

BYLAWS FOR THE ACADEMIC GOVERNANCE OF THE  
W.K. KELLOGG BIOLOGICAL STATION

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## 0. PREAMBLE

### 0.1. KBS Definition

The W.K. Kellogg Biological Station (KBS) is an academic unit within the College of Agriculture and Natural Resources and the College of Natural Science of Michigan State University (MSU).

### 0.2. Purpose and Objectives

KBS is devoted to fundamental research in ecology and evolutionary biology, to undergraduate, graduate, and postdoctoral education in these areas, and to outreach relevant to the mission of KBS, including the education of K-12 students and teachers, land and public resource managers, policy makers, and other professionals and members of the general public.. The interdependent objectives of research, education, and outreach are pursued in cooperation with various departments and programs of MSU.

### 0.3. Mission

The mission of KBS is to develop programs in research, education, and outreach directed toward a comprehensive understanding of terrestrial and aquatic ecosystems and the conservation of natural resources.

## 1. THE DIRECTOR

### 1.1. Definition

The Director of KBS is its chief administrative officer and is responsible for the overall operation of KBS. The Director is a member of the Regular Faculty of KBS. He or she works with the Regular Faculty and the Academic Personnel Council (APC) during the decision-making process, as outlined below.

### 1.2. Responsibilities

The responsibilities of the Director include:

- 1.2.1. leading KBS research, education, and outreach programs to accomplish its mission,
- 1.2.2. serving as administrative liaison between KBS and Departments, Colleges and various programs and administrative units of MSU,
- 1.2.3. recruiting Academic Personnel and facilitating their professional development,
- 1.2.4. leading and reporting on faculty evaluations and developing criteria for merit pay increases in consultation with the faculty,
- 1.2.5. preparing annual budget requests and supervising budget expenditures to further the mission of KBS,

- 1.2.6. providing adequate supporting services and facilities, such as technical assistance, secretarial and accounting help, supply and equipment purchasing, equipment, computing services, a greenhouse, field laboratories and reference collections, within the limits of the existing budget,
- 1.2.7. keeping informed about the progress of the various research programs of KBS and of new developments in ecology and evolutionary biology in general, especially as related to opportunities for initiating new KBS programs,
- 1.2.8. promoting and describing the activities and achievements of KBS to the general public, to the larger research community, and to other groups as appropriate in order to further the mission of KBS, including the preparation of promotional materials,
- 1.2.9. initiating and promoting extramural development programs to support activities that further the mission of KBS.

### 1.3. Associate Director

The Associate Director of KBS serves as its chief administrative officer, with signing authority when the Director is traveling or temporarily unable meet his or her duties. The Associate Director is a Regular Faculty member nominated by the Director, after consultation with the APC, for approval by the Deans. The Associate Director serves a two year term at the discretion of the Director and may be terminated by resignation, action of the Board of Trustees, or upon recommendation of the President, the Deans, or the Director. At intervals not to exceed four years, the Director shall review with the APC the desirability of continuing the appointment of the Associate Director.

## 2. APPOINTMENT OF DIRECTOR

### 2.1. Appointment

The Director is appointed by the Board of Trustees of MSU.

### 2.2. Continuation of Appointment

In accordance with the Bylaws of MSU, at intervals not to exceed five years, the Deans of the Colleges with which KBS is affiliated shall review the desirability of continuing the appointment of the Director as Director. This review shall duly consider input from the all Regular Faculty and other personnel at KBS, as well as outside reviewers familiar with aspects of the KBS mission. At the same time, the Director shall be consulted by the Deans

concerning the Director's desire and willingness to continue. Under extraordinary circumstances, the APC by majority vote may request from the Deans a review of the Director at any time.

### 2.3. New Appointment

Upon recommendation of the Deans that a new Director be found, or upon retirement, resignation, or incapacitation of the Director, the members of the APC of KBS shall have shared responsibility with the Deans to determine the procedures for the selection of the new Director to be nominated to the Provost.

### 2.4. Acting Director

In the event that no person holds the appointment of Director, or if the Director is incapacitated for a period that cannot be reasonably covered by the Associate Director, the APC shall advise the Deans concerning the designation of an Acting Director. The Acting Director shall perform the duties of the Director until a new Director is appointed.

