

Michigan State University
Bylaws of the
College of Natural Science

Table of Contents

1. The Faculty of the College of Natural Science	2
1.1. Composition of the Faculty.....	2
1.2. Voting Faculty	2
1.3. College Faculty Meetings.....	3
2. The Students.....	3
2.1. Student Constituency of the CNS	3
2.2. Student Participation in CNS Academic Governance	4
3. CNS Organization	4
3.1. CNS Districts	4
3.2. Dean.....	4
3.3. The CNS Advisory Councils.....	5
3.3.2. CNS Faculty Advisory Council.....	5
3.3.3. Dean's Student Advisory Council	7
3.4. The Standing Committees of the CNS.....	8
3.4.5. CNS Curriculum Committee.....	9
3.4.6. CNS Graduate Committee.....	10
3.4.7. CNS Promotion and Tenure Committee	11
3.4.8. CNS Scholarships and Awards Committee.....	11
3.5. Special Committees.....	12
4. CNS Bylaw Interpretation, Amendment, and Review	12
5. Grievance Procedure.....	13

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The Bylaws for Academic Governance of Michigan State University, as amended in 2009, specify in Sections 1 and 2 certain responsibilities concerning faculty and student organization and participation in the governance of each college. Accordingly, the Bylaws of the College of Natural Science (CNS) are intended to provide a framework for meaningful participation of faculty and students in the academic governance of the College of Natural Science.

The procedures given in the CNS Bylaws shall not be construed in any way that: (1) limits or discourages the rights and opportunities of groups or individuals in the CNS from initiating actions or resolving problems through direct consultation with administrative officers of academic units, or (2) limits or discourages the dean or his/her duly designated representatives from discussing and formulating programs of action with appropriate individuals or groups, while acting within the general framework of the CNS Bylaws.

1. The Faculty of the College of Natural Science

1.1. Composition of the Faculty

- 1.1.1. The regular faculty of the CNS shall consist of all persons appointed in the college holding the rank of professor, associate professor, or assistant professor and appointed under the rules of tenure, or as further defined in the Bylaws for Academic Governance Section 1.1.1.1.
- 1.1.2. The fixed-term faculty of the CNS shall consist of all persons appointed in the college holding the rank of professor, associate professor, assistant professor, or instructor but not appointed under the rules of tenure, as defined in the Bylaws for Academic Governance Section 1.1.1.2.
- 1.1.3. The honorary faculty of the CNS shall consist of persons appointed in the college as visiting or adjunct/clinical faculty, persons designated as lecturers in the CNS, and persons retired from the regular faculty of the CNS with the emeritus title.

1.2. Voting Faculty

- 1.2.1. The voting faculty in the election of university councils and committees shall be all regular faculty, and full time fixed-term faculty who have served at least three consecutive years and are engaged in the academic activities of the CNS on a regular basis.
- 1.2.2. The voting faculty in the election of CNS councils and committees and in elections pertaining to CNS policies and decisions shall be composed of all regular faculty, and full time fixed-term faculty who have served at least three consecutive years and are engaged in CNS academic activities on a regular basis, and who hold voting status in a unit of the CNS according to said unit's bylaws. However, only regular faculty shall vote for the CNS Promotion and Tenure Committee. In elections of district members of a committee, only faculty from the district can vote.
- 1.2.3. A faculty member jointly appointed to two or more units may vote only once in a given university or CNS election. In elections voted upon by two or more units, the faculty member shall vote in that unit which has primary responsibility for initiating personnel action.
- 1.2.4. A regular faculty member, or a full time fixed-term faculty member who has served at least three consecutive years, may be elected to a university academic governance body as a representative of any unit in which the person holds voting faculty status. However, only regular faculty shall serve on the University Committee on Faculty Tenure or any advisory-consultative committees as established by the Academic Council, as defined in the Bylaws for Academic Governance Section 5.1.3.
- 1.2.5. A faculty member may be elected to a CNS council or committee as a representative of a unit in which the person holds voting faculty status as defined in 1.2.2. of the CNS bylaws.
- 1.2.6. The voting faculty in the election of unit councils and committees and in elections pertaining to unit policies and decisions shall include all regular faculty engaged in the academic activities of that unit on a regular basis, and may be extended by unit bylaws to include fixed-term faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors and adjunct faculty.

1.3. College Faculty Meetings

- 1.3.1. The voting faculty of the CNS shall meet at least once each academic year, at a time determined jointly by the dean and the CNS Faculty Advisory Council. Additional meetings may be called by the dean or by the CNS Faculty Advisory Council.
- 1.3.2. The dean, or in his/her absence, the chairperson of the CNS Faculty Advisory Council, shall preside at CNS faculty meetings.
- 1.3.3. Conduct of all CNS faculty meetings shall be governed by Robert's Rules of Order, Revised, except as modified in these bylaws.
 - 1.3.3.1. The agenda for faculty meetings shall be prepared by the dean and the CNS Faculty Advisory Council. Items may also be placed on the agenda by petition of any ten members of the voting faculty of the CNS.
 - 1.3.3.2. The office of the dean shall notify members of the faculty of the time, place, and agenda of proposed meetings at least 72 hours prior to the meeting.
 - 1.3.3.3. Each CNS voting faculty member in attendance shall have a vote on matters before the meeting. Non-voting faculty may participate in meetings but without vote.
 - 1.3.3.4. Action may be taken by a majority of a quorum. A quorum shall consist of those CNS voting faculty members in actual attendance. A ballot of the complete CNS voting faculty shall be required if requested by more than one-third of those present. Ballots shall be conducted by the secretary of the CNS Faculty Advisory Council with the aid of the dean's office. A quorum for a ballot shall be those ballots returned (marked or unmarked). The tally will be made ten calendar days after the last ballot is sent out.
 - 1.3.3.5. The secretary of the CNS Faculty Advisory Council, with the assistance of the dean's office, shall serve as secretary for faculty meetings. He or she, with the assistance of the dean's office, shall distribute minutes of each meeting to all faculty in the CNS, and shall maintain a file of all past minutes in the dean's office or on line.

2. The Students

2.1. Student Constituency of the CNS

- 2.1.1. The student constituency of the CNS, for the purpose of selecting student representatives from the CNS to university committees, shall be all students who have declared with the registrar a major or a major preference in an academic program administered in the CNS.
- 2.1.2. Those students who are enrolled as non-degree graduate students in programs of the CNS, as candidates for graduate degrees, or as candidates for graduate-professional degrees shall be deemed graduate students.
- 2.1.3. All other students shall be deemed undergraduate students.

2.2. Student Participation in CNS Academic Governance

- 2.2.1. Student participation in academic governance bodies is described in Section 1.2.3 of the Bylaws for Academic Governance.

3. CNS Organization

3.1. CNS Districts

- 3.1.1. The CNS recognizes the following three districts: 1. Physical Sciences (Chemistry, Geological Sciences, Physics-Astronomy), 2. Mathematical Sciences (Mathematics, Statistics and Probability, Division of Science and Mathematics Education), and 3. Biological Sciences (Plant Biology, Center for Integrative Studies-General Science, Entomology, Kellogg Biological Station, Plant Research Laboratory, Zoology, Biochemistry and Molecular Biology, Biological Sciences Program, Biomedical Laboratory Diagnostics Program, Food Science-Human Nutrition, Microbiology and Molecular Genetics, Neuroscience, and Physiology). A unit of the CNS not mentioned here and which contains faculty who are not voting members of another unit shall be included in the most appropriate of the three districts according to the wishes of the unit.

3.2. Dean

- 3.2.1. The chief executive officer of the CNS is the dean.
- 3.2.2. The dean is responsible for the educational, research, and service programs of the CNS. This responsibility includes budgetary matters, physical facilities, and personnel matters in his or her jurisdiction, taking into account the advisory procedures of the CNS.
- 3.2.3. Procedure for Consultation in the Search for and Selection of a Dean
- 3.2.3.1. The CNS Faculty Advisory Council shall have shared responsibility with the provost to determine procedures for the search and selection of a dean.
- 3.2.4. The selection at the college level of assistant and associate administrators who are subject to Board of Trustees approval shall be the responsibility of the dean, who shall consult with the CNS Faculty Advisory Council and the chairpersons and directors. The dean may establish a search and selection committee in consultation with the CNS Faculty Advisory Council.
- 3.2.5. The dean shall be subject to regular review at intervals not to exceed five years.
- 3.2.5.1. The CNS Faculty Advisory Council shall have shared responsibility with the provost to determine procedures for the review of the dean.
- 3.2.5.2. There is no limit, other than the limit imposed by the university rules on retirement from administrative positions, on the time an individual may continue in the position of dean.
- 3.2.5.3. The appointment of the dean at any time during his/her term of office may be terminated either by resignation or by action of the Board of Trustees upon recommendation of the president and the provost.

- 3.2.6. The dean shall participate in academic governance as part of administrative responsibility. This participation shall include those responsibilities listed in Section 2.1.5 of the Bylaws for Academic Governance.

3.3. The CNS Advisory Councils

- 3.3.1. The Advisory Councils of the College of Natural Science shall consist of a CNS Faculty Advisory Council and a Dean's Student Advisory Council.

3.3.2. CNS Faculty Advisory Council

3.3.2.1. Composition and Election

- 3.3.2.1.1. Each academic unit within the CNS, regardless of its size, shall have one elected faculty representative on the CNS Faculty Advisory Council. An "academic unit" designates a CNS budgetary unit and/or a degree-granting unit of the CNS.
- 3.3.2.1.2. All voting faculty of the CNS shall be eligible for election as representatives on the CNS Faculty Advisory Council, with the following exceptions: (1) The chairpersons of departments or heads of academic units; (2) The dean and other CNS college-level administrators.
- 3.3.2.1.3. The faculty representatives from academic units shall each be elected by the voting faculty of each academic unit from among their own memberships in a manner to be decided upon by each unit. Vacancies on the council shall be filled by election of a replacement by the unit so affected to complete the unexpired term.
- 3.3.2.1.4. The voting members of the CNS Faculty Advisory Council shall be elected during spring semester and shall take office at the beginning of the fall semester.
- 3.3.2.1.5. Voting members will be representatives from academic units, and the Dean's Student Advisory Council as outlined in Section 3.3.2.1.9.
- 3.3.2.1.6. Members shall be elected for a two-year term and no faculty member may be elected for more than two consecutive terms. As nearly as possible, half of the CNS Faculty Advisory Council shall be elected each year to a two-year term.
- 3.3.2.1.7. The CNS Faculty Advisory Council shall select one of the CNS faculty representatives to the Academic Council to serve as liaison between the two councils. If the liaison is not an elected member of the CNS Faculty Advisory Council, he/she will serve as an ex officio member, without vote (see Bylaws for Academic Governance Section 2.2.5.1).

3.3.2.1.8. CNS Faculty Advisory Council shall select two representatives to serve as ex-officio members (without vote) on the Dean's Student Advisory Council. FAC members will be selected at the beginning of the academic year and serve one year on DSAC.

3.3.2.1.9. One undergraduate and one graduate student selected annually by the Dean's Student Advisory Council shall serve on the CNS Faculty Advisory Council. They shall have both voice and vote except in those areas reserved to the faculty in Section 1.2.3 of the Bylaws for Academic Governance.

3.3.2.2. Functions

3.3.2.2.1. The CNS Faculty Advisory Council shall advise the dean on any matter which the dean or a member of the CNS Faculty Advisory Council or ten CNS faculty members bring before it.

3.3.2.2.2. The CNS Faculty Advisory Council shall have delegated authority to nominate CNS faculty representatives to the Academic Council, to standing committees thereof, and to other elected All-University Committees and to supervise elections to these bodies.

3.3.2.2.3. The CNS Faculty Advisory Council shall have shared responsibility with the dean to nominate faculty for All-University Committees when nominations are requested by the University Committee on Academic Governance or similar bodies.

3.3.2.2.4. The CNS Faculty Advisory Council shall have delegated authority to select CNS nominees for the Distinguished Faculty Awards, Teacher-Scholar Awards, and Excellence in Teaching Awards.

3.3.2.2.5. The CNS Faculty Advisory Council shall have delegated authority to select faculty members for vacated, unexpired positions of CNS standing committees.

3.3.2.3. Procedures

3.3.2.3.1. The CNS Faculty Advisory Council shall elect its own chairperson, vice-chairperson, and secretary.

3.3.2.3.2. The CNS Faculty Advisory Council shall meet at least once each month during the academic year. Additional meetings may be called by the dean or by the chairperson, and must be convened on written request of four council members.

3.3.2.3.3. The chairperson of the CNS Faculty Advisory Council, in consultation with the dean, shall prepare an agenda for each meeting of the CNS Faculty Advisory Council. Copies of the agenda for each regular meeting of the CNS Faculty Advisory Council shall be delivered to each academic unit no less than forty-eight hours preceding said meeting.

- 3.3.2.3.4. In addition to the dean and/or the dean's designees or assistants, any interested person may attend any given meeting of the CNS Faculty Advisory Council. He or she may be heard at said meeting upon obtaining either the consent of two voting members of the CNS Faculty Advisory Council or the written request of ten members of the regular voting faculty of the CNS.
- 3.3.2.3.5. In exercising the responsibilities listed in Sections 3.3.2.2.2, 3.3.2.2.3, and 3.3.2.2.4, the CNS Faculty Advisory Council shall request nominations from all academic units in the CNS. Requests shall be in writing and shall be made at least two weeks before the council meets to review the nominations.
- 3.3.2.3.6. Ballots for election to the Academic Council, to standing committees thereof, to other elected all-university committees, and to CNS standing committees shall be distributed to the voting faculty (as defined in Sections 1.2.1 and 1.2.2) of the CNS at least one week before they must be returned. These elections must be completed, and the results announced, no later than April 15 every year, or earlier if so requested by the University Committee on Academic Governance. Additionally, the ballots shall indicate the candidate's: unit affiliation, academic rank, and regular/fixed-term faculty status.
- 3.3.2.3.7. Action may be taken by a majority of a quorum. A quorum shall consist of those CNS Faculty Advisory Council members in actual attendance.

3.3.3. Dean's Student Advisory Council

3.3.3.1. Composition and Election

- 3.3.3.1.1. The membership of this council consists of one undergraduate student from each academic unit in the College of Natural Science with an undergraduate degree program, one graduate student from each academic unit in the College of Natural Science with a graduate degree program, up to ten student members-at-large and two members of the CNS Faculty Advisory Council.
- 3.3.3.1.2. In addition, the student representatives from the CNS to the Academic Council shall be ex-officio voting members.
- 3.3.3.1.3. Each academic unit in the CNS shall choose its representatives according to procedures established within the units.

3.3.3.2. Purpose and Procedures

- 3.3.3.2.1. The bylaws of the Dean's Student Advisory Council shall govern the operation of the council in accord with such regulations as may be specified in the Bylaws for Academic Governance.

3.4. The Standing Committees of the CNS

3.4.1. The CNS Standing Committees are: (1) CNS Curriculum Committee; (2) CNS Graduate Committee; (3) CNS Promotion and Tenure Committee; (4) CNS Scholarships and Awards Committee.

3.4.2. Faculty Representation

3.4.2.1. All voting faculty of the CNS shall be eligible for election to standing committees except the dean, other CNS-level administrators, directors, and department chairpersons.

3.4.2.2. No CNS faculty member may serve on more than one CNS standing committee.

3.4.2.3. An academic unit may have only one elected faculty representative on a particular CNS standing committee at one time.

3.4.2.4. Election

3.4.2.4.1. The voting faculty of each CNS academic unit shall nominate, according to its own procedures, one eligible faculty candidate for each committee vacancy.

3.4.2.4.2. The CNS Faculty Advisory Council shall oversee the election of CNS standing committees from the lists of nominees submitted by the academic units of the CNS.

3.4.2.4.3. Those elected shall take office on August 16 of the same year.

3.4.2.5. Term of Office

3.4.2.5.1. Except as provided in 3.4.6.1, elected faculty members of CNS standing committees shall serve three-year terms, with at least one new member elected to each committee each year.

3.4.2.5.2. Vacancies for uncompleted terms shall be filled by the CNS Faculty Advisory Council.

3.4.3. Student Representation

3.4.3.1. The two student members shall be elected to one-year terms each fall by the Dean's Student Advisory Council, according to its own procedures.

3.4.4. Yearly Reporting

3.4.4.1. The CNS Standing Committees shall report to the CNS Faculty Advisory Council at least once a year. The CNS Standing Committees will provide written reports at the end of the academic year and, if requested by the FAC, make an oral presentation to the FAC. These reports will be made available to the chairs/directors in the College of Natural Science.

3.4.5. CNS Curriculum Committee

3.4.5.1. Composition and Election

- 3.4.5.1.1. Membership shall include three elected voting faculty members, one drawn from each CNS district, three additional regular faculty members elected at-large, one undergraduate student member and one graduate student member, all with vote. Members without vote shall include the CNS representatives to the University Curriculum Committee and the University Committee on Academic Policy, the dean, a representative of the CNS Graduate Committee, Director of Undergraduate Student Affairs, and whichever assistant and associate deans carry responsibility in academic matters.
- 3.4.5.1.2. The two student members shall be elected to one-year terms each fall by the Dean's Student Advisory Council, according to its own procedures, from undergraduate and graduate students who have declared majors or major preferences in the CNS.
- 3.4.5.1.3. Student vacancies for uncompleted terms shall be filled by the Dean's Student Advisory Council.

3.4.5.2. Functions

- 3.4.5.2.1. The Curriculum Committee shall deal with undergraduate and graduate curricular matters. Any substantive business (i.e., new programs or major program changes) coming before the Curriculum Committee related to graduate curricular matters is to be referred to the CNS Graduate Committee for advice prior to resolution of that business. Any substantive business coming before the Curriculum Committee related to undergraduate curricular matters is to be referred to the Council of Undergraduate Program Directors for advice prior to resolution of that business.
- 3.4.5.2.2. The Curriculum Committee shall have delegated authority to consider curricular changes and proposals for development of new programs.
- 3.4.5.2.3. The committee shall work with CNS administrators in an advisory capacity on matters of curriculum within the CNS.
- 3.4.5.2.4. The committee shall act as a study group on problems presented to it by the faculty and shall have shared responsibility with the dean to present to the CNS faculty or to the CNS Faculty Advisory Council any curricular matters deemed appropriate for their discussion or action.
- 3.4.5.2.5. The committee shall function as an advisory body in the area of educational policies and shall examine the broad educational issues affecting the CNS. Specifically, the committee shall examine and evaluate policies relating to subject matter, methods of instruction, academic advising, graduation requirements, and curriculum revision.

The committee shall periodically review the curricular policies of the CNS.

3.4.5.3. Procedures

3.4.5.3.1. The committee shall devise its own operating rules, consistent with University Curriculum Committee policy and procedures.

3.4.5.3.2. The Committee shall meet as often as required but not less than once each semester, exclusive of the summer sessions.

3.4.6. CNS Graduate Committee

3.4.6.1. Composition and Election

3.4.6.1.1. Membership shall include the graduate program directors of each academic unit within the college, as well as two graduate student members, all with vote. Members without vote shall include the CNS faculty members of the University Graduate Council, the dean, and whichever assistant and associate deans carry responsibility in graduate academic matters.

3.4.6.1.2. The two student members shall be elected to one-year terms each fall by the Dean's Student Advisory Council, according to its own procedures, from graduate degree candidates in the CNS.

3.4.6.1.3. Student vacancies for uncompleted terms shall be filled by the Dean's Student Advisory Council.

3.4.6.2. Functions

3.4.6.2.1. The Graduate Committee shall serve as the coordinating committee for the graduate programs of the CNS.

3.4.6.2.2. The Graduate Committee shall have shared responsibility with the dean on matters concerning graduate programs.

3.4.6.2.3. The Graduate Committee shall provide advice to the CNS Curriculum Committee on all substantive matters (i.e., new programs or major program changes) which deal with the graduate curriculum of the CNS.

3.4.6.2.4. The Graduate Committee shall serve as a formal channel of communication on matters involving the graduate programs and research activities in the CNS that may be received from individuals, department chairpersons, or department faculty members.

3.4.6.2.5. The Graduate Committee shall have delegated authority to screen and assign fellowships which may become available to candidates from the CNS.

3.4.6.3. Procedures

- 3.4.6.3.1. The Committee shall devise its own operating rules.
- 3.4.6.3.2. The chairperson of the Graduate Committee, or the designee, shall serve as a non-voting member of the Curriculum Committee and as a member of any Hearing Board involving a graduate student.
- 3.4.6.3.3. The Committee shall meet as often as required to perform its function, but at least once each semester, excluding summer sessions.

3.4.7. CNS Promotion and Tenure Committee

3.4.7.1. Composition and Election

- 3.4.7.1.1. Membership shall include six elected regular faculty with one selected from each CNS district (defined in 3.1) and three at-large. All members shall have the rank of professor.
- 3.4.7.1.2. Members will serve 2-year terms and are not eligible for re-election to consecutive terms.
- 3.4.7.1.3. No more than two faculty from a single department can serve at one time.
- 3.4.7.1.4. Election of at-large members will take place for terms beginning in even years. Election of district members will take place for terms beginning in odd years.

3.4.7.2. Functions

- 3.4.7.2.1. The CNS Promotion and Tenure Committee shall have shared responsibility with the dean in making recommendations regarding promotion and tenure of faculty appointed in the College of Natural Science.

3.4.7.3. Procedures

- 3.4.7.3.1. The CNS Promotion and Tenure Committee shall meet when necessary for tenure and promotion considerations. The committee shall devise its own operating rules consistent with the section on college-level reappointment, tenure and promotion committees in the Faculty Handbook.

3.4.8. CNS Scholarships and Awards Committee

3.4.8.1. Composition and Election

- 3.4.8.1.1. Membership shall include three elected voting faculty members, one drawn from each CNS district, one undergraduate student and one graduate student, all with vote. Two alumni appointed by the dean, the

Director of Undergraduate Student Affairs and the assistant or associate deans responsible for academic matters will be members without vote.

3.4.8.1.2. The two student members shall be elected to one-year terms each fall by the Dean's Student Advisory Council, according to its own procedures, from undergraduate and graduate students who have declared majors or major preferences in the CNS.

3.4.8.1.3. Student vacancies for uncompleted terms shall be filled by the Dean's Student Advisory Council.

3.4.8.2. Functions

3.4.8.2.1. The Scholarships and Awards Committee shall have responsibility for developing or implementing the selection procedures for all endowed scholarships and awards which are selected at the CNS level, as defined by the guidelines of the scholarship or award.

3.4.8.2.2. The committee shall have the responsibility for selecting the endowed award winners as defined by the guidelines of the scholarship or award.

3.4.8.2.3. The committee shall work with CNS administrators in determining the selection procedures for other CNS-level awards.

3.4.8.3. Procedures

3.4.8.3.1. The Committee shall meet when necessary for scholarship and award considerations. The committee shall devise its own operating rules.

3.5. Special Committees

3.5.1. Special committees may be established by the dean, by the CNS Advisory Council(s), or by a majority vote of the CNS faculty present and voting at a duly called CNS Faculty Meeting.

4. CNS Bylaw Interpretation, Amendment, and Review

4.1. The interpretation of these bylaws shall be the responsibility of the CNS Faculty Advisory Council, which shall have final authority on interpretation.

4.2. Amendments to these bylaws can be made by the following process:

4.2.1. The CNS Faculty Advisory Council will initiate an amendment and bring the proposed amendment to a CNS faculty meeting.

4.2.2. After discussion of the proposed amendment, the CNS faculty can by majority vote choose to do one (only) of the following (3) alternatives:

4.2.2.1. Vote down the amendment.

4.2.2.2. Send the amendment back to the CNS Faculty Advisory Council.

4.2.2.3. Submit the amendment to the voting CNS faculty at large (as defined in 1.2) for a mail or electronic vote. A yea by the majority of the respondents to the vote will be an approval of the amendment and the amendment will be enforced.

4.3. These bylaws shall be reviewed by the CNS Advisory Councils at intervals not to exceed five years and by the University Committee on Academic Governance at its discretion. Decisions of the University Committee on Academic Governance can be appealed to Academic Council.

4.4. These bylaws replace the bylaws of the College of Natural Science as amended April, 2008.

5. Grievance Procedure

5.1. Any College of Natural Science faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist or librarian may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with Faculty Grievance Officer (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedures as published in the Michigan State University Faculty Handbook. If a hearing, under the faculty grievance procedure (FGP), is required at the college level the model academic unit grievance procedure (approved by the University Committee on Faculty Affairs, 4/30/91) shall be used.

5.2. In addition to, or instead of, the pursuit of the formal grievance procedure, the grievant and the respondent, by mutual consent, may request the dean of the College of Natural Science to pursue options and procedures leading to the informal resolution of the grievance.

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REVISIONS APPROVED BY COLLEGE FACULTY 4-21-94
REVISIONS APPROVED BY COLLEGE FACULTY 5-14-96
REVISIONS APPROVED BY COLLEGE FACULTY 4-25-97
REVISIONS APPROVED BY COLLEGE FACULTY 3-30-99
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