

BYLAWS of the DEPARTMENT OF BIOCHEMISTRY and MOLECULAR BIOLOGY

Preamble: The Bylaws of the Department of Biochemistry and Molecular Biology will be in compliance with the Bylaws of the University and the Colleges served by the Department. If, in any matter, specifications or omissions place these Bylaws in conflict with University or College policies, these latter shall take precedence.

1. THE FACULTY

1.1. Composition of the Faculty

1.1.1. The **regular faculty** of the Department of Biochemistry and Molecular Biology shall be composed of all persons in the Department who have been appointed under the rules of tenure and who hold the rank of professor, associate professor, or assistant professor.

1.1.2. **Adjunct Faculty.** Initial appointments are made by the Chairperson, in consultation with the Faculty Advisory Committee, and by approval of the regular faculty of the Department. These appointments are made in accordance with University policies as outlined in the Faculty Handbook and issued by the Office of the Provost from time to time. Appointments are renewed as appropriate by the Chairperson, in consultation with the Faculty Advisory Committee. Arrangements are addressed on an individual basis on each of the following privileges:

- 1.1.2.1. Amount of time to be spent in the unit.
- 1.1.2.2. Service on unit committees.
- 1.1.2.3. Service on graduate committees.
- 1.1.2.4. Voting at the unit level.
- 1.1.2.5. Office space to be provided by the unit.
- 1.1.2.6. Laboratory facilities to be provided by the unit.
- 1.1.2.7. Secretarial or graduate assistant help to be provided.
- 1.1.2.8. Authority to teach, do research, or advise students for the unit.
- 1.1.2.9. Authority to publish as a member of the unit.
- 1.1.2.10. Authority to propose, receive, and implement research grants.

1.1.3. The **fixed term faculty** of the Department of Biochemistry and Molecular Biology shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure. In accord with University policies, such appointments are made on an academic year or annual basis. The Department is under no obligation to renew or extend the appointment beyond the ending date.

Appointments are made by the Department Chair after consultation with the Faculty Advisory Committee, and are intended to recognize individuals who are considered to have credentials meriting appointment at faculty rank but for whom tenure system appointments are not appropriate or possible. The rank of non-tenure system faculty will be that considered appropriate for their professional experience and accomplishments. For appointment at the Assistant Professor level, the individual should have substantial postdoctoral experience, demonstrated research productivity, and given evidence that their professional development has advanced to a stage

where they would be considered capable of directing an independent extramurally-funded research program. Voting privileges for fixed term faculty will be negotiated with the Chairperson on an individual basis.

- 1.1.4. **Honorary faculty** shall be those persons designated as Visiting Professors or Professors Emeriti.

1.2. **Voting Faculty**

- 1.2.1. The voting faculty shall be all tenure system faculty solely or jointly appointed in the Department. Voting privileges for adjunct and fixed term faculty will be negotiated with the Chairperson on an individual basis (see Sections 1.1.2.4. and 1.1.3.).
- 1.2.2. Faculty holding joint appointments shall have the same voting privileges as do singly appointed faculty members on all intradepartmental matters.
- 1.2.3. A faculty member jointly appointed in two or more units may vote only once in a given election concerning extra departmental matters. In elections voted upon by two or more units, the faculty member shall vote in that unit which has primary responsibility for initiating personnel action, as indicated on the appointment form filed in the Office of the Provost.
- 1.2.4. A faculty member may be elected to an academic governance body as a representative of any unit in which he/she holds regular faculty status.
- 1.2.5. Faculty have the privilege of voting as members of the various Colleges and programs served by the Department, as specified by the Bylaws of those units.

1.3. **Departmental Meetings**

- 1.3.1. The faculty of the Department of Biochemistry and Molecular Biology shall meet at least once during each academic semester, excluding summer. Additional meetings of the Department may be called by the Department Chairperson or by the Faculty Advisory Committee. Such meetings may be attended by representatives of the Graduate Student Council as non-voting members. When, in the Chairperson's judgment, the discussion centers on matters in which student participation is not appropriate, a meeting of voting faculty only may be convened (see Section 3.5.3.1.).
- 1.3.2. The Chairperson or designee shall attend and chair all departmental faculty meetings.
- 1.3.3. Conduct of all Department faculty meetings shall be governed by Robert's *Rules of Order, Revised*, except as modified in these Bylaws. In general, departmental meetings will follow an agenda, presented to the faculty in advance of the meeting. The agenda will be prepared by the Chairperson, with advice from the Chairperson of the Faculty Advisory Committee. Minutes will be kept and be available to faculty and student representatives. Persons, other than those designated under Section 1.3.1., wishing to attend departmental meetings should request permission of the Department Chairperson to do so, and can do so only on consent of the Chairperson.

