

CLEMSON
UNIVERSITY
Departmental Bylaws Routing Sheet Requirements
based on 2018-2019 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter VII, section L2d, "Departmental bylaws must be approved by faculty who are accorded voting rights in accordance with Departmental bylaws and reviewed by the Provost or designee for consistency with the *Faculty Manual*."

This document is intended to support the documentation of the required approvals.

Department: School of Mathematical and Statistical Sciences

College: Science

The attached bylaws were approved at the Departmental Faculty Meeting on: 11/26/2018

Faculty Manual Editorial Consultant



I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

Provost or designee

Robert H Jones
Robert H Jones (Dec 9, 2018)

Dec 9, 2018



Approved



Revision Required (see comments)

Requirements for DEPARTMENTAL BYLAWS – 2018-2019 *Faculty Manual*

Department: School of Mathematical and Statistical Sciences

Date

11/27/2018

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/16/18. Note that only some section references have changed since 2017-2018, but no other content has changed.

Compliance

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	Ch II, A1c	X		
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch VII, L2f	X		
3 The TPR document is distinct from departmental bylaws	Ch IV, D1c	X		
4 Specification of approval process to appoint faculty to special ranks	Ch III, D2a	X		
5 Process for selecting search and screening committees for special rank faculty OPTIONAL	Ch III, D2a	X		
6 A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks. OPTIONAL	Ch III, D2g	X		
7 Requirements for the appointment of research faculty	Ch III, D2i, i(2)	X		
8 Requirements for the reappointment and promotion of research faculty	Ch III, D2i, i(5)	X		
9 Requirements for the appointment of extension faculty	Ch III, D2i, ii(3)	X		
10 Requirements for the reappointment and promotion of extension faculty	Ch III, D2i, ii(6)	X		
11 Specification of the process for initiating the appointment of clinical faculty	Ch III, D2i, iii(2)	X		
12 Specification of the process for initiating the appointment of professor of practice faculty	Ch III, D2i, v(4)	X		
13 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch IV, B5a, i(1)	X		
14 Procedures for recruiting and evaluating special ranks faculty	Ch IV, B5b, i	X		
15 Procedures for selecting search and screening committees for special rank faculty OPTIONAL	Ch IV, B5b, i(1)	X		
16 Specification of how the TPR Committee shall solicit recommendations from senior lecturers for reappointment of lecturers, promotion review of lecturers to senior lecturer, and reappointment review of senior lecturers. NOTE: This may also be in TPR Guidelines	Ch IV, D1g	X		
17 Procedures for electing the Post-Tenure Review Committee separate from the TPR Committee	Ch IV, F4a and b	X		
18 Only tenured faculty may serve on the PTR Committee	Ch IV, F4b	X		
19 The PTR Committee shall have a minimum of three members	Ch IV, F4c	X		
20 Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch IV, F4d	X		
21 The PTR Committee shall elect its own chair	Ch IV, F4e	X		
22 Process for electing an external PTR member if this is part of the Post-tenure review process OPTIONAL	Ch IV, F6a, ii			X
23 Policy if external letters are required are required for post-tenure review	Ch IV, F6a	X		
24 Other duties assign to the department chair OPTIONAL	Ch VI, I2p			X
25 Mechanism to elect members to college committees unless otherwise required OPTIONAL	Ch VII, L7a	X		
26 Mechanism to elect members to university and college committees in the case of vacancies OPTIONAL	Ch VII, D2a, i	X		
27 There shall be at least one department faculty meeting per long semester	Ch VII, L3a	X		
28 Opportunity to establish separate Undergraduate and Graduate Curriculum Committees OPTIONAL	Ch VII, L4b			X
29 Departmental curriculum committees elect their chairs	Ch VII, L4c	X		
30 Every department shall have a standing advisory committee in the departmental bylaws	Ch VII, L5a	X		
31 Other standing committees shall be established in departmental bylaws	Ch VII, L6d	X		
32 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch VII, L7a	X		

SCHOOL OF MATHEMATICAL AND STATISTICAL SCIENCES GOVERNANCE DOCUMENT (SCHOOL BYLAWS)

Approved November 26, 2018

Article I. Objective

The objective of the Faculty of Mathematical and Statistical Sciences, referred to as the Faculty, shall be to approve curricula and curricular matters; to consider policies affecting teaching, research and other scholarly activities, welfare, and such other matters as might pertain to common professional goals.

