

CONSTITUTION
AND BY-LAWS



The Academic Faculty
and Faculty Senate

CLEMSON COLLEGE

May 1956

PREFACE

On September 6, 1955, Dr. F. M. Kinard, Dean of the College, appointed a committee of faculty members consisting of F. B. Schirmer, Chairman, W. C. Bowen, J. C. Cook, Gaston Gage, B. E. Goodale, and J. E. Miller to formulate plans for organizing the teaching faculty of Clemson College to advise and assist in matters pertaining to the educational interests of the college.

After lengthy deliberation the committee proposed a Constitution and By-Laws of the Academic Faculty and Faculty Senate of Clemson College. On January 27, 1956, the Constitution was adopted by the General Faculty, and on April 9, 1956, it was approved by the Board of Trustees.

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CONSTITUTION AND BY-LAWS of the ACADEMIC FACULTY and FACULTY SENATE of CLEMSON COLLEGE

PREAMBLE

No less than its predecessors, the modern institution of higher learning is a guardian and interpreter of intellectual tradition. It is upon the competence, integrity, and devotion of its faculty to professional ideals that the college must depend for success.

In order that the academic faculty of Clemson College may carry out the ideals and responsibilities set forth above; and

In order that this faculty may more fully and effectively serve the college by participating in the consideration of academic policies and procedures; and

In order to facilitate this participation and provide channels for faculty recommendations and suggestions to the President of the College, through the Dean of the College, so that he may more readily have the advice and assistance of the faculty in matters pertaining to the educational interests of the College, assigning to them problems for their investigation and report, as well as receiving from them recommendations and reports on their initiative; and

In order to maintain faculty morale and to further augment the close understanding and cooperation of the faculty and administration;

The teaching faculty of Clemson College is organized as the Academic Faculty, its membership, functions, and procedures being set forth in the following Constitution and By-Laws.

ARTICLE I
THE ACADEMIC FACULTY

Section 1. Membership.

The Academic Faculty of Clemson College shall consist of the President of the College, the Dean of the College, the Deans of the Teaching Schools, Directors of Teaching, Professors, Associate Professors, Assistant Professors, and Instructors on the College Staff, and such other members as may be duly elected as provided for in the By-Laws.

Section 2. Functions.

The functions of the Academic Faculty shall be to approve candidates for degrees; to refer to its Executive Committee, the Faculty Senate, for investigation and action, such matters as may affect the welfare of its members and the academic policies of the Institution; to receive reports from the Faculty Senate of its actions; to approve new members; and to act on any other matters brought before it by the Faculty Senate.

Section 3. Officers.

The officers of the Academic Faculty shall consist of a Chairman and a Secretary. The Dean of the College shall serve as Chairman, and he shall appoint the Secretary and, when necessary, a presiding officer to serve in his absence.

Section 4. Meetings.

A meeting of the Academic Faculty shall be held prior to each Commencement and at such other times as deemed necessary by the Chairman. The Faculty Senate may request that the Chairman call a special meeting of the Academic Faculty.

ARTICLE II
THE FACULTY SENATE

Section 1. Definition.

The Academic Faculty shall elect from among its members an executive committee to be known as the Faculty Senate.

Section 2. Membership.

The Faculty Senate shall consist of those members elected by the faculties of the Schools as provided for in the By-Laws.

Section 3. Functions.

The functions of the Faculty Senate shall be to consider policies affecting the academic activities of the College, faculty welfare, admissions, scholarship, awarding of degrees, and such other matters as may maintain and promote the best interests of the College. The Faculty Senate shall recommend to the Dean of the College the establishment of new policies or changes in existing policies. It shall report its actions to the Academic Faculty.

Section 4. Officers.

The officers of the Faculty Senate shall consist of a President, a Vice-President, and a Secretary elected by the Faculty Senate from among its members. The election of officers shall be as provided for in the By-Laws.

Section 5. Committees.

The standing committees of the Faculty Senate shall be:

1. Committee on Committees.
2. Welfare Committee.
3. Admissions and Scholarship Committee.
4. Committee on Policies.

Special committees of the Faculty Senate may be appointed by the Committee on Committees of the Faculty Senate.

The composition of the standing and special committees and the duties of the former shall be as provided for in the By-Laws.

Section 6. Meetings.

The Faculty Senate shall hold one meeting each month at such time as specified in the By-Laws.

Except for executive sessions, all meetings of the Faculty Senate shall be open to any member of the Academic Faculty. Such visitors may be invited by a member of the Committee on Committees to participate in particular discussions.

Any member of the Academic Faculty may present any problem or suggestion to the Faculty Senate for its consideration, provided the member notifies the President of the Senate at least one week prior to the meeting at which he would like to appear.

The Faculty Senate may go into executive session by approval of three-fourths of the members present.

ARTICLE III RULES OF ORDER

The Academic Faculty and the Faculty Senate shall conduct all parliamentary procedure in accordance with Robert's Rules of Order.

ARTICLE IV AMENDMENT

The Academic Faculty may amend this Constitution at either of the scheduled meetings prior to Commencement during the regular school session by a two-thirds majority vote of the members present. A proposed amendment must be recommended by at least ten members of the Academic Faculty, submitted to the Faculty Senate at a regular meeting of that body, voted on by the Faculty Senate at their next regular meeting, and submitted with the recommendations of the Faculty Senate to the members of the Academic Faculty in writing at least ten days prior to the next meeting at which action on the amendment could be taken.

An amendment shall become effective when approved by the Academic Faculty and the proper college authorities.

BY-LAWS

ARTICLE I THE ACADEMIC FACULTY

Section 1. Membership.