Meetings which deal with personnel and other privileged matters are designated for voting faculty only and are not open.

1.4. **Criteria for Appointment, Promotion, and Tenure**

1.4.1. The Department shall have a document on the evaluation of faculty which describes criteria for appointment, promotion, and tenure. This document shall be reviewed by the Department Chairperson and the Faculty Advisory Committee at three year intervals, and revised if necessary. It must conform to the college document, *Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science*. Revisions shall be adopted by vote of the faculty.

1.4.2. **Recommendation for Tenure**

When a recommendation is to be made with regard to granting of tenure to a non-tenured faculty member, the Faculty Advisory Committee shall assemble information as to the contributions and competence of the faculty member being reviewed. The tenured members of the Committee shall present their findings to the Chairperson and shall make a written recommendation to the Chairperson. These recommendations will be presented to and reviewed at a meeting of the faculty members of rank above that of the candidate. The Committee's recommendation should be based on evaluation of criteria given in the Department document on appointment, promotion, and tenure (see Section 1.4.1.), as well as other information as described below (Sections 1.4.2.1. and 1.4.2.2.). The Chairperson shall make the final decision concerning the recommendation to be made to the Dean.

1.4.2.1. The information compiled by the Faculty Advisory Committee will include letters from at least two persons outside the University who are competent to assess the candidate's scientific performance, potential for professional growth, etc. One or more outside referees will be chosen by the Chairperson from a list of at least three submitted by the non-tenured faculty member, the others from a list of at least three compiled by the Faculty Advisory Committee.

1.4.2.2. Additional opinions from inside and outside the University may be sought. In no case will such information relieve the Faculty Advisory Committee and the Chairperson of their responsibilities as to recommendation for or against the granting of tenure.

1.4.3. When a recommendation is to be made with regard to promotion or reappointment of a faculty member, the members of the Faculty Advisory Committee, of rank above that of the member being reviewed, shall function as described in Section 1.4.2.

1.4.4. The individuals being considered for promotion, reappointment, and tenure shall be notified in writing of the meeting in which recommendations are formulated. The Faculty Advisory Committee should transmit the notices at least three days prior to the meeting and the candidates shall have the option and opportunity to make a presentation to the Committee prior to its formulation of a recommendation.

- 1.4.5. Adequate performance of departmental duties does not ensure reappointment. It must be clear that reappointment will benefit the Department and University. Reappointment may be dependent, wholly or in part, upon the availability of salary funds and/or changes in departmental needs or goals.
 - 1.4.6. A faculty member may appeal an unfavorable decision regarding his or her case to the Faculty Advisory Committee during the annual review period.
 - 1.4.7. Following completion of the discussion regarding appointments, reappointments, promotions, and tenure, nominations shall be forwarded to the appropriate dean(s) with information concerning the basis for the recommendation and the comments of each review group.
- 1.5. A faculty member may submit to the Chair a written request to review his/her personnel file, in accordance with University Bylaws.

2. **THE STUDENTS**

2.1. **Student Constituency of the Department**

- 2.1.1. The undergraduate student constituency of the Department, for the purpose of selecting student representatives from the Department to College or University Committees, shall be those students who have declared with the Registrar a major or major preference in Biochemistry.
- 2.1.2. For purposes of serving on departmental committees, the student constituency shall be all students who are majors in the undergraduate Biochemistry program or who are enrolled in the M.S. or Ph.D. programs of the Department of Biochemistry and Molecular Biology.
- 2.1.3. Those students who are enrolled in graduate non-degree programs, as candidates for graduate degrees or as candidates for graduate-professional degrees, shall be deemed graduate students for the purposes of these Bylaws.
- 2.1.4. All other students shall be deemed undergraduate students.

