

(originally approved by the APC, June 8, 2011)
updated April, 2016

BYLAWS OF THE MSU-DOE PLANT RESEARCH LABORATORY

0. PREAMBLE

1. THE DIRECTOR

2. APPOINTMENT OF THE DIRECTOR

3. ACADEMIC PERSONNEL

3.1. Composition of the Academic Personnel

3.2. Voting Rights of the Academic Personnel

3.3. Responsibilities of the Regular Faculty

4. APPOINTMENT AND REVIEW OF ACADEMIC PERSONNEL

4.1. Guidelines for Hiring of Academic Personnel

4.2. Appointment of Faculty

4.3. Review of the Performance of Regular Faculty

4.4. Appointment of Fixed-Term Faculty

4.5. Review of the Performance of Fixed-Term Faculty

4.6. Appointment of Research Associates and Visiting Scholars

4.7. Appointment of Graduate Students

5. ACADEMIC PERSONNEL COUNCIL

5.1. Roles of the Academic Personnel Council

5.2. Composition and Procedures

6. COMMITTEES

6.1. Types and Composition of Committees, and Selection of Representatives

6.2. The Standing Committees and their Functions

7. GRIEVANCE PROCEDURES

7.1. The Plant Research Laboratory follows the *Faculty Grievance Policy*

7.2. Students

7.3. All Other Personnel

8. PRL BYLAWS RESPONSIBILITY, RATIFICATION, INTERPRETATION, AND AMENDMENT

8.1. Responsibility

8.2. Approval, Revision, and Ratification

8.3. Interpretation

8.4. Amendments or Revisions

0. PREAMBLE

- 0.1. The Michigan State University-Department of Energy Plant Research Laboratory (PRL), originally the Michigan State University/Atomic Energy Commission Plant Research Laboratory, is an academic unit within the College of Natural Science (CNS) of Michigan State University (MSU). The U.S. Atomic Energy Commission proposed that such a laboratory be established to serve as a plant science research unit within the academic structure of a university. Convinced that such a laboratory would further strengthen its plant science program, and recognizing the potential benefits from interactions with existing departments, MSU successfully sought the establishment of the PRL on the MSU campus. In 1978, responsibility for funding the major portion of the PRL program was assumed by the newly formed Department of Energy (DOE).
- 0.2. The PRL is devoted to fundamental research and training in the molecular and cellular biology of photosynthetic organisms. The interdependent objectives of research and training are pursued in cooperation with relevant departments of MSU. Graduate students, post-doctoral research scientists and the faculty of the PRL, aided by the technical and administrative staff, are engaged in an interdisciplinary effort to develop an understanding of how photosynthetic organisms function and how they interact with the environment.
- 0.3. The Bylaws of the MSU-DOE PRL will be in compliance with the Bylaws of the University and of the CNS. If, in any matter, specifications or omissions place these Bylaws in conflict with University or College policies, these latter shall take precedence.

1. THE DIRECTOR

- 1.1. The Director is the chief administrator of the PRL. The function of the Director is to direct the operations of the PRL so as to achieve the objectives of the PRL as stated in the preamble. The Director is responsible for the overall operation of the PRL; The Director shall be advised by the Academic Personnel Council (APC) (see Section 5) during the decision-making process and shall seriously weigh any recommendation made by the voting members at APC Meetings (see Section 5).
- 1.2. Functions of the Director include:
 - 1.2.1. Long-range planning of the PRL research program and strengthening of the research program through the nominations for appointment to PRL positions and the distribution of available funds and space. The APC shall serve as an advisory body to the Director on matters pertaining to the initiation, funding and termination of research programs funded in the PRL by the DOE.
 - 1.2.2. Administrative liaison between the PRL, DOE, MSU, and departments and colleges of MSU.

