

BYLAWS

MICHIGAN STATE
UNIVERSITY

DEPARTMENT OF EARTH & ENVIRONMENTAL SCIENCES

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PREAMBLE

The ensuing bylaws have been drawn up by the faculty of the Department to aid in the smooth running of its affairs and to ensure that fair and open procedures are followed.

The success of any unit depends mainly upon the personal integrity of its members and their commitments to its goals. The Bylaws cannot substitute for this.

It is important that these rules be subject to review periodically to ensure that they are in keeping with the University's and our own interest.

MISSION STATEMENT

(Adopted 11/28/90)

Today's world offers many complex and diverse challenges for the student of Earth and Environmental sciences. For example, a student may be called upon to provide answers to academic questions related to the Earth's internal dynamics or to evolutionary processes operating on the Earth's surface. A student may also be asked to provide solutions to environmental problems related to pollution or to the threat of global warming. No matter what the challenge, to succeed the student must possess the appropriate educational and technical skills demanded of the discipline.

In association with the land-grant mission of Michigan State University and the College of Natural Science, the Department of Earth and Environmental Sciences is committed to provide the highest caliber of undergraduate and graduate instruction, and to foster an environment that promotes pure and applied research, as well as public service. The undergraduate program emphasizes quality instruction and offers a broad background in geologic and related sciences to both majors and non-majors. It also offers an environmental geosciences and geophysics option to qualified majors. The graduate program draws upon and supports faculty research and prepares the student for a professional career. Specifically, the Masters program is designed for students wishing to enter industry, state and federal government and/or to pursue a Ph.D. The Doctoral program is designed for students wishing to pursue an academic career or a research position in industry or government.

DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES

BYLAWS

1. Faculty

1.1 Composition of the Faculty

1.1.1 The faculty of the Department shall consist only of all persons having regular (including joint appointments), fixed-term, specialist, honorary and adjunct faculty status in the Department of Earth and Environmental Sciences, as defined in the Bylaws for Academic Governance.

1.2 Composition of the Voting Faculty

1.2.1 The voting faculty shall consist of all regular faculty whose primary appointment is in the Department and regular faculty with joint appointments in the Department who are paid, in part, through the Department.

1.2.2 On intra-departmental matters, the voting faculty, by a two-thirds vote, may extend voting privileges, for specifically defined issues only, to the fixed-term, research, honorary (visiting and emeritus), or adjunct faculty of the Department, as defined in the Bylaws for Academic Governance.

1.2.3 The Geology Club, which consists of undergraduate and graduate majors in the Department, shall elect a graduate student at the beginning of the fall semester to serve for one year as graduate student representative (with vote) at departmental meetings. When faculty discussions involve matters where the presence of students is not desirable, the Chairperson may exclude the student from that portion of the meeting. In the event that the student should challenge the decision, a majority vote of the faculty members present shall decide the issue.

1.3 Faculty Appointments

1.3.1. The faculty shall advise the Department Chairperson with respect to nominations of new faculty by means of the results of a secret ballot conducted at a meeting of the Department.

1.3.1.1 A recommendation to invite a candidate is passed if more than two-thirds of those present vote in the affirmative.

1.3.1.2 The Department Chairperson shall make the final decision which shall be presented as a recommendation to the Dean.

1.3.1.3 In the event that the Chairperson's recommendation is not in conformity with the Department's advice, the Chairperson shall make this fact known to the Dean and provide a rationale for his/her recommendation.

1.3.1.4 The provisions of the preceding paragraphs (1.3.1.1-1.3.1.3) do not limit the rights of the Department Advisory Committee or of individual faculty to communicate their views to the Dean with respect to any appointment recommendation.

1.4 Orientation of Newly Appointed Faculty

1.4.1 In order to assist each new faculty member, and particularly a newly appointed non-tenured faculty member, in his/her orientation with regard to his/her place within the academic community, the Department Chairperson shall provide the proper orientation and counsel of new faculty members with regard to matters of academic concern.

