

SCHOOL OF CRIMINAL JUSTICE  
College of Social Science  
Michigan State University

CONSTITUTION \*

**Preamble**

This Constitution is revised by the School Advisory Council of the School of Criminal Justice (SCJ) in order to provide necessary procedures for the orderly, generally understood bases for making decisions and transacting business. As an academic unit of Michigan State University, the SCJ is a community of scholars which consists of faculty and support staff. The mission of the School is as follows:

The Morrill Act of 1862 sought "to promote the liberal and practical education of the industrial classes in the several pursuits in life." More than a century after its founding under provisions of the Morrill Act, Michigan State University continues to closely adhere to these goals. Indeed, the history of this University has been described as, "a blend of technical and liberal arts education...for each new occupational group which sought the benefits of a college education."

Since its inception in 1935, the SCJ has embraced the University's founding spirit. Today, as then, the School fulfills its mission within the context of a professional education. A professional School will, by its very nature and mission, maintain close liaison with its constituency, will sponsor the kinds of research necessary to cope with current and long-term problems, and will offer a curriculum that reflects the changing needs of the student, practitioner, and academic communities. This commitment has, and will continue to be reflected in the School's curriculum, research and public service.

There are two major bases for the excellence of the SCJ. First is its holistic consideration for and integration of knowledge about the many components of the justice system. Second is its true multidisciplinary study of and research on crime and justice. Within these broadly stated dimensions, the School promotes its mission through teaching, research and publication and its strong emphasis on outreach and public service activities.

---

\* Approved by Faculty January 13, 1969, reaffirmed June 6, 1969, "subject to ultimate approval of the Dean of the College of Social Science of those provisions in Article III of the Constitution that deal with the Directorship of the School (Faculty Meeting Minutes, June 6, 1969.) Revised at regular faculty meetings of October 9, 1970 and November 13, 1970. Revised at regular faculty meetings of September 13, 1972 and May 7, 1973, March 11, 1974. Amended at regular School Advisory Council meeting May 31, 1974. Amended at a regularly scheduled School Advisory Council meeting on March 1, 1976, Article IV, Para.3. This statement will continue with the information about approval of this document when approved by SAC.

- The School offers academic programs at the undergraduate, masters and, through the College of Social Science, doctoral levels. At the undergraduate level the curriculum emphasizes a liberal arts education to prepare students for public service in the justice system. An integral component of this preparation is the School's advocacy of applied as well as academic understanding, and both career and academic mentoring. At the master's and doctoral levels the school prepares students for professional development in the field of criminal justice and for academic careers involving teaching and research in, and dissemination of knowledge about, criminal justice.
- In support of its mission in teaching and knowledge dissemination, the School's faculty maintains an ongoing research agenda. Generally, this research is multidimensional, consisting of both basic and applied contributions, in order to meet the needs of the School's professional constituency and the academic community in which it resides.
- Another component of the School's mission is outreach and public service. These involve the sharing of expertise possessed by faculty with the School's professional constituency, various agencies involved in the administration of justice and with the public at large. This may include such diverse activities as working with criminal justice agencies in problem-solving and basic and advanced training of justice practitioners, holding office or otherwise participating in professional and scientific organizations and service on advisory boards. In general, faculty involvement in these areas is viewed as such an integral component of the School's mission that such outreach sets it apart from traditional disciplines and reinforces the professional model the School advocates as the cutting-edge approach to criminal justice education.
- It is intended that, in all matters, a spirit of collegiality shall prevail and the members of the School shall strive to achieve consensus on all decisions that affect the School.

**Article I: Name**

The name of this organization is the SCJ, here-in-after referred to as the "School."

**Article II: School Advisory Council**

The basic unit of governance within the SCJ is the School Advisory Council, hereinafter referred to as "SAC."

The School offers academic programs at the undergraduate, masters and, through the College of Social Science, doctoral levels. At the undergraduate level the curriculum emphasizes a liberal arts education to prepare students for public service in the justice system. An integral component of this preparation is the School's

advocacy of applied as well as academic understanding, and both career and academic mentoring. At the master's and doctoral levels the school prepares students for professional development in the field of criminal justice and for academic careers involving teaching and research in, and dissemination of knowledge about, criminal justice.

- In support of its mission in teaching and knowledge dissemination, the School's faculty maintains an ongoing research agenda. Generally, this research is multidimensional, consisting of both basic and applied contributions, in order to meet the needs of the School's professional constituency and the academic community in which it resides.
- Another component of the School's mission is outreach and public service. These involve the sharing of expertise possessed by faculty with the School's professional constituency, various agencies involved in the administration of justice and with the public at large. This may include such diverse activities as working with criminal justice agencies in problem-solving and basic and advanced training of justice practitioners, holding office or otherwise participating in professional and scientific organizations and service on advisory boards. In general, faculty involvement in these areas is viewed as such an integral component of the School's mission that such outreach sets it apart from traditional disciplines and reinforces the professional model the School advocates as the cutting-edge approach to criminal justice education.
- It is intended that, in all matters, a spirit of collegiality shall prevail and the members of the School shall strive to achieve consensus on all decisions that affect the School.

#### **Article I: Name**

The name of this organization is the SCJ, here-in-after referred to as the "School."

#### **Article II: School Advisory Council**

The basic unit of governance within the SCJ is the School Advisory Council, hereinafter referred to as "SAC."

### **Article III: Membership and Voting**

The following persons shall be deemed to be qualified voting members of the SAC:

1. All regular faculty whose tenure home is the SCJ. This category includes part-time faculty appointed under the rules of tenure and assigned to the SCJ. "Regular faculty" are defined in the MSU *Bylaws of Academic Governance* as follows:

The "regular faculty" of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the "regular faculty".

2. One undergraduate student representing the undergraduate Criminal Justice majors., one masters student representing all students in the School's masters program and one Ph.D. student representing all students enrolled in the College of Social Science's Multidisciplinary Ph.D. program whose primary unit is Criminal Justice.

3. Academic specialists appointed under the current Michigan State University Academic Specialist Appointment System who are assigned to the SCJ at least half time.

4. The membership of SAC may grant other academic personnel voting rights upon a majority vote of members present and eligible to vote.

