BYLAWS FOR ACADEMIC GOVERNANCE
DEPARTMENT OF PATHOBIOLGY AND DIAGNOSTIC INVESTIGATION
MICHIGAN STATE UNIVERSITY
October 2009

1. RESPONSIBILITIES

1.1 The Department of Pathobiology and Diagnostic Investigation (hereinafter referred to as the Department) recognizes and acknowledges its duties and functions to include teaching, research and service.

1.1.1. The Department's direct teaching responsibilities are to the College of Veterinary Medicine and to the Graduate School.

1.1.2. The Department's direct research responsibilities are to the College of Veterinary Medicine and the Michigan Agricultural Experiment Station.

1.1.3. The Department's service responsibilities relate particularly to the diagnostic services which support the college's programs, bring in materials essential for its teaching programs, research, and promote the health of animals and economic welfare of the people of Michigan.

2. DEFINITIONS

2.1 The Faculty

2.1.1. The regular faculty of the Department shall consist of all persons who hold at least a half-time appointment in the Department under the rules of tenure with rank of professor, associate professor, assistant professor, or instructor.

2.1.2. The part-time faculty of the Department shall consist of all persons who hold less than a half-time appointment in the Department under the rules of tenure with rank of professor, associate professor, assistant professor, or instructor.

2.1.3. The temporary faculty of the Department shall consist of all persons who hold the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure.

2.1.4. Visiting Professors and Professors Emeritus shall be honorary faculty.

2.1.5. Adjunct faculty within the Department of Pathobiology and Diagnostic Investigation (PDI) are those individuals appointed on a temporary basis whose primary responsibilities and income are outside of the department. These persons must provide regular service to the department in activities that complement and serve the mission of PDI. Such services may include for example regular, ongoing, teaching within departmental courses, and supplemental mentoring/sponsorship of PDI graduate students. The activities of the adjunct faculty within PDI should be reviewed biennially by the faculty advisory committee (FAC). Recommendations for initial or continued appointment as an adjunct faculty member shall be made by the department chairperson, in consultation with the FAC.

2.2. Faculty Voting Rights

2.2.1. The voting faculty in the election of University councils and committees shall be all regular faculty engaged in the academic activities of the University on a regular basis.
2.2.2. The voting faculty in the election of Department councils and committees and in votes pertaining to Department policies and decisions shall include all regular faculty engaged in the academic activities of the Department on a regular basis. Part-time and temporary faculty and specialists may petition the Department for voting privileges. Such privileges are extended by affirmative vote of a simple majority of the regular faculty.

2.2.3. Nonvoting faculty are encouraged to attend and participate in faculty meetings, engage in department activities and serve on committees.

2.3. Faculty Meetings

2.3.1. The faculty shall meet once each month of the regular academic year (August through May) and more often at the call of the Chairperson.

2.3.2. The Chairperson, or his or her designee, shall generally attend all meetings of a Department academic governance body.

2.3.3. An agenda shall be provided to the faculty prior to each regular meeting by the Chairperson, or his or her designee.

2.3.4. A quorum shall consist of a simple majority of the voting faculty.

2.3.5. The rules contained in Robert's Pocket Manual of Rules and Order shall determine the parliamentary practice of meetings in which voting is conducted on substantive matters.

2.3.6. Minutes of each meeting shall be recorded by a designee of the Chairperson, distributed to the faculty, and filed in the Department office.

2.4. The Students

2.4.1. The graduate-professional student constituency of the Department shall consist of all students who have declared a major in the graduate-professional programs in the College of Veterinary Medicine.

2.4.2. The graduate student constituency of the Department shall consist of all graduate students who have declared a major in Pathobiology and Diagnostic Investigation.

2.4.3. Student participation in Department academic governance bodies shall in all cases be in the same mode as faculty participation except as reserved. The matters reserved to the faculty are:

2.4.3.1. Policy concerning salary, leaves, insurance, retirement and fringe benefits of faculty.

2.4.3.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.

2.4.3.2.1. Evidence from students regarding the teaching performance of faculty shall be considered in decisions concerning the above matters.

2.4.3.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the university.
3. DEPARTMENT ORGANIZATION

3.1. Chairperson

3.1.1. The chief executive officer of the Department shall be designated its Chairperson. The Chairperson is a faculty member who has authority and responsibility delegated by the President and the Board of Trustees for the administration of the Department.

