

Amended ASAC Bylaws – March 9, 2023

Committee Bylaws  
Academic Specialist Advisory Committee (ASAC)  
Michigan State University  
East Lansing, MI 48824

These bylaws amend Sections 1.0 and 2.5 of the "[Academic Specialist Handbook](#)". These amendments in no way change the language of or the intent of the following paragraph of Section 2.5 therein:

Finally, the University strongly recommends that the academic specialist be extended governance enfranchisement at the college and other administrative unit levels by the individual units pursuant to the Bylaws for Academic Governance.

### **1. Charge**

The Academic Specialist Advisory Committee (ASAC) provides the governance structure for the academic specialist community. The Committee shall advise the Associate Provost and Associate Vice President for Academic Staff Affairs on matters relating to the Academic Specialist Appointment System and other relevant issues of mutual concern.

### **2. Membership**

The Committee shall consist of six sets of individuals as described in Appendix 1. This particular scheme was chosen to provide reasonable representation of the wide spectrum of individuals, have a small enough committee size to be workable, and a large enough pool of individuals for each elected position. Every effort should be taken to have diverse representation on the committee beyond functional category and appointment status.

#### **2.1 Academic Specialists Elected from the Functional Areas**

The Academic Specialist Advisory Committee must include at least one representative from each of the five specialist functional categories. Any academic specialist may be nominated for, elected to, and serve in a position for the functional area which has been assigned as that individual's primary functional area by the Office for Faculty and Academic Staff Affairs/Office of the Provost, based on the academic specialist position description. The remaining Committee members will be elected from any of the specialist functional categories, with no specialist category having more than 50% representation. The only restriction is that described in the section on terms (see 2.5). Fixed Term academic specialists are encouraged to run for and serve if elected to these positions.

#### **2.2 Academic Specialists Elected from the Fixed Term Appointment Status Group**

As described in Appendix 1, one position on ASAC will be elected from the academic specialists with Fixed Term appointment status. Any Fixed Term academic specialist may be nominated for, elected to, and serve in this position. The only restriction is that described in the section on terms (see 2.5).

#### **2.3 Academic Specialists Appointed by the Associate Provost and Associate**

### **Vice President for Academic Staff Affairs**

Up to three academic specialists will be appointed by the Associate Provost and Associate Vice President for Academic Staff Affairs in consultation with ASAC to provide diversity and balance. Any academic specialist not serving an elected term for the same year may be appointed to ASAC.

### **2.4 Ex-officio**

The Associate Provost and Associate Vice President for Academic Staff Affairs and members of their staff shall be ex-officio members of the committee.

Columns two and three of the Appendix 1 table show the distribution of the academic specialists among the five functional areas. The fractions are calculated using the total number of academic specialists. The distribution of elected positions on ASAC among the various functional area categories shown in Appendix 1 approximates proportional representation. These distributions of elected positions should be reviewed every six years to accommodate any changes in the distribution of academic specialists among the various categories. These reviews shall be done in preparation for the elections for 2023 and every six years thereafter.

### **2.5 Terms**

Each elected position consists of a three-year term beginning on August 16 of the calendar year in which the individual is elected. The committee's elected membership is divided into three sets with staggered terms (see Appendix 1), i.e. approximately one third of the positions will be filled by election each year. A given individual may only serve two consecutive three year elected terms regardless of from which category(s) that person was elected.

Each appointed position consists of a one-year term. A given individual may only serve six consecutive appointed terms.

If an individual is elected to the committee following a series of consecutive years as an appointed member, that individual may only serve a total of six (appointed and elected) consecutive years on the committee.

If a person is unable to complete the term due to term limits, the position will be filled according to section 3.7 on vacancies.

Once a person is elected to or appointed to a position on ASAC, that individual will retain that position for the duration of the term unless they leave the Academic Specialist Appointment System.

Changing primary functional area, appointment status, or unit does not require the individual to vacate their position.

### **2.6 Responsibilities**

Represent the community of Academic Specialists.

Disseminate information to and collect feedback from the academic specialist community, especially those in the functional area and appointment status of the position of the member.

### **3.0 Election of Committee Members**

#### **3.1 Election Schedule**

Nominations for Elected Positions: During the Spring Semester of each Academic Year

Election: During the Spring Semester of each Academic Year but concluded by April 1st.

Report of election results: Submitted to the Specialist community after the conclusion of the election and after the Office for Faculty and Academic Staff Affairs has named their appointments. This entire process should be completed within three weeks of the election close date.

Suggestions for Appointed Positions: Collection of names to be considered for appointment to ASAC will continue for one week after the completion of elections.

Appointments: Within three weeks after the end of elections

Report of appointment results: In conjunction with the announcement of elected Specialists.

Election of Officers: All members old and new will participate in electing the officers for the upcoming year

Beginning of Terms: August 16 of the year elected or appointed

#### **3.2 Administration**

The election process will be administered by the Academic Specialist Advisory Committee Election Subcommittee. The appointment process will be administered by the Associate Provost and Associate Vice President for Academic Staff Affairs .

#### **3.3 Nomination Procedure**

Nominations for elected positions may be made by self-nomination or by any academic specialist. Suggestions of individuals to be appointed to ASAC may be made by the individual being considered or by any academic specialist.

An academic specialist is eligible to be nominated for a particular elected functional area position on the ballot as long as the following criteria are met.

1. The Functional Area of the position is the same as the Primary Functional Area of the person being nominated as of January 1 of the year of the election. The Primary Functional Area is the functional area in which the individual spends the most of their effort. The Office of Academic Personnel Records/Office of

- the Provost assigns a Primary Functional Area for each academic specialist at the time of appointment. The assignment is based on the job description for the position.
2. Successful election to the position will not result in the seventh consecutive year (regardless of category, appointed or elected) on ASAC for that individual.
  3. The individual agrees to serve if elected.

An academic specialist is eligible to be nominated for the Fixed Term academic specialist position on the ballot as long as the following criteria are met.

1. The person is appointed as a Fixed Term academic specialist as of January 1 of the year of the election.
2. Successful election to the position will not result in the seventh consecutive year (regardless of category, appointed or elected) on ASAC for that individual.
3. The individual agrees to serve if elected.

An individual may only be nominated for a single position on a ballot. For example a Fixed Term specialist cannot run for both the Fixed Term position and their functional area position.

Each academic specialist will receive a set of nomination materials including an indication of eligibility and a nomination form that identifies the individual being nominated and the position to which that individual is being nominated. An individual is nominated by the nominator filling in the nomination form and returning it to the Academic Specialist Advisory Committee Election Subcommittee Chair. Each nominee will agree to serve if elected before being placed on the ballot. In case of lost nomination materials, an individual may obtain duplicates from the Academic Specialist Advisory Committee Election Subcommittee Chair. Questions of accuracy of the nomination materials may be resolved by contacting the Office of the Associate Provost and Associate Vice President for Academic Staff Affairs.

### **3.4 Voting Procedures**

Each academic specialist will receive a ballot containing all positions being elected that year and will vote for one nominee for each position on the ballot.

The individual receiving the most votes for each position will be certified as elected to that position.

A run-off election will be held in case of ties.

### **3.5 Reporting Election Results**

Each academic specialist will receive a report of the elections as soon as possible after the election process is complete.

### **3.6 Appointment of Committee Members**

Anyone interested in being appointed to a position on ASAC will so indicate by communicating in writing on the nomination form during the election season by selecting that they are either (1) open to an appointed position if not elected or (2) open to only an appointed position. The Academic Specialist Advisory Committee Election Subcommittee will review the list of applicants and provide advice in the form of a slate of at least two individuals per position to the Associate Provost and Associate Vice President for Academic Staff Affairs for the final decisions.

#### **3.6.1 Reporting Appointment Results**

Each academic specialist will receive a report of the appointments and final ASAC composition within two weeks after the appointment process is complete.

### **3.7 Vacancies**

When an elected member vacates a position before the end of the three-year term or the election process fails to fill a position, a temporary replacement will be appointed by the Associate Provost and Associate Vice President for Academic Staff Affairs in consultation with ASAC. A replacement for the remainder of the term will be elected at the next regular ASAC election. The nomination and election process will be as for full term elections.

## **4.0. Meetings**

### **4.1 Scheduled Meetings**

The Committee shall meet at least three times per semester. The Chair in consultation with the Associate Provost and Associate Vice President for Academic Staff Affairs will schedule the meetings.

### **4.2 Unscheduled Meetings**

Meetings above and beyond the scheduled number may be requested by the following:

1. Chair, ASAC
2. Associate Provost and Associate Vice President for Academic Human Resources
3. A simple majority of the committee

### **4.3 Quorum**

A quorum for meetings is a simple majority of the elected and appointed membership. Once established, a quorum will hold for the remainder of the meeting.

### **4.4 Electronic Meeting**

Members of the Committee may participate in regular or special meetings by, or through the use of, any means of communication allowing all participants to simultaneously interact with each other, such as teleconferences or videoconferences. Any participant in

a meeting by such means shall be deemed present in person at such meeting, count towards quorum, and maintain the same voting rights they would have if physically present

#### **4.5 Committee Votes**

Any action will be carried by a simple majority of those committee members (elected and appointed) present. Ties are counted as a defeat of the action.

#### **4.6 Electronic Voting**

Electronic voting through the use of email, online voting application, or a similar mechanism is permitted, and will be used at the discretion of the Chairperson. If electronic voting is used, a simple majority of all members eligible to vote is needed to prevail.

### **5. Officers**

There shall be a Chairperson, Vice Chairperson, Secretary, Parliamentarian, Faculty Senate representative, and University Council representative. All will be appointed or elected members of ASAC.

#### **5.1 Election**

Officers for the upcoming academic year will be elected in the last meeting of the academic year. This meeting shall occur after the election/appointment process and no later than May 15th. This meeting will be a transition meeting for both old members and newly elected and appointed members. All members present, old and new, will vote.

#### **5.2 Terms of Office**

From August 16 of the year elected until August 15 of the following year.

#### **5.3 Responsibilities**

##### **5.3.1 Chair**

1. Set Agenda for meetings in consultation with the Associate Provost and Associate Vice President for Academic Human Resources
2. Convene meetings
3. Communication with the general community of Academic Specialists
4. Appoint sub-committees and ad-hoc committees as deemed necessary (see section 6).
5. If the position becomes vacant temporarily or long term, the Vice Chairperson will fill the position.

##### **5.3.2 Vice Chairperson**

1. Serve in absence of the Chairperson
2. Assist the Chairperson with the above listed duties

3. If the position is vacant temporarily or long term a special meeting will be called to fill the position.

#### **5.3.3 Secretary**

1. Take minutes during committee meetings to be reviewed by the Chairperson, voted on by the full committee, and posted to the ASAC website
2. If the position is vacant temporarily or long term a special meeting will be called to fill the position.

#### **5.3.4 Parliamentarian**

1. Maintain order at meetings by addressing issues of behavior or failure to comply with parliamentary procedure or bylaw provision
2. Address, warn, or in extreme cases, eject members from a meeting who do not comply with parliamentary procedure or bylaw provision
3. Assist with or oversee administrative tasks as assigned by the Chairperson, such as ballot collection, tally of votes, etc.
4. If the position is vacant temporarily or long term a special meeting will be called to fill the position.

#### **5.3.5 Faculty Senate Representative**

1. Attend Faculty Senate meetings, vote, and provide meeting minutes.
2. Send the meeting agenda to the Specialist listserv and ask for feedback on items requiring a vote and/or discussion.
3. If the position is vacant temporarily or long term a special meeting will be called to fill the position

#### **5.3.6 University Council Representative**

1. Attend University Council meetings, vote, and provide meeting minutes.
2. Send the meeting agenda to the Specialist listserv and ask for feedback on items requiring a vote and/or discussion.
3. If the position is vacant temporarily or long term a special meeting will be called to fill the position.

### **4.4 Vacancies**

When an officer resigns from office before the end of their term, the Committee will elect a new officer at the next meeting following the resignation.

## **6. Subcommittees**

There shall be four standing subcommittees: elections, outreach, Diversity, Equity, and Inclusion (DEI), and promotion and compensation which will include membership of ASAC with at least one identified chair for each subcommittee.