1.4.1.1 Specifically, it shall be the responsibility of the Department Chairperson to provide a newly appointed faculty member with a written document containing the terms and conditions of employment, including:

- a. the time covered by the appointment.
- b. the salary provision.
- c. the general expectations with regard to the professional responsibilities of the person.
- d. the expectations with regard to the level of performance of his/her responsibilities.
- e. the provisions with regard to annual review.
- f. the university rules with regard to outside consulting or similar work.
- g. conditions other than the appointee's performance of his/her responsibilities that may make a further appointment inadvisable.

1.5 Annual Evaluation of Faculty Appointed in the Tenure System, but not yet Awarded Tenure

1.5.1 So that faculty appointed in the tenure system, but not yet awarded tenure, will not be kept in uncertainty about their future status until the last year of their probationary appointment(s), an evaluation of the faculty members' contribution(s) shall be compiled at the end of each academic year.

1.5.2 This evaluation shall be the responsibility of the Department Chairperson in consultation with the tenured members of the Advisory Committee.

1.6 Review of Faculty Members

1.6.1 When a recommendation is to be made with regard to the renewal of a faculty member's appointment not under the rules of tenure, the renewal of a non-tenured faculty member's appointment under the rules of tenure, the placing of a non-tenured faculty member on the tenure system, the granting of tenure to an untenured faculty member, or the promotion of a faculty member with or without tenure, an ad hoc committee composed of all tenured faculty of higher rank than the candidate being considered will be consulted.

1.6.2 Along with the criteria established by the University and the *Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University* available on the CNS website, the department criteria for promotion will be a continually increasing knowledge of their specialty and the meaningful transmission of this knowledge to the students; their accomplishment of significant research and to have this research transmitted to and evaluated by their peers; their ability to guide graduate students in research programs; their special interests for advancing the goal of the Department significantly.

- 1.6.3 Information pertaining to the contributions and competence of the faculty member being reviewed shall be assembled by the Chairperson of the Department and made available to the Committee.
- 1.6.4 Student input, with regard to undergraduate and graduate teaching and guiding of graduate research, must be considered by the faculty whenever decisions concerning substantive issues of reappointment or tenure are in the process of being formed.
 - 1.6.4.1 The Chairperson of the Department shall consult with students concerning the faculty member's ability to teach and to guide research. Teaching evaluation forms shall constitute a part of the student input. A quantitative summary of these evaluations over the last two years shall be made available to the ad hoc committee (see section 7).
- 1.6.5 When a recommendation is to be made with regard to the renewal of a faculty member's appointment not under the rules of tenure, the renewal of a non-tenured faculty member's appointment under the rules of tenure, the placing of a non-tenured faculty member on the tenure system, the granting of tenure to an untenured faculty member, or the promotion of a faculty member with or without tenure, the faculty member being considered can request an opportunity to meet and confer with this ad hoc committee before a decision is made in his/her case.
- 1.6.6 Members of this committee who wish to meet individually with the Department Chairperson may do so. The Chairperson shall obtain a signed, written ballot from each member of the Committee. The Chairperson shall, upon request, inform the candidate of the vote totals but shall not disclose individual votes of committee members.
 - 1.6.6.1 The Chairperson of the Department shall make the final decision and make his/her recommendation to the Dean.
 - 1.6.6.1.1 In the event that the chairperson's recommendation is not in conformity with the ad hoc committee, the Chairperson shall make this fact known to the Dean and give reasons for the different recommendations.
- 1.6.7 In the event of a decision not to reappoint a non-tenured faculty member appointed under the tenure system, reasons for that decision will be given in writing upon the faculty member's written request. The Department Chairperson will transmit the reasons to the faculty member.
- 1.6.8 Information pertaining to the research contribution and competence of adjunct faculty shall be reviewed by the faculty every three years. At that time the Department may decide to reappoint the adjunct faculty by a simple majority affirmative vote of the voting faculty.
- 1.7 Faculty Evaluation/Merit Salary Increase Procedures
 - 1.7.1 Formal faculty evaluation procedures will be established by the Department.
 - 1.7.1.1 These procedures will be reviewed each year by the Advisory Committee.
 - 1.7.1.1.1 The Advisory Committee will solicit input from the faculty concerning changes to the evaluation procedures.

