



**THE UNIVERSITY OF MICHIGAN-DEARBORN
CAMPUS BYLAWS**

APPROVED AS AMENDED BY THE FACULTY CONGRESS

April 4, 2022

APPROVED AS AMENDED BY THE U OF M BOARD OF REGENTS

May 19, 2022

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ARTICLE I
DEFINITIONS

The definitions used within these Bylaws are essentially those adopted in the Bylaws of the Board of Regents of the University of Michigan, Chap. V, Sec. 5.01, and Chap. VI Sec. 6.05 (1973), and Chap. V, Sec. 5.01 (3) (1979), and are not to be construed to contradict them.

- I.1 Academic Unit. The term academic unit shall be construed to mean an administrative unit created for instructional and research purposes, namely, a college or a school.
- I.2 Faculty. The term faculty shall include members of the teaching and research staff together with the principal administrative officers; the directors of various teaching, research, and library units; research associates; curators; and persons with similar duties.
- I.3 Professorial Staff. The term professorial staff shall include professors, associate professors, and assistant professors.
- I.4 Governing Faculty. The term governing faculty when used in connection with an academic unit shall include those members of it who are professors, associate professors, assistant professors, and instructors and lecturers, who hold appointments of one-half time or more; provided, however, that such instructors and lecturers may vote at faculty meetings only if they have held appointments for one or more years and are authorized to vote by a majority vote of the professorial staff of the appropriate academic unit. The governing faculty may include clinical professors, clinical associate professors, clinical assistant professors, research scientists, associate research scientists, and assistant research scientists, when authorized by, and in accordance with, the policies and bylaws of the appropriate school or college.
- I.5 Teaching Staff. The term teaching staff shall include professors, associate professors, assistant professors, instructors, lecturers, and teaching fellows. The teaching staff may have regular, visiting, or adjunct appointments.
- I.6 Teaching Fellows. The term teaching fellow and its variants -- teaching associate, teaching assistant, student assistant, research assistant, technical assistant, laboratory assistant, and assistant -- shall be used to designate junior appointees who participate in the processes of teaching and research but do not possess faculty rank. Students in these classifications shall have student status.
- I.7 University Year. The term university year, as used in connection with appointments of members of the faculty and other personnel, contains any two full terms in the calendar (i.e., Fall, Winter, or Spring/Summer), as defined for the year in question. Faculty members are expected to participate in orientation, registration, and commencement.

ARTICLE II

THE INSTRUCTIONAL AND PROGRAMMATIC UNITS

- II.1. Schools and Colleges. The faculties offering degree programs may be organized into schools and colleges for the purpose of (1) providing instruction; (2) conducting scholarly investigations and research in those branches of knowledge that form the basis of modern culture, professional practice, and leadership in education, business, and industry; and (3) applying this knowledge to the solutions of problems of our society. [cf. RB 5.06]
- II.2. Governing Bodies. The governance of the affairs of the academic units, subject to Regental approval, is placed in the governing faculties and executive committees. The faculty of each academic unit shall adopt rules and bylaws for its own internal governance and shall appoint a secretary, define their duties, and keep a record of faculty action. Such bylaws shall be consonant with Campus bylaws, shall be filed with the Faculty Senate Office, and shall be made generally available to all members of the unit's faculty.
- In the absence of specific rules to the contrary, the rules of parliamentary procedure as described in the most recent edition of Robert's Rules of Order shall be followed by the faculties, committees, boards, and other deliberative bodies.
- II.3. Departments. Subdivisions of an academic unit under an administrative head maintained for the purpose of conducting a curriculum or curricula in a specified array of disciplines may be organized into departments. Each department shall be organized in a manner to provide general participation by faculty members in the governance of departmental affairs.
- II.4. Faculty Communications to the Board of Regents. If a faculty unit or the Faculty Senate wishes to communicate with the Board of Regents, it should submit such communications in writing to the Chancellor and to the President of the University. They shall, in turn, convey the communications to the Board of Regents. Unit Faculty should also submit their communications through the dean. [RB5.05]

ARTICLE III

THE FACULTY CONGRESS

- III.1. Constitution of the Faculty Congress.
The University of Michigan-Dearborn shall have a Faculty Congress.
- III.2. Powers and Duties of the Faculty Congress.
- 2.a. Authority.
The Faculty Congress is authorized to consider any subject pertaining to the interests of the Campus, and to make recommendations to the Chancellor and to the Board of Regents in regard thereto. Decisions of the Faculty Congress with respect to matters within its jurisdiction shall constitute the binding action of the Campus faculties.

