

BY-LAWS

DEPARTMENT OF PARKS, RECREATION AND TOURISM MANAGEMENT

CLEMSON UNIVERSITY

PREAMBLE

Introduction

The Department of Parks, Recreation and Tourism Management (PRTM) at Clemson began in 1966 as the Department of Recreation and Park Administration in the College of Education. In 1970, the Department became part of the newly created College of Forest and Recreation Resources, where it grew to its current stature in the areas of teaching, research and public service. The most recent administrative location is in the College of Health, Education, and Human Development where it is expected that PRTM will see the enhancement and expansion of its diverse and excellent programs. Today, faculty work with undergraduate students, masters students, and doctoral students in a nationally accredited education program. In addition, courses in leisure skills are offered for the Clemson student body. The Department administers the Outdoor Laboratory serving special populations from South Carolina and the region

Research and public service are supported through State public service appropriations as well as through contract work with a variety of federal, state and local agencies, organizations, and businesses.

Mission and Goals

The following mission and goals guide the functions for the Department:

The mission of the Department of Park, Recreation and Tourism Management at Clemson University is to facilitate the study of leisure behavior, resources and therapy leading to improved management of leisure services in order to enhance the quality of life for South Carolina residents and for our national and global constituents. This mission is accomplished through a program of teaching, research and extension, and through the provision of active learning opportunities in the areas of Travel and Tourism, Recreational Therapy, Resource Management, Professional Golf, and Community Recreation, Sport and Camp Management.

Specifically, the mission of the Department of Parks, Recreation and Tourism Management is:

1. To educate future leisure service professionals to assume leadership positions through quality instruction at the graduate and undergraduate levels.
2. To provide students with a broad-based education within a professional curriculum that prepares them to address problems and issues in a rapidly changing world.
3. To expand knowledge of leisure behavior, resources and services through faculty research

as well as through research consortia, institutes, and cooperative ventures.

4. To disseminate theoretical and practical knowledge to the professional community through public service, workshops, off campus instruction, presentations, various media and personal presentations.
5. To enhance the quality of life of South Carolina residents through direct provision of leisure programs and services.
6. To provide the opportunity for Clemson students to explore a richer life style through education concerning the benefits of leisure and through instruction in leisure skills.
7. To serve to advance the awareness of leisure for growth and enrichment of lives, to advocate the protection of leisure resources, and to encourage access to quality leisure opportunities for all.
8. To serve as a resource in education, research and service to other nations to assist them in the development of public and private leisure service systems.
9. To provide individuals with knowledge of and access to education and career opportunities in the parks, recreation and tourism profession.
10. To provide opportunities for professional development for faculty and staff.
11. To provide a quality work environment that facilitates faculty work and the educational process.

The diversity of the Department's endeavors is thus linked by our common theme--enhancing the quality of life through education and the study of leisure behavior, resources, and management leading to improved delivery of leisure services. Our By-laws were formulated based on these thrusts.

ARTICLE I VOTING MEMBERSHIP

The right to vote on all matters coming before the Department shall be extended to all full-time Clemson employees with a faculty appointment in the Department of Parks, Recreation and Tourism Management. Faculty shall consist of all current full-time university employees with the PRTM Department as their unit of record and holding the following ranks: Professor, Associate Professor, Assistant Professor, Instructor and Lecturer. When an employee has a shared appointment, membership will be assigned to the employee's department of record. When a joint appointment is between academic and non-academic units, the employee may be considered to be a member of the academic unit of record and the non-academic unit of record. Additionally, Directors of Departmental units (e.g., Outdoor Laboratory) shall be considered faculty for the purposes of voting provided this is their Department of record. Any Emeritus members of the

Faculty, and a graduate student representative may attend meetings of the Department and express an opinion on any issue.

Graduate students may elect one student to attend faculty meetings. This student shall be a non-voting representative who will be excused from discussions of particular students, personnel matters, or other issues for which the faculty goes into executive session.