## 3. ACADEMIC PERSONNEL

### 3.1 Composition of the Academic Personnel

All positions are defined in accordance with the MSU Human Resources University Approved Academic Position/Ranks

#### 3.1.1. The Faculty

3.1.1.1. The Regular Faculty of KBS consists of all persons with appointments at KBS who have been appointed under the rules of tenure at MSU and hold the rank of Assistant, Associate or Full Professor. Regular appointment at KBS may be on a full or fractional joint basis greater than zero percent.

3.1.1.2. The Honorary Faculty consists of Adjunct, Visiting and Emeritus Faculty holding the rank of Assistant, Associate or Full Professor. Honorary faculty may not vote on issues pertaining to academic governance.

3.1.2. Research Associates, Postdoctoral Fellows, Lecturers and Instructors are those individuals who hold these positions within the MSU appointment system and hold appointments at KBS.

3.1.3. Academic Specialists consist of individuals appointed under the MSU Academic Specialist Appointment System and hold appointments at KBS.

- 3.1.4. Regular Graduate Students at KBS are individuals who have graduate student status in an academic department of MSU, the Graduate School of MSU, the MSU Office of Admissions and Scholarships and have a KBS Regular Faculty as a major advisor.
- 3.1.5. Visiting Graduate Students are graduate students at MSU or other accredited colleges and universities who work at KBS, but whose major advisor is not a Regular Faculty member at KBS. Visiting Graduate Students shall have a KBS Regular Faculty member serving as their sponsor and host.

### 3.2. Modes of Participation

There are four modes of participation by Academic Personnel identified for use in Academic Governance.

#### 3.2.1. Consultation

Academic personnel discuss issues and inform the administrator with authority and responsibility for the decision. Such a committee is not a deliberative body; there is no vote. Rather, the members express their views to inform an administrator's decision.

#### 3.2.2. Advisory

A deliberative body of Academic Personnel recommends policies to an administrator to make decisions. The administrator is not bound by the recommendation and accepts responsibility for the decision.

#### 3.2.3. Shared Responsibility

A deliberative body of Academic Personnel makes recommendations to the administrator authorized to make decisions. If the administrator does not accept the recommendation of the deliberative body and action must be taken, the recommendation of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.

#### 3.2.4. Delegated Authority

A deliberative body of Academic Personnel is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

### 3.3 Voting Rights of the Academic Personnel

3.3.1 The Regular Faculty of KBS has shared responsibility with the Director of KBS in all of the following (section 3.3.1):

3.3.1.1 The selection of University councils and committees.

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

3.3.1.3. Decisions concerning the appointment, re-appointment, promotion, tenure, or dismissal of individual faculty members. Evidence from students regarding the teaching performance of faculty shall be considered in decisions concerning these matters.

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

3.3.2. The Director may delegate Delegated Authority for specific decisions at her or his discretion. In all other matters of academic governance the Regular Faculty is Advisory to the Director.

3.3.3. Academic Personnel Council (APC)

The Academic Personnel Council (APC) of the KBS consists of the Regular Faculty (including the Director) plus one elected representative from each of the following groups: i) Research Associates, Postdoctoral Fellows, Lecturers and Instructors, ii) Academic Specialists, and iii) the Graduate Students. Procedures for selection of these representatives are described below. The KBS APC deliberations and decisions are Advisory to the Director.

3.3.3.1 Procedures for Selection of Representatives of the Research Associates, Postdoctoral Fellows, Lecturers and Instructors. At the end of the spring semester each year, the Research Associates, Postdoctoral Fellows, Lecturers and Instructors shall meet to determine their representative to the APC and an alternate. The representative to the APC may call other meetings of the Research Associates, Postdoctoral Fellows, Lecturers and Instructors during the year if necessary.

3.3.3.2 Procedures for Selection of Representatives of the Academic Specialists. At the end of the spring semester each year, the Academic Specialists shall meet to determine their

representative to the APC and an alternate. The representative to the APC may call other meetings of the Academic and Extension Specialists during the year if necessary.

3.3.3.3 Procedures for Selection of Representatives of the Graduate Students. At the end of the spring semester each year, the Graduate Students shall meet to determine their representative to the APC and an alternate. The representative to the APC may call other meetings of the Graduate Students during the year if necessary.

