

BYLAWS

DEPARTMENT OF MATERIALS SCIENCE AND ENGINEERING COLLEGE OF ENGINEERING, COMPUTING AND APPLIED SCIENCES, CLEMSON UNIVERSITY

Approved by MSE Faculty at its faculty meeting on November 21, 2025

These bylaws may not contradict the Faculty Manual; the Faculty Manual takes precedence over these bylaws.

Article I Membership

Membership on the faculty of the Clemson University Department of Materials Science and Engineering (MSE) will be granted through the Search & Screen procedures in Article V Section A, et seq., and in accordance with the Clemson University Faculty Manual (Faculty Manual).

Clemson University Faculty holding either regular or special appointments are defined and detailed in the Clemson University Faculty Manual.

Relevant regular appointments to MSE include Lecturers and tenure / tenure-track Assistant Professors, Associate Professors, and Professors. Research professors may have regular appointments if stipulated in their offer letters, though it is expected that research faculty holding a regular appointment are the exception and not the norm. Voting members on the following committees are limited to Faculty holding regular appointments:

- a. Departmental Tenure, Promotion, and Reappointment committees;
- b. Departmental Post-Tenure Review committees;
- c. College and university curriculum committees;
- d. College advisory committees;
- e. Faculty Senate;
- f. Grievance Board.

Relevant special appointments to MSE include Research Faculty, which include the titles of Research Assistant Professor, Research Associate Professor, and Research Professor (depending upon professional qualifications), Post-Doctoral scholars, and Adjunct and Courtesy (Joint) Faculty. The expectation is that 100% of salary support (including fringe benefits) is derived from external funds obtained by the research faculty member or their supervisor.

MSE accords Special Faculty ranks with no voting or membership privileges on unit, college, and university committees and meetings except as noted in Article II and Article III.

The Faculty Manual also describes the respective privileges and responsibilities of Endowed Chairs and Titled Professors, Emeritus Faculty, and Retired Faculty. These honorifics are not considered to be special appointments.

All restrictions concerning MSE faculty membership cited in the Faculty Manual are included herein by reference.

Article II

Faculty Holding Special Appointments

In general, MSE faculty holding special appointments follow the procedures for granting membership on the MSE Faculty, except that an open search is generally not required. Research, Courtesy (Joint), and Adjunct faculty appointments are initiated by a MSE Faculty member holding a regular appointment who requests the appointment with clear rationale and benefits to the MSE program in the form of a formal letter, accompanied by a curriculum vitae (CV) for the candidate. The procedure is described below, in Article V, Section B.

MSE faculty holding a special appointment are members of MSE. However, special appointments do not generally carry voting privileges except as noted specifically in these Bylaws but may participate in faculty meetings and some committee meetings by invitation of the Department Chair.

A Joint Appointment is a special case of Special appointments as described in Section A, below.

A. Joint Faculty Appointments

MSE may adopt and utilize faculty expertise that is beyond the scope of its discipline or field through existing faculty in another academic unit of Clemson University. New faculty members may be hired under such arrangement. The appointment of individuals to the faculty of two or more departments concurrently might be made in connection with interdisciplinary or inter-professional teaching and research programs involving several departments. A teaching assignment outside the faculty member's primary department can be made without requiring a joint appointment. Joint appointments may be either a Formal Joint appointment or a Courtesy Joint appointment. For a Courtesy Joint appointment MSE does not provide any salary while for a Formal Joint appointment part of the salary is from MSE. *The fundamental feature that must be considered between MSE and another department contemplating joint appointments is a reciprocal relationship.*

A faculty member seeking a Joint appointment in MSE should hold a regular appointment in another academic unit and meet the criteria set by the MSE department TPR committee. These appointments will be reviewed every five years.

For each Formal Joint appointee, there will be a pre-identified academic unit as the *administrative home to be clearly stated in the appointment letter*. The *administrative home* will take the lead responsibility on personnel issues, central human resources reporting, appointment, tenure, reappointment, and promotions, coordination of annual performance review, conflict resolution, and changes in employment. Everyone involved should know which department and college is serving as the *administrative home*. If a faculty member with a joint appointment wants to change the amount of time allocated to each of the units or change the administrative home in which they hold an appointment, the faculty member should discuss these plans with all the relevant units with which they are affiliated. Then with the agreement of the relevant Department Chairs and Dean(s), a modified allocation and responsibility to each unit is agreed upon.

For Formal Joint appointments, the teaching assignments will be coordinated between the different units in which the faculty member has appointments, and possibilities for cross-listed courses should be discussed. Service expectations should also be clearly delineated and coordinated. A jointly appointed individual participates in each of the faculties in which they will have an

appointment. Participation may involve teaching, research, attendance at faculty meetings, acceptance of administrative assignments, and other such functions. The extent of duties in each department must be clearly agreed upon in writing by all parties. Formal Joint Appointees in MSE may be granted a vote on all issues that may come before the faculty. The Faculty holding regular appointments fully (100%) to MSE, per Article I of the By-Laws, will determine by majority vote if a particular Formal Joint Appointee meets the criteria for significant impact, thereby qualifying for voting privileges. Such determination of qualification for voting privileges will be considered at the time of appointment but may be revisited should effort change substantively, as determined by the Department Chair. A request to change voting privilege (for example due to change in shared responsibilities) can be made by any faculty member and will require majority vote of the MSE Faculty holding regular appointments (per Article I of the By-laws).