3.1.2. The Chairperson serves as the chief representative of the Department within the University. He or she is responsible for educational, research and service programs, budgetary matters, physical facilities, and personnel matters in his or her jurisdiction, taking into account the advisory procedures of the Department. The Chairperson has a special obligation to build a department strong in scholarship, teaching excellence and public service.

3.1.3. The voting faculty of the Department shall have shared responsibility with the Dean of the College of Veterinary Medicine to determine procedures for review of the reappointment of the Chairperson.

3.1.3.1. In the first academic term following the fourth year of the Chairperson's appointment, the Faculty Advisory Committee shall meet with the Dean to formulate procedures for review of the Chairperson. These procedures shall be in conformity with the Michigan State University Bylaws for Academic Governance and the bylaws of the college and shall be submitted to the voting faculty for approval.

3.1.4. The voting faculty of the Department shall have shared responsibility with the Dean of the College of Veterinary Medicine to determine procedures for the selection of a Chairperson to be nominated to the Provost.

3.1.4.1. When it becomes known that a vacancy exists or shall exist in the office of Chairperson, the Faculty Advisory Committee shall, as soon as possible, meet with the Dean to formulate procedures for selection of a new Chairperson. These procedures shall be in conformity with the Michigan State University Bylaws for Academic Governance and the bylaws of the college and shall be submitted to the voting faculty for approval.

3.2. Committees

3.2.1. Committees shall include standing and ad hoc committees. Unless otherwise indicated, all committees shall advise the Chairperson and/or the faculty in the areas of their purview following consultation with appropriate sources of information, including appropriate student groups.

3.2.2. Standing committees are those for which the continuity of their activities is important to effective departmental functioning. The standing departmental committees shall be the Faculty Advisory Committee, the Peer Review Committee, the Committee on PDI Training Programs, and the Committee on Curriculum. Committee responsibilities shall be discharged by appropriate subcommittees as necessary.

3.2.2.1. Unless otherwise indicated, any member of the regular faculty, part-time faculty, specialist or temporary faculty is eligible to serve on a Department
3.2.2. Apart from any exceptions specified, new committee members shall be elected in June for terms of two years which shall begin in August. No faculty member may serve more than two consecutive terms of office on any one committee. Each standing committee shall elect its own chairperson.

3.2.2.3. Elections to choose faculty representatives on the Department standing committees shall be held each year during the regularly scheduled faculty meeting in June. A slate of nominees for faculty representatives shall be prepared by the Faculty Advisory Committee and distributed to the voting faculty at least one week before the meeting. Additional nominations may be made from the floor by any member of the voting faculty. To be elected, a candidate must receive a simple majority of the votes of the voting faculty present.

3.2.2.4. In September, the Chairperson of the Faculty Advisory Committee shall be responsible for contacting the appropriate student constituency groups to obtain student representatives for the PDI Training Programs Committee.

3.2.2.5. Within one month of the election of faculty members to Department standing committees, the outgoing chairperson of the Faculty Advisory Committee shall arrange a meeting of each of the new standing committees, including students, for the purpose of electing chairpersons of the committees for the year beginning in August. He or she shall also be responsible for circulating to the faculty a list of new committees and chairpersons.

3.2.2.6. Nominations to fill faculty vacancies on standing committees shall be made by the Faculty Advisory Committee. These nominations shall be circulated to the voting faculty at least one week before the regularly scheduled faculty meeting, or in case of time constraints, a specially called faculty meeting, at which they are to be voted upon. Voting procedures shall be as in 3.2.2.3.

3.2.2.7. Department standing committees shall meet at least once each year. Minutes of all meetings shall be recorded and made available to the faculty. Items of committee action relating to matters of a confidential nature such as promotions, tenure and grievances shall be recorded but not made available to the faculty. Each standing committee shall submit a written report to the faculty during the Spring semester. This report shall summarize the committee’s activities for the past year.

3.2.2.8. Committees are encouraged to call on faculty, students, and administrators, including minorities and women, who have special expertise on matters under consideration for the perspective which they may bring to the consideration of many issues. Such individuals are asked to render whatever services are reasonably requested.

