



# Department of Physiology

## MANUAL

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Michigan State University East Lansing, Michigan

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**A. MSU DEPARTMENT OF PHYSIOLOGY**

Michigan State University, founded in 1855 as the first land grant college, has awarded diplomas in undergraduate and graduate physiology since 1949. The department, established in 1923, has grown to be one of the largest in the United States and serves the university in several capacities including: 1) offering degree programs at the undergraduate and graduate level; 2) teaching of "service courses" designed to meet the specific needs of other degree programs such as Biological Sciences, Nursing, Medical Technology, Human Medicine, Osteopathic Medicine, and Veterinary Medicine; and 3) conducting basic and applied physiological research funded in part by the Agricultural Experiment Station and numerous other granting agencies.

In 1982, the University's biophysics program was blended into the Department of Physiology. The department presently has administrative ties to the Colleges of Natural Science, Veterinary Medicine, Human Medicine and Osteopathic Medicine.

Most physiology students are enrolled in the College of Natural Science while working on either the B.S., M.S. or Ph.D. degree. There are approximately 25 graduate and 500 undergraduate students in the program.

The Ph.D. and M.S. programs place heavy emphasis on original research which culminates in the preparation of a thesis. Most research is done in faculty laboratories, but the student is encouraged to make maximum use of the close cooperation with other science departments, thereby enhancing greatly the technological facilities available. In addition, the University Library, Computer Center, Cyclotron, Center for Electron Optics, Magnetic Resonance Imaging Center, Instructional Media Center, etc., are available to the student. A transgenic mouse facility will be the next major addition to the department's research resources.

## **B. BYLAWS OF THE FACULTY**

(Revised: September 1994)

### **1. The Faculty**

#### **1.1. Composition of the faculty**

1.1.1. Regular faculty shall consist of all persons in the department who have been appointed under the rules of tenure and who hold the rank of professor, associate professor, assistant professor or instructor.

1.1.1.1. Joint appointments to the faculty shall be made only after an affirmative vote of the Physiology faculty and with the concurrence of the applicant's primary department chairperson or supervisor (for appointment procedures, see section 1.3.). Appointees must have teaching responsibilities in formal courses and help in the training of graduate and postdoctoral students and may serve as chairperson of guidance committees. Joint appointees should serve on committees and attend faculty meetings though not as members necessary for a quorum. Appointees shall have a vote at departmental meetings.

1.1.2. Fixed term faculty shall consist of all persons who hold the rank of professor, associate professor, assistant professor or instructor, but who have not been appointed under the rules of tenure. Fixed term faculty shall have internal voting privileges in the college to which that person is appointed.

1.1.2.1. Adjunct appointments to the faculty shall be made only after an affirmative vote of the Physiology faculty and with the concurrence of the applicant's primary department chairperson or supervisor. Appointees are encouraged to attend faculty meetings and may be asked to serve on departmental committees. Appointees may serve as thesis advisers for graduate students. Adjunct appointees shall be renewed annually. Adjunct appointees shall not have a vote at departmental meetings.

1.1.3. Professors emeriti and visiting professors in the Department of Physiology shall be honorary faculty.

1.1.4. The Departmental Chairperson is a faculty member who has authority and responsibility delegated by the President and the Board of Trustees for the administration of the department.

#### **1.2. Procedures for evaluation for reappointment, tenure and promotion**

1.2.1. The procedures for evaluating faculty for reappointment, tenure, merit raises and promotion are contained in a Department of Physiology document, *Procedures for Evaluating Faculty for Reappointment, Tenure and Promotion*.

1.2.1.1. Copies of this document are available from the departmental office. (See Appendix C and D)

1.2.1.2. This document may be amended upon approval of two-thirds of all the regular faculty.

#### **1.3. Faculty recruitment**

- 1.3.1. In adding to the department faculty by a new appointment, the chairperson shall receive the advice of the faculty and graduate students through the Advisory Committee.
- 1.3.1.1. The Advisory Committee shall solicit the opinions of the regular faculty regarding the manpower needs of the department. The Advisory Committee shall then write a job description for the vacant position and recommend it to the chairperson.
- 1.3.1.2. The Advisory Committee shall solicit nominations for the vacancy from the entire faculty and forward these to the chairperson.
- 1.3.1.3. After a candidate has been interviewed on campus and has presented an open seminar, and after there has been ample opportunity for the faculty to talk with the candidate, the Advisory Committee shall poll the regular faculty and graduate students regarding the desirability of offering a position to the candidate. The Advisory Committee shall forward the results of the poll, together with its own recommendations, to the chairperson.
- 1.3.1.4. The Physiology Department has a policy of not discriminating on the basis of race, creed, ethnic origin, or sex.

#### **1.4. The voting faculty**

- 1.4.1. The regular faculty shall have voting privileges in the election of university councils and committees, in the election of departmental councils and committees, and in setting departmental policies and making decisions.

#### **1.5. Faculty meetings**

- 1.5.1. The faculty shall meet at least once each semester. The chairperson may call a meeting more often and must call a meeting at the written request of five regular faculty members.
- 1.5.2. Postdoctoral appointees may attend faculty meetings without vote. In addition, one graduate student enrolled in the department will be included as a nonvoting member during discussions of non confidential matters. Such a representative will be selected by the Physiology Graduate Student Committee.
- 1.5.3. The chairperson shall provide an agenda to the faculty one week prior to each faculty meeting.
- 1.5.4. Robert's *Pocket Manual of Rules of Order* shall determine the parliamentary practice of faculty meetings.
- 1.5.5. For purposes of conducting business, a quorum shall consist of those voting members of the faculty present at the meeting. Passage of any measure shall require a simple majority of those present, with the exception of amendments to, or revision of, these bylaws, which shall require two-thirds of the votes of the entire voting faculty.
- 1.5.6. Any member of the faculty with the support of 30% of the voting members in attendance may call for a mail ballot referendum on a defeated or passed motion. In such cases, the departmental Advisory Committee shall prepare, distribute, collect and tally the ballots and shall report the results of the referendum to the faculty.
- 1.5.7. A record of the important actions taken by the faculty at each meeting shall be kept in the departmental office and shall be available to the faculty, staff and graduate students.

**1.6. Chairperson**

1.6.1. The chief administrator shall be designated chairperson

1.6.2. The chairperson shall be responsible for educational, research and service programs, budgetary matters, physical facilities, and personnel matters in his/her jurisdiction. An assistant/associate chairperson may be appointed by the chairperson and shall assist the chairperson with delegated duties.