1.7.1.2 Using the established faculty evaluation procedures, the Advisory Committee will rank the faculty and submit this ranking to the Department Chair for use in determining merit salary increases.

1.7.1.3 Each faculty member will be given the opportunity to review their evaluation and merit salary increase with the Department Chair.

1.8 Rights and Responsibilities of Faculty

1.8.1 All faculty members (including jointly appointed) have the responsibilities of teaching courses within the Department, advising students, participating in the academic governance of the Department, and conducting and publishing original research in the geological sciences. They have the right to adequate facilities, supplies, and support services to pursue these objectives. They have an additional responsibility to seek outside funding in support of their research programs. They may teach both undergraduate and graduate courses, and serve as chairpersons of graduate student guidance committees. They also have the responsibility of managing and maintaining the research and teaching equipment and collections of the Department.

1.8.2 Adjunct, fixed-term, research and honorary faculty are invited to use the facilities of the Department under the supervision of a regular faculty member. They have the right to identify themselves with the Department of Earth and Environmental Sciences in correspondence, publications, and in seeking outside research support. They may serve as voting representatives of the Department on graduate student guidance committees. They may serve as ex officio (non-voting) members of department academic governance committees, and are invited to attend all department faculty meetings. Upon the invitation of the Department Chairperson, they may teach either undergraduate or graduate courses. Adjunct faculty may serve as co-chairperson of a graduate student guidance committee if a regular faculty member also agrees to serve as co-chairperson of the same committee.

1.9 Reappointment, Promotion and Tenure Procedures

1.9.1 Responsibilities of the chairperson for the unit

1.9.1.1 Insure that all university, college, and departmental procedures, guidelines, and timetables are followed in each RPT case under consideration.

1.9.1.2 Inform each RPT candidate and all appropriate unit faculty (see 1.9.2 below) of all relevant procedures and deadlines in a timely fashion.

1.9.1.3 Make the official unit recommendation to the Dean of the College of Natural Science for or against the RPT action under consideration by the designated deadline. This recommendation must report the vote of the faculty (see item 1.9.2 below) for or against the RPT action.

1.9.1.4 Inform the RPT candidate of the faculty vote and his/her recommendation to the college as soon as these items are forwarded to the Dean of the College of Natural Science.

- 1.9.2 An RPT Standing Committee of two full Professors eligible for a candidate's RPT Committee shall be appointed by the chairperson on the recommendation of the Departmental Advisory Committee.
- 1.9.2.1 For general matters and for individual candidates for reappointment at Assistant Professor rank and for promotion to Associate Professor with tenure, the RPT Standing Committee shall include one Associate Professor, similarly appointed.
- 1.9.2.2 Additional members may be added at the discretion of the chairperson after consultation with the Departmental Advisory Committee.
- 1.9.2.3 This RPT Standing Committee shall be consulted by, and will assist, the chairperson, with:
- a. the preparation of the unit-level and chairperson's summaries of the candidate's research, instruction, and service; and
 - b. short- and long-term management of the unit-level RPT process.
- 1.9.3 Unit faculty of rank higher than the candidate under consideration will be consulted by the chairperson directly as a committee of the whole) during the departmental RPT process, and the information provided will be used as input in the decision of the chairperson.
- 1.9.3.1 All faculty with tenure home in the Department and of higher rank than the RPT candidate will be consulted.
- 1.9.3.2 The RPT committee for each candidate under consideration is composed of all faculty defined in 1.9.2.1. This committee reviews the materials and is consulted by the chairperson.
- 1.9.3.3 A departmental meeting of the eligible faculty defined in 1.9.2.1 will be convened for the purpose discussion of the candidate and their package in order to provide input to the chairperson
- 1.9.3.4 A departmental meeting of the eligible faculty defined in 1.9.2.1 will be convened no less than one week after the meeting specified in 1.9.2.3 for an official vote to be taken and reported to the chairperson.
- 1.9.3.5 The RPT candidate shall confer with the faculty defined in 1.9.2.1, the RPT Standing Committee, the Departmental Advisory Committee, or appropriate faculty subgroup, prior to the faculty vote advising the chairperson on the RPT action.