ARTICLE II MEETINGS

The Department Chair shall conduct a formal meeting of the Department Faculty at least three times during the regular semesters. These meetings shall be called by the Chair for the purposes of conducting ordinary and recurring business of the Department, and for special announcements and purposes not otherwise indicated in these By-laws. The Chair shall also call meetings at the written request of any two members of the voting Faculty. A called meeting must be held within ten (10) working days of such a request. The current edition of Robert's Rules of Order shall prevail in all meetings of the Department Faculty.

The Department Chair shall be the presiding officer for all General Department meetings. If the Chair is unable to preside, he or she shall appoint a Faculty member to act as a presiding officer.

Executive Sessions may be called with or without prior notice. Only Faculty may attend Executive Sessions. The Department Chair may call an Executive Session. During a General Department meeting, an Executive Session may be called by majority vote of the Faculty in attendance.

Only matters that cannot be delayed shall be decided at meetings called during the times at which nine (9) month Faculty are permitted to be absent from the campus, which includes the winter and summer recesses, and Fall and Spring Breaks.

For all General and Called meetings, the Faculty shall receive an Agenda, including any actionable items, at least two working days before the meeting, exclusive of the meeting day.

ARTICLE III QUORUM

During the Fall and Spring semesters, a quorum of the Department Faculty shall consist of a simple majority of the voting members, excluding faculty on leave.

At times other than Spring or Fall semesters, a quorum shall consist of at least forty (40) percent of the Department Faculty; business which cannot be delayed until the Fall shall be conducted at such a meeting, and all reasonable efforts shall be made to ensure full Faculty participation.

ARTICLE IV VOTING PROCEDURES

Unless otherwise specified in the By-laws, any Department Faculty, as defined in Article I, shall vote on matters concerning the operation and management of the Department. All matters brought before the Department Faculty that require a vote shall be resolved by a simple majority of those eligible voters present, except as prescribed otherwise in these By-laws. Votes shall be taken by a show of hands unless a secret ballot is requested by any member or prescribed elsewhere by these By-laws. There shall be no proxy or absentee ballots permitted at any voting meeting.

Matters may be decided by mailed ballot with an established deadline appropriate to the circumstance of the vote.

ARTICLE V APPOINTMENT, REAPPOINTMENT, AND REVIEW OF FACULTY

Appointment

Suitable candidates to fill positions of Regular and particular Special Faculty (i.e., Research, Extension, Lecturer, Senior Lecturer, Clinical and Professors of Practice) will be vetted by a Search Committee as established by the guidelines outlined in the Faculty Manual or as established by the Department Advisory Committee. Individuals being considered for appointment with exceptionally fine credentials may negotiate to receive credit for productivity or years served elsewhere to count as years toward promotion and/or to be appointed at a promoted rank (e.g., “Associate” or “Full” Faculty or “Senior” lecturer). The criteria and procedures for this are provided in the Department Tenure, Promotion and Reappointment Guidelines.

In the event of immediate need (e.g., start of the semester is imminent), the Department Chair can appoint an individual as a Temporary Lecturer without faculty approval for 1 year. Further appointment should follow the procedures for appointment of faculty as outlined above.

Reappointment

Each regular, full-time faculty holding the title Assistant Professor or higher, but who is not tenured or is not in the penultimate probationary year, Lecturers who have less than 9 years of service and intend to remain at Clemson University, and all other Special Rank Faculty are required to submit materials for reappointment each year.

In accordance with the dates in the Guidelines, each eligible faculty member must submit credentials reflecting the contracted duties to the Committee Chair along with a request for evaluation for reappointment for a specific year.

The criteria and procedures for this are provided in the Department Tenure, Promotion and Reappointment Guidelines.

Post Tenure and other required reviews

Tenured Faculty will undergo a post tenure review by their peers every 5 years. Review will consist of an assessment of Annual Form 3's completed by the Department Head. If a faculty member has received more than one Annual Form 3 with "Fair," "Marginal," or "Poor" performance evaluation, the faculty member will undergo a full Post-Tenure Review, the procedures for which are outlined in the Faculty Manual. Regular Faculty may also request a review of their own performance.