Article III **Procedures By Which The Faculty Will Operate**

- (i) Notice of general meetings of the faculty that concern curriculum, policy and procedure issues will be given at least two full weeks in advance of the meeting. Meetings for dissemination of information or other communication matters may be called at the discretion of the Department Chair. Notification of upcoming meetings will be sent by e-mail. The Department Chair or their designee shall preside at all general meetings of the faculty referred to as “faculty meeting”. A quorum for a general meeting will consist of greater than 50% of all Faculty holding regular appointments with MSE as their administrative home and those holding Formal Joint appointments or other appointments who have been granted voting privileges in MSE matters.
- (ii) Any faculty member may request a meeting of the faculty holding regular appointments as a whole during the academic year by presenting to the Department Chair a written request for such a meeting in the form of a petition signed by one-third of the MSE faculty holding a regular appointment. The request shall include the reason for the meeting. Upon receipt of the request, the Department Chair must schedule the meeting within two calendar weeks, excluding university holidays.
- (iii) Except where specifically amended by the Bylaws, Robert’s Rules of Order will prevail.
- (iv) Votes may be taken electronically or in person. All votes at general MSE faculty meetings or in MSE Committee meetings will be taken in accordance with Robert’s Rules of Order. A simple majority vote of the faculty present is sufficient to impose use of a secret ballot for that topic. Secret voting may be suspended and show-of-hands voting may be reinstituted by motion and simple majority vote. Written proxies (taken to include email) may be submitted, but do not obviate the quorum requirements. All matters and issues, with the exception of those specified otherwise in these Bylaws will be resolved by a simple majority vote. The Department Chair will vote only in the event of a tie vote, and then only at their discretion. An unresolved tie vote is considered as tabled.
- (v) Only MSE faculty holding regular appointments, and those holding special appointments who have been previously granted voting privileges can vote on all issues that come before the MSE faculty. Formal Joint Faculty members’ voting privileges are governed by Article II, Section A. Faculty holding special appointments in the MSE may not vote but are expected to serve in an advisory role to the Department and its Committees as appropriate.
- (vi) Amendments to the Bylaws require two-thirds vote of the MSE Faculty holding regular appointments. Vote may be by written proxy. Notice of amendments will be published and distributed at a minimum two weeks before the vote.

Article IV Standing Committees

The MSE faculty will meet at least once during each academic year semester. There will be one faculty meeting prior to the final four weeks of each academic year for the purpose of committee elections for the following academic year. Other items may be considered at this meeting, in accordance with the notification proviso of Article III Section A. Faculty members will be limited to service on no more than three standing committees within the academic year at any given time and serve as Chair of only one. Furthermore, the Chair of any standing committee shall be a regularly appointed tenured / tenure track Associate Professor or Full Professor in MSE. All committee meetings are open, with the exception of those dealing with personnel or privacy issues, and the Committee Chair will ensure that notifications of meetings are publicized in accordance with Article III, Section A. A quorum for each committee will be over 50% of its voting members (excluding an ex-officio members). No committee may conduct business without a quorum. Each Standing Committee will have an MSE administrative staff member assigned to it. Duties of the committee's administrative support staff will include recording meeting minutes, scheduling of meetings, and coordinating documentation and background material at the request of the Committee Chair.

The Standing Committees in MSE are Undergraduate Curriculum and Standards (UGCS committee), Graduate Curriculum and Standards (GCS committee), Scholarship and Awards (SA committee), Tenure, Promotion, Reappointment (TPR committee), Space and Resource (SR committee), Post Tenure Review (PTR committee), and Department Chair Advisory Committee (CA committee). The Department Chair has the authority to establish ad-hoc committees as deemed necessary. Elections for PTR standing committee will only be conducted if actions are required during the calendar year. Committee service will begin on May 15 of the calendar year and run through the completion of the following academic year.

A. Undergraduate Curriculum and Standards Committee (UGCS)

A.1 Composition and meetings:

The Committee shall be elected each year and consist of at least four members of the MSE Faculty holding regular appointments (voting) and the Student Services Coordinator/Program Manager Staff member (non-voting member). One of these four regularly appointed MSE faculty will be a Lecturer, unless none are so appointed (e.g., declines to serve or the Department has no lecturers at the time), in which case a tenured / tenure-track regularly appointed faculty member will be elected. The Committee shall in turn nominate from its members a Chairperson within one week of election to the Committee. Each academic year, the committee membership shall only change by no more than 50% compared to the prior academic year. The UGSC Committee will elect annually a Committee Chair from amongst its member to oversee requisite actions and processes.

A.2 Duties:

- (i) The committee shall review findings related to assessment yearly.
- (ii) The committee shall review statistics prepared by the Student Services Coordinator/Program Manager on the diversity, persistence, and graduation of each student cohort.
- (iii) The committee shall have the responsibility for proposing evidence-based changes to MSE undergraduate recruiting, co-curricular programming, and curricula.
- (iv) The committee shall have the responsibility for evaluation of all proposals pertaining to new or revised undergraduate academic requirements, courses, and

curricula within MSE.

The committee chair will represent MSE on the College Curriculum Committee (CC).

- (v) One member of the committee shall be appointed by the committee to represent the MSE to the Honors College Curriculum Committee.

A.3 Meetings:

The meeting agenda will be provided to the faculty with regular appointments by email two working days prior to the Committee meetings and highlights of actions taken by the committee will be made during departmental meetings. Decisions of the UGCS committee shall be made by a simple majority vote of those members in attendance.

The committee decisions shall be promulgated to the faculty via discussion at department faculty meetings or through email prior to the College CC meeting at which the items considered are to be presented. The faculty with regular appointments may vote to postpone presentation of MSE UGCS committee materials to the College CC via simple petition by one-third of the faculty with regular appointments to the chairperson of the MSE UGCS, with copy to the Department Chair. The receipt of this petition by the Department Chair will constitute a request for a meeting of the faculty to consider the MSE UGCS material(s) in question.

B. Graduate Curriculum and Standards Committee (GCSC)

B.1 Composition and meetings:

The Committee shall be elected and consist of at least four members of the faculty with regular appointments. The Committee shall in turn elect from its members a chair who will serve as ex officio member (with voice but no vote) in the UGSC committee. GCSC shall meet at least once a semester (in person, virtually, or in hybrid mode). A summary of the items discussed at the GCSC meetings shall be presented at a subsequent departmental faculty meeting. Changes to the required curriculum of graduate students will be formally presented to and reviewed by the faculty. The faculty may petition to postpone presentation of MSE GCSC committee items to the College Curriculum Committee (CC). This can be done by a simple petition by one-third of the faculty with regular appointments that is presented to both the chairperson of the MSE GCSC with the Department Chair copied. The receipt of this petition by the Department Chair will constitute a request for a meeting of the faculty to consider the MSE GCSC material(s) in question. Decisions of the GCSC shall be made by a simple majority vote of all GSC members in person or remotely. The committee's decisions related to the changes to the graduate curriculum shall be presented to the voting members of the Department faculty for approval either at a departmental meeting or can be approved by an online vote.

Approval of the faculty with regular appointments must occur prior to presenting items/changes at a College CC meeting. Each academic year, the committee membership shall only change by no more than 50% compared to the prior academic year.

B.2 Duties:

- (i) The GCSC shall review applications for graduate studies in MSE.
- (ii) Based on said application review, the GCSC shall recommend to the Chair students for matriculation.
- (iii) The GCSC is responsible updating the MSE Graduate Manual as needed.