Jurisdiction over academic policies shall reside in the faculties of the various schools and colleges, but insofar as action by the several faculties affect Campus policy as a whole, or colleges other than the one in which they originate, they shall be brought before the Faculty Senate.

2.b. Governance.

The Faculty Congress may adopt rules concerning its own governance and procedures, and concerning its officers and committees.

III.3. Membership of the Faculty Congress.

The Faculty Congress shall consist of the members of the governing faculty as defined in Article I.4 above, professional librarians, archivists, and curators, the Senior Officers of the Campus, and the Deans of the schools and colleges.

III.4. Officers of the Faculty Congress.

4.a. Chair.

The Chair of the Faculty Senate shall preside at meetings of the Faculty Congress.

4.b. Secretary.

The Faculty Senate Recording Secretary shall perform the duties of the Faculty Congress Secretary.

b. (1) Duties.

The Faculty Senate Recording Secretary shall act as secretary for all meetings of the Faculty Congress and shall conduct campus-wide elections required by these Bylaws. The Faculty Senate Recording Secretary shall be responsible for all arrangements for these meetings, including notices; consultation with the Chair of the Faculty Senate; preparation and distribution of agendas; taking and distributing minutes; and maintaining an up-to-date record of those statements concerning the organization and governance of the faculty which have been adopted by the Board of Regents or by the Faculty Congress and its various committees. In connection with the latter, the Faculty Senate Recording Secretary shall be responsible for the format, solicitation, publication, and distribution of the annual reports of the Faculty Senate committees.

III.5. Meetings of the Faculty Congress.

A regular meeting of the Faculty Congress shall be held at least once during each academic year. Other meetings of the Faculty Congress may be called by the Chair or by written petition to the Faculty Senate Recording Secretary signed by not less than 20 percent of its members. Such a petition shall state the specific items that the petitioners wish to have declared as the items of business. Other items may be added during the meeting but only with the consent of two-thirds of the members present. No specified number of members shall be required for the Faculty Congress to meet and conduct any business not requiring a vote. For quorums required for voting, see Article III.5.b. (3)(a). Other rules governing the meetings are as follows:

- 5.a. Notice of Meetings. A notice of the calling of a meeting of the Faculty Congress shall be distributed to members by the Faculty Senate Recording Secretary at least two weeks prior to the meeting day. The deadline for distribution of the notice may be reduced to three working days if twenty percent of the members sign the petition and ask for early scheduling. Along with the notice shall be a call to the members for agenda items. These shall be submitted in writing at least seven days before the meeting to the Faculty Senate Recording Secretary, who shall place the items on the agenda. The complete agenda shall be prepared by the Faculty Senate Recording Secretary in consultation with the Chair. The Faculty Senate Recording Secretary shall distribute the agenda to the members at least three days before the meeting.
- 5.b. Rules of Procedure.
- (1) Parliamentary Procedure. The Faculty Congress may appoint such committees as it deems necessary and adopt rules concerning its organizations and procedures. Such rules must be approved by a two-thirds majority of those present and voting, a quorum being present. In all cases not covered by rules adopted by the Congress, the procedures in the latest edition of Robert's Rules of Order shall be followed.
 - (2) Motions. Except for motions of a procedural nature, all motions or resolutions to be considered by the Faculty Congress shall be submitted in writing, to the Faculty Senate Recording Secretary in time for distribution with the agenda. Any member of the Faculty Congress may submit a motion or resolution provided it bears their signature and those of two supporting members. Chairs of Campus Committees acting on their behalf may submit motions without further support.
 - (3) Voting.
 - (a) Quorums. Thirty members of the Faculty Congress shall constitute a quorum for conducting business.
 - (b) Forms of Vote. Normally, all matters placed before the Faculty Congress for a vote shall be decided by the majority vote of those present and voting, a quorum being present. Voting shall ordinarily be by voice, but in those cases of doubt, any member may ask for a hand-count vote or a vote by secret written ballot. A majority of the members present may request a ballot. Mail ballots, email ballots, or electronic ballots shall be conducted by the Faculty Senate Recording Secretary.

