CLEMSON
PUBLIC HEALTH SCIENCES

BYLAWS FOR THE GOVERNANCE

OF THE

DEPARTMENT OF PUBLIC HEALTH SCIENCES,

CLEMSON UNIVERSITY

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BYLAWS FOR THE GOVERNANCE OF THE DEPARTMENT OF PUBLIC HEALTH SCIENCES CLEMSON UNIVERSITY

PREAMBLE

The faculty of the Department of Public Health Sciences in the College of Health, Education, and Human Development hereby establish 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 or the mission of the College of Health, Education, and Human Development.

Article I. Name

The name of this organization shall be the Clemson University Department of Public Health Sciences Faculty, hereafter referred to as Faculty.

Article II. Membership

Section 1. **Voting Membership**

1.1. Voting membership shall include all persons within the Department of Public Health Sciences with the following appointments: Assistant Professor, Associate Professor, Full Professor, Assistant Research Professor, Associate Research Professor, Full Research Professor, Emeritus Professor, Senior Lecturer.

Section 2. **Non-Voting Membership**

1.1 Non-voting membership includes all persons with the following appointments: Adjunct Professor, Visiting Professor, part-time Lecturers, Lecturer, part-time Faculty and student representatives. .

1.2 Nothing in this Article shall interfere with the right of any member of the Faculty to attend all meetings of the Faculty and to express opinions on any issue before the Faculty.

Section 3. **Student Membership**

1.1 Non-voting observers/consultants shall be those members listed in Section 2 of this Article. Students shall be appointed as follows: One student and an alternate elected annually by the respective junior and senior classes of the undergraduate public health degree program, for a total of two student representatives and two alternates; and other persons who may be designated by a majority vote of the faculty. Criteria for students eligible to serve as representatives to the faculty organization and as committee members are defined as: full-time undergraduate degree students enrolled in junior or senior level courses with a GPR of 2.0

Section 4. **Adjunct Appointments**

1.1 Individuals outside the department may be granted adjunct professor status upon nomination and approval by the faculty of the department. Reviews of adjunct appointments will be conducted by the PTAR Committee as determined by the faculty on a regular basis as needed. The office of the department chair will notify the adjunct faculty of their initial appointment and monitor adjunct involvement in departmental activities. Adjunct appointments will be renewable on an annual basis at the discretion of the faculty. Termination of adjunct appointments must be reviewed by the PTAR committee and voted on by the faculty.

Article III. Faculty Functions

Through this organization, the Faculty of the Department of Public Health Sciences shall perform the following functions:

1.1 Approve academic courses, curricula, degree requirements, academic honors, and candidates for graduation in the Department of Public Health Sciences.

1.2 Participate in the development of policies affecting academic and research activities; faculty welfare, and other such matters as might pertain to common professional goals of its membership.

1.3 Participate in the selection and evaluation of the Department Chair of Public Health Sciences as provided in established University policies.

1.4 Participate in the periodic review, revision, and implementation of Department mission and planning for the future of the Department.

Article IV. Officers and Their Elections

The officers of this organization shall be the Chair and the Parliamentarian.

Section 1. **The Department Chair**

1.1 The Chair of the Faculty shall be the Chair of the Department of Public Health Sciences. The Chair shall:

1.2 Preside at meetings of the Department of Public Health Sciences faculty.

1.3 Designate a substitute Chair from the voting membership of the Department of Public Health Sciences to serve in the Chair's absence.

1.4 Appoint a recorder to prepare minutes of Department of Public Health Sciences meetings, and distribute minutes to all members.

1.5 Oversee the collection and filing, in the Department Chair's office, of minutes of faculty meetings and other committee minutes and annual reports of all committees.

1.6 Distribute minutes of meetings to all voting and non-voting members of the faculty excluding emeritus faculty.

1.7 Distribute a written roster of the voting membership of the faculty at least once yearly and more often as necessary.

1.8 Circulate agenda at least five working days prior to the meeting.

1.9 Call special meetings as needed.

Section 2. **The Parliamentarian**

1.1 The Chair of the Faculty shall appoint the Parliamentarian. The Parliamentarian shall rule on parliamentary procedure issues during departmental faculty meetings.