- 1.2.3. Overseeing recruitment of Academic Personnel (see Section 4).
 - 1.2.4. Supervising preparation of annual budget requests and supervision of budget expenditures to favor uninterrupted and efficient research and training of scientists.
 - 1.2.5. Overseeing provision of adequate supporting services and facilities, such as technical assistance, secretarial and accounting help, supply and equipment purchasing, equipment and building maintenance, a stockroom, and plant growth facilities.
 - 1.2.6. Keeping informed about the progress of the various research programs of the PRL and of new developments in science in general.
 - 1.2.7. Coordinating with the DOE
 - 1.2.8. Conducting an annual review of each member of the tenure system faculty and all fixed-term faculty members. Written documentation of the meeting shall be given to the faculty member and kept on file.
 - 1.2.9. Attending, or assigning a designee to attend, CNS Chairs and Directors meetings and meetings of other academic governance bodies, as appropriate.
- 1.3. The Director may appoint an Assistant to the Director, who shall assist the Director. The APC shall serve in an advisory capacity to the Director in the selection of an Assistant to the Director.
 - 1.4. The Director shall solicit advice from the regular faculty regarding pay increases. This advice shall be considered by the Director in proposing merit pay increases for the faculty. Proposals for merit pay increases shall be determined with consideration of research, teaching, and service.

2. APPOINTMENT OF THE DIRECTOR

- 2.1. The Director is appointed by the Board of Trustees of MSU and, as long as the PRL receives significant funding from the DOE, with the concurrence of the DOE.
- 2.2. In accordance with the MSU Bylaws for Academic Governance, at intervals not to exceed five years, the Dean of the CNS shall review the Director. The Personnel Affairs Committee of the PRL shall schedule a meeting with the Dean of the CNS to review CNS policies and formulate specific procedures for the review. At the time of the review, the Director shall be consulted by the Dean concerning the Director's desire and willingness to continue as Director. The voting faculty of the PRL shall have shared responsibility with the Dean to determine procedures for review of the Director. Under extraordinary circumstances, the APC may upon majority vote request from the Dean a review of the Director at any time.
- 2.3. Upon recommendation of the Dean that a new Director be found, or upon retirement, resignation, or death of the Director, the Personnel Affairs Committee of the PRL shall

schedule a meeting with the Dean of the CNS to review CNS policies and formulate specific procedures for selection of the new Director. The faculty shall have shared responsibility with the Dean to determine the procedures for the selection of the Director to be nominated to the Provost. The DOE shall be kept informed of any proceeding concerned with the selection of a new Director.

- 2.4. In the event that no person holds an appointment as Director, or upon incapacitation of the Director, or if the Director plans to be absent for an extended period of time, the APC shall advise the Dean concerning the designation of an Acting Director. The Acting Director shall perform the duties of the Director until the Director returns or a new Director is appointed.
- 2.5. In the event that the Director plans to be temporarily absent from the Laboratory, the Director shall designate an Acting Director, chosen from the regular faculty of the PRL, to perform the duties of the Director, or a specified portion thereof, in his/her absence.

3. ACADEMIC PERSONNEL

3.1. Composition of the Academic Personnel

3.1.1. The Faculty

- 3.1.1.1. The regular faculty of the PRL shall consist of all persons in the PRL who have been appointed under the rules of tenure and hold the rank of professor, associate professor, or assistant professor.
- 3.1.1.2. The fixed-term faculty of the PRL shall consist of all persons holding the rank of professor, associate professor, assistant professor or instructor, but not appointed under the rules of tenure.
- 3.1.1.3. Honorary faculty shall consist of those persons designated as visiting professors or professors emeriti.

3.1.2. Visiting Scholars and Research Associates: Visiting scholars and research associates are those individuals of the PRL who have been appointed to these positions and hold current appointments in the PRL. The research associates group shall include the research associates and the visiting scholars holding a Ph.D. or equivalent.

3.1.3. Graduate Students: Graduate students of the PRL are individuals who have been accepted by the PRL and by an academic department or program of MSU, have entered the PRL graduate program, and are currently working towards an advanced degree under the direct supervision of a PRL faculty member or on a thesis project that has been determined by the PRL Director to be compatible with the overall research program of the PRL.

3.1.4. The faculty, visiting scholars, research associates, and graduate students constitute the academic personnel of the PRL.

3.2. Voting Rights of the Academic Personnel

3.2.1. Voting rights of the Academic Personnel of the PRL in matters concerning the PRL. Regular and fixed-term members of the faculty of the PRL have shared responsibility with the Director of the PRL on matters enumerated in Sections 3.2.1.1 through 3.2.1.3 of these Bylaws, and each member of the APC as defined in Section 5.2.1 of these Bylaws shall have voting rights on matters raised at meetings of the APC, with three exceptions: (i) the student and research associates group representatives may express an opinion on matters enumerated in Sections 3.2.1.1 through 3.2.1.3 of these Bylaws but in accordance with University Bylaws may not vote on those matters; (ii) the fixed-term faculty, by University policy, may not participate in decisions related to tenure; and (iii) the honorary faculty may express their opinions, but may not vote. All faculty members of, and student and research associates group representatives to, standing and ad hoc committees of the PRL shall have voting rights on matters raised at meetings of those committees.