- (iv) The GCSC shall have the responsibility for evaluating all proposals pertaining to new or revised graduate academic requirements, courses, and curricula within the Department.
- (v) The GCSC chairperson will deliver to the UGSC committee chairperson all new graduate curriculum material for submission to the College Curriculum Committee in a timely manner.
- (vi) The committee shall review statistics prepared by the Student Services Coordinator/Program Manager on the diversity, persistence and graduation of each student cohort.

C. Scholarships and Awards Committee (SA)

C.1 Composition and Meetings:

The committee will be elected and consist of at least three MSE faculty members. The committee shall elect from its membership a Chair who must be a faculty member holding a regular appointment and shall call and conduct all meetings of the committee and will be the representative on the College Scholarship and Awards Committee.

C.2 Duties:

The Scholarships and Awards Committee will identify students for University, College and Departmental awards and scholarships, encourage faculty participation in the nomination process, and in the Honors and Awards Day ceremony. Additionally, the Committee will work with the Department Chair to recommend suitable faculty and staff candidates for internal and external awards and honors.

D. Tenure, Promotion, Sabbatical Leave and Reappointment Committee (TPR)

Details regarding the TPR Committee and its processes, including post-tenure review, are provided separately in the MSE TPR Guidelines

E. Space and Resource Committee (SR)

E.1 Composition and Meetings:

The Space and Resource Committee shall be elected and consist of a minimum of three members of the Faculty. There will be one technical staff member on the committee. The faculty members will be elected at the final meeting of the faculty in the spring semester of each year, one of whom shall be elected chair by the committee. Each academic year, the committee membership shall only change by no more than 50% compared to the prior academic year. The committee will at a minimum meet once during Fall and once during Spring Semester. The Space and Resource Committee will elect annually a Committee Chair from amongst its member to oversee requisite actions and processes. The Committee Chair or the Department Chair may call additional meetings of the committee as warranted.

E.2 Duties:

- (i) The Space and Resource Committee will consider and advise the Department Chair on issues directly affecting the operations within the Department's space as allocated by the College, including allotment of space to faculty and graduate students, long-range space utilization issues, and undergraduate and graduate program equipment usage, including upgrading and acquisition consideration.
- (ii) The committee will also collect ideas for new equipment, along with supporting

documentation, from the faculty.

E.3 Actions:

The decisions of the committee shall be implemented upon approval by the Department Chair. The committee shall publish minutes of its proceedings together with actions of the Chair, with distribution to the faculty in a timely fashion.

F. Chair's Advisory Committee (CA)

The purpose of the Chair's Advisory Committee is to provide advice and guidance to the Department Chair on departmental priorities, resource allocations and actions, and other activities that affect the general affairs of MSE.

F.1 Composition and Meetings:

The Chairs of all the MSE standing committees shall constitute the CA Committee. The committee will meet as needed at the request of the Department Chair, who serves as the Chair of the Advisory Committee. Upon request of two of its members to Department Chair, a special meeting of CA will be called by the Department Chair within 2 weeks of the request, excluding university holidays.

F.2 Duties:

The committee will recommend priorities and activities to be carried out by the Department Chair and by the Department's standing and ad hoc committees.

F.3 Reporting:

The Department Chair will report back to CA prior to the next regular meeting of CA on the status of any actionable items.

Article V

Incidental (Ad Hoc) Committees and Representation

A. Search and Screen (S&S) Committee

A.1 Composition and Meetings:

This S&S Committee is composed of faculty holding regular appointments in MSE elected at an MSE meeting called in accordance with Article III; Section A. The S&S committee comprises a minimum of three members holding regular appointments in MSE. The S&S Committee for tenured and tenure track positions must be composed of members of the tenured and tenure track faculty designation and if appropriate, other faculty (e.g., a Lecturer for the search of a Lecturer). The S&S Committee will elect annually a Committee Chair from amongst its member to oversee requisite actions and processes.

A.2 Duties Associated with Search for an MSE Faculty Member Holding a Regular Appointment

- (i) In response to the availability of a position for a faculty member holding a regular appointment, the S&S committee will be responsible for preparation of the faculty position announcement in accordance with faculty decisions and for managing the search process. The S&S committee will ensure compliance with all current College and University guidelines for faculty search and recruitment.

- (ii) The S&S committee will be responsible for selecting the list of potential candidates for presentation to the faculty for approval and for arranging interview visits for candidates.
- (iii) Following on-campus interviews, the S&S committee will compile a list of final acceptable candidates as recommendations to the voting MSE faculty at a meeting for discussion. The voting faculty will vote by simple majority.
- (iv) The S&S Committee will forward the list of those candidates receiving approval, with any comments, to the Department Chair.
- (v) The Department Chair will then submit the credentials of the finalist(s) to the MSE TPR Committee with a recommendation for rank and tenure status.
- (vi) The MSE TPR Committee will return its recommendation to the Department Chair who will then forward all appropriate materials to the Dean of the College for further consideration and processing as detailed in the Clemson University Faculty Manual.

A.3 Duties Associated with Search for an MSE Faculty Member Holding a Special Appointment

- (i) An MSE faculty member holding a regular appointment may nominate an individual for a faculty position of special appointment to the Department Chair.
- (ii) The Department Chair confirms the availability of funding and then notifies the S&S Committee.
- (iii) The S&S Committee reviews the applications, which must include (a) a nomination letter detailing the anticipated efforts of the faculty member holding special appointment and (b) the curriculum vitae (CV) of the candidate.
- (iv) If deemed acceptable by the S&S Committee, the nomination is then taken up by the MSE TPR committee, which recommends the type of appointment and rank as applicable to the Department Chair.
- (v) Reappointment and Promotion procedures will follow the processes described in the MSE TPR Guidelines.

B. Assessment Committee

B.1 Composition and Meetings:

The MSE Assessment Committee is composed of one representative from the UGCS Committee, one representative from the GCS Committee and the Department Chair or their designee, all of whom must be an MSE faculty member holding a regular appointment. In addition, the Student Services Coordinator/Program Manager will also be a member of this committee. The Committee will at a minimum meet once during Fall and once during Spring Semester. The Assessment Committee will elect annually a Committee Chair from amongst its member to oversee requisite actions and processes. The Committee Chair or the Department Chair may call additional meetings of the committee as warranted.

B.2 Duties:

- (i) The Assessment committee will be responsible for coordinating the Departmental preparation for the different assessments (e.g. ABET, WEAVE).
- (ii) This Committee will work closely with the UGCS, the GCS and the Department faculty to ensure timely preparation for the assessments including data collection, preparation of the documents and needed follow through.
- (iii) This committee will also work closely with the College and University regarding

assessment including identifying Departmental representatives on College and University level assessment committees.