3.2.3. Faculty Advisory Committee

3.2.3.1. The Faculty Advisory Committee shall be composed of four faculty members elected for terms of two years. Terms of office shall be staggered so that two members are elected each year. No member of the faculty may be elected to more than two consecutive terms on the committee. Faculty
members from several of the various major functional segments of the Department shall be selected for this Committee.

3.2.3.2. The Faculty Advisory Committee functions to advise the Chairperson concerning the discharge of his or her responsibilities by a direct transmission of faculty opinion. It shall serve as a body to communicate formally for individual faculty members to the Chairperson or, in extraordinary circumstances, with the Dean or the Director of the Michigan Agricultural Experiment Station. Mutual confidence shall be respected.

3.2.3.3. The Committee will facilitate communication between the administration and the faculty and foster a harmonious setting in which to carry out the mission of the Department.

3.2.3.4. The Committee shall meet with the Dean to formulate procedures for review or appointment of the Chairperson. Such procedures shall be submitted to the voting faculty for approval.

3.2.3.5. The Committee shall act as a nominating committee for election of faculty members to the various Department standing committees and appropriate College and University committees. Nomination and election procedures for College and University committees shall follow the general procedures outlined in 3.2.2.3. and 3.2.2.6.

3.2.3.6. The Committee shall be responsible for the implementation of the Department's Faculty Grievance Procedure.

3.2.4. The Department Peer Review Committee

3.2.4.1. The Peer Review Committee shall be composed of four faculty members elected for terms of two years. Terms of office shall be staggered so that two members are elected each year. No member of the faculty may be elected to more than two consecutive terms on the committee. Three shall be full professors. One shall be an associate professor. In addition, faculty members from several of the various major functional segments of the Department shall be selected for this Committee.

3.2.4.2. The Peer Review Committee shall serve as the advisory body to the Chairperson for the evaluation of tenure track faculty members relative to promotion. The Peer Review Committee shall prepare a report of recommendations for the Chairperson to utilize in the evaluation of tenure track faculty members relative to promotion. The evaluation and report of faculty members for promotion to the rank of professor shall be carried out and prepared by members of the Peer Review Committee with the rank of full professor.

3.2.4.3. The Peer Review Committee shall serve as an advisory board to the Chairperson for evaluation of non-tenured faculty members relative to reappointment, tenure or promotion. The Peer Review Committee shall prepare a report of recommendations for the Chairperson to utilize in the evaluation of non-tenured faculty members relative to reappointment, tenure or promotion. The Peer Review Committee will also serve at the discretion of the Chairperson in the annual review of the performance of each non-tenured faculty member and assist with determination of merit pay
3.2.4.4. Recommendations of the Department Peer Review Committee regarding non-tenured faculty shall be made as follows: (a) Favorable recommendations shall be reported to the faculty member being evaluated for reappointment, tenure or promotion and to the Chairperson. (b) Unfavorable recommendations for reappointment, tenure or promotion shall be reported first to the faculty member being evaluated. He or she may then request a conference with the Peer Review Committee. If such conference is requested, it must be held before final recommendations are made to the Chairperson.

3.2.4.5. Advice of the Peer Review Committee shall be based upon departmental needs and guidelines, professional competence, professional integrity, academic potential and teaching ability.

3.2.4.6. Evaluation of professional competence, professional integrity, academic potential and teaching ability shall be based upon: (a) interviews with the subject of review, his or her immediate supervisor, and other colleagues within and outside the Department with whom he or she has had extensive interaction in the course of duties; (b) student appraisal as reflected in Student Instructional Rating Systems forms; (c) appraisal of the products of the faculty member's creative ability, including instructional aids and procedures, publications based upon research and reports, modernity and innovation in the area of professional services.

3.2.4.7. The Peer Review Committee shall invite tenured and non-tenured faculty to provide input on development of procedures for evaluation, and shall seek input of all faculty in the Department on reappointment and tenure decisions.

3.2.5. Committee on Pathobiology and Diagnostic Investigation (PDI) Training Programs

3.2.5.1. The Committee on PDI Training Programs shall be composed of four faculty members elected for terms of two years; two members will be diagnostic pathologists (anatomic or clinical), and two members will be active in research and in advising of graduate students. Terms of office shall be staggered so that two members are elected each year. No member of the faculty may be elected to more than two consecutive terms on the committee. In addition, there will be two non-voting trainees on the committee. The two trainees shall include one PDI resident and one candidate for a graduate degree in PDI. Both of these trainees will be chosen by their respective peers to serve on the committee for a single two-year term; selection of these trainees will be staggered so one is selected each year.

