

**CLEMSON**  
UNIVERSITY  
College Bylaws Routing Sheet

**Requirements based on 2020-2021 *Faculty Manual***

In accordance with the 2020-2021 *Faculty Manual* Chapter XI, K1d and Chapter II, Article III-1, "The faculty members of each college within the university are organized as Collegiate Faculties according to individual college bylaws approved by the Executive Vice President for Academic Affairs and Provost."

This document is intended to support the documentation of the required approvals.

College: College of Education

The attached Bylaws were approved at the College Faculty Meeting on: February 19, 2021

**Faculty Manual Editorial Consultant**

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

The review is attached immediately following this page.

Approved

Provost

*Robert J. Jones*

Revision Required (see comments)

Requirements for COLLEGE BYLAWS – 2019-2020 *Faculty Manual*

College of Education

Date 3/9/2021

**NOTE:** College bylaws require approval by the Provost (Ch II, Article III-1 and Ch IX, K1d). This list may be useful to ensure that college bylaws conform with the *Faculty Manual*.

Updated 8/12/2019. This list only differs from the 2017-2018 and 2018-2019 list in some section numbers; all requirements are the same.

Compliance

| Requirement   | Reference                        | Compliance |    |     |
|---|----------------------------------|------------|----|-----|
|   |                                  | Yes        | No | N/A |
| 1 College Bylaws may not otherwise contradict the <i>Faculty Manual</i>   | Ch III, A1c                      | X          |    |     |
| 2 Statement that college bylaws may not contradict the <i>Faculty Manual</i>  | Ch IX, K1e                       | X          |    |     |
| 3 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  | Ch IV, B2g                       | X          |    |     |
| 4 Consistent with the opportunity to establish other duties assigned to the dean  | Ch VIII, G2r                     | X          |    |     |
| 5 Consistent with the opportunity to establish other duties assigned to the department chair  | Ch VIII, I2p                     | X          |    |     |
| 6 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i>   | Ch IX, D2a, i                    | X          |    |     |
| 7 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the <i>Faculty Manual</i>  | Ch IX, D2a, i                    | X          |    |     |
| 8 Consistent with the requirement to have a process to elect college representatives to the Council on Graduate Studies and its sub-committees  | Ch IX, F3b, i                    | X          |    |     |
| 9 Consistent with the requirement that there are formal College meetings at least once during each long semester  | Ch IX, K2a                       | X          |    |     |
| 10 Consistent with the requirement that standing and other committees of the college report to the faculty at formal College meetings   | Ch IX, K2b                       | X          |    |     |
| 11 Consistent with the requirement that there is the opportunity for any member of the collegiate faculty to raise questions about academic affairs of the college  | Ch IX, K2c                       | X          |    |     |
| 12 Consistent with the requirement that recommendations from the college faculty are forwarded to appropriate University officials and groups   | Ch IX, K2d                       | X          |    |     |
| 13 Consistent with the requirement that minutes of collegiate faculty meetings are forwarded to the Provost and President for information   | Ch IX, K2e                       |            | X  |     |
| 14 A standing curriculum committee is required. There may be separate undergraduate and graduate committees   | Ch IX, K3b                       | X          |    |     |
| 15 Each curriculum committee elects own chair   | Ch IX, K3c                       | X          |    |     |
| 16 The College Curriculum Committee Chair (or College Undergraduate Curriculum Committee Chair if there is one) serves on the Undergraduate Curriculum Committee along with a second representative elected by the committee  | Ch II, Art IV, 2; Ch IX, K3c & d | X          |    |     |
| 17 If there is a graduate Committee, the chair serves on the University Graduate Curriculum Committee; If there is no Graduate Committee then the College Curriculum Committee names the College representative to the University Graduate Curriculum Committee   | Ch II, Art IV, 2; Ch IX, K3d & e | X          |    |     |
| 18 Only regular faculty may vote on the curriculum committees   | Ch IX, K3f                       | X          |    |     |
| 19 The process for electing representatives to the college curriculum committee must be stated in the college bylaws; If the number of departments in the college is small, the college bylaws may specify an alternate procedure for establishing committee membership   | Ch IX, K3g & K3g, i              | X          |    |     |
| 20 Terms of service on the curriculum committee(s) are determined by Faculty in the college and must be specified in the bylaws   | Ch IX, K3h                       | X          |    |     |
| 21 Consistent with the requirement that curricular recommendations are acted upon by the collegiate faculty and/or appropriate college curriculum committee   | Ch IX, K3i                       | X          |    |     |
| 22 Collegiate faculty may establish other standing committees, whose composition and membership are determined by the collegiate faculty in accordance with the College bylaws  | Ch IX, K4a                       | X          |    |     |
| 23 Consistent with the requirement that ad hoc committees may be established at the discretion of the dean  | Ch IX, K4b                       | X          |    |     |
| 24 Consistent with the requirement that membership on collegiate committees, except as noted in Ch IX, D3 of the <i>Faculty Manual</i> , need not be confined to regular faculty; College bylaws shall provide for Faculty, special faculty, student, and staff representation whenever appropriate; Ch IX, D3 restricts college and university curriculum committees, college advisory committees, Faculty Senate and the Grievance Board to have voting members only being regular faculty) | Ch IX, K5                        | X          |    |     |
| 25 Consistent with the requirement that collegiate peer review committees for TPR are only authorized if contained in College Bylaws  | Ch II, Art III-2                 | *          |    |     |