From time to time, Ad Hoc Committees are appointed by the Chairperson to deal with issues of a non-recurring nature. The members of these Committees are selected in terms of the specific

issue(s) involved. Common ad-hoc committees of ASAC are Bylaws (at intervals not to exceed six years) and Specialist Forum (every other year).

Membership to subcommittees may include the general University specialist community at the discretion of the subcommittee chair.

Subcommittee chairs will provide reasonable notice of meetings to all members of the committee.

### **6.1 Elections**

The Elections subcommittee organizes the annual process of electing/appointing academic specialists to ASAC as well as the election process for officers.

### **6.2 Outreach**

The Outreach subcommittee will seek to increase engagement among specialists across campus and increase opportunities for education and networking. Updates the website/D2L and social media accounts.

### **6.3 DEI**

Informed by an intersectional framework, the DEI Subcommittee collaborates and consults with ASAC and university partners to advocate for and work together towards diverse, inclusive, equitable, and accessible spaces for the MSU specialist community.

### **6.4 Promotion & Compensation**

The Promotion & Compensation subcommittee will work in tandem with Academic Staff Affairs on issues of specialist promotion and review, including work surveying specialists, researching best practices, and helping Academic Staff Affairs through education, awareness and feedback. The subcommittee will also collect, analyze and monitor data related to hiring and pay for specialists across campus.

## **7. Procedures for Amending the Definition of the Academic Specialist**

The document, "[Academic Specialist Handbook](#)," is maintained by the Associate Provost and Associate Vice President for Academic Staff Affairs. ASAC may consider revisions and amendments to this document. Such ASAC review may be initiated by the Associate Provost and Associate Vice President for Academic Staff Affairs, ASAC, or by written requests to ASAC or the Associate Provost and Associate Vice President for Academic Staff Affairs. Upon acceptance by ASAC, any proposal for amendment will be forwarded to the Associate Provost and Associate Vice President for Academic Staff Affairs for final action.

## **8. Bylaws**

ASAC Bylaws will be fully reviewed at intervals not to exceed six years.

### **8.1 Procedures for Amending the Bylaws**

Any member of ASAC can present a proposed bylaw change to the Chairperson.



### **8.2 Notice of Vote**

The Chairperson will forward the proposed changes to committee members at least 14 days prior to the meeting during which a vote will be taken. At the meeting a final version of the change will be agreed upon by those members present.

### **8.3 Approve**

A majority vote of the total number of committee members present at the meeting will result in approval or rejection of the bylaw change. If resolution is not reached at the meeting during which the vote was taken, then the Chairperson will poll those members who were not present in order to reach a majority consensus on the above action.

These bylaws are addenda to the document, "[Academic Specialist Handbook](#)" and will be amended with the same process.

Revised 11/2005 by L. Zelenski

Amended 1/11/08 (Section 2.1)

Revised 5/15/2015

Revised 11/19/2015

Revised 4/19/2021

Revised 3/9/2023

**Appendix 1**

Academic Specialist Distribution and ASAC Election/Appointment Schedule <b>Academic Distribution and ASAC Election/Appointment Schedule</b>										
Appointment Type	Distribution <sup>^</sup>		Election Schedule							
	Number	Percentage	ASAC Positions	2020 - 2021 Membership	2021	2022	2023	2024	2025	2026
Research	81	8.00%	1	1	1*	1			1	
Outreach	305	32.00%	3	3	1*	3			3	
Teaching	228	23.00%	3	2	1			1		
Advising	284	29.00%	3	4	***	1	2		1	2
Curriculum Dev	73	8%	1	1	1**		1			1
Fixed Term	609	62.70%	1	0	1			1		
<b>Total Elected (3 year terms)</b>			<b>12</b>	<b>11</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>4</b>
<b>Total Appointed (1 year terms)</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total</b>			<b>15</b>	<b>14</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>7</b>
* Outreach and Research member resigned - 1 one-year Outreach and Research Elected position for remainder of 2019 - 2022 term.										
** Curriculum member resigned - 1 two-year position elected for the remainder of 2020 - 2023 term.										
*** 1 Advising position expires, no position available to equal 3 positions										

<sup>^</sup> as of February 2021