be Chair of the Undergraduate Committee.

4.2.2.1. The Chair of the Undergraduate Committee shall also serve as the representative of the undergraduate program to the College Advisory Committee when needed.

4.2.3. The Undergraduate Committee and the Director of Undergraduate Studies shall advise the Department Chairperson regarding the undergraduate program; the development, implementation and review of the undergraduate curriculum; the assignment of faculty and graduate assistants to undergraduate courses; undergraduate career counseling and associations; and other appropriate matters.

4.2.4. The Director of Undergraduate Studies must be a voting faculty member of the Department. The Director shall serve an initial term of two years and may be re-appointed. In addition to serving on the Undergraduate Committee, the Director of Undergraduate Studies shall be responsible for the routine management of the undergraduate program.

### *4.3. MA Committee*

4.3.1 The M. A. Committee shall consist of at least three faculty members chosen by their peers to represent the diverse areas of study in the Department; two M. A.

students, elected under Article 2.2 of these bylaws; and the Director of M.A. Studies. The Director of M.A. Studies shall be chair of the M.A. Committee.

4.3.2. The Director of M.A. Studies must be a voting faculty member of the Department. The Director shall serve an initial term of two years and may be re-appointed. The Director shall, in collaboration with the M.A. Committee and voting faculty, advise the Department Chairperson about policies for the master's program.

4.3.3. The Committee and the Director shall advise the Department Chairperson regarding the master's program; the development, implementation and review of the M.A. curriculum; the assignment of faculty and graduate assistants to M.A. courses; master's-level career counseling and associations; admissions; student recruiting; and other relevant matters.

4.3.4. In addition to serving on the M.A. Committee, the Director of M.A. Studies shall be responsible for the management of the M.A. program, including, but not limited to, administration of the admission process, allocation of graduate office scholarships and other financial support to students, the annual evaluation of graduate students as required by the University, and the Plan B culmination experience.

#### 4.4. *Ph.D. Committee*

4.4.1 The Ph.D. Committee shall consist of at least two members of the regular faculty chosen by their peers, the elected representative of the regular faculty to the MIS Ph.D. program selected under Article 4.1.1.2 of these bylaws and the student representative elected under Article 2.2 of these bylaws.

4.4.2. The Director of Doctoral Studies must be a regular faculty member of the Department. The Director shall serve an initial term of two years and may be re-appointed. The Director shall, in collaboration with the Ph.D. Committee and regular faculty advise the Department Chairperson about policies for the Ph.D. program.

4.4.3. The Committee and the Director shall advise the Department Chairperson regarding the doctoral program; the development, implementation and review of the Ph.D. curriculum; the assignment of faculty to Ph.D. courses; assignment of first year advisors; doctoral-level career counseling and associations; admissions; student recruiting; and other relevant matters.

4.4.4. In addition to serving on the Ph.D. Committee, the Director of Doctoral Studies shall be responsible for the management of the PhD program, including, but not limited to, administration of the admission process, financial support to students, and the annual evaluation of Ph.D. students as required by the University.

#### 4.5. *Annual Performance Review Committee*

4.5.1 The Annual Performance Review Committee shall consist of three regular faculty whose tenure home is in the department and one continuing appointment system specialist or one fixed-term faculty with a multiyear appointment. The regular faculty members of the committee shall represent the various ranks with at least one member at the level of assistant professor.

4.5.2. The committee shall advise the Department Chairperson on the annual performance review of regular faculty and academic specialists in the continuing appointment system (Article 6).

4.5.3. Members of the Annual Performance Review Committee will serve two-year staggered terms. Members will be nominated and elected by the regular faculty and specialists in the continuing appointment system. The senior member of the committee shall serve as its chair. The Department Chairperson shall be an ex-officio member of the committee and attend its meetings with a voice.

## **Article 5. Meetings and Committee Procedures**

### *5.1 Department Meetings*

5.1.1. The Department Chairperson shall convene a Department meeting at least once each semester. All standing committees shall also meet at least once each semester. No regular Department meetings shall be held between May sixteenth and August fifteenth. The Chairperson may, however, call special meetings at any time during the calendar year, with reasonable notice, to address urgent, limited topics.

