



Departmental Bylaws Routing Sheet

Requirements based on 2017-2018 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter II, section A, "No Department, School, College or University policies ... may abrogate or alter the policies specified in the Manual without approval of the Faculty Senate."

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

Department: Parks, Recreation and Tourism Management

College: Behavioral, Social and Health Sciences

The attached bylaws were approved at the Departmental Faculty Meeting on: 2/8/18

Faculty Manual Editorial Consultant

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

Provost Robert J. Jones

Approved     Revision Required (see comments)

**Requirements for DEPARTMENTAL BYLAWS – 2017-2018 *Faculty Manual***

**Department:** Parks, Recreation and Tourism Management

**Date**

3/9/2018  
Compliance

*NOTE:* This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 10/4/17.

Items 16-21 previously were inadvertently assigned to the PTR document, though the *Faculty Manual* requires them in the Bylaws.

	Requirement	Reference	Yes	No	N/A
1	Departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch II, A1c	X		
2	Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch VII, L2f	X		
3	The TPR document is distinct from departmental bylaws	Ch IV, D1c	X		
4	Specification of approval process to appoint faculty to special ranks	Ch III, D2a	X		
5	Process for selecting search and screening committees for special rank faculty OPTIONAL	Ch III, D2a	X		
6	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 III, D2g	X		
7	Requirements for the appointment, reappointment, and promotion of research faculty	Ch III, D2i, i(2)	X		
8	Requirements for the appointment, reappointment and promotion of extension faculty	Ch III, D2i, ii(3) and (6)	X		
9	Specification of the process for initiating the appointment of clinical faculty	Ch III, D2i, iii(2)	X		
10	Specification of the process for initiating the appointment of professor of practice faculty	Ch III, D2i, v(4)	X		
11	Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch IV, B5a, i(1)	X		
12	Procedures for recruiting and evaluating special ranks faculty	Ch IV, B5b, i	X		
13	Procedures for selecting search and screening committees for special rank faculty OPTIONAL	Ch IV, B5b, i(1)	X		
14	Specification of how the TPR Committee shall solicit recommendations from senior lecturers for reappointment of lecturers, promotion review of lecturers to senior lecturer, and reappointment review of senior lecturers. <i>NOTE:</i> This may also be in TPR Guidelines	Ch IV, D1d	X		
15	Procedures for electing the Post-Tenure Review Committee separate from the TPR Committee	Ch IV, F4a	X		
16	Only tenured faculty may serve on the PTR Committee	Ch IV, F4b	X		
17	The PTR Committee shall have a minimum of three members	Ch IV, F4c	X		
18	Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch IV, F4d	X		
19	The PTR Committee shall elect its own chair	Ch IV, F4e	X		
20	Process for electing an external PTR member if this is part of the Post-tenure review process OPTIONAL	Ch IV, F6a, ii	X		
21	Policy if external letters are required are required for post-tenure review	Ch IV, F6a	X		
22	Other duties assign to the department chair OPTIONAL	Ch VI, I2p			X
23	Mechanism to elect members to college committees unless otherwise required OPTIONAL	Ch VII, L6f			X
24	Mechanism to elect members to university and college committees in the case of vacancies OPTIONAL	Ch VII, D2a, i			X
25	There shall be at least one department faculty meeting per long semester	Ch VII, L3a	X		
26	Opportunity to establish separate Undergraduate and Graduate Curriculum Committees OPTIONAL	Ch VII, L4b	X		
27	Departmental curriculum committees elect their chairs	Ch VII, L4c	X		
28	Every department shall have a standing advisory committee in the departmental bylaws	Ch VII, L5a	X		
29	Other standing committees shall be established in departmental bylaws	Ch VII, L6d	X		
30	Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch VII, L6e	X		

