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BYLAWS

DEPARTMENT OF LINGUISTICS, LANGUAGES, AND CULTURES

1. Constituent Membership of the Department

The Department of Linguistics, Languages, and Cultures is one administrative unit and shall consist of all faculty and students as defined by the constituent membership.

The Department, having various academic missions, will conduct its affairs in Sections (research and teaching based), in Program (curriculum based), or as a whole. The three Sections will be: 1) Language Learning and Teaching, 2) Linguistics, and 3) Literature and Culture. The Programs will be 1) Applied Linguistics, 2) Arabic, 3) Chinese, 4) German, 5) Indian and South Asian Studies (Hindi/Urdu), 6) Japanese, 7) Korean, 8) Linguistics, 9) Russian, and 10) Program of Non-degree Studies (African languages, Hebrew & Israeli Cultural Studies, and less commonly taught languages [LCTLs]).

1.1 The Faculty

1.1.1 The **voting faculty** shall consist of all full-time faculty (defined as a workload equal to or greater than a 90% full-time equivalent) holding the rank of professor, associate professor, assistant professor, or instructor, whose primary academic appointment (defined as at least a 51% appointment) is in the department, who are 1) tenure-stream faculty, 2) fixed-term faculty who have served under a full-time appointment for at least one year, and 3) academic specialists who have served under a full-time appointment for at least one year.

1.1.2 Fixed-term faculty and academic specialists will not vote on matters that pertain solely to tenure-stream faculty or other matters which the chair deems not relevant to their role in the department.

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- 1.1.3 Tenure-stream faculty will not vote on matters that pertain solely to fixed-term faculty and academic specialists or on other matters which the chair deems not relevant to their role in the department.
- 1.1.4 The **non-voting faculty** of the department are invited to attend department, program, and section meetings and to participate in the discussions.
- 1.1.5 The **honorary faculty** of the Department shall consist of all other faculty (e.g. Visiting Professors, part-time faculty, Professors Emeriti). The honorary faculty will be invited to attend Department, Program, and Section meetings and to participate in the discussions.
- 1.1.6 Faculty are members of the Program in which they have at least 50% of their academic responsibilities. Faculty members belonging equally to two Programs will decide, in consultation with the Chair, which Program they will represent in the Department Advisory Committee.
 - 1.1.6.1 The Programs are responsible for determining course and teaching schedules, curriculum, standards, evaluation, policies, procedures, and position requests of the Program.

1.2 Student Members

- 1.2.1 All undergraduate students who have declared a major or minor in the Department.
- 1.2.2 All graduate degree candidate students of the Department shall be members of the Department.

1.3 Modes of Participation

1.3.1 Consultation

A body of faculty and/or students who discuss with and inform the administrator with authority and responsibility for 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.

1.3.2 Advisory

A deliberative body of faculty and/or students recommends policies to an administrator authorized to make decisions. The administrator is not

bound by the recommendations and accepts responsibility for the decision.

1.3.3 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 recommendation of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.

1.3.4 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.

2. Department Meetings

2.1 Frequency

There should be at least one Department meeting each academic year. Additional meetings of the Department may be called at the pleasure of the Chair, the Department Advisory Committee (DAC), or upon petition of 20% of the voting members of the Department.

2.2 Announcement

Department meetings shall be announced in advance with the distribution of an agenda.

2.3 Quorum

2.3.1 A majority of the voting members of the Department shall constitute a quorum for the conduct of business at any Department meeting.

2.3.2 For online ballots, the number of votes cast must meet quorum requirements (see 2.5.2).

2.4 Conduct of Meetings

- 2.4.1 The Chair of the Department, or his/her designate, shall preside at all Department meetings.
- 2.4.2 Department meetings shall be conducted according to the rules of parliamentary procedure.
- 2.4.3 The Chair of the Department, or his/her designate, shall either serve as a secretary of the meeting or appoint someone to serve as secretary. Action which is interpreted as constituting policy or position shall be reported and distributed in writing to all voting members of the Department within two weeks after the meeting.

2.5 Voting

- 2.5.1 Decisions shall be determined by voice or show of hands, unless the majority of the assembled decides in favor of another procedure.
- 2.5.2 Issues subject to online voting must be preceded by discussion of these issues at a Departmental meeting.

2.6 Elections to College Committees

- 2.6.1 During the semester in which the term of office for the Department representative to the College Advisory Council, or College Curriculum Committee, or College Graduate Committee shall expire, the DAC shall ask voting members of the Department to nominate faculty members for the position(s) and the faculty by secret ballot shall elect the representative(s). If possible, the representatives on these committees shall come from different Sections of the Department.
- 2.6.2 However, when the department has an Associate Chair or another person with designation Department-wide responsibility for either graduate studies or undergraduate studies, this person shall be the department representative to the respective College committee (i.e., College Graduate Committee or College Curriculum Committee).
- 2.6.3 Other College Committees

The Chair, after consultation with the DAC, shall appoint the representatives of the Department to other standing and ad hoc committees of the College.

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- 2.6.4 All Department representatives to College committees shall periodically report to the Department meeting (at least once per year).

2.7 Academic Council and University Committees

When the Department is called upon to nominate a faculty member for a position on the Academic Council or a standing or ad hoc committee of the University, the DAC shall advise the Chair on the selection of a nominee. After consultation with the DAC, the Chair shall appoint the nominee, unless a majority of the voting members declare their wish to choose the nominee by election, in which case the procedure shall be the same as that described under elections to the College Committee.

3. Department Administrative Officers

3.1 Department Chair

- 3.1.1 The Department Chair shall be the chief executive officer of the Department. The duties and responsibilities of the Chair as well as the procedures for appointment and review of appointment are specified in the Bylaws for Academic Governance and the Faculty Handbook – Michigan State University.
- 3.1.2 No later than the end of the spring semester, the Chair shall notify all tenure stream and fixed-term faculty members who are eligible for tenure, promotion or reappointment that the review process will take place during the following academic year. The Chair shall direct all eligible faculty members to respond in writing, indicating whether or not they wish to be considered for such action. The Chair will review the promotion and tenure criteria and the review process with each candidate who wishes to be considered for such action, and will begin the preparation of the dossier). For tenure-stream promotion and tenure reviews (and optionally for reappointments), the Chair requests names of potential external referees from the candidate.
- 3.1.3 Once a dossier is forward to the Office of the Dean, the Chair will notify the candidate in writing of what action was recommended by the unit committee(s) and what the Chair has recommended.
- 3.1.4 The procedures adopted under the Bylaws of this Department shall not abrogate either the freedom or the responsibility of the Chair to make final decisions in all areas of concern to the Department. However, when

the Chair's decisions are not in conformity with the wishes of the majority of the voting members of the Department, the Chair shall explain the reasons for his/her decisions.