The regulations, policies, and procedures of the College of Science and the Clemson University Faculty Manual shall govern matters not treated in these bylaws. The College of Science Bylaws shall take precedence if they conflict with these bylaws. Provisions in these bylaws that are inconsistent with the Clemson University Faculty Manual are null and void.

Article II. Membership

Section 1. The **Voting Faculty** shall consist of all individuals, designated by School personnel records as belonging to the Faculty of the School of Mathematical and Statistical Sciences, who are regular faculty or senior lecturers, as defined in the Faculty Manual, and who are not on unpaid leave. Faculty with joint appointments, who are tenured, tenure-track, or senior lecturers, are voting members in the School if their appointment is at least 51% in the School of Mathematical and Statistical Sciences, or 50% if their appointment in any other department or School is less than 50%. Faculty members who are voting members in the School of Mathematical and Statistical Sciences or the former Department of Mathematical Sciences before November 26, 2018 will continue to be voting members. A faculty member who has voting membership and who leaves the School will regain voting membership upon returning to the School.

Section 2. The **Administrative Faculty** shall consist of the School Director and the Division Leaders.

Section 3. The **Associate Faculty** shall consist of all persons who do not meet the criteria for voting or administrative Faculty.

Article III. Administrative Structure

Section 1. For School governance considerations, the administrative committee of the School shall consist of the School Director, the Division Leaders and the Associate Directors. All members of the administrative committee shall be tenured and preferably hold the rank of full professor.

- Section 2. Based on nominations from the Faculty and consultation with the Mathematical and Statistical Sciences Council (MSSC, defined in Article VI), the School Director shall appoint from the Faculty the Associate Director for Instruction, the Associate Director for Undergraduate Studies, and the Associate Director for Graduate Studies. Each appointment shall be for a three-year term, effective August 15, and such associate directors may succeed themselves.
- Section 3. Based on nominations from the faculty of the respective Division and advice from the MSSC, the School Director shall appoint Division Leaders. Each appointment shall be for a three-year term, effective August 15, and such Division Leaders may succeed themselves. If a Division cannot field a leader meeting the criteria in Section 1, then the School Director shall appoint one of the Associate Directors to serve as the Division Leader on a year-by-year basis.
- Section 4. The School Director shall have the duties and responsibilities accorded to the Department Chair in the faculty manual. Division Leaders will assist the Director in goal-setting and annual evaluations of the faculty in their respective Divisions. The School Director will review and finalize the evaluations. Division Leaders will make recommendations to the School Director for strengthening impact and strategically advancing the School's discovery, learning, and engagement missions, including strengthening external support through grants and industry partnerships.

Article IV. Officers, Meetings and Voting

- Section 1. The School Director shall serve as Chairperson, and the Administrative Assistant to the Director as Secretary for meetings of the Faculty. If the School Director is unable to chair a meeting, then they shall designate one of the Division Leaders as the meeting chair. In the absence of the Administrative Assistant to the Director, the meeting chair shall appoint a secretary from the staff or faculty.
- Section 2. The School Director shall call at least one meeting of the Faculty in each of the long semesters and any other meeting at their discretion, or upon a petition of at least 25% of the Voting Faculty. Minutes of each meeting shall be forwarded to the Dean of the College.
- Section 3. Written notification of the agenda for meetings shall be provided to the Faculty at least 24 hours in advance of meetings. Non-agenda items may not come to a vote at a meeting unless 50% of the Voting Faculty is present.
- Section 4. A quorum for a vote shall consist of 51% of the Voting Faculty. The result of any vote where there are only two possible outcomes (whether at a meeting, electronically, or otherwise) is determined by a simple majority of the eligible votes cast. In the case of a tie, the motion fails. For votes during meetings, proxy votes count if notice has been sent by a Voting Faculty member to the presiding

chair before the meeting authorizing an attending voting faculty member to vote her or his proxy. Guidelines for votes in which there are more than two possible outcomes shall be determined and clearly communicated by the MSSC. Rules in other sections of the bylaws or the TPR or PTR guidelines that govern voting supersede the rules in this section.

