

**THE DEPARTMENT OF CHEMICAL ENGINEERING AND MATERIALS SCIENCE
BYLAWS**

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1. The Departmental Faculty.

1.1 Composition of the Faculty

1.1.1

The composition of the faculty shall be persons appointed in the Department and as defined in Section 1.1.1 of the Bylaws for Academic Governance, Michigan State University, Approved by the Board of Trustees June 18, 2010, Effective Fall 2011 (hereinafter referred to as BAG). The BAG are available online at the URL <http://acadgov.msu.edu/bylaws>.

1.2 Voting Members of the Department.

1.2.1

On purely internal matters (those concerning activities within the Department) the voting members of the Department shall consist of all regular faculty as defined in BAG 1.1.1.1. Voting rights on internal matters may be extended to fixed-term faculty on a case-by-case basis by faculty vote. A fixed term assignment of a member of the regular faculty to another unit of the College or the University, e.g., the Division of Engineering Research, shall not result in the loss of voting rights on internal matters.

1.2.2

The voting faculty on external matters (those concerning activities outside the Department) shall be as defined in BAG 1.1.2. Voting rights on external matters may be extended to additional fixed-term faculty on a case-by-case basis by faculty vote.

Standards for Appointing Fixed Term Faculty are attached as Appendix E of these Bylaws.

2. Student Constituency.

2.1 Composition of the Student Constituency.

2.1.1

The student constituency for the Department shall be all undergraduate and graduate students with declared majors in any of the Department's programs.

2.2 Student Representation.

2.2.1

The students of the constituency shall be responsible for selecting, according to procedures of their own choice, their representatives in councils and committees to which they are party. The rules laid down in BAG 1.2 shall be understood to govern student representation at the Department level.

3. Department Organization.

3.1 Chairperson

3.1.1

The chief executive officer of the Department shall be designated Chairperson. Appointment, responsibilities, and other matters relating to the Chairperson shall be consistent with BAG 2.1. The Department Chairperson is an ex-officio member, without vote, of all Department Committees.

3.1.2

The Chairperson shall consult with the voting members of the Department in formulating major policy decisions affecting the personnel and the programs of the Department, especially matters pertaining to appointment, reappointment, tenure, promotion, or dismissal, and matters pertaining to research and the curricula.

3.1.3

The voting members of the Department shall consult with the Chairperson through the regular meetings of the Department, the Department Advisory Committee, the Department standing committees, and other committees that may be established.

3.1.4

The Chairperson shall annually conduct a review of each faculty member's performance. The reviews will take into account include the faculty member's College of Engineering Annual Report of Faculty Load, Activities, Achievements, and Plans and an interview with the faculty member. . As part of these interviews, the reappointment, tenure, promotion, or dismissal status of any tenure system faculty below the rank of full professor will be considered.

3.1.5

The Chairperson shall make merit salary adjustments. These adjustments will be based on the Criteria for Merit Salary Adjustments attached as Appendix B of these Bylaws and the Faculty Evaluation Criteria listed in Appendix A of the College of Engineering Faculty Handbook, Amended: May 6, 2009 (hereinafter referred to as COEFH). The COEFH are available online at the URL http://www.egr.msu.edu/files_egr/u5/faculty_handbook.pdf.

3.1.6

The Chairperson shall identify mentors for new tenure-track faculty in consultation with the CHEMS Department Advisory Committee and the new faculty. The Department's Faculty Mentoring Policy is attached as Appendix D of these Bylaws.

3.2 Graduate Studies Coordinator.

3.2.1

A Graduate Studies Coordinator(s) shall be appointed by the Department Chairperson to serve at the pleasure of the Chairperson. The Graduate Studies Coordinator shall be responsible for administration of department graduate programs and shall serve on the Graduate Studies Committee.

3.3 Department Meetings.

3.3.1

Regular meetings of the Department shall be held at times and intervals determined by the Chairperson but at least once per semester. Special meetings may be called by the Department chairperson or by the chairperson of the Department Advisory Committee. A quorum consisting of one-half of the Department voting members is required for all official Department business. Action for the Department may be taken by a majority of the voting members present and voting at a regularly called or special meeting for which an agenda has been distributed as specified in paragraph 3.3.3. Any faculty member may request that official electronic mail ballots be sent by the Department Advisory Committee Chair (or his/her designate) to voting members not present within three working days of the meeting. Electronic votes sent by members not present at the meeting shall be counted in final vote tallies if the votes were received by the Department Advisory Committee Chair (or his/her designate) within three working days after the electronic mail ballots were sent.

