

CLEMSON UNIVERSITY
DEPARTMENT OF BIOENGINEERING
FACULTY BY-LAWS

Approved by Faculty
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Approved:

Dean's Office

Provost's Office

**Clemson University
Bioengineering Department
Faculty Bylaws**

ARTICLE I. MEMBERSHIP

The Department of Bioengineering Faculty shall consist of faculty who hold tenured or tenure-track appointments as assistant professor, associate professor, or professor with a primary appointment in the department.

ARTICLE II. FUNCTIONS

The faculty shall establish the departmental academic policies; shall evaluate the credentials of current and prospective members and shall recommend their appointment, reappointment, tenure, and promotion in accordance with the University Faculty Manual; shall elect representatives to CES 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.

ARTICLE III. OFFICERS

The Officer of the department shall be designated as the Chair of the department. The Chair shall appoint a presiding officer to serve in his or her absence.

ARTICLE IV. MEETINGS

Ordinary meetings of the faculty shall be held at regular intervals to facilitate communication, to determine the department will, and to conduct departmental business. The frequency shall ordinarily be at least once a month and not more than once a week. Special meetings shall be called when deemed necessary by the Chair or when a written request is made by at least two (2) faculty members. Notice of meetings and their agenda shall be given at least one (1) day in advance; however, this requirement may be waived by a two-thirds (2/3) vote of the faculty. A quorum shall be a simple majority. Minutes shall be forwarded to all members of the faculty; if minutes do not include confidential information, they shall be forwarded to the graduate student and staff representatives.

Roberts Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions, and reports.

All resolutions, motions, and reports that involve a change of departmental policy or commit the faculty to an important course of action must be submitted to the Chair in sufficient time so that copies can be placed in each faculty member's departmental mailbox at least ten calendar days before the meeting at which action on such resolution(s), motion(s), or report(s) is contemplated.

On the call of any member of the faculty, voting on a motion shall be by secret ballot.

ARTICLE V. COMMITTEES

Section 1. General Structure and Membership

The composition and membership of Faculty Committees except for the Faculty Search Committee; Promotion, Tenure, and Reappointment Committee; the Post tenure Review Committee shall be designated by the Chair and approved by the faculty annually at the beginning of the academic year. The Chair shall also nominate Chairs for the committees appointed. A minimum of three members shall constitute each standing committee.

Section 2. Standing Committees

The Standing Committees shall consist of Assessment Committee; Awards and Nominations Committee; Bylaws Committee; Graduate Committee; Undergraduate Program Committee; Undergraduate Departmental Honors Committee; Tenure, Promotion, and Reappointment Committee; and Post tenure Review Committee. Other committees (including subcommittees) may be added, or existing committees may be deleted, with action of the faculty by majority vote. The functions of these committees include providing advice in the areas of each committee's purview. Special task forces may be appointed by the department Chair to address specific topics approved by the faculty.

Section 2.1. Assessment Committee

The committee provides leadership and assistance in developing and overseeing the evaluation of all academic programs and feedback to enhance the effectiveness of the department. The committee develops and recommends departmental policies following university requirements and guidelines, assists in developing assessment plans and procedures that meet accepted standards for data collection and analysis, reviews assessment procedures for consistency with goals and objectives, reviews results of assessment activities and recommends improvements, reviews the progress in implementing assessment activities, reviews all assessment reports, and coordinates the preparation of annual reports for the university. Membership of the Assessment Committee shall include Chairs of the ABET, GenEd, and E-portfolio subcommittees and the graduate and undergraduate program coordinators.

Section 2.2. Awards and Nominations Committee

The committee coordinates screening and selection of undergraduates, graduates, staff, faculty, and others being considered for regular or special awards. Screening and selection methods shall be made available to the voting faculty for ratification. Membership shall include at least three members representing each curricular concentration. The committee Chair shall serve as the departmental representative to the College of Engineering & Science Awards Committee.

Section 2.3. Bylaws Committee

The committee shall consider and report on questions and problems that arise with respect to the bylaws of the department and shall make recommendations for revisions to the faculty.

Section 2.4. Graduate Committee

The committee is responsible for matters relating to graduate programs. This shall include establishing rules for the various graduate degree programs; making recommendations regarding

graduate student admissions, assistantships, and fellowships; recruiting graduate students; selecting awardees for graduate student teaching and research awards; recommending a schedule of graduate course offerings; maintaining the Graduate Student Handbook; recommending policies for graduate student office allocation; managing the doctoral qualifier examination for enrolled students; and organizing social events for graduate students, faculty, and staff.

