



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: Political Science

Date

2/9/2023

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 <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		

Bylaws
Department of Political Science
Clemson University

ARTICLE I: GENERAL

- A. These bylaws shall be interpreted in accordance with the relevant provisions of the bylaws of the College of Behavioral, Social, and Health Sciences, the *Faculty Manual*, and other binding rules and regulations of Clemson University. Any provision of these bylaws inconsistent with such rules and regulations shall be null and void. These bylaws are intended to provide further clarification and elaboration of the University rules and provisions of faculty governance as they pertain to the Department of Political Science. These bylaws shall supersede all previous and existing bylaws of the Department of Political Science.
- B. Except as specifically noted otherwise in these bylaws, the bylaws of the College of Behavioral, Social, and Health Sciences, the *Faculty Manual*, or as established by the customs and practices of Clemson University, the governance of the Department of Political Science shall be carried out by the Faculty of the Department (hereinafter “the Faculty”). Except as specifically noted otherwise in these bylaws, the Faculty of the Department shall be defined as all tenured and tenure-track members of the departmental faculty including those on leave of absence or sabbatical, but excluding special faculty ranks and faculty emeriti.

ARTICLE II: THE DEPARTMENT CHAIR

- A. The department chair (hereinafter “the chair”) serves three primary constituencies: departmental faculty, departmental staff, and the higher administration. The department chair shall preside over the administration of the Department. Their responsibilities shall include the day-to-day management of the Department, along with all duties prescribed by the Dean of the College of Behavioral, Social, and Health Sciences, the *Faculty Manual*, as well as those customarily carried out by the chair. The chair shall be responsible for representing the interests of the Faculty, as appropriate, to the Dean of the College and to the administration of Clemson University. The chair shall foster the spirit and practice of collegiality and promote the practices outlined in the *Faculty Manual* including “shared governance, transparency, open communications, and accountability” in the Department’s decision-making process.
- B. The Associate Chair shall be a member of the faculty, as defined above, holding tenure in the Department of Political Science. The department will create a search committee for the purpose of evaluating candidates for the associate chair position. The committee will solicit nominations for the associate chair position from all faculty in the department. The committee will review nominations and determine acceptable candidates from the nominee

and provide a list to the chair, who will make the final determination. The term of service shall be for two years, with an automatic additional term with chair approval. The associate chair's primary duties are to assist the chair in providing leadership and management of the department's programs, with a focus on enhancing teaching, research, and faculty and staff development. The associate chair will also represent the chair and department, as necessary, and perform duties as otherwise assigned by the department chair.

- C. The chair shall have the right to appoint a deputy chair, or otherwise deputize any member of the Faculty to perform their duties as the chair deems appropriate.

ARTICLE III: DIRECTOR OF UNDERGRADUATE AND GRADUATE STUDIES

- A. The Director of Undergraduate Studies shall be a member of the faculty, as defined above, appointed by the department chair, with the advice of the Political Science faculty. The director shall serve as the Department's academic advisor for the political science majors and departmental minors. The director will represent the Department at College advising meetings, work closely with College advising staff and the Associate Dean for Undergraduate and Faculty Affairs, serve as a member of the Department's Curriculum Committee (but is ineligible to chair this committee), provide academic advising to our undergraduate students, and do administrative work regarding the implementation of the Department's undergraduate program and academic advising duties. The director shall advise the chair on undergraduate curriculum matters, course scheduling, and other related activities, as assigned.
- B. The Director of Graduate Studies (DGS) shall be a member of the faculty, as defined above, appointed by the department chair, with the advice of the graduate faculty in the Department of Political Science. The director is responsible for leading on graduate curricular matters, managing the scheduling of Policy Studies and MPA courses and their staffing, advising Policy Studies and MPA graduate students, chairing any ad hoc committees in these programs (i.e., the Policy Studies Steering Committee), and other duties, as needed, that relate to the department's graduate program(s). The DGS works closely with the Associate Dean for Research and Graduate Studies and represents the department in college and university-level meetings about graduate education. The DGS provides leadership for faculty and staff assigned to administer the MPA and Policy Studies programs.

ARTICLE IV: VOTING

- A. Any member of the Faculty who cannot or who chooses not to attend a faculty meeting may assign in writing (an email or text message will be acceptable) a general or restricted proxy to any other member of the Faculty.
- B. All matters requiring a vote shall be decided by simple majority, except as otherwise specified in these bylaws. The vote shall be by show of hands or voice vote unless a secret

ballot is requested by any person present who has voting privileges on the matter in question.