## BY-LAWS

### DEPARTMENT OF PARKS, RECREATION AND TOURISM MANAGEMENT

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#### CLEMSON UNIVERSITY

#### PREAMBLE

##### Introduction

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The Department of Parks, Recreation and Tourism Management (PRTM) at Clemson began in 1966 as the Department of Recreation and Park Administration in the College of Education. In 1970, the Department became part of the newly created College of Forest and Recreation Resources, where it grew to its current stature in the areas of teaching, research and public service. The most recent administrative location is in the College of Behavioral, Social, and Health Sciences. The Department offers an undergraduate Bachelor of Science degree, with options to focus on coursework in Community Recreation, Sport, and Camp Management (CRSCM), Parks and Conservation Area Management (PCAM), Recreational Therapy (RT), and Travel and Tourism (T&T). The PRTM program also houses a degree in Professional Golf Management for students who meet the admission requirements. Master's and Doctoral degrees are also offered in the CRSCM, RT, PCAM, and T&T concentration areas. In addition, PRTM is also the home department for the Youth Development Leadership (YDL) program (Master's & Baccalaureate), and the Masters in Public Administration (MPA). It also houses non-degree granting units, including the Outdoor Laboratory, Leisure Skills, U.S. Play Coalition, Osher Lifelong Learning Institute, and the Pre-Collegiate Programs Office.

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Research and public service are supported through contract work with a variety of federal, state and local agencies, organizations, and businesses.

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Any provisions within these bylaws that contradict the Faculty Manual are null and void.

##### Mission, Vision, and Goals

###### Mission

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The mission of the Department is to improve quality of life and health through the study of human behaviors and settings as they relate to the provision and management of leisure experiences, services and therapeutic interventions in the public, private and nonprofit sectors. We provide high-impact, faculty-led educational experiences; cutting-edge foundational and applied research; innovative solutions in a rapidly changing environment; and outreach activities that prepare our students to serve the citizens of South Carolina and our national and global constituents.

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###### Vision

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The vision of the Department is to continue to build and strengthen our position as a pre-eminent Parks, Recreation, and Tourism Management program in the United States while expanding our international reach and reputation.

## Goals

We aim to prepare our students, our field, and ourselves for what comes next by focusing on:

- 5 1. Developing an excellent faculty and staff team
2. Delivering high-impact undergraduate experiences
3. Delivering high-impact graduate education experiences
4. Generating high quality scholarship, creative, and innovative activity
- 10 5. Communicating and promoting our vision, activities, and successes to internal and external audiences and stakeholders

## ARTICLE I VOTING MEMBERSHIP

15 The right to vote on all matters coming before the Department shall be extended to all full-time Clemson employees with a faculty appointment in the Department of Parks, Recreation and Tourism Management unless otherwise specified in this or the TPR documents. When an employee has a shared appointment, membership will be assigned to the employee's Department of record. When a joint appointment is between academic and non-academic units, the employee  
20 may be considered to be a member of the academic unit of record and the non-academic unit of record. Additionally, Directors of Departmental units (e.g., Outdoor Laboratory, OLLI, Pre-Collegiate Programs Office) shall be considered faculty for the purposes of voting provided this is their Department of record. Any Emeriti members of the faculty, and a graduate student representative may attend meetings of the Department and express an opinion on any issue, but  
25 will not possess voting privileges.

Graduate students may elect one student to attend faculty meetings. This student shall be a non-voting representative who will be excused from discussions of particular students, personnel matters, or other issues for which the faculty goes into executive session.

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## ARTICLE II MEETINGS

35 The Department Chair shall conduct a formal meeting of the Department faculty at least three times during the regular semesters. These meetings shall be called by the Chair for the purposes of conducting ordinary and recurring business of the Department, and for special announcements and purposes not otherwise indicated in these By-laws. The Chair shall also call meetings at the written request of any two members of the voting faculty. A called meeting must be held within  
40 ten (10) working days of such a request. The current edition of Robert's Rules of Order shall prevail in all meetings of the Department faculty, unless otherwise specified in this document.

The Department Chair shall be the presiding officer for all General Department meetings. If the Chair is unable to preside, he or she shall appoint a faculty member to act as a presiding officer.