3. **DEPARTMENT ORGANIZATION**

3.1. **Chairperson**

- 3.1.1. The chief administrator shall be designated "Chairperson."
- 3.1.2. The Chairperson shall be responsible for educational, research, and outreach programs, budgetary matters, physical facilities, and personnel matters in his/her jurisdiction. Specific duties are subscribed below.
 - 3.1.2.1. The Chairperson shall provide an annual report to the faculty on financial activity that occurred in accounts to which funds have been contributed under the departmental Designated Giving Program.

- 3.1.2.2. The Chairperson, or a designee, shall generally be present at meetings of an academic governance body.
- 3.1.2.3. The Chairperson shall conduct an annual review with each member of the tenure system faculty and all fixed-term faculty members. The Chairperson shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. Written documentation of the meeting shall be given to the faculty member and kept on file.
- 3.1.3. The normal term of office is five years. For the selection of a new Chairperson, the Faculty Advisory Committee must schedule a meeting with the respective deans of each College with which the Department is affiliated to review college policies and formulate specific procedures. The voting faculty shall have shared responsibility with the Deans to determine procedures for selecting the Chairperson to be nominated to the Provost.
- 3.1.4. The Chairperson shall be subject to a periodic review at an interval of five years. The Chairperson should be consulted by the respective Deans of each College with which the Department is affiliated concerning his/her interest and willingness to continue. The Faculty Advisory Committee must schedule a meeting with the respective Deans to review college policies and formulate specific procedures for the periodic review of the Chairperson. The faculty shall have shared responsibility with the Deans to determine procedures for review of the Chairperson.
- 3.1.5. At any time during his/her term of office, the Chairperson's appointment as Chairperson may be terminated either by resignation or by action of the President upon recommendation of the Provost.
 - 3.1.5.1. At any time during the tenure of the Chairperson, the Faculty Advisory Committee, representing the Department, may request a meeting with the Deans to consider early review of the Chairperson's performance.
- 3.1.6. There is no limit on the number of times an individual may be appointed Chairperson.
- 3.2. **Associate Chairperson**
 - 3.2.1. The Associate Chairperson will participate in the general administration of the Department.
 - 3.2.1.1. A partial list of duties includes collaboration with the Chairperson in meeting with the Faculty Advisory Committee, preparation of major reports, allocation of departmental resources, development of departmental programs, etc. He or she will also serve as the chief administrative officer in the absence of the Chairperson.
 - 3.2.1.2. The Associate Chairperson will devote about one-third time to the duties of this position.

- 3.2.2. The Chairperson will recommend a member of the regular faculty to the deans and Provost for the appointment to the position of Associate Chairperson, after consultation with the Faculty Advisory Committee and discussion at a regular faculty meeting. The advice of the faculty shall be transmitted with the recommendation.

3.3. **Student Advisors**

3.3.1. **Graduate Programs Director**

The Chairperson will appoint a member of the regular faculty as the Graduate Programs Director.

- 3.3.1.1. The Director will serve at the discretion of the departmental Chairperson as agreed to by the Graduate Programs Director.

- 3.3.1.2. Duties of this position include advising each graduate student in the Department with respect to his or her academic program and progress toward achieving the degree being sought.

3.3.2. **Undergraduate Programs Director**

The Chairperson will appoint a member of the regular faculty as the Undergraduate Programs Director.

- 3.3.2.1. The Director will serve at the discretion of the departmental Chairperson as agreed to by the Director.

- 3.3.2.2. Duties of this position involve coordination of the undergraduate advising responsibility of the Department. The Undergraduate Programs Director will represent the Department at College and University meetings dealing with academic advising, and will help the faculty keep abreast of changes in course requirements, etc., which may affect advisees assigned to the Department.

3.4. **Administrative Associate**

- 3.4.1. The Administrative Associate has the rank of Specialist, and shall assist the Chairperson with delegated duties, generally in business affairs.

- 3.4.2. The Administrative Associate shall be appointed by the Chairperson, in consultation with the Faculty Advisory Committee.

- 3.4.3. The Administrative Associate will act as Safety Officer of the Department and will have authority and responsibility in this area as defined by University policies and the departmental Chairperson.