C. Selection of other University representatives

The MSE faculty will elect representatives to the various College and University committees as needed.

Guidelines for Tenure, Promotion, and Reappointment

Department of Materials Science and Engineering

History

- Revision in response to changes in the 2024 Faculty Manual: [Approved by MSE TPR Committee on 10/10/2025. Approved by MSE Faculty on 11/21/2025. Approved by Provost on DATE]

The Tenure, Promotion, and Reappointment (TPR) Committee

Composition of the TPR Committee

The TPR Committee for the Department of Materials Science and Engineering (MSE) will consist of all MSE faculty members holding regular appointments bearing the rank of Full Professor as a committee of the whole, plus one tenured Associate Professor and one faculty member from each other non-tenure track designations (e.g., Lecturer, Research Faculty, etc.) during the cycles involving the reappointment or promotion of a faculty member from those non-tenure track designations.

If the faculty does not elect the TPR committee with this stated membership, then a TPR committee consisting of a minimum of three Full Professors plus one tenured associate professor and one faculty member of non-tenure track representing each designation pursuing reappointment or promotion as needed will be elected by the MSE faculty. Faculty who, as administrators, have input into faculty personnel decisions such as appointment, tenure, and promotion are excluded.

Regarding deliberations and voting-rights, the tenured full professors may deliberate and vote on all matters before the MSE TPR Committee. The tenured associate professor may participate in all deliberations but only vote on matters at or below their rank regardless of designation. The non-tenure track member may participate in all deliberations but only vote on matters at or below their rank and within their same designation.

In accordance with the Faculty Manual, the Chair of the MSE TPR Committee shall be elected from its membership by the MSE Faculty and must hold the rank of full professor. The chair shall call and conduct all meetings of the TPR Committee and coordinate activities to perform committee duties. Any person under consideration for action by the committee will be excused from all discussion related to his / her action and any other discussion relevant to the action.

Should MSE have only one (1) tenured associate professor or faculty member of non-tenure track designation, then during those cycles when an action involves the either one of these faculty members, a faculty member holding an equivalent or higher rank and / or designation from another CECAS department will serve in their stead. This selection will be made by the TPR Chair and MSE Department Chair with the permission of the Department Chair of the CECAS department in which the alternative non-MSE faculty member is appointed. An alternate TPR Chair may be elected from its membership to serve in place of the chair in the event that the chair is unable to perform his / her committee duties. The chair and any alternate chair will serve a one-year term, which may be renewed by vote of the TPR Committee members.

Responsibilities

1. The TPR Committee shall perform duties as specified by the Faculty Manual and the Bylaws of the College of Engineering, Computing, and Applied Science (CECAS) as appropriate for reappointment, tenure, promotion, sabbatical leave, and post-tenure review. The MSE TPR

Committee may, at its option, include the results of any votes by the Committee in any reports of its actions with respect to tenure, promotion, reappointment, sabbatical leave, and post-tenure review.

2. The TPR Committee will review and recommend rank and tenure status for Search and Screen candidates at the associate and full professor levels within MSE.
3. The Committee will evaluate and recommend responses (to the Chair) for joint appointment and adjunct appointment requests made to MSE.
4. The committee will perform any other assigned duties regarding evaluation of academic credentials of individuals holding faculty appointments within the Department.
5. At the request of an MSE faculty member, and in consultation with the Department Chair, the MSE TPR Committee will offer mentoring of faculty who may subsequently pursue action related to tenure, promotion, and/or reappointment.

Article I: Criteria for Tenure, Promotion and Reappointment

The mission of Clemson University comprises three components: teaching, research, and service. The primary role of the faculty of the University is to seek, generate, and communicate knowledge. Thus, the work of each faculty member holding a regular appointment in the Department of the Materials Science and Engineering shall be evaluated on his or her dedication to and effectiveness in scholarship, which will include, but not be limited to the discovery, synthesis, dissemination, and application of knowledge.

This document lists criteria that are used by the Department of Materials Science and Engineering review for tenure, promotion, and reappointment (TPR) and for post-tenure review (PTR) of Clemson University faculty holding regular appointments in MSE and outlines the evidence that will be used to support accomplishments under each criterion. These criteria are specific to the Department of Materials Science and Engineering and are consistent with University and College goals. Performance criteria relate to the field of materials science and engineering.

1. Research Performance

- 1.1 Scholarship: refereed scholarly work as indicated by the following supporting evidence:
 - 1.1.1 Publications in peer-reviewed journals where faculty is a corresponding author.
 - 1.1.2 Publications in peer-reviewed journals, where faculty is a collaborating author. Statement of contribution by faculty member to collaborative publications can be provided.
 - 1.1.3 Author / co-author of technical books / textbooks, research monographs, and book chapters.
 - 1.1.4 Invited presentations at international / national conferences, academic seminars / colloquia, and industry / professional venues.
 - 1.1.5 Contributed presentations at international / national conferences.
 - 1.1.6 Publications in conference proceedings.
 - 1.1.7 Citations
 - 1.1.8 Intellectual property, including publicly available software packages and simulation data, patents, licenses, and other entrepreneurial pursuits.
 - 1.1.9 Honors and awards based on scholarly achievement.
- 1.2 Research funding
 - 1.2.1 Expenditures from competitive federal, corporate, or state sources where faculty member is the Principal Investigator (PI).
 - 1.2.2 Support generated for faculty member's graduate students and post-doctoral scholars.
- 1.2 Research Collaborations

- 1.3.1. Research contracts and grants where faculty member is co-PI.
- 1.3.2. Joint research and grant proposals where faculty member is PI or co-PI.