N+A1:F31ote: The College of Education Bylaws do not establish a collegiate peer review committee for TPR.

## **College of Education Bylaws Clemson University Spring 2021**

### **Preamble**

The Faculty of Clemson University's College of Education (hereafter *College*) hereby establishes the following bylaws to provide a mechanism for participation in planning, policy making and decision making, with regard to academic matters and in matters that may affect the welfare of its members and the mission of the College. In addition to these bylaws, each department in the College has its own bylaws for unit governance. These bylaws supersede the bylaws of the College's constituent departments.

### **ARTICLE I. Mission**

The College of Education is a transformative leader in systemically improving education, beginning at birth. Our mission is to engage our students in high quality applied research, professional learning, and immersive experiences. We prepare culturally competent scholar practitioners who promote the growth, education, and development of all individuals, with emphasis on underperforming schools and underserved communities across the state and nation.

### **ARTICLE II. Membership**

Voting membership shall consist of all regular College faculty as defined in the Clemson University's Faculty Manual (hereafter *Faculty Manual*). Special faculty, as defined in the Faculty Manual, may be granted specified voting and/or academic privileges in matters of College governance, providing that such a motion is passed by two-thirds of the voting faculty. Any vote allowing voting and/or academic privileges must stipulate the time period allowing these rights. Department bylaws further specify participation in program, curriculum, and welfare issues by special ranks of faculty and staff.

### **ARTICLE III. Meetings**

College faculty shall meet at least once during the Fall semester and once during the Spring semester. Meetings must be announced to all faculty via email, or comparable means, no fewer than 10 days in advance of the meeting. Meetings will not be scheduled during summer terms when many voting members are not under contract. Meetings shall be chaired by the Dean or his/her designee. Participation in the meeting, whether corporal or by means of conference telephone, video conferencing equipment, or similar communications equipment shall constitute presence at such meeting so long as all members participating in the meeting can hear each other. Emergency meetings, that do not meet these conditions, may be called when approved by at least two-thirds of the voting membership. Business items requiring a vote of the faculty shall be delivered in writing or electronically to the voting membership at least one week prior to when the vote is to be considered. The vote may be taken by voice, by ballot (in person or electronic); however, only one methodology may be utilized for all members. Meetings of the voting faculty, standing committee or ad hoc committees shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

### **ARTICLE IV. Quorum**

A quorum of the College faculty shall consist of a majority of voting members, excluding faculty on leave. Every effort shall be made to conduct business that requires a faculty vote during the fall and spring semesters. Conscientious effort shall be made to ensure full faculty participation.

## **ARTICLE V. Amendments to the Bylaws**

The bylaws may be amended by a two-thirds vote of the membership in favor of any proposed changes. The proposed amendment must be submitted as a motion disseminated to all members of the faculty at least two weeks before the vote on a proposed amendment is to be considered. The vote may be taken by voice, by ballot (in person or electronic); however, only one methodology may be utilized for all members.

