



FACULTY SENATE RESOLUTION 2026-04-14-1

Policy Committee Approval: March 23, 2026

Faculty Senate Consideration (Proposed): May 12, 2026

Topic: Faculty Manual Consultant

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

Whereas the University also provides for such participation in matters of pertaining to academic policies, procedures, and practices at the university level; and

Whereas the *Faculty Manual* contains policies and procedures governing the Faculty Manual Consultant; and

Whereas the Faculty Manual Consultant serves as an important resource for university constituents and must be retained in some form; and

Whereas the currently defined workload and expertise required of the position make finding a single faculty member who can carry out all of the duties of the position difficult, leading to a small pool of qualified candidates; and

Whereas the current selection process, coupled with this small pool, creates a vulnerability in cases of unexpected vacancy; and

Whereas Policy Committee Report 2525 (PCR 2525) recommended amendments to the *Faculty Manual* to expand the Faculty Manual Consultant from a single consultant to several who can act as a committee, chaired by the Policy Committee Chair, who will provide interpretations of the Faculty Manual to constituents and support the Provost's office compliance review of Bylaws and TPR documents ; and

Whereas PCR 2525 also recommended amendments to the policies on appointment of the Faculty Manual Consultants to modify the selection process such that Consultants are appointed by the Faculty Senate Advisory Committee, rather than the Provost; and

Whereas PCR 2525 also recommended improving the process by which proposed amendments to the Faculty Manual are forwarded to the Provost, negotiated by the Senate as necessary, and incorporated into the Manual such that these can be supported by officers and members of the Senate, rather than relying on staff support, which comes with occasional vacancies; and

Whereas PCR 2525 was adopted by the Faculty Senate on March 10, 2026 without amendment; and

Whereas amendments to the *Faculty Manual* are required to affect the recommendations of PCR 2525; it is therefore

Resolved that Chapter III.A.1.d of the *Faculty Manual* be amended to **strike** the words “and the” and **insert** the words “or a” before the words “Faculty Manual Consultant.”; and it is

Resolved that Chapter III.A of the *Faculty Manual* be amended to **insert** the following text as a new section 2:

“2. Faculty Manual Consultants

- a. Faculty members are appointed by the Faculty Senate Advisory Committee to serve as Faculty Manual Consultants. These consultants are responsible for:
 - i. Providing interpretations of the *Faculty Manual* for university constituents;
 - ii. Reviewing Faculty Senate resolutions for impact on the *Faculty Manual* and providing feedback;
 - iii. Assisting colleges and academic units with revisions to bylaws and/or TPR documents;
 - iv. Reviewing college and academic unit bylaws for compliance with the *Faculty Manual* prior to their effective date of revision;
 - v. Revising academic unit TPR documents for compliance with the *Faculty Manual* prior to their effective date of revision.
- b. Consultants who are not members of the Faculty Senate shall serve as ex officio members of the Faculty Senate Policy Committee during their terms of appointment.
- c. When the Faculty Manual Consultants act as a committee to carry out any of their responsibilities, the chair of the Faculty Senate Policy Committee shall serve as chair.”; and it is

Resolved that Chapter III.B.1.a of the *Faculty Manual* be amended to **insert** the words “Any resolution to amend the *Faculty Manual* must specifically indicate the proposed language of the change.” at the end of this section; and to **insert** the following text as a new section: “b. Before the change is considered by the Faculty Senate, the Faculty Manual Consultants must check the language and format of the proposed resolution, and ensure that the manual will remain internally consistent with the inclusion of the proposed change.”; and it is

Resolved that Chapter III.B.1 of the *Faculty Manual* be further amended to strike the following interpretive note in its entirety:

“NOTE: Any Senate resolution should also be checked by the Faculty Manual Consultants

to see if it requires a change in the manual. If a resolution does require a change to the manual, the resolution must specifically indicate the proposed language of the change.”; and it is

Resolved that Chapter III.B.1.b (now c) of the *Faculty Manual* be further amended to strike the entirety of subsections i, ii, and iii; and it is

Resolved that Chapter III.B.1.c (now d) of the *Faculty Manual* be further amended to strike the words “Faculty Manual Consultant” and insert the words “President of the Faculty Senate” in their place; and to strike the entirety of subsection iii; and it is

Resolved that Chapter III.B.1.d (now e) of the *Faculty Manual* be further amended to strike the words “or accepts it subject to a change in its language”; and it is

Resolved that Chapter III.B.1 of the *Faculty Manual* be further amended to insert the following text as a new subsection:

“ f. If the administration accepts the resolution subject to a change in its language, the President of the Faculty Senate returns the resolution to the Faculty Senate Policy Committee to consider the recommended revision.

i. If the Faculty Manual Consultants determine the revision to be minor, with no substantive changes to the intent of the previously adopted resolution, the Policy Committee may approve the revision directly.