On any vote, a voting member of SAC has the right to abstain, call for a vote by secret ballot, call for a roll call vote, delegate his or her vote by proxy, and to provide an explanation of the vote being cast for the absent member. Each member of SAC shall have one vote on all matters within the jurisdiction of SAC. Matters involving the School's curriculum or personnel matters are the purview of the regular faculty only and are not within the jurisdiction of SAC.

### **Article IV: Officers**

1. The chief executive officer of the School is the Director. The Director may from time to time designate a member of the faculty as an Acting Director to serve in the Director's place.

2. The procedure for the appointment of the Director shall be as provided in the current *Bylaws for Academic Governance* and current *"Hiring Procedures for Academic Administrators."*

**Article V: SAC Meetings**

Meetings of the SAC shall be held at the call of the Director. A meeting shall be called at the request of one-fifth of the members of SAC when such request is made in writing to the Director.

**Article VI: Adoption**

This revision of the Constitution shall be adopted when it is approved at a regularly scheduled SAC meeting, with a previously distributed agenda, by a vote of at least two-thirds of the voting members present and voting.

**Article VII: Amendment**

Amendments to the Constitution shall be adopted by a two-thirds vote of the regular faculty at a regularly scheduled meeting with a previously distributed agenda.

SCHOOL OF CRIMINAL JUSTICE  
College of Social Science  
Michigan State University

BYLAWS

**I. PROCEDUES**

**1. School Advisory Council (SAC) Meeting Procedures**

- 1.1 Except where otherwise specified in the Constitution or Bylaws, the rules of procedure for the conduct of SAC meetings in the School of Criminal Justice (SCJ) shall be those set out in Roberts Rules of Order (Revised) insofar as they apply to the making and passage of motions, the keeping of minutes, and convening and ending meetings.
- 1.2 A quorum shall consist of one-half of the qualified voting members of SAC plus one.

**2 Existing Policies and Procedures**

Existing policies and procedures as stated in SAC meeting minutes and not inconsistent with these Bylaws shall continue in effect.

**II. ELECTED STANDING COMMITTEES**

**1. Faculty Advisory Committee (FAC)**

1.1 Purpose

The FAC is established in order to advise and consult with the Director of the SCJ on a regular and timely basis and to perform such other duties as may be provided in the other governing documents of the School.

1.2 Composition

The FAC shall consist of four (4) members of the regular faculty of the School. The members of FAC shall be represented as follows: when possible, there must be at least one representative from each rank (full, associate and assistant professor).

1.3 Elections

- 1.3.1 Representatives of the FAC shall be elected annually by the regular faculty on a preferential ballot listing all candidates. Eligibility to

serve on FAC shall extend to all regular faculty of the School. Balloting shall be done by the Hare system, in which candidates are preferentially ranked by number starting with one and proceeding to higher numbers until all candidates are ranked. The candidates with the lowest numbers are elected to FAC as long as the rank composition criterion is met.

1.3.2 The chairperson of FAC shall be elected by its members. FAC shall elect a vice-chairperson from among its members, who shall preside at meetings of FAC in the absence of the chairperson.

1.3.3 Officers of FAC shall be selected and meeting procedures for that committee shall be adopted at the first meeting of the academic year by methods which shall ensure fairness and due process. A quorum shall consist of any three (3) members.

#### 1.4 Meetings

1.4.1 FAC shall meet at the call of the Director as often as may be necessary. FAC shall also meet at other times, as necessary, at the call of the chairperson of the committee, or any other member.

1.4.2 Any regular faculty member may attend the meetings of FAC with voice, but no vote, provided, however, that by a majority vote of those members present and voting, the members of FAC may exclude the Director and such other faculty members from all or part of any meeting. The foregoing provisions shall apply to any person serving as acting director or assistant director provided, however, that any vacancy in FAC created by the appointment of one of its members to the office of acting director, shall be deemed a temporary vacancy and shall not be filled by appointment or election.

1.4.3 At its meetings, FAC shall consider matters brought to the attention of the committee by the Director, by members of the committee, by students, and by qualified voting members of SAC. All action taken by FAC shall be reported to the Director and to SAC without undue delay.

### **III: APPOINTED STANDING COMMITTEES**

**1.** The School shall have the following standing committees whose members, except for the Personnel Committee, are appointed by the Director. With the exception of the Personnel Committee, each committee shall have at least one undergraduate and one graduate student representative. Chairs of these committees will be chosen by the members.

1.1 Graduate Committee with subcommittees as follows:  
Masters admissions

Ph.D. admissions

The Chair of this committee shall serve on both subcommittees.

Subcommittees shall include an appropriate advisor.

1.2 Curriculum Committee

This committee will include advisors as members.

1.3 Academic Policies Committee

1.4 Bylaws Committee

-

1.5 Awards Committee

1.6 Personnel Committee

The membership of this committee will be all full professors in the School. There will be no student representatives nor staff on this committee.

2. The Director may appoint other ad hoc committees as needed.

3. Elective Offices or Positions

In cases where the School is called on to elect a faculty member or members to represent the School, a procedure similar to and following the intent of that governing the nomination of the Director shall be followed.

#### **IV: PERSONNEL POLICIES**

##### **1. General**

The Director shall consult with FAC and other appropriate committees on personnel policies and decisions, including:

1.1 Appointment policy and standards

1.1.1 General criteria for appointment

1.1.2 The filling of new positions and of vacancies

1.2 Promotions, reappointments and promotion standards

1.2.1 Criteria for promotion and reappointment

1.2.2 Recommending staff members who, on the basis of the established criteria, deserve promotions

1.3 Salaries, salary scales, and salary increases

1.3.1 General policy regarding salary scales and increases

1.3.2 The criteria by which salary increases shall be apportioned among faculty members

- 1.4 Tenure and termination
  - 1.4.1 Criteria regarding the granting of tenure
  - 1.4.2 Terminations, except in those cases where such consultation would meet with the objection of the person whose termination is under consideration
- 1.5 Leaves, travel, and other absence
- 1.6 The Director shall make available to regular faculty, on request, salary and salary adjustments for each faculty member for each year.
- 1.7 When matters concerning promotion, reappointment, tenure, and dismissal are presented to the faculty or an advisory committee, care shall be exercised to assure that general standards of due process are preserved. These shall include notice to the affected faculty member of the meeting, an invitation for an appearance before the group, and the right to a presentation of the member's viewpoints.
- 1.8 At least once each academic year, the Director shall consult with FAC to discuss budgetary priorities and distribution of financial resources for the coming year.