5.1.2. Persons permitted to vote at Department meetings shall be limited to the voting faculty and an elected representative from each of the three student constituencies. Student participation is limited to those matters not reserved to faculty by University policy and these bylaws.

5.1.3. A majority of the voting members of the Department shall constitute a quorum at all Department meetings. While discussion may proceed in the absence of a quorum, no vote shall be taken. Voting shall be permitted by any reasonable, synchronous means of communication. Special meetings to vote on issues of pressing interest may be convened via asynchronous communication provided that a quorum of voting faculty participates in the vote and the affordances of the medium used to collect the vote facilitate mutual discussion among voting faculty.

5.1.4. All voting members of the Department shall be notified by the Chairperson and adequate notice given of the dates and venues of all Department meetings and meetings of standing or ad hoc committees. Such meetings shall be open to individuals other than voting members in accordance with University policy and State of Michigan law.



5.1.5 The Department Chairperson, or her or his designee, shall preside at all meetings of the Department. For all Department meetings referenced in Article 5 of the bylaws, the relevant presiding officer shall distribute in advance of the meeting an agenda to all voting members of the body being convened. In addition to an agenda, minutes of the previous meeting and an indication of all agenda items that might require a vote shall be distributed with the agenda.

5.1.6. *Robert's Rules of Order (The Modern Edition)* shall govern the conduct of all Department and committee meetings, except as modified by these bylaws.

## **Article 6. Annual Review of Regular Faculty and Academic Specialists**

### *6.1. Rationale and Guidelines*

6.1.1. Yearly evaluation of faculty and specialist performance is essential to the Department's mission. Well-established procedures, criteria, and timetables are required to maintain and increase Department excellence and to assure consistency of evaluation across time and across the varieties of activities performed. The policies presented in Article 6 of the bylaws shall be consistent with University regulations and procedures, found in the Faculty Handbook and the Specialist Handbook.

6.1.2. Article 6 specifications are articulated in the “Guidelines for Reappointment , Promotion, Tenure, and Continuing Appointment Department of Media and Information” which are incorporated by reference in these Bylaws.

### *6.2. Professional Accomplishment Report.*

6.2.1. All regular faculty, continuing appointment system academic specialists, and fixed-term faculty with appointments of two or more years shall prepare the annual University Professional Accomplishment Report for the preceding calendar year and submit it to the Chairperson no later than January thirty-first of each year. The report will cover only those activities completed during the year and not works in progress, such as in press publications or completed creative works awaiting the outcomes of juried competitions.

6.2.1.1. Regular faculty, academic specialists, and fixed-term faculty with appointments of two or more years may also submit a narrative account along with their annual University Professional Accomplishment Report in order to provide additional materials or perspective about the basic report, including accounts of works in progress.

6.2.2. All annual Professional Accomplishment Reports shall be submitted to the Department Chairperson and shared with the Annual Performance Review Committee (see section 4.5.) The Annual Performance Review Committee shall discuss each of

the cases under review with the Department Chairperson. All Professional Accomplishment Reports shall be open to regular and fixed-term faculty with appointments of two or more years.

6.2.2.1. Assessments of professional accomplishment shall be based on consideration of an individual's research-creative scholarship; instruction; and citizenship, including service within and outside the Department and University.

6.2.2.2. To facilitate the work of the Annual Performance Review Committee, faculty shall provide information relevant for assessing the quality of a scholarly venue in their annual accomplishment reports, including but not limited to ISI-status, acceptance rate, impact factor, or rankings among peer-juried creative venues and the qualifications of their editorial boards and peer juries.

6.2.2.3. When evaluating the accomplishments of a member of the Annual Performance Review Committee, that member shall leave the room while the remainder of the committee discusses that case with the Department Chairperson.

6.2.2.4. Members of the Annual Performance Review Committee have the responsibility to disclose the existence of potential personal, financial and other conflicts of interest to the Department Chair (specifics of the conflict do not have to be provided). In accordance with provisions in the MSU Faculty Handbook on conflict on interest in employment, committee members must not participate either formally or informally in the review of a "relative" defined as the group of individuals with whom a "relationship" (meaning connection between persons, by blood, marriage, adoption, domestic partnership, or other personal relationship in which objectivity might be impaired)" exists.

