

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: _____

College: _____

The attached bylaws were approved at the Departmental Faculty Meeting on: _____

Faculty Manual Editorial Consultant

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

Provost or designee (signature) _____

Name _____

Approved Revision Required (see comments) Date _____

Requirements for DEPARTMENTAL BYLAWS – 2019-2020 *Faculty Manual*

Department: Department of Biological Sciences

Date

2/28/2020

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/12/2019.

The 2019-2020 *Faculty Manual* requires departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d.

Compliance

* see note below

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	Ch III, A1c	X		
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, L2f	X		
3 The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
4 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 IV, B2g	X		
5 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i	X		
5a Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws	Ch B, B5a, i	X		
6 Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)	X		
7 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
8 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i(1)	X		
9 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i	X		
10 Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a	X		
11 There must be a standing curriculum committee.	Ch IX, L4a	X		
12 Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b	X		
13 Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e	X		
14 Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws	Ch IX, L5a	X		
15 Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document)	Ch IX, L6a	X		
16 Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c	X		
17 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7	X		

Comments

Comment The discussion on reappointment need not be in the bylaws (but it will need to be in the TPR document). But, if you keep the discussion in the bylaws, you might want to remember to include Principal Lecturers (page 3)

Comment In general, please be mindful that it will be appropriate to include Principal Lecturers in Bylaws by Aug 15, 2021.

BYLAWS OF THE DEPARTMENT OF BIOLOGICAL SCIENCES CLEMSON UNIVERSITY

PREAMBLE

The purpose of the Department of Biological Sciences, hereafter called the Department, is to promote teaching and research and to provide services in the basic and applied life sciences. The Department shall also encourage faculty interactions, joint teaching and research efforts, interdisciplinary innovations, and the creative evolution of the Department.

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. Any provisions within these Bylaws that contradict the Faculty Manual are null and void.

ARTICLE I. MEETINGS, QUORUM, AND VOTING PROCEDURES

Voting Membership

All regular faculty, senior lecturers, and principal lecturers holding majority positions in the Department are voting faculty. Voting faculty may agree by a two-thirds majority vote to invite other Departmental faculty, who satisfy the following requirements, to become voting faculty: (1) faculty who have a continuing, long-term and active interest in the responsibilities (teaching, research, and service) and well-being of the Department and (2) faculty who have a major component of their employment responsibilities within the Department.

Meetings

The Department Chair shall conduct a formal meeting of the Department faculty at least three times during each regular semester. These meetings shall be called by the Chair for the purposes of conducting ordinary and recurring business of the Department and for special announcements and purposes not otherwise indicated in these Bylaws. The Chair shall also call meetings at the written request of any two members of the voting faculty. A called meeting must be held within fourteen working days of such a request. The current edition of Robert's Rules of Order shall prevail in all meetings of the Department faculty, unless otherwise specified in this document.

The Department Chair shall be the presiding officer for all General Department Meetings. If the Chair is unable to preside, he or she shall appoint a faculty member to act as a presiding officer.

For all general and called meetings, the faculty shall receive an agenda, including any actionable items and supporting documents, at least 48 hours ahead of the scheduled faculty meeting.

Quorum

A quorum of the Department faculty shall consist of a simple majority of the voting faculty, excluding faculty on leave, with the exception of topics such as Tenure, Promotion and Reappointment (TPR), for which specific voting procedures outlined in the Department TPR Guidelines shall be followed.

Voting Procedures

All non-personnel matters brought before the Department faculty that require a vote shall be resolved by a simple majority of those eligible voters present, provided a quorum has been met, except as prescribed otherwise in these Bylaws. Votes shall be taken by a show of hands unless a secret ballot is requested by any member or prescribed elsewhere in these Bylaws. Proxy votes shall not be accepted for any issue.

Non-personnel matters may be decided by emailed ballot with an established deadline appropriate to the circumstance of the vote. A single objection will move to a face-to-face meeting.

ARTICLE II. APPOINTMENT, REAPPOINTMENT, AND REVIEW OF FACULTY

Appointment

Suitable candidates to fill positions of Regular and particular Special Faculty (i.e., Research, Extension, Lecturer, Clinical and Professors of Practice) will be vetted by a Search Committee, which will be established by the Chair in consultation with the Advisory Committee to the Chair. Individuals being considered for appointment with exceptionally fine credentials may negotiate to receive credit for productivity or years served elsewhere to count as years toward promotion and/or to be appointed at a promoted rank. The criteria and procedures for this are provided in the Department TPR Guidelines.