ARTICLE IV
THE FACULTY SENATE

IV.1. Power and Duties of the Faculty Senate.

- 1.1. There shall be a Faculty Senate of the Faculty Congress. The Faculty Senate [hereafter referred to as the Senate] shall serve as the legislative arm of the Faculty Congress. An action of the Senate shall have the effect of an action of the Congress unless and until it is revoked by the Congress.
- 1.2. The Senate is authorized to consider any subject pertaining to the interests of the Campus, and to make recommendations to the Chancellor and the Provost or to the Board of Regents in regard thereto. Decisions of the Senate with respect to matters within its jurisdiction shall constitute the binding action of the Campus faculties. Jurisdiction over academic policies shall reside in the faculties of the various schools and colleges, but insofar as actions by the several faculties affect Campus policy as a whole, or schools or colleges other than the one in which they originate, they shall be brought before the Senate.
- 1.3. The Senate shall advise and consult with the Chancellor and Provost on any matters of campus policy which they may place before it, or which the Senate itself may raise, and, unless overruled by the Faculty Congress, shall speak authoritatively for the faculty.
- 1.4. The Senate may request information from any member of the campus staff, and may invite any such person to sit with it for the purpose of consultation and advice.
- 1.5. The Senate shall communicate its opinions and recommendations to the Faculty Congress from time to time, and, at a meeting of the Congress in each academic year, shall present a formal report of its activities.
- 1.6. The Senate shall have the power to make whatever additional rules that are appropriate to the performance of its functions and that are consistent with this document. In all cases not covered by rules adopted by the Senate, the procedures in the latest edition of Robert's Rules of Order shall be followed.
- 1.7. The newly elected Senate members shall join the standing Senate for its final meeting. At that meeting the new Senate (newly elected members and the returning members) shall nominate and elect their Officers and Council from their membership for the new year.

IV.2. Membership of the Faculty Senate.

2.1. Elected Members.

2.1.a. Voting Members. The Senate shall consist of 22 voting members elected from members of the governing faculty as defined in Article I.4 as well as professional librarians, archivists, and curators.

2.1.b. Non-Voting Members. The Senate shall also include 2 non-voting members representing lecturers and instructors. These representatives shall be elected for a three-year term.

The non-voting representatives shall have full rights of

participation in the discussions of the Senate, with the exception of certain matters deemed not applicable by the Senate. During executive sessions, these non-voting representatives may be asked to leave.

- 2.1.c. Terms of Office. The elected members of the Senate shall serve a three-year term. The terms of office shall be so adjusted that one-third of the terms shall expire each year. The terms of office shall begin September 1.
- 2.1.d. Apportionment of Voting Members. The number of voting members for each college in the Senate shall be reapportioned on the basis of the number of governing faculty in each college using the Hill method, with a minimum of three members per college. To ensure that each college will have at least three members, the Hill Method shall be applied as described in the Appendix. In addition, there shall be one seat held by an elected librarian, archivist or curator for the Library.
- 2.1.e. Reapportionment. The number of voting members for each college in the Senate shall be reapportioned every five years using the Hill method outlined in section IV.2.1.c. or upon the reorganization of the University of Michigan-Dearborn. The number of governing faculty that is used for reapportionment should be taken as of January 1 of the year when the reapportionment is conducted. The number of voting members for the Library shall remain fixed at one member.

2.2. Ex-Officio Members.

The Chancellor, Provost, the UM-Dearborn members of the UM Senate Assembly, student government president, and the president of the UM-Dearborn Academy of Retired Faculty and Staff shall serve as ex-officio, non-voting members of the Senate with full rights of participation in the discussions of the Senate. The Senate, however, may meet in executive session without the presence of ex-officio members.

2.3. Election of Faculty Senate Members.

The governing faculty of each school or College shall elect their voting Senate representatives at large or according to the practice adopted by each College.

One voting Senate representative for the library shall be elected from among the professional librarians, archivists, and curators.

Faculty members holding administrative appointments of 50% or more are ineligible to serve in the Senate as elected voting faculty representatives.