According to the Faculty Manual, Senior Lecturers will be evaluated by the Committee every three years. In addition, a comprehensive review of lecturers, following the guidelines in the Faculty Manual, must be conducted after their fourth year of service.

The criteria and procedures for this are provided in the Department Tenure, Promotion and Reappointment Guidelines.

ARTICLE VI STANDING COMMITTEES

There shall be five (5) standing committees. The standing committees shall be the Tenure, Promotion and Reappointment Committee; the Curriculum Committee; the Graduate Program Committee; the Advisory Committee; and the Technology Committee. The terms shall be staggered with the initial length of terms being determined by drawing lots. Members of committees shall be elected by a majority of the voting faculty present in the final scheduled faculty meeting each spring. Terms will begin in the fall semester and be based on the academic year. Each committee will annually elect a Chair (unless otherwise specified in these By-laws) and a Secretary from its membership. Recorded minutes for each meeting shall be maintained in the Department office.

Any Department Faculty member shall be eligible for committee membership unless the committee makeup is specifically defined in the By-laws.

A. Tenure, Promotion and Reappointment Committee and Post-Tenure Committee

The Tenure, Promotion and Reappointment Committee shall be composed of five (5) faculty members, elected by the faculty to three (3) year staggered terms. All members of the Committee shall be tenured and hold the rank of Associate Professor or Professor. The Chair will be elected by the Committee at the beginning of the academic year for a one-year term. The Chair will be responsible for coordinating Committee meetings, reviews of faculty for tenure, promotion, and reappointment, and other duties as outlined in the Department of Parks, Recreation and Tourism Management Guidelines and Procedures for Tenure, Promotion, and Reappointment.

For the fourth year lecturer review and for the promotion of lecturers to Senior Lecturers the TPR Committee must solicit recommendations from a Senior Lecturer representative to the Committee. The Lecturers will elect a Senior Lecturer who is not up for post-

promotion review during the academic year in question to fulfill this position no later than by the end of the third week in the Fall semester. This representative shall serve a one year term as a consultant in discussions that relate to reappointment, and/or promotion review of Lecturers, but will not be a voting member of the committee.

It is *required* that the Committee consist of faculty equal or higher rank to the rank for which a candidate has requested to be considered. Therefore, in the instance of candidates seeking promotion to Professor, a Special Committee of a minimum of three members will be established. The Special Committee will consist of Professors already elected to the primary Committee, and additional members elected by the Regular Faculty as needed to meet the requirement of three members.

Please refer to the PRTM Guidelines and Procedures for additional information regarding the Tenure, Promotion and Reappointment Committee.

Per the Faculty Manual, a Special Post-Tenure Review Committee will be appointed to conduct a Post-Tenure Review of Tenured faculty every 5 years. The Post-Tenure Review Committee will consist of two tenured faculty from PRTM, and one tenured faculty member from another department on campus. PRTM faculty service on this committee will be for one year terms, and will rotate through the tenured faculty in alphabetical order. A candidate to serve as the external committee member will be nominated by the two PRTM members on the Post-Tenure Review Committee, and approved by the TPR Committee.

B. Curriculum Committee

A Department Curriculum Committee shall be established to initiate and review proposals for necessary changes in the curriculum, to respond to curriculum matters arising outside the Department, to review course proposals - new, revised, selected topics, etc. - and to provide materials for student advising.

This Committee shall review all curriculum-related matters within the Department of Parks, Recreation and Tourism Management, including courses designated "Leisure Skills" and any other course that comes under the aegis of this Department.

The Curriculum Committee shall be composed of three (3) Department Faculty, serving three (3) year staggered terms. The Schedule Coordinator shall serve in an ex-officio, non-voting capacity. The Committee Chair shall be elected by the members of the Committee and serve for a one-year term. The Chair shall represent the Department at all School and College curriculum meetings where the respective By-laws provide for such a departmental representative.

All proposals for which the University Curriculum Committee requires a new syllabus or outline of the course content, shall be reviewed by this Committee. Upon the approval of the majority of the Committee, these proposals shall be forwarded to the Faculty for approval. Notwithstanding, proposals to delete a course shall follow the same procedures

as above.

