



Departmental Bylaws Routing Sheet
Requirements based on 2022-2023 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 – 2022-2023 Faculty Manual

Department: Construction, Development and Planning

Date 3/17/2023

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		

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Bylaws of the Nieri Department of Construction, Development, and Planning

In accordance with policies established by the Clemson University Board of Trustees, the Nieri Department of Construction, Development, and Planning (Department) faculty recognize and accept its responsibilities to share in maintaining the educational and professional work of the Department, especially in personnel and curriculum matters.

These Bylaws shall be consonant in all respects with the Bylaws of the College of Architecture, Arts and Humanities (AAH) and the Clemson University Faculty Manual.

The Department faculty approved these Bylaws to provide a mechanism for faculty to participate in formulating, modifying, and implementing the Department's policies, procedures, and practices.

Article I.

Mission and Goals

The Mission of the Department is to offer comprehensive construction, development, and planning education programs, with scholarly and service activities consistent with the Mission of Clemson University, to improve the quality of the industry and, thus, the built environment.

To realize this mission, the Department has the following major goals:

1. Excel in the education of undergraduate and graduate students through vigorous academic learning programs designed to produce motivated, well-educated, responsible citizens with the management and technical skills required for leadership positions in the program's respective industry.
2. Foster Clemson University's service mission by providing outreach activities for the industry and public throughout South Carolina, nationally, and internationally.
3. Assist in attaining Clemson University's research goals by conducting and disseminating the results of theoretical and/or applied research to advance the frontier of knowledge and contribute to the industry.

Article II.

Structure and Organization of the Department

The Department consists of three individual academic programs: Construction Science and Management, Real Estate Development, and City Planning. Administratively, there is one Department Chair and a total of four (4) directors: (1) CSM Undergraduate Director, (2) CSM Graduate Director, (3) Real Estate Development Director, and (4) City Planning Director. Full-time tenure and tenure-track faculty are hired within one of the academic programs or jointly to serve multiple programs. Each program is also supported by full- and part-time lecturers, adjunct faculty, and administrative staff.

Article III.
Voting Membership

Section 1 – Voting membership shall consist of all members of the regular faculty and Professors of Practice, Lecturers, Senior Lecturers, and Principal Lecturers of Clemson University, as defined in the Clemson University Faculty Manual, who hold at least seventy-five percent appointments in the Department. Lecturers, Senior Lecturers, Principal Lecturers, and Professors of Practice are not able to vote on any tenure, reappointment, or promotion recommendations of regular faculty.

Section 2 – Professors emeriti(ae), adjunct faculty, and faculty members not meeting the requirements of Article III, Section 1, may attend meetings of the Department Faculty but are not allowed to vote on Departmental matters.

Article IV.
Officers and Election

The officers of the regular Department Faculty shall consist of a Presiding Officer and a Recording Secretary.

Section 1 – The Presiding Officer shall be the Chair of the Department.

Section 2 – The Recording Secretary shall distribute notices of meetings, keep minutes of faculty meetings and distribute them to the entire faculty within one week of the meeting, and keep the minutes of Department Committees in the open Department file. The Recording Secretary will be designated at the beginning of each academic year.

Article V.
Meetings

Section 1 – The Chair of the Department shall call two regular faculty meetings twice per semester in each of the fall and spring semesters to conduct ordinary and recurring Departmental business, for making special announcements, and for reasons not otherwise indicated in these Bylaws. Each academic program shall conduct additional meetings throughout the semester (ex. monthly meetings) as deemed necessary by the programs director and faculty.

Section 2 – The Chair of the Department shall also call meetings at the request of two (2) voting members of the Department Faculty. Meetings shall normally require advance notice of at least three (3) weekdays.

Section 3 – The agenda for meetings of the Department Faculty shall normally be distributed electronically to each faculty member at least three (3) weekdays in advance of the meeting.

**Article VI.
Voting Procedures**

Section 1 – All matters brought before the faculty requiring a vote shall be resolved by a simple majority of those eligible voters present and voting. Eligible persons submitting a written absentee ballot will be considered present and voting.

Section 2 – The method of faculty voting shall be oral unless an eligible faculty member requests a secret ballot at the meeting.