3.5. Committees

3.5.1. The committees of the Department shall be divided into standing and *ad hoc* committees.

3.5.1.1. The standing committees of the Department are the following.

Awards Committee
Graduate Student Admission Committee
Comprehensive Examination Organizing Committee
Faculty Advisory Committee
Graduate Programs and Curriculum Committee
Undergraduate Programs and Curriculum Committee
Student Judiciary
Safety Committee

3.5.1.1.1. Memberships of the Standing Committees

3.5.1.1.1.1. All faculty, except those currently serving on the Faculty Advisory Committee, shall be eligible for each standing committee. The membership of the standing committees, other than the Faculty Advisory Committee, the Safety Committee and Student Judiciary, shall consist of three to five faculty members selected by the Department Chairperson, in consultation with the Faculty Advisory Committee. The membership of the Safety Committee shall consist of one faculty member, one non-academic research staff member, the Safety Officer, and one graduate student as provided in Section 3.5.1.1.1.3.

3.5.1.1.1.2. Except for the Faculty Advisory Committee, discussed in Section 3.5.2.3., appointments to standing committees will be for a term of one year, beginning July 1 of each year. Members of a committee may, at the discretion of the departmental Chairperson in consultation with the Faculty Advisory Committee, be re-appointed for additional consecutive one-year terms.

3.5.1.1.1.3. In addition to the faculty members, standing committees shall have student members, as specified in 3.5.1.1.3 and 3.5.1.1.4. Membership in other committees is as follows: Undergraduate

Programs and Curriculum, two undergraduate students; and Safety, one graduate student.

3.5.1.1.2. **Functions of the Standing Committees:**

3.5.1.1.2.1. **Graduate Student Admission Committee** - to evaluate applications for admission to the graduate programs of the Department, to make recommendations to the departmental Chairperson as to whether or not the applicants should be admitted and, if so, with what conditions (if any), to supervise the administration of the evaluation process, and to ensure appropriate notification to the applicants of the results of this evaluation.

3.5.1.1.2.2. **Comprehensive Examination Organizing Committee** - to supervise the preparation and administration of comprehensive examinations as prescribed in the "Guidelines" for the graduate program.

3.5.1.1.2.3. **Awards Committee** - to provide recognition for deserving faculty by overseeing their nomination for internal and national awards utilizing the assistance of other BMB faculty or faculty from other institutions, as appropriate. The Committee should also oversee the nominations of outstanding undergraduate and graduate students for BMB awards, and alumni for the John A. Boezi Alumnus Memorial Award and R. Gaurth Hansen Memorial Award.

3.5.1.1.2.4. **Faculty Advisory Committee** - the functions of this committee are as specified in Section 3.5.2.1.

3.5.1.1.2.5. **Graduate Programs and Curriculum Committee** - the functions of this committee are as specified in Section 3.5.1.1.3.

3.5.1.1.2.6. **Undergraduate Programs and Curriculum Committee** - to evaluate all aspects of the undergraduate biochemistry program and make recommendations to the faculty for any modification thereof.

These aspects will include, but need not be limited to, curriculum, advising, and undergraduate research participation.

- 3.5.1.1.2.7. **Student Judiciary** - the functions of this committee are as specified in the related Article of the current *Graduate Students Rights and Responsibilities* and of the *Michigan State University Academic Freedom Report* document. Members of this committee, or alternates, chosen by the Department Chairperson, will serve to hear grievances filed by either graduate or undergraduate students.

In cases involving medical students, the judicial process will be that described in the current *Medical Students Rights and Responsibilities* document.

- 3.5.1.1.2.8. **Safety Committee** - to evaluate the safety procedures, protocols, and policies of the Department, and to ensure that the Department complies with University policies. The Committee ensures that periodic Safety Audits are conducted within the Department's facilities and that annual reports are filed with the Office of Radiation, Chemical, and Biological Safety as required.

- 3.5.1.1.2.9. In addition to the functions specified above, the departmental Chairperson may assign additional functions to standing committees if he/she considers such functions relevant to the specified functions of that committee.

- 3.5.1.1.3. The **Graduate Programs and Curriculum Committee** shall consist of four faculty members, appointed as described in Section 3.5.1.1.1.1., and an equal number of graduate students elected by the graduate students, as specified in the Bylaws of the Biochemistry and Molecular Biology Graduate Students Association. Both faculty members and graduate students shall have the right to vote and shall serve one-year terms, beginning the first of July of each year. Members of the committee, both faculty members and graduate students, are eligible for up to two additional one-year terms. The committee has the respon-