3.2 Selection and Review of a Chair

In accordance with the Bylaws for Academic Governance – Michigan State University, the following procedures shall be utilized in the selection and review of a Chair:

3.2.1 Review of the Chair

3.2.1.1 The Chair of the Department shall be subject to regular review at intervals not to exceed five years.

3.2.1.2 The Department faculty shall have Shared Responsibility (see 1.3.3) with the Dean to determine procedures for the review of the Chair. As part of its role in this process, department faculty should consult the document "College of Arts and Letters Chair/Director Guidelines"

3.2.1.3 The review procedure may be initiated by the Chair, the Dean or the Department Advisory Committee.

3.2.2 Selection of the Chair

3.2.2.1 Composition of the Search Committee

The Search Committee shall be composed of all members of the Department Advisory Committee, excluding the ex officio members.

The Chair of the department may add up to two additional members, in consultation with the DAC, to ensure diversity in terms of rank, section, gender, and program. If for any reason a member steps down from the Committee, that member will be replaced by a member selected by the same rules for and manner of distribution as has been established for the Department Advisory Committee.

3.2.2.2 The Search Committee shall have Shared Responsibility (see 1.3.3) with the Dean to determine procedures for the selection of the Chair. As part of its role in this process, the

Search Committee should consult the document
“Recommended Procedures in the Review of the Chair of
LGSAAL.”

4. Department Advisory Committee (DAC)

4.1 Composition

The membership of the Department Advisory Committee shall be comprised of:

- One voting tenure-stream faculty member representing the Applied Linguistics Program;
- One voting tenure-stream faculty member representing the German Program;
- One voting tenure-stream faculty member representing the Linguistics Program;
- One voting tenure-stream faculty member representing African, Asian, Middle East, and Slavic (AAMES);
- Two voting fixed-term faculty members representing the fixed-term faculty;
- One non-voting staff member representing the Department staff;
- One non-voting undergraduate student representing the undergraduate constituency of the Department – elected according to the procedures outlined in Appendix A*;
- One non-voting graduate student representing the graduate student constituency of the Department – elected according to the procedures outlined in Appendix A*;
- The Chair and the Associate Chair(s) of the department (ex officio).
- It is recommended that the student representatives be of different Programs of the department.

4.2 The mode of participation shall be Advisory.

- 4.2.1 The Department Advisory Committee shall advise the Chair on matters affecting the Department as a whole.
- 4.2.2 The Department Advisory Committee, in consultation with the Chair, shall determine the necessary committees for the Department and shall appoint chairs and members of these committees.

4.3 Procedures

- 4.3.1 The Department Advisory Committee shall determine its operating rules and procedures and annually elect a chair of its membership.
- 4.3.2 The Department Advisory Committee shall meet as often as required to perform its duties, but shall meet a minimum of once each academic semester, except summer semester.
- 4.3.3 Department faculty who are not members of the Department Advisory Committee, may attend meetings of the Department Advisory Committee, but may not participate or vote. The Department Chair and DAC chair may ask non-DAC members to step out of the meeting when deemed necessary.
- 4.3.4 Department faculty who are not members of the Department Advisory Committee, staff, and academic specialists may present agenda items at meetings of the Department Advisory Committee by contacting the Chair of the Department Advisory Committee in advance.
- 4.3.5 Meetings of the Department Advisory Committee may be called by the Department Advisory Committee chair, the Chair of the Department, or by petition of at least one-third of the voting members of the Department Advisory Committee.
- 4.3.6 The Department Advisory Committee chair shall distribute to all voting members of the Department the agenda and summary minutes of each meeting.

4.4 Selection

- 4.4.1 DAC faculty membership is determined alphabetically from lists of voting faculty of all programs.
- 4.4.2 The DAC approves the alphabetical lists of faculty provided by the Department Chair and makes alphabetical selections with adjustments concerning byes.
- 4.4.3 Byes shall be given, and the next person on the list selected, for sabbatical and other authorized leaves of absence, and to ensure a minimal two-year interval between terms of DAC membership of an individual. Those given byes shall be selected in the subsequent year or as soon as possible thereafter.

4.5 Terms of Office

- 4.5.1 Faculty. Tenure-stream faculty serve two-year terms. Non-tenure-stream faculty serve staggered two-year terms.
- 4.5.2 Staff. Office staff serve on an ad hoc basis based on their areas of expertise and the agenda items of a particular DAC meeting.
- 4.5.3 Students. Students serve one-year terms. Student members are elected by the respective student constituencies. (See Appendix A)
- 4.5.4 Vacancies on the DAC are filled with consideration of the bylaws concerning regular DAC membership.

5. Standing Committees of the Department

Since the voting membership of the Department is small in number, it is possible and even desirable to function as a committee of the whole on most matters of concern. However, in order to expedite the work and to assure that all work is done, Standing Committees shall be established.

The general procedures of Standing Committees shall be:

- a) Prepare each semester a summary of the activities of the preceding semester and a list of prospective agenda items for the coming semester.
- b) Committees are encouraged to call on faculty, students and administrators who have special expertise on matters under consideration including minorities and women for the perspective which they may bring to the consideration of many issues. Such individuals are asked to render whatever services are reasonably requested.
- c) Subcommittees shall exist at the discretion of the parent committee. The advisability of their continuance shall be raised annually.

5.1 Programs in the Department

The programs are defined in section 1.0 as follows:

- The Applied Linguistics Program
- The Arabic Program
- The Chinese Program
- The German Program

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- The Program of Indian and South Asian Studies (Hindi/Urdu)
- The Japanese Program
- The Korean Program
- The Linguistics Program
- The Russian Program
- The Program of Non-degree Studies (African languages, Hebrew & Israeli Cultural Studies, and less commonly taught languages [LCTLs])

5.1.1 Composition

Each Program shall be composed of all faculty belonging to the Program and the Chair of the Department. Each program may include student representation.

5.1.2 Functions

Each Program shall deal with problems and issues relating to the academic and curricular mission of that Program.