- 2 *Teaching Performance:* In addition to feedback from instruction and course evaluation forms completed by students (i.e., 2.1 below), evaluation of teaching effectiveness must include at least two of the following:
 - 2.1. Clemson University Student Course Evaluations.
 - 2.2. Evidence-based measurements of student learning (such as pre- and post-testing or student work samples) that meet defined student learning outcomes.
 - 2.3. Evaluation (by peers and/or administrators) of course materials, learning objectives, and examinations.
 - 2.4. In-class visitation by peers and/or administrators.
 - 2.5. A statement by the faculty member describing the faculty member's methods and/or a teaching philosophy.
 - 2.6. Exit interview/surveys with current graduates/alumni (see Clemson University Faculty Manual – August 2024 (v1.0) 69 CHAPTER VI F.2).
 - 2.7. Additional criteria as appropriate for the discipline and degree level of the students.
 - 2.8. A statement by the faculty member of methods or philosophy that also describes and documents how feedback from student rating of course experiences or evaluation instruments above were used to improve teaching.
- 3 *Mentoring of Students and Researchers*
 - 3.1. Principal advisor to MSE graduate students
 - 3.2. Principal advisor to MSE postdoctoral research associates and visiting scholars.
 - 3.3. Member of thesis and dissertation committees
 - 3.4. Member of thesis and dissertation outside of MSE or Clemson University.
 - 3.5. Undergraduate research MSE students advised.
 - 3.6. Advisor to MSE-related student organizations.
 - 3.7. Professional advisor to MSE undergraduate and graduate students.
- 4 *Service and Collaboration*
 - 4.1 Service to the University
 - 4.1.1 University, College, and Departmental committee service.
 - 4.1.2 University, College, and Departmental administration.
 - 4.2 Professional service activities and accomplishments
 - 4.2.1 Elected and appointed leadership positions (e.g., officer, committees, boards, etc.).
 - 4.2.2 Editor, guest editor, or editorial board member of professional organizations / publishers.
 - 4.2.3 Organizer/chair of professional meetings and workshops.
 - 4.2.4 Reviewer and panelist for funding agencies or for technical papers/manuscripts.
 - 4.2.5 Service to governmental agencies.
 - 4.3 Public and Private Sector
 - 4.3.1 Externally delivered courses and short courses.
 - 4.3.2 Consulting.

Article II: Evaluation of Criteria Tenure, Promotion, and Reappointment (TPR)

1. Faculty holding regular appointments
 - 1.1. Tenure / Tenure-Track Faculty

- 1.1.1. Reappointment to a tenure-track position
 - 1.1.1.1. Reappointment to a tenure-track position requires evidence of progress towards meeting Article I: Criteria for Tenure, Promotion and Reappointment. All reappointments are made on a year-to-year probationary basis until tenure is granted. Extensions of the probationary periods will be allowed in accordance with the Clemson University Faculty Manual.
- 1.1.2. Promotion to Associate Professor and/or the awarding of tenure
 - 1.1.2.1. Promotion to Associate Professor and/or the awarding of tenure requires consistent and continuous success in meeting Article I: Criteria for Tenure, Promotion and Reappointment. Significant levels of continued success in meeting the Criteria and the expectation of attaining national recognition and prominence for scholarship.
- 1.1.3. Promotion to Professor
 - 1.1.3.1. Promotion to Professor requires consistent and continuous success in meeting Article I: Criteria for Tenure, Promotion and Reappointment and the attainment of international prominence and recognition for scholarship. Length of service as an Associate Professor is not a sufficient criterion for promotion to Professor.
- 1.2. Non-Tenure-Track Faculty
 - 1.2.1. *Lecturers* will be selected according to their professional qualifications in accordance with Clemson University Faculty Manual and MSE Bylaws. Article 1, Section 2 (Teaching Performance) of these MSE TPR Guidelines represent the primary criteria for reappointment evaluation and promotion. If the Lecturer has service or research responsibilities stated in their Offer Letter, then Article 1, Section 4 (*Service and Collaboration*) or Article 1, Section 1 (*Research Performance*) may also be employed in evaluation, but these Sections are secondary to Article 1, Section 2 when it comes to the performance of Lecturers.
 - 1.2.1.1. Reappointments are made on a year-to-year basis and require evidence of progress towards meeting the Article 1, Section 2 Criteria.
 - 1.2.1.2. Promotion to Senior Lecturer is intended to recognize the efforts, contributions, and performance of Lecturers who combine effective instruction with additional contributions to the mission of Clemson University. Length of service as a Lecturer is not a sufficient criterion for promotion to Senior Lecturer. Lecturers may request promotion to Senior Lecturer after their fourth year of service and *must* request promotion to Senior Lecturer by their eighth year of service. Equivalent experience at Clemson may be counted towards the four-year service requirement if previously approved. If a Lecturer fails to request promotion to Senior Lecturer by their eighth year or is not promoted to Senior Lecturer following a request in their eighth year, they will not be reappointed after a final ninth year of service. See the Faculty Manual for full details of the University's Senior Lecturer promotion policy.
 - 1.2.1.3. Promotion to Principal Lecturer is intended to recognize the efforts, contributions, and performance of Senior Lecturers who combine effective instruction with additional significant contributions to the mission of the University. Length of service as a Senior Lecturer not a sufficient criterion for promotion to Principal Lecturer. Senior Lecturers may request promotion to

Principal Lecturer after their fourth year of service as a Senior Lecturer. See the Faculty Manual for full details of the University's Principal Lecturer promotion policy.

- 1.2.2. *Research Faculty* holding regular appointments will be selected according to their professional qualifications in accordance with Clemson University Faculty Manual and MSE Bylaws. Article 1, Section 1 (*Research Performance*) of these MSE TPR Guidelines represent the primary criteria for reappointment evaluation and promotion. If the Research Faculty member has teaching, mentoring, or service responsibilities stated in their Offer Letter, then Article 1, Section 2 (*Teaching Performance*), Article 1, Section 3 (*Mentoring of Students and Researchers*), or Article 1, Section 4 (*Service and Collaboration*) may also be employed in evaluation, but these Sections are secondary to Article 1, Section 1 when it comes to the performance of Research Faculty member.
 - 1.2.2.1. Reappointments are made on a year-to-year basis and require evidence of progress towards meeting the Article 1, Section 1 Criteria.
 - 1.2.2.2. Promotion to Associate Research Professor requires consistent and continuous success in meeting Article 1, Section 1 criteria and attaining national recognition and prominence for scholarship.
 - 1.2.2.3. Promotion to Research Professor requires consistent and continuous success in Article 1, Section 1 criteria and attaining international recognition and prominence for scholarship. Length of service as Research Associate Professor is not a sufficient criterion for promotion to Research Professor.
2. Faculty holding special appointments
 - 2.1. Faculty holding special appointments will be selected according to their professional qualifications in accordance with Clemson University Faculty Manual and MSE Bylaws.
 - 2.2. Special appointments may include Research Faculty, Postdoctoral Research Fellows, Adjunct / Courtesy Faculty, Visiting Faculty, ROTC Faculty, Extension Faculty, Part-Time Faculty, Clinical Faculty, and Professors of Practice whose appointments are contingent on funding availability and may be renewable, but not expressly so.
 - 2.3. All faculty holding special appointments will be reviewed on an annual basis by their Supervisor, a faculty member holding a regular appointment.
 - 2.4. The criteria for reappointment will be determined based on funding constraints, research program needs, and satisfactory performance as determined by the Supervisor in concurrence with the Department Chair
 - 2.4.1. Annual reviews and reappointment
 - 2.4.1.1. The Offer Letter for faculty holding special appointments will specify the primary purpose(s) of their employment: Research / Scholarship, Teaching, Mentoring, and / or Service.
 - 2.4.1.2. An annual review will be conducted by the Supervisor and employ the criteria defined in these MSE TPR Guidelines for each of those purposes. That is: Article 1, Section 1 (*Research Performance*) will be employed if the faculty member holding a special appointment specified in their Offer Letter as primarily conducting research and scholarship (e.g., Research Faculty or Postdoctoral Scholar). Similarly, should the faculty member holding a special appointment have teaching, mentoring, or service responsibilities as defined in their Offer Letter, then Article 1, Section 2 (*Teaching Performance*), Article 1, Section 3 (*Mentoring of Students and Researchers*), and / or Article 1, Section 4 (*Service and Collaboration*) will govern the annual review criteria.