Article V. Organization of the Faculty

- Section 1. For purposes of representation on various matters, the Faculty is organized as follows. There are three Divisions: Mathematics, Statistics and Operations Research, and Mathematics and Statistics Education. The Mathematics Division consists of three subfaculties: Algebra and Discrete Mathematics, Computational Mathematics, and Pure and Applied Analysis. The Statistics and Operations Research Division consists of three subfaculties: Applied Statistics and Data Science, Operations Research, and Probability and Mathematical Statistics. The Mathematics and Statistics Education Division consists of two subfaculties: Mathematics Education and Statistics Education.
- Section 2. Membership on multiple subfaculties or divisions is encouraged. However, each faculty member shall designate (or have designated by the School Director in the absence of a choice) one of the subfaculties for primary membership and shall be entitled to vote on matters pertaining to subfaculty representation in School affairs in that subfaculty only. Special faculty shall have primary membership in one of the subfaculties in the Mathematics and Statistics Education Division.
- Section 3. Each subfaculty shall have developmental responsibilities relative to academic matters associated with the subfaculty's interest area. These may include, but are not limited to, updating course syllabi and catalog descriptions, actively participating in the recruitment of faculty, assisting in the administration of multiple section courses, and promoting research and professional development.
- Section 4. Elections for membership on MSSC and other committees as prescribed in Article VII shall be held by April 15, and elected terms shall be for one year beginning August 15. In order to qualify for membership on any committee listed in Article VII, a faculty member must be a voting member of the School and shall have administrative appointments outside the School totaling no more than 49%.

Article VI. The Mathematical and Statistical Sciences Council

- Section 1. The Mathematical and Statistical Sciences Council (MSSC) shall serve as the standing advisory committee for the School, and in that capacity shall advise the School Director on long-range planning, committee assignments, matters of School and faculty welfare, matters pertaining to new teaching and research appointments within the School and on any and all matters brought to it by the Faculty or the School Director.

Section 2. The MSSC shall schedule at least three meetings during the long semesters and otherwise as necessary. The School Director shall serve as Chairperson. These meetings are open to the Faculty. Generally, the agenda of the MSSC shall be made available to the Faculty one week prior to its meetings. Any member of the Faculty may submit to the School Director (in writing) items for this agenda. The minutes of the MSSC meetings shall be distributed to the Faculty in a timely fashion.

Section 3. Any action of the MSSC may be called for review by the entire Faculty at one of the Faculty meetings as specified in Article IV.

Section 4. The Mathematics and Statistics Education Division and each of the subfaculties in the Mathematics and Statistics and Operations Research Divisions shall elect a representative to the MSSC, who shall serve as a voting member of the MSSC. The School Director, the Associate Directors and the Division Leaders shall be nonvoting members of the MSSC.

Article VII. Committees

The School shall have the following standing committees, in addition to MSSC:

1. Administrative Committee
2. Computing Facilities Committee
3. Undergraduate Affairs Committee
4. Graduate Affairs Committee
5. Curriculum Committee
6. Research and Development Committee
7. Two Tenure, Promotion, and Reappointment Committees
8. Committee of Senior Lecturers
9. Promotion, Appointment, and Reappointment Committee
10. Post Tenure Review Committee

Ad hoc and other committees may be appointed by the School Director as needed. Except as specified below, the School Director, with the advice of the MSSC, shall fix the size of all committees and assign their duties; and, with the approval of the MSSC, shall appoint the chairpersons and members. The Curriculum Committee shall report to the MSSC. The Tenure, Promotion, and Reappointment Committee, the Computing Facilities Committee, and the Administrative Committee report directly to the School Director. Other committees may report to the School Director, the MSSC, or the Faculty as determined by the School Director.

Section 1. The *Administrative Committee*, defined in Article III, Section 1, shall be chaired by the School Director and shall advise the School Director on scheduling of courses, budget, workload, and other administrative matters.

Section 2. The *Computing Facilities Committee* shall advise the School Director on the

purchase, disposition, and allocation of computing resources within the School. A member of this committee will be appointed by the School Director to serve as the School's representative to the College's Computer Resources Committee.

