



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: Industrial Engineering

Date 3/20/2022

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

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		

**CLEMSON UNIVERSITY
DEPARTMENT OF INDUSTRIAL ENGINEERING
FACULTY BYLAWS**

ARTICLE I. MEMBERSHIP

The Department of Industrial Engineering faculty shall consist of all members of the College of Engineering, Computing, and Applied Sciences faculty who are appointed in faculty positions with primary appointment in Industrial Engineering, augmented by those who are duly elected according to the guidelines in these bylaws.

Primary appointment in Industrial Engineering is defined as a 51% appointment or more. Secondary appointment status shall be granted to qualified candidates with an appointment of 50% appointment or less only by a two-thirds or greater vote of the regular faculty with primary appointment in the department.

Those faculty members with secondary appointments in Industrial Engineering shall be non-voting members of the Industrial Engineering faculty by default but may petition for voting privileges granted annually by two-thirds or greater vote of the regular faculty with primary appointment in the department.

University personnel holding Special Faculty Rank (e.g., lecturers) as defined by the Clemson University Faculty Manual and having primary appointments in Industrial Engineering may petition for voting privileges granted annually by two-thirds or greater vote of the regular faculty with primary appointment in the department.

Faculty with secondary appointments in Industrial Engineering are permitted to chair a thesis or dissertation committee only by a two-thirds or greater vote of the regular faculty with primary appointment in the department. The privilege of chairing a thesis or dissertation committee must be granted separately for each graduate student for whom faculty with secondary appointment wishes to serve as committee chair. This requirement is effective for faculty granted a secondary appointment in IE after 05/16/2017. Faculty granted a secondary appointment in IE on 5/15/2017 or earlier are permitted to chair a thesis or dissertation committee without department faculty approval.

ARTICLE II. FUNCTIONS

The faculty of the Department of Industrial Engineering shall establish the will of the Department concerning academic matters; shall evaluate the credentials of current and prospective members, and shall recommend their appointment, reappointment, promotion and tenure in accordance with the University Faculty Manual; shall elect representatives to College and University Committees as required; and shall consider any matters that may affect the welfare of its members or the teaching, research and public service policies of the Department of Industrial Engineering.

Section 1. Departmental Participation in College and University Governance

The representatives of the Department of Industrial Engineering on all College and University Committees, councils, etc. whose selection has not been otherwise defined

by these bylaws shall be elected by a simple majority of the voting members of the faculty.

ARTICLE III. OFFICERS

The Chair of the Department of Industrial Engineering shall serve as the Chairperson and, when necessary, appoint a presiding officer to serve in the absence of the Chair.

ARTICLE IV. MEETINGS

Regular meetings of the Department of Industrial Engineering faculty shall be held at the beginning and at the end of both the fall and the spring semesters prior to Commencement. Additional meetings will be called when deemed necessary by the Chairperson or when a written request is made by at least three (3) faculty members with voting privileges. Notice of meetings and their agenda shall be given at least five (5) calendar days in advance. Copies of all resolutions, motions and reports that will commit the Faculty to any policy position must be submitted to the Faculty at least five (5) calendar days prior to the meeting at which action on such resolution(s), motion(s), or report(s) is contemplated. Furthermore, new agenda items may be considered upon a two-thirds or greater vote of the voting membership of the department.

Robert's Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions, and reports. On the call of any member of the voting membership of the department, voting on a motion shall be by secret ballot. Minutes of all meetings shall be forwarded to all members of the Industrial Engineering faculty and the Dean of the College and a copy of the minutes of each faculty meeting shall be maintained in the Department office.

ARTICLE V. QUORUM

For the purposes of conducting business, a quorum of at least two-thirds of the voting faculty shall be required. In the situation of in-person meetings, at least two-thirds of the voting membership shall be present for the meeting. In the situation of distributed or proxy voting, at least two-thirds of the membership shall participate during the window, which shall be described and approved during an in-person meeting.