5.1.3 Procedures

The mode of participation shall be Shared Responsibility.

5.1.3.1 Each Program shall determine its own operating rules and procedures.

5.1.3.2 The Chair of the Department shall serve as Chair of each Program.

5.1.3.3 The Program shall meet as often as required to perform its duties, but shall meet a minimum of one time each academic semester, except summer semester.

5.1.3.4 Meetings of the Program may be called by the Chair, by the convener/coordinator of the Program, or at the request of at least one-third of the voting members of the Program.

5.2 Faculty Evaluation Committee (FEC) (Sec. 5.2 amended 6/15/82; 1/22/14; 4/10/15; 4/1/22)

5.2.1 Composition

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- 5.2.1.1 Each tenure-stream faculty member in consultation with the Chair self-selects into one of three Sections according to their teaching and research: Linguistics; Literature and Culture; or Language Learning and Teaching.
- 5.2.1.2 The FEC consists of members from each of the three Sections based on section size. The minimum number of members for any section is one. Sections with ten or more faculty will each have one additional member. The members for each Section serve two-year terms, which shall be staggered when possible after adjustments concerning byes.
- 5.2.1.3 Selection of FEC members is made alphabetically (A-Z order) by the DAC from faculty lists of the three Sections. The DAC approves the three alphabetical lists of faculty provided by the Chair and makes adjustments concerning byes.
- 5.2.1.4 Byes shall be given, and the next person on the list selected, for sabbatical and other authorized leaves of absence, for new faculty in the first year of appointment, and to ensure a minimal two-year interval between terms of FEC membership as an individual. Those given byes shall be selected in the subsequent year or as soon as possible thereafter.

5.2.2 Functions

- 5.2.2.1 The FEC shall evaluate all tenure-stream faculty and submit their evaluations to the Department Chair.
- 5.2.2.2 Whenever necessary or requested by one-third of the voting faculty of the Department, the Department Advisory Committee shall prepare and submit for approval by the voting faculty of the Department recommendations for or against changes in the criteria and procedure for faculty evaluation.

5.2.3 Procedures

The mode of participation shall be Shared Responsibility.

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- 5.2.3.1 The FEC shall be convened each year by the Chair of the Department to review its responsibilities and determine its procedures.
- 5.2.3.2 The FEC shall use the document entitled *Criteria and Procedure for Peer Evaluation* in the conduct of their business.
- 5.2.3.3 The FEC shall submit its evaluations to the Chair at a mutually agreed upon date. Any faculty members who are required to be evaluated by the department and do not submit their evaluation materials by the deadline will not be considered for merit raises in October in the following academic year.
- 5.2.3.4 For annual reviews, faculty members with joint appointments must follow the procedure in the majority unit's bylaws with input from the minority units (as specified in Appendix 2 of the College of Arts and Letters bylaws, <https://cal.msu.edu/faculty/college-bylaws/memorandum-understanding/>)

5.3 Fixed-Term Faculty Evaluation Committee (FTEC) (Sec. 5.3 amended 3-31-2023)

5.3.1 Composition of the FTEC and Subcommittees

- 5.3.1.1 The FTEC will consist of three fixed-term faculty members who have been in the department for at least four semesters, and at least one having been promoted. The three fixed term members will be selected according to alphabetical rotation. To the extent possible the three members should come from different programs. The DAC will approve the members provided by the Chair and make adjustments.
- 5.3.1.2 Members will serve a staggered two-year term on the FTEC.

5.3.2 Functions

- 5.3.2.1 The FTEC shall evaluate all fixed-term faculty and submit their evaluations to the Department Chair.

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5.3.2.2 Whenever necessary or requested by one-third of the voting faculty of the Department, the Department Advisory Committee shall prepare and submit for approval by the voting faculty of the Department recommendations for or against changes in the criteria and procedure for faculty evaluation.

5.3.3 Procedures

The mode of participation shall be Shared Responsibility.

5.3.3.1 The FTEC shall be convened each year by the Chair of the Department to review its responsibilities and determine its procedures.

5.3.3.2 The FTEC shall use the document entitled *Criteria and Procedure for Peer Evaluation* in the conduct of their business.

5.3.3.3 The FTEC shall submit their reports to the Chair at a mutually agreed upon date. Any fixed-term faculty members who are required to be evaluated by the department and do not submit their evaluation materials by the deadline will not be considered for merit raises in October in the following academic year.

5.4 Committees on Tenure-Stream Promotion, Tenure, and Reappointment

5.4.1 Membership

The composition of each committee shall be determined by its specific function. The appropriate committee shall be constituted for each faculty member reviewed, with membership as follows:

5.4.1.1 to recommend promotion to the rank of professor, all members of the Program at that rank;

5.4.1.2 to recommend promotion to associate professor and tenure in the case of those appointed at associate professor rank without tenure, all members of the Program at the rank of professor or associate professor;

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- 5.4.1.3 to recommend reappointment of non-tenured faculty in the tenure stream, the tenured faculty of the Program;
- 5.4.1.4 each committee shall also include one member of respective rank from another Program of the department, appointed by the Chair, with the concurrence of the DAC;
- 5.4.1.5 if a duly composed committee shall otherwise have no women and/or minority members, the Chair, with the concurrence of the Department Advisory Committee, shall appoint one additional member to that committee from other Sections or from outside the department as necessary to include women and/or minority representation among the membership of the committee;
- 5.4.1.6 if a committee shall otherwise have fewer than five members, the Chair with the concurrence of the DAC shall appoint as many faculty of respective rank from the candidate's Section as necessary to bring membership to five; if there are not enough section members, the Chair should ideally draw from other Sections within the Department. If required, the Chair may go outside the Department or the College.
- 5.4.1.7 if a committee should otherwise have no members of a Section in which a candidate has significant duties, the Chair, with the concurrence of the Department Advisory Committee, shall appoint one additional member from that Section to the committee.
- 5.4.1.8 Faculty members with joint appointments with a majority appointment in the department and a minority appointment or assignment in another unit, the make-up of the RPT Committee will include one representative from the minority unit. This representative will be jointly chosen by the majority and minority units' Chairs or Directors.

5.4.2 Function

The committees shall make recommendations to the Chair regarding the promotion, tenure and reappointment of tenure-stream faculty.

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5.4.3 Mode of Participation

The mode of participation of the committee shall be Advisory.

