



**Departmental Bylaws Routing Sheet**  
Requirements based on 2021-2022 *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 \_\_\_\_\_

Reviewed     Revision Suggested (see comments)    Date \_\_\_\_\_

**Requirements for DEPARTMENTAL BYLAWS – 2021-2022 Faculty Manual**

**Department: History and Geography**

**Date** 12/22/2021

*NOTE:* This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*.

Compliance

The 2019-2020 and later *Faculty Manuals* require 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. \* 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 Faculty Manual 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		

**BY-LAWS**  
**DEPARTMENT OF HISTORY AND GEOGRAPHY**  
College of Architecture, Arts, and Humanities  
Clemson University  
Clemson, South Carolina

Adopted and Ratified April 23, 1981  
Revisions ratified December 1983, April 1985, October 1987,  
April 1989, October 1998, December 2001, September 4, 2009, May 15, 2017,  
May 22, 2020, November 18, 2020, and December 6, 2021.

**ARTICLE I**  
**VOTING MEMBERSHIP**

All full-time members of the Departmental Faculty, including those on leave, shall have the right to vote on all matters coming before the Department. Any member of the Faculty may attend meetings of the Department and express an opinion on any issue. Voting rights may be extended under extraordinary circumstances, by a two-thirds vote of the Faculty and with the concurrence of the Department Chair, to Faculty in other departments whose disciplinary competence extends to History and/or Geography. Among special-rank faculty, Senior Lecturers and Principal Lecturers shall have the same voting privileges as tenured and tenure-track Faculty.

**ARTICLE II**  
**POWERS**

The Faculty of this Department recognizes and accepts its responsibility to share in maintaining the educational and professional work of the Department, especially in personnel and curriculum matters and in all other areas not specifically reserved to administrative officers of the University. Accordingly, the Faculty, in conjunction with the Department Chair, shall establish both standing and *ad hoc* committees, receive reports from these committees, and review their work at meetings of the Department Faculty. In addition, the Faculty of the Department shall designate representatives to such College committees as the By-laws of the College require. In accordance with university regulations, these By-laws may neither contradict nor supersede the *Faculty Manual*.

**ARTICLE III**  
**PRESIDING OFFICER**

The Presiding Officer shall be the Department Chair. They shall keep accurate minutes of meetings of the Department and circulate them among the Department Faculty and, if necessary, administrative officials.

## **ARTICLE IV MEETINGS**

The Chair shall call meetings, at least once in each of the long semesters, for the purpose of conducting ordinary and recurring Departmental business, for making special announcements, and for reasons not otherwise indicated in these By-laws. The Chair shall also call meetings at the request of five voting members of the Departmental Faculty. All meetings of the Department shall adhere to Robert's Rules of Order.

## **ARTICLE V COMMITTEES**

### **Clause 1. Advisory Committee**

The Advisory Committee shall consist of the Department Chair as chairperson, and three members of the Department, elected by the Department at a meeting in the Spring semester to act on behalf of the Faculty. The Committee shall advise the Department Chair on all significant issues except as otherwise specified in these By-laws. The Committee shall circulate minutes of its meetings to the Department.

When the Department Chair requests or obtains authorization to hire new members, the Chair shall so inform the Faculty. In consultation with the Department, the Advisory Committee shall advise the Chair as to which area(s) and field(s) the Department should propose for the new appointments and so notify the Faculty of these recommendations. The Advisory Committee will review and rank sabbatical proposals for the Chair to transmit to the Dean.

The Committee shall meet regularly with the Chair during the long semesters and shall report on its activities at least once each long semester.

### **Clause 2. Personnel Committee**

The Personnel Committee shall consist of all tenured associate and full professors, excluding emeritus Faculty and administrators directly involved in personnel decisions.

The Committee shall elect a Chairperson from among its members, and shall make recommendations to the Department Chair for transmission to the Dean of the College concerning all personnel decisions within the Department, including appointment, reappointment, tenure, and promotion.

The Personnel Committee shall function as the search and screening committee as mandated by the *Faculty Manual*, and shall follow the procedures set forth therein.

The Personnel Committee shall develop a system of classroom observation for all candidates for reappointment, tenure, and promotion. The Faculty members observed shall be informed in writing by the observer of the results of individual evaluations of teaching based on classroom observation.

The Personnel Committee shall make available in writing to all members of the Department its Standards for Tenure, Promotion, and Post-Tenure Review.

### **Clause 3. Curriculum Committee**

The Curriculum Committee shall consist of three members, elected by the Faculty who shall choose one of their number as Chairperson. The Chairperson shall represent the Department on the College Curriculum Committee. The Committee shall propose, review, and recommend to the College Curriculum Committee changes in the Department's curricula and course offerings, circulate its minutes among members of the Department, and solicit and respond to written comments from the Faculty concerning the recommendations before their submission to the College Curriculum Committee.

### **Clause 4. Graduate Committee**

The Graduate Committee shall consist of five members. The M.A. Coordinator and the Director of the Ph.D. program, appointed by the Department Chair, shall serve as members of the Graduate Committee. The Faculty shall elect the other three members of the Graduate Committee. The M.A. Coordinator and the Director of the Ph.D. program shall represent the Department on appropriate College/University committees. The Committee shall propose, review, and recommend changes in the M.A. and Ph.D. programs, including both courses and requirements; shall choose and recommend candidates for graduate assistantships, and shall recommend same to the Department Chair; and shall generally oversee the M.A. and Ph.D. programs. The committee will circulate its minutes among members of the Department and solicit and respond to written comments from the Faculty concerning its recommendations prior to forwarding them to the Department Chair, or to appropriate College/University committees.

### **Clause 5. Honors and Awards Committee**

The Honors and Awards Committee shall consist of three members elected by the Faculty. The Committee shall elect a Chairperson from among its members. The Chairperson shall represent the Department on the College Honors and Awards Committee. The Committee shall administer the awards and honors given in the name of the Department in consultation with the Department Chair.

### **Clause 6. Other Committees**

The Faculty, in conjunction with the Department Chair, may establish other standing and *ad hoc* committees. The Chair also may establish committees at their discretion.

### **Clause 7. Open Meetings**

Any member of the Faculty (excluding Emeritus Faculty, temporary lecturers, adjuncts, and administrators) shall have the right to attend any meeting of any committee, with the exception of the Personnel Committee.

## **ARTICLE VI SEARCH PROCEDURES AND APPOINTMENTS**

### **Clause 1. Equal Employment Opportunity and Inclusiveness**

The Department is committed to equal employment opportunity and inclusiveness and in its appointments shall not discriminate on grounds of race, sex, religion, ethnic origin, sexual preference, or physical condition.

### **Clause 2. Job Description and Advertisement**

To facilitate the earliest possible movement through the University bureaucracy, the job description and advertisement should be written by the Advisory Committee and approved by the Department in time for searches taking place the following academic year.

### **Clause 3. Search Committee**

Participation on search committees is obligatory and among the most important service responsibilities for all Faculty. After approval of the job advertisement by the Advisory Committee, the Search Committee is formed by the Personnel Committee Chair in consultation with the Department Chair and with the approval of the Personnel Committee. Factors that should be considered in the composition of the Search Committee include the desirability of having a gender mix, representation of different Faculty ranks, and the involvement of Faculty with specific expertise.

### **Clause 4. The Long List**

After the deadline for applications has passed, the Search Committee shall review the applications and determine the long list of applicants to be interviewed by video conference. The long list will be made available to the Department, which must be given no less than a week to review applicants' files. If there are objections to the long list or questions about it, these should be sent to the Search Committee Chair to allow the Search Committee to address them more effectively, and copied to the Personnel Committee Chair, and a Department meeting will be convened to discuss and either approve or amend.

### **Clause 5. The Short List**

The Search Committee draws up a short list of three candidates based on the video-conference interviews. The Department approves or amends the short list at a Department meeting convened for that purpose. The Search Committee

should allow the Department time to review the appropriate files before that meeting and should be prepared to explain why some applicants made the short list and not others.

#### **Clause 6. The Campus Interview**

The Search Committee Chair will arrange the campus interview, scheduling time for a meeting of the Department at which the applicant will discuss research and teaching.

#### **Clause 7. The Job Offer**

A Department meeting will be convened to determine the recipient of the job offer. The meeting is run by the Chair of the Personnel Committee. The voting procedure is as follows: members of the Department, including Senior Lecturers and Principal Lecturers, cast one vote for their top choice. The candidate who receives the plurality of the votes will be offered the job. A run-off to determine the second and third choices will follow the same procedure. The Department will also vote on whether all three applicants are worthy of a job offer.

The job offer is made by the Department Chair. They will give the applicant one week after receipt of the written offer from the University to accept or refuse. An extension can be offered after consultation with the chairs of the Search Committee and Personnel Committee. The Department Chair is the only member of the Department who should negotiate with the job applicant at that point, and the Department Chair should consult the chairs of the Search Committee and Personnel Committee when it comes to all points of negotiation.

### **ARTICLE VII AMENDMENTS**

Any proposed amendments or additions to these By-laws shall be advertised and circulated in writing to all Faculty of the Department for a period of at least one week prior to their consideration. Amendments and additions shall be approved by a simple majority of the voting members (excluding Emeritus Faculty, temporary lecturers, adjuncts, and administrators).

### **ARTICLE VIII RATIFICATION**

These By-laws shall take effect upon being ratified by a two-thirds vote of those Faculty members of the Department eligible to vote under Article I, and who are present and voting at a meeting of the Department Faculty called for that purpose.