## **ARTICLE VI. Standing Committees**

The standing committees are as follows:

1. Dean's Advisory Committee
2. Scholarships and Awards Committee
3. Community and Diversity Committee
4. Continuous Improvement Committee
5. Curriculum Committee
6. Elections Committee
7. Research, Innovation, and Collaborative Efforts Committee

### **A. Membership**

1. All voting members of the Faculty as determined in Article II, are eligible to serve on standing committees. When the committee description does not restrict membership to Regular Faculty, special rank faculty, staff, and students may serve on committees. Members of all standing committees serve three-year terms, unless otherwise noted. For department-level related committees, department bylaws must specify purpose, roles and inclusion of special ranks of faculty, staff and students.
2. Members of all committees shall be elected, except where otherwise specified.
3. Members of the committee shall elect a chair from within the membership, unless otherwise noted.
4. Students may be invited to participate as non-voting members of standing committees.

### **B. Meetings**

Meetings shall be called by the committee chair, as needed, but at least once in the Fall and Spring semesters. The Dean will call a meeting of each committee, including newly elected members, after the spring election to deliver the charge for the following year, to empower committee chairs for the following year, and when needed, to select representatives for associated university committees.

Each committee chair shall prepare, post, and distribute the agenda for each meeting to committee members in advance of a meeting. The committee chair shall delegate the recording of minutes for each meeting. The committee chair shall distribute the minutes or other report of each meeting to the committee members, to the Dean, and post to the College repository for faculty viewing within ten working days of the meeting. Minutes or other reports for each meeting shall include a description of all the formal actions taken and the names of all members in attendance.

### **C. Reports**

Committees' deliberations and recommendations requiring action by the faculty shall be made in the

form of a motion distributed by the committee chair, via email or comparable means, at least one week prior to the scheduled College faculty meeting where action will be considered. Amendments may be made from the floor in accordance with Robert's Rules of Order.

## **D. Standing Committee Descriptions**

### **1. Dean's Advisory Committee**

#### **Membership**

Associate Dean(s), department chairs, Dean's fellows, and any others appointed by the Dean. Staff, students, and faculty can serve on this committee, but only faculty are given voting privileges. One faculty member should be elected from the College to serve as a representative to this committee. The Dean will serve as chair.

#### **Responsibilities**

The Advisory Committee shall represent faculty and staff interests and provide support to the Dean by (a) advising on academic issues, (b) evaluating and recommending resources, and (c) addressing general faculty and staff concerns.

### **2. Scholarships and Awards Committee**

#### **Membership**

The Scholarships and Awards Committee shall consist of one representative from each department. Committee members must meet the Faculty Manual definition of regular faculty. One member will be chosen by the membership to represent the College on the University Graduate Fellowship and Awards Committee. The Chair of the committee shall serve as the College representative to the University Scholarship and Awards Committee. Terms on the College committee will be extended when necessary to allow representatives to fulfill their term obligations on associated university committees.

#### **Responsibilities**

The Scholarships and Awards Committee shall evaluate student credentials and make recommendations to the University Scholarships and Awards Committee on all matters related to scholarships, awards and honors for students in the College of Education, not including honorary societies and student organizations. The Committee shall also formulate policy regarding these matters and make recommendations regarding honors and awards to the faculty. The Chair of the committee shall be responsible for coordinating the College's Honors and Awards Day, with the aid of the committee.

### **3. Community and Diversity Committee**

#### **Membership**

The Community and Diversity Committee shall consist of (a) one member elected from each department (3-year term), (b) 2 members appointed by the Dean from eligible faculty in the College (3-year term), (c) a staff member (3-year term), and (d) an Office of Accreditation and Assessment representative (non-voting member). Members' terms will be staggered. Student representation (both undergraduate, master's, and doctoral) is encouraged and appointed by the dean. Students will serve one year and are non-voting members.

#### Responsibilities

The Community and Diversity Committee shall be responsible for achieving the goals outlined in the College of Education Strategic Diversity Plan. This plan is designed to promote diversity in the experiences of our candidates within the community and diversity awareness among the faculty, staff, and student body of the College of Education. The committee's actions are directed by the goals and objectives of the College of Education Strategic Diversity Plan, including assessing the practices of the College in response to the plan. Revisions to the goals and objectives of the College Strategic Diversity Plan will be considered as will be proposed actions for faculty consideration. Goals and objectives should also reflect the accreditation standards for educator preparation programs. The committee may represent the College when community or diversity issues arise. The committee will engage with the office of the Associate Provost for Global Engagement and the Assistant Vice President for Strategic Diversity Leadership. Additionally, the chair would serve as the representative of the College with university level initiatives around global engagement and inclusion and equity.