sibility to review, evaluate, and make recommendations concerning matters pertaining to the graduate program in Biochemistry and Molecular Biology. These matters shall include, but not necessarily be limited to, graduate admissions criteria, the broad issues of graduate curriculum and degree requirements, and graduate financial aids and awards. The committee is charged with the responsibility to review, periodically, the "Guidelines for the Doctoral and Masters Programs in Biochemistry and Molecular Biology" document and to recommend any revisions that the committee considers desirable. All recommendations of the committee shall be forwarded to the faculty for final approval and implementation. In making a formal recommendation to the faculty, at least three faculty members of the committee will have voted. A majority of these who voted must be in favor of submitting a recommendation. The faculty will not take final action on matters that are the responsibility of the committee without first requesting and considering a recommendation by the committee. If the faculty wishes to substantially alter a recommendation of the committee, they will send the matter back to the committee and obtain their opinion before final action is taken.

3.5.1.2. *Ad hoc* committees may be appointed by the Department Chairperson.

3.5.2. **Faculty Advisory Committee**

3.5.2.1. **Functions**

3.5.2.1.1. The committee shall serve to represent the faculty in providing advice to the Department Chairperson on: (1) appointment of new faculty, (2) reappointment, promotion, tenure, and termination of existing faculty, (3) space allocation, and (4) other major policy matters relating to the Department.

3.5.2.1.2. The Faculty Advisory Committee, together with the Chairperson, shall schedule faculty meetings and shall prepare the agenda.

3.5.2.1.3. The Faculty Advisory Committee shall consider matters initiated by individual faculty members on subjects of concern to them and brought to the attention of the committee. If a suggested solution from the Faculty Advisory Committee or Department Chairperson does not satisfy the faculty member, he/she may request that the matter be brought before the faculty at a departmental meeting. The matter will then be placed on the agenda by the Faculty Advisory Committee.

- 3.5.2.1.4. The Faculty Advisory Committee shall assist the Department Chairperson in the development of a charge to each standing committee at the beginning of each year (June 1).
- 3.5.2.1.5. The Faculty Advisory Committee shall advise the Department Chairperson concerning the appointment of faculty to other Department committees and concerning the appointment or nomination of faculty representatives to College or University committees or to committees of other departments requesting or requiring a representative from Biochemistry and Molecular Biology.
- 3.5.2.1.6. The Faculty Advisory Committee shall review a set of Faculty Bylaws for approval by the faculty and shall serve as the body for an ongoing evaluation of the Faculty Bylaws of the Biochemistry and Molecular Biology Department and of the University Faculty Bylaws and make recommendations to the faculty for change when the committee deems it desirable. A faculty member may also appeal to the Faculty Advisory Committee regarding interpretation of the departmental bylaws. If approved by the Faculty Advisory Committee, changes will be voted upon by the faculty (see Section 5).
- 3.5.2.1.7. The Faculty Advisory Committee shall assist the Department Chairperson in space allocation within the Biochemistry Building. The Faculty Advisory Committee may determine that a proposed space allocation change is of sufficient importance that the entire faculty should be consulted or that an ad-hoc space advisory committee should be established to guide the development of space allocation plans.

Space will be allocated according to programmatic needs and allocations will be assessed annually. Needs for changes in space allocation can be identified by the Chairperson or brought to the Chairperson at a regular Faculty Advisory Committee meeting, which functions as the departmental space committee as described in departmental Bylaws (sections 3.5.2.1.1. and 3.5.2.1.7). For minor reallocation, especially of space not assigned to a professor, the Chairperson will decide and advise the Faculty Advisory Committee of changes in allocations. For significant space reallocations the Faculty Advisory Committee shall be consulted before any changes are made. The Chairperson shall decide whether changes are minor, subject to review by the Faculty Advisory Committee.

3.5.2.2. **Membership**

- 3.5.2.2.1. The Faculty Advisory Committee shall consist of five members, elected by the faculty.
- 3.5.2.2.2. At least one member of the Faculty Advisory Committee will be from the group appointed in the Department during the preceding seven years. In the event that all faculty have held appointments for more than seven years, this restriction need not be observed.
- 3.5.2.2.3. Except as noted in 3.5.2.4.4.2, no member may serve again until three years have elapsed since his/her previous service on the Faculty Advisory Committee.

3.5.2.3. **Terms of Office**

- 3.5.2.3.1. The term of office shall be two years.
- 3.5.2.3.2. The election shall be held in the Spring Semester, according to procedures described in Section 3.5.2.4., and members shall take office on June 1.
- 3.5.2.3.3. Three members shall be elected in even-numbered years and two in odd-numbered years.