3.2.1.1. The selection of nominees and/or representatives for University councils and committees.

3.2.1.2. Decisions concerning the appointment, re-appointment, promotion, tenure, or dismissal of individual faculty members, with this exception: that participation in decisions related to tenure is, by University policy, restricted to tenured University faculty. Evidence from students regarding the teaching and mentoring performance of faculty shall be considered in decisions concerning these matters.

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

3.3. Responsibilities of the Regular Faculty

3.3.1. Each regular faculty member shall conceive, plan and conduct a program of original research that is compatible with the mission of the PRL.

3.3.2. Each regular faculty member shall encourage the participation of students and post-doctoral scientists in his or her research program.

3.3.3. Each regular faculty member shall from time to time orally inform the Director of the state of his or her research program. Each faculty member shall once a year, at the request of the Director, prepare a written summary of research accomplishments and plans. They should also from time to time present the most important results of their research program to the Academic Personnel of the PRL and to the scientific community at large via seminars, oral presentations at scientific meetings, publications in scientific periodicals and similar means.

3.3.4. Each regular faculty member, excluding the Director, shall accept a fair share of PRL and MSU committee duties.

3.3.5. All faculty members shall make themselves available to the members of their research groups, the Academic Personnel of the PRL outside of their research group, other academic personnel of MSU, and scientists and organizations

outside MSU. The degree of their availability for consultation and formal talks outside MSU and the degree of their participation in committees and elective and appointive offices of organizations outside MSU should be adjusted so as not to interfere with the quality of their overall performance as a PRL faculty member.

4. APPOINTMENT AND REVIEW OF ACADEMIC PERSONNEL

- 4.1. Guidelines for Hiring of Academic Personnel. Guidelines established by the University for hiring procedures, including those dealing with affirmative action, shall be observed for the hiring of all academic personnel.
- 4.2. Appointment of Faculty. When a new regular faculty position becomes available or an existing position becomes vacant, the Director shall decide, with the APC serving in an advisory capacity, how best to use the position. If the Director chooses to seek a new faculty member, nominees for the position shall be solicited from all of the Academic Personnel of the PRL, as well as from other appropriate sources. An ad hoc Search Committee shall assemble dossiers on the applicants. After a preliminary screening, dossiers on the best qualified candidates shall be circulated to the members of the APC. The Search Committee shall then submit the names of qualified candidates to the APC Meeting for approval. A two-thirds majority of the voting members of the APC is required for approval of the list of qualified candidates. After selection of a candidate, the DOE shall be informed of their name and qualifications. The name of an approved candidate for a faculty position shall be submitted to appropriate academic departments of MSU for consideration for a joint appointment.
- 4.3. Review of the Performance of Regular Faculty. The performance by all members of the regular faculty, except the Director, of the responsibilities outlined in Section 3.3 shall be reviewed annually. Special faculty reviews shall be held annually for non-tenured regular faculty, not less often than once every three years for tenured faculty below the rank of professor, and not less often than once every four years for professors. Reviews for reappointment, promotion and tenure will be special faculty reviews.
 - 4.3.1. Purpose of Faculty Reviews. Faculty reviews support the annual merit process and provide a basis for a clear statement of performance expectations and accomplishments. The principal objectives of the special reviews are, in addition, to determine progress towards tenure and promotion and to encourage professional growth.
 - 4.3.2. Composition of the Faculty Review Committee. Regular reviews will be conducted by the Director. Special reviews will be conducted by a Faculty Review Committee that shall consist of all regular faculty with the exception of the faculty member under review. All members of the APC shall be invited to the oral presentation made by the reviewee.
 - 4.3.3. Conduct of Faculty Reviews.

- 4.3.3.1. Regular Reviews. Regular reviews are annual reviews that are not special reviews. Preceding the review, a dossier shall be provided to the Director that contains evidence of the professional activities, achievements, and stature of a faculty member whose progress or performance is under review.
- 4.3.3.2. Special Reviews. Reviews for promotion and tenure shall be initiated by the Director, following the *Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science* and procedures in the *Faculty Handbook*. The PRL Director shall also initiate all other special faculty reviews and shall chair all save his own. Reviews of the research program of the Director shall be chaired by the Chairperson of the Personnel Affairs Committee (PAC). In consultation with the reviewee, the Director (or when the research program of the Director is reviewed, the Chairperson of the PAC) may request comments from MSU academic personnel outside of the PRL with whom the reviewee interacts professionally. Any such comments must be written and signed.

