Clemson University
College of Engineering and Science
Faculty Bylaws

ARTICLE I: FUNCTIONS
The functions of the College of Engineering and Science Faculty shall be to approve candidates for degrees in the College of Engineering and Science, to approve academic courses, curricula, degree requirements and academic honors in the college, to elect representatives to University Commissions, Committees, Councils and the Faculty Senate as required, to consider any matters that may affect the welfare of its members or the teaching, research and public service policies of the College of Engineering and Science and to formulate and forward recommendations to various university organizations and administrators.

ARTICLE II: MEMBERSHIP
The voting membership of this organization shall consist of all persons, identified by their personnel records as being employed by the College of Engineering and Science of Clemson University, who are designated as voting members of their departmental faculty by their departmental bylaws.

A list of the College of Engineering and Science Faculty shall be distributed to the members of the College of Engineering and Science Faculty at the beginning of each fall semester.

ARTICLE III: OFFICERS
The Officers of the College of Engineering and Science Faculty shall be a Chair and a Secretary. The Dean of the College of Engineering and Science shall serve as Chair and shall appoint a Secretary and, when necessary, a presiding officer to serve if the Dean is absent.

ARTICLE IV: MEETINGS
Regular meetings of the College of Engineering and Science Faculty shall be held at the end of the fall and spring semesters and summer school prior to commencements to approve candidates for graduation. No business other than approval of candidates for graduation may be conducted during summer sessions.

Meetings may also be called by the Dean upon request of the College of Engineering and Science Faculty Senate delegation acting unanimously, or of a College of Engineering and Science Faculty committee acting unanimously, or upon written request by at least ten (10) percent of the College of Engineering and Science Faculty, or when deemed necessary by the Dean. Notice of and the agenda for the meeting shall be given to the membership at least five (5) working days in advance of the meeting. The Dean shall include on the agenda for a meeting any items of business submitted in writing by a member of this college at least fifteen (15) working days prior to that meeting. No item may be voted upon at the meeting unless it is on the agenda forwarded to the membership.
Minutes of each meeting shall be written by the Secretary and signed by the Dean. Copies of these minutes shall be forwarded to the Provost and to each Department Chair, Program Director, and School Director within the College. Each Department Chair, Program Director, and School Director shall maintain a file of the minutes.

ARTICLE V: DEPARTMENT FACULTIES

Section 1. Membership and Functions. The Faculty of a Department (or equivalent academic unit, such as a single-department school or a program, referred to hereafter as “department”) is composed of all persons holding regular faculty appointments in that department, plus individuals holding special faculty appointments in the department who are accorded voting membership by the Departmental Faculty Bylaws. The Departmental Faculty establishes the will of the department concerning academic matters and is the primary judge of the qualifications of the members thereof.

Section 2. Organization. Each Departmental Faculty is organized according to bylaws adopted by the department faculty and approved by the Dean of the College. Such bylaws shall provide for an Advisory Committee, a Curriculum Committee, a Tenure, Promotion, and Reappointment (TPR) Committee(s), and other committees as may be desired. The Chair of the Department may establish ad hoc committees at his/her discretion. A formal meeting of the departmental faculty shall be held at least once each fall and spring semester with minutes forwarded to the Dean of the College.

Section 3. Tenure, Promotion and Reappointment Reviews. Each departmental faculty shall recommend the appointment, reappointment, tenure or promotion of prospective or current members as provided in University and College policies and procedures.

No Department Chair (or School Director) may serve on the TPR Committee(s), and the recommendations of the TPR Committee(s) shall flow to the Department Chair (or School Director) and then on to the Dean. The Department Chair (or School Director) shall add an independent recommendation to that of the Committee.

ARTICLE VI: CURRICULA

Section 1. Departmental and College of Engineering & Science Faculty Prerogatives. The Departmental Faculty constitutes the primary authority on academic aspects of the curricula of that department. In such matters, the influence of University administrators extends only so far as their status as members of a Departmental Faculty.

The College of Engineering and Science Faculty has the right and obligation to review curricula and degree programs proposed within the College of Engineering and Science for adherence to University, College, and professional standards and requirements, and for their impact on other academic programs. The College Faculty has the prerogative of establishing standards and requirements college-wide in scope. Any such college-wide standards must be consistent with the professional accreditation standards of all degree programs that they affect. The College of Engineering and Science Faculty is empowered to act on any curricular matter outside the purview of an established Departmental Faculty. Individual graduate student programs of study are determined by the advisory committee of the student subject to relevant Departmental, College and Graduate School requirements.
Section 2. Procedures for Approval of Curricular Matters. All proposals for new or revised courses, curricula, academic requirements or other curricular matters specific to a particular academic department shall originate with the concerned Departmental Faculty. Proposals approved by that Faculty shall be forwarded by the Department Chair to the School Director, if a School Director exists, and then to the College of Engineering and Science Curriculum Committee for its review and approval. Curricular matters deemed to be routine in nature by the College Curriculum Committee shall, at the discretion of this Committee, be approved for the College of Engineering and Science Faculty by this Committee. College-wide curricular matters or those outside the purview of an established department, may originate with the College Curriculum Committee and shall be forwarded to the College of Engineering and Science Faculty for approval. Honors courses shall also be reviewed and approved by the College Scholarships, Awards, and Honors Program Committee, for Honors content only.