3.5.2.4. **Election**

- 3.5.2.4.1. The election shall be by written secret ballot.
- 3.5.2.4.2. The Faculty Advisory Committee shall conduct the election.
- 3.5.2.4.3. The Faculty Advisory Committee shall prepare the list of nominees to include all faculty eligible to serve. The list shall be provided to all faculty for the first ballot. The votes cast on each ballot shall equal the number of members to be selected. Each succeeding ballot to finalize the election shall be cast in a regularly scheduled faculty meeting.
- 3.5.2.4.4. If, for a particular position or positions, no one received more than 50% of the votes cast on the first ballot, a run-off election for each unfilled position shall be held between the unelected candidates receiving the most votes on the first ballot. The number of candidates in a run-off election will be twice the number of vacancies to be filled. The candidates receiving the most votes in the run-off

election shall be elected. The two "alternate" committee members (see Sections 3.5.2.4.4.1. and 3.5.2.4.4.2.) shall be those members receiving the next highest number of votes.

3.5.2.4.4.1. If the membership of the Faculty Advisory Committee is such that for considerations of major policy matters (e.g., regarding tenure or promotion), more than one member would be disqualified from participation in the discussion, then "elected alternates," beginning with the person with the highest number of votes at the previous election, shall temporarily take place as appropriate to bring the number of members up to four. In considering promotions of associate professor to professor, the number of professors on the committee shall be four. The temporary member(s) would function only in regard to the issue on which the permanent member(s) were disqualified.

3.5.2.4.4.2. In the event of an absence greater than three months by a permanent member, the position would be filled by an "elected alternate" for the duration of the absence of the elected member, or for the remainder of the term, whichever is shorter. The "elected alternate" serving in this way for a period of one year or less would be eligible for election at the next regular election of FAC members. If the period of service by the originally elected member were one year or less, he/she would also be eligible for election at the next regular election of FAC members.

3.5.2.5. **Procedures**

3.5.2.5.1. The new committee shall elect its own Chairperson and Secretary as the first order of business at the first meeting of the new committee and, generally, shall arrange a meeting with the "out-going" committee to maintain continuity.

3.5.2.5.2. The Faculty Advisory Committee shall make the minutes of its meetings available to the faculty.

- 3.5.2.5.3. The duties of the Chairperson of the Faculty Advisory Committee shall include (1) acting on behalf of the committee and together with the Department Chairperson in scheduling committee meetings, (2) developing agenda for committee meetings, and (3) conducting the business of the committee.
- 3.5.2.5.4. The Secretary of the Faculty Advisory Committee shall record the minutes of committee meetings for distribution to the committee members prior to the next meeting.

3.5.3. **Student Participation in Academic Governance**

3.5.3.1. 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:

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

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

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

3.5.3.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

3.5.3.1.4. Matters concerning the academic standing of students.

4. DEPARTMENTAL GRIEVANCE PROCEDURE

4.1. The Department of Biochemistry and Molecular Biology follows the *Faculty Grievance Policy* published in the Faculty Handbook and approved by the Board of Trustees for resolving employment related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the department or college level before filing a formal grievance.

4.1.1. Faculty or academic staff wishing to pursue an informal resolution may contact the department Chairperson or Faculty Advisory Committee Chairperson.

5. **ADOPTION AND AMENDMENT OF BYLAWS**

These Bylaws shall become effective upon approval of two-thirds of all of the regular faculty. Amendments to these Bylaws may be introduced by the Chairperson, Faculty Advisory Committee, or a group of five faculty members at a faculty meeting. A proposed amendment shall become part of the Bylaws upon approval by two-thirds of all the regular faculty.

These Bylaws shall be reviewed by the Faculty Advisory Committee at intervals not to exceed five years.

Adopted by vote of the Faculty, 7/12/91

Minor revisions approved by vote of the Faculty, 1/28/98.

Department name change effective 7/1/00 – change made to Bylaws 7/11/01

Committee revisions approved by vote of the faculty 10/22/03

Revisions approved by vote of the Faculty, 11/30/04.

Revisions approved by vote of the Faculty, 10/04/06

Revisions approved by vote of the Faculty 2/13/10

Revisions approved by vote of the Faculty 12/10/11