- Section 3. The *Undergraduate Affairs Committee* shall be chaired by the Associate Director for Undergraduate Studies and shall include one representative from each of the subfaculties across all divisions. It shall advise the MSSC on undergraduate curricula and other matters pertaining to the undergraduate program. Other duties may be assigned by the School Director. Generally, the Committee's agenda will be made available to the Faculty one week prior to its meetings. The committee may appoint subcommittees, not necessarily from its own members, as needed. Any such subcommittee shall report to the Committee. A subcommittee of undergraduate student advisors shall be a standing subcommittee, whose activities shall be coordinated by the Associate Director for Undergraduate Affairs.
- Section 4. The *Graduate Affairs Committee* shall be chaired by the Associate Director for Graduate Studies and shall include one representative from the Mathematics and Statistics Education Division and from each subfaculty in the Mathematics and Statistics and Operations Research Divisions. It shall advise the MSSC on graduate curricula and other matters, including assistantships and awards, pertaining to the graduate program. Other duties may be assigned by the School Director. Generally, the Committee's agenda will be made available to the Faculty one week prior to its meetings. The committee may appoint subcommittees, not necessarily from its own members, as needed. Any such subcommittee shall report to the Committee. A subcommittee of advisors for entering graduate students shall be a standing subcommittee, whose activities shall be coordinated by the Associate Director for Graduate Studies.
- Section 5. The *Curriculum Committee* consists of all members of the Undergraduate Affairs Committee and the Graduate Affairs Committee. The combined committee will elect a chair who is a regular faculty member and will represent the School in college curriculum meetings. The Curriculum Committee makes recommendations to the Faculty on matters involving curricula of all programs of study offered by the school. Meetings of the Curriculum Committee are open to Faculty and are to be announced to the Faculty at least two working days prior to the meeting. Minutes of meetings will be taken, distributed to the Faculty and maintained in a School file.
- Section 6. The *Research and Development Committee* endeavors to foster research, development, and outreach activities of the School. It is responsible for organizing a program of colloquium speakers, conserving and trying to increase resources available for research and faculty development, and providing information to the scholarly community about the research activities of the School. The committee is also responsible for assisting the School Director in development activities and alumni relations. The leaders of the Mathematics and Statistics and Operations Research Divisions shall be co-chairs of this committee.

Each subfaculty from those two divisions shall elect a member to the Research and Development Committee. The Mathematics and Statistics Education Division shall elect one representative. The committee may appoint subcommittees, not necessarily from its own members, as needed. Any such subcommittee shall report to the Committee.

Section 7. Divisions containing voting faculty who are also regular faculty shall each have their own *Tenure, Promotion, and Reappointment Committee*. Each committee shall be elected and function in accordance with the Guidelines for Tenure, Promotion, and Reappointment for the School of Mathematical and Statistical Sciences. Each committee shall elect its own chair. Each committee may appoint subcommittees, drawn from its own members, as needed. If there are fewer than five full professors within the division who are eligible to serve on the TPR committee, then tenured full professors in any School Division or University Department or School, who are not administrative faculty, will be nominated and elected by all TPR committee members of the School, to serve on the Division TPR Committee for one year in order that there are at least five full professors on the committee. In cases involving promotion to the rank of Associate Professor and/or tenure at the rank of Associate Professor, Voting Faculty with tenure at the rank of Associate Professor are eligible to serve on the TPR Committee. The committees responsible for oversight of promotion, appointment, and reappointment of special ranks faculty are described in subsequent sections.

Section 8. The *Committee of Senior Lecturers* will consist of six senior lecturers, who are voting members in the School of Mathematical and Statistical Sciences and who are not being considered for reappointment, and the Associate Director for Instruction. If the Associate Director for Instruction is not a member of either TPR committee, then either one of the TPR Committee Chairs or a member of one of the TPR committees designated by the TPR Committee Chairs will also serve on the committee. The six senior lecturers will serve on the committee for a two-year term, with three senior lecturers elected each year, as the top three vote-getters, by the special faculty members of the Mathematics and Statistics Education Division. If there are fewer than six senior lecturers available to serve two year terms because of reappointment considerations, the remaining members of the committee will be elected from among those eligible to serve for one year. The voting members of the Committee of Senior Lecturers will be the six senior lecturers. The Committee of Senior Lecturers will review proposed reappointment of lecturers and senior lecturers and the promotions of lecturers to senior lecturers. Upon completing the reviews, summaries and recommendations will be provided to the School Director and the School of Mathematical and Statistical Sciences Promotion, Appointment, and Reappointment Committee. The Chair of the Committee of Senior Lecturers will be elected annually by its six voting members from among its six voting members. Other duties or responsibilities for the Committee of Senior Lecturers may be assumed by the Committee or assigned by the School Director.