5.4.4 Procedure (See 3.1.2)

- 5.4.4.1 By the middle of the Fall semester, the committee will receive for each candidate a dossier containing (i) a full curriculum vitae, (ii) a reflective essay addressing how previous and current accomplishments represent excellence, as well as DEI (Diversity, Equity, and Inclusion) activities and contributions in research/creative activity, teaching, and professional service, (iii) materials such as those defined in *Criteria and Procedures for Peer Evaluation* (in keeping with the units and University's criteria for reappointment, promotion, and/or tenure), including copies of all publications since any previous change in the candidate's personnel status, (iv) in the case of promotion and tenure reviews (and optionally for reappointments) external review letters, and (v) additional materials the candidate may wish to provide.
- 5.4.4.2 For a candidate for reappointment or tenure, to clarify the candidate's duties and responsibilities as an MSU faculty member, the committee shall receive at the same time the announced official description of the position filled by the candidate, and, as deemed appropriate by the candidate, any correspondence between the chair and the candidate during the search and appointment process.
- 5.4.4.3 Committees shall evaluate the achievement of candidates in the areas of teaching, research, and service, applying the standards given below (5.4.5).
- 5.4.4.4 The candidate may attend a meeting of the committee to answer questions or to make a presentation of qualifications.
- 5.4.4.5 After examination of the materials and after open discussion concerning the merits of each case, in which the Chair shall participate, committee members shall each provide the Chair and the committee chair with written recommendations. In addition, the committee as a whole

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shall provide the Chair with a letter including both the recommended personnel action and an explanation of its recommendations. All faculty members of the committee should indicate by signature that this recommendation letter is a fair representation of the committee's position. If there is a minority or dissenting viewpoint, the letter should so indicate. The letter then becomes part of the candidate's dossier.

5.4.4.6 Professional ethics demand that the committee's deliberations be held in the strictest confidence.

5.4.5 Standards of Achievements Expected of Candidates

The principles of academic freedom and the rights and responsibilities of faculty with regard to teaching, research, and service concern "the unfettered search for knowledge and its free exposition" (MSU Faculty Handbook, p. 27) and are relevant to expectations of faculty achievement. Paragraphs 5.4.5.1, 5.4.5.2, and 5.4.5.3 below provide general direction for candidates and committees and should be interpreted with appropriate flexibility so as not to constrain such search and exposition. Candidates and committees will find further explication of requirements and clarification of terminology in Appendix C: Guidelines for Reappointment, Promotion, and Tenure, with accompanying Interpretations and Clarifications of Terminology. In addition to the requirements specified here and in the aforementioned Guidelines document, candidates should be aware of the current University and College criteria for reappointment, tenure and promotion.

All assessment should take into account the quality of outcomes as well as their quantity and their impact on students and others the University serves. It is expected that multiple methods for assessing performance be used in assessing research, teaching, and service.

5.4.5.1 For reappointment (without award of tenure), the candidate must show promise of being able to meet the requirements for promotion within the contractually stipulated amount of time. Promise shall be demonstrated by evidence of the candidate's effectiveness and achievement in teaching, scholarship and service (See Appendix C "Guidelines for Reappointment, Promotion, and Tenure.")

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- 5.4.5.2 For promotion from assistant professor to associate professor with tenure or award of tenure in the case of those appointed at associate professor rank without tenure, candidates must demonstrate excellence in teaching, sustained excellence in scholarship, and involvement in service. (See Appendix C “Guidelines for Reappointment, Promotion, and Tenure.”)
- 5.4.5.3 For promotion from associate professor to professor, the candidate must demonstrate continued excellence in teaching, sustained excellence in scholarship, and significant involvement in service. It is an expectation that individuals build a balanced service record across the University and the profession. (See Appendix C “Guidelines for Reappointment, Promotion, and Tenure.”)

5.5 Committees on Designation B

5.5.1 Membership

- 5.5.1.1 Fixed-term faculty's Designation B committee will include one Designation B fixed-term member, to be determined by alphabetical rotation, and two tenure-stream faculty. The two tenure-stream faculty should come from the candidate's program if possible. In consultation with the Chair, programs may also request that up to two additional tenure-stream faculty from the candidate's program be added.
- 5.5.1.2 If a duly composed committee shall otherwise have no women and/or minority members, the Chair, with the concurrence of the Department Advisory Committee, shall appoint one additional member to that committee from other Sections or from outside the department as necessary to include women and/or minority representation among the membership of the committee.

5.5.2 Function

The committees shall make recommendations to the Chair regarding the Designation B.

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5.5.3 Mode of Participation

The committee will conduct the evaluation, and submit a written report and recommendation to the Chair.

5.5.4 Procedure

- 5.5.4.1 The committee will receive for each candidate a dossier containing (i) a full curriculum vitae, (ii) a self-evaluation of 3-5 pages addressing teaching, teaching related duties, and other duties as defined by job description, (iii) materials such as those defined in *Criteria and Procedures for Peer Evaluation*, (v) additional materials the candidate may wish to provide.
- 5.5.4.2 Committees shall evaluate the achievement of candidates in the areas of teaching and other job-related activities.
- 5.5.4.3 The candidate may attend a meeting of the committee to answer questions or to make a presentation of qualifications.
- 5.5.4.4 After examination of the materials and after open discussion concerning the merits of each case, in which the Chair shall participate, committee members shall provide the Chair and the committee chair with written recommendations. In addition, the committee as a whole shall provide the Chair with a letter including both the recommended personnel action and an explanation of its recommendations. All faculty members of the committee should indicate by signature that this recommendation letter is a fair representation of the committee's position. If there is a minority or dissenting viewpoint, the letter should also indicate. The letter then becomes part of the candidate's dossier.
- 5.5.4.5 Professional ethics demand that the committee's deliberations be held in the strictest confidence.

5.6 Committees on Fixed-Term Promotion to Associate Professor and Professor

5.6.1 Membership

The appropriate committee shall be constituted for each faculty member reviewed, with at least four faculty members with the following characteristics:

5.6.1.1 To recommend promotion to the rank of associate professor or professor, an ideal committee should include two tenured associate or full professors from the candidate's program and two fixed-term faculty from any program who have achieved the rank for which the candidate is being considered. However, tenured faculty from outside the candidate's program with related interests will be considered. If there are insufficient number of fixed-term faculty available to serve on the committee, the requirement can then be satisfied by more tenured faculty who have achieved the rank for which the candidate is being considered. If the candidate teaches hybrid or online courses, it is recommended that at least one of the committee members also has online teaching experience.

