

Faculty Senate Resolution 2019-07

Policy Committee approval: April 2019

Topic: “Faculty Manual Consultant Amendment”

Whereas, Clemson University makes provision for faculty participation in planning, policy-making, and decision-making with regard to academic matters; and

Whereas, the University also provides for such participation in matters of faculty welfare and general university concern; and

Whereas, the *Faculty Manual* refers to a faculty member resource, appointed by the Provost, to aid in the review of university policy matters titled “Faculty Manual Editorial Consultant”; and

Whereas, there exists no description of the position or means by which the faculty member is selected in the *Faculty Manual*; and

Whereas, such a position, and its explicit duties and responsibilities, should be described fully in the *Faculty Manual* as a reference for all faculty and administrators; and

Whereas, the Policy Committee has concluded that this position is more than an “editor”; it is therefore

Resolved, that the *Faculty Manual* be amended to **insert** the proposed language as Appendix B; and it is

Resolved, that *Faculty Manual* be amended to **strike out** all existing references to the “Faculty Manual Editorial Consultant” and **insert** “Faculty Manual Consultant”.

This resolution will become effective upon approval by the Clemson University Executive Vice President for Academic Affairs and Provost and its inclusion in the 2019-2020 Faculty Manual.

1 **Proposed Language**

2

3 **APPENDIX B: FACULTY MANUAL CONSULTANT**

4

5 **A. Overview**

6

- 7 1. The Faculty Manual Consultant is responsible for:
- 8 a. Reviewing departmental TPR documents, departmental and college bylaws for
- 9 conformance to the *Faculty Manual*;
- 10 b. Providing interpretations of the *Faculty Manual* for university constituents;
- 11 c. Reviewing Faculty Senate resolutions for impact on the *Faculty Manual* and providing
- 12 feedback;
- 13 d. Initiating the process for Executive Vice President and Provost approval of proposed
- 14 amendments to the *Faculty Manual*;
- 15 e. Serving as non-voting chair for the University's Committee on Committees;
- 16 f. Vetting faculty status of candidates for the Faculty Representative to the Board of Trustees.
- 17

18 **B. Selection Procedures**

19

- 20 1. The selection committee will solicit nominations to fill the position 60 calendar days before
- 21 the end of the term or upon notification of vacancy. The nominating period will be open for no
- 22 less than 30 calendar days and for as long as necessary for the committee to recommend a
- 23 suitable candidate. The Provost is the appointing authority for this position.
- 24
- 25 2. Selection Committee:
- 26 a. President of the Faculty Senate;
- 27 b. Vice-President of the Faculty Senate;
- 28 c. Faculty Senate Policy Committee Chair;
- 29 d. Immediate Past President of the Faculty Senate;
- 30 e. Chair of the Organization of Academic Department Chairs; and
- 31 f. The Vice President for Academic Affairs and Provost, or designee, will serve as non-
- 32 voting chair.
- 33
- 34
- 35 3. The Consultant will serve a three-year renewable term or until recalled by the Provost.
- 36 a. If during the term of office, the Faculty Manual Consultant assumes primarily
- 37 administrative duties, a replacement will be selected using the above procedures.
- 38 b. The newly selected Faculty Manual Consultant will serve a full three-year term.
- 39