3.2.5.2. The Committee shall recommend to the Chairperson and faculty guidelines relative to such matters as objectives of the programs, content and form of the programs, and methods of evaluating progress and attainment of objectives of the training programs.

3.2.5.3. The Committee shall review, evaluate and advise the Chairperson and faculty, at least annually, on the quality of the graduate programs in PDI.

3.2.5.4. The Committee, with the exception of trainees, shall examine applications for
admissions to the M.S. or Ph.D. degree programs in PDI and advise the Chairperson and faculty relative to the admission of the applicants.

3.2.5.5. The Committee, with the exception of trainees, shall distribute annual review forms to each faculty member serving as a M.S. or Ph.D. graduate student’s major advisor, review the progress of each graduate student in PDI, and advise the Chairperson and faculty relative to the candidate’s continuation in the program prior to that graduate student’s annual reappointment.

3.2.5.6. The Committee shall review, evaluate, and advise the Chairperson and faculty, at least annually, on the quality of the residency programs.

3.2.5.7. The Committee, with the exception of trainees, shall place residency announcements each August (if openings exist), examine applications for admission to the residency programs in December, and advise the Chairperson and faculty relative to admission of applicants in January.

3.2.5.8. The Committee, with the exception of trainees, shall distribute annual review forms to each faculty advisor during Spring semester, evaluate the progress of each resident, and advise the Chairperson and faculty relative to the resident's continuation in the program prior to their annual reappointment on July 1.

3.2.6 The Department Curriculum Committee

3.2.6.1 The Department Committee on Curriculum shall consist of four members elected for two terms of two years. Terms of office shall be staggered so that two members are elected each year. No member of the faculty may be elected to more than two consecutive terms on the committee. The department representative to the College Committee on Curriculum will serve as ex-officio without voting privileges.

3.2.6.2 The Department Committee on Curriculum shall serve as a forum for the discussion of curriculum matters and be advisory to the department chairperson on such curriculum matters.

3.2.6.3 The Department Committee on Curriculum shall provide a mechanism for regular re-evaluation of the curriculum and for considering changes to the curriculum.

3.2.6.4 The Department Committee on Curriculum shall recommend to the department faculty any changes in curriculum policy, programs, and practices related to professional education within the department.

3.2.6.5 The Department Committee on Curriculum shall initiate action on all matters relating to courses taught by the department faculty, and in conjunction with the PDI Training Programs Committee to recommend required courses for the graduate students.

3.3. Ad Hoc Committees

3.3.1. The formation of ad hoc committees shall be kept to a minimum. Whenever possible, an issue shall be referred to a standing committee rather than to an ad hoc committee.
3.3.2. Ad hoc committees may be appointed by the Chairperson or the Faculty Advisory Committee.

4. **FACULTY STATUS**

4.1. Faculty Appointments

4.1.1. The regular faculty shall constitute a consulting body to the Chairperson relative to proposed appointments to the regular, part-time and temporary faculty.

4.1.2. At the time of appointment, the Chairperson shall provide to the faculty member in writing the terms and conditions of employment. These terms shall include:

1. The time period covered by the appointment.
2. Salary provision.
3. The general expectations in regard to the professional responsibilities of the person being appointed.
4. Conditions other than the appointee's performance of his or her responsibilities that may make a further appointment inadvisable (such as availability of salary funds and/or departmental needs).
5. A copy of the Bylaws for Academic Governance of the Department of Pathobiology and Diagnostic Investigation.
6. A description of mechanisms for change in assignments in each area of education, research and service. The possibility and possible direction of such change within the term period of the appointment shall be included and shall be explicit.
7. A copy of the form used for promotion evaluation in the Department of Pathobiology and Diagnostic Investigation.

4.2. Faculty Evaluation

4.2.1. All procedures relative to faculty evaluation shall be in compliance with the Academic Personnel Policies section of the Faculty Handbook and/or other appropriate documents.

4.2.2. Criteria for evaluation of salary, promotion, or tenure of faculty.

4.2.2.1. At least once a year, each faculty member shall meet individually with the Chairperson. At this time the individual's performance and departmental responsibilities in the areas of teaching, research and service shall be discussed.

