

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

HISTORY OF APPROVAL

Actions of KBS Voting Members

Sections 1 – 7 adopted	November 2007
Revisions and Appendices adopted	May 2016
Revision adopted	December 2017
Supplementary Documents adopted	February 2018

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1.0 DEFINITION AND MISSION OF KBS

1.1. KBS Definition

The W.K. Kellogg Biological Station (KBS) is an academic unit within the College of Agriculture and Natural Resources and the College of Natural Science of Michigan State University. The College of Agriculture and Natural Resources serves as the administrative lead college for KBS.

1.2. Mission

The mission of KBS is to increase our understanding of natural and managed ecosystems and their linkages to society.

1.3. Purpose and Objectives

KBS is devoted to pursuing three main integrative activities: (1) promoting and supporting multi-disciplinary research in ecology and evolutionary biology, agriculture, natural resources and the environment, across the continuum of basic to applied research; (2) providing students with inquiry-based educational opportunities in these subjects; and (3) providing outreach programs that bring KBS expertise to bear on environmental issues of public importance. The interdependent objectives of research, education, and outreach are pursued in cooperation with various departments and programs of MSU.

1.4. Definition of Terms

1.4.1. Unless otherwise noted, Deans refers to the deans of the MSU colleges that administer KBS and Faculty refers to Regular Faculty.

1.4.2. Unless otherwise noted, majority refers to two-thirds majority.

1.4.3. Consulting, advisory, shared responsibility, and delegated authority as used in these Bylaws are as defined in Appendix A: Modes of Participation.

2.0 FACULTY AND OTHER ACADEMIC PERSONNEL

2.1. Composition of the Faculty

2.1.1. The Regular Faculty shall consist of all persons with non-zero percent appointments at KBS under the rules of tenure and with the rank of professor, associate professor, or assistant professor, as defined by the MSU Bylaws for Academic Governance.

2.1.2. The Fixed-term Faculty shall consist of all persons at KBS, not appointed under the rules of tenure, with the rank of professor, associate professor, assistant professor or instructor, as defined by the MSU Bylaws for Academic Governance.

2.1.3. The Honorary Faculty shall consist of persons appointed at KBS as Visiting, Adjunct, and Emeritus Faculty as defined by the MSU Bylaws for Academic Governance.

2.2. Other Academic Personnel

- 2.2.1. Specialists are those individuals who hold the rank of specialist or senior specialist within the MSU appointment system and hold appointments at KBS, either fixed term or continuing.
- 2.2.2. Research Associates, Senior Research Associates, and Postdoctoral Fellows are those individuals who hold these positions within the MSU appointment system, have a KBS Faculty member as their primary supervisor, and for whom KBS is their primary workplace.
- 2.2.3. Visiting Research Associates are those individuals who work at KBS and are appointed in another unit at MSU or another institution and have a KBS Faculty member as their sponsor and host.
- 2.2.4. KBS Graduate Students are those individuals who have graduate student status in an academic department of MSU, have a KBS Faculty member as a major advisor, and for whom KBS is their primary workplace.
- 2.2.5. Visiting Graduate Students are graduate students at MSU or other accredited colleges and universities who work at KBS, but KBS is not their primary workplace. Visiting Graduate Students have a KBS Faculty member as their supervisor or sponsor.

2.3. Composition of the Voting Faculty

- 2.3.1. The voting faculty pertaining to KBS policies and decisions shall consist only of the Faculty.

2.4. Faculty Meetings

- 2.4.1. Faculty meetings shall be held once per month, scheduled at the beginning of the academic year for the remainder of the academic year. In addition to Faculty and designated representatives (defined below), the Director or a designee, may invite others to attend these meetings.
- 2.4.2. The Director shall call for items to be placed on the agenda at least one week in advance of the meeting, and shall circulate a tentative agenda at least one working day prior to the meeting date. The agenda may be revised or amended at the beginning of a meeting through a motion by any voting member, if approved by a majority of those voting. Regular meeting dates may be changed with the approval of a majority of the Faculty.
- 2.4.3. Meetings limited to Faculty can be called by the Director, or requested by the Faculty, to address issues of concern to the Faculty and others at KBS or as outlined by these Bylaws (e.g., hiring and appointment of Faculty and other academic personnel; review of the Director; reappointment, promotion and tenure of Regular Faculty; revision of Bylaws).

- 2.4.4. Conduct of all Faculty meetings shall be governed by *Robert's Rules of Order Newly Revised*, except as modified by vote of the Faculty.
- 2.4.5. The Director shall chair all Faculty meetings. In the absence of the Director, the Associate Director or designee may chair the meeting. A quorum shall consist of a majority of the Faculty. Attendance may be in person or by electronic conferencing. Motions are carried by a majority of those present. By majority vote of those present, absentee ballots may also be accepted within a designated time period. Minutes shall be taken and copies provided to the membership prior to the next meeting, and shall be archived at KBS.
- 2.4.5. One elected representative from each of the three following groups shall participate in Faculty meetings: i) Research Associates, Senior Research Associates, Postdoctoral Fellows, and Fixed-term Faculty, ii) Specialists, and iii) Graduate Students.
 - 2.4.5.1. Procedures for Selection of Representatives to Faculty Meetings. At the end of the spring semester each year, members of representative groups shall meet to determine their representative and an alternate. The representative may call other meetings of the group during the year as necessary.
- 2.4.6. Any member of the academic personnel at KBS or other KBS personnel or visitors, with permission from the Director, may attend Faculty meetings. At the discretion of the Director or a majority of the Faculty, this privilege may be suspended for any particular meeting or portion thereof.
- 2.4.7. Any member of the KBS academic personnel has the right to be heard by the Faculty on matters of direct concern to KBS. Any such person wishing to be heard shall be given a place on the agenda.

3.0 THE DIRECTOR

3.1. Definition

The Director of KBS is its chief administrative officer and is responsible for the overall operation of KBS. The Director is a member of the Faculty of KBS and acts as chair of the Faculty.

3.2. Responsibilities

The Director shall be responsible for the research, education, outreach and service programs of KBS, as well as budgetary and personnel matters and facilities in the KBS jurisdiction, taking into account advisory and communication procedures determined by the Faculty and described in these Bylaws.

3.3. Associate Director

When the Director is traveling or otherwise temporarily unable to meet his or her duties, the Associate Director of KBS serves in place of the Director, with signing authority. The Associate Director will negotiate with the Director with respect to specific responsibilities and duties. The Associate Director is a Faculty member nominated by the Director, after consultation with the Faculty Advisory Committee (see below), for approval by the Faculty to be recommended to the Deans. The Associate Director serves at the discretion of the Director. The Associate Director serves for a two-year renewable term. At intervals not to exceed four years, the Director shall review with the Faculty the desirability of continuing the appointment of the Associate Director.

3.4. Acting Director

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

4.0 APPOINTMENT OF THE DIRECTOR

4.1. Appointment

The Faculty shall have shared responsibility with the Deans to determine procedures for the nomination of Director to be recommended to the Provost.

4.2. Search Process and Initial Appointment

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

4.2.1. The Faculty Advisory Committee (FAC; defined below) will represent the faculty to work with the Deans to develop the procedures to be used to search for a new Director including: 1) the formation of a search committee, a majority of which will be KBS Faculty, and 2) in collaboration with the search committee, the evaluation procedures (including a rough outline of interview activities), methods for soliciting feedback from the KBS community, and mode of presentation of search committee recommendations to the KBS community.

4.2.2. The Faculty shall approve the process for selecting a new Director by majority vote.

4.2.3 In the spirit of shared responsibility, the faculty will vote on the recommendation of the search committee for the KBS Director. Deans will not recommend someone to be appointed as Director who is opposed by the majority of the KBS Faculty.

4.3. Continuation of Appointment

In accordance with the Bylaws of MSU, at intervals not to exceed five years, the Deans shall review the desirability of continuing the appointment of the Director. This review shall consider input from the Faculty and other KBS personnel. The reappointment procedure is a shared responsibility between the Deans and the Faculty. At least 9 months before the Director's potential re-appointment date, the Deans will meet with the KBS Faculty Advisory Committee (defined below) to determine the procedures to be used to gather and report input from KBS personnel regarding the reappointment of the Director. At the same time, the Deans shall consult with the Director concerning the Director's desire and willingness to continue. Under extraordinary circumstances, the Faculty by majority vote may request from the Deans a review of the Director at any time.

5.0 APPOINTMENT AND REVIEW OF ACADEMIC PERSONNEL

5.1. Guidelines for Hiring of Academic Personnel

MSU guidelines and procedures shall be observed for the hiring of all Academic Personnel at KBS. The procedures for hiring and review of Academic Personnel at KBS are outlined in the Supplementary Document to the KBS Bylaws. Procedures in these documents are reviewed annually by the FAC and can only be modified by a majority vote of the Faculty

5.2. Appointment and Review of Regular Faculty

The Director and the Faculty have shared responsibility for creating and filling faculty positions at KBS and for developing recommendations to the tenure-granting department concerning the appointment, re-appointment, promotion, tenure, and dismissal of Faculty members. Because all KBS Faculty have their tenure in a campus department, review of Faculty is a shared responsibility of the Director and Chair of the campus department of the Faculty member. Criteria for annual reviews and evaluation for reappointment, promotion and tenure are based on expectations described in Supplementary Document to the KBS Bylaws.

5.3. Appointment and Review of Adjunct Faculty

Individuals who seek an appointment as Adjunct Faculty shall submit an application letter along with supporting documents (e.g., curriculum vitae) to the Director. Initial appointments are a shared responsibility of the Director and the Faculty and are made for not more than one year. Appointments can be renewed by the Director annually provided that the performance of the Adjunct Faculty has been found satisfactory by the Director based on expectations described in the Supplementary Document to the KBS Bylaws.

5.4. Appointment and Review of Fixed-term Faculty

Individuals who seek an appointment as Fixed-term Faculty shall submit an application letter along with supporting documents to the Director. Appointments are a shared responsibility of

the Director and the Faculty. Expectations for Fixed-term faculty are described in Supplementary Document to the KBS Bylaws

5.5. Appointment and Review of Academic Specialists

Academic Specialists may be appointed on a fixed-term, probationary or continuing basis, full-time or part-time, with either an academic (nine-month) or annual (twelve-month) year duty assignment, following the guidelines established in the MSU Human Resources policies. The appointment and evaluation of Academic Specialists is the shared responsibility of the Director and the Academic Specialist's supervisor. Review of Specialists will be based on expectations described in Supplementary Document to the KBS Bylaws.

5.6. Appointment and Review of Research Associates, Senior Research Associates, and Postdoctoral Fellows

Individuals who seek an appointment as a Research Associate, Senior Research Associate, or Postdoctoral Fellow at KBS shall be nominated by a KBS Faculty supervisor in a letter to the Director together with the individual's curriculum vita. Appointments are a shared responsibility of the Director and the faculty supervisor, and are made for not more than one year. Appointments may be renewed on an annual basis provided that the performance of the individual has been found satisfactory by the Director and the individual's faculty supervisor.

5.7. Appointment and Review of Graduate Students

Individuals who seek an appointment as a Graduate Student at KBS shall submit a letter of application and supporting documents to the Director, accompanied by a letter of support from their KBS Faculty advisor or, for Visiting Graduate Students, their advisor and a KBS Faculty sponsor. Appointments are a shared responsibility of the Director, the KBS Faculty sponsor and the advisor. The KBS Faculty is responsible for providing space, resources, and guidance to the student. Other privileges may be granted by the Director. Appointments continue so long as the student remains active at KBS and continues making satisfactory progress toward their academic degree at MSU or another accredited college or university.

6.0 COMMITTEES AND LIAISONS

6.1. Purpose of Committees and Liaisons

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

6.2. Types of Committees and Liaisons

- 6.2.1. Standing committees address perpetual needs of KBS. Appointment to these committees will be for one year and may be renewed. Standing committee assignments shall begin with the academic year. Standing committees and their duties are detailed below.
- 6.2.2. Ad hoc committees may be formed at the Director's discretion to deal with matters that do not fall within the jurisdiction of a standing committee. Appointment will be for the duration of the committee's charge (typically 1-2 years) at the discretion of the Director.
- 6.2.3. Liaisons are assigned to be principal contact between the Director and KBS faculty and are responsible for coordinating use of KBS facilities for research, education and outreach programs. Appointment will be for one year and may be renewed.

