



**Departmental Bylaws Routing Sheet**  
Requirements based on 2020-2021 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter VII, section L2d, "Departmental bylaws must be approved by faculty who are accorded voting rights in accordance with Departmental bylaws and reviewed by the Provost or designee for consistency with the *Faculty Manual*."

This document is intended to support the documentation of the required approvals.

Department: \_\_\_\_\_

College: \_\_\_\_\_

The attached bylaws were approved at the Departmental Faculty Meeting on: \_\_\_\_\_

**Faculty Manual Editorial Consultant**

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

Provost or designee (signature) \_\_\_\_\_

Name \_\_\_\_\_

Reviewed     Revision Suggested (see comments)    Date \_\_\_\_\_

**Requirements for DEPARTMENTAL BYLAWS – 2020-2021 *Faculty Manual***

**Department: Automotive Engineering**

Date

4/28/2021

*NOTE:* This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

Compliance

The 2019-2020 and later *Faculty Manuals* require departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d. \* see note below

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch III, A1c	X		
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, L2f	X		
3 The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
4 A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks. OPTIONAL	Ch IV, B2g	X		
5 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i	X		
5a Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws	Ch B, B5a, i	X		
6 Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)	X		
7 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
8 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i(1)	X		
9 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i	X		
10 Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a	X		
11 There must be a standing curriculum committee.	Ch IX, L4a	X		
12 Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b	X		
13 Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e	X		
14 Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws	Ch IX, L5a	X		
15 Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document)	Ch IX, L6a	X		
16 Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c	X		
17 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7	X		

**CLEMSON UNIVERSITY**  
**DEPARTMENT OF AUTOMOTIVE ENGINEERING**  
**FACULTY BYLAWS**

The Clemson University Faculty Manual is referenced throughout this document as revised August 2020. Available at <https://www.clemson.edu/faculty-staff/faculty-senate/documents/manual-archive/clemson-university-faculty-manual-2020.pdf>

The departmental by-laws may not contradict the Faculty Manual. In the event that the departmental by-laws are out-of-date and temporarily contradict the Faculty Manual, the Faculty Manual shall supersede the departmental by-laws.

### **ARTICLE 1. MEMBERSHIP**

The Department of Automotive Engineering Faculty shall consist of all members of the University Faculty who hold regular appointments in the Department of Automotive Engineering. Faculty holding primary appointments in other departments are given joint appointments in the Department of Automotive Engineering with a 2/3 majority vote of the Department Faculty. All full-time tenure/tenure track faculty have full voting privileges. Lecturers and Senior Lecturers with full time appointment have full voting privileges in the department, except on matters related to tenure. Research professors with full time appointment have full voting privileges in the department, except on matters related to tenure or curriculum.

### **ARTICLE II. FUNCTIONS**

The Faculty of the Department of Automotive Engineering shall establish the will of the Department concerning academic matters; shall evaluate the credentials of current and prospective members, and shall recommend their appointment, reappointment, promotion and tenure in accordance with the University Faculty Manual; shall elect representatives to College of Engineering, Computing and Applied Science as required; and shall consider any matters that may affect the welfare of its members or the teaching, research and public service policies of the Department of Automotive Engineering.

### **ARTICLE III. OFFICERS**

The Chair of the Department of Automotive Engineering shall serve as the presiding officer (a Chairperson in the remainder of the document). When necessary, the Chair shall appoint a Secretary to serve as a presiding officer in the absence of the Chair.

### **ARTICLE IV. MEETINGS**

Regular meetings of the Department of Automotive Engineering Faculty shall be held at the beginning and at the end of both the fall and the spring semesters prior to

Commencement. Additional meetings will be called when deemed necessary by the Chairperson or when a written request is made by at least three (3) Automotive Engineering faculty members. Notice of meetings and their agenda shall be given at least five (5) working days in advance, however, new agenda items may be considered upon a 2/3 vote of the total faculty. Copies of all resolutions, motions and reports that will commit the Faculty to any policy position must be submitted to the Faculty at least five (5) working days prior to the meeting at which action on such resolution(s), motion(s), or report(s) is contemplated. A quorum shall be a simple majority.

Roberts Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions and reports. The usual method of taking a vote is viva voce (by the voice) or indicating “yes” or “no” on the video call. On the call of any member of the Faculty, voting on a motion shall be by secret ballot. Minutes of all meetings shall be forwarded to all members of the Automotive Engineering Faculty and a copy of the minutes of each faculty meeting shall be maintained in the Department office.