3.3.2

Any voting member of the Department may serve on search and selection committees.

3.3.3

Notice of meetings and the agenda thereof will be made through faculty email at least one working day before the meeting.

3.4 Committee of Tenured Faculty.

3.4.1

The Committee of Tenured Faculty shall consist of all tenured voting faculty as defined in 1.2.1 above holding appointment in the Department for an indefinite period without terminal date.

3.4.2

The Committee of Tenured Faculty as defined in 3.4.1 shall make recommendations to the Department Chairperson with respect to the appointment, reappointment, tenure, promotion, or dismissal of any member of the department faculty. The departmental Procedures for Reappointment, Tenure, Promotion, and Dismissal of Tenure System Faculty are attached as Appendix C of these Bylaws.

3.4.3

The Department Chairperson, or a member of the Committee of Tenured Faculty designated by him/her shall preside at all meetings. No member of the committee may be party to actions concerning himself/herself, or, with the exception of the Chairperson, to actions concerning faculty at his/her own or higher academic rank.

3.4.4

Assessments will be made in accordance with the guidelines for appointment, reappointment, tenure, promotion, or dismissal outlined in the COEFH.

Any faculty member being considered for reappointment, tenure, promotion, or dismissal may request a meeting with the Committee of Tenured Faculty before the final recommendation is submitted.

3.5 Department Standing Committees.

3.5.1 The Department Advisory Committee.

3.5.1.1

The Department Advisory Committee shall consist of three faculty members elected annually by the voting faculty at a faculty meeting during the spring semester, plus a faculty member appointed as Committee Chairperson by the Department Chairperson. The Department Chairperson shall serve as an ex-officio member without vote.

3.5.1.2

In its advisory capacity to the Department Chairperson, the Department Advisory Committee shall:

- a. make recommendation regarding general policy with respect to departmental operations;
- b. make recommendations regarding assignments other than those named explicitly under the Bylaws;
- c. make recommendations regarding faculty loads;
- d. annually review the Criteria for Merit Salary Adjustments;
- e. make recommendations for department growth and development;
- f. serve as a search and selection committee if requested, and make recommendations regarding new appointments;
- g. have shared responsibility with the Dean on procedures for the selection and review of the Department Chairperson in accordance with BAG 2.1.3 and BAG 2.1.4;
- h. organize other reviews of the Department Chairperson as requested;
- i. serve as a nominating committee for all standing committees except the Department Advisory Committee;
- j. conduct elections to replace members of standing committees who may resign or otherwise leave the committees.

3.5.2 The Department Graduate Studies Committee.

3.5.2.1

The Department Graduate Studies Committee shall consist of three faculty members elected annually by the voting faculty, a faculty member appointed as Committee Chairperson by the Department Chairperson, faculty members appointed as Graduate Studies Coordinator(s) by the Department Chairperson, one Chemical Engineering graduate student and one Materials Science graduate student. Each faculty member elected to the Committee shall serve a two-year term. The graduate student members will be chosen in accordance with Article 6 of the Graduate Student Rights and Responsibilities document (available through the MSU Graduate School website). The graduate students may participate in Committee deliberations except for confidential matters regarding their peers, such as qualifying exams.

3.5.2.2

The Graduate Studies Committee shall advise the Department Chairperson and the Graduate Studies Coordinator(s) and shall assist in the following:

- a. responding to inquiries about the graduate program;
- b. processing graduate applications;
- c. awarding financial aid to graduate students;
- d. advising students until permanent advisors are selected;
- e. publicizing graduate programs in the Department;
- f. administering any Department qualifying examinations;
- g. interpreting and enforcing Department, College, and University graduate studies policies;
- h. reviewing all graduate course proposals and modifications before they go to the College Curriculum Committee;
- i. addressing other relevant tasks as assigned by the Department Chairperson.

3.5.3 The Department Curriculum Committee.

3.5.3.1

The Curriculum Committee shall consist of three faculty members elected annually by the voting faculty during the spring semester, plus a faculty member appointed as Committee Chairperson by the Department Chairperson and two additional faculty members appointed by the Department Chairperson to serve as program ABET accreditation coordinators. In addition, the Department Adviser(s) and two undergraduate students, one from Chemical Engineering and one from Materials Science, shall serve on the committee. The elected faculty members will serve two-year terms. The undergraduate members will be chosen in accordance with BAG 2.2.3, College of Engineering Bylaws (2.1.4 and 2.2), and Section 2.2 of this document.

3.5.3.2

At least one faculty member of this committee shall serve on the College Curriculum Committee.

3.5.3.3

The duties of the Curriculum Committee shall be the following:

- a. review all undergraduate course proposals and modifications before they go to the College Curriculum Committee;
- b. administer all feedback and assessment processes associated with ABET accreditation of Department programs;
- c. interact with other departments in any joint academic programs;
- d. make recommendations regarding undergraduate curriculum to the faculty.
- e. address other relevant tasks as assigned by the Department Chairperson.

3.5.4 The Department Honors and Awards Committee.

3.5.4.1

The Honors and Awards Committee shall consist of at least four faculty members appointed by the Chairperson in consultation with the Department Advisory Committee.

3.5.4.2

The committee shall elect its own chairperson.

3.5.4.3

The duties of the Honors and Awards Committee shall include the following:

- a. review award criteria and, in consultation with the faculty, make recommendations to the Department Chairperson with respect to department members who merit consideration for Department, College and/or University awards;
- b. maintain a file of current, state, national, and international awards for which department members merit consideration. Subcommittees may be appointed as deemed appropriate for special awards.

3.6 Ad-hoc and Other Standing Committees.

3.61

Ad-hoc and other standing Committees may be appointed by the Department Chairperson at his/her discretion.

4. Bylaws.

4.1 Adoption.

4.1.1

These Bylaws shall be effective upon adoption by a 2/3rds vote of the faculty.

4.2 Amendments

4.2.1

These Bylaws can be amended at any regular or specially convened meeting of the Department, by a two-thirds vote of eligible faculty members, provided the amendments have been submitted to the voting faculty in writing at least two working days prior to a duly scheduled and announced meeting.

4.3 Rules.

4.3.1

The rules contained in these Bylaws shall govern the Department in all cases to which they are applicable, and in which they are not inconsistent with other rules of the BAG or COEFH..

4.3.2

Robert's Rules or Order, Revised shall be followed.

5. Grievance.

5.1 Faculty.

Grievance procedures are detailed in the MSU Faculty Grievance Policy - Faculty Handbook, which is available on the MSU Human Relations website at the URL (<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/facultygrievance.htm>).

5.2 Students

Student's rights and responsibilities, including grievance procedures, are detailed in the document Academic Freedom for Students at Michigan State University, which is available online at the URL (<http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university>).

Additional information for graduate students may be found in the publication Graduate Student Rights and Responsibilities, which is available online at the URL (<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>).

Grievance procedures outlined in these documents shall be followed. The Engineering College Advisory Council shall be responsible for the interpretation and execution of these procedures in the College.

THE DEPARTMENT OF CHEMICAL ENGINEERING AND MATERIALS SCIENCE

BYLAWS APPENDIX A

Modes of Participation

There are four modes of faculty and student participation in academic governance.

1. Consultation: a body of faculty and/or students discuss with and inform an administrator authorized to make decisions. Such a committee is not a deliberative body; there is no vote. Rather the members express their views to inform an administrator's decision.
2. Advisory: a deliberative body of faculty and/or students make recommendations to an administrator authorized to make decisions. The administrator is not bound by the recommendation and accepts responsibility for the decision.
3. Shared responsibility: a deliberative body of faculty and/or students makes recommendations to an administrator authorized to make decisions. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.
4. Delegated authority: a deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

THE DEPARTMENT OF CHEMICAL ENGINEERING AND MATERIALS SCIENCE

BYLAWS APPENDIX B

Criteria for Merit Salary Adjustments

1. The funds available for salary increases, what portion of those funds is to be distributed by merit, and any guidelines imposed by the University or the Dean of Engineering will be communicated to the faculty.
2. The Chairperson distributes salary increases, taking into account each faculty member's performance during the past year, each faculty member's performance during the past several years, market conditions, and input from the faculty and students.
3. Performance is interpreted to include teaching merit, scholarly output (including research), and service. Faculty evaluations will be based on these factors, as described below.