## 2. Faculty Career Planning Documents

Each member of the faculty of the SCJ shall develop a **career plan**, a document that sets out the member's plan for teaching, service and scholarly activities. It is understood that the career plan contains the member's overall plans. It does not represent a contract that cannot be changed. It is to be a dynamic document that may be modified according to changes in the situation of the individual member. For example, if the member receives a large grant that takes the members off in an unplanned research direction, then the career plan can be modified to accommodate the change. The career plan must take into account the mission of the SCJ, the College of Social Science and the University. For members who are at the rank of assistant professor, the plan must take into account the accomplishments necessary to achieve promotion to associate professor and the granting of tenure. For associate professors, the plan must take into account the requirements for promotion to professor. The time span of the plan for each member will depend on rank and years-in-service as detailed below.

The career plan is meant to be a flexible working document which will be used by the faculty member for planning purposes. It is designed so that input may be given by other faculty such as the Personnel Committee, to help refine the member's plans. Faculty are encouraged to seek such input when creating the plan.

- 2.1 Assistant professors  
The duration of the first career plan shall be for a three-year period which corresponds to the time frame where a decision is made to retain the faculty member for another three years. The second career plan shall cover the second three year period leading up to a tenure/promotion decision.
- 2.2 Associate professors  
The duration of the first career plan after being promoted/tenured shall be for the period in-grade as an associate professor. This would normally be five years.
- 2.3 Professors  
Each career plan will be for a five year period unless the member plans retirement within this period.

## **2A. Contents of the Career Plan**

- 2A.1 The career plan is a characterization and definition of the individual's field or areas of specialization within the field of Criminal Justice. These may include substantive areas such as policing, corrections, security, juveniles, forensics or specialties such as evaluative research, the use of technology in education and research, etc. An individual may list several of these in the career plan.
- 2A.2 The career plan should contain a listing and brief description of:
- 2A.2.1 Principal research problems and objectives to be addressed, as well as plans and a timetable for completing significant stages in the work;
  - 2A.2.2 A discussion of the nature of the member's publications (theory, practice, evaluation, etc.) and intended audiences;
  - 2A.2.3 Ideas for book-length manuscripts and intended audiences;
  - 2A.2.4 A discussion of strategies for extra-mural funding through grants, contracts, and fellowships; and,
  - 2A.2.5 A reference group or groups to be relied on for evaluation of the individual's achievements. Faculty, who are engaged in interdisciplinary or multidisciplinary activities such as collaborative research, are encouraged to include faculty from other units who may be counted upon to help mentor the faculty member.
  - 2A.2.6 Development of a set of expectations related to teaching assignments, including a discussion of advising roles, plans for supervision of graduate students and plans for curriculum/course development.

- 2A.2.7 Formation of a set of expectations related to the member's responsibilities with respect to professional organizations.
- 2A.2.8 Formulation of a set of expectations related to the member's role and responsibilities with respect to committee/administrative work at the University, College and Unit level.
- 2A.2.9 Formulation of a set of expectations related to the dissemination of knowledge in service and outreach activities. Such activities may include School training activities, seminars, workshops, consultation, international activities, etc.

2A.3 As an option, the member may include plans for a sabbatical if one would fall within the period covered by the plan.

## **2B. Development of the Career Plan**

The career plan provides a method for the individual faculty member to guide progress through the various stages of the faculty career path. Faculty members are encouraged to review the career plan with other faculty in the School to gain input to help refine the document. The Personnel Committee shall review the career plan with each faculty member during the annual evaluation process and discuss modifications, if any. This is especially important for faculty who are just starting their career.

## **V. GUIDELINES AND PROCEDURES FOR FACULTY ANNUAL REVIEWS AND MERIT/SALARY INCREASES**

1. Fundamental Principles for Faculty Annual Reviews and Merit Consideration
  - 1.1 The Annual Review and Merit/Salary increase criteria and procedures shall be consistent with the SCJ Mission Statement as adopted by the faculty.
  - 1.2 The criteria to be applied for Annual Review and Merit/Salary increase consideration vary by faculty rank. The same standards shall apply for all faculty members within a given rank.
  - 1.3 An elected, representative body of faculty, the FAC, shall review annually each faculty member and advise the Director about each faculty member's performance. The review shall be based on faculty members' activities and achievements for each calendar year. This review, as well as the Director's review, is to be completed as specified in the Bylaws and is to be completed early enough in Spring semester to allow for resolution of appeals within the

SCJ before the close of Spring semester.

- 1.4 The Mission Statement of the SCJ imposes obligations on faculty to achieve standards of excellence in outreach and public service as well as the traditional academic responsibilities of teaching and scholarship. Consistent with the mission of the SCJ, the Annual Review and Merit/Salary evaluation will rate faculty performance within each dimension of the CJ mission: A) Teaching and Advising; B) School and University Administration; C) Service to the Public and the Profession; D) Outreach; E) Research; F) Scholarly Publications.
- 1.5 The Annual Review and Merit/Salary provisions define the expected level of performance by rank for each of the foregoing categories of activity and achievement (listed in 1.4) that comprise the SCJ mission. Faculty members will be rated by FAC as A) Not Meeting Expectations, B) Meeting Expectations, and C) Exceeding Expectations for each of the six categories. FAC will then give each faculty member an overall performance rating using the foregoing designations. It is expected that faculty members will, at a minimum, have C) Exceeding Expectations ratings in at least two categories and not more than one category rated as A) Not Meeting Expectations in order to qualify for an overall rating of C) Exceeding Expectations.
- 1.6 FAC must use its judgment in determining each faculty member's overall rating based on the combined ratings and overall performance record. In making its judgment, FAC can recognize outstanding performance in one or more areas as compensating for deficient performance in another area. Gaining C) Exceeding Expectations ratings in two categories will not automatically produce an overall rating of C) Exceeding Expectations because FAC must consider the entire record in producing the overall rating. For truly exceptional performance, FAC may, at its discretion, award the rating of D) Greatly Exceeding Expectations.
- 1.7 In addition to submitting lists of activities and achievements each year, faculty members shall provide documentation, including copies of publications, reports, and conference papers. Faculty members shall also supply narrative explanations of research activities and other aspects of performance that are not fully explained by the lists of activities and achievements.