Article V. Faculty Meetings

1.1 The Faculty shall meet at least twice a semester. Additional meetings may be scheduled by the Department Chair or at the request of Committee Chairs, or four (4) or more members of the faculty.

1.2 Agenda for all meetings shall be distributed to all members of the Faculty at least five working days in advance of the meetings. Unapproved minutes of all previous meetings shall be distributed to all Faculty no later than five (5) working days after a meeting.

Article VI. Quorum

A quorum of the Faculty shall be three-fifths (3/5) of the voting membership.

Article VII. Amendments of the Bylaws

The Bylaws may be amended by a two-thirds (2/3) vote of the eligible voting membership. The amendment must be submitted in writing to all voting members of faculty at least ten (10) days before the meeting when the amendment is to be considered.

Article VIII. Rules of Order

The rules contained in Robert's Rules of Order, Revised, shall govern the Department of Public Health Sciences faculty meetings in all cases where they are applicable and are not inconsistent with the Bylaws or the special rules of the order of the faculty.

Article IX. Committees

Section 1. **Standing Committees**

1.1 Elected standing committees shall be: Curriculum Committee; Advisory Committee to the Department Chair; Promotion, Tenure and Appointment Renewal Committee (PTAR); Nominating Committee

Section 2. **Special Committees**

1.1 The Chair of the Department of Public Health Sciences may establish special committees as deemed appropriate. Such committees shall have such members, duties and terms of office as determined by the Department Chair.

Section 3. **Committee Membership**

1.1 Faculty

1.1.1 All voting members of the Faculty are eligible to serve on standing committees as specified in Section 6-9 of this Article, except the Promotion, Tenure and Appointment Renewal Committee (PTAR), which is restricted to tenured faculty as specified in Section 8.

1.1.2 Members of committees shall be elected by the Faculty according to the procedure identified in Section 9 of this Article, and may serve concurrently on no more than two (2) elected standing committees.

1.1.3 All elections shall be held prior to the date of the May Commencement.

1.1.4 The voting members of the Committee shall elect the Chair prior to the date of the May Commencement.

1.1.5 Faculty terms of office for membership on all departmental standing committees are specified in Sections 6-9. Terms of office for committee membership shall be staggered with no more than 50% new members being elected to a committee at any time. No member shall serve more than three (3) consecutive terms on any committee and no Chair shall serve more than two (2) consecutive terms.

1.2 Students

1.2.1 Student members shall be elected according to procedures defined under Article II, Section 4.

1.2.2 Students shall be non-voting members.

1.2.3 Terms of office for student members shall be for one (1) calendar year.

1.3 Observers

1.3.1 The Chair of the Department of Public Health Sciences or a designate shall be a non-voting, ex-officio member of all committees of the faculty, except when otherwise excluded by these bylaws.

1.3.2 Non-committee faculty and student members may attend committee meetings not in executive session and may speak with permission from the Chair.

1.4 Vacancies

1.4.1 The Department Chair and the Chair of the Nominating Committee shall appoint a faculty member or a student member to fill unexpired faculty or student terms on committees where vacancies occur.

Section 4. Committee Meetings

1.1 Meetings shall be called by Committee Chairs at least once every semester or more often as appropriate for the conduct of committee business.

1.2 Committees may meet in executive session when approved by a two-thirds (2/3) vote of the membership of the Committee.

1.3 Committees will report at each departmental faculty meeting, but formal committee minutes may be prepared at the discretion of the committee chair.

1.4 Fifty-one percent of the committee members shall constitute a quorum.

Section 5. Committee Chair Duties and Responsibilities

1.1 Committee Chairs will prepare and distribute the agenda for meetings to all committee members, and to the Department Chair, at least (5) business days prior to meeting.

1.2 Delegate recording of minutes of all meetings. Distribute minutes, if available, of previous meeting to committee members and to the Department Chair no later than ten (10) full working days after the meetings.

1.3 Prepare documents and conduct correspondence related to committee functions.

1.4 Submit proposals requiring faculty action to the Department Chair at least six (6) full working days prior to meeting at which they shall be considered.

