BYLAWS OF THE FACULTY

Department of Pharmacology and Toxicology
Michigan State University

REVISED AND APPROVED BY VOTING FACULTY: June 29, 2012; January 16, 2013; November 5, 2013; December 18, 2013

1. The Faculty
   1.1 Composition of the Faculty
      1.1.1. The regular faculty shall consist of all persons who hold an appointment in the Department under the rules of tenure with the rank of Professor, Associate Professor, or Assistant Professor.
      1.1.2. The fixed-term faculty shall consist of all persons holding an appointment in the Department with the rank of Professor, Associate Professor, Assistant Professor or Instructor, but not appointed under the rules of tenure.
         1.1.2.1. Research faculty are appointed on a fixed-term basis at the rank of Research Professor, Research Associate Professor, or Research Assistant Professor. Terms of appointment will follow the procedures detailed in the Michigan State University Faculty Handbook: http://www.hr.msu.edu/documents/facacadhandbooks/research_faculty/index.htm.
         1.1.2.2. For fixed-term faculty with teaching portions in their appointments, in accord with University and Unionized Non-Tenured Faculty (UNTF) contract policies, such appointments are made on a semester, academic, or annual year basis, according to stipulations for Designation A; or for no less than three years according to stipulations for Designation B. See http://www.hr.msu.edu/hiring/facultyhiring/designationB.htm.
      1.1.3. The Health Programs faculty shall consist of all persons holding an appointment in the Department with the rank of Professor, Associate Professor, or Assistant Professor and appointed under the rules of the Health Programs Appointment System.
      1.1.4. Appointments as adjunct faculty at rank of Professor, Associate Professor, Assistant Professor or Instructor will be made by invitation of the Chairperson and will be renewed annually. External adjunct faculty members are individuals who hold less than a half-time appointment in the Department and are not employed by Michigan State University. Internal adjunct faculty members are individuals who are appointed under the rules of tenure in another Department within the University and have an affiliation with the Department of Pharmacology & Toxicology. Internal adjunct faculty may serve as dissertation advisors for graduate students in the Department of Pharmacology & Toxicology doctoral program. Adjunct faculty may be asked to serve on departmental committees.
      1.1.5. Members of the faculty with official retirement status are given the "emeritus" title.
      1.1.6. The Chairperson can also designate individuals as Visiting Faculty.
1.2. Voting Faculty
1.2.1. All regular faculty who hold at least a half-time appointment in the Department automatically have voting privileges. All fixed-term faculty and Health Programs faculty or regular faculty with less than a 50% effort in the Department may, upon request, be given voting privileges for the duration of their appointment at the discretion of the Chairperson. Other faculty (adjunct, visiting, emeritus, and fixed-term faculty without voting privileges) and a student representative may attend faculty meetings and participate in discussions but do not have a vote in matters of the Department.

1.2.2. Voting on departmental matters may occur at a faculty meeting if a quorum is present (see 1.3.3) or via email after discussion at a faculty meeting and distribution of a synopsis of this discussion. To meet the requirement for a quorum, a majority of the regular faculty must cast an email vote.

1.3. Faculty Meetings
1.3.1. The faculty shall meet at regularly scheduled intervals, approximately once per month during the academic year.
1.3.2. An agenda shall be provided by the Chair of the Faculty Advisory Committee to the faculty prior to each regular meeting.
1.3.3. A quorum shall consist of a simple majority of the regular faculty with voting rights.
1.3.4. Minutes of each regular meeting shall be filed in the Departmental office by the Faculty Secretary selected by the Chairperson in consultation with the Faculty Advisory Committee.

1.4. Hiring Procedures for Tenure System Faculty
1.4.1. The Department will follow the guidelines set forth in the Michigan State University Faculty Handbook: [http://www.hr.msu.edu/hiring/facultyhiring/tenure.htm](http://www.hr.msu.edu/hiring/facultyhiring/tenure.htm).
1.4.2. Once an individual has been hired as an Assistant or Associate Professor, he/she is strongly encouraged to form a mentoring committee. Details can be found in a departmental Standard Operating Procedure ([http://www.phmtox.msu.edu/about/staffarea/default.htm](http://www.phmtox.msu.edu/about/staffarea/default.htm)).

1.5. Hiring Procedures for Fixed-Term Faculty
1.5.1. The Department will follow the guidelines set forth in the Michigan State University Faculty Handbook: [http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/FixedTermAppt.htm](http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/FixedTermAppt.htm) and [http://www.hr.msu.edu/documents/facacadhandbooks/research_faculty/index.htm](http://www.hr.msu.edu/documents/facacadhandbooks/research_faculty/index.htm). Fixed-term faculty can be hired to fulfill specific department needs (e.g., teaching, service) or to assist a tenure system faculty member's research program (Research Faculty).
1.5.2. Once an individual has been hired as a fixed-term faculty member, he/she is strongly encouraged to form a mentoring committee. Details can be found in a departmental Standard Operating Procedure ([http://www.phmtox.msu.edu/about/staffarea/default.htm](http://www.phmtox.msu.edu/about/staffarea/default.htm)).
1.6. Hiring Procedures for Health Program Faculty
1.6.1. The Department will follow the guidelines set forth in the Michigan State University Health Programs Faculty Appointment Systems Handbook: http://www.hr.msu.edu/documents/facacadhandbooks/healthproghandbook/. The appointment in the Department of Pharmacology & Toxicology will be as a Joint Appointment with a Clinical Department.

2. Department Organization
2.1. Chairperson
2.1.1. The chief administrator shall be designated Chairperson.
2.1.2. The Chairperson shall be responsible for educational, research and service programs, budgetary matters, physical facilities and personnel matters in his/her jurisdiction.
2.1.3. The tenure of the Chairperson is for a five-year period which can be renewable by a decision of the Deans of the appropriate Colleges in consultation with all regular faculty in the Department, regardless of college affiliation.
2.1.4. The Chairperson not desiring a reappointment or desiring to resign from the Department shall advise the Chair of the Faculty Advisory Committee and notify in writing the respective Deans at least 90 days prior to termination.
2.1.5. The Chairperson votes on Departmental matters only in the event of a tie.

2.2. Associate Chairperson
2.2.1. An Associate Chairperson may be selected by the Chairperson to assist in departmental educational, research and service programs, budgetary matters, physical facilities and personnel matters.
2.2.2. The Associate Chairperson can represent the Chairperson in his/her absence to fulfill responsibilities including signing forms and meeting with Deans or other University officials.

2.3. Academic Program Directors
2.3.1. Director of the Graduate Program
2.3.1.1. The Director of the Graduate Program will be appointed by the Chairperson from among the regular faculty.
2.3.1.2. The Director will chair the Graduate Committee and will be an ex officio member of the Course and Curriculum Committee and the Online Degree Committee.
2.3.1.3. Duties of the Director will include advising each doctoral program student with respect to his/her course work and progress toward degree completion.
2.3.1.4. The Director will report to the faculty on the progress of all students in the doctoral program shortly after the end of each semester.
2.3.1.5. The Director will serve on the Biomolecular Sciences Executive Committee and will report the activities of that committee to the Graduate Committee and the faculty.
2.3.2. **Associate Director of the Graduate Program**

2.3.2.1. The Chairperson may appoint an Associate Director of the Graduate Program to assist the Director of the Graduate Program in his/her duties.

2.3.3. **Directors of the Master of Science Program and the Professional Science Master Program**

2.3.2.1. The Directors of the Master of Science (MS) Program and the Professional Science Master (PSM) Program will be appointed by the Chairperson from among the faculty.
2.3.2.2. The Directors will report to the faculty on the progress of all students in the MS and PSM programs shortly after the end of each semester.
2.3.2.3. One of the Directors will be selected by the Department Chairperson to serve as Chair of the Online Degree Committee and to serve as an *ex officio* member of the Graduate Committee and Course and Curriculum Committee.

3. **Committees**

3.1. **Membership on Committees**

3.1.1. The Faculty Advisory and Student Advisory Committees shall be formed as described in 3.2.1 and 3.3.1.
3.1.2. The chair and other members of the Graduate, Online Degree, Course and Curriculum, Awards, Alumni Relations & Development, and any *ad hoc* committees shall be appointed by the Department Chairperson in consultation with the Faculty Advisory Committee. Student representatives to the Committees are selected on an annual basis as described in 3.3.3. The tenure of appointment shall be one year, beginning soon after selection of the Faculty Advisory Committee in Fall semester. There are no limits concerning the number of consecutive terms a member may serve. All committees shall meet no less than once each year.
3.1.3. Members of the committees are expected to prepare and/or review Standard Operating Procedures (SOPs) for their committee on an annual basis. These SOPs and any revisions should be provided to all faculty for review and approval by a simple majority of the voting faculty.
3.1.4. The chair of each committee must provide a report about committee activities at least once per year at a faculty meeting.

3.2. **Faculty Advisory Committee**

3.2.1. The Faculty Advisory Committee shall consist of five members elected by the voting faculty. All members of the voting faculty are eligible for election to the Committee. The Chair of the Committee will be elected for a term of one year by the members of the Committee at their first meeting of the academic year. New Committee members are elected by simple majority vote of the voting faculty at the beginning of the Fall semester during a faculty meeting or by email. The annual election will be coordinated by the outgoing Chair of the Committee.
3.2.2. Each term of service on the Committee will be three years with one member or two members rotating off the Committee each year. After completion of a term of service, an individual may be re-elected to the Committee after a period of one year off the Committee. In the event that a member of the Committee steps down before the end of his/her elected term, a new member will be elected to serve the remainder of the term.

3.2.3. The Faculty Advisory Committee functions to advise the Chairperson concerning the discharge of his/her responsibilities by a direct representation of faculty opinion. It shall mediate for individual faculty members or the Department faculty as a body to communicate formally to the Department Chairperson, or in extraordinary circumstances to respective Deans and Directors. Mutual confidence shall be respected. It shall advise the Chairperson in annual faculty evaluations. The Faculty Advisory Committee participates in the selection of membership on Departmental Committees and selection of the Secretary of the Faculty whose duty is to provide minutes of departmental faculty meetings.

3.2.4. The Associate Chairperson of the Department may participate in meetings in which the Faculty Advisory Committee confers with the Chairperson.

3.2.5. It is the responsibility of the Chair of the Faculty Advisory Committee to call departmental faculty meetings, to set the agenda as designated in 1.3.2., and to chair the meeting. If the Chair of the Faculty Advisory Committee is unavailable to chair the meeting, another member of the Committee will serve in this role.

3.3. Student Advisory Committee

3.3.1. The Student Advisory Committee shall consist of three Pharmacology and Toxicology doctoral graduate students, one representative from each of the second through fourth year classes. The Chair of the Committee will be chosen from the fourth year class by the Director of the Graduate Program. The remaining two committee members shall be elected during the Fall semester at an appropriate student meeting. Nominees and voters shall be registered full-time students in the doctoral degree program. Election of the representatives for the second and third year classes shall be decided by a majority of voting doctoral graduate students present. The election will be coordinated by the Chair of the Student Advisory Committee.

3.3.2. The Student Advisory Committee shall function to advise the Chairperson of the Department concerning the discharge of his/her responsibilities by a direct representation of student opinion. It shall transmit information, queries and opinions from the student body to the Chairperson of the Department or his/her representative, and vice versa. Mutual confidence shall be respected.

3.3.3. The Student Advisory Committee assigns student representatives to the departmental committees and proctors for departmental course examinations. The student representative on a departmental committee has voting rights on matters addressed by the committee.

3.4. Reappointment, Promotion and Tenure Committee
3.4.1. Reappointment, Promotion and Tenure of Regular Faculty

3.4.1.1. All regular faculty members with tenured rank of Associate Professor or Professor, excluding the Chairperson, shall constitute the Reappointment, Promotion and Tenure (RPT) Committee. The RPT Committee shall serve as a consulting body to the Chairperson for matters of evaluation of individual faculty members hired under the rules of tenure as they progress through the reappointment, promotion and tenure process. Only regular tenured faculty whose academic rank is higher than the individual being considered shall review the qualifications of the individual under consideration.

3.4.1.2. The RPT Committee will be chaired by a tenured faculty member who holds the rank of Professor. If the chair of the Faculty Advisory Committee is a Professor, then he/she will serve as chair of the RPT Committee. If the chair of the Faculty Advisory Committee is not a tenured Professor, then the RPT Committee will meet early during the Fall Semester and elect a chair from among the Professors, by a simple majority vote. If this election is required, it will be the responsibility of the chair of the Faculty Advisory Committee to schedule the meeting and supervise the voting process.