**Article VII.
Quorum**

A quorum of the Department Faculty shall consist of those eligible faculty members present and voting, except when new business not on the agenda is brought forward. In such cases, a simple majority of the voting membership must be present. Any member of the regular faculty may suggest the absence of a quorum at any time during the meetings, and the issue shall be resolved by having the members counted.

**Article VIII.
Rules of Order**

The rules contained in the current edition of Robert's Rules of Order shall govern Department Faculty meetings and committee meetings in all cases where they are applicable and are not inconsistent with the Bylaws or with the special rules of order of the faculty.

**Article IX.
Committees**

The Department shall have committees to conduct daily and recurring business. Committees will include standing committees and ad hoc committees as the need arises. A minimum of three (3) voting faculty members shall constitute a committee.

Section 1. Standing Committees

Admissions and Scholarships Advisory Committee

Each of the programs in the Department shall have an admissions and scholarships advisory committee. Because of the size of the faculty in each of the program areas, Admissions and Scholarships Advisory Committees may consist of the faculty as a whole or a subset of the faculty as appointed by the program director.

The Admissions Advisory Committees shall establish admissions guidelines, review applications of prospective students, conduct interviews with prospective students as necessary, and recommend financial assistance as available.

Curriculum Committee

Each of the Programs in the Department shall have its own Curriculum Committee. The Programmatic Curriculum Committee composition may include all or a subset (appointed by the program director) of the faculty eligible to vote in the program. The members of each Programmatic Curriculum Committee shall elect a chairperson, and the chairperson may not be appointed by either the Program Director or Department Chair. Each Programmatic Curriculum Committee member is expected to serve for 1 year, with the possibility of annual reappointment as needed.

The Curriculum Committees shall accept, initiate, and evaluate proposals for changes in the program's curriculum and advise on other curricular matters referred to it. It shall make reports to the faculty and recommendations to the College Curriculum Committee as appropriate.

The College Curriculum Committee Representative is elected from and by the members of all of the Programmatic Curriculum Committees and must be a regular faculty member as outlined in the College bylaws. Each of the Programmatic Curriculum Committees will generate one nominee per program from the existing Programmatic Curriculum Committees. All Programmatic Curriculum Committee members will vote on the nominees, and this elected representative will serve for a 3-year term. The representative will consult with the chairs of Programmatic Curriculum Committees on all matters that affect individual program areas.

Standing Faculty Advisory Committee

The Department shall have a Faculty Advisory Committee comprised of all regular faculty in each program. It will be chaired by the Department Chair and this Committee shall advise the Chair on matters which the Chair brings to it.

Other Standing Committees

Other standing committees can be established by the Department Chair or Faculty. The motion establishing a standing committee shall specify its function and membership as well as its convener. The agreement to create a standing committee must be approved by a majority of all voting members of the faculty. All committees formed must be established in ways consistent with the college bylaws and the Faculty Manual.

Tenure Promotion and Reappointment and Post-Tenure Review Committees

Criteria for establishing TPR and PTR committees are outlined in the Department TPR Guidelines.

Section 2. Ad Hoc Committees

The Department Chair or the Faculty may establish ad hoc committees (for example, student recruiting) to perform specific tasks. The motion establishing an ad hoc committee shall specify its function, duration, and membership as well as its convener.

Section 3. College and University Committees

Representation by faculty on various councils, commissions, and committees is essential to shared governance. It is the duty of all faculty to attend the meetings of bodies to which they are appointed or elected. Selection, or election, of representatives to college and university committees will be in accordance with the Faculty Manual or the College Bylaws.

Article X. Amendment Procedures

Any proposed amendments or additions to these Bylaws shall be advertised and circulated in writing to all Department Faculty voting members for at least one week prior to their consideration. A two-thirds majority of the members present and voting is needed to approve amendments and additions. Eligible persons submitting a written absentee ballot will be considered present and voting.