The lecturers and instructors who hold appointments of one-half time or more shall elect their non-voting Senate representatives.

2.4. Alternates for Elected Senate Members.

The Senate shall designate the manner of selecting alternates and the conditions of their tenure.

2.5. Senate Liaison with Schools, Colleges, or Departments.

Each school, college, or department represented in the Faculty Senate shall designate an elected Senate member from their unit to act as a liaison between the Senate and the unit's Executive Committee, and shall attend the unit's Executive Committee meetings. The Senate liaison may be a voting or non-voting member of the unit's Executive Committee. Each unit shall be responsible for taking necessary action to implement an effective system of liaison between the units and the Senate.

IV.3. Officers of the Faculty Senate.

The officers of the Senate shall be the Chair, Vice-Chair, and such other officers as shall be decided upon by the Senate. The officers shall be elected by the Faculty Senate.

The Chair of the Faculty Senate shall act as a neutral party and not as a representative of their unit and shall not vote unless they have to cast a tie-breaking vote. The Senator elected as Chair shall be replaced by an alternate or other designee from the same unit for the duration of their serving as Chair to ensure that the unit keeps its representation in the Senate for the purposes of discussion and voting. The Chair of the Senate shall remain a voting member of the Faculty Congress.

Officers shall be elected for a term of one year and are eligible for reelection.

IV.4. Meetings of the Faculty Senate.

Meetings of the Senate shall be held at such time as the Senate shall determine, but ordinarily once each month throughout the calendar year, with the exception of July and August.

4.a. Who May Call Meetings.

A meeting of the Senate may be called by the Chair, by the Senate Council, by any five voting members of the Senate, by the Chancellor or Provost, or by vote of the Senate in a prior meeting.

4.b. Notice of Meetings.

Each meeting shall be announced in a timely fashion by the Recording Secretary, via email to each member. The notice shall state the hour and the place. The agenda of the meeting shall be made available in a timely fashion. Notice of an emergency meeting must state the business of the meeting.

4.c. Who May Attend.

The Senate meetings shall be open to all Faculty Congress members. The Senate meetings shall also be open to the public except when the Senate deems an executive session necessary.

4.d. Quorum.

A quorum shall be ten members.

IV.5. Committees of the Faculty Senate.

There shall be a permanent standing Promotion and Tenure Committee to advise the provost on promotion and tenure matters. The Faculty Senate Promotion and Tenure Committee shall annually review promotion and tenure cases for compliance with established unit and campus procedures and shall write a report on its findings to the provost prior to the cases being finalized for forwarding to the main University of Michigan administration in Ann Arbor.

The Senate may create other standing or special committees to assist it with its work. It may define the qualifications for membership of such committees, provide for the number of members thereof, provide how they are to be appointed and determine their terms of office, and define their duties and obligations.

IV.6. Voting.

The Senate shall decide issues by a simple majority vote, a quorum being present.

ARTICLE V

THE SENATE COUNCIL

V.1. Powers and Duties.

1.1. Authority.

There shall be a Senate Council [hereafter referred to as the Council] of the Faculty Senate.

The Council shall act as the liaison between the Senate and the Chancellor and Provost; it shall meet with the Chancellor and/or Provost; and it shall be an agent of the Senate.

The Senate Council, although an agent of the Senate, may not act for the Senate and may only advise the Chancellor and Provost on an interim basis until a matter requiring Senate action can be placed before the Senate or Faculty Congress.

The duties of the Council shall include executing the decisions of the Senate; scheduling appropriate meetings; planning Senate meetings and agendas; implementing the decisions of the Senate; and exchanging information and views regularly with the Chancellor and Provost when appropriate to the performance of the above-mentioned functions.

V.2. Membership of the Senate Council.

2.1. Elected Members.

In addition to the Chair and the Vice Chair, there shall be four members and four alternates of the Council elected by the Senate from among its members. Each school or college shall be represented by a minimum of one representative.

2.2. Ex-officio Members.

The Chancellor and the Provost shall be ex-officio, non-voting members of the Council. The Chair, with the concurrence of the Council, may, when appropriate, schedule regular sessions without the presence of ex-officio members.

2.3 Ex-officio members shall not attend when the Council goes into executive session.

2.4. Terms of Office.

The Council members shall be elected annually for a term of one year. The term of office shall be from September 1 to August 31 of the calendar year. Members may be eligible for reelection.

V.3. Officers of the Senate Council.

The Chair of the Senate shall also be the Chair of the Council.

ARTICLE VI

THE CAMPUS FORUM

There shall be a Campus Forum comprised of the Faculty Senate Council and the Staff Senate Council members that meets once each term.

ARTICLE VII

UM-D UNIVERSITY SENATE ASSEMBLY MEMBERS

VII.1. Organizational Context.

In the University of Michigan system, the University Senate is the only three-campus organization administered by and for the faculty, whose members must all be from among the three professorial ranks. All faculty of Senate rank are automatically members of the University Senate; they may attend and participate in all of its meetings.

Since the Senate is too large and unwieldy an organization for the effective conduct of its affairs, a smaller, elective body has been created to serve as the continuing voice of the Senate.

Comprised of elected representatives from certain Ann Arbor academic units and from the two regional campuses at Dearborn and at Flint, the Senate Assembly meets once each month throughout the calendar year, with the exception of July and August.

Serving as the Executive Committee of the Senate Assembly is the Senate Advisory Committee on University Affairs (SACUA), which consists of members chosen from among and by the members of the Senate Assembly.

VII.2. UM-D University Senate Assembly Members.

- 2.a. Number. Memberships in the Senate Assembly are related to the size of the faculties in the various academic units and campuses. The specific number is determined during the triennial apportioning process of the Assembly.
- 2.b. Terms of Office. Members of the Senate Assembly serve three-year terms, to which they may be re-elected. Terms begin with the April meeting.
- 2.c. Qualifications for UM-D Members. Representatives of the UM-D in the Senate Assembly must, like all members, hold one of the three professorial ranks, or be a librarian as accepted under current University Senate Rules. In addition, they must hold appointments at least fifty percent of which are performed at the UM-D. These Senate Assembly Members represent the Campus as a whole; no positions have been allocated to specific academic units.
- 2.d. Nominations and Elections. In any year in which the term of office of any UM-D member in the Senate Assembly is to expire, the Faculty Senate Recording Secretary will be required to solicit nominations and to conduct an election.

Candidates may be self-nominated or be nominated by others, who must obtain the nominee's prior approval to do so. Any kind of preferential voting that is approved by the Senate may be used. In the case of a one-position election, the runner-up shall be declared the alternate. In the event of elections involving two or more positions, the Faculty Senate Recording Secretary will be guided by the preferences of the voters in determining the relative priorities of the alternates.

- 2.e. Alternates. A formally declared alternate shall be authorized to take the place of their elected colleague at meetings of the Assembly on an ad hoc or permanent basis. In the ad hoc circumstance, the alternate shall inform the Assembly Secretary before the meeting of their presence and indicate the name of the Assembly member being replaced. If the elected members cannot serve to the end of their term, the alternate automatically fills the position. If they are unable to do so, an election shall be conducted to choose a member for the remainder of the term.
- 2.f. Duties. A UM-D University Senate Assembly Member shall be expected to become informed about issues to be discussed and acted on by the Assembly; to represent the Dearborn Campus on these issues; and to inform appropriate UM-D administrators (e.g., the Chancellor and Vice-Chancellors) and/or the Senate Council or Senate of significant developments, issues, and/or votes which might have serious implications for the UM-D. From time to time UM-D University Senate Assembly Members may be asked to report to the Faculty Senate on recent meetings and decisions.

ARTICLE VIII
FACULTY RULES

VIII. Sales to Students.

To prevent conflicts of interest, no members of the teaching staff shall have direct dealings with students in the sales of books, instruments, lecture notes, software, or any materials which bring economic profits.

ARTICLE IX

RECALL OF A FACULTY MEMBER FROM THE FACULTY SENATE

IX. Procedure for Recall.

Any faculty member elected to the Faculty Senate may be recalled from their post by a two-thirds majority of their constituency voting at a plenary meeting, provided that a quorum is present.

ARTICLE X

AMENDMENTS TO THE CAMPUS BYLAWS

X.1. Submission of Proposed Amendments.