## 2. General Evaluation Criteria to be Applied to All Ranks

Because the activities of faculty in the SCJ are expected to be highly diversified, the listing of activities in this section is not exhaustive. For activities and achievements that might be classified as

applying to either of two categories, the faculty member may seek to persuade FAC of the proper categorization. For example, if the faculty member can document that a research report is published and nationally disseminated, then the report may count as a AScholarly Publication@ rather than as an AOutreach@ publication. FAC will make the final determination on how each activity and achievement is counted.

### 3. Teaching and Advising

Faculty members in the SCJ are expected to strive for excellence in teaching and advising. FAC will evaluate faculty members on their dedication to teaching and advising as well as the quality, nature, and number of contributions to the teaching and advising mission of the SCJ. Summer teaching which is separately compensated will not be considered as a contribution to teaching as an additional course, except that FAC may credit new course preparation, innovative syllabi, and other extra activities related to the summer course that were conducted during the Fall and Spring semesters.

In evaluating performance in the teaching and advising category, FAC shall consider the following:

- 3.1 student course evaluations, such as SIRS results
- 3.2 number of students actively advised on guidance, thesis, and dissertation committees
- 3.3 number of thesis and dissertation committees chaired
- 3.4 number of students guided to completion of graduate theses and dissertations
- 3.5 number of students supervised in independent study projects
- 3.6 number of students supervised in special research programs (e.g., McNair/SROP, Dean=s Assistantship, etc.)
- 3.7 demonstrated efforts and achievements in involving students, both graduate and undergraduate, in gaining research skills and experience
- 3.8 design of new courses
- 3.9 preparation of new course that faculty member has not previously taught
- 3.10 innovative syllabi and teaching techniques, including use of instructional technologies
- 3.11 preparation of teaching materials for own courses
- 3.12 preparation of instructional materials for national dissemination
- 3.13 conference papers on teaching and curriculum issues
- 3.14 publication of revised editions of textbooks
- 3.15 service as manuscript reviewer for textbook publisher
- 3.16 participation in faculty development seminars and programs on teaching
- 3.17 development of international programs related to teaching
- 3.18 other documented activities and products that show special contributions to teaching

and advising

4. School and University Administration

Faculty members are expected to contribute conscientiously to School, College, and University Administration. In evaluating performance in the School and University Administration category, FAC shall consider the following:

- 4.1 service on School, College, and University committees
- 4.2 leadership responsibilities on School, College, and University committees
- 4.3 active involvement in student recruitment and retention programs/activities
- 4.4 advising of student organizations
- 4.5 substantial responsibilities for special projects for the School, College, or University
- 4.6 planning/organizing/leading programs and activities for School, College, or University
- 4.7 contributions to international activities that advance School and University goals
- 4.8 other activities demonstrating service to School, College, or University

5. Service to Public and Profession

As part of the mission of SCJ, faculty members are expected to be active in providing service to the public and to the academy of criminal justice scholars. In evaluating performance in the Public and Professional Service category, FAC shall consider the following:

- 5.1 service as section or conference organizer for academic or professional conference
- 5.2 leadership position in academic or professional association
- 5.3 service as panel chair at academic or professional conference
- 5.4 speeches and invited talks to academic conferences and university audiences
- 5.5 service as editor of scholarly journal or professional publication
- 5.6 service as manuscript reviewer for academic or professional journal
- 5.7 service as manuscript reviewer for scholarly book publisher
- 5.8 authorship of published book reviews
- 5.9 authorship of articles for newsletters or magazines of academic associations
- 5.10 service as grant proposal reviewer
- 5.11 service as external reviewer for promotion and tenure
- 5.12 service as external program reviewer for academic department
- 5.13 service as expert commentator for news media
- 5.14 contributions to international professional and public service

5.15 other evidence of service to public and profession

6. Outreach

As part of the mission of SCJ, faculty are expected to be active in outreach initiatives. Outreach shall be recognized as consistent with the University's definitions and goals. MSU defines outreach as a form of scholarship that cuts across teaching, research, and service. It involves generating, transmitting, applying, and preserving knowledge for the direct benefit of external audiences in ways that are consistent with university and unit missions. In addition, the scholarly component of the project legitimizes the outreach effort as a university activity and makes it accessible to peer review. The University aspires to have units evaluate the quality of faculty outreach efforts and accomplishments through products generated (e.g., reports and publications), measures of impact, and other indicators of quality and significance.

In evaluating performance in the Outreach category, FAC shall consider the following:

- 6.1 service as advisor or event planner for criminal justice agency/organization
- 6.2 speaker at professional association
- 6.3 trainer at professional conference or criminal justice agency/organization
- 6.4 research conducted for criminal justice agency/organization
- 6.5 authorship of technical reports for criminal justice agency/organization
- 6.6 evaluator of criminal justice programs or organizations
- 6.7 authorship of articles for professional association newsletter or magazine
- 6.8 contributions to international outreach activities
- 6.9 other evidence of generating and transmitting scholarship for the benefit of external audiences

7. Research

Research shall be recognized as activities in a process that seeks to culminate in the generation of products that will ultimately be credited for Scholarly Publications, Outreach, Service, or Teaching. Pursuant to the mission of SCJ, faculty members are expected to be actively engaged in research. In evaluating performance in the Research category, FAC shall consider the following:

- 7.1 research grant applications
- 7.2 research grants successfully obtained, with greater credit for larger grants
- 7.3 annual narratives describing research-in-progress, including progress on multi-year research projects
- 7.4 conference papers and presentations
- 7.5 contributions to international research activities
- 7.6 other evidence of research activity

## 8. Scholarly Publications

The SCJ faculty accepts that the peer review process of recognized journals and publishers is evidence of quality. In this context, a peer reviewed journal is one in which manuscripts are sent to scholars and experts for review and comment so that the review/decision is not solely in the hands of the journal=s editor(s). Scholarly journal articles each will be counted once for credit, either through the submission of a letter of acceptance containing a firm commitment to publish or through the submission of the actual published article. Book chapters, books, and other publications will be counted when the actual publication is submitted. Publications or acceptance letters for journal articles will be counted in the year submitted for annual review regardless of the copyright date.