3.4.2. Promotion of Fixed-term faculty

3.4.2.1. The Departmental RPT Committee will also serve as the committee for evaluating Fixed-term faculty. In addition all fixed-term faculty whose academic rank is higher than the individual being considered shall participate in the review of the individual under consideration for promotion.

3.5. Graduate Committee

3.5.1. The Graduate Committee shall consist of four faculty members and one student member. The Chairs of the Online Degree Committee and the Course and Curriculum Committee will serve as ex officio members of the Graduate Committee.

3.5.2. The Graduate Committee shall examine applications for direct admission to graduate study and make recommendations to the Departmental Chairperson. It should be recognized that this function is limited, and that most admissions to the Departmental Ph.D. program will be through the Biomolecular Sciences Gateway.

3.5.3. The Graduate Committee shall recommend to the faculty required courses for graduate students (in conjunction with the Course and Curriculum Committee), coordinate the administration of the comprehensive examination, develop and administer enrichment activities, review applications for departmental fellowships, recommend nominees for non-departmental fellowships, various honors and scholarships and report student awards to the Department.

3.6. Online Degree Committee

3.6.1. The Online Degree committee will be composed of a minimum of three regular PHM/TOX faculty members. Fixed-term faculty and other individuals (e.g., specialists) involved in teaching and advising Master Degree students are also eligible for service on this committee. The Chairs of
the Graduate Committee and the Course and Curriculum Committee will serve as *ex officio* members of this Committee.

3.6.2. A student representative will be chosen by majority ballot of students enrolled in online degree programs. Candidates will be solicited from among students enrolled in online programs. Candidates will need to have completed at least 12 credits in their program to be eligible to stand for election. Voting will be conducted by email.

3.6.3. The Online Degree committee will: 1) develop and implement distance learning policies and procedures; 2) make admissions decisions for students applying to online degree programs and 3) serve as advisors for students enrolled in online education programs and provide annual reports on student progress.

3.7. Course and Curriculum Committee

3.7.1. The Course and Curriculum Committee shall consist of a minimum of three faculty members and one student member. The Chairs of the Graduate Committee and the Online Degree Committee will serve as *ex officio* members of this Committee.

3.7.2. The Course and Curriculum Committee shall review proposals for new courses and programs, and recommend (in conjunction with the Graduate and Online Degree Committees) revisions in the curriculum.

3.8. Alumni Relations & Development Committee

3.8.1. The Alumni Relations & Development Committee will consist of three faculty members and one graduate student member. Ideally, the committee will include one faculty each appointed in the College of Human Medicine, College of Osteopathic Medicine, and College of Veterinary Medicine.

3.8.2. The Alumni Relations & Development Committee will promote communication among current members of the Department with alumni, former faculty, and other individuals and institutions whose expertise may be of benefit to the Department.

3.9. Awards Committee

3.9.1. The Awards Committee will consist of six faculty members and one graduate student member. Ideally, the committee will include two faculty each appointed in the College of Human Medicine, College of Osteopathic Medicine, and College of Veterinary Medicine.

3.9.2. The Awards Committee will help provide recognition for deserving department faculty and staff by overseeing their nominations for College or University awards by using the assistance of other department faculty or faculty from other institutions, as appropriate.

3.9.3. The Awards Committee will help coordinate the process for nomination of faculty for appropriate national and international awards.

3.10. Committee on Inclusion and Intercultural Initiatives

3.10.1. This Committee shall consist of three faculty members and one student member.

3.10.2. This Committee shall promote inclusion in all departmental activities.

3.11. Ad Hoc Committees
3.10.1. Ad hoc committees may be appointed by the Chairperson in consultation with the Faculty Advisory Committee.

4. Faculty Status

4.1. Appointments

4.1.1. The regular faculty shall constitute a consulting body to the Chairperson for proposed appointments to the regular, fixed term, health programs, and adjunct faculty.

4.2. Reappointments, Promotion and Tenure of Regular Faculty

4.2.1. The recommended timeline, procedure, and criteria for reappointment, promotion, and tenure of regular faculty are detailed in the document “Procedures for Reappointment, Promotion, and Tenure of Regular Faculty in the Department of Pharmacology & Toxicology” (http://www.phmtox.msu.edu/about/staffarea/default.htm). Recommendations for amendments to this document must be approved by a simple majority vote of the regular faculty with voting rights.