2. Chairperson

- 2.1 The duties, responsibilities and authority of the Chairperson are specified by the University Faculty Bylaws. The Chairperson, as the chief executive officer of the Department, has the final responsibility for the authority in administrative decisions of the Department. However, he/she must seek out and dutifully consider the counsel of the faculty on personnel and program matters of the Department through the channels established by the Departmental

Bylaws. If the Chairperson overrules a decision of a standing or ad hoc committee, he/she must explain the rationale for his/her decision.

The Bylaws for Academic Governance (2.1.2.1.) adopts the principle that the... "Chairperson has a special obligation to build a department strong in scholarship and teaching capacity, and outreach." This must be accomplished by optimum utilization of the human and material resources of the Department through cooperative interactions of the Chairperson with the committee structure and individual faculty members. It is imperative for this purpose that the Chairperson devote special attention to communications within the Department, preferably on a regular and formal basis.

- 2.2 The Chairperson shall preside at departmental meetings and arrange the order of the agenda of the meetings with the Office Supervisor.
- 2.3 Where he/she is not a regular member, the Chairperson will be an ex officio member of all standing and ad hoc committees of the Department.
- 2.4 The Chairperson shall have a vote in departmental matters.
- 2.5 The chairperson, or a designee, shall generally be present at meetings of an academic governance body.
- 2.6 The chairperson shall conduct an annual review with each member of the tenure system faculty and all fixed-term faculty members. The chairperson shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. Written documentation of the meeting shall be given to the faculty member and kept on file.
- 2.7 The term of office and selection procedures for the Chairperson shall be as follows:
 - 2.7.1 The term of office of the Chairperson shall normally be five years.
 - 2.7.2 Initial Appointment: The faculty advisory council must schedule a meeting with the dean to review CNS policies and formulate specific procedures for selection of the chairperson. The voting faculty shall have shared responsibility with the CNS dean to determine procedures for selecting the chairperson to be nominated to the provost.
 - 2.7.3 Review. The chairperson shall be subject to a periodic review at an interval of five years. The faculty advisory council must schedule a meeting with the dean to review CNS policies and formulate specific procedures for the periodic review of the chairperson. The faculty shall have shared responsibility with the CNS dean to determine procedures for review of the chairperson.

3. Associate Chairperson

- 3.1 The Chairperson, after consultation with the Advisory Committee, shall appoint an Associate Chairperson.
 - 3.1.1 The duties of the Associate Chairperson shall include assisting the Chairperson in the administrative affairs of the Department. The authority and responsibility of the Associate Chairperson shall be determined by the Chairperson.