2.4.2. Promotion to higher ranks

2.4.2.1. The process for promotion of a faculty member holding a special appointment will mirror the process for promotion of faculty holding a regular appointment and will be conducted by the MSE TPR Committee and the MSE Department Chair.

2.4.2.1.1. Promotion to Associate Rank

Promotion to the Associate rank for faculty of special appointment requires consistent and continuous success in meeting the Article I Criteria for Tenure, Promotion and Reappointment that directly aligns with faculty member's primary employment purpose (see Section 2.4.1.1). Significant levels of continued success in meeting the Criteria and the expectation of attaining national recognition and prominence for the selected criteria area(s).

2.4.2.1.2. Promotion to Professor

Promotion to the Full rank for faculty of special appointment requires consistent and continuous success in meeting the Article I Criteria for Tenure, Promotion and Reappointment that directly aligns with faculty member's primary employment purpose (see Section 2.4.1.1). Significant levels of continued success in meeting the Criteria and the expectation of attaining international recognition and prominence for the selected criteria area(s). Length of service at the Associate rank is not a sufficient criterion for promotion to the Professor rank.

2.4.3 *Adjunct and Courtesy Faculty*: In consultation with the MSE Department Chair and TPR Committee, appointment of faculty holding a special appointment to adjunct or courtesy status in MSE will be required to execute at least one or more of the tasks:

- Present guest lectures in a specific graduate/undergraduate course on a topic of their interest and pertinent to the course content/syllabi.
- Serve on PhD/MS graduate committees as an additional committee member (as per MSE graduate guidelines).
- Actively participate in jointly funded research programs reflected by funded research and joint publications/presentations.

Appointees who are qualified scientists / engineers from a public or private sector organization, including Government Laboratories, may contribute in one of the following additional ways:

- Host students/faculty visits to their company/National Labs.
- Propose and mentor industry sponsored senior design projects.
- Supervise internships for graduate and undergraduate MSE students.

Article III: Materials to be submitted For Tenure, Promotion, and Reappointment (TPR)

1. Faculty holding regular appointments

1.1. Tenure / Tenure-Track Faculty

1.1.1. Reappointment of Tenure-Track Faculty in their First Academic Year

1.1.1.1. In lieu of letters of reappointment for first year faculty, the MSE TPR Committee, Department Chair, and Dean complete a standard "Review for Faculty in the First Year Form."

1.1.2. Reappointment of Tenure-Track Faculty after their First Academic Year

- 1.1.2.1. As part of the MSE TPR process, a portfolio is to be compiled in electronic form and sent forward for review at the departmental (separately by Chair and TPR Committee), college, and Provost's level using Clemson University's on-line system, *Faculty Success*, which is available through the Provost's office webpage.
- 1.1.2.2. Specific materials to be submitted are as follows:
 - 1.1.2.2.1. Letter Requesting Action: The candidate provides a letter requesting tenure, promotion and/or reappointment. Candidate should state what TPR action is being requesting and then provide an executive summary of activities as justification based on the TPR Criteria.
 - 1.1.2.2.2. Standard College Curriculum Vitae (CV): The candidate up-to-date CV is to be provided in standard college format.
 - 1.1.2.2.3. Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action, detailed to align with the Criteria provided herein.
 - 1.1.2.2.4. Teaching Statement: The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, evidence of effectiveness, challenges and responses to challenges, how student feedback was used to improve teaching, and other relevant information is to be provided.
 - 1.1.2.2.5. Student Feedback Forms: The candidate shall upload all available student feedback forms.
 - 1.1.2.2.6. Other Evidence of Teaching Effectiveness: The candidate provides any other evidence of teaching effectiveness that not provided in the prior two sections. The MSE TPR Committee will provide additional guidelines as to required forms of evidence as needed to align with College expectations.
 - 1.1.2.2.7. Research/Scholarship Activities: The candidate provides information about research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc.
 - 1.1.2.2.8. Service Activity: The candidate provides information about service activity that was not addressed in the standard college resume.
 - 1.1.2.2.9. Extension Activity: Candidates who have extension appointment or funding will complete this section. The candidate provides information about extension activity that was not addressed in the standard college resume.
 - 1.1.2.2.10. Goals Statement: The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section.
 - 1.1.2.2.11. External Evaluator List from Candidate: This section is only necessary for faculty seeking promotion and/or tenure. The candidate lists their recommendations for external evaluator(s) that could provide independent evaluative comments as part of the candidate review, if applicable. Candidates provided this same information during the TPR-precheck step and are to report it here to promote transparency. At least 3, but preferably 6 or more names, along with contact information, a brief biographical sketch and summary reasons for selecting the suggested evaluator should be provided.
 - 1.1.2.2.12. Workload Reports: Candidate uploads Activity Reports as well as prior *Faculty Success* reports if applicable.

- 1.1.2.2.13. Supplementary Information: The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section.