6.2.3. No later than May each year, the Chairperson shall provide each regular faculty member, continuing appointment system academic specialist, and fixed-term faculty member with an appointment of two or more years with a written performance evaluation. The written evaluation shall assess the individual's accomplishments and shall suggest opportunities for continued or enhanced professional development.

6.2.3.1. Within thirty days of receiving the written performance evaluation, regular faculty, continuing appointment system academic specialists, and fixed-term faculty members with an appointment of two or more years may meet with the Chairperson to discuss the evaluation. Within the same time period, regular faculty, continuing appointment system academic specialists and fixed-term faculty members with an appointment of two or more years may also amend their Professional Accomplishment Report or provide other written response.

6.2.4. The Chairperson shall take into account all information derived from the annual review process in making her or his recommendation to the Dean regarding individual merit or other salary adjustments.

## **Article 7. Initial Appointment to the Faculty**

7.1. The Department Chairperson shall consult the eligible voting faculty of the Department as stipulated in section 1.2 of these bylaws in actions regarding initial appointments. This consultation shall include a discussion of Department priorities regarding research-creative work, instruction, and citizenship.

7.2. For initial tenure system appointments of faculty, continuing system appointments of specialists, and fixed-term appointments of faculty or specialists lasting one academic year or longer, the Department Chair shall appoint a search committee to proceed in accord with University regulations.

7.3. Fixed-term faculty or specialist appointments of less than one academic year shall not require a search committee.

7.3.1. For all appointments of less than one academic year, the Department Chairperson shall fill such positions, consulting with faculty as appropriate.

7.3.2. The terms of appointment for fixed-term faculty and specialists shall indicate whether his or her primary duties are to be in Instruction, Research-Creative Scholarship, or Citizenship. Reappointment or promotion of an individual with responsibilities in multiple functional areas shall depend on an appropriately weighted assessment of performance in each area.

7.3.3. In the Department of Media and Information fixed-term faculty or specialists with an appointment of one or more years with a primary responsibility for instruction may perform all duties typically required of tenure system faculty, excluding participation on Recommending Committees and chairing graduate thesis and project committees.

7.3.4. Fixed-term faculty may, consistent with the policies of the Graduate School and University, perform all duties typically required of tenure system faculty, including participating on and chairing M.A. Project, Thesis, and Comprehensive Examination Committees but excluding participating on Recommending Committees and participating on or chairing Ph.D. committees.

7.3.5. Fixed-term faculty shall be evaluated using standards equivalent to those used in the review of regular faculty and fixed-term specialists shall be evaluated using standards equivalent to those used in the review of specialists with continuing system appointments.

7.4. The terms and conditions of initial employment shall be provided in writing to the faculty member or specialist at the time of appointment. These terms shall include the period covered by the appointment, the salary, and any special benefits or arrangements agreed to. It shall also state general expectations as to professional responsibilities of the appointee, and any conditions other than the appointee's performance and/or

responsibilities that may make a further appointment inadvisable, e.g., financial contingencies, changing programmatic emphases.

7.5. At the time of appointment, the Department Chairperson shall deliver to any new faculty member or specialist who does not have tenure or continuing appointment status, a copy of the Department Bylaws and the Guidelines for Promotion, Tenure, Reappointment and Continuing Appointment.

## **Article 8. Tenure, Promotion, Reappointment and Continuing Appointment**

8.1. Each September, the Chairperson shall distribute a calendar of important dates and deadlines for the reappointment, tenure/continuing appointment status, promotion and annual review of regular faculty and academic specialists. A faculty member appointed in the tenure system, who is required by University regulation to be reviewed for reappointment, promotion and/or tenure, shall inform the Chairperson in writing no later than April first whether he or she wishes to commence the evaluation process during the following academic year. A regular faculty member who is not required by University regulation to be reviewed in the upcoming academic year may request an evaluation for purposes of promotion and/or tenure. Such a request shall be made in writing to the Chairperson no later than April first. The timetable for review, reappointment, continuing appointment and promotion of academic specialists in the continuing appointment system shall follow the dates prescribed in the *Academic Specialist Handbook* of the University and as listed in Article 8.4 below.