1.5 Prepare and submit to the Department Chair a written annual report of the activities of the committee during the academic year. The report shall be given at the last meeting of the Department of Public Health Sciences Faculty meeting held before May Commencement.

Section 6. **Curriculum Committee**

1.1 Membership

1.1.1 A minimum of four (4) elected members of the Department of Public Health Sciences Faculty with at least 50% teaching responsibility for courses offered for academic credit. .

1.1.2 The Chair of the Curriculum Committee shall be one of the Departmental representatives to the College and University Curriculum Committees.

1.1.3 The members shall serve a three (3) year term.

1.1.4 One (1) undergraduate senior or junior student in good academic standing may serve on this committee.

1.2 Functions

1.2.1 Evaluate and make recommendations to the Faculty on all academic requirements, courses and curricula within the College, including honors courses.

1.2.2 The Department of Public Health Sciences Curriculum Committee may act for the Faculty as a whole when such a proposed change has been unanimously approved by the committee and involves only one of the following: rewording of a course description, re-titling of a course, re-numbering a course.

Section 7. **Advisory Committee to the Department Chair**

1.1. Membership

1.1.1. Three (3) elected faculty members of the Department of Public Health Sciences shall serve a two (2) year term.

1.1.2. The Chair of the Advisory Committee shall be the Department Chair.

1.2 Functions

1.1.3. The Advisory Committee shall advise the Department Chair on any other matters not within the purview of the Faculty organization.

Section 8. **Promotion, Tenure, and Appointment Renewal Committee (PTAR)**

1.1 Membership

1.1.1 All tenured faculty, excluding those who also serve as administrators, are members of the committee.

1.1.2 All tenured faculty members shall participate in discussion and voting on tenure recommendations.

1.1.3 For promotion recommendations, members shall participate in discussion and voting only for faculty members whose academic rank is one or more levels below the rank that the committee member currently holds.

1.1.4 All decisions require the participation of at least three eligible members. When fewer than three members are eligible to vote, voting members will be supplemented as described in 5.

1.1.5 Tenured faculty from other academic units in the College, with research or other collaborative relationships with the department, may be members of the committee with the approval of the faculty, the department chair and the Dean of the College.

1.2 Functions

1.2.1 Follow Departmental, College, and University procedures for promotion, tenure, and appointment renewal of regular faculty appointments.

1.2.2 Review faculty portfolio and request additional information needed to make a decision.

1.2.3 Provide each candidate with an individual written statement of findings and recommendations relative to his/her candidacy.

1.2.4 Make recommendations to the Chair and Dean for promotion, tenure, and appointment renewal of faculty.

1.2.5 Make recommendations to the Chair and Dean for appointments of departmental faculty with immediate tenure, tenure probationary periods of two (2) years or less, or for appointment at rank of Associate Professor or higher.

1.2.6 Make recommendations to Faculty for changes in policies, procedures, practices, and criteria for promotion, tenure, and appointment renewal.

Section 9. Nominating Committee

1.1 Membership

1.1.1 A minimum of three (3) elected members of the Department of Public Health Sciences Faculty shall serve a three (3) year term..

1.1.2 The Chair of the Nominating Committee shall be Departmental representative to the College Elections Committees.

1.2 Functions

1.2.1 Prepare and distribute a ballot of all nominees for committee membership based on faculty preferences

1.2.2 Act as tellers and report results of elections to Faculty.

1.2.3 Make recommendations for bylaws revisions.

Article X. Tenure and Post Tenure Review

Section 1. **Tenure**

1.1 A faculty member seeking tenure must be an Associate Professor or eligible for promotion to the rank of Associate Professor.

1.2 The tenure process shall be conducted in accordance with guidelines stated in the university faculty manual and the Department of Public Health Sciences Guidelines for Promotion, Tenure, and/or Reappointment and Post-Tenure Review.

Section 2. **Post-Tenure Review**

1.1 In accordance with guidelines stated in the university faculty manual and the Department of Public Health Sciences Guidelines for Promotion, Tenure, and/or Reappointment and Post-Tenure Review, a post-tenure review will be conducted of all faculty members every sixth year after tenure is awarded.