#### 3.4. KBS Meetings

##### 3.4.1. Academic Personnel Council (APC) Meetings

APC meetings shall be held once per month, scheduled at the beginning of the academic year for the remainder of the academic year. The Director shall call for items to be placed on the agenda at least one week in advance of the meeting, and shall circulate a tentative agenda at least one working day prior to the meeting date. The agenda may be revised or amended at the beginning of a meeting through a motion by any voting member, if approved by a majority of those voting. Regular meeting dates may be changed with the approval of a majority of the APC.

3.4.1.1. Conduct of all APC meetings shall be informal unless requested by a majority vote of the Regular Faculty, at which time conduct will be governed by *Robert's Rules of Order, Revised*, except as modified in these Bylaws.

3.4.1.2. The Director shall chair the APC and Regular Faculty Meetings. In the absence of the Director, the Associate Director of KBS may chair the meeting. A quorum shall consist of 2/3 of the voting membership. Unless otherwise specified in these Bylaws, or agreed to prior to the vote, motions are carried by a majority of those voting. Minutes shall be taken and copies provided to the membership prior to the next meeting.

3.4.1.3 Any current member of the KBS Academic Personnel or member of the Support Personnel (the latter with permission from the Director) may attend APC Meetings as an observer

without voting privilege. At the discretion of the Director or a majority of voting members of the APC, this privilege may be suspended for any particular meeting or portion thereof.

3.4.1.4. Any member of the Academic Personnel or Support Personnel of the KBS has the right to be heard by the APC on matters of direct concern to the employees and KBS. Any such person wishing to be heard shall be given a place on the agenda.

3.4.2. Regular Faculty Meetings

At the discretion of the Director and with the consent of majority of the Regular Faculty, the Director and Regular Faculty may meet as necessary to deliberate and vote on issues reserved to the Regular Faculty.

3. 5. Responsibilities of the Regular and Honorary Faculty

3.5.1 The responsibilities of KBS Faculty will be weighted by the proportion of their appointment at KBS.

3.5.2. Each Faculty member shall strive to remain well informed about the state of knowledge and technology in the scientific areas relevant to their research, and to the subject matter which they teach, as these areas relate to the mission of KBS

3.5.3. Each faculty member shall conceive, plan, and conduct a program of original research which is compatible with the mission of KBS.

3.5.4. Each faculty member shall encourage the participation of students and post-doctoral scientists in their research program, to the extent allowed by the scope and financing of the program, and the laboratory space available.

3.5.5. All Regular KBS Faculty will have teaching responsibilities within MSU. These responsibilities will be determined through regular discussions among the faculty member, the KBS Director, and the Chairs of any MSU departments in which the faculty member holds a joint appointment.

3.5.6. Each Faculty shall from time to time present the most important results of their research program to the Academic Personnel of KBS.

3.5.7. Each Faculty member, excluding the Director, shall accept a fair share of KBS and MSU committee duties.

3.5.8. Each faculty member shall make himself/herself available to the members of their research group, Academic Personnel of KBS outside of their research group, other Academic Personnel of MSU, and scientists and organizations outside MSU. The degree of this availability for consultation, informal and formal talks outside MSU and the degree of a faculty member's participation in committees and elective and appointive offices of organizations outside MSU should be adjusted so that it does not interfere with the quality of the faculty member's overall performance as a KBS Faculty member.

#### 4. APPOINTMENT AND REVIEW OF ACADEMIC PERSONNEL

##### 4.1. Guidelines for Hiring of Academic Personnel

MSU guidelines and procedures shall be observed for the hiring of all Academic Personnel.

##### 4.2. Appointment of Regular Faculty

The Director and the Regular Faculty shall have shared responsibility, with the APC serving in an advisory capacity, on how best to create and fill faculty positions, and will formulate an appropriate position description. The Director shall appoint an ad hoc Search Committee, the majority comprised of KBS Regular faculty but also to include a KBS Graduate Student representative and, at the Director's discretion, other KBS Academic Personnel and members of other MSU departments.

4.2.1. The Search Committee will advertise the position, assemble dossiers on the candidates, and conduct a preliminary screening to determine who should be interviewed for this position. The Search Committee shall conduct the interviews, develop a recommendation to the Director and Regular Faculty, and present this recommendation as a ranking of qualified candidates to the APC. The APC shall discuss this recommendation in an advisory capacity. A majority of a quorum of the Regular Faculty will vote to either accept the Search Committee recommendation or to develop and put forth an alternative recommendation to the Director. The final decision is the shared responsibility of the Director and the Regular KBS Faculty. The name of the recommended candidate for a faculty position also will be submitted to an appropriate academic department of MSU for consideration for a home department appointment.