8.2. Evaluation of regular faculty and academic specialists for reappointment, tenure/continuing appointment status and promotion shall be based on consideration of merit in a) Research-Creative Scholarship; b) Instruction; and c) Citizenship, including service within and outside the Department and University. As a shared belief, the Department considers these three areas to each have a scholarly component. Scholarship is defined as an activity that makes a contribution to art or science as assessed through a process of peer review. Peers are individuals capable of making judgments about contributions to science or art consistent with the standards of other leading research-intensive universities of international scope. In evaluating candidates, the greatest weight in the review process shall be given to Research-Creative Scholarship, followed closely by Instruction, with Citizenship deemed a significant but lesser criterion. In evaluating candidates, the weight in the review process given to Research-Creative Scholarship, Instruction, and Citizenship shall also be given to their assigned percent of effort in each area. Candidates shall be rated "Outstanding," "Strong," "Satisfactory," or "Unsatisfactory" on these indicators. Additional consideration shall be given to the individual's academic and creative potential and to the needs of the Department. University standards for promotion, reappointment, and tenure/continuing appointment status shall apply.

Operationalizations of departmental evaluation standards presented in Article 8.2.1 through Article 8.2.6 shall be recorded in the Department of Media and Information

document, "Guidelines for Reappointment, Promotion, Tenure and Continuing Appointment" adopted December 3, 2010. Approval of or amendments to the "Guidelines for Reappointment, Promotion, Tenure and Continuing Appointment" shall be by a simple majority of the voting faculty of the Department.

8.2.1. For reappointment as an assistant professor, a candidate must be rated by the Recommending Committee as Strong or Outstanding in Research-Creative Scholarship or Instruction and not less than Satisfactory in the other categories.

8.2.2. For initial reappointment as an academic specialist, the Recommending Committee's rating of the candidate's primary academic specialty must be Strong or Outstanding, and not less than Satisfactory in any other designated areas.

8.2.3. For tenure as an associate professor or promotion from assistant to associate professor, the candidate's ratings, as determined by the Recommending Committee, must be Strong or Outstanding in both Research-Creative Scholarship and Instruction, and Satisfactory (or higher) in Citizenship; or Outstanding in Research-Creative Scholarship and Satisfactory (or higher) in both Instruction and Citizenship.

8.2.4. For re-appointment at the rank of academic specialist with continuing appointment status under University policy, a candidate's rating by the Recommending Committee in his or her primary academic specialty must be Strong or Outstanding, and not less than Satisfactory in any other designated areas.

8.2.5. For promotion to professor, the candidate must be rated by the Recommending Committee as Outstanding in Research-Creative activity, Strong or Outstanding in either Instruction or Citizenship, and not less than Satisfactory in any areas.

8.2.6. For promotion to senior academic specialist with continuing appointment status under University policy, the candidate must be rated by the Recommending Committee as Outstanding in her or his primary academic specialty and not less than Satisfactory in any other designated areas.

### 8.3 *Review of Tenure-System Faculty*

8.3.1. A Recommending Committee composed of rank-eligible faculty members whose primary tenure-based appointment is in the Department of Media and Information shall evaluate all regular faculty candidates for reappointment, tenure, and promotion. The Chairperson of the Department shall distribute a roster specifying the eligibility of all regular faculty members to serve on such recommending bodies.

8.3.2. The Chairperson of the Department shall convene the initial meeting of all Recommending Committees. Each Recommending Committee shall then elect its chair from among the members of the Committee.

8.3.2.1. The Chair of the Recommending Committee shall retain the right to participate in the discussion and to vote on all matters before the Recommending Committee. The Department Chairperson may attend and speak at meetings of the Recommending Committee, but he or she shall not vote.

8.3.3. If the candidate under review is a woman and/or a minority and there is no rank-eligible woman and/or minority person from within the Department, the Chair of the Recommending Committee and the candidate shall consult and agree on a list of knowledgeable persons who might be invited to observe the review, to speak at the reviews, but not to vote. The Chair of the Recommending Committee shall decide whom to invite to fulfill this role.