(1) The President of the Faculty Senate shall notify the Faculty Senate of the approved revision at its next regular meeting.

(2) Any member of the Faculty Senate may challenge the determination of the Faculty Manual Consultants and move that the revised resolution be reconsidered by the Faculty Senate.

(3) A motion to overturn the determination of the Faculty Manual Consultants and reconsider the revised resolution requires a majority vote of the Faculty Senate.

ii. If the Faculty Manual Consultants determine the revision to be major, with substantive changes to the intent of the previously adopted resolution, the Policy Committee shall refer the revised resolution to the Faculty Senate for reconsideration.

(1) Adoption of the revised resolution requires a two-third vote of the Faculty Senate.” and it is

Resolved that Chapter III.B.2.c of the *Faculty Manual* be further amended to strike the words “the Faculty Manual consultant and under the oversight of” before the words “the President of the Faculty Senate.” and it is

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118 **Resolved** that Chapter IX.E of the *Faculty Manual* be further amended to **strike** the words
119 “Faculty Manual Consultant” and **insert** the words “Chair of the Committee on Committees”
120 in their place; and it is

121 **Resolved** that Chapter X.J.2.c.v of the *Faculty Manual* be amended to **strike** the words
122 “Faculty Manual Consultant” and insert the words “President of the Faculty Senate” in
123 their place; and it is

124 **Resolved** that Chapter X.K of the *Faculty Manual* be amended to **strike** the entirety of this
125 section; and it is

126 **Resolved** that all additional references to “Faculty Manual Consultant” throughout the
127 *Faculty Manual* be amended to be made plural, including the following sections:

128 VII.C.3.i

129 VII.D.5.j

130 IX.K.1.d.i

131 IX.K.1.f

132 IX.K.1.g

133 IX.L.2.e

134 IX.L.2.g

135 IX.L.2.h

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

Final Proposed Language

CHAPTER III INTRODUCTION

B. Overview

1. The Nature and Function of This Manual

- d. If there is uncertainty about how to apply the *Faculty Manual* in a particular situation, users are invited to consult with the President of the Faculty Senate and the or a Faculty Manual Consultant.

2. Faculty Manual Consultants

- a. Faculty members are appointed by the Faculty Senate Advisory Committee to serve as Faculty Manual Consultants. These consultants are responsible for:
- i. Providing interpretations of the *Faculty Manual* for university constituents;
 - ii. Reviewing Faculty Senate resolutions for impact on the *Faculty Manual* and providing feedback;
 - iii. Assisting colleges and academic units with revisions to bylaws and/or TPR documents;
 - iv. Reviewing college and academic unit bylaws for compliance with the *Faculty Manual* prior to their effective date of revision;
 - v. Reviewing academic unit TPR documents for compliance with the *Faculty Manual* prior to their effective date of revision.
- b. Consultants who are not active members of the Faculty Senate shall serve as ex officio members of the Faculty Senate Policy Committee during their terms of appointment.
- c. When the Faculty Manual Consultants act as a committee to carry out any of their responsibilities, the chair of the Faculty Senate Policy Committee shall serve as chair.

B. Procedures for Updating the Manual

2. Any person or group on campus may suggest revisions of the *Faculty Manual* by submitting a request to the President of the Faculty Senate. The President of the Faculty Senate shall refer the matter to the appropriate committee for consideration.
- f. If that committee agrees the change should be made, the committee submits the proposed change in the form of a resolution to the Senate, following the guidelines provided in the *Constitution of the Faculty of Clemson University*. Any

172 resolution to amend the *Faculty Manual* must specifically indicate the proposed
173 language of the change.

- 174 g. Before the change is considered by the Faculty Senate, the Faculty Manual
175 Consultants must check the language and format of the proposed resolution,
176 and ensure that the manual will remain internally consistent with the inclusion
177 of the proposed change.

178 ~~**NOTE:** Any Senate resolution should also be checked by the Faculty Manual Consultants~~
179 ~~to see if it requires a change in the manual. If a resolution does require a change to the~~
180 ~~manual, the resolution must specifically indicate the proposed language of the change.~~
181

- 182 h. At the relevant meeting of the Faculty Senate, a two-thirds majority is needed for
183 approval of the proposed change to the manual.