4.2.2.2. After discussion with the individual concerned, the Chairperson may alter the distribution of the individual's responsibilities at any time if such action is in the best interest of the Department.

4.2.2.3. For purposes of consideration relative to salary, promotion or tenure, the individual shall be judged on the overall excellence of his or her performance in teaching, research, clinical service/outreach and administration.

4.2.2.4. The Chairperson may consult with other appropriate faculty, staff or students within or outside the Department in making a decision relative to salary, promotion or tenure. The Chairperson shall utilize the report of recommendations prepared by the Peer Review Committee in evaluating a tenured faculty member for promotion and in evaluating a non-tenured faculty member within the tenure system.
4.3. Access to Personnel Files

4.3.1. Individual faculty members shall have access to their own personnel files in the office of the Department of Pathobiology and Diagnostic Investigation exclusive of letters of recommendation, evaluation forms and other documents submitted with an expectation that they be held in confidence. Requests for such access shall be submitted in writing to the Chairperson.

5. DEPARTMENT OF PATHOBIOLOGY AND DIAGNOSTIC INVESTIGATION GRIEVANCE PROCEDURES

5.1. Graduate Grievance Panel

5.1.1. Any grievance or case involving the rights and responsibilities of graduate students at the level of the Department shall be handled in accordance with the Michigan State University Graduate Rights and Responsibilities document and/or other appropriate documents.

5.1.2. A departmental Graduate Grievance Panel shall be composed of the Chairperson or designated deputy (to act as chairperson) and an equal number of faculty and students.

5.1.3. Two faculty members and an alternate shall be elected at the first faculty meeting of each fall semester for terms of one year. Nomination and election procedures shall follow the general procedures outlined in 3.2.2.3. and 3.2.2.6.

5.1.4. The fundamentals of due process (as outlined in the Graduate Rights and Responsibilities document) shall govern any grievance procedure.

5.2. Faculty Grievance Procedure

5.2.1. Any Department 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 complain with the FGO pursuant to the procedures set forth in the Faculty Grievance Procedure.

5.3. Initiation of Grievances and Hearing Procedures

5.3.1. Initiation of Grievances

5.3.1.1. 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.

5.3.1.2. In order to establish and retain access to the formal hearing mechanisms at the Department level, a faculty member must submit a written grievance statement to the FGO within 30 days of his or her first knowledge of the alleged violation.

5.3.1.3. 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.

5.3.1.4. The FGO shall forward a copy of the grievance statement to the administrator(s) named within 10 days of receipt of the grievance.

5.3.2. Informal Resolution

5.3.2.1. 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.

5.3.2.2. 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.

5.3.2.3. 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.

5.4. Formal Hearing Procedures

5.4.1. A Department hearing panel shall be established by the FGO in the following manner:

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

5.4.1.2. 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 council or its designee(s). Challenged members shall be replaced pursuant to the procedure stated in 5.4.1.1.

5.4.2. 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.

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

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

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

5.4.2.4. The hearing panel shall decide whether the preponderance of the evidence does or does not support the allegation(s) made by the grievant.
5.4.2.5. Findings and recommendations of hearing panels shall conform to existing policy and procedures in the Department.

5.4.2.6. Whenever a hearing panel loses a member, the hearing shall be terminated and a new panel selected.

5.4.2.7. 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.

5.4.3. The Chairperson shall provide written notification of his or her decision to the parties to the grievance and to the FGO within 14 days of his or her receipt of the findings and recommendations of the hearing panel. Failure to provide written notification shall result in automatic appeal.

5.4.4. 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.

5.4.4.1. Failure to appeal within the prescribed time shall be deemed to be acceptance of the decision.

6. INTERPRETATION AND AMENDMENT PROCESS

6.1. The Faculty Advisory Committee shall be entrusted with the interpretation of these Bylaws, with the faculty being the final authority.

6.2. Amendments to these Bylaws may be proposed by an individual member of the voting faculty who shall submit, in writing, the amendment to the Chairperson and each member of the voting faculty. The Chairperson shall place the amendment on the agenda of the next regularly scheduled faculty meeting for discussion only. After discussion, the amendment shall be submitted for the Faculty Advisory Committee to the voting faculty by mail ballot. Approval of an amendment shall require a minimum of two-thirds affirmative vote of the entire voting faculty.

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