- 3.1.2 Normally, the Associate Chairperson shall serve as Chairperson during the Chairperson's absence. In the absence of both, the Chairperson shall appoint a temporary Chairperson.
 - 3.1.3 The faculty shall be informed of who is serving and his/her duties.
 - 3.1.4 The Associate Chairperson shall serve at the discretion of the Chairperson.
4. Faculty Procedures
- 4.1 Departmental Meetings
 - 4.1.1 The rules contained in Robert's "Pocket Manual of Rules of Order" shall determine the parliamentary practice of meetings in which voting is conducted on substantive matters unless otherwise specified within these bylaws.
 - 4.1.2 Departmental meetings will be held a minimum of twice per semester, excluding the summer semester.
 - 4.1.3 Other faculty meetings may be called by the Chairperson. Any committee or faculty member wishing to call a meeting may do so by securing the approval of the majority of the Faculty Advisory Committee.
 - 4.1.4 Notice of the regular departmental meetings will be made in writing and placed in each faculty member's mailbox or circulated by e-mail at least three days in advance with an agenda of the substantive topics. Committees or individual faculty members may place items on the agenda through the Chairperson and/or the Office Supervisor. Substantive items not on the agenda can be discussed only when agreed to by majority vote at the meeting.
 - 4.1.5 Departmental meetings should be held at an hour and on a day when no faculty member is scheduled for a class. Every effort must be made to hold departmental meetings only when at least two-thirds of the voting faculty are available for the meeting.
 - 4.1.6 A quorum shall consist of one-half of the voting faculty unless otherwise specified.
 - 4.1.7 Motions will pass by majority vote of those present unless otherwise specified. Meetings called by the Chairperson where an agenda has been issued are regular meetings. All other meetings are special meetings. At special meetings a two-thirds vote of those present is required to pass a motion.
 - 4.1.8 Although no proxies will be permitted, absent faculty members are encouraged to make their opinions known to the faculty in a formal manner.
 - 4.1.9 Proposed amendments to the Department Bylaws must be circulated at least four weeks before the meetings at which they are presented. Approval of amendments requires a two-thirds vote of the faculty.
 - 4.1.10 The purpose of departmental meetings shall be:
 - 4.1.10.1 To receive committee reports and act on committee recommendations.

- 4.1.10.2 To discuss or make decisions on other procedures and programs of the Department.
- 4.1.10.3 To communicate timely information from individual faculty members, committees, and the Chairperson.
- 4.1.10.4 To nominate and/or elect faculty members to college and university committees when appropriate.
- 4.1.10.5 To permit non-faculty to speak to the faculty with permission of the Chairperson or any two members of the voting faculty.

4.2 Agenda and Minutes

- 4.2.1 The Office Supervisor or her representative shall serve as secretary at the departmental meetings to record attendance and keep minutes.
- 4.2.2 The minutes of each meeting will be circulated to faculty members.
- 4.2.3 Faculty members wishing to place items on the agenda should submit them to the Chairperson.
- 4.2.4 The Office Supervisor will provide each faculty member with an up-to-date set of the Departmental Bylaws, general regulations of the Department and committee assignments.

- 4.3 Academic and committee assignments outside the Department shall be accepted with the knowledge of the Chairperson. The staff shall be informed of these assignments regularly by the Chairperson or the Office Supervisor.

4.4 Grievance Procedures

- 4.4.1 The Department of Earth and Environmental Sciences follows the *Faculty Grievance Policy* published in the Faculty Handbook and approved by the Board of Trustees for resolving employment related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit, department, or college level before filing a formal grievance.
- 4.4.2 Faculty or academic staff wishing to pursue an informal resolution may contact the department chairperson or the faculty advisory committee chairperson.

- 4.5 Thesis and guidance committees will be established by the major professor with the consent of the faculty involved. M.S. and Ph.D. theses proposals will be presented in writing to the faculty by the student with the approval of the major professor and concurrence of the guidance committee. Questions and comments regarding the proposal shall be directed to the major professor within two weeks after the proposal is distributed.

5. Committees

5.1 General Procedures

- 5.1.1 There shall be four standing committees; namely Advisory, Undergraduate Affairs, Graduate Affairs, and Speaker.

5.1.2 The mode of all committees is advisory to the Department Chairperson with respect to major policy decisions affecting the Department.

5.1.3 Committees shall submit recommendations concerning major policy to the faculty for their approval.

5.1.4 Committees need not act on all matters as a committee of the whole. It is expected that much of the committee's work will be done in subcommittees.

5.1.5 All committees shall prepare a brief annual report for distribution to the faculty prior to the preparation of the departmental annual report.

5.1.6 All committees must develop formal procedures, where appropriate, for carrying out their charges. These procedures are to be approved by the faculty and filed with the Department Bylaws.

5.1.7 Any standing committee may establish such subcommittees as they deem necessary. The subcommittee Chairperson and members are appointed by the standing committee chairperson from among the standing committee members.

