



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: Environmental Engineering and Earth Sciences

Date 12/12/2022

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		

Comments

ENVIRONMENTAL ENGINEERING AND EARTH SCIENCES (EEES)

FACULTY BY-LAWS

ARTICLE I: MEMBERSHIP

The EEES Faculty shall consist of all Regular Faculty and Full-Time Lecturers at all ranks as defined by the Faculty Manual. Special Faculty who are not Full-Time Lecturers may be granted EEES Regular Faculty status annually through a majority vote by the EEES Regular Faculty and Full-Time Lecturers at all ranks.

ARTICLE II: FUNCTIONS

The functions of the EEES Faculty are as follows:

- to establish and approve academic courses, curricula, and degree requirements;
- to conduct Tenure, Promotion and Reappointment evaluations for appointment, tenure, and promotion and Post-Tenure Review evaluations in accordance with the [Clemson University Faculty Manual](#);
- to elect representatives to College of Engineering, Computing, and Applied Sciences (CECAS) Committees, as required; and
- to consider any matters that may affect the welfare of its members or the teaching, research, and public service policies of EEES.

In the case that these bylaws contradict the current Faculty Manual, the current Faculty Manual's provision shall apply.

ARTICLE III: OFFICERS

The Department Chair of Environmental Engineering and Earth Sciences shall serve as presiding officer and shall appoint a secretary for meetings as needed. When necessary, the Department Chair shall appoint a presiding officer to serve in their absence.

ARTICLE IV: MEETINGS AND VOTES

At least one meeting of the EEES Faculty shall be held during the fall semester and another during the spring semester. Additional meetings will be called when deemed necessary by the Department Chair or when a written request is made by at least three (3) members of the faculty. Notice of faculty meetings must be sent to the Faculty at least two (2) days in advance, with an agenda whenever possible; however, emergency meetings may be called when required. A quorum shall be a simple majority. Minutes of all meetings shall be forwarded to the Dean of the College of Engineering, Computing, and Applied Sciences and made available to all members of the EEES Faculty.

Robert's Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions, and reports. Unless otherwise stated herein, a simple majority of those present shall be sufficient for a vote to pass. Votes may be conducted by a show of hands, verbally, or by written or electronic ballot, however, anonymous voting must be made possible upon request. On the call of any member of the faculty, voting on a motion shall be by secret ballot.

ARTICLE V: COMMITTEES**Section 1. Structure**

Committees of the EEES Faculty may be established to carry out the functions of the faculty as delineated under Article II.

Section 2. Standing Committees

The Standing Committees of the EEES shall consist of the Advisory Committee, the Tenure, Promotion and Reappointment Committee; the Post-Tenure Review Committee; the Curriculum and

Assessment Committee; the Scholarships and Awards Committee; and the Diversity, Equity, and Inclusion Committee.

Section 2a. Advisory Committee:

The EEES Advisory Committee shall consist of all members of the EEES Faculty. The Department Chair heads this committee.

This committee may advise the Department Chair on all matters with the exception of those concerning curriculum; those concerning tenure, promotion and reappointment; or those concerning post-tenure review. The Advisory Committee shall serve as the search committee for new appointments as delineated under Section 1 of Article VI, although the Department Chair will appoint an ad-hoc screening committee to facilitate the search process and bring information to the search committee. The Advisory Committee shall elect all representatives to College of Engineering, Computing, and Applied Sciences committees. The Department Chair will seek nominations from the EEES Faculty for candidates for all representatives to College of Engineering, Computing, and Applied Sciences committees except the representative to the College of Engineering, Computing, and Applied Sciences Curriculum Committee. The Department Chair will make a nomination of a candidate for the representative to the College of Engineering, Computing, and Applied Sciences Curriculum Committee, which shall then be subject to a vote of approval by the EEES Faculty. For all representatives from EEES to College of Engineering, Computing, and Applied Sciences committees a new election may be called at any time for any or all representatives by the Department Chair or by a written request to the Department Chair by at least one third of the EEES Faculty.

The Department Chair may establish ad hoc sub-committees that will report to the Advisory Committee.

Section 2b. Curriculum and Assessment Committee:

The EEES Curriculum and Assessment Committee shall consist of all members of the EEES Faculty. The Department Chair may designate ad-hoc sub-committees based on degree designations offered by the Department, but any EEES faculty member may choose to participate in any of the curriculum sub-committees. Sub-committees shall make recommendations to the Curriculum and Assessment Committee for approval. The chair of the Curriculum and Assessment Committee shall be the Department representative to the College of Engineering, Computing, and Applied Sciences Curriculum Committee. The chair is elected annually by the EEES faculty. The committee shall carry out its responsibilities as delineated in Article VII.