45 Executive Sessions\* may be called with or without prior notice. Only faculty may attend Executive Sessions. The Department Chair may call an Executive Session. During a General Department meeting, an Executive Session may be called by majority vote of the faculty in

attendance.

\* "...any meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret."  
Robert's Rules of Order, 10<sup>th</sup> Edition, pg. 92.

- 5 Only matters that cannot be delayed shall be decided at meetings called during the times at which  
nine (9) month faculty are permitted to be absent from the campus, which includes the winter and  
summer recesses, and Fall and Spring breaks. Any business conducted during recesses or breaks  
shall be reported on at the next scheduled Faculty meeting.
- 10 For all general and called meetings, the faculty shall receive an agenda, including any actionable  
items, at least two working days before the meeting, exclusive of the meeting day.

### **ARTICLE III QUORUM**

15 During the Fall and Spring semesters, a quorum of the Department faculty shall consist of a  
simple majority of the voting members, excluding faculty on leave, with the exception of topics  
such as Tenure, Promotion and Reappointment (TPR), for which specific voting procedures  
outlined in the Department TPR Guidelines should be followed.

20 At times other than Spring or Fall semesters, a quorum shall consist of at least forty (40) percent  
of the Department faculty; business which cannot be delayed until the Fall shall be conducted at  
such a meeting, and all reasonable efforts shall be made to ensure full faculty participation.

### **ARTICLE IV VOTING PROCEDURES**

25 Unless otherwise specified in the By-laws, any Department faculty, as defined in Article I, shall  
vote on matters concerning the operation and management of the Department. All matters  
30 brought before the Department faculty that require a vote shall be resolved by a simple majority  
of those eligible voters present provided quorum has been met, except as prescribed otherwise in  
these By-laws. Votes shall be taken by a show of hands unless a secret ballot is requested by any  
member or prescribed elsewhere by these By-laws. There shall be no proxy or absentee ballots  
permitted at any voting meeting.

35 Matters may be decided by emailed ballot with an established deadline appropriate to the  
circumstance of the vote.

### **ARTICLE V APPOINTMENT, REAPPOINTMENT, AND REVIEW OF FACULTY**

#### Appointment

45 Suitable candidates to fill positions of regular and particular special faculty (i.e., Research,  
Extension, Lecturer, Senior Lecturer, Clinical and Professors of Practice) will be vetted by a  
Search Committee as established by the guidelines outlined in the Faculty Manual or as  
established by the Department Advisory Committee. Individuals being considered for

appointment with exceptionally fine credentials may negotiate to receive credit for productivity or years served elsewhere to count as years toward promotion and/or to be appointed at a promoted rank (e.g., “Associate” or “Full” faculty or “Senior” lecturer). The criteria and procedures for this are provided in the Department TPR Guidelines.

5 In the event of immediate need (e.g., start of the semester is imminent), the Department Chair can appoint an individual as a Temporary Lecturer without faculty approval for 1 year. Justification and credentials for the appointee shall be presented by the Department at the next scheduled faculty meeting. Further appointment should follow the procedures for appointment of  
10 faculty as outlined above.

### Reappointment

15 Each regular, full-time faculty holding the title Assistant Professor or higher, but who is not tenured or is not in the penultimate probationary year, Lecturers who have less than 9 years of service and intend to remain at Clemson University, and all other special rank faculty are required to submit materials for reappointment each year.

20 In accordance with the dates in the Guidelines, each eligible faculty member must submit credentials reflecting the contracted duties to the Committee Chair along with a request for evaluation for reappointment for a specific year.

The criteria and procedures for this are provided in the Department TPR Guidelines.

### 25 Post Tenure and other required reviews

Tenured faculty will undergo a post tenure review by their peers every 5 years. Review will consist of an assessment of Annual Form 3’s completed by the Department Head. If a faculty member has received more than one Annual Form 3 with “Fair,” “Marginal,” or “Poor”  
30 performance evaluation, the faculty member will undergo a full Post-Tenure Review, the procedures for which are outlined in the Faculty Manual. Regular faculty may also request a review of their own performance.