Article XI. Faculty Search and Appointment

The faculty search and appointment process will be conducted in accordance with the Clemson University Faculty Manual and University and College of AAH Requirements and begins once the request for hire is approved by the Dean of the College of Architecture, Arts and Humanities and the appropriate officers of Clemson University. Upon approval, the Department Chair will organize a Faculty Search and Screening Committee in accordance with the Clemson University Faculty Manual. The Committee shall consist of five members. The Chair of the Committee will be from the program of which the candidate will be hired and will be appointed by the Department Chair. The Committee Chair will be a tenured Department faculty member having a rank of Associate Professor or higher. Besides the Committee Chair, members will include three full-time faculty in the Department and one staff member. The makeup of the Committee will ideally be from the program for which the search is being conducted. When there are not enough qualified faculty to form the Committee from the program, faculty from other programs within the Department would be selected. Should there not be enough qualified faculty within the Department, faculty shall be identified from similar programmatic domains within the College to serve on the Committee. For on-campus interviews, the candidate(s) will meet with senior undergraduate student(s) or graduate student(s) representatives from the program of which the candidate will be hired and at least one representative from the program's Industry Advisory Board (if one exists).

The Department will advertise the position(s) in various construction, real estate, planning education and industry-related sources. An effort will also be made to advertise in sources utilized by underrepresented populations when seeking employment. All applications will be sent to the Search and Screening Committee Chair and considered per established procedures and the applicant's credentials for meeting job posting descriptions.

When considering filling a tenure-track position with the award of immediate tenure upon hire or a tenure probationary period of two years or less, a Department Tenure, Promotion, and Reappointment Committee must be constituted in accordance with the Department TPR Guidelines to ascertain if the respective candidate has met the Department tenure requirements in the case of the award of immediate tenure. And in the case of the award of a tenure probationary period of two years or less, the TPR Committee must determine if the candidate has made satisfactory progress toward being awarded tenure comparable to the progress required for tenure at the end of the typical six year tenure-track period. In addition, if a candidate is being considered to be hired into a tenure-track position at a rank higher than assistant professor, the TPR Committee must determine if they have met the Department criteria to be promoted to the higher rank.

The Search and Screening Committee will recommend candidates to interview. They will first check their references and recommend to the Department Chair those who should come to Clemson University to be interviewed. The Chair of the Search and Screening Committee will communicate with all the candidates being invited to campus and make all final arrangements.

The on-campus interviews should include the following individuals: Dean of the College of AAH, Chair of the Department, Search and Screening Committee members, program faculty, program students, and ideally a representative from the program's Industry Advisory Board if one exists. Every candidate must make a formal presentation to the department faculty and students on a relevant topic approved by the Search and Screening Committee.

Upon completing all the interviews, the Search and Screening Committee shall recommend the top three candidates to the Department Chair, who will discuss the possible choices with the faculty, students, Staff, Industry Advisory Board members and others who have met with or reviewed the candidate's credentials. A final recommendation will be made to the Dean of the College of AAH and an offer made to the successful candidate.

If accepted, the appropriate College and University processes will be put into place to formally hire the individual. If not accepted, the next highest candidate will be offered the position and the last above process repeated. Should no qualified candidate be hired, a failed search may be declared after consultation with the Department Chair, Dean, and other appropriate University officers.

Article XII. Sabbaticals

Application for and the award of sabbaticals will be done in accordance with College of AAH and University requirements identified in the Clemson University Faculty Manual.

Article XIII. Workload

The primary workload of regular faculty in the Department of City Planning and Real Estate Development consists of teaching responsibilities, service and research. Normal teaching loads are 6-9 credit hours for each of the two regular semesters as indicated in the Faculty Manual (VI-D).

Release time is routinely granted for administrative responsibilities including those of the Department Chair and Program Administrators. Release time may be granted for unusually heavy research and/or service activities. Generally, but not always, release time for research will be provided through funded research projects. Standard release time for externally funded projects shall follow the university formula of:

- Release from a three hour teaching course in one semester if 25% of the semester salary is charged to the research project.
- Release from a three hour teaching course in one semester if 12.5% of the nine-month salary is charged to the research project.
- Release from a three hour teaching course for both semesters if 25% of the nine-month salary is charged to the research project.

In unusual circumstances, non-funded research activities may warrant release time. Those circumstances, although rare, may relate to start-up of research initiatives that are deemed important to the Department as a whole. Heavy service responsibilities also may result in release time such as curricular development or work in an advisory capacity to public or private entities as a representative of the university. In all cases,

- the workload should be commensurate with that of normal work requirements;
- the research or service activity must be of substantial benefit to the Department and university as well as the individual faculty member; and
- teaching responsibilities must be accommodated within the individual academic programs.