Section 2c. Scholarships and Awards Committee

The EEES Scholarships and Awards Committee shall consist of six faculty and staff members from EEES representing the following groups: Biosystems Engineering Undergraduate and Graduate Program, Environmental Engineering Undergraduate Program, Environmental Engineering and Science Graduate Program, Geology Undergraduate Program, Hydrogeology Graduate Program, and Staff. The Department Chair will propose a slate of Scholarships and Awards Committee members for the Departmental faculty for approval by majority vote at the start of each academic year. Members will serve one-year, renewable terms. At the start of each academic

year, the committee will elect a chair, who will also serve as the Department's representative to the College of Engineering, Computing, and Applied Sciences Scholarships, Awards, and Honors Committee.

The EEES Scholarships and Awards Committee shall be responsible for selecting the recipients of all departmental scholarships and student awards and nominating students, staff, faculty for University, State, National and International awards. The committee shall organize and conduct awards ceremony for all departmental awards at the end of the Spring Semester. The Chair of the committee shall present Departmental Student awards at the annual College's Honors and Awards Ceremony.

The committee's scholarships and awards selection procedures are delineated in the Procedures of the EEES Scholarships & Awards Committee document.

Section 2d. Diversity, Equity, and Inclusion Committee

The EEES Diversity, Equity, and Inclusion (DEI) Committee shall consist of at least three faculty from EEES. Ideally, there is representation from all programs but not at the expense of faculty interest in participation. Staff representation on the committee is desirable but not required if outside the purview of their job. The Department Chair will propose a slate of DEI Committee members to the Departmental faculty for approval by majority vote at the start of each academic year. Members will serve one-year, renewable terms. At the start of each academic year, the committee will elect a chair, who will also serve as the Department's representative to the appropriate college-level diversity, equity, and inclusion committee.

The EEES DEI Committee is responsible for reviewing departmental policies, initiatives, and strategic goals and providing guidance for the development and implementation of proactive diversity,

access, equity, inclusion, recruitment, and retention initiatives. The committee's operating procedures are delineated in the Procedures of the EEES DEI Committee document.

Section 3. Ad Hoc Committees

The Department Chair may establish ad hoc committees of the faculty at their discretion.

ARTICLE VI: APPOINTMENT, TENURE, PROMOTION AND REAPPOINTMENT; JOINT APPOINTMENTS, ADJUNCT APPOINTMENTS, AND POST-TENURE REVIEW

These guidelines pertain to the tenure, promotion and reappointment evaluation procedures for the initial appointment, renewal of appointment, and granting of tenure or promotion as well as post-tenure review in EEES. They are established in accordance with the right and responsibility of the faculty to conduct tenure, promotion and reappointment evaluations and post-tenure reviews, as authorized in the Clemson University Faculty Manual.

Section 1. Initial Appointments

The Advisory Committee shall serve as the search committee for initial appointments to non-administrative, tenure-track faculty positions in the Department. The Department Chair will head this committee and ensure that the affirmative action guidelines of the University are satisfied. The Department Chair may appoint an ad-hoc screening committee to solicit, collect and screen applications.

The credentials of all applicants will be reviewed individually by all members of the screening committee and be made available to all EEES Faculty. The Advisory Committee will provide to the Department Chair a ranked list of the candidates who are acceptable for the position with recommendations concerning academic rank and tenure status. Proposals for appointments with

immediate tenure, tenure probationary periods of two years or less, and appointment at a rank higher than Assistant Professor must be approved by a majority of the Tenure, Promotion, and Reappointment Committee. The Department Chair will make the recommendation for appointment, rank, and tenure status to the Dean of the College of Engineering, Computing, and Applied Sciences.

Section 2. Tenure, Promotion and Reappointment

Each faculty member being reviewed will prepare their credentials and submit them to the chair of the Tenure, Promotion and Reappointment Committee. The committee may request additional information and seek external review. The evaluation will be based on teaching, research and professional service with the primary emphasis on the scholarly achievements of the faculty member, as delineated in the Department Guidelines for Tenure, Promotion, and Reappointment of Tenure-Track and Tenured Faculty.

The Tenure, Promotion and Reappointment Committee will transmit its evaluation and recommendation concerning renewal of appointment, granting of tenure or promotion to the Dean of the College of Engineering, Computing, and Applied Sciences. The committee may recommend granting of tenure prior to the penultimate year of the probationary period in accordance with the Clemson University Faculty Manual.