All curricular matters approved by the College of Engineering and Science Faculty shall be forwarded by the Dean of the College of Engineering and Science to the appropriate University Curriculum Committee. This procedure does not preclude any member of the College of Engineering and Science Faculty from raising questions concerning academic matters at meetings of the College Faculty. The Faculty may refer such matters to the College of Engineering and Science Curriculum Committee if immediate action is not deemed advisable.

ARTICLE VII: COMMITTEES

Section 1. General Standing Committee Composition and the Election and Duties of Officers. Except as otherwise noted in these bylaws, the standing committees of the College of Engineering and Science shall consist of fifteen (15) voting members. There will be one faculty representative for each of the following academic units:

- Department of Automotive Engineering
- Department of Bioengineering
- Department of Chemical and Biomolecular Engineering
- Department of Chemistry
- Department of Civil Engineering
- School of Computing
- Department of Electrical and Computer Engineering
- Department of Engineering and Science Education
- General Engineering Program
- Department of Environmental Engineering and Earth Sciences
- Department of Industrial Engineering
- School of Materials Science and Engineering
- Department of Mathematical Sciences
- Department of Mechanical Engineering
- Department of Physics and Astronomy

Voting members of standing committees must be voting eligible, consistent with the specifications in the Faculty Manual and relevant Departmental Faculty By-laws.

Except as otherwise noted in these bylaws, the committees will have a chair and a vice chair/chair elect. The vice chair/chair elect will be elected by and from the committee members
at the March meeting and will serve one year as vice chair beginning April 1. At that time the current vice chair/chair elect will become the committee chair and will serve a one-year term. The vice chair/chair elect must be a member of the standing committee for at least one year prior to taking office.

Section 2. Curriculum Committee. Composition: The general guidelines for standing committee composition and the election of officers, as presented in Article VII, Section 1, apply for the Curriculum Committee. In addition, the Committee member from each department identified in Section 1 above shall be a member of his/her department's curriculum committee. If a department has no regular faculty in non-administrative roles, then the Dean shall appoint a non-voting representative of that department to serve on the committee. The chair of the Curriculum Committee will serve a three year term. The vice-chair will serve a one-year term.

The chair of the Curriculum Committee will be one of the representatives of the Faculty of the College of Engineering and Science to the University Undergraduate Curriculum Committee, and an additional member of the committee will be elected to serve as the second representative of the Faculty of the College of Engineering and Science to the University Undergraduate Curriculum Committee. The representatives of the Faculty of the College of Engineering and Science to the University Undergraduate Curriculum Committee will serve three year terms staggered to provide continuity in representation on the university curriculum committees.

Two members of the committee will be elected to serve as representatives of the Faculty of the College of Engineering and Science to the University Graduate Curriculum Committee. The representatives of the Faculty of the College of Engineering and Science to the University Graduate Curriculum Committee will serve two year terms staggered to provide continuity in representation on the university curriculum committees. Elections will be held annually in April.

Duties: The Committee shall have responsibility for evaluating and making recommendations to the faculty on all proposals for new or revised academic requirements, courses, and curricula within the College.

This committee will meet at least once a month to conduct business. Notice of and an agenda for all committee meetings shall be provided to the members at least five (5) working days prior to the meeting.

Faculty Initiative: Curricular matters can be placed on the, agenda and a committee meeting called by written petition to the committee chair. The petition must be signed by at least ten percent (10%) of the faculty. Within ten (10) working days of receipt of such petitions the committee chair will notify the faculty at large of the agenda and schedule a meeting of the committee.

Section 3. Computer Resources Committee. Composition: The general guidelines for standing committee composition and the election of officers, as presented in Article VII, Section 1, apply for the Computer Resources Committee. The Computer Resources Committee has the prerogative of establishing an executive committee to act on routine matters and to set the agenda for the Computer Resources Committee. Other subcommittees may be established by the
Computer Resources Committee as appropriate. The full Computer Resources Committee will meet to address and act on issues which are broad in scope and impact multiple departments.

Non-voting members will include the Director of Engineering and Science Computing Services, the manager of Computing and Network Services and others deemed desirable by the Committee.