Routine matters shall be handled internally by the committee. For major items, such as changing the rules for a graduate degree program, the committee shall present a recommendation to the faculty, which shall make the final decision. The Graduate Program Coordinator shall serve as the Chair of this committee. The Graduate Student Services Coordinator staff member shall be included as a nonvoting member. Graduate students may also be appointed as nonvoting members as deemed necessary by the committee.

Section 2.5. Undergraduate Program Committee

The committee shall be responsible for issues related to the undergraduate program and for undergraduate student development. This shall include curricular issues; laboratory maintenance and development; teaching and advising effectiveness; student professional development; review of special cases for admission; and administration of the Senior Departmental Honors program. This committee shall be responsible for routine course approvals that do not involve required courses or modification of the published Bioengineering Curriculum. For other curricular matters, this committee shall have the initial responsibility and shall provide recommendations to the departmental faculty. Subcommittees designated for specific purposes as needed (Article 2), such as ABET, GenEd, E-PortFolio, and Creative Inquiry subcommittees shall report to the Undergraduate Program Committee. The Undergraduate Program Coordinator, who shall serve as the committee Chair, shall also serve as the departmental representative to the Curriculum Committee of the College of Engineering & Science. The Undergraduate Student Services Coordinator staff member shall be included as a nonvoting member.

Section 2.6. Undergraduate Departmental Honors Committee

The Department of Bioengineering Undergraduate Departmental Honors Committee will oversee the departmental honors program and make recommendations to the Faculty concerning the program requirements. The Committee will also have the responsibility for establishing review and assessment of all these submitted for undergraduate departmental honors. The Committee shall consist of at least three (3) faculty appointed by the Department Chair with the committee chairperson serving as a member of the Undergraduate Program Committee.

Section 2.7. Faculty Search Committee

A faculty committee consisting of at least three members of the departmental faculty, at least one of whom shall be a senior faculty member (associate professor or full professor), shall be elected by the faculty and approved and appointed by the department Chair. This committee shall elect its Chair. The tasks of this committee shall be to develop two documents, one with specifications of the expertise and capabilities to be sought in filling an open position and one that will advertise the position; to submit these 2 documents, the specifications and the advertisement, for review by the entire tenured and tenure-track faculty. Once these two documents have been prepared and approved by the committee, they shall be reviewed by the department Chair and the

Dean of the College of Engineering & Science and approved by all. The committee shall then proceed with advertising and recruitment. All responses shall be screened by the committee; suitable applicants shall be ranked, and a list of the top five, shall be submitted to the entire faculty. Each faculty member has the right to review all applications submitted. The individual candidates and their rank on the list must be approved by a majority of the tenure and tenure-track faculty. This list shall then be submitted to the department Chair, who shall invite the most highly ranked candidates for interviews. The entire faculty, the department Chair, and the Dean shall be given an opportunity to interview each candidate.

After the committee prepares a list of final candidates and makes a recommendation of academic rank and tenure is made for each, the department Chair shall prepare a memorandum for the Dean stating the faculty's ranking of these candidates. Copies of this memorandum shall be available to all faculty members. The department Chair shall then negotiate with the candidates on the list as approved by the Dean, starting with the first choice, until a candidate can be hired. This process shall follow the guidelines and policies of the College of Engineering & Science for Faculty Hiring.

Section 2.8. Tenure, Promotion, and Reappointment Committee

Tenure, Promotion, and Reappointment Committee consists of all primary faculty members who hold the rank of Professor of Bioengineering. Chair of the TPR Committee is elected every year by the Committee members. If at any time there is an insufficient number of faculty members to constitute such a committee, the faculty members who hold the rank of Professor of Bioengineering shall select one or more appropriate tenured faculty members from other departments in the College of Engineering & Science. This selection requires approval by the candidate. Out-of-department members must be approved by their own department Chair and by the Chair of the Department of Bioengineering.

Section 2.9. Post tenure Review (PTR) Committee

All tenured faculty members shall undergo peer review every six years. The year or years in which a faculty member is on sabbatical, unpaid leave, and/or extended sick leave shall not be counted in the review period. The department Chair shall devise a schedule of staggered reviews of tenured faculty within each rank. Reviews shall be conducted in order of seniority, beginning with faculty members with the longest employment by Clemson University. Each year a PTR committee shall be constituted of the TPR committee subject to the following modifications: A faculty member subject to PTR in a particular year who is on the committee shall be replaced with another faculty member who meets the TPR committee-composition requirements. TPR faculty of lesser rank than the faculty member up for review shall be replaced with someone who meets the TPR committee-composition requirements whose rank is equal to or greater than the faculty member up for review.