#### 4.3. Review of Performance of Regular KBS Faculty

The performance of all members of the Regular Faculty, relative to the duties outlined above, shall be reviewed annually by the Director. This review will include a meeting with the Director. For non-tenured Regular Faculty, the review will also include a meeting with a mentoring committee appointed by the Director in consultation with the faculty member's home department.

##### 4.3.1. Purpose of Annual Faculty Reviews

The principal objectives of these reviews are to encourage professional growth and to determine progress towards tenure and promotion. The Director will use the results of these reviews as a basis for annual salary recommendations and to assess progress toward promotion and tenure.

##### 4.3.2. Conduct of Annual Faculty Reviews

4.3.2.1. Procedure. The procedures for the annual review will be developed in consultation with the faculty. The review criteria are outlined above, in Section 3.5..

4.3.2.2. Review for Reappointment, Promotion and Tenure. The review for promotion and tenure will be initiated by the Director, following University bylaws for these procedures. Preceding the review a dossier containing evidence of the professional activities, achievements, and stature of a faculty member whose progress or performance is under review shall be circulated among members of the tenured Regular KBS Faculty of higher rank, which will be referred to as the ad hoc Faculty Review Committee (FRC). Any material deemed appropriate by the reviewee may be included in the dossier but the dossier must include information to assess the criteria outlined above. The dossier shall include External Reviews, as described below. At the time of this review, the reviewee will present a seminar of her/his research activities to the KBS academic community. After the seminar and circulation of the dossier, the Director shall convene a meeting of the ad hoc FRC. Each member of the ad hoc FRC shall then give his or her assessment of the reviewee's performance and shall make recommendations regarding promotion and tenure. The final

recommendation to the appropriate department is a shared responsibility of the Director and the ad hoc FRC.

4.3.2.3. External Reviews. The review process for promotions to Associate and Full Professor shall include external reviews. At the time of external review, in consultation with reviewee's home department, at least six letters shall be obtained from experts working in related fields. Of the external reviewers, at least two shall be selected from a list submitted by the reviewee. These external letters should include faculty external to MSU. The external review letters shall be held by the KBS Director in the utmost confidentiality until any ensuing grievance procedures have been resolved and the letters can be legally destroyed.

4.3.3. Review Criteria. Through its faculty, MSU will create knowledge and find new and innovative ways to extend its applications, to serve Michigan, the nation, and the international community. The faculty must infuse cutting edge scholarship into the full range of our teaching programs. At MSU, faculty are expected to be both active scholars and student-focused, demonstrating substantial scholarship and ability to promote learning through our on-campus and off-campus education and research programs. The essence of scholarship is the thoughtful discovery, transmission, and application of knowledge, including creative activities, that is based in the ideas and methods of recognized disciplines, professions, and interdisciplinary fields. What qualifies an activity as scholarship is that it be deeply informed by the most recent knowledge in the field, that the knowledge is skillfully interpreted and deployed, and that the activity is carried out with intelligent openness to new information, debate, and criticism. Research, teaching, service, and outreach are significant components of the overall review, weighted according to the expected distribution of effort in the reviewee's appointment.

4.3.3.1. Research. Assays of excellence in research shall include:

- Most importantly, peer-reviewed publications notable for creativity, originality, and impact.
- Other publications and patents.

- Competitive research grants funded at local, state, national and international levels.
- Other funding secured.
- Successful guidance of graduate students and research associates.
- Invited and contributed research presentations at regional, national and international meetings, and other academic communities as well as at KBS.

4.3.3.2. Teaching. Assays of excellence in teaching shall include:

- Undergraduate and graduate level student evaluations.
- Assessment of supervision of graduate students and research associates.
- Assessment of the reviewee's role on the committees of graduate students.
- Participation in seminars and graduate discussion groups.

4.3.3.3. Service. Assays of excellence in service shall include:

- Leadership positions in professional associations.
- Service as editor, editorial board member or ad hoc reviewer for professional journals.
- Membership on grant or program review panels or service as an ad hoc reviewer for such panels.
- Organizer or participant in professional workshops.
- Membership on KBS, Department, College, and University committees and other University related service activities.