- C. A quorum of the Faculty shall be defined as one-half of all tenured and tenure-track faculty members, excluding faculty emeriti and including only those faculty members on sabbatical or leave of absence who may choose to attend and be counted for a quorum. A quorum must be present in order for business to be conducted.
- D. Electronic voting or a paper ballot cast outside the context of a faculty meeting will be acceptable if a majority of the voting Faculty support using such a method. The voting Faculty will have five full days (Sundays and Saturdays included) to cast an electronic vote or to cast a paper ballot upon receiving an email containing a formal proposal that requires a vote. The minimum five-day time frame may be waived by a majority vote of the Faculty under circumstances (such as hiring) that require expediency.
- E. All lecturers have voting rights on committees on which they are a member.
- F. All lecturers who have been reappointed twice have departmental voting rights on all matters (where allowed by the University Faculty Manual)—except in hiring decisions for tenure and tenure-track faculty.

ARTICLE V: SECRETARY

- A. The Faculty shall elect a secretary for the subsequent academic year at the final departmental meeting of the spring semester. The secretary shall keep minutes of all meetings of the Department and circulate copies to the Faculty.
- B. The secretary will be responsive for emailing formal ballot proposals to voting faculty that involve electronic or paper ballot voting, collecting and tabulating all votes, and emailing the final results to the Faculty. The presumption should be that these are secret ballots. Except in instances of expediency (as set forth above in Article IV, Section D), no results will be reported until after the five-day voting period has come to an end. Results may be reported earlier only when all voting faculty members have voted on the proposal.

ARTICLE VI: MEETINGS

- A. The *Faculty Manual* specifies that at least one department meeting shall be held during each semester (Fall and Spring). Additional department meetings may be scheduled as deemed appropriate by the chair. The chair shall also call meetings upon the request of one-half minus one of the Faculty. Whenever possible, the chair shall circulate an agenda at least one week prior to a meeting. In addition, the chair shall consider requests made by faculty members to meet to discuss issues that concern the entire Department. Unless otherwise specified in these bylaws, Robert's Rules of Order, or another manual of parliamentary procedure chosen by the Faculty, shall govern all department meetings.
- B. The chair shall preside over all meetings of the Faculty, unless he or she designates another member of the Faculty to preside.

- C. General announcements may be dealt with among the faculty through email.

ARTICLE VII: COMMITTEES

A. Tenure, Promotion and Reappointment Committee (TPR)

- 1. Refer to the Tenure, Promotion and Reappointment Document for the composition of the TPR Personnel Advisory Committee.

B. Advisory Committee

- 1. The faculty shall select two tenured faculty members to serve, with the department chair, as the advisory committee. The department chair shall chair this committee. The advisory committee shall provide advice to the chair on an *ad hoc* basis, particularly when expediency is required and consultation with the entire faculty is not feasible.

C. Curriculum Committee

- 1. The departmental Curriculum Committee shall have responsibility for proposing, reviewing, and making recommendations regarding changes to the Department's curriculum and course offerings in accordance with the College bylaws and the *Faculty Manual*. The departmental Curriculum Committee shall consist of the director of undergraduate studies, the director of graduate studies, and at least three additional department faculty members elected by the Faculty. The departmental Curriculum Committee will elect one of its members to serve as committee chair. The chair of the Curriculum Committee shall serve as the department's representative to the College's curriculum committee. If the departmental representative of this committee is unable to attend a meeting of the College Curriculum Committee, then he or she may appoint a substitute.

- 2. The director of graduate studies shall sit in on meetings of the Curriculum Committee when graduate curriculum matters are discussed. The Curriculum Committee will only address graduate curriculum when in direct consultation with the director of graduate studies.

- 3. The Faculty as a whole has final responsibility for making decisions about departmental curriculum matters and for considering proposals made by the departmental Curriculum Committee.

D. Inclusive Excellence Committee

1. The departmental Inclusive Excellence Committee shall have the responsibility to propose, implement, and monitor programs that support the success of and create an inclusive environment for students, staff, and faculty within the Department.

E. Graduate Program Advisory Committee

1. The Graduate Program Advisory Committee shall be responsible for providing recommendations to the faculty on all matters related to the graduate programs. Included in these responsibilities is making recommendations for adjustments to the graduate curriculum and program requirements, and serving as the admissions committee for the programs.

F. Creation of Additional Committees

1. The chair or the Faculty may establish new standing committees as needed.

G. College and University Committees

1. Unless otherwise provided for in these bylaws, in the bylaws of the College of Behavioral, Social, and Health Sciences, or in the *Faculty Manual*, department representatives to College and University Committees shall be elected by a simple majority of the Faculty.

2. Unless otherwise provided for in these bylaws, in the bylaws of the College of Behavioral, Social, and Health Sciences, or in the *Faculty Manual*, candidates to fill vacancies on College and University Committees shall be selected by a simple majority of the Faculty.

H. *Ad Hoc* Committees

1. The chair or the Faculty may establish *ad hoc* committees and receive reports from such committees as needed.

I. Distribution of Committee Responsibilities: Both the chair and the Faculty shall endeavor to distribute committee responsibilities equitably among the members of the Faculty.

ARTICLE VIII: ANNUAL EVALUATION OF FACULTY

A. The annual evaluation of faculty shall be conducted within the framework of the policies set forth in the *Faculty Manual*, by the Provost of Clemson University and the Dean of the College of Behavioral, Social, and Health Sciences, in the Department of Political Science's

Annual Evaluation, Promotion, Reappointment, Tenure, and Post-Tenure Guidelines, and in these bylaws.