5.1.8 All 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.

5.2 Membership

5.2.1 The Undergraduate and Graduate Affairs committees shall consist of three faculty members and two student members (one undergraduate and one graduate). All committee members, faculty and students, shall be voting members except as noted in 5.6.4. Committees may, at their discretion, elect to have ex officio (non-voting) members added to the committee.

5.2.2 Membership on specific committees shall reflect, in so far as possible, the interests and capabilities of faculty members. The Department Chairperson, after considering nominations submitted by the Advisory Committee shall establish committee assignments and appoint committee chairpersons. The committee assignments shall be submitted to the faculty for approval or modification at a meeting during the latter half of the spring semester.

5.2.3 Student members of committees shall be elected by those undergraduate students majoring in a program administered by the Department of Earth and Environmental Sciences (Earth Science, Environmental Geosciences, Geological Sciences), or whose graduate Guidance Committee Chair is a member of the faculty of the Department of Earth and Environmental Sciences. Electoral procedures shall be established and implemented by the Geology Club which includes all students majoring in a program administered by the Department of Earth and Environmental Sciences.

5.2.4 The undergraduate students majoring in a program administered by the Department of Earth and Environmental Sciences (Earth Science, Environmental Geosciences, Geological Sciences), or whose graduate Guidance Committee Chair is a member of the faculty of the Department of Earth and Environmental Sciences shall elect students to the Student Advisory Committee. Electoral procedures are the same as in 5.2.3. The Student Advisory Committee may counsel the Department Chairperson on any matter of concern to the students in the Department.

- 5.2.5 Except for Advisory, there is no fixed tenure for faculty members on Committees. In making committee assignments an attempt will be made to maintain continuity but also to bring in new members. Student members shall serve for one academic year.
- 5.2.6 No faculty member may serve on more than two standing committees.
- 5.2.7 The Department Chairperson, in consultation with the Advisory Committee, may appoint ad hoc committees. Such appointments are subject to review by the Advisory Committee.
 - 5.2.7.1 Membership and duties of ad hoc committees shall be established at the time of their appointment. At the discretion of the Department Chairperson, students shall serve on appropriate ad hoc committees. Should a dispute arise in defining "appropriate" ad hoc committee, it will be adjudicated in accordance with section 5.1 of the Graduate Students Rights and Responsibilities Document.
 - 5.2.7.2 Ad hoc committees expire at the end of the academic year if not otherwise specified.

5.3 Advisory Committee

- 5.3.1 The Advisory Committee may counsel the Department Chairperson on any matter concerning the Department.
- 5.3.2 The Advisory Committee shall counsel the Department Chairperson in the staffing of committees per 5.2.2.
- 5.3.3 The Advisory Committee will consist of three members, each elected by majority vote. They shall be elected from the faculty above the rank of instructor for a three-year term commencing August 16. Terms of office shall be staggered so that one member is elected each year. No member shall serve two successive terms. If a member of the Advisory Committee is unable to complete a portion of his/her term of office (of at least one school semester or more), an election will be held to secure a temporary replacement for that time interval.
- 5.3.4 The terminal year member of the Advisory Committee shall act as Chairperson of the Committee.

5.4 Undergraduate Affairs Committee.

- 5.4.1 The Undergraduate Affairs Committee shall be responsible for undergraduate curriculum (course and program) development, approval, and implementation
- 5.4.2 The Undergraduate Affairs Committee will periodically review, update, and publish course descriptions
- 5.4.3 The Undergraduate Affairs Committee will coordinate and select undergraduate awardees
- 5.4.4 The Undergraduate Affairs Committee will promote departmental undergraduate degree programs

5.4.5 The Undergraduate Affairs Committee is responsible for coordinating advising and transfer equivalences with the undergraduate director, as needed

5.4.6 The undergraduate director shall be a full member of the Undergraduate Affairs Committee

5.5 Graduate Affairs Committee

5.5.1 The Graduate Affairs Committee shall be responsible for graduate admissions and funding recommendations to the chair

