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, the Veterinary Diagnostic Laboratory (VDL) and MSU AgBioResearch.

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

2. DEFINITIONS

2.1 The Faculty

2.1.1. For the purposes of these bylaws, the regular faculty of the Department shall consist of all persons who hold at least a half-time appointment in the Department with rank of professor, associate professor, assistant professor under the rules of either the tenure or health programs (HP) system, or are continuing-term academic specialists.

2.1.2 The health programs (HP) faculty of the Department shall consist of all persons appointed under the rules of the Health Programs Faculty Appointment System and holding the rank of professor, associate professor, or assistant professor.

2.1.3. 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 or HP system with rank of professor, associate professor, assistant professor, or are continuing-term academic specialists.

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

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

2.1.6. Adjunct faculty within the Department 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 the Department. Such services may include, for example, ongoing collaborative research and teaching and mentorship/sponsorship of professional and graduate students. The activities of the adjunct faculty within the Department should be reviewed by the faculty advisory committee (FAC) at renewal. Adjunct faculty members shall be appointed by the department chairperson, in consultation with the FAC, for a 5-year renewable term.

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. Academic specialists and part-time and temporary faculty 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 appropriate committees.

2.3. Faculty Meetings

2.3.1. The faculty shall meet once each month of the regular academic year 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 the Department.

2.4.3. Student participation in Department academic governance bodies shall in all cases conform to CVM policies.

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. Following the fourth year of the Chairperson's appointment, the FAC
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 the Chairperson, the FAC 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 faculty, part-time faculty, specialist, or temporary faculty is eligible to serve on a Department standing committee. A VDL director who is a faculty member in the Department should be excluded from membership Department committees.

3.2.2.2. Apart from any exceptions specified, new committee members shall be elected by the last scheduled faculty meeting in the academic year, for terms of two years which shall begin the first day of the next academic year. No faculty member may serve more than two consecutive terms of office on any one committee. Each standing committee shall elect its own chairperson, recorder, and diversity representative.
3.2.2.3 A ballot shall be developed at least 30 days prior to the last faculty meeting of the academic year. The chairperson of the FAC shall be responsible for a call for nominations. Ballots shall be populated by nomination by the voting faculty and/or by self-nomination.

3.2.2.4 Elections to choose faculty representatives on the Department standing committees shall be held each year by the last scheduled faculty meeting in the academic year. A ballot for faculty representatives shall be prepared by the FAC, and distributed electronically to the voting faculty, who will return their selections electronically. Votes will be tabulated and results communicated by the department office. To be elected, a candidate must receive a simple majority of the votes of the voting faculty.

3.2.2.5 At the beginning of the academic year, the chairperson of the FAC shall arrange a meeting of each of the new standing committees for the purpose of electing chairpersons of the committees for the new academic year. 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 FAC. 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, at a specially called faculty meeting, at which they are to be voted upon. Voting procedures shall be as in 3.2.2.4.

3.2.2.7 Department standing committees shall meet at least once each year. Each department standing committee shall keep minutes of its meetings and shall forward a copy to the department chairperson after their approval by the members of the committee. Copies of the minutes of each committee shall be kept on file in the department office and be made available to any member of the department upon request. 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 and an oral report at the discretion of the Department Chair. 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. 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 regular 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 CVM Dean. 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 missions 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 3.2.2.4 and 3.2.2.6.

3.2.3.6. The Committee shall be responsible for the implementation of the CVM Faculty Grievance Procedure.

3.2.4. The Department Peer Review Committee

3.2.4.1. The Peer Review Committee shall be composed of four tenured 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. At least two members shall be full professors. One or two shall be an associate professor. In the event that promotion to full professor are under consideration, an ad hoc full professor shall be appointed by the Department Chair if there are only two full professors on the committee. 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 regular faculty members relative to reappointment and promotion. At the time reappointment and promotion evaluations of HP faculty and academic specialists are made, the committee should include additional appropriate representation. The Peer Review Committee shall prepare a report of recommendations for the Department 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 evaluation of all faculty.

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; (c) appraisal of the products of the faculty member's creative ability, including instructional aids and procedures, publications based upon research and reports, and 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 (the Department) 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 2nd year or higher resident and one 2nd year or higher candidate for a graduate degree in PDI. Both of these trainees will be chosen by ballot 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 by December, and advise the Chairperson and faculty relative to admission of applicants.

3.2.5.8. The Committee, with the exception of trainees, shall distribute annual review forms to each faculty primary mentor 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 Committee on Curriculum
3.2.6.1 The Department Committee on Curriculum (DCC) shall consist of four members, each elected for a two-year term, two members being elected each year. One member will be one of the department’s two representatives to the College Committee on Curriculum (CCC); the member elected to the CCC in an odd year will carry this dual obligation for two years. The other three members are elected to the DCC only. No member of the faculty may be elected to more than two consecutive terms on the committee.

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 shall be appointed by the Chairperson in consultation with the Faculty Advisory Committee.
4. FACULTY STATUS

4.1. Faculty Appointments

4.1.1. When a new faculty position is approved or a vacancy occurs:

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

4.1.1.2. The department chairperson shall inform the faculty of the availability of the position and appoint a search committee. The composition of the search committee shall be consistent with university policy.

4.1.1.3. Faculty members may submit names of qualified candidates to the search committee.

4.1.1.4. The department chairperson shall make available to the faculty a curriculum vitae on each candidate under serious consideration.

4.1.1.5. Whenever possible, interested faculty members shall be afforded the opportunity of a private interview with each candidate under serious consideration.

4.1.1.6. Whenever feasible, candidates under serious consideration shall be required to give a departmental seminar.

4.1.1.7. As an integral part of the review process, the search committee shall seek and consider the opinions of the faculty.

4.1.1.8. After the review process, the search committee shall make recommendations to the department chairperson concerning the acceptability of the candidates.

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 PDI

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

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 members shall meet individually with the Departmental Chairperson and VDL Director, as defined by the appointment. 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 Departmental Chairperson(s)/VDL Director may alter the distribution of the individual's responsibilities at any time if such action is in the best interest of the Department. Alterations in the distribution of the individual’s responsibilities will be done with mutual agreement between the Chairperson/Director and faculty member.

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 as appropriate for the position.

4.2.2.4. The Chairperson(s) 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(s) 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 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 regular faculty and students.

5.1.3. 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 regular faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, or academic specialist may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the appropriate unit for the grievance within the University.

5.3. Initiation of Grievances and Hearing Procedures shall be conducted in accordance with MSU policies.

6. INTERPRETATION AND AMENDMENT PROCESS

6.1. The FAC 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 FAC to the voting faculty by electronic mail ballot. Approval of an amendment shall require a minimum of two-thirds affirmative vote of the entire voting faculty.

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