6.3. Membership on Committees

- 6.3.1. Committees are composed of Faculty and may include other Academic Personnel, Graduate Students, and Staff.
- 6.3.2. Except as noted elsewhere in these Bylaws, committees and liaisons will be assigned by the Director in consultation with the Faculty Advisory Committee and with the approval of the assignee.
- 6.3.3. Membership on standing committees will be named at the last Faculty meeting of the academic year, with new positions to begin with the next academic year.
- 6.3.4. Ad hoc committees will be filled when they are formed.
- 6.3.5. Liaisons will be assigned at the last Faculty meeting of the academic year, with new positions to begin with the next academic year.
- 6.3.6. In the event a committee membership or liaison position is vacated, the replacement shall be made as above, at the next Faculty meeting.
- 6.3.7. The members of committees shall have equal voting rights, except where noted otherwise.
- 6.3.8. Graduate Student, Specialist and Research Associate participation in KBS governance shall in all cases be in the same mode as Faculty participation, except for matters reserved for the Faculty. The student constituency shall be KBS Graduate Students, and the Research Associate constituency shall be Research Associates, Senior Research Associates, and Postdoctoral Fellows

6.4. Description of Standing Committees

- 6.4.1. Graduate Affairs Committee (delegated authority). The purpose of the Graduate Affairs Committee is to facilitate recruitment of Graduate Students to KBS, to make recommendations about training and professional development programs that may

benefit KBS Graduate Students, and to identify and promote expectations for KBS Graduate Students. The Graduate Affairs Committee shall consist of at least three Faculty and at least one Graduate Student. The committee shall meet as needed.

6.4.2. Seminar Committee (delegated authority). The purpose of the Seminar Committee is to organize and advertise KBS academic seminars, including soliciting speakers and hosts. The Seminar Committee shall consist of at least one Faculty, at least two Graduate Students, and one Research Associate, Senior Research Associate, or Postdoctoral Fellow. The Committee shall meet as needed.

6.4.3. Space Committee (advisory to the Director). The purpose of the Space Committee is to advise the Director as to the most efficient and equitable use of space in KBS facilities. The Space Committee shall consist of at least three Faculty. KBS administrative staff may sit on this committee as non-voting members at the Director's discretion. The Space Committee shall meet as needed.

6.4.4. Faculty Advisory Committee (advisory to the Director). The purpose of the Faculty Advisory Committee (FAC) is to advise the Director on matters pertaining to academic governance of KBS, including discussion of new faculty positions, appointments to committees, and criteria for raises. The FAC also takes leadership on the development and revision of KBS academic policies and procedures, development of long-range planning and assessment of progress toward these goals. The FAC shall be accessible to the faculty and may solicit opinions and gather information that is appropriate and relevant to the task of providing advice to the Director. The FAC shall lead the preparation of nominations to departments and/or the University for awards and other distinctions. The FAC shall consist of three KBS Faculty elected for staggered three year terms, with one member elected annually by the Faculty, without regard to an individual's expected ability to serve a full term. Vacancies will be filled by election to serve the remainder of the term. The FAC is chaired by the longest serving tenured faculty member on the committee. An individual must step down for at least one year following a full three year term before he or she is eligible to serve again. The FAC shall meet with the Director monthly and provide regular reports at Faculty meetings.

7.0 GRIEVANCE AND HEARING PROCEDURES

7.1. Faculty and Academic Staff

KBS 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.

7.2. Students

7.2.1. KBS Graduate Students should follow the graduate student academic hearing procedures of the student's home department, available on department web sites.

7.2.2. Undergraduate Students should send a written request to the associate provost for undergraduate studies for a hearing with the appropriate board.

7.3. All Other Personnel

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

8.0 BYLAWS APPROVAL AND REVISIONS

8.1. Responsibility and Review

The Faculty shall have shared responsibility with the Director to adopt and publish Bylaws. Bylaws shall be reviewed at intervals not to exceed five years.

8.2. Initial Approval

Initial approval of these Bylaws shall be a shared responsibility of the KBS Faculty and the Director. A majority vote of the Faculty is required to make revisions to or accept the Bylaws as unchanged. The draft of revisions to the Bylaws shall be circulated among KBS Academic Personnel for at least two weeks prior to submission to the Faculty for further discussion, revision, and ratification. Written comments from KBS Academic Personnel regarding changes to the Bylaws may be submitted to the Faculty Advisory Committee.

8.3. Amendments or Revisions

Drafts of amendments or revisions to these Bylaws may be formulated by any member of the Faculty, or by an ad hoc committee charged with the task of drafting additions or revisions of specific sections. The draft amendments or revisions shall be circulated among KBS Academic Personnel for at least two weeks prior to submission to a Faculty meeting for ratification. A majority vote of the Faculty is required for approval.

APPENDIX A: MODES OF PARTICIPATION

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

A.1. Consultation

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

A.2. Advisory

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

A.3. Shared Responsibility

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

A.4. Delegated Authority

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