5.5.2 The Graduate Affairs Committee shall be responsible for temporary graduate advising

5.5.3 The Graduate Affairs Committee shall be responsible for graduate curriculum (course and program) development, approval, and implementation

5.5.4 The Graduate Affairs Committee shall be responsible for evaluating teaching assistants

5.5.5 The Graduate Affairs Committee shall be responsible for periodically reviewing the academic performance of all graduate students

5.5.6 The Graduate Affairs Committee will promote departmental graduate programs

5.5.7 The graduate director shall be a full member of (and chair of) the Graduate Affairs Committee

5.5.7 The Committee shall publish and periodically review and distribute a handbook of information for graduate students which shall contain the procedures established for the M.S. and Ph.D. degree.

5.5.8 The student members of the Committee shall be excluded from the final discussion or determination involving another student in the matter of recommendations for fellowships or assistantships, admission to graduate work, retention, or change of status. The student members may offer testimony, but may not have access to confidential student records or discussion pertaining to these records.

5.6 Promotion and Tenure

5.6.1 The Committee is composed of all tenured faculty of higher rank than the candidate considered for promotion and tenure.

5.6.2 The Department Chairperson is chairperson of this committee.

5.6.3 All faculty below the rank of professor are automatically considered for promotion each year. However, a faculty member may consider himself/herself ineligible for promotion in order to preclude the evaluation process.

5.6.4 Along with the criteria established by the University and the *Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University* (available on the CNS website), the department criteria for promotion will be: a continually increasing knowledge of their specialty and the meaningful transmission of this knowledge to the students; their accomplishment of significant

research and to have this research transmitted to and evaluated by their peers; their ability to guide graduate students in research programs; their special interests for advancing the goal of the Department significantly.

5.7 Speaker Committee

- 5.7.1 With the input of department faculty, students, and research staff, the Speaker Committee shall recruit a slate of speakers for the academic year and coordinate visit logistics with the faculty/student host(s) and the support office staff person.

6. Geology Advisory Council

- 6.1 Purpose - The Department of Earth and Environmental Sciences recognizes the fact that alumni are able and often willing to continue to participate in our department. Departmental affiliation should not end with the granting of a degree. We see the Alumni Advisory Board as fulfilling several important roles. The Board can facilitate communication between the Department and Alumni. It can offer advice concerning economic and employment trends and how these trends may affect our research and teaching. The Board may assist the Department in identification and solicitation of external support. Finally, the Board may be a very effective advocate of the Department to the Administration.
- 6.2 Organization - The Alumni Advisory Board will be composed of at least five members. The members will be appointed for a five-year term by the Chairperson, with letters of recognition from the Dean of the College of Natural Science. Individuals who are not alumni but who have expressed a particular interest in the future of the Department may be members of the Board. The internal organization of the Board shall be decided upon by the members.
- 6.3 Annual Meeting - Board members will convene annually in the Fall at Michigan State University. The meeting should include a reception with faculty and students; meetings with the Alumni Committee, Chairperson and Dean; a business meeting of the Board; and a dinner with faculty.

7. Student Instruction Rating System

- 7.1 The Department of Earth and Environmental Sciences uses the online SIRS (Student Instructional Rating System) process to gather student feedback.
 - 7.1.1 Before the final exam, students will be given the opportunity to evaluate faculty and teaching assistants responsible for the class(es) in which each student is enrolled through the online SIRS system
 - 7.1.2 Students will be asked to complete one form evaluating the instructor and course and a second form evaluating the lab instructor and lab course, if applicable.
 - 7.1.3 Upon processing, evaluations are sent to the instructor.
 - 7.1.4 Evaluations will be reviewed by the Department Chairperson who will make recommendations to individual faculty when necessary.
 - 7.1.5 Evaluations and faculty comments will be made available to the Advisory Committee for the Annual Faculty Evaluations with respect to promotion, tenure and salary recommendations.

7.1.6 Evaluations remain on file in the department office, for a period of 10 years.