35 According to the Faculty Manual, Senior Lecturers will be evaluated by the Committee every three years. In addition, a comprehensive review of Lecturers, following the guidelines in the Faculty Manual, must be conducted after their fourth year of service.

The criteria and procedures for this are provided in the Department TPR Guidelines.

## 40 **ARTICLE VI STANDING COMMITTEES**

There shall be five (5) standing committees. The standing committees shall be the Tenure, Promotion and Reappointment Committee; the Curriculum Committee; the Graduate Program  
45 Advisory Committee; the Department Advisory Committee; and the Technology Committee. The terms shall be staggered with the initial length of terms being determined by drawing lots. Members of committees shall be elected by a majority of the voting faculty present in the final

scheduled faculty meeting each spring. Terms will begin in the fall semester and be based on the academic year. Each committee will annually elect a Chair (unless otherwise specified in these By-laws) and a Secretary from its membership. Recorded minutes for each meeting shall be maintained in the Department office.

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Any Department faculty member shall be eligible for committee membership unless the committee makeup is specifically defined in the By-laws.

#### **A. Tenure, Promotion and Reappointment Committee and Post-Tenure Committee**

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The Tenure, Promotion and Reappointment Committee shall be composed of five (5) regular faculty members, elected by the faculty to three (3) year staggered terms. All members of the Committee shall be tenured and hold the rank of Associate Professor or Professor. The Chair will be elected by the Committee at the beginning of the academic year for a one-year term. The Chair will be responsible for coordinating Committee meetings, reviews of faculty for tenure, promotion, and reappointment, and other duties as outlined in the Department of Parks, Recreation and Tourism Management Guidelines and Procedures for Tenure, Promotion, and Reappointment.

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It is *required* that the Committee consist of faculty equal or higher rank to the rank for which a candidate has requested to be considered. Therefore, in the instance of candidates seeking promotion to Professor, a Special Committee of a minimum of three members will be established. The Special Committee will consist of Professors already elected to the primary Committee, and additional members elected by the regular faculty as needed to meet the requirement of three members.

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For the fourth year Lecturer review and for the promotion of lecturers to Senior Lecturers the TPR Committee must solicit recommendations from a Senior Lecturer representative to the Committee. The Lecturers will elect a Senior Lecturer who is not up for post-promotion review during the academic year in question to fulfill this position no later than by the end of the third week in the Fall semester. This representative shall serve a one-year term as a consultant in discussions that relate to reappointment, and/or promotion review of Lecturers, but will not be a voting member of the committee.

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Promotion for Special Rank Faculty is based on performance of their duties as specified in the letter of appointment and follows the standards set forth below that are aligned with their duties. For example, Research Faculty must meet the scholarship standards, Extension Faculty must meet the service standards, and Clinical Faculty must meet the standards in any of the three areas where they have job duties.

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Please refer to the PRTM Guidelines and Procedures for additional information regarding the Tenure, Promotion and Reappointment Committee.

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Per the Faculty Manual, a Special Post-Tenure Review Committee will be appointed to conduct a Post-Tenure Review of tenured faculty every 5 years. The Post-Tenure Review Committee will consist of two tenured faculty from PRTM, and one tenured faculty

member from another department on campus. PRTM faculty service on this committee will be for one year terms, and will rotate through the tenured faculty in alphabetical order. A candidate to serve as the external committee member will be nominated by the two PRTM members on the Post-Tenure Review Committee, and approved by the TPR Committee. The PTR Committee shall select its own chair. Faculty members subject to Part II of PTR are not eligible to serve on the PTR Committee.

## **B. Curriculum Committee**

A Department Curriculum Committee shall be established to initiate and review proposals for necessary changes in the curriculum, to respond to curriculum matters arising outside the Department, to review course proposals - new, revised, selected topics, etc. - and to provide materials for student advising.