ARTICLE VI. COMMITTEES

Section 1. Structure and Membership

The Department of Industrial Engineering committees are created to implement the functions of the faculty as delineated under Article II. A committee's membership and chair shall be determined in a manner consistent with these bylaws and the Faculty Manual. If these documents provide no guidance, the Department Chair shall appoint the committee membership and appoint its chair. Unless otherwise specified, all standing committees will consist of at least two (2) faculty members. The Committee year will be from August 15 until August 14 of the subsequent year. The composition of all standing committees shall be determined by and communicated at or before the first faculty meeting of the fall semester.

Section 2. Standing Committees

The standing committees of the Department of Industrial Engineering shall be:

- Advisory Committee
- Tenure, Promotion, and Reappointment Committee
- Post-Tenure Review Committee
- Graduate Committee
- Undergraduate Committee
- Curriculum Committee
- Student Scholarships, Awards, and Honors
- Assessment Committee
- Justice, Equity, Diversity, and Inclusion Committee

The functions of these committees include providing advice to the Department Chair and serving as a petitionary forum for faculty members in the areas of the committees' purview. Any written inquiry to a committee from the Faculty will require a written reply from the committee addressed within ten (10) calendar days.

Section 2A. Advisory Committee

The Department of Industrial Engineering Advisory Committee shall advise the Chair on matters brought to it by the Chair and on other matters deemed appropriate by the Advisory Committee. The committee will also recommend to the Department Chair the information technology infrastructure needs of the faculty, staff, and students. The Committee shall be composed of regular primary faculty as appointed by the Chair and approved by the regular primary faculty. The Department Chair shall serve as Chair.

Section 2B. Tenure, Promotion and Reappointment Committee:

The Department of Industrial Engineering Tenure, Promotion and Reappointment (TPR) Committee is responsible for conducting peer reviews of all faculty who are being considered for tenure, promotion, or reappointment and for providing written recommendations to the College Dean on its findings. Refer to the "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment" for the TPR Committee structure.

Section 2C. Post-Tenure Review Committee:

The Department of Industrial Engineering Post-Tenure Review (PTR) Committee is responsible for conducting reviews of tenured faculty who are so due under the provisions of the University Post-Tenure Review Policy. Refer to the "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment" for the PTR Committee structure.

Section 2D. Graduate Committee:

The Department of Industrial Engineering Graduate Committee will serve as the primary body for reviewing graduate curricular matters within the Department and will provide recommendations to the Department Chair and Faculty on such matters. The graduate coordinator shall be the chair of the Graduate Committee.

Section 2E. Undergraduate Committee:

The Department of Industrial Engineering Undergraduate Committee will serve as the primary body for reviewing of undergraduate curricular matters within the Department and providing recommendations to the Department Chair and Faculty on such matters. The undergraduate coordinator shall be the chair of the Undergraduate Committee.

Section 2F. Curriculum Committee

The Curriculum Committee shall consist of the graduate coordinator, honors coordinator, undergraduate coordinator and other members as appointed by the department chair. This committee shall coordinate interactions between the graduate, undergraduate and honors programs. It shall provide recommendations to the Department Chair on these matters as required and shall coordinate these educational functions. The membership of the committee elects its chair from the regular members of the committee. The chair of the Curriculum Committee shall represent the Department on the College Curriculum Committee.

Section 2H. Student Scholarships, Awards, and Honors Committee:

The Department of Industrial Engineering Student Scholarships, Awards, and Honors Committee will have responsibility for recommendations, nominations, and proposals of individual students for scholarships, academic honors, and awards. The Committee shall consist of at least three (3) faculty appointed by the Department Chair. The Department chair will appoint the chair of the Student Scholarships, Awards, and Honors Committee. The departmental representative to the College Scholarships, Awards, and Honors Committee will be a member of this Committee and selected by the committee membership.

Section 2I. Assessment Committee:

The Department of Industrial Engineering Assessment Committee is charged with the responsibility of maintaining procedures for and ensuring collection of assessment data to support the various needs of the department.