Section 3. Post Tenure Review

Each tenured faculty member will be reviewed nominally five years after receiving tenure and every five years thereafter following the Department's Guidelines for Tenure, Promotion, and Reappointment of Tenure-Track and Tenured Faculty.

Section 4. Joint Appointments

A joint appointment applies to a tenured or tenure-track faculty member who has affiliations with two or more departments. The appointment percentages (e.g., 60% appointment) are based on the origination of the faculty member's salary during the 9-month academic year. The EEES department will only consider joint appointments that are either greater than or less than 50%; the joint appointment may not be equally split between departments.

Tenured or tenure-track faculty having a greater than 50% appointment with EEES are considered to be regular EEES faculty members with all rights and privileges normally assigned to members of the EEES department. Tenure and promotion decisions occur through EEES, following normal departmental procedures.

Tenured or tenure-track faculty having a joint appointment with greater than zero, but less than 50% of their 9-month salary from EEES have limited rights and privileges within the EEES department. These faculty members have the right to serve as committee chair to EEES graduate students, to serve on EEES graduate student committees, and they may attend faculty meetings. However, joint appointment holders with less than 50% of their 9-month salary from EEES cannot constitute the majority of any graduate student committee, they are not voting members of the EEES faculty, and their tenure and promotion decisions are not made within the EEES department.

Zero percent joint appointments are a special category of joint appointments and have further limitations. Faculty members holding 0% joint appointments cannot serve as committee chair to EEES graduate students.

Conversion of a 0% joint appointment to one that is greater than 0 % requires a new joint appointment request that is considered by the TPR committee and the EEES Chair as described below.

The appointment process must be initiated by the submission to the EEES TPR committee of a formal request for joint status from the candidate. This request must be accompanied by the following items:

- a) Letters of support from the Department Chairs of the relevant Departments. These letters should clearly articulate the academic year funding sources for the candidate's salary. The letters should also describe the candidate's duties and responsibilities in each Department.*
- b) A current resume in the CECAS format (or an equivalent format).*
- c) If the joint appointment will involve teaching responsibilities in EEES, the candidate must submit all of their teaching evaluation materials from the previous two years.*

The TPR committee will consider the request and will make a positive or negative recommendation about the appointment to the EEES faculty. If the primary appointment is with EEES, then the TPR committee will also make a recommendation

about the appointment rank (Assistant, Associate, or Full Professor). If the primary appointment is with another department, the appointment rank will be determined by the rank in that department. The joint faculty appointment must then be approved by a majority of the voting EEES faculty. Joint appointments will be reviewed and renewed every three years. For renewal, the faculty will submit a current resume and course evaluations for any courses that they have been teaching for the EEES degree(s) to the TPR committee. The TPR committee will make a positive or negative recommendation about the reappointment to the EEES Chair. The EEES Chair will make the final decision.

Section 5. Adjunct Faculty Appointments

Persons outside of the EEES may be considered for adjunct faculty status. The appointment process must be initiated by the submission of a formal request for adjunct status from a tenured or tenure-track EEES faculty member to the EEES TPR committee. This request must include a current and complete resume from the candidate. Although the candidate's resume does not need to be in the exact CECAS format, it should contain the same key information such as: education, complete employment history, all peer reviewed publications, and grants and contracts. Candidates must have an earned PhD (exceptions will be allowed based on sufficient professional experience) and be qualified to serve on an EEES thesis committee and/or be able to contribute to the scholarly activities of EEES. The TPR committee will consider the request and will make a positive or negative

recommendation about the appointment to the EEES faculty. The adjunct appointment must then be approved by a majority of the voting EEES faculty. The rank (assistant, associate or full) associated with an adjunct appointment is determined by the TPR Committee. Adjunct faculty may serve on graduate student thesis committees but may not serve as a graduate student committee chair. Annual reappointment as an adjunct faculty member requires endorsement from at least one tenured or tenure-track EEES faculty member.

ARTICLE VII: CURRICULAR MATTERS

The EEES Faculty has primary responsibility for curricular matters at the departmental level. The authority of the Faculty in routine curricular matters is delegated to the Curriculum and Assessment Committee.

New course proposals, changes in existing courses, and general requirements for undergraduate or graduate degrees are to be approved by the Curriculum and Assessment Committee. The Department Chair shall forward all approved course proposals to the College of Engineering, Computing, and Applied Sciences Curriculum Committee.

ARTICLE VIII: AMENDMENT

These By-Laws may be amended by a two-thirds majority vote of the EEES Faculty. A vote to amend these By-Laws must be preceded by at least five (5) days by a written or e-mail notice to the EEES Faculty of the vote and the nature of the proposed change.