**Duties:** The Computer Resources Committee shall serve as the primary body for review of matters relating to computers and computing, will act as the advisory committee for the manager of Engineering and Science Computing and Network Services, and will recommend all college-wide policy on computers and computing to the Dean of Engineering and Science. The chair will be a college representative to the University Computer Advisory Committee. The vice-chair shall serve as an alternate to the University Computer Advisory Committee.

**Section 4. Scholarships, Awards and Honors Program.** **Composition:** The general guidelines for standing committee composition and the election of officers as presented in Article VII, Section 1, apply for the Scholarships, Awards and Honors Program committee. The Scholarships, Awards and Honors Program Committee has the prerogative of establishing subcommittees as appropriate. The Scholarships, Awards and Honors Program Committee will meet to address and act on issues which are broad in scope and impact multiple departments.

**Duties:** The committee shall have the responsibility for selecting recipients for scholarships, awards and other honors within the College, for formulating College policy regarding these matters, for administering the College Honors Program and for making recommendations on these matters to the College of Engineering and Science Faculty. Matters deemed to be routine regarding the scholarships, awards and the honors program within the college shall, at the discretion of this committee, be approved for the College of Engineering and Science Faculty, by this committee. The Committee shall refer to the College of Engineering and Science Faculty all actions taken on behalf of the Faculty and, at its discretion, may refer policy questions to the Faculty. Written reports of the actions of this committee shall be forwarded to the Dean and the Faculty prior to the next regular College Faculty meeting. The chair of the Committee shall be responsible for coordinating the College's Honors and Awards Day. The chair and the vice chair of the Committee shall serve as the College representatives to the University's Scholarship and Awards Committee and the University Honors Program.

**Section 5. Nominating and Screening Committees.** **Composition:** The composition of the various Nominating Committees is as specified below.

The active Faculty Senators of the College of Engineering and Science serve as the nominating committee for candidates for seats on standing University Councils, Commissions, Committees and the Faculty Senate and recommend nominees for membership on ad hoc committees as requested by the Dean.

The Alumni Professor Nominating Committee shall consist of all of the Alumni Professors in the College of Engineering and Science.

Committees to nominate faculty for awards in existence for five or more years shall consist of the five most recent awardees. Committees to nominate faculty for awards in existence for less than five years will consist of a total of five (5) members. In the case of research awards, the
nominating committee shall consist of the most recent awardees of the new research awards plus
the most recent McQueen Quattlebaum awardees. In the case of teaching awards, the nominating
committee shall consist of the most recent awardees of the new teaching awards plus the most
recently selected Alumni Professors.

**Duties:** The nominating committees receive nominations from faculty members and forward
recommendations to the Dean.

**ARTICLE VIII. ELECTION OF REPRESENTATIVES**

Election of representatives to the Faculty Senate and to the University Commissions, Councils
and Committees shall take place by secret ballot, and a majority of the members voting shall
elect. The Dean together with the Nominating Committee shall determine the method by which
the secret ballot will occur.

A list of nominees prepared by the appropriate Nominating Committee and description of the
election process shall be included in an announcement of an election sent from the Dean’s Office
at least one week prior to the election. Additional nominations will be accepted and the method
for making nominations will be included in the announcement.

Tellers shall be appointed by the Dean or the presiding officer to distribute, collect, and count the
ballots, and to report the vote.

A replacement for the unexpired term of any representative who is unable to complete a term or
a temporary replacement for any such officer who will be on leave for more than three
consecutive months shall be selected by the same rules governing the original selection as soon
as possible after the vacancy occurs. Such replacements shall assume the duties and privileges of
office immediately after selection.

**ARTICLE IX: RULES OF ORDER**

All meetings of the College Faculty, its committees and departmental faculties shall be
conducted according to the current edition of Robert's Rules of Order Newly Revised with the
exception of those rules specified in the bylaws or any special rules of order the organization
might adopt. A quorum for the conduct of business shall be 25% of the college membership
except for the purpose of voting on degree candidates where the quorum shall be the number
deemed necessary by the presiding officer to conduct business.

**ARTICLE X: AMENDMENTS**

These Bylaws may be amended at either of the regular meetings of the College of Engineering
and Science Faculty by a two-thirds majority vote of the members present. The proposed
amendment must be recommended by at least five (5) members of the- College of Engineering
and Science Faculty and distributed to the Faculty by the chair at least ten (10) working days
prior to the scheduled meeting. An amendment becomes effective when approved by the College
Faculty.
ARTICLE XI: DISTRIBUTION

A copy of the current College of Engineering and Science Faculty Bylaws will be distributed to all faculty in those years divisible by five (1995, 2000, 2005, etc.) and to all new faculty.

Adopted by the College of Engineering & Science Faculty
August 23, 1995
Amended December 20, 1995
Amended May 5, 1998
Amended May 6, 2004
Amended May 12, 2005
Amended August 22, 2011