1.2. Non-Tenure-Track Faculty

1.2.1. Lecturers

- 1.2.1.1. Reappointment for faculty holding a position of Lecturer, Senior Lecturer, and Principal Lecturer is made on an annual, 3-year, and 5-year basis, respectively and require evidence of progress towards meeting the Article 1, Section 2 Criteria (*Teaching Performance*).
- 1.2.1.2. As part of the MSE TPR process, a portfolio is to be compiled in electronic form and sent forward for review at the departmental (separately by Chair and TPR Committee), college, and Provost's level using Clemson University's on-line system, *Faculty Success*, which is available through the Provost's office webpage.
- 1.2.1.3. Specific materials to be submitted are as follows:
 - 1.2.1.3.1. Letter Requesting Action: The candidate provides a letter requesting promotion and/or reappointment. Candidate should state what TPR action is being requesting and then provide an executive summary of activities as justification based on the TPR Criteria.
 - 1.2.1.3.2. Standard College Curriculum Vitae (CV): The candidate up-to-date CV is to be provided in standard college format.
 - 1.2.1.3.3. Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action, detailed to align with the Criteria provided herein.
 - 1.2.1.3.4. Teaching Statement: The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, evidence of effectiveness, challenges and responses to challenges, how student feedback was used to improve teaching, and other relevant information is to be provided.
 - 1.2.1.3.5. Student Feedback Forms: The candidate shall upload all available student feedback forms.
 - 1.2.1.3.6. Other Evidence of Teaching Effectiveness: The candidate provides any other evidence of teaching effectiveness that not provided in the prior two sections. The MSE TPR Committee will provide additional guidelines as to required forms of evidence as needed to align with College expectations.
 - 1.2.1.3.7. Goals Statement: The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section.
 - 1.2.1.3.8. Workload Reports: Candidate uploads Activity Reports as well as prior *Faculty Success* reports if applicable.
 - 1.2.1.3.9. Supplementary Information: The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section. For example, if Lecturer also has service in their stated activities, then candidate can provide information about service activity that was not addressed in the standard college resume.

1.2.2. Research Faculty

- 1.2.2.1. Reappointments are made on a year-to-year basis and require evidence of progress towards meeting the Article 1, Section 1 Criteria (*Research Performance*).

- 1.2.2.2. As part of the MSE TPR process, a portfolio is to be compiled in electronic form and sent forward for review at the departmental (separately by Chair and TPR Committee), college, and Provost's level using Clemson University's on-line system, *Faculty Success*, which is available through the Provost's office webpage.
- 1.2.2.3. Specific materials to be submitted are as follows:
 - 1.2.2.3.1. Letter Requesting Action: The candidate provides a letter requesting promotion and/or reappointment. Candidate should state what TPR action is being requesting and then provide an executive summary of activities as justification based on the TPR Criteria.
 - 1.2.2.3.2. Standard College Curriculum Vitae (CV): The candidate up-to-date CV is to be provided in standard college format.
 - 1.2.2.3.3. Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action, detailed to align with the Criteria provided herein.
 - 1.2.2.3.4. Research/Scholarship Activities: The candidate provides information about research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc.
 - 1.2.2.3.5. Goals Statement: The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section.
 - 1.2.2.3.6. External Evaluator List from Candidate: This section is only necessary for faculty seeking promotion. The candidate lists their recommendations for external evaluator(s) that could provide independent evaluative comments as part of the candidate review, if applicable. Candidates provided this same information during the TPR-precheck step and are to report it here to promote transparency. At least 3, but preferably 6 or more names, along with contact information and a brief biographical sketch should be provided.
 - 1.2.2.3.7. Workload Reports: Candidate uploads Activity Reports as well as prior *Faculty Success* reports if applicable.
 - 1.2.2.3.8. Supplementary Information: The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section. For example, if Research faculty member also has teaching in their stated activities, then candidate can provide information about teaching activities that was not addressed in the standard college resume.

2. Faculty holding special appointments

2.1. Faculty holding special appointments are reappointed annually.

- 2.1.1.1. A portfolio is to be compiled in electronic form and reviewed by the faculty member's Supervisor in concurrence with the MSE Department Chair.
- 2.1.1.2. Specific materials to be submitted are as follows:
 - 2.1.1.2.1. Letter Requesting Action: The candidate provides a letter requesting promotion and/or reappointment. Candidate should state what TPR action is being requesting and then provide an executive summary of activities as justification based on the TPR Criteria.
 - 2.1.1.2.2. Standard College Curriculum Vitae (CV): The candidate up-to-date CV is to be provided in standard college format.

- 2.1.1.2.3. Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action, detailed to align with the Criteria provided herein.
- 2.1.1.2.4. Research/Scholarship Activities: The candidate provides information about research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc.
- 2.1.1.2.5. Goals Statement: The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section.
- 2.1.1.2.6. Supplementary Information: The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section. For example, if Research faculty member also has teaching in their stated activities, then candidate can provide information about teaching activities that was not addressed in the standard college resume.

Article IV: Completion Dates For Tenure, Promotion, and Reappointment (TPR)

- Clemson University has an established calendar of dates and deadlines for tenure, promotion, and reappointment processes. Please consult the dates listed on the Provost's website for the most up to date schedule for submitting electronic TPR notebook for promotion and/or tenure. Please, see the following link: <https://www.clemson.edu/provost/faculty-affairs/promotion-tenure.html>
- The candidate is responsible for complying with the dates imposed by the University, the College of Engineering Computing & Applied Sciences, and the Department of Materials Science and Engineering.

Article V. Sabbatical Review

Composition of the Sabbatical Leave Committee

- The MSE TPR Committee, with the addition of the Department Chair who serves as Chair, will constitute the MSE Sabbatical Leave Committee.

Procedure

- Procedures for submitting Sabbatical Leave proposals are found in the Faculty Manual. Upon receipt of the proposal, the MSE Sabbatical Leave Committee will prepare a written recommendation that shall be forwarded directly to the Dean with a copy to the applicant. This recommendation will take no longer than two weeks from submission of the proposal.

Article VI. Post-Tenure Review

Composition of the PTR Committee

- Post tenure review (PTR) serves to rigorously evaluate professional contributions of tenured MSE faculty and ensure that all faculty members serve the needs of the students and the institution, and that excellent faculty members are identified and rewarded.
- Whenever any MSE faculty member is scheduled for regular post-tenure review (PTR) or in a period of post-tenure review remediation, a PTR Committee, separate from the regular TPR Committee will be constituted. Only tenured regular MSE faculty holding regular appointments are eligible for election to the PTR committee. The committee must have a minimum of three members. The PTR committee will elect its own chair. Faculty members undergoing Part II of PTR, as defined in Faculty Manual, are not eligible to serve on the PTR Committee.