### 8.1 Level 1 Publications

- 8.1.1 Peer reviewed journal article
- 8.1.2 Publication of the initial edition of an authored original, scholarly book/monograph
- 8.1.3 Publication of an edited scholarly book
- 8.1.4 Published technical report with national dissemination  
(e.g., published by NIJ)

## 8.2 Level 2 Publications

- 8.2.1 Scholarly journal publication, not refereed
- 8.2.2 A chapter in an edited book or an original article in an anthology
- 8.2.3 Publication of revised edition of authored scholarly book
- 8.2.4 Presentation of multiple new draft chapters of a book in progress
- 8.2.5 Publication of the initial edition of an authored, original textbook
- 8.2.6 A scholarly paper in published conference proceedings

## 8.3 Implementation of Publication Evaluation.

Publication productivity will be evaluated by annual performance beginning with the Spring 2007 evaluations conducted for performance during calendar year 2006. Faculty may choose to begin being evaluated by single year performance beginning with the annual reviews for 2004 or 2005. If a faculty member chooses to use a single year for productivity evaluation for calendar year 2004, then that individual must also use a single year evaluation for 2005. Faculty members who do not choose to begin a single-year basis for evaluation of publication productivity for 2004 or 2005 will be evaluated according to a rolling three-year average. For calendar year 2004, this will be an average of productivity for 2002, 2003, and 2004. For calendar year 2005, this will be an average of productivity for 2003, 2004, and 2005.

## 9. General Criteria for Merit Evaluation by Rank

### 9.1 **Assistant professor**

Evaluation of assistant professors is based on the expectation that their efforts are leading to the development of a national reputation and recognition for scholarly work in their major area of interest consistent with the mission of the SCJ. While assistant professors should be willing to contribute to and demonstrate activity in School and University Administration, Public Service, and Outreach, their efforts should emphasize Teaching and Advising, Research, and Scholarly Publications. Demonstrated success in these latter three categories are central to tenure and promotion considerations at MSU.

- 9.1.1. Teaching and Advising (Meeting Expectations): Satisfactorily teaching two courses per semester. Willingness to serve on thesis and dissertation committees. If granted release time from teaching, it will be expected that evidence of increased productivity in other categories will be submitted for consideration for merit evaluation.
- 9.1.2 School and University Administration (Meeting Expectations): Willingness to serve on School, College, and University committees as assigned by the Director

- 9.1.3 Service to Public and Profession (Meeting Expectations): Evidence of activity such as service as manuscript reviewer, panel chair at conference, etc.
- 9.1.4 Outreach (Meeting Expectations): Contributor as speaker, advisor, planner, or writer for one SCJ-sponsored or University-sponsored outreach activity; or comparable role for training and other knowledge-generating and disseminating events, activities, and products in the field of criminal justice
- 9.1.5 Research (Meeting Expectations): presentation of scholarly paper at one regional, national, or international conference; evidence of active research agenda. Assistant professors are encouraged to make plans to submit proposals for research grants.
- 9.1.6 Scholarly publications (Meeting Expectations): Productivity average of two Level 1 publications per year that are refereed journal articles and/or scholarly books (but not edited books or nationally disseminated research reports).
- 9.1.7 Teaching and Advising (Exceeding Expectations): In addition to the criteria for meeting expectations, exemplary service as advisor to graduate students; leadership role in the development of curriculum revision and new courses; development of new, high quality teaching materials with national impact, and/or other activities listed under General Evaluation Criteria.
- 9.1.8 School and University Administration (Exceeding Expectations): In addition to criteria for meeting expectations, substantial contributions or leadership role in significant project/task undertaken by School or University committees, and/or other activities listed under General Evaluation Criteria.
- 9.1.9 Service to Public and Profession (Exceeding Expectations): Significant activity such as leadership and accomplishment as section organizer for conference, journal editor, officer in professional association, and/or other activities listed under General Evaluation Criteria.
- 9.1.10 Outreach (Exceeding Expectations): Significant involvement in outreach activities that generate products (e.g., reports and publications), measures of impact, and other indicators of quality and significance.
- 9.1.11 Research (Exceeding Expectations): Writing grant proposals; gaining funding for research; presentation of multiple papers at scholarly conferences

9.1.12 Scholarly Publications (Exceeding Expectations): Publications that exceed the number and level required for meeting expectations.

9.2 **Associate professor**

Evaluation of associate professors is based on the expectation that they will make continuing progress toward solidifying and enhancing their national reputations and recognition. Faculty at this level are expected to broaden their involvement in School and University Administration, Service, and Outreach while continuing their productivity and achievements in Teaching and Advising, Research, and Scholarly Publications.

- 9.2.1 Teaching and Advising (Meeting Expectations): Satisfactorily teaching two courses per semester. Active service on graduate guidance, thesis, and dissertation committees. Contributions to curriculum development, integration of instructional technologies, and other School initiatives affecting teaching and advising. If granted release time from teaching, it will be expected that evidence of increased productivity in other areas will be submitted for consideration for merit evaluation.
- 9.2.2 School and University Administration (Meeting Expectations): Active service as assigned to and selected for School, College, and University committees.
- 9.2.3 Service to Public and Profession (Meeting Expectations): Multiple activities, such as service as manuscript reviewer, panel chair at conference, author of scholarly book reviews, and/or other activities as listed in General Evaluation Criteria.
- 9.2.4 Outreach (Meeting Expectations): Contributor as speaker, advisor, planner, or writer for one SCJ-sponsored or University-sponsored outreach activity; or comparable role for training and other knowledge-generating and disseminating events and activities in the field of criminal justice
- 9.2.5 Research (Meeting Expectations): Present a scholarly paper at one regional, national, or international conference; provide evidence of an active research agenda. Grant-writing activity is encouraged.
- 9.2.6 Scholarly Publications (Meeting Expectations): Productivity average of A) Two Level 1 publications per year OR B) one Level 1 publication and two Level 2 publications per year. [Over three years, for averaging purposes, this would mean a total of six Level 1 publications; Five Level 1 publications and two Level 2 publications; Four Level 1 publications and four Level 2 publications; or three Level 1 publications and six Level 2 publications]