4.3.3.4. Outreach. Assays of excellence in outreach shall include:

- Organizer or participant in public forums or field days designed to educate K - 12 students, teachers, and other professional and lay persons not enrolled in an MSU graduate or undergraduate program.
- Authorship of print or electronic media designed to extend science education and research findings to lay or professional audiences outside of the academic science community; also participation in print or electronic interviews for these media.

- Membership on public boards and commissions at the local, state, national, and international levels.

4.3.4. Results of the Review. Following the review, the Director shall provide the reviewee with a written evaluation of the strengths and weaknesses of the reviewee's performance. These evaluations shall include relevant decisions and recommendations that the Director has made, and the reasons for those decisions and recommendations.

4.3.5. A faculty member may appeal unfavorable decisions in his/her case according to College and University grievance policy.

#### 4.4. Appointment and Review of Honorary Faculty

Individuals who seek an appointment as Honorary Faculty shall submit an application letter along with supporting documents to the Director.

Appointments are a shared responsibility of the Director and the Regular Faculty and are made for not more than one year. Appointments may be renewed by the Director on an annual basis provided that the performance of the Faculty has been found satisfactory as determined by annual reviews conducted by the Director. Review criteria are the same criteria as for Regular Faculty, adjusted as appropriate to the individual appointment.

#### 4.5. Appointment and Review of Research Associates, Postdoctoral Fellows, Lecturers and Instructors

Individuals who seek an appointment as Research Associate, Postdoctoral Fellow, Lecturer or Instructor at KBS shall submit an application and supporting documents. Appointments are a shared responsibility of the Director and the individual's faculty supervisor, and are made for not more than one year. Appointments may be renewed on an annual basis provided that the performance of the individual has been found satisfactory the Director, and the individual's faculty supervisor.

#### 4.6. Appointment and Review of Academic Specialists.

Academic Specialists may be appointed on a fixed-term, probationary or continuing basis, full-time or part-time, with either an academic year (nine-month) or annual (twelve-month) duty assignment, following the guidelines established in the MSU Human Resources policies, and they shall be evaluated annually according to those guidelines. The appointment and evaluation of Academic Specialists is the shared responsibility of the Director and the Specialist's supervisor.

- 4.7. Appointment and Review of Regular and Visiting Graduate Students  
Individuals who seek an appointment as a Resident Graduate Student of the KBS shall submit a letter of application and CV to the Director, accompanied by a letter of support from their KBS Regular Faculty advisor in the case of Regular Graduate Students, or their KBS Regular Faculty host-sponsor in the case of Visiting Graduate Students. Appointments are a shared responsibility of the Director and the Regular Faculty advisor or host-sponsor. The faculty advisor or host-sponsor is responsible for providing space, resources and guidance to the student. Other privileges of the student may be assigned by the Director. Appointments continue so long as the student continues making satisfactory progress toward their academic degree at MSU or another accredited college or university.

## 5. COMMITTEES & LIAISONS

### 5.1. Purpose of Committees & Liaisons

The Academic Personnel shall assist in the administration of KBS by serving on Committees and as Liaisons. The Committees and Liaisons shall keep the APC informed about their actions and make recommendations for consideration by the Director and the APC. Except where otherwise specified, the Committees shall function in an advisory capacity to the Director.

### 5.2. Types of Committees & Liaisons

5.2.1. Standing Committees address perpetual needs of KBS. Tenure on these committees will be for one year and may be renewed. Standing Committee assignments shall begin with the academic year. Standing Committees can be formed and dissolved through modification of these Bylaws. Standing Committees and their duties are detailed below in Section 5.4.

5.2.2. Ad Hoc Committees may be formed at the Director's request to deal with matters that do not fall within the jurisdiction of a Standing Committee. Tenure will be for the duration of the Committee's charge, at the discretion of the Director and with the willingness of the member.

5.2.3. Liaisons are Regular Faculty assigned to be principal contact between the APC and KBS support activities. Liaisons will be assigned for KBS Computer Services, KBS Housing and other KBS support activities as determined by the APC. Tenure will be for one year and may be renewed.

