

**DEPARTMENT OF ART
BY-LAWS**

**ARTICLE I
VOTING MEMBERSHIP**

All full time members of the department faculty, including those on leave, shall have the right to vote on all matters before the department. At the beginning of each academic year, the chair of the department shall prepare and distribute to all members of the faculty a list of those eligible to vote. All faculty of the department, part-time as well full-time may attend meetings of the department and speak on any issue.

**ARTICLE II
MEETINGS**

The department chair shall conduct a formal meeting of the department faculty at least once in fall and spring semesters. The chair shall call meetings for the purposes of conducting ordinary and recurring business of the department and for special announcements and purposes not otherwise indicated by the by-laws. The chair shall also call meetings at the request of any three members of the voting faculty.

The chair shall prepare an agenda and distribute it to all department faculty at least three working days before a meeting.

Minutes of faculty meetings shall be distributed to all full-time, part-time, and emeritus faculty, and to the dean of the college or to the equivalent administrator.

**ARTICLE III
QUORUM**

A quorum of the department faculty shall consist of two thirds of the full-time faculty, excluding emeriti faculty and those on leave of absence. The presence of a quorum shall be established at the beginning of each meeting. At any time during the meeting, any member of the faculty may suggest the absence of a quorum; and the issue shall be resolved by a count of the voting members then present. No business may be conducted if a quorum is not present.

ARTICLE IV
VOTING PROCEDURES

All matters brought before the faculty that require a vote shall be resolved by a simple majority of the eligible voters present, except as prescribed in the Articles on Amendments and Ratification of these by-laws. Votes shall be taken by voice, unless a division or secret ballot is requested.

If a faculty member must be away from a department meeting, that member shall be allowed to vote by absentee ballot on any issue published in the agenda. Absentee ballots must be delivered to the department chair prior to the meeting in question. Written proxy shall permit that member's vote.

ARTICLE V
OFFICER

The chair of the department or another faculty member appointed by the chair shall preside over meetings of the faculty. In governing and guiding the department, the chair shall be responsible for adherence to the duties outlined in the Faculty Manual.

ARTICLE VI
POWERS

The faculty of this department recognizes and accepts its responsibility to share in maintaining the educational and professional work of the department, especially in personnel and curricular matters and in all other areas not specifically reserved to administrative officers of the university. Accordingly, the faculty in conjunction with the department chair shall establish both standing and ad hoc committees, receive reports from these committees, and review their work at meetings of the department faculty. In addition, the faculty of the department shall elect representatives to such college committees, as the by-laws of the college require.

ARTICLE VII
COMMITTEES

This article prescribes the general procedures pertaining to the operation of the standing departmental committees. In the case of circumstances not covered by this or any succeeding article, the Faculty Advisory Committee shall be called upon to recommend to the faculty a resolution to any problems that arise.

Standing committee elections will be held during the spring semester of each academic year. Elected committee members will assume their responsibilities on the first day of July immediately following each election.

Advisory Committee

The Advisory Committee shall consist of the department chair as chairperson, and a minimum of three representatives, elected for a one-year term from and by the faculty representing both history and studio, in each discipline within the department elected by the faculty at a meeting in the spring semester. The committee shall advise the department chair on all significant issues except as otherwise specified in these by-laws.

The Advisory Committee shall advise the chair as to which area(s) and field(s) the department should propose for new appointments and notify the faculty of these recommendations. When the department chair requests or obtains authorization to hire new members, the chair shall inform the faculty.

The Committee shall meet with the chair and report its activities to the faculty.

Tenure-Promotion Reappointment Committee

The committee will operate according to the procedures outlined in the Clemson University Faculty Manual and with attention to what is outlined in "Best Practices for a Performance Review System for Faculty (appendix E). The Tenure, Promotion and Reappointment Committee shall forward its recommendations on all personnel matters involving reappointment to the department chair. The Committee shall also make recommendations to the department chair on all appointments with immediate tenure, or with probationary periods of two years or less and on immediate appointments to a rank higher than assistant professor. The Committee may also be involved in additional personnel matters where appropriate. All TPR evaluations are made independently and confidentially from the chair's evaluation.

The Committee shall consist of three to five art department faculty members elected at large yearly for staggered three-year terms.

The Committee shall elect its own chair and shall follow the guidelines established by the department.