Any member of the Faculty Congress may propose an amendment to these Bylaws provided that the amendment is supported by two other members. The proposed amendment shall be submitted to the Faculty Senate Recording Secretary in writing at least fourteen days prior to the meeting at which it is to be considered. The Secretary shall provide each member of the Congress with a copy of the proposed amendment at least one week prior to the meeting.

X.2. Voting.

The Bylaws may be amended by a two-thirds vote at any meeting of the Faculty Congress, a quorum being present, or by a two-thirds majority of the members of the Faculty Congress responding to a vote by mail or email ballot.

ARTICLE XI

REGENTAL BYLAWS AND THE CAMPUS BYLAWS

Nothing in these Campus Bylaws is intended to conflict with the Bylaws of the Regents of the University of Michigan or to conflict with the appropriate rights and responsibilities of administrators and faculty guaranteed in those Bylaws.

Dates of Amendments:

2020: Approved by: Faculty Congress on February 21, 2020; the Board of Regents on March 26, 2020.

2021: Approved by: Faculty Congress on March 29, 2021; the Board of Regents on July 15, 2021.

2022: Approved by: Faculty Congress on April 4, 2022; the Board of Regents on May 19, 2022.

APPENDIX.

HILL APPORTIONMENT METHOD FOR UM-DEARBORN FACULTY SENATE

```
#!/usr/bin/python3
```

```
# Algorithm for Hill Apportionment Method for UM-Dearborn Faculty Senate
```

```
# This describes the core of the Hill method for apportionment of
# Dearborn Faculty Senate membership (specified in Articles IV.2.1.a,
# IV.2.1.b, IV.2.1.c, of the Campus Bylaws) as a computer algorithm. This is
# modified for UM-Dearborn Faculty Senate from the Apportionment Method
# used for the UM Senate Assembly.
```

```
# Members are assigned by the Hill Method as follows.
```

```
# As specified by the Campus Bylaws, let:
```

```
# h = number of members of the Faculty Senate apportioned to the
# four colleges (21 = the total number 22, minus 1 for library).
```

```
# n = number of colleges
```

```
# floor[college] = minimum number of Faculty Senate members
# to be assigned to a college (floor = 3, for all 4 colleges).
```

```
# As calculated or derived within the Hill Method algorithm:
```

```
# college = an integer in the range 0 to n-1
# identifying a particular college
```

```
# pop = total population to be represented
# (total number of governing faculty)
```

```
# divisor = approximate average number of governing faculty
# represented by each Faculty Senate Member
# (however, it is really an internal variable and
```

```
# should not be interpreted strictly in this way).
# hill[college] = the apportionment to the college
# f[college], a, z are used for internal manipulation.

# Number of members of the Faculty Senate to be apportioned to colleges
h = 21

# Table of colleges, two element list per college:
# [number of governing faculty in the college, name of the college]
# Technical note: The number of governing faculty is the only element of
# this script that needs adjusting to run the algorithm correctly.
colleges = [
    [171, 'CASL'],
    [86, 'CECS'],
    [45, 'COB'],
    [17, 'CEHHS'],
]

# Function to implement the rule for computing the minimum number of
# Faculty Senate members
# Technical note: Though a function is not needed for UM-Dearborn
# minimums, we are keeping the syntax in place should a function be
# required in the future (via future bylaws amendment).
def collegefloor(u):
    # all Colleges have a floor of 3 members
    uf = 3
    return(uf)

# Total number of colleges
n = len(colleges)

# Total population to be represented
pop = sum([college[0] for college in colleges])

# List with minimum number of Faculty Senate members for each college
f = [collegefloor(college[0]) for college in colleges]

# Initiate variables for Hill algorithm
divisor = float(pop) / h
hill = [0 for college in colleges]

# Perform Hill algorithm, stop when exact
# number of representatives have been assigned
while sum(hill) != h:
    for college in range(n):
```

```
z = colleges[college][0] / divisor
a = int(z)
hill[college] = a
if z >= ((a*(a+1))**.5):
    hill[college] += 1
hill[college] = max(hill[college], collegefloor(colleges[college][0]))
divisor = (divisor * sum(hill)) / h

# Print out the apportionment
for college in range(n):
    print('%d\t%d\t%s' % (hill[college], colleges[college][0], colleges[college][1]))

# Print out totals
print('%d\t%d\t%s' % (sum(hill), pop, 'TOTAL'))
```