In the event of immediate need (e.g., start of the semester is imminent), the Department Chair can appoint an individual as a Temporary Lecturer without faculty approval for 1 year. Justification and credentials for the appointee shall be presented to the Department at the next scheduled faculty meeting. Further appointment should follow the procedures for appointment of faculty as outlined above.

Reappointment

The following faculty are required to submit materials for reappointment each year: regular, full-time faculty holding the title Assistant Professor or higher, but who is not tenured or is not in the penultimate probationary year; Lecturers who have less than 9 years of service and intend to remain at Clemson University; and other Special Faculty, with the exception of post-doctoral research fellows.

In accordance with the dates in the Guidelines, each eligible faculty member must submit credentials reflecting the contracted duties to the Committee Chair along with a request for evaluation for reappointment for a specific year. The criteria and procedures for this are provided in the Department TPR Guidelines.

Post-Tenure and other required reviews

Tenured Faculty will undergo a post tenure review by their peers every 5 years. Review will consist of an assessment of Annual Form 3's completed by the Department Chair. If a faculty member has received more than one Annual Form 3 with "Fair," "Marginal," or "Poor" performance evaluation, the faculty member will undergo a full Post-Tenure Review, the

procedures for which are outlined in the Faculty Manual. Regular faculty may also request a review of their own performance.

According to the Faculty Manual, Senior Lecturers will be evaluated by the Committee every three years. In addition, a comprehensive review of Lecturers, following the guidelines in the Faculty Manual, must be conducted after their fourth year of service. The criteria for this are provided in the Department TPR Guidelines.

Graduate Faculty Status

Graduate Faculty Status for regular faculty with a majority appointment in the Department will be determined by the Department Tenure, Promotion and Reappointment (TPR) Committee at the time of appointment to the Department. Any regular faculty member who has been granted Graduate Faculty Status within the Department may also chair thesis/dissertation committees. Faculty members at Clemson in other units, who are eligible to chair graduate committees in their units, are automatically eligible to sit on graduate committees in the Department. To chair a graduate committee in Biological Sciences, Microbiology, or Environmental Toxicology requires a 0% appointment in the Department. The Department's Tenure, Promotion and Reappointment Committee will also determine eligibility of special faculty in the Department with a terminal degree to chair a committee, sit on a committee, and/or teach a graduate class. Credentials for people outside of the University will also be reviewed by the Department TPR Committee to determine Graduate Faculty Status for a period up to five (5) years, with possibilities for renewal. These external members can serve as committee members on graduate committees or as co-Chair but may not serve as Chair and are not considered Department faculty.

0% Appointments

Regular faculty from other units on campus may be appointed with a 0% appointment in the Department. Their primary appointment is outside of the Department, and none of their salary will come from the Department. The faculty member would be expected to contribute to the teaching, research, or service missions of the Department. The TPR committee shall review the credentials and may make a 0% appointment for a term of 5 years with a two-thirds majority of the TPR Committee in favor needed to appoint them. Faculty with 0% appointments would be eligible for listing as graduate advisors for the Biological Sciences, Microbiology, and Environmental Toxicology graduate programs, would have access to graduate applications, and may have students supported on multi-year graduate teaching assignments, subject to the usual terms of renewal.

ARTICLE III. STANDING COMMITTEES

Insofar as is possible and permitted by the College of Science and Clemson University, the following committees shall act on behalf of the faculty, staff and students of the Department. Committees will be composed of faculty representing the breadth of activities and disciplines of the Department. Any Department faculty member shall be eligible for committee membership unless the committee makeup is specifically defined in the Bylaws. Committees will be elected by March 31, preceding the pertinent academic year. Unless otherwise specified in these Bylaws, terms will begin May 1, and each committee will annually elect a Chair. All committee chairs shall be tenured faculty members or Senior Lecturers unless otherwise specified in these Bylaws.

A faculty member may serve as Chair on a maximum of two committees. All committees will meet when necessary and, at a minimum, review the need to meet annually. Committee members are eligible for re-election at the end of their terms.

When a committee member leaves a committee before their term has ended and five months or less before the next regular election, the Department Chair will appoint an eligible faculty member after consulting with the remaining members of the committee and Advisory Committee to the Chair. The temporary member will serve until the next regular election and is then eligible to be elected. If a committee member leaves a committee more than five months before the next regular election, a special election will be called by the Chair of the Department. Any committee members elected in either of these two ways will serve the term of the original member.

A. Advisory Committee to the Chair

A standing Advisory Committee shall advise the Chair. The Advisory Committee shall be composed of the Department Chair, the Associate Chair, four regular faculty members elected by the regular faculty, one lecturer elected by the Departmental lecturers, and one Department staff member elected by the Department staff. Regular faculty should represent the diverse research interests of the faculty and degree programs. The term of office of the elected members will be three years, staggered, so that one-third of the members rotate off each year. The Department Chair shall serve as Chairperson and can consult the committee on any matter concerning the welfare of the Department and its members.

The duties of the Advisory Committee shall include general review, revision, and introduction of Departmental Policies (which may include issues pertaining to budget, space, or personnel), review of sabbatical requests, selecting members for search committees, reviewing position descriptions, and other responsibilities as assigned by the Department Chair or outlined in these by-laws (e.g., appointment of Associate Chairs).

Appointing an Associate Chair

The need to appoint an Associate Chair will be determined by the Department Chair (standing or interim). In the event that an Associate Chair is deemed necessary, the Advisory Committee to the Chair shall solicit nominations from all faculty and staff in Biological Sciences. The Committee will then determine acceptable candidates from the nominees and provide a list to the Chair. The Chair will determine the duties and responsibilities of this person, but they must not infringe on the Chair's duties as identified in the Faculty Manual. The appointment of the Associate Chair is for 12 months and may be renewed on an annual basis.

B. Curriculum Committee

The primary responsibility for the graduate and undergraduate curricula resides with the faculty. Recommendations arising from the faculty, Graduate Advisory Committee, or Undergraduate Advisory Committee will be reviewed and aligned with the Departmental mission by a standing Curriculum Committee. The committee will

also assist faculty with the preparation of materials for submission to the College Curriculum Committee.

All proposals for which the University Curriculum Committee requires a new syllabus or outline of the course content shall be reviewed by this Committee. Upon the approval of a majority of the Committee, these proposals shall be forwarded to the Faculty for approval. Proposals to delete a course shall follow the same procedure. Any requested change in the curriculum and addition or deletion of a course must be approved by a majority of the Department Faculty prior to its consideration before the College Curriculum Committee.

The Committee shall also consider curricular matters involving other colleges and the University when appropriate.

All voting faculty will serve as the Curriculum Committee. The Chair and a Vice-Chair will be elected annually by the members and must be regular faculty in the case of the Chair and voting faculty in the case of the Vice-Chair.

C. Graduate Advisory Committee and Graduate Program Coordinators

The Committee coordinates the recruitment, selection, and admission of graduate students; makes recommendations to the Department Chair for awarding of departmental assistantships; and periodically reviews, assesses and, when necessary, recommends revisions of the graduate curricula. The Graduate Advisory Committee is charged with the task of developing and strengthening existing graduate programs in the Department, exploring the feasibility of new programs, establishing policies for administration of such programs, conducting annual assessments, and recommending to the Department Chair students to receive offers of financial assistance. Acting in concert with the Curriculum Committee, it shall periodically review, assess and recommend revisions of graduate curricula to bring about greater effectiveness within and among disciplinary programs. The committee will prepare and update the graduate student handbook each year. The committee shall coordinate graduate program assessment as required by the department, college, university and outside accreditation agency (Southern Association of Colleges and Schools).

Five regular faculty members representing all three departmental graduate programs (two representing Microbiology, two representing Biological Sciences, and one representing Environmental Toxicology) shall be elected by the regular faculty. Each elected member shall serve a four-year term, with the Biological Sciences and Microbiology terms staggered such that one member representing each of those programs shall rotate off every two years. In addition, the Biological Sciences, Microbiology, and Environmental Toxicology Graduate Program Coordinators, each appointed by the Departmental Chair from the graduate faculty, will serve as ex officio and non-voting members of the committee. The Department Chair will appoint either the Biological Sciences, Microbiology, or Environmental Toxicology Graduate Program Coordinator to serve as the Chair of the Graduate Advisory Committee. The Chair of the Graduate Advisory Committee shall serve as the departmental representative to any college or university assessment committee as needed, and shall

be responsible for conducting the annual assessment of the graduate programs and reporting the results to the faculty.

The respective Graduate Program Coordinators for each departmental graduate program will be responsible for corresponding with potential graduate students, preparing acceptance letters, assisting the Department Chair with contracts, and maintaining and reviewing records for admission and degree progress and preparing such documents for assessment as required by the University and accreditation agencies. The Graduate Program Coordinators will administer decisions made by the Graduate Advisory Committee regarding unsatisfactory progress, academic probation or dismissal from the programs in accordance with the “Academic Regulations” of the Graduate School. They will also represent the Department on related College and University Committees/Councils. The Chair of the Graduate Advisory Committee will also draft the GTA assignments, conduct annual GTA evaluations, and coordinate annual progress letters each August. They must therefore be available to perform these duties during the summer in addition to the academic year.

Compensation for serving as a Coordinator may include adjusted workload, summer salary or other appropriate compensation as determined by the Department Chair.

D. Undergraduate Advisory Committee and Undergraduate Program Coordinators

The Committee shall periodically review, assess and, when necessary, recommend revisions of undergraduate curricula to bring about greater effectiveness within and among disciplinary programs. The Committee provides input into: the undergraduate handbook, study abroad and internship programs, undergraduate research, the Departmental Honors Program and courses. The committee shall also coordinate undergraduate program assessment as required by the department, college, university and outside accreditation agency (Southern Association of Colleges and Schools).

Six voting faculty members representing the two departmental undergraduate programs (at least one member representing Microbiology and one representing Biological Sciences) shall be elected by the voting faculty with each elected member serving a three-year term, staggered, such that 1-2 members shall rotate off each year. In addition, the Biological Sciences and Microbiology Undergraduate Program Coordinators, each appointed by the Departmental Chair from the voting faculty, will serve as ex officio and non-voting members of the committee. The Department Chair will appoint either the Biological Sciences or Microbiology Undergraduate Program Coordinator to serve as the Chair of the Undergraduate Advisory Committee. The staff member serving as the Lead Undergraduate Advisor will serve as ex officio and non-voting member of the committee. A member of the committee will be elected every three years by the Committee to serve as the departmental representative to any college or university assessment committee as needed, and shall be responsible for conducting the annual assessment and reporting the results to the faculty. A member of the committee will be elected every three years by the Committee to serve as the liaison to the Honors College.

The respective Undergraduate Program Coordinators for each departmental

undergraduate program will be responsible for implementing the undergraduate curricula, approving course substitutions, reviewing transfer course equivalency, and liaising with the Curriculum, Assessment, and Scholarship and Awards Committees. In addition, the Undergraduate Program Coordinators shall work with the Department Honors Program Liaison to develop and implement the honors curriculum. The Undergraduate Program Coordinators will provide consultations to the Department Chair on undergraduate teaching assignments. They will also represent the Department on related College and University Committees/Councils.

Compensation for serving as a Coordinator may include adjusted workload, summer salary or other appropriate compensation as determined by the Department Chair.

E. Scholarships and Awards Committee

The Committee shall coordinate selection of student, faculty and staff candidates for departmental, college, university-wide and national awards. Four voting faculty members shall be elected by the voting faculty with each elected member serving a four-year term, staggered, such that one member shall rotate off each year. At least one member of the committee must be regular faculty. The Chair shall be regular faculty and elected annually by the Committee.

F. Initial Review Committee

An Initial Review Committee (IRC) shall be responsible for the initial review of faculty members up for reappointment and tenure/promotion. This committee will make recommendations annually to the TPR committee concerning progress, reappointment, and, ultimately, tenure and promotion. The IRC will be composed of three full professors elected by the voting faculty. Faculty who are in Part II remediation of Post-tenure Review (PTR) are ineligible to be members of the IRC. The Chair will be elected annually by the members. All members will each serve three-year, staggered terms, such that one member shall rotate off each year. The Chair will also serve as the Chair of the TPR committee.

G. Tenure, Promotion and Reappointment Committee

The Tenure, Promotion and Reappointment (TPR) Committee shall carry out the procedures as described in the Tenure, Promotion, and Reappointment Guidelines for the Department. The TPR Committee is responsible for peer review of all candidates for reappointment, tenure, and promotion in the Department. Please refer to the Department TPR Guidelines for additional information regarding the TPR Committee.

H. Post-Tenure Review Committee

Per the Faculty Manual, a special Post-Tenure Review committee will be appointed to conduct a Post-Tenure Review of tenured faculty every 5 years. Please refer to the Department TPR Guidelines for additional information regarding the Post-Tenure Review Committee.