Section 9. The *Promotion, Appointment, and Reappointment Committee* shall be determined and function in accordance with the Guidelines for Tenure, Promotion, and Reappointment for the School of Mathematical and Statistical Sciences. The committee shall elect a chair from its members. The duties of this committee are to:

- a) make recommendations on re-appointment of lecturers and senior lecturers and the promotions of lecturers to senior lecturers, using input from the Committee of Senior Lectures and other members of the TPR committees, and
- b) make recommendations on appointment or re-appointment or (as appropriate) promotion of other special ranks faculty, not covered in (a), when required by the Clemson University Faculty Manual, using input from other members of the TPR committees.

Section 10. The *Post-Tenure Review Committee* shall make the final determination, by secret ballot, of the review of each faculty member undergoing PTR in a given year. The Committee members shall be nominated by the regular Voting Faculty and elected by a simple majority of the regular Voting Faculty and shall consist of three (3) tenured faculty, all of whom hold the rank of Professor or the current number of faculty holding that rank, whichever is fewer. Committee members must not be on leave (sabbatical, sick, without pay, etc.) and not be undergoing PTR (Part I or Part II) in the current year. In the case that there are fewer than three eligible members, additional members from other departments/schools in the College of Science shall be nominated by the School Director and elected by a simple majority of the combined membership of the School TPR committees. The PTR committee shall elect a chair from its membership. The faculty member being reviewed under Part II criteria will have the option of either having external letters solicited or incorporating the external committee member in the review process. These steps will be carried out in conformity with the School PTR guidelines.

Article VIII. Representatives

Section 1. Elections of Faculty representatives to various college or university organizations shall either occur at a meeting of the Faculty or by mail or electronic ballot. Nominations are accepted from the Voting Faculty. Elections for alternates shall be conducted separately.

Section 2. A replacement for the unexpired term of any representative to the MSSC, college or university organization, or School committee who is unable to complete a term shall be selected as soon as possible, using the same rules as the original selection. The replacement takes office immediately upon selection.

Article IX. Hiring of Faculty

Section 1. To fill a *tenured or tenure-track faculty position* within a Division, the Division

Leader, with input from the School Director, will appoint a Search Committee consisting primarily of members of subfaculties directly related to the area of the candidate, who will conduct the search in accordance with the Clemson University Faculty Manual. Members of the Search Committee shall be from at least two different subfaculties, and be composed in accordance with College of Science and University guidelines. This will normally mean that at least one member of the Search Committee will be from a subfaculty that differs from the primary area specified for the candidate. The Search Committee will invite feedback from all faculty members of the School to discuss the relative merits of the final candidates. It will also conduct a vote of the respective Division Faculty on candidate preferences and candidate acceptability/unacceptability. Both qualitative and quantitative outcomes of this process will be considered by the Search Committee in its final deliberation and will be presented to the Division Leader and the Director; the Division Leader will advise the Director in making the selection.

Section 2. Search committees for lecturers, including a designated chair, shall be appointed by the School Director, with advice from Division Leaders and the MSSC. The search committee, consisting of 3 members, shall make a recommendation to the Director.

Section 3. In the case of an appointment to a faculty position not described here (e.g. postdoctoral research fellow or research faculty), the School Director and, if applicable, the sponsoring regular faculty member, will consult with the MSSC regarding the appointee's qualifications.

Article X. Amendments to this Document

Section 1. The Bylaws can be amended by the Voting Faculty, either at a meeting of the Faculty or by mail or electronic ballot, provided the amendment has been distributed to each member at least two weeks in advance of the voting. Passage requires support by 51% of the Voting Faculty or 2/3 of the votes cast, whichever count is larger.

Section 2. The Guidelines for Tenure, Promotion and Reappointment for the School of Mathematical and Statistical Sciences can be amended at the request of a member of either Division's Tenure, Promotion, and Reappointment Committee subject to ratification by the regular faculty. Amendments approved by a majority vote of the combined voting membership of the two Tenure, Promotion, and Reappointment Committees will be distributed to each member of the regular faculty at least two weeks in advance of the vote for ratification. Support by 51% of the combined voting membership or 2/3 of the votes cast, whichever count is larger, is required for ratification. Voting may be either at a meeting or by mail or electronic ballot.

Section 3. The Guidelines for Post Tenure Review for the School of Mathematical and

Statistical Sciences can be amended either at a meeting of the regular Voting Faculty or by mail or electronic ballot, provided the amendment has been distributed to each member of the regular Voting Faculty at least two weeks in advance of the voting. Passage requires support of 51% of the regular Voting Faculty or $2/3$ of the votes cast by members of the regular Voting Faculty, whichever count is larger.