

BYLAWS OF THE FACULTY

Department of Pharmacology and Toxicology Michigan State University

**REVISED AND APPROVED BY VOTING FACULTY: June 29, 2012; January 16, 2013; November 5, 2013;
December 18, 2013; August 25, 2017; January 16, 2018; May 2, 2019, September 18, 2019**

The department of Pharmacology and Toxicology is committed to the principles of diversity, inclusion and equity in all aspects of departmental governance and all related activities.

1. The Faculty

1.1 Composition of the Faculty

1.1.1. The regular faculty shall consist of all persons who hold an appointment in the Department under the rules of tenure with the rank of Professor, Associate Professor, or Assistant Professor.

1.1.2. The fixed-term faculty shall consist of all persons holding an appointment in the Department with the rank of Professor, Associate Professor, Assistant Professor, lecturer, or Instructor, but not appointed under the rules of tenure.

1.1.3. The Health Programs faculty shall consist of all persons holding an appointment in the Department with the rank of Professor, Associate Professor, or Assistant Professor and appointed under the rules of the Health Programs AppointmentSystem.

1.1.4. Appointments as adjunct faculty at rank of Professor, Associate Professor, Assistant Professor or Instructor will be made by invitation of the Chairperson and will be renewed annually. External adjunct faculty members are individuals who hold less than a half-time appointment in the Department and are not employed by Michigan State University. Internal adjunct faculty members are individuals who are appointed under the rules of tenure in another Department within the University and have an affiliation with the Department of Pharmacology & Toxicology. Internal adjunct faculty may serve as dissertation advisors for graduate students in the Department of Pharmacology & Toxicology doctoral program. Adjunct faculty may be asked to serve on departmental committees.

1.1.5. Members of the faculty with official retirement status may be given the "emeritus" title.

1.1.6. The Chairperson can designate individuals as Visiting Faculty.

1.2. Voting Faculty

1.2.1. All regular faculty who hold at least a half-time appointment in the Department automatically have voting privileges. All fixed-term faculty and Health Programs faculty or regular faculty with less than a 50% effort in the Department may, upon request, be given voting privileges for the duration of their appointment at the discretion of the Chairperson. Other faculty (adjunct, visiting, emeritus, and fixed-term faculty without voting privileges) and a student representative may attend faculty meetings and participate in discussions but do not have a vote in matters of the Department.

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

- 1.3. Faculty Meetings
 - 1.3.1. The faculty shall meet at regularly scheduled intervals, approximately once per month during the academic year.
 - 1.3.2. An agenda shall be provided by the Chair of the Faculty Advisory Committee to the faculty prior to each regular meeting.
 - 1.3.3. A quorum shall consist of a simple majority of the regular faculty with voting rights.
 - 1.3.4. Minutes of each regular meeting shall be filed in the Departmental office by a person selected by the Chairperson i.
- 1.4. Hiring Procedures for Tenure System Faculty
 - 1.4.1. The Department will follow the guidelines set forth in the Michigan State University Faculty Handbook: <https://hr.msu.edu/ua/hiring/faculty-academic-staff/tenure.html>
- 1.5. Hiring Procedures for Fixed-Term Faculty
 - 1.5.1. The Department will follow the guidelines set forth in the Michigan State University Faculty Handbook: <https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/FixedTermApp.html>. Fixed-term faculty can be hired to fulfill specific departmental needs (e.g., teaching, service) or to assist a tenure system faculty member's research program (Research Faculty).
- 1.6. Hiring Procedures for Health Program Faculty
 - 1.6.1. The Department will follow the guidelines set forth in the Michigan State University Health Programs Faculty Appointment Systems Handbook: <https://hr.msu.edu/policies-procedures/faculty-academic-staff/health-programs-faculty-handbook/index.html>. The appointment in the Department of Pharmacology & Toxicology will be as a Joint Appointment with a Clinical Department.

2. Department Organization

- 2.1. Chairperson
 - 2.1.1. The chief administrator shall be designated Chairperson.
 - 2.1.2. The Chairperson shall be responsible for educational, research and service programs, budgetary matters, physical facilities and personnel matters in his/her jurisdiction.
 - 2.1.3. The tenure of the Chairperson is for a five-year period which can be renewable by a decision of the Deans of the appropriate Colleges in consultation with all regular faculty in the Department, regardless of college affiliation.
 - 2.1.4. The Chairperson not desiring a reappointment or desiring to resign from the Department shall advise the Chair of the Faculty Advisory Committee and notify in writing the respective Deans at least 90 days prior to termination.
 - 2.1.5. The Chairperson votes on Departmental matters only in the event of a tie.
- 2.2. Associate Chairperson
 - 2.2.1. An Associate Chairperson may be selected by the Chairperson to assist in departmental educational, research and service programs, budgetary matters, physical facilities and personnel matters.
 - 2.2.2. The Associate Chairperson can represent the Chairperson in his/her absence to fulfill responsibilities including signing forms and meeting with Deans or other University officials.

2.3 Academic Program Directors

2.3.1 Director of the Doctoral Program

2.3.1.1. The Director of the Doctoral Program will be appointed by the Chairperson from among the regular faculty.

2.3.1.2. The Director will serve on the Biomolecular Sciences Executive Committee and will report the activities of that committee to the Graduate Committee and the faculty.