- 9.2.7 Teaching and Advising (Exceeding Expectations): In addition to the criteria for meeting expectations, exemplary service as advisor to graduate students; leadership role in the development of curriculum revision and new courses; development of new, high quality teaching materials with national impact, and/or other activities listed in General Evaluation Criteria.
- 9.2.8 School and University Administration (Exceeding Expectations): In addition to criteria for meeting expectations, substantial contributions or leadership role in significant project/task undertaken by School or University committees; substantial responsibility for administrative tasks in SCJ, and/or other activities listed in General Evaluation Criteria.
- 9.2.9 Service to Public and Profession (Exceeding Expectations): Significant leadership and accomplishment in multiple activities, such as section organizer for conference, journal editor, officer in professional association, and/or other activities listed in General Evaluation Criteria.
- 9.2.10 Outreach (Exceeding Expectations): Significant involvement in outreach activities that generate products (e.g., reports and publications), measures of impact, and other indicators of quality and significance.
- 9.2.11 Research (Exceeding Expectations): Writing grant proposals and gaining funding; multiple presentations at scholarly conferences.
- 9.2.12 Scholarly Publications (Exceeding Expectations): Publications that exceed the number and level required for meeting expectations.

### 9.3 **Full professor**

Evaluation of full professors is based on the expectation that they will make continuing efforts to maintain their national reputations and recognition. Faculty at this level are expected to broaden further their involvement in School and University Administration, Service, and Outreach while continuing their productivity and achievements in Teaching and Advising, Research, and Scholarly Publications. Such further involvement may include leadership roles in national associations, serving as editors of scholarly journals, and national recognition for the dissemination of knowledge to criminal justice practitioners and the public.

- 9.3.1 Teaching and Advising (Meeting Expectations): Satisfactorily teaching two courses per semester. Active service on graduate advisory, thesis, and dissertation committees. Leadership role in curriculum development, integration of instructional technologies, and

other initiatives of the SCJ. If granted release time from teaching, it will be expected that evidence of increased productivity in other areas will be submitted for consideration for merit evaluation.

- 9.3.2 School and University Administration (Meeting Expectations): Active service and leadership positions as assigned to and selected for School, College, and University committees.
- 9.3.3 Service to Public and Profession (Meeting Expectations): Multiple activities, such as service as manuscript reviewer, panel chair at conference, author of scholarly book reviews, leadership position in academic association, journal editor, and/or other activities listed in General Evaluation Criteria.
- 9.3.4 Outreach (Meeting Expectations): Contributor as speaker, advisor, planner, or writer for one SCJ-sponsored or University-sponsored outreach activity; or comparable role for training and other knowledge-generating and disseminating events and activities in the field of criminal justice
- 9.3.5 Research Grants (Meeting Expectations): Present one paper at a regional, national, or international conference; provide evidence of an active research agenda. Grant-writing activity is encouraged.
- 9.3.6 Scholarly Publications (Meeting Expectations): Average productivity of A) Two Level 1 publications OR B) one Level 1 publication and two Level 2 publications.[Over three years, for averaging purposes, this would mean a total of six Level 1 publications; Five Level 1 publications and two Level 2 publications; Four Level 1 publications and four Level 2 publications; or three Level 1 publications and six Level 2 publications]
- 9.3.7 Teaching and Advising (Exceeding Expectations): In addition to the criteria for meeting expectations, exemplary service as advisor to graduate students; leadership role in the development of curriculum revision and new courses; development of new, high quality teaching materials with national impact, and/or other activities listed in General Evaluation Criteria.
- 9.3.7 School and University Administration (Exceeding Expectations): In addition to criteria for meeting expectations, substantial contributions or leadership role in significant project/task undertaken by School or University committees; substantial responsibility for administrative tasks in SCJ, and/or other activities listed in General Evaluation Criteria.
- 9.3.8 Service to Public and Profession (Exceeding Expectations): Significant leadership and

accomplishment in multiple activities, such as section organizer for conference, journal editor, officer in professional association, and/or other activities listed in General Evaluation Criteria.

- 9.3.9 Outreach (Exceeding Expectations): Significant involvement in outreach activities that generate products (e.g., reports and publications), measures of impact, and other indicators of quality and significance.
- 9.3.10 Research (Exceeding Expectations): Writing multiple grant proposals; gaining funding for research; multiple presentations at scholarly conferences.
- 9.3.11 Scholarly Publications (Exceeding Expectations): Publications that exceed the number and level required for meeting expectations.

## **VI: SCHOOL OF CRIMINAL JUSTICE FACULTY GRIEVANCE PROCEDURE**

1. Any SCJ faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the Faculty Grievance Officer (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure.
2. Initiation of Grievances and Hearing Procedures
  - 2.1 Initiation of Grievances
    - 2.1.1 A faculty member who feels aggrieved may without delay discuss the matter in a personal conference with the FGO. The FGO shall determine if the ' grievance falls under the Faculty Grievance Procedure, the University Committee on Faculty Tenure or the Anti-Discrimination Judicial Board.
    - 2.1.2 In order to establish and retain access to the formal hearing mechanisms at the school level, a SCJ member must submit a written grievance statement to the FGO within 30 days of his/her first knowledge of the alleged violation.‡
    - 2.1.3 The grievance statement shall set forth the alleged violation of existing policy or established practices, a concise statement of the

‡ For good cause shown, any time limits specified in this document may be waived or extended by the FGO or upon mutual agreement of the parties. References to day in this document are to calendar days.

facts relevant to the grievance, the name(s) of any administrator(s) whose action is at issue, the approximate date on which the alleged action took place, and the redress sought.

- 2.1.4 The FGO shall forward a copy of the grievance statement to the administrator(s) named within 10 days of receipt of the grievance.