8.3.4. The reappointment review of an assistant professor shall occur no later than the first semester of the third year of her or his first tenure system appointment in the Department. For such a review, the Recommending Committee shall be all tenured faculty in the Department.

8.3.5. The review of an assistant professor for promotion to associate professor with tenure shall take place no later than the first semester of the fifth year of his or her appointment to a tenure system position in the Department. The Recommending Committee shall be all tenured associate professors and professors in the Department.

8.3.6. The review for promotion to professor shall occur in the first semester of the academic year in which a candidate requests consideration. The Recommending Committee shall be all professors in the Department.

8.3.7. The Chair of a Recommending Committee shall work in a timely fashion with each candidate under review by his or her Committee in order to facilitate the development of candidate materials required in the evaluation process.

8.3.8. Each candidate shall prepare an "omnibus file" that shall be available in a secure online file available only to members of the Recommending Committee and other authorized individuals at least one month before a vote on the candidate is scheduled.

8.3.8.1. The "omnibus file" shall include a memorandum or letter from the candidate to the Recommending Committee that summarizes evidence the candidate wishes to bring to the attention of the Recommending Committee. The "omnibus file" and the introductory memorandum or letter shall be organized in three main sections, described in detail in the document, "Guidelines for Reappointment, Promotion, Tenure, and Continuing Appointment" for the Department of Media and Information.

- a) Research-Creative Scholarship;
- b) Instruction;
- c) Citizenship

8.3.8.2. All items discussed in the memorandum or letter shall be identified as having been published/exhibited while the candidate worked at Michigan State University or elsewhere.

8.3.8.3. The "omnibus file" shall also include:

- a) A comprehensive curriculum vita, listing scholarly research-creative works according to an appropriate, established bibliographic format;
- b) Three to five scholarly research or creative works identified by the candidate as representative of his or her area of specialization and as being among her or his most significant work in that area. If the work submitted is multiply authored or multiply-created, the nature and extent of the candidate's contribution shall be described in the memorandum or letter required by Article 8.3.8.1. Candidates will indicate the scholarly merit of the works such as by identifying the indices (e.g., ISI Journals, ISI Proceedings) in which journal articles are listed and providing information about the selectivity of other research/creative venues and the qualifications of their editorial boards and peer juries.
- c) In the case of jointly appointed candidates whose primary appointment is in another unit, the Department Chairperson will request materials from the unit in question, including the agreed upon expectations, standards, criteria, practices and procedures for individual cases. The committee must accept that documents may differ from unit procedures if those of the other unit are selected. Faculty may not be required to prepare two different set of documents to accommodate unit practices.
- d) A table of contents listing the complete set of materials available in the "omnibus file".

8.3.9. External reviews shall be obtained for tenure and promotion, but not for reappointment as assistant professor. The Department Chairperson shall obtain evaluation letters from four external reviewers as early as possible in the review process. Persons writing evaluation letters shall be asked to state, at a minimum, their relation, if any, to the candidate; their judgment of the candidate's achievements compared to others of comparable rank and years of academic service; the quality and significance of the candidate's work; the national or international reputation of the candidate within his or her field; and the candidate's likely future productivity and accomplishments based on works in press or accepted for consideration in juried creative competitions.

8.3.9.1. The external reviewers shall be highly regarded scholars or industry professionals who are competent to assess the scholarly merit of the candidate's work. At least half of the external reviewers shall be tenured faculty at peer institutions, defined as leading research-intensive universities of international

scope. The chair of the Recommending Committee shall solicit four names from the candidate and the Recommending Committee shall choose at least two persons from the candidate's list. The Recommending Committee shall suggest four other persons in rank order of Committee preference. The department Chairperson shall invite evaluation letters from at least two of the persons suggested by the candidate and two of the persons suggested by the Recommending Committee.