- 184 i. ~~Before the change is entered into the *Faculty Manual*, the Faculty Manual~~
185 ~~Consultant must check the language and format of the proposed resolution,~~
186 ~~and ensure that the manual will remain internally consistent with the~~
187 ~~inclusion of the proposed change.~~

- 188 ii. ~~In the event that a resolution amending the *Faculty Manual* comes to the floor~~
189 ~~of the Senate without having been reviewed by the Faculty Manual~~
190 ~~Consultants, said resolution shall be subject to review once it has been~~
191 ~~passed.~~

- 192 iii. ~~Any substantial ambiguities or inconsistencies will be noted by the Faculty~~
193 ~~Manual Consultants as the resolution proceeds forward for approval by the~~
194 ~~administration.~~

- 195 i. The Faculty Manual Consultant **President of the Faculty Senate** forwards
196 resolutions amending the *Faculty Manual* that have been approved following the
197 process described above to the Executive Vice President for Academic Affairs
198 and Provost (hereafter referred to as the Provost) for consideration by the
199 University Administration.

- 200 i. The Provost will forward any resolutions that require approval by the Board of
201 Trustees to the Board after approval by the administration and will advise the
202 President of the Faculty Senate of this action.

- 203 ii. The Provost will advise the President of the Faculty Senate of the
204 administration's decision and, as applicable, the Board's decision.

205 iii. ~~Any revision of the *Faculty Manual* proposed by the Faculty Manual~~
206 ~~Consultant following administrative review is subject to approval by the~~
207 ~~Faculty Senate Policy Committee.~~

208 j. If the administration rejects the resolution ~~or accepts it subject to a change in its~~
209 ~~language,~~ the President of the Faculty Senate returns the resolution to the person
210 or group who initiated the resolution.

211 i. That person or group may decide, with the advice of the President of the
212 Faculty Senate to propose a new resolution responding to expressed
213 concerns.

214 k. **If the administration accepts the resolution subject to a change in its language,**
215 **the President of the Faculty Senate returns the resolution to the Faculty Senate**
216 **Policy Committee to consider the recommended revision.**

217 i. **If the Faculty Manual Consultants determine the revision to be minor, with**
218 **no substantive changes to the intent of the previously adopted resolution,**
219 **the Policy Committee may approve the revision directly.**

220 (4) **The President of the Faculty Senate shall notify the Faculty Senate of**
221 **the approved revision at its next regular meeting.**

222 (5) **Any member of the Faculty Senate may challenge the determination of**
223 **the Faculty Manual Consultants and move that the revised resolution be**
224 **reconsidered by the Faculty Senate.**

225 (6) **A motion to overturn the determination of the Faculty Manual**
226 **Consultants and reconsider the revised resolution requires a majority**
227 **vote of the Faculty Senate.**

228 ii. **If the Faculty Manual Consultants determine the revision to be major, with**
229 **substantive changes to the intent of the previously adopted resolution, the**
230 **Policy Committee shall refer the revised resolution to the Faculty Senate for**
231 **reconsideration.**

232 (2) **Adoption of the revised resolution requires a two-third vote of the**
233 **Faculty Senate.**

234 2. Effective Date of Revision

235 c. The process of incorporation will be at the direction of ~~the Faculty Manual~~
236 ~~Consultant and under the oversight of the President of the Faculty Senate.~~

237 CHAPTER VII CLEMSON UNIVERSITY FACULTY DISPUTE RESOLUTION

238 **C. Clemson University Faculty Grievance Procedures and Information**

239 3. Grievance Consultants

- 240 i. Consultants can also seek advice on a procedural issue or interpreting
241 statements in the *Faculty Manual* from the Chair of the University Grievance
242 Board, Faculty Manual Consultants, and/or the Grievance Coordinator.

243 **D. Formal Complaints Policy and Procedures**

244 5. Assistance with formal complaints: Grievance Consultants

- 245 j. Consultants can also seek advice on a procedural issue or interpreting
246 statements in the *Faculty Manual* from the Chair of the Grievance Board,
247 Faculty Manual Consultants, and/or the Grievance Coordinator.

248 **CHAPTER IX FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE**

249 **B. Committee on Committees**

250 2. Committee Composition

- 251 b. ~~The Faculty Manual Consultant~~ and Additional members selected by the
252 Committee on Committees serve in non-voting advisory roles.