5.6.1.2 If teaching is a primary activity in the candidate's assignment, one tenure-stream and one fixed-term member from the committee will form a Teaching Review Sub-Committee. This Sub-Committee will follow the procedures outlined in the [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#) and write a committee report.

5.6.2 Function

The committees shall make recommendations to the Chair regarding the promotion of fixed-term faculty.

5.6.3 Mode of Participation

The mode of participation of the committee shall be Advisory.

5.6.4 Procedure

- 5.6.4.1 By the end of September, the committee will receive for each candidate a dossier containing the elements outlined in the [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#). Please see College guidelines for information about the crucial deadlines for each step of the procedure and the requirements for the dossier submitted by the applicant.
- 5.6.4.2 Please see the [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#) for information about restrictions on review letters. (See also “[*Confidentiality of Letters of Reference for Reappointment, Promotion, and Tenure Recommendations*](#)” in the Faculty Handbook.)
- 5.6.4.3 Please see the [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#) for information about the responsibilities of the Chair.
- 5.6.4.4 Please see [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#) for information about the responsibilities of the committee members.
- 5.6.4.5 Professional ethics demand that the committee’s deliberations be held in the strictest confidence.

5.6.5 Standards of Achievements Expected of Candidates

- 5.6.5.1 The promotion criteria used by the College of Arts & Letters and its affiliated units are the same as those used in evaluating those duties for tenure system faculty as described in the “Guidelines for Faculty Reappointment, Promotion, and Tenure in the College of Arts & Letters at Michigan State University,” for the corresponding promotion. (Also see 5.4.5 above.) As with tenure system faculty, these may be in the areas of teaching, research, and/or service/outreach depending on the position. The successful candidate for a fixed-term system faculty promotion is expected to have demonstrated leadership excellence in the areas of their assignment.

5.7 The Committees on New Tenure-Stream Appointments

5.7.1 Composition

- 5.7.1.1 The composition of each committee shall be determined by its specific function. Each Program shall have its own committee to recommend candidates for new appointments to the Program: the tenure-stream voting faculty of that Program, plus additional members as may be required (see below).
- 5.7.1.2 If a duly-composed committee shall otherwise have no woman and/or minority member, the Chair, with the concurrence of the Department Advisory Committee, shall appoint one additional member to that committee from the Section which most closely relates to the potential appointment, from another Section, or from outside the Department as necessary to include a woman and/or minority member on the committee.
- 5.7.1.3 If a committee shall otherwise have fewer than five members, the Chair with the concurrence of the DAC shall appoint as many faculty from the Section or Sections which most closely relate to the potential appointment, from another Section, or from outside the department, as necessary to bring membership to five.
- 5.7.1.4 If a committee should otherwise have no members of a second Program in which a new appointee will have significant duties, the Chair, with the concurrence of the DAC, shall appoint to the committee one additional member from that Program.
- 5.7.1.5 The committee as specified above may recommend additional members for the Chair's approval.

5.7.2 Functions

These committees shall recommend candidates for new appointments to the regular faculty.

5.7.3 Procedures

The mode of participation shall be Shared Responsibility.

- 5.7.3.1 These committees shall be convened when warranted by the Chair of the Department.
- 5.7.3.2 The Chair of the Department shall advise the committee as to what positions need to be filled and shall ask for recommendations of candidates for filling them.
- 5.7.3.3 The dossiers of the candidates for a position shall be made available to all committee members.
- 5.7.3.4 The committee shall vote on whether an offer should be made by the Chair of the Department to a candidate.

5.8 Graduate Committee

5.8.1 Composition

- 5.8.1.1 The Graduate Committee consists of the Director of Graduate Studies of each Program (Bylaws §1) offering graduate degrees, a representative of graduate students of the Department, and the Chair and Associate Chair of the Department.
- 5.8.1.2 Selection: Directors of Graduate Studies are determined by the Chair in consultation with faculty from that program. The representative of graduate students is selected according to the procedures described in Appendix A.

5.8.2 Function

- 5.8.2.1 The Graduate Committee shall advise the Chair on intra-departmental matters affecting the graduate programs in the Department.
- 5.8.2.2 The Graduate Committee shall review, as relevant, curricular proposals requiring departmental approval, be they internal or external to the department.

5.8.3 Procedure

5.8.3.1 The mode of participation shall be Advisory.

5.8.3.2 The Graduate Committee shall meet as often as required to perform its duties and shall determine its own operating rules and procedures.

5.9 Undergraduate Curriculum Committee

5.9.1 Composition

5.9.1.1 The Undergraduate Curriculum Committee consists of

- one voting faculty member representing programs with a major (Arabic, Chinese, German, Japanese, Linguistics, or Russian);
- one voting faculty member representing programs without a major (African Languages, Applied Linguistics, Cognitive Science, Hebrew, Indian and South Asian Studies, Korean, Less Commonly Taught Languages);
- one tenure-stream faculty representative;
- one non-tenure-stream voting faculty member;
- the Associate Chair for Undergraduate Studies or the department's College Curriculum Committee representative;
- the Undergraduate Advisor;
- a representative for undergraduate students in the department;
- when appropriate and available a staff member.

5.9.1.2 Faculty members are welcome to attend the meeting, and specific faculty may be invited if particular program knowledge is needed and not represented on the committee. Furthermore, programs can send a program representative if they want to share a program perspective on a specific agenda item.

5.9.2 Selection

- 5.9.2.1 Major and non-major program representatives will rotate alphabetically by program name every two years. The program will select the faculty member to represent the program.
- 5.9.2.2 The tenure-stream and non-tenure stream faculty representative will be selected alphabetically by last name for a one-year term.
- 5.9.2.3 At any given time, a program can only be represented by one person. If there are two new members from one program, the program representative will be chosen and the faculty representative will go to the next person in the alphabetical order.
- 5.9.2.4 The undergraduate student representative is selected according to the procedures described in Appendix A.

5.9.3 Function

- 5.9.3.1 The Undergraduate Curriculum Committee shall advise the Chair on intradepartmental matters affecting the undergraduate programs in the Department.
- 5.9.3.2 The Undergraduate Curriculum Committee shall review curricular proposals requiring departmental approval be they internal or external to the department.