Any requested change in the curriculum must be approved by a majority of the Department Faculty prior to its consideration before the College Curriculum Committee.

The Committee shall also consider curricular matters involving other colleges and the University when appropriate.

C. Graduate Program Advisory Committee

The Graduate Program Advisory Committee shall consist of five members; three (3) faculty members, elected by the faculty serving two (2) year staggered terms, the Graduate Coordinator serving as the Chair of the Committee, and a graduate student representative. The Graduate Coordinator, appointed by the Department Chair, shall also represent the Department on related College and University Committees/Councils. To serve on the Graduate Advisory Committee, Faculty members must hold the academic rank of assistant professor or higher, and be in a tenure-track position.

During each academic year, but no later than by the end of the third week of the Fall semester, the graduate students will elect from among those students who have completed at least twelve hours in graduate level PRTM courses at Clemson, a representative to serve a one year term on the Graduate Advisory Committee. This representative shall have full voice and vote in all discussions that do not relate to specific graduate students.

The Graduate Program Advisory Committee shall be responsible for providing recommendations to the Faculty on all matters relating to the graduate program. These responsibilities shall include recommending adjustments in graduate course and program requirements. The Graduate Advisory Committee shall decide acceptance of applicants to the PRTM Graduate program, and recommend to the Department Chair students to receive offers of financial assistance.

D. The Department Advisory Committee

The Departmental Advisory Committee shall be composed of five (5) faculty members, elected by the faculty to two (2) year staggered terms. When possible, these five members are to include at least one Assistant, one Associate, and one Professor. The Department Chair shall serve as Chair of this Committee. The Committee shall advise the Chair on matters of concern to the Departmental Faculty. The Committee's duties shall include but not be limited to the general review of Department policy, and assisting the Chair where appropriate. The Advisory Committee shall further advise the Chair on other matters as requested by the Chair or other Faculty members, or as deemed appropriate by Committee members. Agenda items for Committee meetings may be set by Committee members or by the Chair.

Appointing an Interim Chair

The Departmental Advisory Committee shall solicit nominations for Interim Chair from all faculty and staff in PRTM. The Committee will then determine acceptable candidates from the nominees and provide a list to the Dean.

E. The Technology Committee

The Technology Committee shall consist of three (3) members; two faculty members will be elected by the faculty and one member shall be elected by the staff, to two (2) year staggered terms. The Committee will act in an advisory capacity for the Department to establish direction and Department policy on technology matters.

**ARTICLE VI
AD HOC COMMITTEES**

Ad hoc committees may be established by the Faculty during a Department meeting or by the Department Chair. The ad hoc committee must be established for a specific, simple purpose and can serve no longer than 12 months or until the purpose of the committee is accomplished. An ad hoc committee cannot become a standing committee without a change in the By-laws, being approved by the Department Faculty.

**ARTICLE VII
AMENDMENTS**

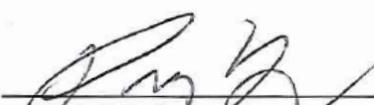
Any proposed amendment to these By-laws shall be advertised and circulated in writing to all Department members at least one week before its being acted upon by the Department Faculty. Amendments or additions to these By-laws shall be consistent with standing University policy. Amendments shall be approved by a two-thirds majority of the Department Faculty. Written absentee ballots shall be accepted if dated and delivered to the Department Chair within the period of posting.

**ARTICLE VIII
RATIFICATION**

The By-laws shall take effect upon being ratified by a two-thirds vote of all those faculty members eligible to vote under ARTICLE I (excluding Faculty on leave); and upon being approved by the Department Chair, the Dean of the College, and the Provost of the University.

Approved by Faculty
3/2/2015

Approvals:



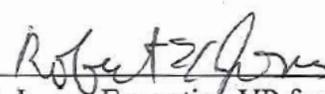
Francis McGuire, Interim Chair, PRTM

3/31/15
Date



Brett Wright, Interim Dean, College of HEHD

3/3/15
Date



Bob Jones, Executive VP for Academic Affairs & Provost

4/3/15
Date