This Committee shall review all curriculum-related matters within the Department of Parks, Recreation and Tourism Management, including courses designated "Leisure Skills" and any other course that comes under the aegis of this Department. The Curriculum Committee shall be composed of three (3) Department faculty, serving three (3) year staggered terms. The Schedule Coordinator shall serve in an ex-officio, non-voting capacity for graduate and undergraduate curricula as appropriate. The Committee Chair shall be elected by the members of the Committee and serve for a one-year term. The Chair shall represent the Department at all School and College curriculum meetings where the respective By-laws provide for such a departmental representative.

All proposals for which the University Curriculum Committee requires a new syllabus or outline of the course content, shall be reviewed by this Committee. Upon the approval of the majority of the Committee, these proposals shall be forwarded to the faculty for approval. Notwithstanding, proposals to delete a course shall follow the same procedures as above.

Any requested change in the curriculum must be approved by a majority of the Department faculty prior to its consideration before the College Curriculum Committee.

The Committee shall also consider curricular matters involving other colleges and the University when appropriate.

## **C. Graduate Program Advisory Committee**

The Graduate Program Advisory Committee shall consist of five members; three (3) faculty members, elected by the faculty serving two (2) year staggered terms, the Graduate Coordinator serving as the Chair of the Committee, and a graduate student representative. The Graduate Coordinator, appointed by the Department Chair, shall also represent the Department on related College and University Committees/Councils. To serve on the Graduate Advisory Committee, faculty members must hold the academic rank of assistant professor or higher, and be in a tenure-track position.

During each academic year, but no later than by the end of the third week of the Fall

semester, the graduate students will elect from among those students who have completed at least twelve hours in graduate level PRTM courses at Clemson, a representative to serve a one-year term on the Graduate Advisory Committee. This representative shall have full voice and vote in all discussions that do not relate to specific graduate students.

5 The Graduate Program Advisory Committee shall be responsible for providing recommendations to the faculty on all matters relating to the graduate program. These responsibilities shall include recommending adjustments in graduate course and program requirements. The Graduate Advisory Committee shall decide acceptance of applicants to  
10 the PRTM Graduate program, and recommend to the Department Chair students to receive offers of financial assistance.

#### **D. The Department Advisory Committee**

15 The Departmental Advisory Committee shall be composed of the Department Chair and one regular faculty representative from each of the program concentration areas (i.e., CRSCM, MPA, PCAM, PGM, RT, T&T, YDL elected by the faculty to two (2) year staggered terms. one Assistant Professor, one Associate Professor, and one Professor. The Department Chair shall serve as Chair of this Committee. The Committee shall  
20 advise the Chair on matters of concern to the Departmental faculty. The Advisory Committee shall further advise the Chair on other matters as requested by the Chair or other faculty members, or as deemed appropriate by Committee members. Agenda items for Committee meetings may be set by Committee members, the Chair or suggested by faculty not on the committee.

25 The committee shall meet at least three times during each regular semester and special meetings may be called during the recess and breaks when absolutely necessary. All faculty shall be informed of the meeting schedule in advance.

30 Duties for the DAC shall include general review, revision, and introduction of Departmental Policies (which may include issues pertaining to budget or personnel), review of sabbatical requests, selecting members to search committees, reviewing position descriptions, and other responsibilities as outlined in these by-laws (e.g., appointment of Interim and Associate Chairs).

35 All departmental faculty may attend the PRTM Advisory Committee meetings unless an executive session has been called by the department chair.

#### Appointing an Interim Chair

40 The Departmental Advisory Committee shall solicit nominations for Interim Chair from all faculty and staff in PRTM. The Committee will then determine acceptable candidates from the nominees and provide a list to the Dean.

#### Appointing an Associate Chair

45 The need to appoint an Associate Chair will be determined by the Department Chair (standing or interim). In the event that an Associate Chair is deemed necessary, the

Departmental Advisory Committee shall solicit nominations from all faculty and staff in PRTM. The Committee will then determine acceptable candidates from the nominees and provide a list to the Chair.