5.9.4 Procedure

- 5.9.4.1 The mode of participation shall be Advisory.
- 5.9.4.2 The Undergraduate Committee shall meet as often as required to perform its duties and shall determine its own operating rules and procedures.

6. Ad hoc Committees of the Department

The formation of ad hoc committees shall be kept to a minimum. Whenever possible, a commission shall be referred to a standing committee.

7. Grievance Procedures

- 7.1 Any faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, or specialist may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the Faculty Grievance Officer (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure.
- 7.2 For up-to-date policies on the initiation of grievances and hearing procedures to go <https://fgo.msu.edu/>.

8. Bylaws

8.1 Interpretation

- 8.1.1 The Department Advisory Committee shall be the final authority with regard to the interpretation of these Bylaws.

8.2 Amendment Process

The mode of participation shall be Shared Responsibility.

- 8.2.1 Amendments to these Bylaws may be introduced by any voting member of the Department through their DAC representative.
- 8.2.2 A proposed amendment shall be publicized in advance on an agenda announcing the Departmental meeting at which the proposed amendment is to be decided upon.
- 8.2.3 These Bylaws shall be amended by a two-thirds vote of those present and voting in a departmental meeting or, in the case of an online vote, two-thirds of those voting, assuming the quorum requirements are met.

8.3 Review of Bylaws

The Departmental Advisory Committee shall regularly review the Bylaws, to assure that they are in conformity with the College and University regulations, and current departmental practice.

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APPENDIX A (Revised 6/15/82; 05/01/98; 05/30/10; 01/22/14; 04/01/22)

STUDENT REPRESENTATION

- 1.a. There must be an attempt to fill the following student representative positions:
 - (i) One undergraduate student to represent the undergraduate students of the Department on the Department Advisory Committee (DAC) (see §4.1 of the Bylaws);
 - (ii) One graduate student to represent the graduate students of the Department on the DAC (see §4.1 of the Bylaws);
 - (iii) One graduate student to represent the graduate students of the Department on the Department Graduate Committee (DGC) (see §5.8.1.2. of the Bylaws);
 - (iv) One graduate student to represent the graduate students of the Department to the MSU Council of Graduate Students (COGS).
 - (v) One undergraduate student to represent the undergraduate students of the Department on the Department Undergraduate Curriculum Committee (DUCC) (see 5.9.1.1 of the Bylaws).
- 2.b. In early fall semester, the Chair's Office shall announce by e-mail to all undergraduate and graduate majors that they have these rights of representation.
2. Students have the right to choose their representatives in a fair manner open to all students. The following guidelines for choosing representatives are suggested, but not required:
 - (i) Calls for the nomination or self-nomination of candidates for all student positions listed in 1a for the next academic year should be made by the Chair's Office in late spring semester. The nomination period will last 1 week. A second call may be made in early fall semester if any positions are unfilled.
 - (ii) If there are more nominations than graduate positions to be filled, the DGC will make the selections, in consultation with any other graduate representatives in 1a. If possible, positions will be distributed among the Department's graduate degree programs.
 - (iii) If there are more nominations than undergraduate positions to be filled, the Chair's Office will make the selections, in consultation with the DAC. If possible, positions will be distributed among the Department's undergraduate majors and minors.

APPENDIX B (06/23/15)

**GRADUATE STUDENT ACADEMIC GRIEVANCE HEARING PROCEDURES
For graduate programs in the Department of Linguistics, Languages, and Cultures**

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR Article 1.2)

The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities (GSRR)* documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, our Department established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

I. JURISDICTION OF THE DEPARTMENTAL HEARING BOARD:

- A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)
- B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

II. COMPOSITION OF THE DEPARTMENTAL HEARING BOARD:

- A. The Hearing Board pool includes all tenure-stream faculty and graduate students in the department. (See GSRR 5.1.2 and 5.1.6.)
- B. The Chair of the Hearing Board shall be the chair of the Departmental Advisory Committee unless that person is involved in the conflict. In such a case, the Chair of the Department will serve as the Chair of the Hearing Board. The Chair shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include two voting graduate students and two voting faculty. (See GSRR 5.1.2, and 5.1.5.) The Chair of the Hearing Board shall ask for volunteers among the graduate students, and an attempt will be made to have two students from two different programs, neither of whom are in the same program as the graduate student initiating the hearing. The two faculty members shall be the next two in alphabetical order after the Chair of the Hearing Board with the stipulation that there is no conflict of interest.

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- C. The Department will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

III. REFERRAL TO THE HEARING BOARD:

- A. After consulting with the instructor and the associate chair, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the associate chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)
- B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)
- D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student's dean has called for an academic disciplinary hearing, the student has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)
- E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)
- F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

IV. PRE-HEARING PROCEDURES

- A. After receiving a graduate student's written request for a hearing, the associate chair will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)
- B. Within **5** class days, the Chair of the Hearing Board will:
 - 1. forward the request for a hearing to the respondent and ask for a written response;
 - 2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within **3** class days of this notification. In

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- addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c);
3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final;
 4. send the Hearing Board members a copy of the request for a hearing and the respondent's written response, and send all parties a copy of these procedures.
- C. Within **5** class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
1. accept the request, in full or in part, and promptly schedule a hearing.
 2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
 3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)
- D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.
- E. At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)
- F. At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)
- G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)
- H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written

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statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)

- I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.
- K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4. and 5.4.11.)

V. HEARING PROCEDURES:

- A. The Hearing will proceed as follows:
 - 1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:
 - In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
 - In hearings in which a graduate student seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.
 - All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "clear and convincing evidence." (See GSRR 8.1.18.)

(See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)
 - 2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)
 - 3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing or, only in unusual circumstances, hear the case in his or her absence. (See GSRR 5.4.9-b.)

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4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)
5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)
6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.
7. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.
8. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.
9. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.
10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.
11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.
12. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

VI. POST-HEARING PROCEDURES

A. Deliberation:

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and

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convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

B. Decision:

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board's recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within **3** class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)
2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within **5** class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within **5** class days. (See GSRR 5.5.2.2 and 5.4.12.3)

C. Written Report:

The Chair of the Hearing Board shall prepare a written report of the Hearing Board's findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within **3** class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within **5** class days following notice of the decision, or **5** class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board's report and the administrator's redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

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VII. APPEAL OF THE HEARING BOARD DECISION:

- A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)
- B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within **5** class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)
- C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION:

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

IX. FILE COPY:

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)

APPENDIX C

GUIDELINES FOR REAPPOINTMENT, PROMOTION AND TENURE

Introduction

The following further explication of the requirements for reappointment, promotion, and tenure are to be interpreted as minima; meeting the minimum does not in and of itself establish that the candidate is entitled to reappointment or promotion.