### **4. Continuous Improvement Committee**

#### Membership

The Continuous Improvement Committee shall consist of one faculty representative from each program area reviewed and accredited by the Council for the Accreditation of Educator Preparation (CAEP), an associate dean, a representative from the Office of Field and Clinical Partnerships and Outreach (OFCPO), and a representative involved with college-wide assessment and accreditation. Membership might also include one faculty representative from each program area reviewed by Clemson's Graduate School, specialized professional associations only, or the Council for the Accreditation of Counseling & Related Educational Programs (CACREP). External partners might also be included on the committee. Faculty representatives from program areas can be Regular or special faculty and will be appointed by their respective program areas for a three-year term. Terms will be staggered. The associate dean or a designee will chair the committee.

#### Responsibilities

The committee will review program and college-wide assessment data, liaise with program faculty and external partners on assessment and accreditation matters, make decisions related to programmatic or unit-wide assessments and/or rubrics, contribute to reporting requirements, and help implement plans for continuous improvement.

### **5. Curriculum Committee**

#### Membership

Committee members must meet the Faculty Manual definition of Regular Faculty. The Curriculum Committee shall consist of two representatives from each department in the College, one of them being the current chair of the departmental curriculum committee. From the three departmental curriculum committee chairs, members of the College committee shall elect a chair. In accordance with the faculty manual, the Chair will serve as a representative to the University Undergraduate Curriculum Committee. The second required representative of this committee shall be elected from among the remaining College Curriculum Committee membership. University Graduate Curriculum committee representatives shall be elected from among the remaining College Curriculum Committee membership. The College representative to the Calhoun Honors College shall be ex officio member of the Committee.

#### Responsibilities

The Curriculum Committee shall review all proposals (including online and distance education)

relating to any course or curriculum originating from any unit housed within the College. Additionally, it shall review all curriculum and course proposals originating from entities outside of the College that affect the College or its programs. This review shall ensure adherence to University, College, and professional standards and requirements and shall consider the impact of the recommendation on other academic programs.

## **6. Elections Committee Membership**

### Membership

The Elections Committee shall consist of one Regular Faculty member from each department in the College along with one student and one staff member.

### Responsibilities

To ensure the election of College and University representation to standing councils, commissions, and committees. Vacancies on University and College committees will be filled through a college-wide election held each March. Eligible faculty from all College departments and units will be encouraged to self-nominate to stand for these offices to ensure that the College's various programs and students are represented in the shared governance processes at all levels of the University. The Committee will determine who is eligible to vote in each election and will disseminate ballots to ensure eligibility and anonymity. In the event that a vacancy to a University or College committee occurs mid-year, the Dean will appoint a temporary replacement to fill the vacancy until the next March election. Elections procedures can be found in Article VII of this document.

## **7. Research, Innovation, and Collaborative Efforts Committee**

### Membership

The Research Committee, chaired by the Associate Dean, will consist of the College Associate Dean for Research and Graduate Studies, three elected regular faculty members (one from each department in the College), and at least one non-voting member from the College Office of Research Services and the College Graduate Advisory Board. Members' terms will be staggered. Additionally, one-year voting members can be added by majority vote of the Committee. Since major initiatives, needs, and projects will vary over time, any faculty, directors, or students can be invited to any committee meeting. However, these will be non-voting members.