5 **E. The Technology Committee**

The Technology Committee shall consist of three (3) members; two faculty members will be elected by the faculty and one member shall be elected by the staff, to two (2) year staggered terms. The Committee will act in an advisory capacity for the Department to  
10 establish direction and Department policy on technology matters.

**ARTICLE VII  
AD HOC COMMITTEES**

15 Ad hoc committees may be established by the faculty during a Department meeting or by the Department Chair. The ad hoc committee must be established for a specific, simple purpose and can serve no longer than 12 months or until the purpose of the committee is accomplished. An ad hoc committee cannot become a standing committee without a change in the By-laws, being  
20 approved by the Department faculty.

**ARTICLE VIII  
AMENDMENTS**

25 Any proposed amendment to these By-laws shall be advertised and circulated in writing to all Department members at least one week before its being acted upon by the Department faculty. Amendments or additions to these By-laws shall be consistent with standing University policy. Amendments shall be approved by a two-thirds majority of the Department faculty. Written  
30 absentee ballots shall be accepted if dated and delivered to the Department Chair within the period of posting.

**ARTICLE IX  
RATIFICATION**

35 The By-laws shall take effect upon being ratified by a two-thirds vote of all those faculty members eligible to vote under ARTICLE I (excluding Faculty on leave); and upon being approved by the Department Chair, the Dean of the College, and the Provost of the University.

40 **ARTICLE X  
DEPARTMENTAL COORDINATOR POSITIONS**

45 Graduate Coordinator: The Graduate Coordinator must be a tenured faculty member. Typical duties of the Coordinator will include: communication with potential students, current students, faculty and others involved in the graduate program; develop and lead the new graduate student orientation program; oversee the applicant review process; implement all Graduate School and

Clemson University policies; assure that the Graduate Catalog accurately reflects the PRTM program and curriculum; maintain the PRTM graduate student handbook; complete all appropriate WEAVE requirements; manage online student assignments and work with project supervisors; chair the PRTM grad committee; complete all required paperwork in a timely manner; coordinate student on-campus visits; schedule classes; oversee graduate assistant appointments; respond to all request for information about the graduate program; and, serve a non-voting, ex-officio member of the PRTM Department Advisory Committee. The Graduate Coordinator must be available to perform these duties during the summer in addition to the academic year.

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Undergraduate Coordinator: The Undergraduate Coordinator must be a faculty member, including special rank faculty, in PRTM. Typical duties of the Coordinator will include: oversee undergraduate curriculum development; work with concentration faculty to develop semester course schedules; assure that the Undergraduate Catalog accurately reflects the PRTM program and curriculum; assist faculty in advising students; assist concentration areas in curriculum revision and development; approve course substitutions; at least serve as an ex-officio member of the PRTM curriculum committee; oversee the NRPA accreditation process when necessary; complete all appropriate WEAVE requirements; and, serve as a non-voting, ex-officio member of the PRTM Department Advisory Committee.

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Length of Service: The Coordinators shall serve a four-year initial term with an automatic additional two-year term if desired and with department chair approval. When there is transition to a new coordinator the final year of the incumbent coordinator's term shall coincide with the first-year of the new coordinator's appointment to assure a smooth transition.

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Compensation: Compensation for serving as a Coordinator may include release time, summer salary or other appropriate compensation as determined by the Department Chair.

30 Selection: The Departmental Advisory Committee shall solicit nominations for the Coordinator positions from all faculty and staff in PRTM using a process determined by the Committee. The Committee will then determine acceptable candidates from the nominees and provide a list to the Chair who shall make an appointment from the list.

35 Evaluation: The annual evaluation of the faculty serving in each Coordinator position shall include an evaluation of performance of the position's related duties. The chair shall consider feedback from PRTM faculty and staff in completing the evaluation.

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Amended and approved by the Faculty  
2/6/18

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# Please review PRTM Bylaw revision

Adobe Sign Document History

04/28/2018

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