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.
APPENDIX B: FACULTY MANUAL CONSULTANT

A. Overview

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

B. Selection Procedures

1. The selection committee will solicit nominations to fill the position 60 calendar days before the end of the term or upon notification of vacancy. The nominating period will be open for no less than 30 calendar days and for as long as necessary for the committee to recommend a suitable candidate. The Provost is the appointing authority for this position.

2. Selection Committee:
   a. President of the Faculty Senate;
   b. Vice-President of the Faculty Senate;
   c. Faculty Senate Policy Committee Chair;
   d. Immediate Past President of the Faculty Senate;
   e. Chair of the Organization of Academic Department Chairs; and
   f. The Vice President for Academic Affairs and Provost, or designee, will serve as non-voting chair.

3. The Consultant will serve a three-year renewable term or until recalled by the Provost.
   a. If during the term of office, the Faculty Manual Consultant assumes primarily administrative duties, a replacement will be selected using the above procedures.
   b. The newly selected Faculty Manual Consultant will serve a full three-year term.