8.3.9.2. Evaluation letters shall be requested at least two months before the Recommending Committee meets to make its final recommendation. Every reasonable effort shall be made to acquire four letters of evaluation. If an evaluator from the candidate's list is unable to provide a letter, the chair of the Recommending Committee shall either choose a new name from the candidate's initial list or solicit a new recommendation from the candidate. If an evaluator suggested by the Recommending Committee must be replaced, then the Recommending Committee shall provide a substitute.

#### 8.3.10. Meetings and Procedures of the Recommending Committee.

8.3.10.1. The Recommending Committee shall meet initially at the call of the Department Chairperson and subsequently when convened by its elected Chair. The Recommending Committee shall meet no later than one month before its final recommendation is due to the Department Chairperson.

8.3.10.2. The candidate shall not be present during the deliberations of the Recommending Committee. The candidate may be invited into the meeting to clarify the materials submitted and must be given the opportunity to confer with the Committee before a decision is made.

8.3.10.3. Faculty eligible to participate in the work of the Recommending Committee must be present in person or by an appropriate mode of synchronous communication to speak regarding the candidate and to vote. Deliberations shall conclude with a secret written ballot vote on the candidate's application.

8.3.10.4. The Chair of the Recommending Committee shall report the initial recommendation in writing to the candidate within two days of the vote. After receiving the Chair's report, the candidate may request in writing that the Chair call a meeting of the Recommending Committee so that the candidate may present additional information. If the candidate makes such a request, the Recommending Committee shall meet with her or him no later than one week from the date of the request. At that meeting, the candidate shall speak and respond to questions from the Recommending Committee. The candidate shall not be present during subsequent deliberations. After hearing from the candidate, the Recommending Committee shall discuss the additional materials presented. The meeting shall conclude with a secret written ballot on the candidate's application. This vote shall then become the final recommendation regarding the candidate's application.



8.3.10.5. If a candidate does not request to meet with the Recommending Committee as described in Article 8.3.10.2. or 8.3.10.4, then the initial recommendation of the Recommending Committee shall automatically become its final recommendation.

8.3.10.6 When the Recommending Committee has reached a final recommendation regarding the candidate, its Chair shall prepare a memorandum summarizing the deliberations carried out under Article 8.3.10.2 through 8.3.10.5, reporting the numerical outcome of all secret written votes taken on the candidate's application, and, offering, with supporting evidence, the Recommending Committee's advice to the Department Chairperson. This memorandum shall be delivered in writing to the Department Chairperson no later than one week after the Recommending Committee has arrived at its final recommendation.

8.3.11. The Department Chairperson shall consider the memorandum from the Recommending Committee and all materials prepared by the candidate. Based on this procedure, the Chairperson shall prepare a written recommendation to the Dean of the College of Communication Arts and Sciences, regarding the candidate. The Department Chairperson shall inform the candidate and the Recommending Committee of his or her recommendation to the Dean no later than three days following delivery of said recommendation to the Dean.

#### *8.4. Review of Academic Specialists.*

8.4.1. The same procedures will apply as for tenure system faculty.

### **Article 9. Grievance and Hearing Procedures**

#### *9.1. Preamble*

9.1.1. Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR, Article 1.2)

9.1.2. The Michigan State University Student Rights and Responsibilities (SRR) and the Graduate Student Rights and Responsibilities (GSRR) documents

establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SSR and the GSRR, the Media and Information Department has established the following Hearing Board procedures for adjudicating academic grievances and complaints pertaining to graduate students. Academic grievances and complaints pertaining to undergraduate students are handled through the Associate Provost for Undergraduate Education directly, and either the University Academic Integrity Hearing Board for cases where undergraduates wish to contest an allegation of academic dishonesty, or the University Academic Grievance Hearing Board for all other undergraduate academic grievances (See SSR Articles 6 and 7; GSRR 5.4)

## *9.2. Jurisdiction of the Department Hearing Board*

### 9.2.1. The Hearing Board serves as:

- 9.2.1.1. The initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or for graduate students who seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1)
- 9.2.1.2. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (GSRR 2.2.2)

## *9.3. Composition of the Department Hearing Board*

- 9.3.1. In response to a student request for an academic grievance hearing, the Department shall constitute a Hearing Board with a minimum of two MI faculty and two students drawn from the pool of students. The student pool shall consist of the four graduate students serving on the Chairperson's student advisory panel, as specified in section 2.24 of these bylaws (See GSRR 5.1.3 and 5.1.6.)
- 9.3.2. For hearings involving graduate students, the Hearing Board shall include the Chairperson of the Hearing Board and an equal number of graduate students and faculty, including the Department Chairperson or designee. The Chairperson of the Hearing Board shall be the faculty member with rank. (See GSRR 5.1.2, and 5.1.5.)
- 9.3.3. All members of the Hearing Board shall vote, except the Chairperson of the Hearing Board, who shall vote only in the event of a tie.

9.3.4. Prior to the first academic grievance hearing of each academic year, all new members of the Hearing Board pools serving on a Hearing Board will have received instruction about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

#### *9.4. Referral to Department Hearing Board*

9.4.1. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing before the Department hearing board. If appropriate, the Department Chairperson, in consultation with the Dean, may waive jurisdiction and refer the request for a hearing to the College Hearing Board. (See GSRR 5.3.2 and 5.3.6.2.)

9.4.2. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)

9.4.3. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct, and the student's Dean has called for an academic disciplinary hearing, the student has **10** class days from the notification of the disciplinary hearing to file a written request for an academic grievance hearing to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)

9.4.4. 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 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 proceed. (See GSRR 5.4.9.)

9.4.5. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (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 GSRR 5.1 and 5.3.6.)

9.4.6. At any time in the grievance process, either party may consult with the University Ombudsman. (See GSRR 5.3.2.)

#### *9.5. Pre-hearing Procedures*

- 9.5.1. After receiving a student's written request for a hearing, the Chairperson will promptly convene a Hearing Board, per Section II above, and refer the grievance to the Chairperson of the Hearing Board. (See GSRR 5.4.3.)
- 9.5.2. Within **5** class days, the Hearing Board Chairperson will:
- 9.5.2.1. forward the request for a hearing to the respondent and ask for a written response;
  - 9.5.2.2. send the names 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. In addition to conflict or interest challenges, either party can challenge two hearing board members without cause (see GSRR 5.1.7.c);
  - 9.5.2.3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chairperson of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Chairperson of the Department, who, if necessary, shall appoint a new Hearing Board Chairperson from the faculty pool. If there is a challenge with regards to the second Hearing Board Chairperson, the challenge shall be filed with the Dean of the College, or designee (see GSRR 5.1.7.). Decisions by the Hearing Board Chairperson or the College Dean (or designee) on conflict of interest challenges are final;
  - 9.5.2.4. send the Hearing Board members a copy of the request for a hearing and the written response, and send all parties a copy of these procedures.
- 9.5.3. Within **5** class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
- 9.5.3.1. accept the request, in full or in part, and promptly schedule a hearing.
  - 9.5.3.2. reject the request and provide a written explanation to appropriate parties;  
e.g., lack of jurisdiction. (The student may appeal this decision.)
  - 9.5.3.3. invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. (Such a meeting does not preclude a later hearing.)
- (See GSRR 5.4.6.)

- 9.5.4. If the Hearing Board calls for a hearing, the Hearing Board Chairperson shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.
- 9.5.5. At least 5 class days before the scheduled hearing, the Hearing Board Chairperson 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; and (3) a copy of the hearing request and the respondent's reply. (See GSRR 5.4.7.).
- 9.5.6. At least 3 class days before the scheduled hearing, the parties must notify the Hearing Board Chairperson of the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The Chairperson may grant or deny this request. The Chairperson will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)
- 9.5.7. The Chairperson of the Hearing Board may accept written statements from either party's witnesses at least 3 class days before the hearing. (See GSRR 5.4.9. )
- 9.5.8. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least 3 class days before the scheduled hearing. (See GSRR 5.4.9c.)
- 9.5.9. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- 9.5.10. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case (e.g., 20 minutes), and the Hearing Board Chairperson must inform the parties of such a time limit in the written notification of the hearing.
- 9.5.11. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- 9.5.12. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4 and 5.4.11.)

## 9.6. Hearing Procedures

### 9.6.1. The Hearing will proceed as follows:

9.6.1.1. Introductory remarks by the Hearing Board Chairperson: The Chairperson of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chairperson reviews the hearing procedures, including announced time restraints 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. The Chairperson also explains:

9.6.1.1.1. In academic grievance hearings in which a student alleges a violation of academic rights, the student bears the burden of proof.

9.6.1.1.2. In hearings involving graduate students seeking to contest allegations of academic misconduct, the instructor bears the burden of proof.

9.6.1.1.3. All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "preponderance of the evidence." (See GSRR 8.1.18.)

(See GSRR 5.4.10.1. and 8.1.18.) For various definitions, see GSRR Article 8.)

9.6.1.2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)

9.6.1.4. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing or hear the case in the respondent's absence. (See GSRR 5.4.9-b.)

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

9.6.1.6. To assure orderly questioning, the Hearing Board Chairperson 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 GSRR 5.4.10.2.)

9.6.1.7. Presentation by the Complainant: The Chairperson recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chairperson then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.

9.6.1.8. Presentation by the Complainant's Witnesses: The Chairperson recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chairperson then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.

9.6.1.9. Presentation by the Respondent: The Chairperson recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chairperson then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.

9.6.1.10. Presentation by the Respondent's Witnesses: The Chairperson recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chairperson then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.

9.6.1.11. 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.

9.6.1.12. 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.

9.6.1.13. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

## *9.7. Post-hearing Procedures*

### *9.7.1. Deliberation*

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Hearing Board Chairperson 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 IV.D above.)

#### 9.7.2. Decision

9.7.2.1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, the Hearing Board shall direct the Chairperson of the Department to implement an appropriate remedy, in consultation with the Hearing Board. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chairperson. The Hearing Board Chairperson shall promptly forward copies of the final decision to both parties and the University Ombudsperson. (See GSRR 5.4.11.)

9.7.2.2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Chairperson that the penalty grade be removed, the Academic Dishonesty Report form 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 form regarding the allegation will remain on file, pending an appeal, if any, to the College Hearing Board within 5 class days of the Hearing Board's decision. 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 5 class days. (See GSRR 5.5.2.2. and 5.4.12.3.)

#### 9.7.3. Written Report

9.7.3.1. The Chairperson of the Hearing Board shall prepare a written report of the Hearing Board's findings, including recommended redress for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within 3 class days of the hearing. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. (See GSRR 5.4.11.)



- 9.7.3.2. The report shall indicate the rationale for the decision 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. (See GSRR 5.4.11 and 5.4.12.3.)
- 9.7.3.3. The Chairperson of the Hearing Board shall forward copies of the Hearing Board's report and the administrator's redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsman and the Dean of The Graduate School. (See GSRR 5.4.11.)
- 9.7.3.4. All recipients must respect the confidentiality of the report and of the hearing Board's deliberations resulting in a decision. (See GSRR 7.IV.F; GSRR 5.4.11.)
- 9.7.3.5. At any time during this process, either party may consult with the University Ombudsman. (See GSRR 5.3.2.)

#### *9.8. Appeal of Department Hearing Board Decision*

- 9.8.1. In hearings involving graduate students, either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights heard initially by the Hearing Board and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records). (See GSRR 5.4.12.)
- 9.8.2. All appeals must be in writing, signed and submitted to the Chairperson of the College Hearing Board for graduate students within 5 class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.2.2 and 5.4.12.3.)
- 9.8.3. A request for an appeal of a 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 Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by the "preponderance of the evidence." The request also must include the redress sought. The appellate board normally will not permit the presentation of new evidence. (See GSRR 5.4.12.1, 5.4.12.2. and 5.4.12.4)

#### *9.9. Reconsideration*

9.9.1. If new evidence should arise, either party to a hearing may request the Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chairperson of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (GSRR 5.4.13.)

9.10. The Chairperson of the Department shall file a copy of these procedures with the Office of the Ombudsperson and The Graduate School. (See GSRR 5.4.1)

As revised and approved by MI faculty, October 24, 2014

Further revised and approved by MI faculty, October 28, 2016