Section 2J. Justice, Equity, Diversity, and Inclusion Committee

The Justice, Equity, Diversity, and Inclusion (JEDI) Committee is charged with the responsibility of developing, documenting, and enacting JEDI related initiatives for the department. The JEDI Committee shall work with the Chair and the other committees to develop actions associated with the individual committees' charges. The department chair will appoint at least two faculty, at least one of whom will be tenured. The staff will be asked for nominations for service on this committee. If only one staff member volunteers, that member will be appointed. If more than one staff member volunteers, the department chair will appoint one or more from the list. If no staff members are nominated or accept a nomination to serve on this committee, there shall be no staff member representation for that year. The student body will be asked for nominations for service on this committee. If only one graduate and undergraduate member volunteers, that member will be appointed. If more than one graduate and undergraduate students volunteer, the department chair will appoint one or more from the list. If no students are nominated or accept a

nomination to serve on this committee, there shall be no student member representation for that year. The chair of the JEDI Committee will be selected by the committee from the tenured faculty members on the committee.

Section 3. Faculty Search Committees

Faculty Search committees are special purpose ad hoc committees. The Department Chair shall appoint the committee membership and chair. The composition of a search committee depends on the type of position being filled. Faculty members (any rank, from any academic unit) may be appointed to the search committee by the department chair, but the majority of faculty shall have primary appointments from the department. Staff and students may be appointed as non-voting members. Article VII describes the processes for faculty appointments.

Section 3A. Searches for regular faculty

In case of searches for tenure / tenure track faculty, the search committee shall be composed of at least three (3) regular faculty with departmental affiliation.

Section 3B. Searches for faculty roles defined in the Faculty Manual

In the case of a search for a titled professor, endowed chair, department chair or other departmental academic administrator (such as an associate chair), the provisions of the Faculty Manual also apply and shall be prioritized over any conditions included herein. In the case of external candidates, qualifications for rank will be considered in a process consistent with the *Faculty Manual*.

Section 3C. Searches for lecturer ranks and Professor of Practice

In case of searches for lecturer ranks and Professor of Practice, the search committee shall be composed of at least three (3) members of the faculty with departmental affiliation, with at least one (1) regular faculty member.

Section 3D. Searches for other faculty positions

In the case of an appointment to a faculty position not described here (e.g. post-doctoral research fellow or research faculty), the Department Chair or sponsoring regular faculty member will consult with the Department Advisory Committee regarding the need for a search committee; in the case that a search committee is not recommended, the Department Chair or sponsoring regular faculty member will consult with the Department Advisory Committee regarding the appointee's qualifications.

Section 4. Other Ad Hoc Committees

The Department Chair of Industrial Engineering may appoint or discontinue Ad Hoc Committees as required. The Department Chair will suggest procedures to govern these Ad Hoc Committees and have the procedures approved by the Committees.

The Department Chair shall appoint ad hoc committee membership and appoint chairs of such committees. All ad hoc committees shall operate according to College Bylaws and the Faculty Manual.

ARTICLE VII. Appointment Procedures

Section 1: General Procedures

When a new or replacement tenured / tenure track, lecturer rank or Professor of Practice faculty position has been approved, the Department Chair shall initiate a search process. The Chair will appoint a Faculty Search Committee (consistent Article VI, Section 3) to prepare the advertisement, to review and screen applications, to check references, to make recommendations for on-campus interviews, to be actively involved in interviews, and to compile information and recommendations from department faculty regarding interviewees. The chair of the Faculty Search Committee shall be responsible for advertising the position, communicating with applicants and arranging for interviews. At all stages of the search, Department faculty will have access to the credentials of each applicant. Appointment will conform to University policies governing position searches, hiring, and other personnel matters.

Section 2. Specific Information

Section 2A. Tenured / tenure track Faculty

The Department Chair shall make recommendations to the Dean from the

candidates selected to interview by the Faculty Search Committee.

The Department Tenure, Promotion, and Reappointment Committee must review any consideration for an appointment in rank beyond the Assistant Professor level, appointment with tenure, or appointment with tenure probationary periods of two years or less prior to the appointment. The Tenure, Promotion, and Reappointment Committee shall render a written opinion to the Department Chair regarding the appropriate rank for appointment and tenure recommendations and this information shall be forwarded to the Dean of the College prior to appointment.