4.3. Promotion of Fixed-term faculty

4.3.1. The recommended timeline, procedure, and criteria for promotion of fixed-term faculty are detailed in the document “Procedures for Promotion of Fixed-Term Faculty in the Department of Pharmacology & Toxicology” (http://www.phmtox.msu.edu/about/staffarea/default.htm). Recommendations for amendments to this document must be approved by a simple majority of the faculty with voting privileges.

4.4. Annual Faculty Evaluations

4.4.1. Each faculty member must meet individually with the Department Chairperson at least once a year. At this time, an individual's performance and departmental responsibilities shall be reviewed and discussed. A mutually understood distribution of an individual's responsibilities insofar as teaching, research, and service for the coming year shall be determined and documented by the Chairperson. Even after discussion with the individual concerned, the Chairperson may alter this assignment provided the same relative distribution of effort is maintained and such action is deemed to be in the best interests of the Department.

4.4.2. At the discretion of the Chairperson, the Associate Chairperson can assume the responsibility of overseeing the evaluation of fixed-term faculty.

4.4.3. The Department Chairperson, Associate Chairperson, and the Faculty Advisory Committee shall meet to review and discuss the annual progress of all faculty members. The Chairperson uses information from this discussion as well as his/her notes from individual meetings with each faculty member as a basis for making a decision concerning a salary recommendation to the appropriate Dean(s). The Chairperson's letter to each individual faculty member will remain confidential. An individual faculty member shall be judged in salary consideration on the basis of overall performance in teaching; research, creative and scholarly activities; and administrative and professional services.

4.5. Access to faculty personnel file
4.5.1 A personnel file will be maintained in the office of the department chairperson. This file will contain records relating to the employment of the faculty member, written reviews of performance of departmental duties, and any confidential material relating to the faculty member. The maintenance of this file is the responsibility of the chairperson of the department, whereas the maintenance of the credentials file is the responsibility of the individual faculty member.

4.5.1.1 A faculty member may have access to the personnel file maintained by the department. The departmental personnel file may not be used by other than normally authorized university persons (department chairperson and associate chairperson, department office manager, college dean, university provost and/or president) without the written permission of the individual concerned.

5. Grievance Procedure for Faculty
As per the Faculty Handbook, a faculty member who feels aggrieved should first seek an informal resolution at the department or college level before filing a formal grievance. If this process fails, the faculty member should follow the procedure detailed in the University Faculty Grievance Policy which can be found at: http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/facultygrievance.htm.

6. Grievance Procedure for Graduate Students
A student who feels aggrieved should first seek an informal resolution before filing a formal grievance. If this process fails, the student should follow the procedure detailed in the document "Academic Grievance Hearing Procedures for the Department of Pharmacology & Toxicology" (website URL).

7. Adjudication of Cases Involving Medical Student Rights and Responsibilities

7.1. Judicial Structure

7.1.2. Department level

7.1.2.1. Adjudication necessitated on the Department level may be handled informally or, at the request of a party or parties, formally through a Department Hearing Committee. The Hearing Committee shall be composed of the Department Chairperson or designee plus three members of the faculty and three medical students selected by their respective groups.

7.1.2.2. Three faculty members shall be selected by the Faculty Advisory Committee in consultation with the Chairperson of the department to serve on the Hearing Committee. 7.1.2.3. If the Department Chairperson is involved in the case, neither the unit administrator nor designee may serve on the Hearing Committee for that case. Another designee shall be named.

7.1.2.4. The Department Chairperson shall request each of the first, second and third year classes of the three medical colleges to select and appoint a representative to this Committee. Three students from the same college will serve as Committee members to deliberate concerns involving their own college.
7.1.2.4.1. The students shall take office in the Fall of the year and shall serve one year. A student may serve for a total of two years.

7.1.2.5. The Hearing Committee shall function in a manner consistent with the university Medical Student Rights and Responsibilities document.

8. Adoption and Amendment of Bylaws

8.1. These Bylaws shall become effective upon approval by two-thirds of the voting faculty. Amendments to these Bylaws may be introduced by the Chairperson or any faculty member at a faculty meeting. A proposed amendment shall become part of the Bylaws upon approval by two-thirds of the voting faculty. The Bylaws shall be reviewed at intervals not to exceed five years.