## 2.2 Informal Resolution

- 2.2.1 The FGO shall investigate the grievance and make every reasonable effort to resolve it informally. The FGO may recommend dropping the grievance as lacking in merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.
- 2.2.2 Within 30 days of the filing of the grievance statement, the parties and the FGO shall attempt to resolve the grievance informally. If the FGO determines that the grievance cannot be resolved informally, notice shall be provided to the parties. If the faculty member wishes to pursue the grievance, a written request for a formal hearing must be submitted to the FGO within 30 days of such notice. Failure to submit such a request will constitute a waiver of the faculty member's right to pursue the grievance.
- 2.2.3 The FGO shall determine after consultation with both parties the appropriate hearing level (department/unit, college, university) and shall notify the administrator at the appropriate level of the written request for hearing.

## 3. Formal Hearing Procedures

- 3.1 A SCJ hearing panel shall be established by the FGO in the following manner:
- 3.1.1 A hearing panel shall consist of three members, drawn by lot from the faculty members. All drawing shall be conducted by the FGO.
- 3.1.2 The FGO shall notify each party of the names drawn for the hearing panel and within 10 days either party may challenge ,any member for cause. In addition, each party shall have one peremptory challenge. Cause shall be determined by the FAC. Challenged members shall be replaced pursuant to the procedures stated in 3.1.1.
- 3.2 The hearing panel shall conduct a hearing accordin<sup>g</sup> to the procedures stated below and according to guidelines in Articles 3 and 6 of the Faculty Grievance Procedure.

- 3.2.1 A hearing shall commence within 14 days of the establishment of the hearing panel.
- 3.2.2 The FGO shall assemble the hearing panel and shall supervise selection of the Presiding Officer from among the members of the hearing panel.
- 3.2.3 The Presiding Officer shall apply the rules of procedure consistent with the guidelines stated in Article 6 of the Faculty Grievance Procedure.
- 3.2.4 The hearing panel shall decide whether the preponderance of the evidence does or does not support the allegation(s) made by the grievant.
- 3.2.5 Findings and recommendations of hearing panels shall conform to existing policy and procedures in the SCJ.
- 3.2.6 Whenever a hearing panel loses a member, the hearing shall be terminated and a new panel selected.
- 3.2.7 Hearing panels shall report their findings and recommendations in writing within 14 days of the completion of the hearing to the FGO, who shall forward them to the grievant, the respondent, and the administrator who is the respondent's immediate supervisor.
- 3.3 The director shall provide written notification of his/her decision to the parties to the grievance and to the FGO within 14 days of his/her receipt of the findings and recommendations of notification shall result in automatic appeal.
- 3.4 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days of the receipt of the decision of the appropriate administrator, in accordance with the procedures established in Article 5 of the Faculty Grievance Procedure.
- 3.4.1 Failure to appeal within the prescribed time shall be deemed to be acceptance of the decision.

## **VII: STUDENT FORUMS 1.**

### **Undergraduate Student Forum**

- 1.1 Name
- 1.1.1 The name of this group shall be the SCJ Undergraduate Student Forum (USF)

## 1.2 Purpose

1.2.1 The purpose of USF shall be to articulate the academic interests and concerns of undergraduate Criminal Justice students to the faculty and to SAC. Student representatives of USF shall express faculty ideas to the undergraduate student body.

1.2.2 USF seeks positive and constructive suggestions for improving education in the SCJ. Additionally, USF will listen to and attempt to act upon valid individual problems of students.

1.2.3 For USF to be effective, its members must and will remain accessible to all who wish to express their academic concerns.

## 1.3 Membership

1.3.1 The active membership shall be limited to five voting members and one non-voting member. Any undergraduate student of the SCJ may petition for a position on USF providing the student will not graduate before Spring Semester of the following year and has a G.P.A. of 2.0 or higher. Petitions must contain signatures of 25 Criminal Justice majors. Petitions must be made available during Fall Semester and elections shall be held during the fourth week of the Spring Semester. The term of office for each member officially starts upon the termination of Spring Semester and lasts one year. A member may be reelected.

1.3.2 As vacancies occur in the voting membership of USF they will be filled by installing the incumbent non-voting member. The vacancy in the office of non-voting member will be filled upon approval of USF from the top of the list containing the names of the sixth through twelfth place finishers in the preceding Spring Semester election.

## 1.4 Meetings

1.4.1 USF shall meet at least once each month during Fall and Spring Semesters to conduct official business. Notice of such meetings shall be posted on the School bulletin board. The time and place of regular meetings shall be determined by the USF. Special meetings of USF shall be held upon the call of the chairperson at any reasonable time and place.

1.4.2 Three voting members of the USF shall constitute a quorum at any meeting<sup>g</sup> and may transact any business properly coming before such meeting. Each voting member present shall have one vote.

## 1.5 Officers

At the Spring Semester meeting members of the newly elected USF shall elect from their own number the following officers to serve for one semester (Fall) and if reelected to succeed themselves with a one-semester limitation, provided they shall have continued membership on USF:

- 1.5.1 A Chairperson who shall be chief officer of USF. The Chairperson shall preside at all meetings of USF, and act as spokesperson for the group between regular meetings. The Chairperson shall appoint special committees at the direction of USF, and shall have power to call meetings with concurrence of two other members.
- 1.5.2 A Secretary who shall keep proper minutes of the meetings of USF, give notice of meetings to the membership and perform such duties as shall be designated by rules, controls, and actions of USF.
- 1.5.3 Such other officers and committees such as USF shall deem advisable, each to have such duties as shall be designated by rules and controls of USF.

## 1.6 Amendments to the Bylaws

These USF Bylaws may be altered or amended at any duly called regular meeting of USF by not less than an affirmative vote of three-fifths of the voting members present, providing notice has been given at the last meeting prior to considering such alteration or amendment.

## 2. Graduate Student Forum

### 2.1 Name

- 2.1.1 The name of this group shall be the SCJ Graduate Student Forum, hereafter referred to as the Graduate Student Forum, the Forum, or GSF.
- 2.1.2 The name of the governing body of the GSF shall be the Graduate Student Forum Executive Committee, hereafter referred to as the Executive Committee, the Committee, or EC.