### Responsibilities

The Committee's charge is to promote opportunities and provide support for research, scholarly publication, external funding, major initiatives, and major innovations in the College. The Committee will also promote the College's interests and accomplishments in the area of research, innovations, and major initiatives within the University and to various constituencies outside the University. The Committee will monitor the status of research within the College and provide reports at department meetings. The Chair will each month provide the committee a list of announcements for department meetings. Toward that end, it will meet at least once each semester with the Dean and/or Associate Dean to discuss the status of research in the College, areas of need and needed improvement, potential actions to address those needs and how to bring them to fruition, and so forth. In relation to research and scholarship, the Committee will be a conduit between the faculty and the administrators who serve them. The Committee will work with the Associate Dean and Office of Research Services to ensure that faculty in their departments are regularly updated regarding research opportunities and will work to ensure that key research and scholarship is acknowledged through available venues (e.g., Canvas workgroup, website, and/or social media). The Committee will each year review and make recommendations for the ADR grant awards. A report from the Committee will be on the agenda of

every regularly scheduled meeting of the College's faculty. The committee will be responsible for collecting and disseminating information, including, but not limited to the following: (1) Updates on current initiatives/grants/proposals and successes; (2) Incubating ideas, strategies and opportunities for potential collaboration among the three departments and faculty; (3) Announcements about the launch of new innovations and initiatives. The chair will represent the College at meetings established by the VP of Research.

#### **ARTICLE VII. Election of Representatives**

Elected College representatives for College and University committees shall be chosen by secret ballot, either in person or electronically, or other approved procedures by faculty.

A) The College of Education elections will be held each spring simultaneously with or after departmental elections. The Election Chair will send faculty a list of those committees at all levels with open seats.

B) At-large Elections:

1. The Election Chair will request nominations from the nominees themselves. Self-nomination can be made in electronic format or from the floor of Faculty meetings. Nominations from other faculty may be made from the floor of faculty meetings, as long as the nominee gives verbal consent, recorded in the minutes of the meeting. Nominations will be collected for a minimum of 3 days prior to the slate of candidates being finalized.
2. The slate will be emailed to faculty at least 2 days before the election with the names of all nominees who will appear on the ballot.
3. The Election Committee shall conduct the election by secret, electronic ballot. A valid ballot is one in which there are at least as many selections as there are open seats. There are no write-ins and no absentee voting. The collection of ballots must continue electronically for no less than 2.5 days.
4. Election will be by plurality of votes.
5. The election results shall be emailed to the faculty, and the lists of members serving on each committee will be maintained online.
6. In the event that a faculty vacancy occurs after the spring election, the Dean may appoint an interim member to fill the vacancy until the next spring election.
7. Committee members whose representation on College committees result in their representation on University committees will work with their College committee chair to determine University committee representation. The chair of each College committee will notify the College Election Chair of representation to University committees.

#### **ARTICLE VIII. Ad-Hoc Committees**

The College Dean may establish ad-hoc committees and taskforces as deemed appropriate. These committees shall have such members and duties and terms of office as determined by the Dean with the advice and a vote of approval from of the Dean's Advisory Committee. An Ad-Hoc Committee will exist as a recognized entity for no more than one year. Alternatively, faculty can propose the formation of an ad-hoc committee. In such cases, three or more faculty must speak in support of the committee and clearly define the charge of the committee. The committee will then be established once either a majority vote of the faculty has been achieved or by support from the Dean.

#### **ARTICLE IX. College of Education Policies and Procedures**

All College policies and procedures must be compatible with those described in the Faculty Manual.



**Record of Amendments**

| <b>Date Amendment Approved</b> | <b>Brief Statement of Change(s)</b>  |
|--------------------------------|--|
| 4/8/2016                       | Revised Curriculum Committee description to clarify that members must be regular faculty, to create a graduate and undergraduate chair, and to clarify how members are sent forward to university committees; Added staggered terms to the Community and Diversity committee; corrected spelling error. <i>CD</i>          |
| 3/30/2016                      | Eligible faculty from all School departments and units will be encouraged to self-nominate to stand for these offices to ensure that the School's various programs and students are represented in the shared governance processes at all levels of the University. <i>JCL</i>   |
| 3/3/2016                       | Added Election procedures. <i>CD</i>   |
| 2/21/2020                      | Changed references from School to College throughout. Added language allowing for remote attendance at College meeting and electronic voting on both business items and bylaws. Clarified that most standing committees are open to special rank faculty. Updated text of some standing committee descriptions. <i>MJS</i> |
| 2/19/2021                      | Changed remaining references from School to College. Removed Academic Advising Committee. Added Continuous Improvement Committee. Minor edits and formatting corrections. <i>MC</i>  |