I. Seminar Committee

Four voting faculty members shall be appointed by the Department Chair including representatives from Biological Sciences and Microbiology. The Chair shall be elected annually by the Committee and may be untenured. The Chair will also serve as the instructor of record for BIOL 8120 Seminar.

J. Teaching Feedback Committee

A Teaching Feedback Committee (TFC) shall be responsible for providing guidelines for conducting peer observations of teaching and coordinating peer classroom observations and obtaining and summarizing the comments provided by faculty colleagues for faculty up for reappointment or requesting review for tenure or promotion. The TFC will be composed of three members elected by the voting faculty including a Full Professor, Associate Professor, and Senior Lecturer. Faculty who are in Part II remediation of Post-tenure Review (PTR) are ineligible to be members of the TFC. The Full Professor shall serve as chair of the committee. Each member will each serve three-year, staggered terms, such that one member shall rotate off each year.

K. Instrumentation Committee

The Committee shall consist of four faculty, the Jordan Hall building manager, and the lead teaching lab preparator, and will coordinate with the LSF building manager. The faculty should represent the diverse research areas in the Department and the different buildings (LSF, Jordan). One faculty member shall be involved in lab coordination. The four faculty will be elected from the voting faculty to serve two-year, staggered terms. One faculty member shall be elected by the committee to serve as Chairperson for two years. The committee shall be responsible for coordinating departmental purchasing priorities, defining use policies, providing a fee structure for both internal/external use of departmental instruments, and providing equipment-related recommendations to the department Chair. The committee will also maintain a working inventory of the department-held instrumentation assets and serve as proponents in assessing the need for and pursuit of funding for instrumentation used in the teaching laboratories as well as new research equipment that is of benefit to the department as a whole. The committee shall also coordinate/network across campus.

L. Other Committees

The faculty may recommend the appointment of other ad hoc or standing committees as needed or as dictated by the University, College, or the Faculty Manual. Ad hoc committees may be established by the Faculty during a Department meeting or by the Department Chair. The ad hoc committee must be established for a specific, simple purpose and can serve no longer than 12 months or until the purpose of the committee is accomplished. Membership on some committees may include staff, students, and faculty of special ranks as determined by a majority vote of the voting faculty. The creation of standing committees other than those specified in the Bylaws constitutes amendments to the Bylaws and must be approved.

ARTICLE IV. REPRESENTATIVES TO COLLEGE ORGANIZATIONS

Section 1. Curriculum Committee

Two representatives of the Departmental Curriculum Committee will be selected by members of that committee to serve on the College of Science Curriculum Committee. One member will be the Chair of the Departmental Curriculum Committee.

Section 2. Student Scholarship and Awards Committee

The faculty representative to the College of Science Scholarship and Awards Committee shall be the Chair of the Departmental Scholarships and Awards Committee.

Section 3. Discovery Committee

A representative to the College of Science Discovery Committee shall be elected from the regular faculty by the voting faculty and serve a three-year term beginning April 1.

Section 4. Elections Committee

A representative to the College of Science Elections Committee shall be elected from the regular faculty by the voting faculty and serve a three-year term beginning April 1.

Section 5. Global Engagement Advisory Committee

A representative to the College of Science Global Engagement Committee shall be elected from the faculty by the voting faculty to serve a three-year term beginning April 1.

Section 6. Information Technology (IT) Advisory Committee

A representative to the College of Science IT Committee shall be elected from the faculty by the voting faculty and serve a three-year term beginning April 1.

Section 7. Inclusive Excellence Committee

A representative to the College of Science Inclusive Excellence Committee shall be elected from the regular faculty by the voting faculty and serve a three-year term beginning April 1.

ARTICLE V. AMENDMENTS

Any proposed amendment to these Bylaws shall be advertised and circulated in writing to all Department members at least one week before its being acted upon by the Department Faculty. Amendments or additions to these Bylaws shall be consistent with standing University policy. Amendments shall be approved by a two-thirds majority of the voting faculty, excluding faculty on leave.

Editorial changes and grammatical and typographical errors that do not change the meaning or intent of the approved Bylaws do not require a departmental vote.

ARTICLE VI. RATIFICATION

The Bylaws shall take effect upon being ratified by a two-thirds vote of all the voting faculty under ARTICLE I (excluding faculty on leave) and being reviewed for conformance with the Faculty Manual by the Provost or their designee.

Revised on February 20, 2020