Section 2B. Lecturer ranks and Professor of Practice

All individuals being considered for lecturer ranks or the Professor of Practice role will possess a minimum of a master's degree consistent with the normal disciplines that are associated with the Department and qualifications in the research field consistent with expectations of rank.

Following a search for a lecturer or Professor of Practice position, the search committee shall provide recommendations to the Chair. The Chair shall make appointments for these personnel actions. The appointment terms are consistent with the Faculty Manual and documented in the appointment letter.

Section 2C. Other Special Rank Faculty

When any other new or replacement faculty position (other than regular faculty lecturer, or Professor of Practice) has been approved, the sponsoring faculty member shall initiate a search process. If the position is to be funded by University funds (as opposed to research grant funds), the Department Chair shall be considered to be the sponsoring faculty member. The sponsoring faculty member will consult with the Departmental Advisory committee regarding the need for an ad hoc search committee. If the Departmental Advisory Committee recommends that a search committee be formed, the Advisory Committee will determine the composition and the department chair will appoint the members and chair. The sponsoring faculty member or ad hoc Faculty Search Committee will prepare the advertisement, review and screen applications, check references, make recommendations for on-campus interviews, be actively involved in interviews, and compile information and recommendations from relevant department faculty regarding interviewees. The sponsoring faculty member or chair of the ad hoc Faculty Search Committee shall be responsible for advertising the position, communicating with applicants and arranging for interviews

ARTICLE VIII: ANNUAL REVIEW GUIDELINES

All faculty are reviewed in accordance with the frequency and stated procedures delineated within the Clemson University Faculty Manual. In addition, all other personnel involved in the teaching mission of the Department will be reviewed relative to their teaching effectiveness. Dates for submission of materials and for completing each level of review are determined each year by the University, the College, and the Department so that adequate time is provided at each level for a thorough and complete review. The Department Chair will ensure that an annual notice is sent to faculty stating the schedule and deadlines for the

tenure, promotion, and reappointment process, for the annual review process, and for the post-tenure review process.

Each faculty member is responsible for maintaining a record of his or her academic and professional goals, duties, and accomplishments in the Clemson University Faculty Activity System. Each faculty member should ensure that entries are accurate and up to date by the deadlines set by the University to allow for an accurate review. The Department Chair conducts annual reviews. Annual review will be completed in a timely manner and by the deadlines set by the University and the College.

The guidelines, criteria, and procedures for appointment, reappointment, promotion, and tenure of regular faculty within the Department are detailed in the Industrial Engineering Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment.

The review and recommendation for reappointment and promotion of special faculty shall adhere to the guidelines provided in the Industrial Engineering Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment.

Faculty who are due Post-Tenure Review will be notified of this fact at the start of the academic year concomitant with their review. Post-Tenure Review Guidelines are a standing document within the Department and separate from these bylaws.

ARTICLE IX. PROVISION FOR RESOLUTION OF CONFLICTS WITH COLLEGE BYLAWS AND THE UNIVERSITY FACULTY MANUAL

In the event that a section of these bylaws conflict with College bylaws, it is understood that the College bylaws take precedence. In the event that a section of these bylaws conflict with the University Faculty Manual, it is understood that the University Faculty Manual takes precedence.

ARTICLE X. AMENDMENT

These bylaws may be amended at a regular meeting of the Department of Industrial Engineering Faculty by a two-thirds or greater vote of the voting primary Department faculty. The proposed amendments must be recommended by at least two (2) members of the Department of Industrial Engineering voting primary faculty and distributed to the voting faculty by the Chair at least fourteen (14) calendar days prior to the scheduled meeting.

Approved by the Faculty on September 15, 1995
Revision Approved by the Faculty May 3, 1996
Revision Approved by the Faculty August 25, 1997
Revision Approved by the Faculty September 21, 1998.
Revision Approved by the Faculty October 29, 2009
Revision Approved by the Faculty October 4, 2017
Revision Approved by the Faculty March 10, 2021

Revision Approved by the Faculty March 16, 2022