### 2.2 Purpose

- 2.2.1 The GSF shall exist for the purpose of uniting SCJ Ph.D. and Masters students into a unified body of graduate students. The Forum shall serve as the formal mechanism

by which the School's Ph.D. and Masters graduate students may interact, network, and coalesce to further their various graduate concerns.

2.2.2 The GSF Executive Committee (EC) is constituted for the purpose of articulating the academic interests and concerns of Criminal Justice graduate students to SCJ faculty. The EC shall serve as a conduit between these groups, conversely allowing for the transmission of faculty interests and concerns to graduate students.

2.2.3 The EC shall be the governing body for the GSF.

2.2.4 The EC shall be open to constructive suggestions for improving graduate education in the SCJ.

2.2.5 The EC shall hear and appropriately act upon valid individual concerns of graduate students.

2.2.6 The EC shall facilitate mentoring between upper and lower level graduate students.

2.2.7 The EC shall assist the School with graduate orientation.

2.2.8 To achieve these objectives, the EC, as a whole, and individual Committee members shall make themselves accessible to any graduate student or faculty person wishing to express their concerns.

### 2.3 Membership

2.3.1 The GSF shall be comprised of regular, voting members and corresponding, non-voting members.

2.3.2 All currently enrolled, Criminal Justice, graduate students shall be regular members of the GSF and shall possess voting privileges.

2.3.3 Criminal Justice graduate students who are not currently enrolled, shall be corresponding members of the GSF and shall possess no voting privileges.

2.4 The Executive Committee shall be comprised of five regular, voting members. The five regular members shall consist of a minimum of three (3) Ph.D. students and at least one (1) but not more than two (2) Masters students.

2.4.1 EC membership is open to any currently enrolled Criminal- Justice graduate student, provided the student will not graduate prior to Spring Semester of the year following the member's election.

2.4.2 EC membership tenure will be for one year. Membership tenure begins the last day of the Spring Semester, following election, and ends the last day of the Spring Semester the following academic year.

2.4.3 In the event a membership vacancy occurs, an alternate member will be appointed to fill the vacant position. Please refer to Section 2.5.6.

## 2.5 Elections

- 2.5.1 GSF election process will begin the first week of March (Spring Semester) and will be conducted by the existing Executive Committee.
- 2.5.2 All currently enrolled Criminal Justice Graduate Students are eligible to vote in the Forum election process.
- 2.5.3 Each regular member shall have five votes.
- 2.5.4 EC members will be elected via a nomination and secret ballot process.
- 2.5.5 Committee members will be selected based upon the number of votes received and in accordance with Section 2.4.

- 2.5.6 During the election process two alternates will be elected to fill Forum positions should vacancies occur during the course of a regular member's tenure.
- 2.5.7 Alternates will be selected based upon number of votes received and in accordance with Section 2.4.
- 2.5.8 EC membership is limited to two terms.

## 2.6 Meetings

- 2.6.1 GSF Executive Committee will meet once a month during Fall and Spring Semesters to conduct official business.
- 2.6.2 Committee meetings will be conducted under Robert's Rules of Order. 2.6.3 A joint meeting of the outgoing Executive Committee and incoming EC will be held prior to the end of Spring Semester for purposes of smooth transition.
- 2.6.4 Special Executive Committee meetings may be convened at the request of the Committee Chairperson.
- 2.6.5 A quorum will consist of three (3) Committee members and may transact any business properly coming before the Executive Committee. 2.6.6 Each member of the Executive Committee will have one vote.
- 2.6.7 In the event a Committee member cannot be present, the member may present her/his vote, in writing, to the Chairperson. This written document must be provided to the Chairperson prior to the meeting at which the respective vote will take place.
- 2.6.8 The Executive Committee will conduct general meetings for all members of the Graduate Student Forum on a regular basis.

## 2.7 Officers

- 2.7.1 At the Spring joint Executive Committee meeting, the incoming Committee members will elect a Chairperson and a Recorder.

## 2.8 The duties of the Chairperson are,:

- 2.8.1 The Chairperson shall be the chief officer of the Executive Committee. 2.8.2 The Chairperson shall convene regular EC and GSF meetings.
- 2.8.3 The Chairperson shall convene special EC and GSF meetings when necessary.
- 2.8.4 The Chairperson shall preside at all meetings of the Executive Committee. 2.8.5 The Chairperson shall preside at all GSF meetings.

2.8.6 The Chairperson shall act as a spokesperson for the EC and GSF between meetings.

2.8.7 The Chairperson shall appoint special committees at the direction of the EC.

2.9 Duties of the Recorder:

2.9.1 The Recorder shall keep minutes of EC and GSF meetings.

2.9.2 The Recorder shall provide notice of regular and special meeting to EC members and provide notice of GSF meetings to all graduate students.

2.9.3 The Recorder shall perform other duties as designated by the Chairperson and approved by the EC.

2.9.4 The Recorder shall preside at regular and special EC and GSF meetings in the event the Chairperson is unable to be present.

2.10 The Chairperson and Recorder, if elected, may serve consecutive terms as officers.

2.11 Amendments To The Bylaws

2.11.1 Bylaws of the GSF may be altered or amended, by a quorum of Committee members, at any duly called regular meeting or special meeting of the EC, convened for that purpose.

2.11.2 Motions for proposed amendments may be brought forth at regular EC or GSF meetings.

2.11.3 A proposed amendment must be brought before the GSF for open discussion prior to the EC vote on the proposed amendment.

## **VIII. STUDENT GRIEVANCE PROCEDURES**

Student Grievance Procedures are adopted by reference to relevant university procedures as published in *Spartan Life* (or other media). The relevant documents include: *Academic Freedom for Students at MSU -- Basic Rights and Responsibilities* and *Graduate Students, Rights and Responsibilities*.

## **IX. ADOPTION AND AMENDMENTS**

These Bylaws shall be adopted when they are approved at a regularly scheduled Faculty Meeting with a previously distributed agenda by a majority of the qualified voting members. Amendments of the Bylaws shall be adopted by majority of the qualified voting members at a regularly scheduled meeting with a previously distributed agenda.

(These revised Bylaws of the SCJ GSF were approved and adopted, this date, the 6th of February, 1995.)