

Faculty Manual Consultant Memorandum

To: Clemson University Faculty
From: Faculty Senate Office
Date: August 20th, 2026
Subject: Faculty Manual Consultant Responsibilities

Faculty Manual Resolution 2026-04-14-1 expanded the Faculty Manual Consultant role from a single consultant to a group of consultants who may work collectively as a committee. The committee, which is chaired by the Policy Committee Chair, is responsible for providing interpretations of the *Faculty Manual*. This committee will support the Provost's Office in its compliance review of college and academic unit bylaws and Tenure, Promotion, and Reappointment (TPR) documents.

In accordance with the resolution, Faculty Manual Consultants are responsible for the following:

1. **Providing Faculty Manual interpretations**
Provide interpretations of the *Faculty Manual* to university constituents when questions arise regarding its provisions or application.
2. **Reviewing Faculty Senate resolutions**
Review Faculty Senate resolutions for their potential impact on the *Faculty Manual* and provide feedback regarding necessary or appropriate revisions.
3. **Supporting bylaws and TPR revisions**
Assist colleges and academic units with revisions to their bylaws and/or TPR documents to ensure alignment with the *Faculty Manual*.
4. **Reviewing college and academic unit bylaws**
Review college and academic unit bylaws for compliance with the *Faculty Manual* prior to the effective date of any revisions.
5. **Reviewing and revising academic unit TPR documents**
Review and, as appropriate, revise academic unit TPR documents to ensure compliance with the *Faculty Manual* prior to their effective date of revision.

The expanded consultant structure is intended to provide greater capacity and consistency in interpreting and applying the *Faculty Manual* across the University.

If you would like assistance with any of the responsibilities outlined above, the following process will apply:

1. Submit your request to tprbylawsadmin@clemson.edu.
2. The Committee will review the request at its monthly meeting, held on the first Thursday of each month.
3. The Committee will provide feedback and recommended edits, if applicable.

Please note: Any changes to bylaws or TPR documents require approval by the faculty through a vote. The Committee strongly recommends submitting proposed changes for review **before** seeking faculty approval to help ensure compliance with the *Faculty Manual* and avoid the need for multiple faculty votes.

The deadline for submission is one week before the monthly meeting to allow ample time for the consultants to review the request. Requests submitted less than one week before the first Thursday of the month will be reviewed at the following month's meeting.

The current Faculty Manual Consultant List is:

1. Ellen Breazel, Chair
2. Sandy White
3. Jason Thrift

Best,

Faculty Senate Office
senate@clemsun.edu