Reappointment, promotion, and tenure require a record of *significant publication*, *effective teaching*, and *professional service*. Where appropriate, *outreach* will be considered an essential part of the candidate's dossier.

The above criteria are all important. However, since the University is distinguished from other types of institutions of higher learning (e.g., colleges, community colleges) by its commitment to research and since the goals of effective teaching and professional service/outreach are furthered by individual research, special consideration will be given to the candidate's research record.

For explanation of italicized terms, refer to the accompanying document, "Interpretations and Clarifications of Terminology."

Reappointment.

The candidate for reappointment must show definite promise of being able, within the contractually stipulated amount of time, to meet the requirements for promotion. Reappointment does not, however, constitute a commitment by the Department to eventual promotion and tenure. Scholarly promise is shown by demonstrating a research agenda that extends beyond the candidate's dissertation and a *research and publication agenda* appropriate to the candidate's discipline and commensurate with assigned teaching load. Teaching promise is shown by effective teaching and contributions to course/curriculum development, undergraduate advising and/or graduate student supervision, where appropriate. Effective engagement in the area of service is shown by relevant activities, commensurate with the nature of the appointment and/or the needs of the program.

Promotion from Assistant Professor to Associate Professor with tenure or award of tenure to those initially appointed at Associate Professor rank without tenure.

The candidate must clearly demonstrate excellence in teaching (including graduate student supervision, where appropriate), an involvement in the area of service commensurate with assigned teaching load, and *sustained excellence* in professional, *peer-reviewed publication* (in print or other *recognized media*). The candidate can satisfy the third requirement by *publication* of a *book* or a monograph and/or by the *publication/acceptance* of a significant amount of *work* in journals, collections, or other *recognized media*. Research output is expected to be appropriate to the candidate's discipline and commensurate with assigned teaching load.

Promotion from Associate Professor to Professor.

Since promotion to Associate Professor, the candidate must clearly demonstrate continued excellence in teaching (including undergraduate advising and/or graduate student supervision, where appropriate), a significant record of service both to the profession and within the University, and *sustained excellence* in professional, *peer-reviewed publication* (in print or other *recognized media*). The candidate can satisfy the third requirement by *publication* of a *book* or a monograph and/or by the *publication* of a *significant amount* of *work* in journals, collections, or other *recognized media*. Research output is expected to be

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appropriate to the candidate's discipline and commensurate with assigned teaching load. It is expected that candidates for promotion from Associate Professor to Professor will have achieved a national/international reputation in their discipline. In their service responsibilities, individuals should provide leadership in their discipline(s), units, the college, and institution. They should lead in effective pedagogies, in significant service both to the profession and on committees or administration within the university, in mentorship to junior faculty or graduate students, and in meaningful contributions to a flourishing intellectual life for those in the discipline(s), unit, college, and institution.

Interpretations and Clarifications of Terminology

1. *A research and publication agenda for reappointment* is reflected by coherent and focused scholarship. This scholarship can take the form of articles in print or accepted for publication, a contract for a book, or other peer-reviewed research.
2. *Publication* means articles or books in print, accepted by, or in production by the publisher. "Accepted" means that the editor or publisher has committed in writing to publication, and the final manuscript is in the hands of the editor or publisher. Grantsmanship is strongly encouraged. Research grants are considered part of the candidate's overall scholarly record, but are no substitute for publication.
3. *Sustained excellence* requires a record of scholarly productivity throughout the period being considered.
4. *Peer-reviewed* means published as a result of a process that involves assessment by reviewers whose involvement the journal or press arranges.
5. *Recognized media* means any digital or print publication that involves an external review process, for example an electronic journal or on-line conference proceedings, but not a self-published work.
6. *A book* or other *work* may be single-authored or co-authored, depending on the standards of the candidate's discipline. In cases of co-authorship it is the responsibility of the candidate to specify the nature and the extent of his/her contribution. Whether scholarly editions and scholarly tools (e.g., dictionaries, annotated bibliographies) should be counted as a book is determined by the norms of the discipline. An edited or co-edited collection will normally not be counted as a book.
7. *Effective teaching* involves generally positive student evaluations at the University, course syllabi and other materials which reveal a continuing commitment to excellence in teaching, and participation in advising and on guidance committees as appropriate.
8. *Professional service* includes participation on committees at the departmental, college, university, state, national, and international levels; refereeing for journals, conferences, and funding agencies; organizing conferences; editorial board work; holding leadership positions at the university or in professional organizations; liaison work; and other such activities in support of the academic profession.
9. Outreach involves generating, transmitting, applying, and preserving knowledge for the direct benefit of external audiences in ways that are consistent with University and unit missions. Outreach cuts across the categories of research/publication, teaching, and service, and is particularly relevant in the context of the University's land grant mission and shall be given due consideration. (See "Points of Distinction" <https://outreach.msu.edu/documents/pod.pdf>).

APPENDIX D (09/27/13; 01/07/16; 01/09/18; 04/26/19)

REQUIREMENTS/PROCEDURES FOR DESIGNATION B STATUS

Designation B is available to instructors who have brought and are deemed likely to bring exceptional value to programs through the quality of their teaching and other contributions. Designation B status provides three-year appointments for the UNTF teaching portion of the assignment. To be eligible for Designation B within the Department of Linguistics, Languages, and Cultures, a candidate must demonstrate that she/he has established a record of sustained, outstanding achievement in teaching.

During the first month of the eighth or subsequent semester of teaching employment within seven years of the first of these semesters in a given employing unit, the employee must submit a written request and required documentation of teaching excellence to the unit head or designee, to be considered for reappointment as a Designation B employee for the teaching portion of the assignment. For Fall review, the written request is due September 15, and the required documentation must be submitted by September 30. For Spring review, the written request is due January 15, and the required documentation must be submitted by January 31.