A petition for the election to membership in the Academic Faculty of any person who is not automatically a member as prescribed in Article I, Section 1 of the Constitution, must be submitted to the Faculty Senate and referred by this body, with its recommendation, to the Academic Faculty for action at the next regular meeting. Election to membership shall be by a simple majority vote of the members present.

Section 2. Quorum.

A quorum for any meeting of the Academic Faculty shall be that number of members deemed necessary by the Presiding Officer to transact any business.

ARTICLE II THE FACULTY SENATE

Section 1. Membership.

Members of the Faculty Senate shall be elected by the members of the Academic Faculty, voting by Schools, for a term of three years, representation being based in part upon the number of full-time faculty equivalents in that School. Each School shall have two members on the Faculty Senate and an additional member for every twelve full-time faculty equivalents, or major fraction thereof, exclusive of graduate assistants.

The Dean of the College shall notify the Dean of each School as to the total number of Faculty Senate members to which that school is entitled for the first election. This

original allocation shall continue for three years. Thereafter, the president of the Faculty Senate shall obtain the new allocation from the Dean of the College in March of the calendar years divisible by the number three. This new allocation shall be based on both semesters of that academic year. This allocation shall be given to the Dean of each School in time for the April election and will control the number elected to the Faculty Senate at that time. If one member is gained he shall be elected for a term of three years, if two members are gained, one shall be elected for three years and one for two years, etc. If one member is lost in the new allocation, one less member shall be elected to the Faculty Senate at that election.

The first election shall be held as soon as possible after organization, lots being drawn within each school for one-year, two-year, and three-year terms to determine the initial order of rotation. No elections shall be held the first April after organization; members of the Senate shall serve for the remainder of the first year in addition to the term for which elected. Subsequent elections shall be held in April of each year, terms of office to begin with the September meeting of the Senate. The election of members to the Faculty Senate shall be by secret ballot.

Vacancies created on the Faculty Senate for any cause shall be filled for the unexpired term by supplementary elections within the School concerned as soon as the vacancy occurs.

No member of the Faculty Senate may succeed himself.

Any member of the faculty of a School holding the rank of Instructor through Department Head may be eligible for membership on the Faculty Senate.

Section 2. Officers.

The initial election of officers of the Faculty Senate shall be held at the first meeting after organization. Elections thereafter shall come at the regular meeting held in September of each year.

Election of officers shall be by a simple majority vote.

No officer may succeed himself, except those elected at the first organizational meeting.

In the case of the withdrawal of an officer, by resignation or other cause, the Faculty Senate should elect, at the next regular meeting, a successor for the unexpired term.

The retiring president shall preside at the September meeting.

Section 3. Meetings.

The regular monthly meeting of the Faculty Senate shall be held on the second Tuesday of the month at 4:00 p.m.

Section 4. Quorum.

Two-thirds of the elected members of the Faculty Senate shall constitute a quorum for the transaction of all business, provided that at least one-half of the elected members from each School are present.

Section 5. Committees.

The Chairman and at least a majority of the members of all committees of the Faculty Senate shall be members of that body, and any other members shall be members of the Academic Faculty. The basic functions of the committees shall be to investigate and recommend changes in matters pertaining to the academic affairs of the College. They may do this either on their own initiative or on instruction from the Faculty Senate. The committees, through the Faculty Senate, may be requested by the Academic Faculty, the Dean of the College, or the President of the College to investigate and report on any academic matter. It is not envisioned that these committees shall operate in any administrative capacity; they will report only to the Faculty Senate.

The composition and duties of the standing committees of the Faculty Senate shall be as follows:

The Committee on Committees. The Committee on Committees shall be composed of the officers of the Faculty Senate and one member from each School elected by the Faculty Senate. The President of the Faculty Senate shall be the chairman of this committee. It shall be the function of this committee to serve as an executive committee for the Faculty Senate. It shall name the members of the other standing committees and any special committees and shall designate the chairmen thereof.

The Welfare Committee. The Welfare Committee shall be concerned with policies which affect the individual faculty member directly. This committee should make recommendations relative to such policies as qualifications for promotion, tenure, retirement, research, teaching loads, extra curricula, assignments, summer employment, non-college employment, salaries, leaves of absence, including sabbatical leave, travel, dissemination of information to and from the faculty, public relations, and such other related policies as affect faculty welfare and morale.

The Admissions and Scholarship Committee. The Admissions and Scholarship Committee shall be concerned with all policies of an academic nature which pertain to the individual student. Such policies include recruitment, entrance requirements, transfer credits, class standing requirements, graduation requirements, class attendance regulations, and student counseling and placement.

The Committee on Policies. The Committee on Policies shall maintain a continuing study of the future academic requirements of the College, both for development and expansion, and consider such problems as space needs and utilization, curricula, budget requirements, and the allocation of special funds.

ARTICLE III ORDER OF BUSINESS

Section 1. The Academic Faculty.

- Call to order, reading and approval of minutes.
- Unfinished business.
- Reports from the Faculty Senate.
- New business.

Section 2. The Faculty Senate.

- Call to order, reading and approval of minutes.
- Unfinished business.
- New business.

ARTICLE IV AMENDMENT

The Academic Faculty may amend these By-Laws at either of the scheduled meetings prior to Commencement during the regular school session by a simple majority vote of the members present. A proposal for amendment must be recommended by at least five members of the Academic Faculty, submitted to the Faculty Senate at a regular meeting of that body, voted on by the Faculty Senate at their next regular meeting, and submitted with the recommendation of the Faculty Senate to the members of the Academic Faculty in writing at least ten days prior to the next meeting at which action on the amendment could be taken.

An amendment shall become effective when approved by the Academic Faculty and the proper college authorities.