

**WAYNE STATE UNIVERSITY  
ACADEMIC STAFF MENTORING COMMITTEE  
BYLAWS**

**Article I. PURPOSE**

The Academic Staff Mentoring Committee (ASMC) was created as a direct result of the 2012 collective bargaining process between Wayne State University and the American Association of University Professors – American Federation of Teachers, Local 6075, Wayne State University Chapter (AAUP-AFT). The current collective bargaining agreement expires March 20, 2021.

The ASMC exists to create and foster mentoring relationships among academic staff members, and to provide the necessary programming and resources to support those relationships. The Committee shall pair newly hired academic staff members with seasoned academic staff members who will act as mentors. The mentors shall advise and guide newly hired academic staff members through the applicable processes of contract renewal, Employment Security Status/Tenure, promotion, and other processes as necessary, as well as provide additional professional development guidance and advice as requested.

**Article II. MEMBERSHIP**

1. The Committee consists of appointed representatives from the Commission of the Status of Women (COSW), Academic Staff Professional Development Committee (ASPDC), Academic Staff Steering Committee (ASSC), and the AAUP-AFT.
2. COSW, ASPDC, and AAUP shall each have up to two appointments to the Committee, with one of AAUP's appointments to represent the ASSC.
3. Each organization that appoints members to this committee shall determine how its appointees are selected, and is responsible for filling a vacancy should an appointee resign.
4. Each member of the Committee, including the Chair and Secretary, has one vote.
5. The term of service for Committee members is 3 years, and terms shall be staggered. Terms begin in August, at the beginning of each academic year.
6. Any individual who has been employed as a member of the academic staff at Wayne State University for a minimum of five years is eligible to serve on the ASMC.

### **Article III. OFFICERS**

The ASMC officers include the Chair and Secretary. Officers shall not be elected in the same year (staggered terms). Terms begin in August, at the beginning of the academic year. In the event of a vacancy in an officer position, the Committee shall appoint a new officer.

1. Officer terms of service
  - a. Chair. The Chair shall be elected from the membership of the Committee by the Committee in a rotation to be defined by the Committee. Each appointing body of the Committee shall have an opportunity for its appointee to serve as Chair before a new rotation begins. The Chair shall serve a two-year term. The Chair shall not serve more than two consecutive terms.
  - b. Secretary. The Secretary shall be elected from the membership of the Committee by the Committee to serve a two-year term. The Secretary shall not serve more than two consecutive terms.
2. Officer duties
  - a. Chair. The Chair shall oversee the official functions and activities of the Committee, advise and assist the Committee in accomplishing its objectives, and confer annually with the Office of the Provost to ascertain and report to the Committee its annual budget.
  - b. Secretary. The Secretary shall be responsible for recording proceedings of the Committee's meetings and distributing those proceedings within a reasonable period of time following each meeting. The Secretary shall be responsible for assisting the Chair in planning Committee events.

### **Article IV. MEETINGS**

1. The Committee shall meet at least three times each academic year (fall, winter, and spring/summer).
2. An agenda shall be published at least two weeks prior to every meeting.
3. Members of the Committee must be present in order to vote, and a simple majority is required to hold a vote.
4. Unless contravened in these Bylaws, *Roberts' Rules of Order, Revised* shall hold.

### **Article V. AMENDMENTS, AUTHORITY, REVIEW**

1. There shall be a review of the Bylaws every three years.
2. An amendment to these Bylaws must be submitted in writing to all members of the Committee at least ten days prior to a vote.
3. A meeting of the Committee is required to consider a proposed amendment, and a majority vote of the Committee in its entirety shall be necessary for adoption.

4. These bylaws exist under the authority and within the organizational structure of the Office of the Provost and under the authority and within other organizational structures recognized by the Board of Governors, the statutes of Wayne State University, and the AAUP-AFT collective bargaining agreement. If there is an inconsistency, the authority and organizational structures of the Board of Governors, and/or the Wayne State University statutes, and/or the Wayne State University/AAUP-AFT collective bargaining agreement shall prevail.
5. Bylaws and Amendments are subject to the approval of the Office of the Provost.

Approved by the Academic Staff Mentoring Committee on March 18, 2016.

*Narda Simon*

Chair, Academic Staff Steering Committee

*3/30/16*

Date

*Margaret Swiatkowski*

Office of the Provost

*30<sup>th</sup> 16*

Date