253 **E. Shared Governance Website**

- 254 4. Revisions to the Shared Governance website can be made at any time during the
255 year, following validation by the Committee on Committees. The process of
256 incorporation shall be at the direction of the ~~Faculty Manual Consultant~~ **Chair of the**
257 **Committee on Committees.**

258 **K. Faculty Participation in College Governance**

259 1. College bylaws

- 260 d. College bylaws must be approved by the faculty who are accorded voting rights
261 in accordance with college bylaws and the Provost, in conformance with the
262 *Constitution of the Faculty of Clemson University*.
263 i. It is strongly recommended that college bylaws be reviewed by the Faculty
264 Manual Consultants for consistency with the *Faculty Manual* before being
265 distributed to the Faculty for consideration.
266 f. Several other requirements for college bylaws are distributed throughout the
267 *Faculty Manual*; the Faculty Manual Consultants ~~is~~ **are** available to support
268 colleges in Bylaw revisions.
269 g. In the event of a *Faculty Manual* revision that requires college bylaw revision,
270 college bylaws shall be revised for consistency within two calendar years and
271 ideally within one calendar year of the publication of the revised *Faculty*
272 *Manual*. During this period, the *Faculty Manual* takes precedence. The Faculty
273 Manual Consultants may suggest recommended phrasing in response to
274 changes in the *Faculty Manual*.

275 **L. Faculty Participation in Academic Unit Governance**

276 2. Academic unit bylaws

- 277 e. It is strongly recommended that bylaws be reviewed by the Faculty Manual
278 Consultants for consistency with the *Faculty Manual* before being distributed to
279 the faculty for consideration. Bylaws that are inconsistent with the *Faculty*
280 *Manual* or other applicable policies may require revision.
- 281 g. Several other requirements for bylaws are distributed throughout the *Faculty*
282 *Manual*; the Faculty Manual Consultants ~~is~~ **are** available to support academic
283 units in bylaws revision.
- 284 h. In the event of a *Faculty Manual* revision or college bylaws revision that requires
285 academic unit bylaws revision, bylaws shall be revised for consistency within
286 two calendar year of the publication of the revised *Faculty Manual* or approval of
287 the revised college bylaws, and ideally within one calendar year.
- 288 ii. The Faculty Manual Consultants may suggest recommended phrasing in
289 response to changes in the *Faculty Manual*.

290 CHAPTER X SELECTED RESOURCES FOR UNIVERSITY POLICIES

291 **J. Faculty Representative to The Board of Trustees**

292 2. Selection Procedures

293 c. Nominations

- 294 v. The ~~Faculty Manual Consultant~~ **President of the Faculty Senate** will examine
295 all nominations to verify the faculty status of each nominee.

296 **K. Faculty Manual Consultant**

297 ~~1. Overview~~

- 298 a. ~~The Faculty Manual Consultant is responsible for:~~
- 299 i. ~~Reviewing TPR documents, and bylaws for conformance to the *Faculty*~~
300 ~~*Manual*;~~
- 301 ii. ~~Providing interpretations of the *Faculty Manual* for university constituents;~~
- 302 iii. ~~Reviewing Faculty Senate resolutions for impact on the *Faculty Manual* and~~
303 ~~providing feedback;~~
- 304 iv. ~~Initiating the process for Executive Vice President and Provost approval of~~
305 ~~proposed amendments to the *Faculty Manual*;~~
- 306 v. ~~Serving as nonvoting member of the University's Committee on Committees;~~
- 307 vi. ~~Vetting status of candidates for the Faculty Representative to the Board of~~
308 ~~Trustees.~~

309 ~~2. Selection Procedures~~

- 310 a. ~~The selection committee will solicit nominations to fill the position 60 calendar~~
311 ~~days before the end of the term or upon notification of vacancy. The nominating~~
312 ~~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.

~~b. Selection Committee:~~

~~i. President of the Faculty Senate;~~

~~ii. Vice President of the Faculty Senate;~~

~~iii. Faculty Senate Policy Committee Chair;~~

~~iv. Immediate Past President of the Faculty Senate;~~

~~v. Chair of the Organization of Academic Department Chairs; and~~

~~vi. The Vice President for Academic Affairs and Provost, or designee, will serve as non-voting chair.~~

c. ~~The Consultant will serve a three year renewable term or until recalled by the Provost.~~

~~i. If during the term in office, the Faculty Manual Consultant assumes primarily administrative duties, a replacement will be selected using the above procedures.~~

~~ii. The newly selected Faculty Manual Consultant will serve a full three-year term.~~