Preceding the review, a dossier containing evidence of the professional activities, achievements, and stature of a faculty member whose progress or performance is under review shall be circulated among members of the Faculty Review Committee. Any material deemed appropriate by the reviewee may be included in the dossier. After circulation of the dossier, the Director shall convene a meeting of the Faculty Review Committee. At that time, reviewees shall normally make an oral presentation summarizing their performance. Following that presentation, in the absence of the reviewee, representatives of the PRL graduate students and research associates group shall each make an oral, and a written and signed, presentation regarding the reviewee's performance from the perspective of those whom they represent, on the basis of written and signed letters; those representatives shall then leave the meeting. Each fixed-term faculty member shall then make an oral presentation regarding the reviewee's performance and, at the discretion of the Director, may remain as a silent observer but not as a member of the review committee. Any letters of reference from outside of the PRL will then be discussed.

All written comments from the MSU academic personnel shall address the review criteria outlined in Section 4.3.4 of these Bylaws and shall be restricted to those aspects of a faculty member's performance with which the author is personally familiar and is professionally most competent to address. The reviewee shall not have access to the written comments. The written comments by the representatives of the PRL graduate students and research associates group shall be held by the PRL Director in confidentiality, and for at

least four months or until any ensuing grievance procedures have been resolved. Letters on which the comments by those representatives were based shall be held by those representatives for four months unless informed by the Director that they should be retained longer.

After the written comments have been presented, the members of the Review Committee shall give their assessment of the reviewee's performance, and may make recommendations regarding research support and salary. When tenure is an issue, tenured regular faculty members of the Review Committee may make recommendations, and only they shall vote, regarding tenure, reappointment and promotion. Only when tenure is not an issue may untenured regular faculty members of the Review Committee make recommendations, and vote, regarding reappointment and promotion.

The Director shall weigh these assessments and recommendations in reaching decisions. In the case of decisions regarding reappointment, promotion and tenure of jointly appointed faculty, the Director shall come to an agreement with the chairperson of the appropriate academic department about what action to take.

- 4.3.3.3. External Peer Reviews. The PRL Director and the chairperson of the appropriate department shall follow regulations of the CNS in seeking external letters.
- 4.3.4. Review Criteria. The major criterion is an overall performance of sustained excellence relevant to the PRL missions of research and training (see Section 0.2). While the research component is paramount, teaching (including graduate training) and community service are significant components of the overall review.
 - 4.3.4.1. Research: Evidence of excellence in research shall include, most importantly, peer-reviewed publications notable for creativity, originality and impact, and also other publications and patents, competitive research grants funded at local, state, national or international levels, and other funding, and invitations to deliver research seminars and presentations at regional, national and international meetings and other academic communities.
 - 4.3.4.2. Teaching and Mentoring: Evidence of excellence in teaching shall include undergraduate and graduate level Student Instructional Rating System evaluations or equivalent, assessment of mentoring of graduate students and research associates, and assessment of the reviewee's role on the committees of graduate students.
 - 4.3.4.3. Service: Evidence of excellence in service shall include leadership positions in professional associations, service as editor, editorial board member or ad hoc reviewer for professional journals, membership on grant or program review panels, and membership on academic governance committees and PRL committees.

members of the Committee. In the event that the Committee includes no other member of the PRL fixed-term faculty, no representative of the PRL graduate students, or no representative of the PRL research associates group, input from those groups that are not represented shall be solicited by the Director.

- 4.5.3. Conduct of Special Reviews of Fixed-term Faculty. The PRL Director shall initiate and chair all special reviews of fixed-term faculty. In consultation with the reviewee, the Director may request comments from academic personnel outside of the PRL with whom the reviewee interacts professionally. Any such comments must be written and signed.