- B. In general, the annual evaluation process focuses on the faculty member's record in research, teaching, and service, and in administration where appropriate (i.e., for the Director of Undergraduate Studies or the Director of Graduate Studies).
- C. Each year, the chair will provide each faculty member, including faculty of special ranks, with a written assessment of the faculty member's performance.
- D. Chair shall evaluate faculty for purposes of raises, when available, in accordance with the Department's Merit Document and the *Faculty Manual*.

ARTICLE IX: NON-TENURE-TRACK FACULTY

- A. Non-tenure-track faculty (including instructors, lecturers, senior lecturers, principal lecturers, postdoctoral fellows, and adjunct faculty) shall be appointed within the framework of the policies set forth in the *Faculty Manual*, by the Provost of Clemson University and the Dean of the College of Behavioral, Social, and Health Sciences, in the Department of Political Science's *Annual Evaluation, Promotion, Reappointment, Tenure, and Post-Tenure Guidelines*, and in these bylaws.
- B. In general, non-tenure-track faculty appointments that are intended to be short-term or part-time shall be made by the chair. The chair should consult the Advisory Committee, as well as other faculty in the pertinent subfield, prior to making such an appointment. Non-tenure-track faculty appointments that are intended to be longer-term (two or more years), shall be made by the chair using the process described above; but the faculty shall have the opportunity to review the candidate's credentials and make formal recommendations with regard to such appointment.

ARTICLE X: TENURE-TRACK AND TENURED FACULTY

- A. Tenured and tenure-track faculty members shall be appointed within the framework of the policies set forth in the *Faculty Manual*, by the Provost of Clemson University and the Dean of the College of Behavioral, Social, and Health Sciences, in the Department of Political Science's *Annual Evaluation, Promotion, Reappointment, Tenure, and Post-Tenure Guidelines*, and in these bylaws.
 - 1. The Faculty, sitting as a committee of the whole, shall act as the search and screening committee for the recruitment of any and all faculty.
 - 2. The Faculty, sitting as a committee of the whole, shall make recommendations concerning prospective tenure-track and tenured faculty appointments.

3. In filling all vacancies, the chair and the Faculty shall conform to all affirmative action and equal employment opportunity guidelines.
4. Unless the Faculty specifically decides otherwise, the following procedure shall be followed in the appointment of new tenure-track and tenured faculty:
 - a. The Faculty shall meet to establish parameters for the development of a position announcement.
 - b. The Faculty shall designate a search subcommittee (composed of tenured and/or tenure-track faculty members) to develop the position announcement, review all applications, and make a report to the Faculty specifying a long shortlist of leading candidates.
 - c. The Faculty shall approve the position announcement, with such modifications as appropriate.
 - d. The Faculty shall meet to review the long shortlist of candidates provided by the search subcommittee and shall vote to determine which candidates shall be invited for on-campus interviews.
 - e. The Faculty shall meet to review the list of candidates provided by the subcommittee, and shall vote to determine which candidates shall be invited for on-campus interviews.
 - f. The chair shall arrange for on-campus visits that provide opportunities for all members of the Faculty to meet and interact with each candidate.
 - g. Within a reasonable period after the completion of the on-campus visits, the Faculty shall meet to decide whether to recommend one or more candidates to the Dean, as appropriate, or to continue the search process by inviting one or more additional candidates for on-campus visits.
5. When the above procedures cannot be followed due to time pressures or other exigent circumstances, the chair of the department's TPR Committee and the department chair shall act on behalf of the Faculty, in consultation with the Advisory Committee. However, they must make every effort to ensure that: (a) emergency actions are kept to a minimum; (b) each faculty member is consulted, individually or collectively, prior to such actions; and (c) that the Faculty is kept fully informed of all such decisions.

ARTICLE XI: FACULTY VOTING ON GRADUATION CANDIDATES

- A. Each semester a list of graduation candidates will be provided to departmental faculty for their approval. Faculty will indicate their approval or disapproval of the graduation list, subject to final grades and the deletion list, via a vote through email.

ARTICLE XII: AMENDMENTS

- A. Any proposed amendments to these bylaws shall be advertised and circulated in writing to all Faculty for a period of at least one week prior to their formal consideration. Amendments shall be approved by a two-thirds majority of those present who are eligible to vote according to these bylaws. The chair shall have the right to vote as a member of the Faculty on any proposed amendment to these bylaws.

ARTICLE XIII: RATIFICATION

- A. These bylaws shall take effect upon being ratified by two-thirds of those Faculty members eligible to vote according to these bylaws, and who are present and voting at a meeting of the Faculty called for that purpose. The chair shall have the right to vote as a member of the Faculty on the question of ratification of these bylaws.

UNANIMOUSLY APPROVED by the Faculty of the Department of Political Science on:

__January 27, 2023__