

**BYLAWS OF THE FACULTY**  
**DEPARTMENT OF COMMUNICATIVE SCIENCES AND**  
**DISORDERS**  
**MICHIGAN STATE UNIVERSITY**

1. **ACADEMIC COMPONENTS OF THE DEPARTMENT**

1.1. **Faculty**

1.1.1. The regular faculty of the Department of Communicative Sciences and Disorders shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, or assistant professor.

1.1.2. Specialists shall consist of all persons appointed in the continuing appointment system and holding the ranks of academic specialist or senior academic specialist.

1.1.3. The temporary faculty shall consist of all persons who hold the rank of visiting professor, visiting associate professor, visiting assistant professor, visiting instructor, instructor, research professor, other faculty appointed for a fixed term, or specialists hired outside the continuing appointment system.

1.2. **Students**

1.2.1. Graduate students admitted to a CSD graduate program are considered students of the Department.

1.3. **Adjunct Faculty**

1.3.1. Adjunct faculty are individuals from outside the Department who play an integral role in the mission of the Department (see Section IV in the MSU Faculty Handbook).

1.4. The voting members at Department meetings shall consist of the following:

1.4.1 All regular faculty of the Department.

1.4.2 All faculty and specialists who have an appointment on a continuing basis within the Department.

- 1.4.3 Other individuals to whom the voting privilege is extended by the voting members. The voting privilege can be granted at any time and must be renewed at the start of each academic year.

## 2. DEPARTMENT ORGANIZATION

### 2.1. Chair

- 2.1.1. The Department Chair serves as the chief representative of his or her department within the University. He or she is responsible for the unit's educational, research, and outreach programs, budgetary matters, academic facilities, and personnel matters, taking into account the advisory procedures of the unit. The Chair has a special obligation to build a department strong in scholarship, teaching capacity, and outreach. The Chair shall be responsible for all administrative duties of the Department, to include those of unit administrator, graduate program director, and clinical education program director.
- 2.1. 2. The Chair shall be responsible for maintaining up-to-date curriculum vitae for each faculty member.
- 2.1. 3. The Chair shall meet annually with each faculty member according to university guidelines to provide a review and a written evaluation of his/her performance.
- 2.1. 4. Upon recommendation from the faculty, the Chair shall make final recommendations to the Dean on new faculty and other academic staff appointments.
- 2.1. 5. Upon recommendation from the faculty, the Chair shall inform new faculty members of the terms and conditions of employment as outlined in the MSU Faculty Handbook.
- 2.1. 6. The Chair shall make recommendations to the Dean regarding merit raises, reappointment, promotion, tenure, and dismissal.
- 2.1. 7. The Chair shall preside at Department meetings and Department Advisory Committee meetings.
- 2.1. 8. The Chair shall be an ex-officio member of all other Department committees and as such shall not have a vote.
- 2.1. 9. The Chair shall be evaluated at regular intervals not to exceed

five years in duration. A performance review of the Chair can also be requested by the Department Chair or by the faculty at other times.

2.1.10.1. Regularly scheduled reviews of the Chair and any occasional review requested by the Chair shall be directed by the Department Advisory Committee.

2.1.10.2. If the occasional review request comes from individual faculty, then an endorsement from the faculty needs to occur for the Department Advisory Committee to proceed. The procedures for the endorsement are the same as those stipulated in Section 6, for Amendments to the Bylaws.

2.2. Graduate Program Director

2.2.1. The Chair may appoint a Graduate Program Director and assign such duties as the Chair designates.

2.3. Clinical Education Program Director

2.3.1. The Chair may appoint a Clinical Education Program Director and assign such duties as the Chair designates.

2.4 Other Administrative Appointments

2.4.1. The Chair may make other administrative appointments and assign such duties as the Chair designates.

2.4. Department Meetings and Standing Committee Meetings

2.4.1. There shall be a minimum of one Departmental meeting each semester of the academic year. Department meetings shall be called by the Department Chair. Standing committee meetings shall be called by the respective committee chairperson or the Department Chair.

2.4.2 The Department Faculty may, by majority vote, assume the responsibilities of a standing committee for a period of up to 24 months. The standing committee will not have meetings during this period.

2.4.3. Formation and distribution of agendas.

2.4.3.1. Items for meeting agendas may be submitted to the

Department Chair (for Department meetings) or to committee chairs (for standing committees) by faculty, academic staff, or students. Committee chairs will prioritize agenda items.

2.4.3.2. Agendas shall be distributed to committee members and other faculty, academic staff, and students as may be appropriate, in advance of each meeting.

2.4.4. Department and standing committee meetings are open to all members of the Department. However, when individual students or faculty are being discussed, all students must leave the meeting. When individual faculty are being discussed, the committee must determine whether that member remains.

2.4.5. Department committees shall be formed and chairs selected no later than the second month of each academic year.

### 3. STANDING COMMITTEES

#### 3.1. Names of the Standing Committees

3.1.1. The Standing Committees of the Department shall be as follows: Reappointment, Promotion, and Tenure Committee, Clinical Education Program Committee, Curriculum Committee, Department Advisory Committee, Graduate Student Advisory Committee, and Graduate Admissions Committee.

#### 3.2. Selection

3.2.1. The membership of each Department committee is specified in this document.

3.2.2. Faculty vacancies on committees shall be filled through appointment by the Chair.

3.2.3. Student vacancies on committees shall be filled through selection by the appropriate student advisory committee, in cooperation with the faculty liaison to the committee.

#### 3.3. Reappointment, Promotion, and Tenure Committee

##### 3.3.1. Membership

3.3.1.1. The committees for actions of reappointment, promotion, tenure, and dismissal shall consist of Full

Professors for considering Associate Professors, and Associate and Full Professors for considering Assistant Professors.

- 3.3.1.2. These advisory committees shall elect their own Chairs from their members.

### 3.3.2. Duties

- 3.3.2.1. The Reappointment, Promotion, and Tenure Committee shall be responsible for recommendations of reappointment, promotion, tenure, and dismissal.

- 3.3.2.2. When reviewing faculty for reappointment, promotion, tenure, and dismissal, the review shall be conducted in accordance with the specifications articulated in the “Department of Communicative Sciences and Disorders Guidelines for Reappointment, Promotion and Tenure”, which is incorporated by reference in these by-laws. **When reviewing specialists for reappointment or promotion, the committee will evaluate the candidate based on the responsibilities and workload assignment specific to that candidate, as provided by the Chair.** The respective committee shall consider, but not limit itself to, information contained in the curricula vitae and appropriate University forms. In compliance with College and University policy, external letters are considered a key component of a candidate’s file, except in the case of reappointment, or an action for dismissal, where they are not required. The solicitation of external letters of references must follow the recommendations laid out in the MSU Faculty Handbook (currently available at: <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/refLetters.htm>)

- 3.3.2.3. The committee shall apply the following criteria in each evaluation of faculty.

- 3.3.2.3.1. Excellence of teaching (e.g., record of classroom instruction and supervision, SIRS/SOCT forms, special contributions to course and curriculum development).

- 3.3.2.3.2. Excellence of scholarship (e.g., research, creative and scholarly activities, publications)

in professionally recognized journals, grants, contracts, fellowships, awards).

3.3.2.3.3. Excellence of service to the Department, College, and University (e.g., academic advising, clinical supervision, committees, and administrative service), as well as that to professional and public communities (e.g. professional organizations, international programs).

3.3.2.4. The Committee shall give each person being considered for reappointment, promotion, tenure, or dismissal the opportunity to confer with the appropriate Academic Personnel Committee after deliberations have begun and before a final recommendation is made in his/her case.

3.3.2.5. The Committee shall make its recommendations for reappointment, promotion, tenure, or dismissal to the Department Chair in writing.

3.3.2.6. A copy of the report shall be provided to the candidate.

3.3.2.7. Evaluation of regular faculty and academic specialists for reappointment, tenure and promotion shall be based on consideration of merit in a) Research-Creative Scholarship; b) Instruction; and c) Service, including service within and outside the Department and University. In evaluating candidates, the greatest weight in the review process shall be given to Research-Creative Scholarship, followed closely by Instruction, with Service deemed a significant but lesser criterion. In evaluating candidates, the weight in the review process given to Research-Creative Scholarship, Instruction, and Service 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 tenure, reappointment, and tenure shall apply.

- 3.3.2.7.1. 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.
- 3.3.2.7.2. 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.
- 3.3.2.7.3. For tenure as an assistant or associate professor or promotion from assistant to associate professor, the candidate's ratings, as determined by the Recommending Committee, must be Strong in both Research-Creative Scholarship and Instruction, and Satisfactory in Service; or Outstanding in Research-Creative Scholarship and Satisfactory in both Instruction and Service.
- 3.3.2.7.4. 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 role must be Strong or Outstanding, and not less than Satisfactory in any other designated areas.
- 3.3.2.7.5. For promotion to professor, the candidate must be rated by the Recommending Committee as Outstanding in Research-Creative activity, Strong in either Instruction or Service, and not less than Satisfactory in any areas.
- 3.3.2.7.6. 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

role and not less than Satisfactory in any other designated areas.

### 3.4. Clinical Education Program Committee

#### 3.4.1. Membership

- 3.4.1.1. This Committee shall consist of the Clinical Education Program Director, at least one faculty member, and at least one graduate student.

#### 3.4.2. Duties

- 3.4.2.1. This Committee shall review policies and procedures related to clinical education within the Department and shall make recommendations at Department meetings.
- 3.4.2.2. This Committee shall make recommendations relating to clinical practicum requirements. When appropriate, these recommendations may be made in conjunction with the Curriculum Committee.

### 3.5. Curriculum Committee

#### 3.5.1. Membership

- 3.5.1.1. This Committee shall consist minimally of two faculty members, and one graduate student.

#### 3.5.2. Duties

- 3.5.2.1. The Committee shall review and evaluate matters relating to curriculum within the Department, and shall make recommendations at Department meetings.
  - 3.5.2.1.1. Curricular matters include degree requirements, course content, course prerequisites, teaching methods, and department sponsored off-campus course offerings.
  - 3.5.2.1.2. When a specific course is being considered, the instructor(s) of that course shall be consulted.

### 3.6. Department Advisory Committee

#### 3.6.1. Membership

- 3.6.1.1. The Committee shall consist minimally of three faculty members, at least two of whom are tenured in the Department.

#### 3.6.2. Duties

- 3.6.2.1. This Committee shall advise the Department Chair on matters related to Department policies and operations.
- 3.6.2.2. This Committee shall recommend to the Department Chair the process by which faculty merit raises are determined. The Department Chair shall inform the faculty of the process to be followed.
- 3.6.2.3. The merit review shall be conducted in accordance with the specifications articulated in the “Department of Communicative Sciences and Disorders Guidelines for Reappointment, Promotion, Tenure, and Continuing Appointment”, which is incorporated by reference in these by-laws. When reviewing faculty for merit raises, the review committee shall consider, but not limit itself to, information contained in the curricula vitae and appropriate University forms. The committee shall apply the following criteria in each evaluation of faculty.
  - 3.6.2.3.1. Excellence of teaching (e.g., record of classroom instruction and supervision, SIRS/SOCT forms, special contributions to course and curriculum development).
  - 3.6.2.3.2. Excellence of scholarship (e.g., research, creative and scholarly activities, publications in professionally recognized journals, grants, contracts, fellowships, awards).
  - 3.6.2.3.3. Excellence of service to the Department, College, and University (e.g., academic advising, clinical supervision, committees, and administrative service), as well as that to professional and public communities (e.g.

professional organizations, international programs).

### 3.7. Graduate Student Advisory Committee

#### 3.7.1. Membership

3.7.1.1. This committee shall consist minimally of three graduate students who are in good standing in the Department.

3.7.1.2. A Department liaison to this committee will be selected by the faculty.

#### 3.7.2. Duties

3.7.2.1. This Committee shall advise the Department Chair on matters related to graduate affairs.

3.7.2.2. This Committee shall select graduate student representatives to serve on other Department committees in accordance with these Bylaws.

### 3.8. Graduate Admissions Committee

#### 3.8.1. Membership

3.8.1.1. This Committee shall consist minimally of three regular faculty members.

#### 3.8.2. Duties

3.8.2.1. This Committee shall review applicants to the Department's graduate programs and shall make recommendations to the Chair regarding the admission of students to those programs.

## 4. AD HOC COMMITTEES

4.1. Ad Hoc Committees shall be appointed by the Department Chair to deliberate on matters not covered by the Department Standing Committees.

## 5. GRIEVANCE PROCEDURE

5.1. The Department grievance procedure is specified in Appendix A.

6. AMENDMENTS TO THE BYLAWS

- 6.1. The Bylaws of the Department of Communicative Sciences and Disorders may be amended by a two-thirds vote at any formal Department faculty meeting.
- 6.2. Proposed Bylaw changes must be distributed in writing to voting members at least one week in advance of the meeting.
- 6.3. Absentee ballots must be received in writing by the Department Chair prior to the meeting to be counted.

## Appendix A

### GRIEVANCE PROCEDURE

1. Any Department of Communicative Sciences and Disorders faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the FGO pursuant to the procedures set forth in the Faculty Grievance Procedure.
2. Initiation of Grievances and Hearing Procedures
  - 2.1 Initiation of Grievances
    - 2.1.1 A Faculty member who feels aggrieved may without delay discuss the matter in a personal conference with the FGO. The FGO shall determine if the grievance falls under the Faculty Grievance Procedure, the University Committee on Faculty Tenure or the Anti-Discrimination Judicial Board.
    - 2.1.2 In order to establish and retain access to the formal hearing mechanisms at the Department of Communicative Sciences and Disorders level a faculty member must submit a written grievance statement to the FGO within 30 days of his/her first knowledge of the alleged violation.
    - 2.1.3 The grievance statement shall set forth the alleged violation of existing policy or established practices, a concise statement of the facts relevant to the grievance, the name(s) of any administrator(s) whose action is at issue, the approximate date on which the alleged action took place, and the redress sought.
    - 2.1.4 The FGO shall forward a copy of the grievance statement to the administrator(s) named within 10 days of receipt of the grievance.
  - 2.2 Informal Resolution
    - 2.2.1 The FGO shall investigate the grievance and make every reasonable effort to resolve it informally. The FGO may recommend dropping the grievance as lacking in merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.
    - 2.2.2 Within 30 days of the filing of the grievance statement, the

parties and the FGO shall attempt to resolve the grievance informally. If the FGO determines that the grievance cannot be resolved informally, notice shall be provided to the parties. If the faculty member wishes to pursue the grievance, a written request for a formal hearing must be submitted to the FGO within 30 days of such notice. Failure to submit such a request will constitute a waiver of the faculty member's right to pursue the grievance.

2.2.3 The FGO shall determine after consultation with both parties the appropriate hearing level (department/unit, college, university) and shall notify the administrator at the appropriate level of the written request for hearing.

### 3. Formal Hearing Procedures

3.1 A Department of Communicative Sciences and Disorders hearing panel shall be established by the FGO in the following manner:

3.1.1 A hearing panel shall consist of 3 members, drawn by lot from the unit faculty. All drawing shall be conducted by the FGO.

3.1.2 The FGO shall notify each party of the names drawn for the hearing panel and within 10 days either party may challenge any member for cause. In addition, each party shall have one preemptory challenge. Cause shall be determined by the Department Advisory Committee or its designee(s). Challenged members shall be replaced pursuant to the procedures stated in section 3.1.1.

3.2 The hearing panel shall conduct a hearing according to the procedures stated below and according to guidelines in Articles 3 and 6 of the Faculty Grievance Procedure.

3.2.1 A hearing shall commence within 14 days of the establishment of the hearing panel.

3.2.2 The FGO shall assemble the hearing panel and shall supervise selection of the Presiding Officer from among the members of the hearing panel.

3.2.3 The Presiding Officer shall apply the rules of procedure consistent with the guidelines stated in Article 6 of the Faculty Grievance Procedure.

- 3.2.4 The hearing panel shall decide whether the preponderance of the evidence does or does not support the allegation(s) made by the grievant.
- 3.2.5 Findings and recommendations of hearing panels shall conform to existing policy and procedures in the Department of Communicative Sciences and Disorders.
- 3.2.6 Whenever a hearing panel loses a member, the hearing shall be terminated and a new panel selected.
- 3.2.7 Hearing panels shall report their findings and recommendations in writing within 14 days of the completion of the hearing to the FGO,  
  
who shall forward them to the grievant, the respondent, and the administrator who is the respondent's immediate supervisor.
- 3.3 The (dean, chairperson, or director) shall provide written notification of his /her decision to the parties to the grievance and to the FGO within 14 days of his/her receipt of the findings and recommendations of the hearing panel. Failure to provide written notification shall result in automatic appeal.
- 3.4 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days of the receipt of the decision of the appropriate administrator, in accordance with the procedures established in Article 5 of the Faculty Grievance Procedure.
  - 3.4.1 Failure to appeal within the prescribed time shall be deemed to be acceptance of the decision.

APPROVED BY THE FACULTY: September 07, 2012