Teaching Merit is evaluated based on student input via SIRS forms, other student input, faculty input based on team teaching and other personal knowledge, teaching assignments (number of courses and credit hours), number of students in directed study courses, teaching awards, new courses developed, and other evidence of quality teaching that may be available.

Scholarly Output is evaluated based on the number and quality of scholarly publications appearing in books, refereed journals, and other publications; presentations and other participation at professional meetings; the number of graduate students supported by the faculty member; proposals submitted; grants and contracts awarded; national awards or other recognition based on scholarly activities; patents; consulting activities; and other evidence of scholarly output which may be available.

Service is evaluated based on service to the nation, state, local community, or profession by membership on commissions, committees, boards, etc.; service in an advisory or other voluntary capacity; editorships; service as a reviewer; service to federal agencies and professional societies; service to the university, college, or department by membership on councils and committees; participation in university, college, and department activities; performance on special assignments such as graduate student recruiting; advising of student groups; and other evidence of public service which may be available.

THE DEPARTMENT OF CHEMICAL ENGINEERING AND MATERIALS SCIENCE

BYLAWS APPENDIX C

Procedures for Reappointment, Tenure, Promotion, and Dismissal of Tenure System Faculty

Department-level procedures for faculty reappointment, tenure, promotion, and dismissal of tenure system faculty listed below are supplemental to, and in conformance with, procedures and timetables defined in the MSU Faculty Handbook (available electronically through the MSU Human Resources website) and in the Engineering Faculty Handbook (available electronically through the MSU College of Engineering website).

1. Annually, typically late in the Spring semester, the Department Chairperson obtains resumes and supporting documents from the tenure stream faculty who would like to be considered for a reappointment, tenure, and/or promotion action during the next cycle.
2. Department Chairperson calls a meeting of the tenured faculty to consider the pool of candidates that need to be considered for reappointment, tenure and promotion action. The Department Chairperson also makes the candidates' resumes and supporting documents available to appropriate tenured faculty group—either by leaving candidate folders with the departmental administrative supervisor along with appropriate instructions on who have access to the particular files, or by providing copies to appropriate tenured faculty. The appropriate tenured faculty group consists of
 - (a) Full Professors only for considerations relating to Associate Professors, and
 - (b) Full and Tenured Associate Professors for considerations relating to Assistant Professors.
3. Department Chairperson briefs the appropriate tenured faculty group with his/her opinions about the likelihood of a successful conclusion to each potential candidate's action.
4. Members of appropriate tenured faculty group give their opinions on the proposed action(s) to the Department Chairperson, either during the meeting of the appropriate tenured faculty meeting, or on a confidential basis.
5. Department Chairperson makes the decision on the potential candidates to be recommended to the college-wide process.
6. Department Chairperson informs the potential candidates regarding the outcome of the deliberations.
7. In consultation with the candidate(s) to be recommended to the college-wide process, the Department Chairperson forms a Department Peer Rating Committee to help prepare and evaluate the required package(s) for submission to the college. This committee will include at least one person who is from the same discipline as each potential candidate and is familiar with the potential candidate's background and performance.
8. This Department Peer Rating Committee, after studying the available material, develops a plan to help each candidate assemble his/her package.

9. The Department Peer Rating Committee identifies highly qualified leaders in the candidate's field to be contacted for peer-review letters. Each candidate may suggest up to five names, from which up to two may be selected. The Chairperson of the Department Peer Rating Committee solicits peer-review letters following college guidelines.
10. Members of the Department Peer Rating Committee help each candidate prepare forms and assemble his/her package. When the packages are assembled, the Department Peer Rating Committee evaluates them and makes a recommendation for each candidate to the Department Chairperson that includes the number of votes for and against the action. This recommendation takes the form of a letter for inclusion in the package.
11. The Department Chairperson calls a meeting of the appropriate tenured faculty and provides them with the final package(s) and recommendation(s) provided by the Department Peer Rating Committee.
12. The tenured faculty group evaluates each package and provides the Department Chairperson a vote tally for and against each proposed action.
13. Department Chairperson prepares the other supporting documents for the candidates to be recommended to the college-wide process and submits them to the College.
14. Potential candidates who are not recommended for the college-wide process have the option of submitting their request for consideration directly to the Dean.

THE DEPARTMENT OF CHEMICAL ENGINEERING AND MATERIALS SCIENCE

BYLAWS APPENDIX D

Faculty Mentoring Policy

Approved by CHEMS Faculty April 28, 2009

The MSU Department of Chemical Engineering and Materials Science (CHEMS) believes that mentoring is important to the professional development and advancement of new faculty members. Traditionally, departmental chairpersons have provided mentoring through articulation of expectations and performance reviews. However, other responsibilities inherent in the faculty-chairperson relationship may interfere with the open and frequent communication needed for effective mentoring.

This document describes a process by which new tenure-track faculty will be mentored by one or more tenured faculty members, in addition to the Chairperson. The mentor(s) should provide independent advice, active support, and timely information across all areas of professional activity: research, teaching, and service. Mentors will be identified by the Chairperson, in consultation with the CHEMS Department Advisory Committee and the mentee. Conversation regarding suitable mentors should begin at the time of hire, and the mentoring process should begin soon thereafter.

Mentors should ideally be familiar with both the new faculty member's professional sphere and the performance standards likely to yield favorable action from evaluation committees, such as the College of Engineering Rating Committee. Mentors are expected to commit at least two years to the effort, which should be reported annually as a service activity and appropriately recognized by the department. Formal assignment of a mentor to a faculty member should not discourage other faculty members from also offering professional advice. All mentoring discussions should be considered privileged.

While mentoring activities are expected to vary, mentors should be available to meet frequently with the candidate and assist in the following ways:

- serve as a collegial confidant and, upon request, as a liaison to administrators
- clarify department and college expectations for promotion and tenure, and discuss strategies for success in evaluation processes;
- encourage submission of proposals and papers, and help critique drafts
- advise on development of new research collaborations
- advise on recruitment and retention of graduate students
- assist with procedural details of laboratory and infrastructure development
- offer suggestions on course preparation, classroom delivery, examinations, TAs, and grading
- help identify appropriate service activities and other professional opportunities
- advise on optimal time allocation across research, teaching, and service missions
- provide periodic, off-the-record reviews of professional progress

THE DEPARTMENT OF CHEMICAL ENGINEERING AND MATERIALS SCIENCE

BYLAWS APPENDIX E

Standards for Appointing Fixed Term Faculty

Approved by the CHEMS Faculty April 28, 2009

The following standards will be used for appointing fixed term faculty, recognizing that these individuals will work initially with a specific tenure system faculty member (the “mentor”).

Standards

Appointment as an Assistant Professor (fixed term)

- Doctoral degree in an appropriate discipline
- Evidence of research capability
- Publication record similar to tenure-system faculty at the assistant professor level
- Financial sponsorship by a tenure track faculty mentor
- Approval of Department Chair

Appointment as Associate Professor (fixed term)

- Strong record of research performance
- Publication record similar to tenure-system faculty at the associate professor level
- Evidence of ability for independent research
- Intellectual participation in proposal writing and generating research funds
- Effective guidance or support of students, postdocs, technicians, etc.
- Financial sponsorship by a tenure-track faculty mentor and/or grants obtained by the candidate.
- Approval of Department Chair

Appointment as Professor (fixed term)

- Independent success in obtaining funded research projects
- Publication record similar to tenure-system faculty at the professor level
- Independent guidance/support of students and/or postdocs
- Financial sponsorship by a tenure-track faculty mentor and/or grants obtained by the candidate.”
- Approval of Department Chair

Prior to appointment as a fixed term faculty, candidates for fixed term faculty positions will give an introductory presentation to the Department. Once appointed, fixed term faculty will participate in an annual performance review involving the mentor and the Department Chairperson, at which time decisions can be made about the person’s appointment status. The annual review must take place at least 90 days prior to the end of the appointment period. Either the chair or the mentor could recommend change of appointment status, either to a higher appointment level or a lower level. A fixed term faculty member may change his/her tenure track faculty mentor during an appointment period if a) their original mentor leaves the University, b) both the original and new mentor agree to the change, and c) the new mentor agrees to bear financial sponsorship as required.

Fixed term faculty by default are not voting members of the Department, but they may be granted voting privileges on a case-by-case basis, as described in Section 1.2.2. Fixed term faculty

members may serve on doctoral committees as a regular committee member or as a co-chair with their mentor. However, they may not chair doctoral committees, and only one fixed-term faculty member may count against the minimum number of faculty members required on a doctoral committee.