2.3.2. Associate Director of the Doctoral Program

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

2.3.3. Director of Online MS Programs

2.3.3.1. The Director of Online MS Programs will be appointed by the Chairperson from among the faculty.

2.3.4. Director of Undergraduate Minor

2.3.4.1. The Director of Undergraduate Minor will be appointed by the Chairperson from among the faculty.

3. Committees

3.1. Faculty Advisory Committee

3.1.1 The Faculty Advisory Committee shall consist of six members elected by the voting faculty. One member must be a fixed-term faculty member with voting privileges. All members of the voting faculty are eligible for election to the remaining positions on the Committee. The Chair of the Committee will be elected for a term of one year by the members of the Committee at their first meeting of the academic year. New Committee members are elected by simple majority vote of the voting faculty at the beginning of the Fall semester during a faculty meeting or by email. The annual election will be coordinated by the outgoing Chair of the Committee.

3.1.2 Each term of service on the Committee will be three years with one or two members rotating off the Committee each year. After completion of a term of service, an individual may be re-elected to the Committee after a period of one year off the Committee. In the event that a member of the Committee steps down before the end of his/her elected term, a new member will be elected to serve the remainder of the term.

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

3.1.4 The Associate Chairperson of the Department may participate as a non-voting member in meetings in which the Faculty Advisory Committee confers with the Chairperson.

3.2. Reappointment, Promotion and Tenure Committee

3.3.1 Reappointment, Promotion and Tenure of Regular Faculty

3.3.1.1 All regular faculty members with voting privileges in the department, who hold at least 30% appointment in the department, and a tenured rank of Associate Professor or Professor,

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

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

3.3.2. Promotion of Fixed-term faculty

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

3.4. Other committees

3.4.1. There shall be other committees as needed to address the educational, research and service missions of the Department. Departmental committees include Alumni Relations & Development, Awards, Course and Curriculum, Inclusion & Intercultural Initiatives, Medical Education, Online MS Program, PhD Program, and Undergraduate Education. The structure and charges for these committees are described in a document entitled "Department of Pharmacology and Toxicology Procedures and Policies for Committees"

https://phmtox.msu.edu/sites/_phmtox/assets/File/PDF/Standing%20Committee%20Procedures%20and%20Policies%2010162019.pdf

4. Faculty Status

4.1. Appointments

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

4.2 Reappointments, Promotion and Tenure of Regular Faculty

4.2.1. The recommended timeline, procedure, and criteria for reappointment, promotion, and tenure of regular faculty are detailed in the document "Procedures for Reappointment, Promotion, and Tenure of Regular Faculty in the Department of Pharmacology & Toxicology"

<http://www.phmtox.msu.edu/about/staffarea/default.htm>). Recommendations for amendments to this document must be approved by a simple majority vote of the regular faculty with voting rights.

4.3. Promotion of Fixed-term faculty

4.3.1. The recommended timeline, procedure, and criteria for promotion of fixed-term faculty are detailed in the document "Procedures for Promotion of Fixed-Term Faculty in the Department of

Pharmacology & Toxicology” (<http://www.phmtox.msu.edu/about/staffarea/default.htm>).

Recommendations for amendments to this document must be approved by a simple majority of the faculty with voting privileges.

4.4 Annual Faculty Evaluations

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

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

4.4.3. The Department Chairperson, Associate Chairperson, and the Faculty Advisory Committee shall meet to review and discuss the annual progress of all faculty members. The Chairperson may use information from this discussion for salary recommendations to the appropriate Dean(s). The Chairperson's performance review letter to each individual faculty member will remain confidential. An individual faculty member shall be judged in salary consideration based on overall performance in teaching; research, creative and scholarly activities; and administrative and professional services consistent with the distribution of responsibilities as described in Section 4.4.1.

4.5. Access to faculty personnel file

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

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

5. Grievance Procedure for Faculty

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

6. Grievance Procedure for Graduate Students

A student who feels aggrieved should first seek an informal resolution before filing a formal grievance. If this process fails, the student should follow the procedure detailed in the document “Academic Grievance Hearing Procedures for the Department of Pharmacology & Toxicology” (<https://phmtox.msu.edu/about/faculty-staff/>).

7. Adjudication of Cases Involving Medical Student Rights and Responsibilities

7.1. Judicial Structure

7.1.1 Department level

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

7.1.1.2 Three faculty members shall be selected by the Faculty Advisory Committee in consultation with the Chairperson of the department to serve on the Hearing Committee.

7.1.1.3 If the Department Chairperson is involved in the case, neither the unit administrator nor designee may serve on the Hearing Committee for that case. Another designee shall be named.

7.1.1.4 The Department Chairperson shall request each of the first, second and third year classes of the three medical colleges to select and appoint a representative to this Committee. Three students from the same college will serve as Committee members to deliberate concerns involving their own college.

7.1.1.4.1 The students shall take office in the Fall of the year and shall serve one year. A student may serve for a total of two years.

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

8. Adoption and Amendment of Bylaws

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