In matters concerning promotion, only Committee members at or above the rank under consideration shall be eligible to evaluate the candidate. In matters concerning promotion from associate professor to full professor, all full professors of the Committee shall act as a special standing committee to evaluate and vote on each candidate. In the event that the membership of this special standing

committee is less than three, the Tenure, Promotion and Reappointment Committee shall elect full professors from the College of Architecture, Arts and Humanities to satisfy the minimum membership of three. The recommendations of this special committee shall be the recommendations of the Tenure, Promotion and Reappointment Committee on the matter of promotion to full professor only. The chair of this special committee shall submit these recommendations to the department chair.

Post-Tenure Review Committee

The department chair and the Post-Tenure Review Committee will operate according to the procedures outlined in the Clemson University faculty manual and will follow the guidelines established by the department.

Post-Tenure Review Committee Membership

The department chair in consultation with the faculty Advisory Committee will annual appoint a three person Post-Tenure Review Committee in the spring of the academic year, with responsibilities beginning on July 1 for a one-year term. One of the members serving on this committee can be from outside the department (see C.2.b. below) Faculty members on the PRT Committee may be reappointed to serve sequential terms. The members of the PTP Committee will elect its own chairperson. The PTR Committee will conduct is evaluation, prepare a written report, and forward the report and its recommendation both to the faculty member undergoing post tenure review and to the dean of the college.

Post-Tenure Review Guidelines

All tenured faculty members will undergo post-tenure review on a six-year rotating basis, with approximately one-sixth of the tenured faculty under consideration each year. The department chair will establish a listing of tenured faculty ranked in order of length of service since tenure. The rotation of faculty will be determined by length of tenure at Clemson University, with the senior most tenured member being the first under consideration.

If a faculty member is on leave during the academic year in which the PTR is scheduled, the PTR will be will be postponed until which time the member has returned to full-time service at the institution. Year(s) in which a faculty member was granted a sabbatical leave, unpaid leave, or extended sick leave, shall not be counted toward seniority in the rank ordering of faculty for post-tenure review.

To ensure adequate external representation in the review process, the faculty member undergoing post-tenure review may choose one or the other of the following options.

Include no fewer than 4 and no more than 6 external letters in his/her file to be solicited by the PTR Committee from a list provided by the faculty member undergoing post-tenure review.

Include an external faculty member or a professional equivalent from outside of the department to be identified by the in-house members of the PTR Committee from a list of 3 to 6 names provided by the faculty member undergoing post-tenure review. The external member will have full voting rights on the PTR Committee.

Curriculum Committee

The Curriculum Committee comprises: one member elected at large from among the faculty, plus one member elected from and by each of the disciplines, studio art and art and architectural history, within the department. The chairperson of the Committee, elected by the Committee shall receive, propose, review and recommend to the College Curriculum changes in the department's curricula and course offerings. The department faculty prior to submitting proposals to the College Curriculum Committee will approve all curricular proposals. Members will be elected to staggered two-year terms.

Other Committees

The faculty, in conjunction with the department chair may establish other standing and ad hoc committees. The chair also has discretionary authority to establish committees.

Announcements of Meetings and Agenda of Committees

All department committee chairs will make reasonable efforts to announce meetings and distribute an agenda to committee members two days in advance of any meeting. Any member of the faculty shall have the right to attend any meeting of any committee, meetings of Tenure, Promotion and Reappointment Committee excepted.

ARTICLE VIII
APPOINTMENTS

All searches shall be conducted in accordance with “Procedures for Faculty Appointment” and “Affirmative Action Policies and Procedures for the Recruitment and Appointment of Faculty and Administrators” outlined in the Clemson University Faculty Manual.

A search shall be conducted for all appointments; for temporary or unexpected replacements, the department chair shall exercise direct authority, but shall nonetheless consult with faculty concerning each appointment.

The department chair in consultation with the faculty shall appoint and charge appropriate ad hoc search and screening committees for all appointments to the department faculty. The department chair shall appoint the chair of each search and screening committee. The chair of the appropriate search and screening committee shall collect and file all applications and honor faculty requests to review public information contained in the files.

After the deadline for application, the committee shall present to the department chair a list of names. If no appointment can be made from this list, the department chair shall seek additional nominations from the committee. In the recommendations to the dean, the department chair shall indicate the degree of support of the faculty for each recommended candidate.