Procedure

- Procedures for PTR shall follow these MSE TPR guidelines. All faculty members who hold a tenured faculty position shall be subject to PTR every year, beginning at the time that tenure is granted. Promotion during that period does not alter the schedule for review. PTR covering the five-year period is conducted during the Fall semester of the sixth year, when one or more MSE faculty members is scheduled for review. The year or years in which a faculty member is on sabbatical, unpaid leave, and/or extended sick leave shall not be counted in the review period.
- The Department Chair and the Dean must not be involved directly in the peer review process at the departmental level. Post tenure reviews are linked to the Annual Reviews and goals outlined by the Department Chair.
- The PTR committee reviews the ratings received on the most recent available series of five years of annual performance reviews. All tenured faculty members receiving no more than one (of five) annual performance rating of “fair,” “marginal,” or “unsatisfactory” in Faculty Manual’s Part I of the Post Tenure Review process receive a Post-Tenure Review rating of “satisfactory.” These faculty members are thereby exempt from Part II of Post-Tenure Review. All tenured faculty members receiving two or more annual performance ratings of “fair,” “marginal,” or “unsatisfactory” will be reviewed under the Faculty Manual’s Part II of PTR.
- To ensure adequate external representation in the Part II PTR process, PTR Committee will solicit six (6) reference letters submitted from outside of Clemson University on each individual under Part II review. The faculty under Part II review will be requested to provide a list of at least six references familiar with their work. Three of these references will be requested to provide letters for PTR review by the chair of the PTR Committee. Three (3) other letters will be solicited by the Chair of the PTR Committee from the individuals outside of Clemson University who have a similar expertise to that of the faculty subject to the Part II review. The academic rank of these references should not be lower than that of the individual subject to Part II PTR. Part II PTR and evaluations should be performed in accordance with the procedures outlined in the Faculty Manual.
- Individuals who receive a rating of “unsatisfactory” must be given a period of remediation to correct deficiencies detailed in the PTR reports. The Department Chair, in consultation with the PTR committee and the faculty member, shall provide a list of specific goals and measurable outcomes that the faculty member should achieve in each of the three calendar years following the date of formal notification of the unsatisfactory outcome.

Requirements For Academic Unit Bylaws

Academic Unit: Material Science & Engineering

Date: February 10, 2026

Unit bylaws must be approved by the faculty and reviewed by the Provost. (*FM Chapter IX§L2d*) .

This checklist will be completed by the Faculty Manual consultant to ensure that academic unit bylaws conform with the 2025 – 2026 Faculty Manual

Item #	Requirement	Reference	Yes	No	NA
1	Bylaws may not abrogate or alter the policies specified in the <i>Faculty Manual</i> .	III§A1c	X		
2	Statement any provisions within the bylaws that contradict the <i>Faculty Manual</i> are null and void	IX§L2f	X		
3	Tenure, Promotion, and Re-appointment standards and procedures will be stipulated in an academic unit's TPR document that is distinct from academic unit or unit bylaws.	V§D1c	X		
4	A provision that voting membership shall consist of all academic unit faculty with majority regular appointments within the academic unit,	IV §B2 a	X		
5	Includes a statement that individuals with other appointments have voting privileges; If this statement is not included then voting privileges are solely granted to faculty with regular appointments.	IV § B3 a	X		
6	Candidates for appointment to Tenured and Tenure Track faculty ranks shall be recruited and evaluated by a search and screening committee, created as specified in the academic unit bylaws, composed of members of the tenured and tenure track faculty and, if specified in the bylaws, other faculty.	V§B5ai IXC.3	X		
7	Candidates for appointment to other faculty ranks shall be recruited and evaluated using a process specified in the academic unit bylaws.	V§B5b IXC.3	X		
8	Not inconsistent with the opportunity to establish other duties assigned to the academic unit chair	VIII§I2o	X		
9	Identifies mechanisms to appoint or elect members to academic unit, college and university committees as identified in the academic unit bylaws, college bylaws or <i>Faculty Manual</i> .	IX§D1	X		
10	Provision for the academic unit chair to conduct a regular meeting of the academic unit faculty <i>at least once</i> in each of the long semesters	IX§L3a	X		
11	Provision for a standing curriculum committee and selection procedures that do not restrict any member of the academic unit faculty with voting privileges from consideration.	IX§L4a IX§L8	X		
12	Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees if desired.	IX§L4b	X		
13	Provision for curriculum committees to elect their own chair, who also serves on the college curriculum committees	IX§L4c, d & e	X		
14	Provision that if the academic unit has a single curriculum committee the chair serves on the college curriculum committee (if there is one) or to the college undergraduate curriculum committee and delegates to the academic unit curriculum committee the authority to name the academic unit's representative to the college graduate curriculum committee.	IX§L4e	X		
15	Provision the elected chair of the graduate curriculum committee, if one exists, represents the academic unit on the college graduate curriculum committee	IX§4d			X

16	Provision for a standing advisory committee of faculty members, chaired by the academic unit chair, the composition of which shall be specified in the bylaws. Selection procedures may not restrict any member of the academic unit faculty with voting privileges from being considered for membership.	IX§L5a	X		
17	Consistent with the opportunity to establish other standing committees in bylaws if desired.	IX§L6a	X		
18	Provision for Ad Hoc committees to be established at the academic unit chair's discretion.	IX§L6c	X		
19	Bylaws may not exclude faculty from membership on academic unit committees on the basis of rank, designation, or tenure status except for those performing functions specifically limited by the Faculty Manual.	IX§ L 7	X		



MEMORANDUM OF REVIEW AND APPROVAL – Department or School Bylaws

To: Faculty and Staff
From: The Office of the Provost
Subject: Bylaws Review for the Department of Materials Science & Engineering

College: CECAS Department or School: Materials Science & Engineering

1. In accordance with the most recent edition of the Clemson University Faculty Manual, the attached document has been reviewed for compliance with the Faculty Manual and the Constitution of the Faculty of Clemson University. The compliance checklist and comments are appended.
2. The Faculty of the unit approved the attached bylaws on: November 21, 2025, as certified by
John Ballato (signature) John Ballato, TPR Chair (printed name).
3. The signatures below indicate that the department chair or school director and the college dean reviewed the attached bylaws and acknowledge the advancement of them for Provost review.
John Ballato (Chair/Director) [Signature] (Dean)
4. I have reviewed the attached document and concur with the faculty's approval and the compliance review. Any comments are appended below.
5. Previous or unsigned versions of this document are invalid and rendered null and void beginning the effective date of approval of the amended and adopted bylaws.

A handwritten signature in black ink, appearing to read "J. Cole Smith".

Date: _____

J. Cole Smith,
Executive Vice President for Academic Affairs and Provost

Comments: