

DEPARTMENT OF EPIDEMIOLOGY & BIostatISTICS



Bylaws for Academic Governance

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Department of Epidemiology & Biostatistics

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Section 1

1. DEFINITIONS

1.1 *Academic Specialist*

Any individual appointed in the Department as an academic specialist.

1.2 *Advisory Body*

A deliberative body of Persons in the Department who recommend policies to the Chairperson. An advisory body may take a vote of its membership. The Chairperson is not bound by the recommendation of the advisory body and accepts full responsibility for decisions.

1.3 *Associate Chairperson*

Serves as Chairperson in the Chairperson's absence.

1.4 *Chairperson*

Chief Executive Officer of the Department.

1.5 *Consultative Body*

A deliberative body of Persons in the Department who discuss issues with and inform the Chairperson. Such a body takes no vote. The members express their views in order to inform an administrator in the decision-making process.

1.6 *Delegated Authority Body*

A deliberative body of Persons in the Department who are authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

1.7 *Department*

The Department of Epidemiology and Biostatistics, Michigan State University. This designation will include all divisions and units constituted within, and supported wholly, by the Department of Epidemiology and Biostatistics.

1.8 *Director*

Director of any of the divisions or units of the Department.

1.9 *Faculty*

The ordinary, honorary and adjunct faculty members in the university as defined in 2.1 and by the MSU By-laws for Academic Governance (*See Appendix 1:1*).

1.10 *Persons in the Department*

Faculty, academic specialists, staff, research associates, postdoctoral fellows, and students as defined.

1.11 *Postdoctoral Fellow*

Any individual appointed in the Department as an official postdoctoral fellow (includes all NIH Training Program Postdoctoral Fellows)

1.12 *Research Staff*

Any individual appointed in the Department with the title of research associate.

1.13 *Shared Responsibility Body*

A deliberative body of Persons in the Department who make recommendations to the Chairperson. If the administrator and shared responsibility body cannot agree, and action must be taken, the recommendations of the administrator and the shared responsibility body will be put in writing to the next higher administrative level for resolution.

1.14 *Staff*

Any individual appointed in the Department with the titles in the CT/APA/APSA unions.

1.15 *Student*

An undergraduate or graduate student, or trainee enrolled in any academic program in the Department.

1.16 *University*

Michigan State University.

Section 2

2. THE FACULTY

2.1 Composition of the Faculty

2.1.1 *Ordinary Faculty*

The *ordinary faculty* of the Department shall be composed of all tenure stream and fixed term faculty with a written appointment letter in the Department who hold the unmodified title of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, or Academic Specialist at Michigan State University. As described by university definitions (*See Appendix 1:2*).

2.1.2 *Honorary Faculty*

The *honorary faculty* of the Department shall be those persons holding the title of Visiting Professor (as designated by the ordinary faculty upon recommendation of the chairperson) or Professor Emeritus.

2.1.3 *Adjunct Faculty*

The *adjunct faculty* of the Department are persons who do not hold regular appointments in the Department but who actively participate in the research, teaching functions, or consulting services of the Department. Such persons may have appointments elsewhere in the university, at other universities, or have appointments in State or Federal Government, private industry, or shall be distinguished private citizens.

2.2 Voting Faculty

(Voting procedures are either simple majority vote or two-thirds vote of the full faculty, as described in *Appendix 1:3*)

2.2.1 *Ordinary Faculty*

The voting faculty of the Department are the ordinary faculty, as defined by 2.1.1, who receive at least 20% of their regular salary from the Department or are detailed to perform no less than 20% of their work effort in the Department. (*See Appendix 1:4*).

2.2.2 *Electing Voting Faculty*

The voting faculty of the Department may elect an ordinary faculty member whose effort is less than 20% in the Department to hold the status of voting faculty. This action requires a two-thirds vote of the full faculty. This status will require annual renewal in the form of a re-vote.

2.2.3 *Voting Privileges*

Voting privileges may be extended for specific periods of time to honorary & adjunct faculty by two-thirds vote of the full faculty.

2.3 Faculty Meetings

2.3.1 *Meeting Occurrences*

The faculty of the Department shall meet at least once during the Fall and Spring semester. Additional meetings of the faculty may be called by the Chairperson as warranted by the business of the Department.

2.3.2 *Responsibility of Chairperson*

The Chairperson, or his or her designee, shall convene, attend and conduct all meetings of the faculty.

2.3.3 *Purpose of Meetings*

The purpose of the faculty meetings are [1] to inform the faculty about all matters pertaining to the research, teaching and consulting functions of the Department, [2] to review the activities of the subcommittees, special committees and ad hoc committees.

2.3.4 *Voting Faculty Meeting*

A meeting of the voting faculty (See Section 2.2) must take place once a year in which each standing and ad-hoc committee reports on its activities and expenditures, if applicable, to the voting faculty and Chairperson.

2.3.5 *Agenda*

The agenda for a meeting of the faculty will be set by the Chairperson, or his or her designee.

2.3.6 *Procedure for Editing Agenda*

Having provided due notice, not less than two working days prior to a scheduled meeting of the faculty, a member of the faculty may place items on the agenda of the meeting.

2.3.7 *Quorum*

For the purpose of conducting business, a quorum will be defined as at least 50% of the FTE (See Appendix 1:5) voting faculty minus those away on sabbatical or other extended leave of absence.

2.3.8 *Absent Faculty Members*

Proxy votes are not permitted. Unavoidably absent faculty members are expected to make their views known to the Chairperson.

2.3.9 *Minutes*

Faculty meeting minutes, including an attendance roster, will be prepared by a faculty member designated by the ordinary faculty as defined by 2.1.1. These minutes will be distributed to all members of the ordinary faculty.

2.4 Appointments and Reappointments to the Faculty

2.4.1 *Process of Appointments and Reappointments*

No appointment or reappointment to the ordinary faculty of the Department shall be made without approval by a two-thirds vote of the full faculty. The numerical result of this vote shall be recorded in the faculty minutes.

2.4.2 *Employment Policy*

All appointments to the faculty and joint appointments with other academic units of the university shall be in accordance with procedures stipulated in the university's employment policy (See Appendix 1:6).

Section 3

3. OTHER CONSTITUENCIES OF THE DEPARTMENT

3.1 Student Constituency of the Department

Definition: For the purpose of selecting student representatives from the college to university committees, the student constituency of the Department shall be all students enrolled for Master's degree, Doctoral degree or Certificate in Epidemiology and/or Biostatistics, hereafter referred to as 'graduate student(s)'. Undergraduate, lifelong education, medical students, and students in other graduate programs enrolled in courses offered by the Department are not considered part of the student constituency of the Department.

3.1.1 *Graduate Student Participation in Departmental Academic Governance*

3.1.1.1 Graduate Student Representatives

Up to two graduate students may be annually elected by the student body to represent the student body in departmental **academic governance**.

3.1.1.2 Voting Rights

Graduate student representative(s) in Department academic governance bodies shall have the same voting rights as voting faculty, except as reserved or decided by the Chair. The matters reserved to the faculty are:

3.1.1.2.1 Policy

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

3.1.1.2.2 Decisions

Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.

3.1.1.2.3 Teaching Performances

Evidence from students regarding the teaching performance of faculty when being considered in decisions concerning the matters presented above in sections 3.1.1.2.1 and 3.1.1.2.2.

3.1.1.2.4 Professional Responsibility

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

3.1.1.2.5 Academic Standing

Decisions concerning the academic standing of individual students.

3.1.1.2.6 Allocation of Resources

Decisions concerning allocation of physical resources and finances, such as space, equipment, and personnel.

3.2 Postdoctoral Fellows & others in a Training Capacity

Trainees in the Department are usually appointed with outside support such as that of a Training Grant, other research project funds, or funding from their employer or another institution, on a fixed-term appointment basis. They come to work in the Department with faculty toward a specific research purpose. Trainees may be offered teaching opportunities, or the option to serve in other Department roles, such as on ad-hoc committees or in an advisory role, if they express the interest.

3.3 Department Staff

Staff of the Department, as defined in section 1.14, are eligible and often asked to sit on committees and serve in an advisory capacity for the Faculty and Students, as defined in sections 2.1 and 3.1 of this document.

3.4 Department Meetings

Monthly, there shall be an all-Departmental meeting held for the Faculty, Students, Staff, Research Staff, Trainees, and all other persons defined in this document.

Section 4

4. DEPARTMENT GOVERNANCY, COMMITTEES

4.1 The Department Chairperson

4.1.1 *Member of the Ordinary Faculty*

The Department Chairperson must be a member of the ordinary faculty of, and have his or her primary appointment in, the Department.

4.1.2 *Representative*

The Department Chairperson serves as the chief representative of the Department within the university.

4.1.3 *Chairperson Responsibilities*

The Department Chairperson is responsible for educational, research and service programs, budgetary matters, physical facilities, including space allocation in accordance with College and University policies, and personnel matters in the Department, taking into account the advisory procedures of the Department and the recording of faculty votes.

4.1.4 *Obligation*

The Department Chairperson has a special obligation to build a department strong in research and scholarship, teaching capacity and public service.

4.1.5 *Meetings and Votes*

The Department Chairperson convenes and chairs faculty and department wide meetings and records votes.

4.1.6 *Peacemaker*

The Department Chairperson shall attempt to resolve departmental grievances informally at the departmental level (once a formal grievance is filed it is out of departmental jurisdiction).

4.1.7 *Written Evaluations*

The Department Chairperson or his/her designee shall be responsible for written annual evaluations* of all ordinary faculty

(jointly with others in the case of jointly appointed ordinary faculty). * See Appendix II, Yearly Performance Review.

4.1.8 *Provide By-Laws*

The Department Chairperson or his/her designee will provide to each faculty member copies of up-to-date departmental, college and university by-laws, committee assignments and calendar of faculty meetings.

4.1.9 *Report*

The Department Chairperson or his/her designee will on an annual basis prepare a detailed report of the budget of the Department, including the allocation of flexible funds as generated by the university return on indirect cost dollars on grants, salary savings and unrestricted gifts.

4.1.10 *Agenda*

The Department Chairperson or his/her designee will distribute the agenda for faculty meetings.

4.2 Appointment of Chairperson

4.2.1 *Responsibility of Appointment*

The ordinary faculty of the Department shall have shared responsibility with the Dean of College of Human Medicine for selection of the Chairperson of the Department.

4.2.2 *Advise the Appointment*

Non-voting faculty, staff, and students in the Department shall advise the voting faculty and the dean in the appointment of the Chairperson.

4.3 Review Process for Chairperson

4.3.1 *Term duration*

The term of the Chairperson shall be 5 years. The Chairperson and the Department will be reviewed every 5 years by a review committee. The committee shall be composed at the beginning of the 5th year.

4.3.2 *Review Committee*

The review committee shall be composed of two members of the ordinary faculty of the Department elected by two-thirds vote of the full faculty, two tenured faculty members at MSU appointed by the Dean of the College of Human Medicine, and a fifth member, who is a nationally prominent epidemiologist not on the MSU faculty, selected by the other four members of the committee. The membership of the review committee shall be decided on by the two-thirds vote of the full faculty.

4.3.3 *Review Process*

The committee will present a process of review to be approved by the ordinary faculty. This committee shall then present results of their review and recommendations to the ordinary faculty of the Department for two-thirds vote of the full faculty approval before submission to the Dean. This committee shall recommend to the Dean whether the Chairperson should be continued for another 5 years or not, and also add any recommendations it chooses for improvement of the Department.

4.4 Associate and Acting Chairpersons

4.4.1 *Appointment of Associate Chairperson*

The voting faculty may recommend by two-thirds vote of the full faculty to the Chairperson appointment of a member of the voting faculty as Associate Chairperson.

4.4.2 *Duties of Associate Chairperson*

The Associate Chairperson shall represent the Department Chairperson within the university when the Department Chairperson is unavailable for any reason. The Associate Chairperson will assist the departmental chair to execute his or her departmental functions upon request by the Chairperson.

4.4.3 *Term duration*

The term of the Associate Chairperson shall be three years, and to be reappointed, must be approved by a two-thirds vote of the full faculty.

4.4.4 *Acting Chairperson*

Acting Chairperson: When the Chairperson is absent for a short term, for example, when on sabbatical, the Associate Chairperson will replace the Chairperson in all his or her departmental functions.

4.5 Graduate Program Director(s)

The voting faculty may recommend by two-thirds vote of the full faculty to the Chairperson appointment of one or two members of the department as Graduate Program Director(s).

4.5.1 *Responsibilities of Graduate Program Director*

The Graduate Program Director (s) shall be responsible for supporting recruitment of prospective students (through outreach, communications for admissions, recruitment materials); to serve as a liaison between students and faculty for academic issues and complaints; for monitoring student progress supplemental to that of academic advisers; for designing and reviewing departmental educational policies and actions by active participation in GPC and EBCC committees; for overseeing smooth functioning of graduate secretary office.

4.6 Committees of the Department

4.6.1 *Standing Committees*

Standing committees of the Department shall be composed of three or more ordinary faculty members. Unless otherwise specified, membership on committees and determination of terms of office of faculty committee members will be decided by a simple majority vote. Standing committees of the department are advisory to the ordinary faculty, except LACE and RPT which are advisory to the chair.

4.6.1.1 *Graduate Program Committee*

GPC

This committee shall review all applicants for admission to graduate training in the Department and recommend applicants for acceptance or not. The committee will also recommend accepted applicants for departmentally-funded graduate assistantships, when available. The Chairperson shall notify all applicants as to whether they have been accepted or not for graduate training, and whether

any graduate assistantship support is available to them. The committee will also review student progress and recommend termination of students if necessary, along with reviewing course waiver and equivalency requests, as well as other items affecting the graduate program that are not related to the curriculum. The Graduate Program Committee will have regularly scheduled meetings, whose dates will be determined each September. Membership on the committee will be for a term of **three years** and will be decided by a simple majority vote. The committee shall consist of 3 members of the voting faculty, one of whom will be the Graduate Program Director who will serve as an ex officio voting member. Of the six (6) members, three (3) shall be drawn from the epidemiology, and three (3) from the biostatistics faculty. If the GPD is of the epidemiology faculty, two (2) additional epidemiology faculty members will be selected to serve. Alternatively, if the GPD is of the biostatistics faculty, two (2) additional biostatistics faculty members will be selected to serve. If the Graduate Program Director is not a member of the ordinary faculty (as defined in section 2.1.1) and therefore cannot vote, an additional member from the ordinary faculty will be elected to the committee.

4.6.1.2 Epidemiology and Biostatistics Curriculum Committee
EBCC

This committee shall recommend to the faculty courses to be taught, ascertain student concerns about curriculum, and create the PhD comprehensive exam each August and January. The committee will also review matches between courses to be taught and available faculty resources and make recommendations to the chairperson. Membership of the committee will be for a term of no more than **three years** and will be decided by a simple majority vote.

4.6.1.3 Leadership Advisory Committee in Epidemiology and Biostatistics
LACE

This committee shall review Department requests involving monetary decisions over \$5,000 and other items impacting the welfare of the Department. Membership of the committee will consist of the chairperson, 2 ordinary tenured faculty, and 1 ordinary tenure stream faculty and will be decided by a simple majority vote. Committee membership will be chosen by the current Chairperson and will be decided by a simple majority vote.

4.6.1.4 Reappointment, Promotion and Tenure Committee RPT

This committee is responsible for the implementation of the peer review process to serve the University objective of improving academic strength and quality among its faculty. For membership and term of appointment of this committee, see Section 6.2.1.

4.6.1.5 Awards Committee

This committee shall nominate deserving faculty and staff for University and College level awards. Membership of the committee shall consist of a Chair and three ordinary faculty, and will be decided by a simple majority vote. Membership on the committee shall be for one term of 3 years.

4.6.1.6 Ad-Hoc Committees

Ad-hoc committees may be established by a simple majority vote. Their membership and terms of office shall also be decided by a simple majority vote.

4.6.1.7 Ad-Hoc Appeal Committee

An ad-hoc appeal committee shall be established in the event an ordinary faculty member appeals a departmental tenure or promotion decision. (See Section 6.5)

4.6.1.8 Student Ad-Hoc Grievance Committee

The Student Ad-hoc Grievance Committee composed of three members of the ordinary faculty and two graduate students, in shared responsibility with the faculty, shall be responsible for prescribing procedures for the hearing and resolution of complaints from students, and for attempting to resolve such complaints. The procedures shall be designed to ensure due process and shall be consistent with the by-laws of the college, the university, and the academic freedom report. It is the recommendation of the Department that an attempt be made to resolve all student grievances at the departmental level.

4.7 Divisions of the Department

4.7.1 *Appointment of Divisions*

Divisions of the Department may be recommended by the Chairperson, and will require approval by a two-thirds vote of the full faculty. Ordinary faculty may be assigned by the Chairperson, with their approval, to a division. The Chairperson may appoint a division director with approval of a two-thirds vote of the full faculty. The term of the director is three years, and may be renewed with the approval of a two-thirds vote of the full faculty. The division director will prepare an annual report of the division's activity and present this report to the faculty.

4.7.2 *Division of Biostatistics*

A Division of Biostatistics is established in the Department. A Director of the Biostatistics Division is appointed in the Department.

Section 5

5. GRIEVANCE

5.1 Persons in the Department

The departmental policy on grievance is the same as the general university policy on grievance, and there is no separate department bylaws provision for the grievance process.

5.1.1 *Initiation of Grievance Procedure*

5.1.1.1 Faculty/Academic Staff/Specialists

If the grievant is faculty, academic staff, or a specialist the Department will follow Section IV. Academic Human Resource Policies, Faculty Grievance Procedures, and the MSU Human Resources Conditions of Employment, Student Employee Grievance Procedures, of the Michigan State University Faculty Handbook.

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/facultygrievance.htm>

5.1.1.2 Support Staff/Research Staff

If the grievant is support staff or research staff the Department will follow the procedures outlined in the appropriate Union Contract found on the MSU Human

Resources page: Grievances, Discipline & Complaints.
<http://www.hr.msu.edu/complaints/index.htm>)

5.1.1.3 Student Employees

If the grievant is a student employee the Department will follow the procedures outlined in the MSU Student Employment Manual under the Student Employee Grievance Procedure.

<http://www.hr.msu.edu/documents/studenthandbooks/stuempmanual.htm>)

5.1.1.4 Students

If the grievant is a student enrolled in Departmental course offerings the Department will follow the procedures outlined in the Department of Epidemiology and Biostatistics Graduate Handbook in the Department Policies section under Student Grievances.

Section 6

6. PROCEDURES FOR FACULTY REVIEW FOR REAPPOINTMENT, PROMOTION AND/OR TENURE (RPT)

6.1 Introduction

Policies and procedures guiding promotion and tenure decisions within the University are established by the Michigan State University Board of Trustees and the Provost of MSU (See Appendix 1:7)1. The University reappointment, promotion and tenure policy and guidelines are outlined in the *Michigan State University Faculty Handbook (Section IV. Academic Human Resource Policies)*. University policy dictates that recommendations for tenure system faculty appointments, reappointments, extensions of probationary periods, promotion and tenure originate in the primary academic units (See Appendix 1:8).

This document establishes the Department peer review procedures for reappointment, promotion and tenure for ordinary faculty as defined by the rules of tenure; and non-tenure stream faculty with an end date appointment subject to renewal. This peer review process serves the University objectives of maintaining and improving academic strength and quality, taking into account the mission of the Department, the College, and the University. The process shall be triggered by the Department Chairperson in order to meet the appropriate deadline dates. The Chairperson shall provide all faculty with notification of deadline dates

established by the College/Provost with sufficient advance notice so that the faculty member may be prepared for peer review (see Appendix 1:8).

6.2 Functions of the Departmental RPT Committee

6.2.1 *Composition*

6.2.1.1 Reappointment & Tenure Committee

Only tenured members of the ordinary faculty of the Department may serve on the Reappointment, Promotion & Tenure Committee, except as specified below.

6.2.1.2 Tenure Review Process

Non-tenured faculty including honorary and adjunct faculty and students in the Department may be asked to participate in the promotion and tenure review process in an advisory role.

6.2.1.3 Additions

If necessary, the committee may add additional members from the tenured or formerly tenured MSU faculty outside the Department to achieve representation by women and minorities.

6.2.1.4 Field of Expertise

The committee may add additional members in the specific field of expertise at the request of the candidate.

6.2.1.5 Committee Composition

The committee shall be composed of 5 tenured ordinary faculty members or all tenured ordinary faculty members in the Department if there are fewer than five. Members will be nominated by the Chairperson and approved by a simple majority vote.

6.2.1.6 Committee Term Duration

The term of office of committee members shall be for three years, with no more than two consecutive terms (six years) unless too few ordinary tenured faculty are available to serve.

6.2.1.7 Chairperson Term Duration

The RPT Committee shall elect a chairperson every three years.

6.2.2 Functions

The RPT Committee is responsible for the implementation of the peer review process to serve the University objective of improving academic strength and quality among its faculty. This procedure is described below. The RPT Committee shall implement a formal peer review process in accordance with departmental criteria for (a) reappointment, (b) promotion or (c) tenure, respectively (See Appendix II) of all Department ordinary faculty members eligible for promotion and all who must be reviewed for reappointment in the tenure system. The recommendation of the RPT Committee shall be advisory to the Chairperson. The RPT Committee shall:

- A. Provide peer review for ordinary faculty being considered for promotion, reappointment and/or tenure.
- B. Provide peer review for ordinary faculty being considered for post-tenure review.
- C. Prepare reports as described under procedures listed below.

6.3 Categories of Evaluation

Ordinary faculty will be evaluated on their performance in assigned duties consistent with departmental criteria for promotion and tenure as appended to these by-laws in Appendix II.

6.4 Procedures for Formal Peer Review

STEP 1

The Chairperson shall notify all ordinary faculty members in May of the requirements and deadlines for RPT review in the following academic year. Special notice will be given to ordinary faculty members whose review will be required for reappointment in the tenure system. This notification will be in writing. Current dates and information can always be found at:

<http://www.hr.msu.edu/promotion/facacadstaff/FacGuideTenure.htm>

STEP 2

Individual ordinary faculty members shall notify the Chairperson of their intent to be reviewed for promotion and/or tenure by *July 1* of the same academic year. This notification will be in writing.

STEP 3

Individual ordinary faculty members requesting review shall submit the following materials to the RPT Committee by the first week of September of the same academic year.

- A. An appropriately completed copy of the Michigan State University form D, "Appointment, Reappointment, Tenure, and Promotion Recommendations."
- B. A written statement describing the significance of the candidate's work.
- C. A minimum of four names of referees from the relevant academic professional community. For promotion to associate professor within the tenure system, the candidate must include the names of at least three referees from outside the University. For promotion to professor the candidate must include the names of at least four referees from outside the University. The RPT Committee may request additional references as needed. (Not necessary for Reappointment as Assistant Professor for probationary period of three years.)
- D. The candidate will further identify the specific performance review categories that each reference should be able to address.
- E. Copies of publications, papers, other relevant scholarly material, evaluation instruments and other materials relevant to teaching quality prepared by the candidate during the past probationary period.

STEP 4

The RPT Committee shall meet in the second week of September, and conduct a preliminary review. This review will include but will not be limited to the following actions.

- A. Request written letters of review from the referees identified in Step 3 and from additional referees proposed by the Committee. The request will specify a deadline of first week in November for RPT committee to receive letters from referees.
 1. For each external referee, the unit administrator shall provide:
 - A. Name, rank/title, institutional affiliation.

- B. Brief summary of the referee's qualifications or CV
 - C. Name of the person who recommended the evaluator, e.g., candidate, chairperson/director/dean, or other (specified).
 - D. An assessment of the evaluator's relationship to the candidate, including potential conflicts of interest.
- B. Letters to referees from the RPT Committee requesting candidate reviews will include, but not be limited to:
- 1. The unit's statement on confidentiality, which must be consistent with the University's statement as contained in the Academic Human Resources policy "Confidentiality of Letters of Reference for Reappointment, Promotion and Tenure Recommendations"
 - 2. A request to disclose any potential conflicts of interest
 - 3. A statement of University and Department criteria for promotion to the rank requested by the candidate.
 - 4. The specific area they are to comment on and specific questions they are to address.
 - 5. Any materials the RPT Committee determines relevant to the review process, and possible external review of the candidate's dossier.
- C. The RPT Committee will meet again in mid-November (before the Thanksgiving holiday) to consider all the material available to it and rate the candidate on each of the areas to be evaluated
- D. Committee members will vote to recommend or not to recommend the candidate for promotion, reappointment and/or tenure. There will be an opportunity for candidate to confer with the RPT Committee before a final decision is made.
- E. The chairperson of the RPT Committee shall prepare a report for the Chairperson of the Department. This report will include a description of the review process, the complete dossier, including external letters reviewed by the Committee, a summary of the qualifications of the candidate, conclusions and the recommendations of the RPT

Committee. A minority report may be prepared by dissenting member(s) and submitted to the Chairperson.

STEP 5

The RPT Committee reviews the chair's report for consistency with College of Human Medicine and University guidelines. Any discrepancies with University or College of Human Medicine procedures must be documented and addressed.

The Chairperson of the Department will make his or her recommendation to the Dean of the College of Human Medicine, taking into account the recommendation of the RPT Committee. The Chairperson will communicate his or her decision to the candidate, in writing, at least two weeks prior to the Chairperson's deadline for submitting recommendations to the Office of the Dean. This communication shall include a summary of the qualifications of the candidate that were determined in the review process. If the RPT Committee and the Chairperson make different recommendations, the Dean of the College of Human Medicine will make the decision.

Upon notification from the Department Chairperson, the candidate will have the opportunity to confer with, orally or in writing, the RPT Committee as a whole and/or the Chairperson before a final recommendation is submitted to the Dean.

Appropriate documentation shall be maintained by the Department Chairperson. Each candidate's form "Appointment, Reappointment, Tenure and Promotion Recommendation" will be made part of the candidate's RPT file, but will be available to the candidate and to future RPT Committees upon request.

Upon approval, materials will be sent to CHM RPT Committee for college level review. The last five years of annual review letters are submitted as a separate attachment and not part of the academic portfolio, and only the Provost will have these available as a component of the RPT review process. The Yearly Performance Reviews are not seen by the department's RPT committee or the College RPT committee, unless the individual candidate includes them in their portfolio and would like them viewed by these committees.

(Communication from CHM Donna Mulder, Director of CHM Faculty Affairs and Development, to Jill Hamilton, Assistant to Epi/Biostat Chair, 11/26/2013)

STEP 6

Should the candidate not be satisfied with the results of discussion with the RPT Committee and Chairperson, as noted in Step 5, the candidate may file an appeal under the provisions of 6.5 of the by-laws.

6.5 Appeal Process

A tenure-track ordinary faculty member who has been notified that he/she will not be reappointed/promoted may appeal the decision to a committee which shall be established for this specific purpose. This committee, which shall exclude the Department Chairperson, shall be composed of five tenured faculty members as follows:

- a. Two members from the faculty member's department, in the area most closely related to the area of the faculty member affected, one selected by the faculty member affected, and the other by the department chairperson.
- b. One member from each of two other departments in the college. The faculty member affected shall select the departments from which committee members will be named and name two members from each specific department. The chairperson of each specific department chosen shall name the faculty member who will serve on the committee from the proposed list.
- c. One member of the College Advisory Council, who shall serve as chairperson of the ad hoc committee of appeal.
- d. This ad hoc committee of appeal shall hear the reasons that caused the department not to renew the appointment or not to promote the faculty member, as well as the faculty member's arguments in appealing that decision.
- e. If legal counsel is sought, counsel will be restricted to an advisory role.
- f. The deliberations of the committee shall be kept confidential, with the exception that the dean of the college shall be informed of the proceedings.
- g. At the conclusion of committee deliberations, the dean of the college shall make a final disposition of the case and inform the faculty member thereof.
- h. If the ordinary faculty member believes that the decision not to reappoint/promote has been made in a manner which is at variance with established evaluation procedures, he/she may follow efforts to reconcile the differences at the level of the department and the dean of the college,

submit petition to the University Tenure Committee for a review of his/her case, or file a grievance under the provisions of the University and department grievance procedures.

Section 7

7. MISCELLANEOUS TOPICS

7.1 Amendment

7.1.1 Voting

Amendments to these by-laws may be adopted by a two-thirds vote of the full faculty.

7.1.2 Distribution

Amendments must be distributed to the voting faculty at least one week prior to the meeting at which it is proposed to bring them to a vote.

Section 8

APPENDIX I – ENDNOTES

Further Information and Clarifications of the Department of Epidemiology & Biostatistics Bylaws for Academic Governance

1. <http://acadgov.msu.edu/bylaws/index-1.html>
2. <http://www.hr.msu.edu/documents/facacadhandbooks/academichiring/academicPositions.htm>
3. There are 2 distinct voting mechanisms used in department:
 - simple majority vote
 - Majority vote of the ordinary (voting) faculty who attend any given faculty meeting.
 - Can be conducted electronically (i.e., when a faculty meeting does not meet quorum, or urgent topics that require an immediate decision).
 - two-thirds vote of the full faculty
 - A two-thirds vote of the ordinary (voting) faculty by electronic or paper ballot, or both.
 - Used only in exceptional circumstances. For example:
 - Extending voting privileges to faculty with a <20% appointment, or honorary or adjunct.
 - Approval of faculty appointments.
 - Approval of modifications to by-laws.
 - Other serious policy issues (as deemed by chair and faculty).
4. Faculty who are detailed in an appointment letter to work in the Department, but do not have a line or receive pay from the Department.
5. <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/fteService.htm>
6. <http://www.hr.msu.edu/documents/facacadhandbooks/academichiring/>
7. <http://www.adapp-advance.msu.edu/resource/reappointment-promotion-and-tenure-toolkit>
8. <http://www.hr.msu.edu/promotion/facacadstaff/FacGuideTenure.htm>

APPENDIX II

Department of Epidemiology and Biostatistics **ANNUAL REVIEW: YEARLY PERFORMANCE EXPECTATIONS**

Yearly Performance Expectations for Faculty in the Department of Epidemiology and
Biostatistics

(Approved by Faculty vote, 15 May 2014)

Teaching:

Most research-intense faculty members are expected to teach courses totaling 6 credits per academic year. Exceptions may be made for new hires (e.g. first 2 years), those with K-awards covering 75% of research effort, those with exceptionally large enrollment in a single course, those who have a particularly heavy, funded research commitment (e.g. 80%), and those with large administrative roles.

Advising/mentoring:

The Department's goal is to have each senior faculty members (Associate Professor/Professor) serve as primary mentor to 1-2 PhD students, 2-3 MSc students, and one or more post-doctoral fellows in any given year. Members of the Biostatistics faculty can serve as primary mentors to Epidemiology PhD and MSc students, if appropriate. In addition, faculty members are expected to serve as co-mentors on other doctoral and masters theses committees both inside and outside the department. Junior faculty are not expected to carry as heavy a mentoring load as senior faculty, but should take on students so that they can gain experience in mentoring, and move closer to the expectations for senior faculty in this area.

(Old: The Department's goal is to have each faculty serve as primary mentor to 2-3 PhD students (primarily applies to epidemiology faculty within our epidemiology PhD program), 4-5 MS students, and 1-2 Post-doctoral fellows in any given year. In addition, faculty is expected to serve as co-mentors and members of dissertation and thesis committees within and outside the department. Expectations will vary for junior-level faculty.)

Scholarship and Research:

The Department expects faculty to be first author or senior author for 2 or more peer-reviewed, published papers per year and co-author for 3 or more peer-reviewed, published papers per year. The range of expectation depends on the seniority level of the faculty and other academic responsibilities. In addition to number of publications, consideration is given to the faculty's level of responsibility in producing the paper and quality of the publication (e.g. impact factor of journal, novelty of ideas, peer feedback). Senior faculty are also expected to provide opportunities for their mentees to serve as first authors.

The goal is to have each faculty member cover at least 1/3 of their academic year effort and 2 months of summer salary with external funding. Regular submission of proposals provides evidence that faculty are attempting to reach or exceed this goal.

The department encourages faculty to take part in research networks and forums/meetings to stay current, increase visibility and collaborations, and ultimately to help enlarge the impact of their work. Evidence of this is attendance/presentations at national and international meetings.

Committees/Outreach:

Faculty are expected to serve on at least 1 committee within the department and on at least one college-level or university-level committee. Expectations may vary for more junior-level faculty. In addition, evidence of general community engagement via professional expertise is viewed favorably, as is serving on professional boards, councils, advisory committees etc.

Evidence of outreach also encompasses research collaborations that are primarily designed to support the development of research trajectories for other faculty outside our department.

Merit Rating:

Below expectation, meeting expectation, above expectation
Provided for each sub-heading above

APPENDIX III

Department of Epidemiology and Biostatistics **GUIDELINES FOR REAPPOINTMENT, PROMOTION & TENURE**

Procedures for Reappointment, Promotion and/or Tenure

The rules of Michigan State University for probationary periods, operating principles of the tenure system, and recommendations for tenure are found in section IV of the faculty handbook. Additional guidelines may be promulgated by the College of Human Medicine. These rules govern the departmental procedures set out below.

1.
 - i. Tenure stream Assistant Professors should apply to the Department Chair, in writing, for consideration for reappointment no later than July 1 of the penultimate academic year of the initial probationary period of the ordinary faculty member's employment.
 - ii. Untenured ordinary faculty members in the tenure stream should apply in writing to the Department Chair for consideration for promotion and tenure no later than July 1 of the penultimate academic year of the final probationary period (2 probationary periods issued) of the faculty member's employment.
 - iii. Ordinary faculty members applying for promotion to a higher rank without the consideration of tenure (i.e., not tenure stream, already awarded tenure) should apply to the Department Chair, in writing, for consideration for promotion no later than July 1 of the penultimate academic year of their appointment or probationary period, whichever is applicable.

2. The applicant should assemble a file which provides evidence of their credentials in the areas of research and scholarship, teaching and outreach, organized into the categories listed as evidence of excellence under each of the three categories. *Refer to section 6.4 Step 3 of the Department of Epidemiology and Biostatistics Bylaws for Academic Governance.* RPT materials should be forwarded to the RPT committee by the first week in September.

3. Upon receipt of the application for consideration for tenure, the Department Chair will pass the application to the Reappointment, Promotion, and Tenure (RPT) advisory committee. For composition and functions of RPT committee, *refer to section 6.2 of the Department of Epidemiology and Biostatistics Bylaws for Academic Governance.* In the case of joint appointments where the lead department is Epidemiology and Biostatistics, the same rules will apply, except that the Department Chair of Epidemiology and Biostatistics will consult with the Chair of the other department as to the membership of the RPT committee.

4. The RPT advisory committee will meet in the second week of September, and in conjunction with the Department Chair and suggestions from the applicant, will identify established researchers in the candidate's field at other universities or research institutions who can provide objective evaluations of the candidate's credentials in research and scholarship. *Refer to section 6.4 Step 3 of the Department*

of Epidemiology and Biostatistics Bylaws for Academic Governance. At least one of the external evaluators suggested by the applicant should neither have been a co-author of a peer-reviewed published manuscript with the candidate, nor have served as the candidate's thesis/dissertation advisor or mentor on a grant. Input from other ordinary faculty in the Department of Epidemiology and Biostatistics on the suitability of RPT of the applicant will also be sought. A minimum of 4 letters of recommendation are required for submission of the RPT review. All external letters of reference solicited and received must be included in the review materials. Unsolicited letters will not be included in the review materials. If an external letter of reference is solicited and the referee fails to or declines to submit a letter of evaluation, this information shall become part of the candidate's review materials. If a reason is provided in writing, it shall become part of the candidate's review materials unless precluded by an agreement on confidentiality. *Refer to "External Letters of Reference" in section IV of the University Faculty Handbook.*

5. The RPT advisory committee will communicate its recommendation and its reasons for that recommendation in writing to the Chair of the Department of Epidemiology and Biostatistics. If any formal vote has been taken, the results of that vote should be included in the letter.

6. The Chair of the Department of Epidemiology and Biostatistics will communicate his or her recommendation about the reappointment, promotion, and/or tenure in writing to the applicant. If reappointment, promotion, and/or tenure is not recommended, the Chair will clarify in this letter, if appropriate, the achievements the ordinary faculty member will need to have accomplished prior to reconsideration for reappointment, promotion, and/or tenure.

Criteria for Reappointment, Promotion, and/or Tenure

Ordinary faculty reappointed, promoted, and/or awarded tenure in the Department of Epidemiology and Biostatistics must demonstrate excellence in the following three areas of academic performance:

- A. Research and Scholarship
- B. Teaching
- C. Service

For promotion and tenure to occur, the departmental chair must also certify in writing that the candidate has performed satisfactorily in committee work. In the case of ordinary faculty members whose pre-tenure experiences were at another university, the previous chair will be asked to confirm that the candidate's committee work was satisfactory.

In the sections below, excellence in these areas of faculty performance is defined, and criteria for judging excellence based on specific accomplishments are provided. The

enumeration of specific accomplishments should not be interpreted to mean that each item listed must have been accomplished by the candidate.

A. Research and Scholarship

The central criterion for excellence in research and scholarship in the Department of Epidemiology and Biostatistics is evidence of *significant and ongoing epidemiologic or biostatistical contributions to a well-defined field of investigation of public health importance*. Excellence requires that the candidate's publications, or a subset of them, constitute at least one clearly defined research theme. However, it is also expected that some of the candidate's publications will represent collaborations with scholars in fields outside of the area of the candidate's central theme. It is further expected that successful candidates for promotions at this level will *show promise of prominence* in their research field.

Evidence in support of excellence in scholarship includes the number and quality of the following, listed in approximate order of importance.

1. First-authored publications presenting original research in peer-reviewed journals
2. Non-first-authored publications presenting original research in peer-reviewed journals
3. Funded research grants received as principal investigator
4. Major scientific contributions to funded grant proposals, as confirmed by the principal investigator
5. Evaluations of scholarship from scholars outside the university
6. Scholarly reviews and book chapters
7. Invited commentaries in peer-reviewed journals
8. Participation in national-level research grant review committees
9. Presentations at national and international meetings
10. Invited lectures at universities and research institutions
11. Requests to review articles for peer-reviewed journals

B. Teaching

Excellence in teaching is based on evidence *that the candidate has taught epidemiology and/or biostatistics regularly and successfully*, with evaluations based both on students' reports and on assessments made by senior ordinary faculty of course syllabi and classroom performance.

Evidence in support of excellence in teaching includes the number and quality of the following:

1. Graduate courses taught
2. Course syllabi and their content
3. New graduate courses developed
4. Participation in (and especially chairing) master's and doctoral theses committees, both inside and outside the Department of Epidemiology

5. Medical student sections or courses taught, and curriculum development for same
6. Undergraduate teaching in epidemiology
7. Lectures or other participation in courses in other departments of the university
8. Development of special educational workshops

C. Service

The Department of Epidemiology and Biostatistics has, as a component of its mission, consultative assistance in the design and interpretation of research studies initiated by other faculty in the College of Human Medicine and, to a lesser extent, in the rest of the university. When these consultations are with other faculty investigators, they are expected to lead to publications and/or to grant support and are included under A. Research and Scholarship, especially the second item.

Evidence of excellence in professional, committee, and administrative service is based on:

1. Institutional Service

- Documentation of excellence in department, college, and university committee assignments
- Products generated by committee/administrative work
- Summary of committee and administrative leadership appointments/elections
- Selection for and participation in leadership development programs
- Participation in community activities
- Awards for excellence in committee service
- Unsolicited letters, e-mail, etc. documenting excellence in committee and administrative service.

Applicants should indicate their role and contribution if work is not exclusively their own.

2. Professional Service

- Participation in national, state, regional or local professional organizations
- Elected or appointed positions in professional organizations
- Manuscript, annual meeting, and grant review activities
- Consulting and technical assistance activities
- Participation in relevant community boards
- Expert consultant to media
- Invited presentations to other professional audiences, communities
- Service Awards
- Solicited and unsolicited testimonials, letters, e-mails
- Solicited review for grants and peer-reviewed journals

College of Human Medicine criteria

CHM provides criteria for Reappointment, Tenure and Promotion in the document “**Standards, Criteria and Guidelines for Reappointment, Promotion and Tenure in The College of Human Medicine and ADDENDUM TENURE SYSTEM FACULTY**”, produced by the **Promotion, Tenure and Reappointment Committee**, submitted on behalf of the Committee by Michael H. Zaroukian, MD, PhD, Chair on January 15, 2004. Please refer to this document for further information on RPT.

Two categories of CHM criteria distinguish between promotions from Assistant Professor to Associate Professor, and from Associate Professor to Full Professor. Copied below are the criteria from this document that distinguish these two levels of promotion:

Guidelines for Assessing Accomplishments in Research, Creative and Scholarly Activity
(Excerpted from pages 8-9 of the CHM document referenced above):

For Promotion from Assistant to Associate Professor

1. Evidence, through publication in peer-reviewed journals (or other equivalent publications), of well-developed skill in creating and/or applying and then disseminating new knowledge or manners of thought.
2. Evidence, through letters of support from outside the university, of recognition by senior investigators for independent and original thinking. In many cases, this will include consideration of the record of peer-reviewed grant support.
3. Evidence, through publication record and/or funding history, of the development of an established investigative program with a clear research direction.
4. Evidence of national recognition of the faculty member's research program, through outside letters of reference, publication record, research awards, other forms of professional/alumni recognition, participation in national symposia/scientific programs or elected membership in national scientific societies

For Promotion from Associate Professor to Professor

1. Achievement of all criteria for promotion to Associate Professor at a high level of distinction, as evidenced by:
 - a. Sustained and regular dissemination of innovative original research in high-quality, rigorously peer-reviewed journals or equivalent publications
 - b. Continuation of productive and sustained independent investigation, as evidenced by sustained funding of competitive peer-reviewed grants as the Principal Investigator, consistent with the area of scholarship
 - c. Evidence, through letters from outside the university, of recognition as a thought/opinion leader in the specific field.
 - d. Evidence, provided by invited papers, invited lectures and symposia, research awards or other forms of professional/alumni recognition, of national and/or international recognition as a respected authority in the field.

Guidelines for Assessing Excellence in Committee and Administrative Service

(Excerpted from pages 12 - 13 of the CHM document referenced above)

For Promotion from Assistant to Associate Professor

1. Consistently receives very good or better ratings from committee colleagues/chairperson or organization executive officers
2. Committee accomplishments (policies, reports, organizational changes)
3. Excellent service as a member of Department, College or University governing bodies or committees, or other administrative appointments important to the MSU mission
4. Excellent service as an appointed or elected member of a local or regional leadership/advisory committee
5. Selection for and participation in administrative/executive leadership programs
6. Local or regional administrative or committee service awards, or other forms of professional/alumni recognition

For Promotion from Associate Professor to Professor

1. Consistently receives excellent ratings by committee colleagues/chairperson or organization executive officers
2. Substantive, high-quality products of committee work (policies, reports, organizational changes)
3. Demonstrated excellence in service as chairperson of Department, College or University governing bodies or committees, or other major administrative appointments important to the MSU mission
4. Demonstrated excellence in service as an appointed or elected member of a national or international leadership/advisory committees
5. Selection for and participation in high level administrative/executive leadership programs
6. National or international administrative or committee service awards, or other forms of professional/alumni recognition

APPENDIX IV

Summary of Changes Made to Bylaws

07/01/2010 Revisions

SECTION 1

- Added ‘Academic Specialist’ and ‘Postdoctoral Fellow’ to DEFINITIONS
- Alphabetized DEFINITIONS

SECTION 2

- 2.1.1 Changed ‘Regular Faculty’ to ‘Ordinary & non-voting Faculty’ – updated description

SECTION 3

- Changed title from ‘The Students- Postgraduate’ to ‘Other Constituencies of the Department’ – updated description
- Changed section 3.2 to 3.1.1
- Added sections:
 - 3.2 (Postdoctoral Fellows & others in a Training Capacity)
 - 3.3 Department Staff
 - 3.4 Department Meetings

SECTION 4

- 4.1.7 added language to allow for the chairpersons designee to provide annual faculty evaluations
- 4.3.2 Removed the following language “This committee shall recommend to the Dean whether the chairperson should be continued for another 5 years or not, and also add any recommendations it chooses for improvement of the department”
- 4.5 Changed from ‘Departmental Secretary’ to ‘Departmental Staff Assistant to the Chairperson’ – updated description
- 4.5.2 Removed the following language “distribute and maintain the minutes of faculty meetings and record attendance at faculty meetings”
- 4.6.1 Added language to indicate that a new dept administrator can be appointed by the chairperson only when the position is vacant
- Added Graduate Program Director and definition as 4.7
- 4.8.1.1, 4.8.1.2 Updated names and descriptions of Graduate Program Committee from Graduate Admissions and Recruiting Committee, and Epidemiology and Biostatistics Curriculum Committee from Graduate and Curriculum Committee – updated descriptions
- 4.8.1.3 Added LACE to Standing Committees
- 4.8.1.8 Removed the following language “This committee is advisory to the chairperson”

SECTION 5

- FULLY REVISED – links to MSU grievance policies for each different employee/union group. The dept will follow university grievance guidelines

SECTION 6

- Updated to read that the RPT committee is “advisory to the chairperson” from “in shared responsibility with the chairperson”
- 6.4 STEP 1 MSU RPT link included
- 6.4 STEP 2 date changed from September 1 to July 1
- 6.4 STEP 3 date changed from October 1 to September 1
- 6.4 STEP 4 Added A.1.a-d
- 6.4 STEP 4 Added B 1-2
- 6.4 STEP 5 Added the following language “Upon approval, materials will be sent to CHM RPT Committee for college level review”

Added Appendix I -RPT Guidelines

Added Appendix II – Summary of Changes Made to Bylaws

*Updated basic language throughout document to match updated and new definitions (i.e., ‘regular’ faculty changed to ‘ordinary’, use of ‘persons in the department’ rather than exhaustive list)

2011 Revisions

SECTION 2

- 2.2 Updated heading to include information about voting procedures
- 2.2.1 Deleted the language “The total voting faculty is the total number of ordinary faculty appointed in the Department.”
- 2.2.1 Added the language “who receive at least 20% of their regular salary from the Department or are detailed to perform no less than 20% of their work effort in the Department.”
- 2.2.2 New section. Added the language “in the Department to hold the status of voting faculty. This action requires a two-thirds vote of the full faculty. This status will require annual renewal in the form of a re-vote.”
- 2.3.7 Added “the FTE voting faculty minus those away on sabbatical or other extended leave of absence.” to the definition of quorum.

SECTION 4

REMOVED: 4.5 Departmental Secretary

- 4.5.1 The chairperson will appoint a member of the staff to the position of departmental secretary.
- 4.5.2 The departmental secretary will provide to each faculty member copies of up to date departmental, college and university by-laws, and departmental grievance documents, committee assignments and calendar of faculty meetings. The departmental secretary shall distribute the agenda for faculty meetings, distribute and maintain the minutes of faculty meetings and record attendance at faculty meetings.

REMOVED: 4.6 Departmental Administrator

- 4.6.1 The Administrator is appointed by the chairperson. On an annual basis the Administrator will prepare a detailed report of the budget of the Department, including the allocation of flexible funds as generated by the university return on indirect cost dollars on grants, salary savings and unrestricted gifts.

Adjusted section numbers as necessary

Created a new Appendix 1 which includes endnotes that clarify processes and terminology used in the bylaws

Changed Appendix I to Appendix II

Changed Appendix II to Appendix III

*Updated basic language throughout document to reflect standardized language and definitions of types of departmental votes (simple majority vote, or two-thirds vote of the full faculty) from non-standardized language “two-thirds majority vote”, “majority vote”, “majority vote of the total voting faculty (by secret ballot)”, “majority vote of the total ordinary faculty”, “decided by the voting faculty”.

05/22/2014 Revisions

SECTION 6

6.4:

- RPT (steps 3 and 4) and Appendix III on RPT: Differential RPT timelines between Epi and CHM guidelines were resolved in a faculty meeting 05/15/14 and specified in these sections
- Step 5: we clarify the confidentiality and use of Yearly Performance Reviews in RPT process
- We resolved difference in minimum number of letters requested for RPT process in section 6.4 (6 letters) vs RPT appendix (4 letters) in faculty meeting 05/15/14: 4 letters is minimum request

5.4 Step 1: Replaced old web link with updated one

10/4/2018 Revisions

SECTION 4

4.6.1.1 Graduate Program Committee (GPC) language was added: Of the six (6) members, three (3) shall be drawn from the epidemiology, and three (3) from the biostatistics faculty. If the GPD is of the epidemiology faculty, two (2) additional epidemiology faculty members will be selected to serve. Alternatively, if the GPD is of the biostatistics faculty, two (2) additional biostatistics faculty members will be selected to serve.

4.6.1.3 LACE language was added: Committee membership will be chosen by the current Chairperson and will be decided by a simple majority vote.

4.6.1.5 Space Committee was dissolved as of 2014; bylaws changes never made.

4.6.1.5 Awards Committee was moved from Ad-hoc committee to Standing Committee and given the section number of 4.6.1.5.

APPENDICES

Appendix III (RPT): Standards and criteria from MSU and CHM documents for promotion from assistant to associate professor, and associate professor to professor were added.

Appendix II, RPT is replaced by Yearly Performance Review

Appendix III, summary of changes, is replaced by previous RPT document with revision

Appendix IV is new number for summary of changes.

MISC

Departmental name “Epidemiology” changed to “Epidemiology and Biostatistics” throughout bylaws.

REVISED 02/2011

REVISED 05/2014