UNTF Contract: Further details on the eligibility criteria can be found in the UNTF contract at:
<https://untf.org/contract/>

Human Resources: Information from academic human resources including necessary forms can be found at:
<https://www.hr.msu.edu/ua/hiring/faculty-academic-staff/designationb.html>

College Guidelines: Information on the review process and materials to be submitted can be found on the College web site at:
http://www.cal.msu.edu/application/files/1615/0298/0557/CAL_Designation_B_Fixed_Term_Review_Guidelines_1.pdf.

Details on the department's required materials include the following:

1. Form B: <https://www.hr.msu.edu/ua/hiring/documents/UNTFDesignationBForm.pdf>
2. Credit for Past Service (#1 of Form B). Employee must have 8 semesters out of 14 semesters working in the UNTF within the same department. If you are unsure of your eligibility, please contact HR for Verification and include this documentation:
<https://www.hr.msu.edu/employment/documents/untfDesignationBReqVerificationEligibility.pdf>
3. Evidence of Teaching Excellence (#4 on Form B)
 - a. Include all SIRS including copies of both paper and online forms. (Limit to last three years only.)
 - b. Detailed course syllabi that demonstrate course development and highlight innovative aspects of the applicant's teaching methodology and any original contributions made to the planning of the course. Include only the latest version from each course taught over the last three years.

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- c. Class observations reports the applicant can provide. Additional class observations will be conducted by the Designation B committee.
 - d. Evidence of participation in teaching-related professional development activities such as MSU CeLTA workshops.
 - e. Other evidence such as
 - i. Websites
 - ii. Teaching-related publications and presentations
 - iii. Guest lectures (serving as, or hosting others)
 - iv. Teaching-related grant involvement
 - v. Instructional awards or professional recognition
4. Reflective Essay (#5 on Form B)

A detailed statement of teaching philosophy that exemplifies how this philosophy is applied in the classroom and why it constitutes an innovative and effective teaching strategy. The recommended length is three to five pages. (See also the College guidelines for more details).

5. CV (#6 on Form B)

Including evidence of teaching and related professional activities that may include: undergraduate and graduate teaching, methods of assessment, participation in high-impact co-curricular activities, honors options, undergraduate and graduate committees; academic advising or coordination; study abroad and other areas identified by the Department and College.

APPENDIX E

GUIDELINES FOR PROMOTION OF FIXED-TERM FACULTY TO ASSOCIATE PROFESSOR OR PROFESSOR

Introduction

The following further explication of the requirements for promotion are to be interpreted as minima; meeting the minimum does not in and of itself establish that the candidate is entitled to promotion. While the procedures are a process similar to the review process for the promotion of tenure system faculty, it is understood that promotion of fixed-term system faculty will be based solely on an evaluation of the duties and responsibilities specified in the candidate's actual appointment and position description. For more details on college-level requirements, see http://www.cal.msu.edu/application/files/1315/3116/0972/CAL_Guidelines_for_Promotion_of_Fixed_Term_System_Faculty.pdf.

Candidates for fixed-term faculty promotion from assistant to associate professor should have been an assistant professor for at least six years with appropriate accomplishments. Note, attaining a UNTF Designation B status is strongly recommended, but not required, before being considered for promotion. Candidates for fixed-term faculty promotion from associate to full must have been in rank for an appropriate amount of time, usually equivalent to at least six years.

The criteria are the same as those for tenure-stream faculty, but will be considering only in relation to the candidate's specified duties. For explanation of italicized terms, refer to the accompanying document, "Interpretations and Clarifications of Terminology."

Promotion from Assistant Professor to Associate Professor.

The candidate must clearly demonstrate excellence in teaching (including graduate student supervision, where appropriate), and, if specified by his or her contract, an involvement in the area of service commensurate with assigned teaching load, and *sustained excellence* in professional, *peer-reviewed publication* (in print or other *recognized media*). Research output is expected to be appropriate to the candidate's discipline and commensurate with assigned teaching load.

Promotion from Associate Professor to Professor.

A recommendation for promotion from associate professor to professor fixed-term must be based on sustained, outstanding achievements in the areas of teaching, research/creative activity, administration, and/or service/outreach corresponding to the relevant position workload percentages. There must be a sufficiently long period in rank, typically the equivalent of six years, prior to the promotion, so as to provide a firm basis in actual performance to permit endorsement of the individual as an expert in their field and to predict continuous, long-term, high quality professional achievement.

Interpretations and Clarifications of Terminology as Applicable to the Candidate's Position

1. *A research and publication agenda for promotion* is reflected by coherent and focused scholarship. This scholarship can take the form of articles in print or accepted for publication, a contract for a book, or other peer-reviewed research.
2. *Publication* means articles or books in print, accepted by, or in production by the publisher. "Accepted" means that the editor or publisher has committed in writing to publication, and the final manuscript is in the hands of the editor or publisher. Grantsmanship is strongly encouraged. Research

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grants are considered part of the candidate's overall scholarly record, but are no substitute for publication.

3. *Sustained excellence* requires a record of scholarly productivity throughout the period being considered.
4. *Peer-reviewed* means published as a result of a process that involves assessment by reviewers whose involvement the journal or press arranges.
5. *Recognized media* means any digital or print publication that involves an external review process, for example an electronic journal or on-line conference proceedings, but not a self-published work.
6. *A book* or other *work* may be single-authored or co-authored, depending on the standards of the candidate's discipline. In cases of co-authorship it is the responsibility of the candidate to specify the nature and the extent of his/her contribution. Whether scholarly editions and scholarly tools (e.g., dictionaries, annotated bibliographies) should be counted as a book is determined by the norms of the discipline. An edited or co-edited collection will normally not be counted as a book.
7. *Effective teaching* involves generally positive student evaluations at the University, course syllabi and other materials which reveal a continuing commitment to excellence in teaching, and participation in advising and on guidance committees as appropriate.
8. *Professional service* includes participation on committees at the departmental, college, university and national levels; refereeing for journals, conferences, and funding agencies; organizing conferences; editorial board work; holding leadership positions in professional organizations; liaison work; and other such activities in support of the academic profession.
9. Outreach involves generating, transmitting, applying, and preserving knowledge for the direct benefit of external audiences in ways that are consistent with University and unit missions. Outreach cuts across the categories of research/publication, teaching, and service, and is particularly relevant in the context of the University's land grant mission and shall be given due consideration. (See "Points of Distinction" <https://outreach.msu.edu/documents/pod.pdf>).