Preceding the review a dossier containing the job description and evidence of the professional activities, achievements, and stature of the fixed-term faculty member shall be circulated among members of the Fixed-term Faculty Review Committee. Any material deemed appropriate by the reviewee may be included in the dossier. After circulation of the dossier, the Director shall convene a meeting of the Fixed-term Faculty Review Committee, which shall be open to all members of the regular PRL faculty. At that time, reviewees shall normally make an oral presentation summarizing their performance. Following that presentation, in the absence of the reviewee, any other fixed-term faculty members who are members of the Fixed-term Faculty Review Committee shall make an oral presentation, and representatives of the PRL graduate students and research associates group who are members of the Fixed-term Faculty Review Committee shall make an oral, and written and signed, presentation regarding the reviewee's performance from the perspective of those whom they represent, on the basis of written and signed letters; those representatives shall then leave the meeting. Any letters of reference from outside of the PRL will then be discussed. At the discretion of the Director, the fixed-term members of the Fixed-term Faculty Review Committee may be permitted to be present during such a discussion.

All written comments from academic personnel shall address the review criteria outlined in Section 4.5.4 of these Bylaws and shall be restricted to those aspects of a faculty member's performance with which the author is personally familiar and is professionally most competent to address. The reviewee shall not have access to the written comments. Any written comments by the representatives of the fixed-term faculty, PRL graduate students, and research associates group shall be held by the PRL Director in confidentiality, and for at least four months or until any ensuing grievance procedures have been resolved, and then returned to the authors. Letters on which the comments by those representatives were based shall be held by those representatives for four months unless informed by the Director that they should be retained longer.

Each regular faculty member of the Committee shall then give his or her assessment of the reviewee's performance, and shall make recommendations regarding reappointment and promotion of the reviewee, which shall be weighed by the Director in reaching his decision.

- 4.5.4. Review Criteria. The major criterion to be used in the review is an overall performance of sustained excellence relevant to the PRL missions of research and training (see Section 0.2 of these Bylaws), particularly as specified in the job description for each fixed-term faculty member.
 - 4.5.5. Results of the Review. Within one month following the review, the Director, in collaboration with the reviewee's supervisor, if appropriate, shall provide the reviewee with an oral and a written evaluation of the strengths and weaknesses of the reviewee's performance. These evaluations shall include relevant decisions that the Director and supervisor have made, and the reasons for those decisions.
 - 4.5.6. A fixed-term faculty member may appeal unfavorable decisions in his/her case before the APC.
- 4.6. Appointment of Research Associates and Visiting Scholars. Individuals who seek an appointment as research associate or visiting scholar in the PRL shall submit an application and supporting documents to the lab they wish to join. Appointments are made for not more than one year at a time. Appointments may be renewed on an annual or shorter term basis provided that the performance of the research associate or visiting scholar has been found satisfactory by the faculty member who leads the research group in which the research associate or visiting scholar works.
- 4.7. Appointment of Graduate Students. Any graduate student working for the duration of their graduate career in the lab of a PRL faculty member is a PRL graduate student. Any student who has been, or is currently, supported financially by the PRL is also a PRL graduate student. PRL graduate students shall adhere to the requirements of their degree-granting program and of the PRL.

5. ACADEMIC PERSONNEL COUNCIL

- 5.1. Roles of the Academic Personnel Council (APC). The academic personnel shall, through membership on the APC, assist in the administration of the PRL. APC meetings shall be held for the purpose of discussing and/or voting upon matters brought before the Council by the Director, committee chairpersons, or other voting members. Nominations of faculty members to serve on, and to chair, committees of the PRL, and to serve as representatives of the PRL to College and University committees and organizations (see Section 6.2.2.2), shall be approved or revised by the APC. The Director may delegate authority for specific decisions at his/her discretion.
- 5.2. Composition and Procedures
- 5.2.1. Composition of the APC. The regular faculty (including the Director), the honorary faculty, the fixed-term faculty, one elected representative of the research associates group, and one elected representative from the group of graduate students of the PRL shall constitute the members of the APC.

Procedures for selection of the latter two representatives are described in Sections 6.1.4 and 6.1.5 of these Bylaws.

5.2.2. Procedures of APC meetings.

5.2.2.1. APC meetings shall be held approximately once a month, but in no case fewer than 6 times a year. The Director shall announce the convening of each meeting, either on their own initiative or at the request of a voting member of the APC. The Director shall call for items to be placed on the agenda, and shall circulate a tentative agenda prior to the meeting date. The agenda may be revised or amended at the beginning of a meeting through a motion by any voting member, if approved by a majority of those voting.

5.2.2.2. Conduct of all APC Meetings shall be governed by *Robert's Rules of Order, Revised*, except as modified in these Bylaws.

5.2.2.3. The Director or, in his/her absence, the Acting Director shall chair the APC Meetings. A quorum shall consist of two-thirds of the membership. Unless otherwise specified in these Bylaws, or agreed to prior to the vote, motions are carried by a majority of those voting. Minutes shall be taken and copies provided to the membership prior to the next meeting.

5.2.2.4. At the discretion of the Director, any research associate, visiting scholar, graduate student, or member of the support personnel may attend APC meetings as an observer without voting privilege. However, the privilege of attendance by those who are not members of the APC may be suspended for any portion of a meeting at the discretion of the Director or of a majority of the voting members of the APC.

5.2.2.5. Any member of the academic personnel or the technical or administrative staff of the PRL has the right to be heard by the APC on matters of direct concern to the employees and the PRL. Any such person wishing to be heard shall be given a place on the agenda.

6. COMMITTEES

6.1. Types and Composition of Committees, and Selection of Representatives

6.1.1. Purpose of committees. Through membership on committees, the academic personnel shall assist in the administration of the PRL by performing specific duties. The committees shall keep the APC informed of their actions and shall make recommendations for consideration by the Director and by the APC. Except where otherwise specified, committees shall function in an advisory capacity to the Director.

6.1.2. Standing committees shall with one exception be composed of 1, 2, or 3 regular and/or fixed-term faculty members, 1 research associates group member, and 1 graduate student. The various standing committees shall have the following number of faculty: Recruitment: 3; Awards Nomination: 2; Personnel Affairs: 2;

Seminar: 2. The Awards Nomination Committee normally will not include representatives from the research associates group and graduate students. The members of a committee shall have equal voting rights. Tie votes shall be decided by the committee chairperson. Membership will be for one year, renewable for a second or third year. Committee terms shall begin on July 1. The PAC shall submit the faculty nominations to the APC for approval prior to July 1.

- 6.1.3. Ad hoc committees may be formed at the Director's request to deal with matters that do not fall within the jurisdiction of a standing committee. Ad hoc committees need not include representation of the research associates group and graduate students. The PAC may be charged by the Director to nominate faculty members to serve on ad hoc committees and shall then submit the nominations to the APC for approval. The research associates group and graduate students shall nominate their representatives for an ad hoc committee by procedures outlined in Sections 6.1.4 and 6.1.5 of these Bylaws, for approval by the Director.
- 6.1.4. Procedures for Selection of Research Associates Group Representatives. Before July 1, the research associates and visiting scholars shall meet to select their representative to the APC (see Section 5.2.1 of these Bylaws) and their representatives to various committees. The research associates group representative to the APC shall call that meeting and may call other meetings of the research associates group during the year if necessary.
- 6.1.5. Procedures for Selection of Graduate Student Representatives. Before July 1, the graduate students shall meet to select their representatives to the APC (see Section 5.2.1 of these Bylaws) and the various committees. The representative to the APC shall call that meeting and may call other meetings of the graduate students during the year if necessary.

6.2. The Standing Committees and their Functions

6.2.1. The Recruitment Committee shall assist the Director in all matters pertaining to recruitment of graduate students into the PRL. The Committee shall work with the admissions committees of degree-granting departments and interdepartmental graduate programs to evaluate applicants and attract qualified candidates to MSU and to PRL labs.

6.2.2. The Personnel Affairs Committee (PAC) shall assist the Director in matters pertaining to the personnel of the PRL.

6.2.2.1. The Committee shall make recommendations concerning the kinds, numbers and distribution of both academic and supporting personnel of the PRL.

6.2.2.2. The Committee shall nominate faculty members (i) to serve on committees of the PRL, indicating which faculty member would chair each committee, and (ii) to serve as representatives of the PRL to College and University committees and organizations. This Committee shall identify nominees for Lang and Kende awards and shall choose awardees. The PAC shall coordinate, with the Seminar Committee,

presentations of awards that are temporally coordinated with seminars (see Section 6.2.3 of these Bylaws).

- 6.2.2.3. The Committee shall provide orientation and information about PRL, MSU, and the community to new visiting scholars, research associates, and graduate students.
 - 6.2.2.3.1. The Committee shall meet with all new graduate students shortly after their arrival, shall review degree requirements, shall advise the students about courses, and shall introduce them to each of the faculty in order that the graduate students may learn from the faculty firsthand about their current research programs.
 - 6.2.2.3.2. The Committee shall serve as advisor to graduate students until a thesis advisor has been chosen. Once a year the Committee shall meet with each graduate student, and shall examine the records to determine whether the graduate student is fulfilling requirements and making adequate progress. The results of these meetings will be included in the written report to the Director. The graduate student and research associate representatives of the PAC will not be present during the annual graduate student interviews.
 - 6.2.2.3.3. The Committee shall help visiting scholars, research associates, and graduate students (see also Section 7.2.1 of these Bylaws) to resolve personal problems stemming from their position at the PRL.
 - 6.2.2.3.4. When the Committee is reviewing a graduate student or helping a graduate student, visiting scholar, or research associate to resolve a personal problem, that person's advisor, if a member of the Committee, shall recuse him- or herself from those proceedings unless that graduate student, visiting scholar, or research associate specifically requests that the advisor be present.
 - 6.2.2.3.5. The Committee shall have delegated authority to notify the Dean of the CNS when a review of the Director is called for (see Section 2.2 of these Bylaws) and to schedule a meeting with the Dean to review CNS policies, and formulate specific procedures, for the review. With the Dean's agreement, the Committee shall coordinate the review, request a summary of the review, and circulate that summary to members of the APC.
 - 6.2.2.3.6. When a new Director is to be selected (see Section 2.3 of these Bylaws), the Committee shall have delegated authority to schedule a meeting with the Dean of the CNS to review

CNS policies, and formulate specific procedures, for selection of the Director.

6.2.2.3.7. As stated in Section 4.3.3.2 of these Bylaws, reviews of the research program of the Director shall be chaired by the Chairperson of the PAC.

6.2.3. The Seminar Committee shall have delegated authority to arrange two regular series of seminars to be held throughout the academic year. One such series will mostly involve speakers from other institutions. The schedule for this series will normally be finalized in the term prior to the presentations. The other series will mostly involve graduate and research associate speakers from plant science laboratories at MSU. The Committee shall also coordinate, with the PAC (see Section 6.2.2.2 of these Bylaws), presentations related to awards.

6.2.4. The Awards Nomination Committee shall keep track of MSU, national, and international awards for which PRL faculty might qualify. The Committee shall consult with colleagues in the PRL regarding members of the PRL who would be appropriate candidates for such awards. The Committee members shall prepare and submit nominations for such awards.

7. GRIEVANCE PROCEDURES

7.1. The PRL follows the *Faculty Grievance Policy* published in the Faculty Handbook and approved by the Board of Trustees for resolving employment-related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit, department, or college level before filing a formal grievance.

7.2. Students

7.2.1. Graduate Students. Graduate Student rights and responsibilities and grievance procedures are as detailed in the appropriate sections of the University publication *Graduate Student Rights and Responsibilities at Michigan State University*.

7.2.2. Undergraduate Students. Undergraduate Student rights and responsibilities and grievance procedures are as detailed in the appropriate sections of the University publication *Student Rights and Responsibilities at Michigan State University*.

7.3. All Other Personnel. The PRL shall follow the standard University grievance procedure for all other personnel.

8. PRL BYLAWS RESPONSIBILITY, RATIFICATION, INTERPRETATION, AND AMENDMENT

8.1. Responsibility. The voting members of the APC shall have shared responsibility with the Director to adopt and publish bylaws.

- 8.2. Approval, revision, and ratification. Initial approval of these Bylaws shall be a shared responsibility of the members of the APC and of the Director. A two-thirds majority vote of the APC is required. The draft of the Bylaws shall be circulated among all personnel of the PRL for at least two weeks prior to submission of the draft to the APC for discussion, revision and ratification.
- 8.3. Interpretation. The APC shall be the final authority with regard to the interpretation of these Bylaws.
- 8.4. Amendments or Revisions
 - 8.4.1. Drafts of amendments may be formulated by any member of the APC; or at the request of a majority of those voting at an APC Meeting, the PAC shall nominate a Bylaws Revision Committee. This Committee shall be charged by a majority vote at an APC Meeting with the task of drafting additions or revisions of the ratified Bylaws. The draft of amendments or revisions shall be circulated among PRL personnel for at least two weeks prior to submission to an APC Meeting for discussion, revision, and ratification. A two-thirds majority vote of the APC membership is required for approval.
 - 8.4.2. These Bylaws shall be reviewed at intervals not to exceed five years.