### 5.3. Membership on Committees

- 5.3.1. Committees consist of members of the Academic Personnel and other academic staff as appropriate. Inclusion of Research Associates, Postdoctoral Fellows, Lecturers and Instructors; Academic Specialists; and Graduate Students on Committees is encouraged, and on some Standing Committees, required.
- 5.3.2. Committees and Liaisons will be assigned by the Director in consultation with the APC and with the approval of the assignee.
- 5.3.3. Standing Committees will be renewed at the last APC meeting of the academic year, with new positions to begin with the next academic year.
- 5.3.4. Ad Hoc Committees will be filled when they are formed.
- 5.3.5. Liaisons will be assigned at the last APC meeting of the academic year, with new positions to begin with the next academic year.
- 5.3.6. In the event a Committee membership or Liaison position is vacated, the replacement shall be made as above, at the next APC meeting.
- 5.3.7. The members of Committees shall have equal voting rights, except where noted otherwise.

### 5.4. Description of Standing Committees

- 5.4.1. Graduate Committee. The purpose of the Graduate Committee is to facilitate recruitment of graduate students to KBS. The Graduate Committee shall consist of Regular Faculty and at least one Graduate Student. The Committee shall meet as needed.
- 5.4.2. Seminar Committee  
The purpose of the Seminar Committee is to organize and advertise KBS academic seminars, including soliciting speakers and hosts. The Seminar Committee shall consist of one Regular Faculty, at least two representatives of the Graduate Students, and one representative of the Research Associates, Postdoctoral Fellows, Lecturers and Instructors. The Committee shall meet as needed.
- 5.4.3. Space Committee.  
The purpose of the Space Committee is to advise the Director as to the most efficient and equitable use of space in KBS facilities. The Space Committee shall consist of at least three Regular Faculty. The KBS Assistant Directors may sit on this committee with no vote. The Space Committee shall meet as needed.

#### 5.4.4. Faculty Advisory Committee

The purpose of the Faculty Advisory Committee (FAC) is to advise the Director on matters pertaining to academic governance of KBS, including the appointment of new faculty, appointments to committees and the development of policies and procedures. The FAC shall be accessible to the faculty and may solicit opinions and gather information that is appropriate and relevant to the task of providing advice to the Director. The FAC shall advise the Director regarding nominations to departments and/or the University for awards and other distinctions. The FAC shall consist of at least three KBS Regular Faculty elected annually by the Regular Faculty. An Individual can serve a maximum of three 1-year terms consecutively, and then must step down for at least one year before he or she is eligible to serve again.

### 6. GRIEVANCE AND HEARING PROCEDURES

#### 6.1. Faculty

KBS accepts the Model Academic Unit Grievance Procedure published by the University Committee on Faculty Affairs.

#### 6.2. Students

##### 6.2.1. Graduate Students

Graduate Student rights and responsibilities and grievance procedures are as detailed in the appropriate sections of the University publication, "Graduate Student Rights and Responsibilities at Michigan State University."

##### 6.2.2. Undergraduate Students

Undergraduate Student rights and responsibilities and grievance procedures are as detailed in the appropriate sections of the University publication, "Academic Freedom for Students at Michigan State University."

#### 6.3. All Other Personnel

KBS accepts the standard University grievance procedure for all other personnel.

### 7. BYLAWS

#### 7.1. Initial Approval

- 7.1.1. Initial approval of these Bylaws shall be a shared responsibility of the KBS Regular Faculty and of the Director. A two-thirds majority vote of the Regular Faculty is required. The draft of the Bylaws shall be circulated among all personnel of KBS for at least two weeks prior to submission of the drafts to the regular faculty for further discussion, revision, and ratification. Written comments from KBS personnel during this period may be submitted to the Director.
- 7.2. Interpretation
  - 7.2.1. The APC shall be the final authority with regard to the interpretation of these bylaws.
- 7.3. Amendments or Revisions
  - 7.3.1. Drafts of amendments may be formulated by any member of the APC, or, at the request of a majority of those voting at an APC Meeting, an Ad Hoc Committee shall be charged with the task of drafting additions or revisions of specific sections of the ratified Bylaws, covering matters inadequately covered by the Bylaws. The draft of amendments or revisions shall be circulated among KBS personnel for at least two weeks prior to submission to an APC Meeting for ratification. A two-thirds majority vote of the APC membership is required for approval.