## **ARTICLE V. COMMITTEES**

### **Section 1. Structure and Membership**

The Department of Automotive Engineering Faculty committees are created to implement the functions of the faculty as delineated under Article II. Except as provided in Section 2A, the composition and membership of these committees shall be designated by the Department Chair. Unless otherwise specified, all standing committees will consist of at least three (3) faculty members appointed by the Department Chair. The Committee year will be from August 15 until August 14 of subsequent year.

### **Section 2. Standing Committees**

The standing committees of the Department of Automotive Engineering shall be of a Chair’s Advisory Committee, a Graduate Research and Curriculum (GRC) Committee, a Tenure, Promotion, and Reappointment (TPR) Committee, an Assessment Committee, a Faculty and Staff Honors and Awards Committee. Other standing committees may be added by action of the Automotive Engineering Faculty.

The functions of these committees include providing advice to the Department Chair and serving as a petitionary forum for faculty members in the areas of the committees’ purview. The GRC committee will serve as a petitionary forum for students too. Any written inquiry to a committee from the Faculty will require a written reply from the committee addressed within ten (10) working days. Each committee is responsible for developing and maintaining written procedures to govern their actions and have these procedures approved by the Automotive Engineering Department Faculty.

A committee's membership and chair shall be comprised according to its charter. Otherwise, the Department Chair shall appoint the committee membership and appoint its chair.

Section 2A. Tenure, Promotion and Reappointment Committee:—  
(see AuE TPR document)

Section 2B. Graduate Research and Curriculum Committee:

The Department of Automotive Engineering Graduate Research and Curriculum committee is responsible for providing recommendations to the Department Chair and Faculty on all matters relating to the graduate programs including admissions, new-course approvals and curriculum changes, as well as student fellowships, and nominations of students for Clemson University honors and awards. The committee will elect its chair.

Section 2C. Assessment Committee:

The Department of Automotive Engineering Assessment committee is responsible for gathering, analyzing, managing, reporting and making recommendations from departmental, university and national data. The faculty on the committee will be joined by a staff member responsible for data gathering and analysis.

Section 2D. Honors and Awards Committee:

The Department of Automotive Engineering Honors and Awards committee is responsible for compiling information on available awards and award programs, and facilitating the nomination of deserving faculty for such awards. Upon request of the nominating faculty, the committee will consider students for external awards as well.

Section 2 E. AuE Chair's Advisory Committee Section 2 E. Advisory Committee

The Department of Automotive Engineering Chair's Advisory committee is responsible for input to decision processes from the department Chair's office.

Section 2F. Post-Tenure Review Committee: this committee is appointed when needed. (See AuE TPR document)

### **Section 3. Ad-Hoc Committees**

The Department Chair may appoint or delete Ad-Hoc Committees as required. Suggested committees include, but are not limited to, Search Committees for new faculty or a Program Development committee. The Department Chair will suggest procedures to govern the various Ad-Hoc Committees

Section 3A Search Committee for Regular Faculty:

When a new or replacement faculty position has been approved, the Department Chair shall initiate a search process. An ad-hoc Faculty Search Committee and its Chair will be appointed by the Department Chair. The Search Committee will be comprised of full time tenure or tenure track faculty from the department. Candidates can self nominate or be nominated by another faculty member.

Section 3B Search Committee for Special Faculty and Lecturers:

When a new or replacement special faculty or lecturer position has been approved, the Department Chair shall initiate a search process. The Department Chair will appoint an ad hoc Faculty Search Committee and its Chair. The Search Committee will be comprised of full time faculty members.

**ARTICLE VI: TENURE, PROMOTION, AND REAPPOINTMENT REVIEW, POST-TENURE REVIEW, AND ANNUAL REVIEW GUIDELINES**

Tenured and tenure-track faculty, special rank faculty and Lecturers/Senior Lecturers are reviewed in accordance with the frequency and stated procedures delineated within the AUE TPR document. The guidelines, criteria and procedures for appointment, reappointment, promotion, and tenure within the Department are detailed in the TPR document. This document is a standing document within the Department and is separate from these bylaws.

**ARTICLE VII: AMENDMENTS**

The By-Laws may be amended at a meeting of the Department of Automotive Engineering Faculty by a two-thirds (2/3) majority vote of the entire Department of Automotive Engineering Voting Faculty. The proposed amendment must be recommended by at least two (2) members of the Department of Automotive Engineering Faculty and distributed by the Department Chair to the faculty via their departmental mailboxes at least ten (10) working days prior to the scheduled meeting. An amendment shall become effective when approved by the Department of Automotive Engineering Voting Faculty.

Adopted December 2020