Section 3. Quorum

A majority of the whole committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

ARTICLE VI. ANNUAL FACULTY EVALUATION

The performance evaluation shall be conducted annually during the academic year by the department Chair, in coordination with the TPR committee as appropriate. These reviews should incorporate attention to “Best Practices for a Performance Review System for Faculty,” as outlined in the *Clemson University Faculty Manual*. For teaching faculty, student evaluations must be used as indicated in Section IX.D.11.

Section 1. Establishment of Goals

Each faculty member shall enter goals for the year in the Faculty Activity System (FAS) by the university deadline. Duties and percent effort shall be assigned by the department Chair in consultation with the faculty member.

Section 2. Statement of Accomplishments

Each faculty member shall enter accomplishments for the year in the Faculty Activity System (FAS) by the university deadline. This account should be recorded in as much detail as possible and limited to professional responsibilities and development.

Section 3. Annual Faculty Evaluation

By the university deadline, the Chair shall complete a summary evaluation, including a performance rating, of each faculty member on the designated form in the appropriate format. This evaluation should be consistent with the workload set out for the faculty member by the Chair. This evaluation should be consistent with the goals designated by the faculty member and approved by the chair. For tenure-track faculty, the Chair may attach the faculty member’s most recent reappointment recommendation. The evaluation shall be signed by the faculty member, who shall be given a copy; this signature does not imply agreement with the evaluation. The faculty member has the right to file a disclaimer to the Chair’s evaluation; the Faculty Manual requires that the disclaimer be filed within 10 calendar days of its receipt/the faculty member’s receipt of the evaluation. The Chair shall respond to any disclaimers within 10 calendar days and shall revise the evaluation if appropriate.

The Chair shall give the evaluation, including any attachments and disclaimers, to the Dean. The Chair is expressly prohibited from forwarding to the Dean any material that was not seen by the faculty member during the evaluation process. The faculty member shall be given the Dean’s response to the Chair to read, sign, and return, and the faculty member shall retain a copy. The faculty member’s signature does not imply agreement; a disclaimer to the Dean’s evaluation can be filed within 10 calendar days of its receipt by the faculty member. Any annual evaluation to which a disclaimer has been filed shall be forwarded to the provost. It shall be returned to the faculty member after review by the Dean and the Chair. Filing a disclaimer does not preclude or delay filing a grievance. The time period, as outlined in the Faculty Manual, for the grievance process begins after the faculty member acknowledges receipt (by signature) of the Dean’s response to the evaluation.

The evaluation shall be part of the faculty member’s permanent, confidential file that is retained by the Dean.

The faculty member has the right to/of full disclosure of his/her confidential file. A faculty member may request and receive in a timely fashion a report on how the 6 categories of the Total Performance Rating were distributed among his/her colleagues.

As part of the annual faculty evaluation and TPR process, the Chair shall have access to all faculty teaching evaluation summaries for both tenured and tenure-track faculty. Per the Faculty Manual: "the actual responses from students (including comments) are not available unless the faculty opted to submit them."

ARTICLE VII. TENURE, PROMOTION, AND REAPPOINTMENT OF TENURED AND TENURE-TRACK FACULTY

Section 1. Procedures

The TPR committee shall follow policies established by the Faculty Manual and the College for reappointment and granting of tenure and promotion.

The Chair shall ensure that any faculty member eligible for renewal of appointment, tenure, or promotion shall be given the opportunity to be reviewed. The Chair shall not participate in the deliberations of the TPR committee, but may, upon request of the committee, serve as a resource. In addition, the TPR committee may, upon request of the Chair, serve as a resource for the Chair. The Chair and the TPR committee shall issue separate recommendations to the Dean that are free from coercion and interference from any parties; these recommendations shall be provided to the Dean only after the reports have been completed. The recommendations should be consistent with the workload and goals assigned by the Chair during the period covered by the review, and may include consideration of contributions to the department and university that are beyond the faculty member's workload and goals. The Chair shall promptly inform in writing the faculty member up for review of the results of and rationale for the recommendations of both the Chair and the TPR committee. The faculty member may elect to include a letter of response in the materials forwarded to the Dean. In cases of promotion or early tenure consideration, the candidate may withdraw from further consideration at this point.

Section 2. Tenure

It shall be the responsibility of the Chair to direct the TPR committee to review all untenured faculty members in their sixth year of probationary appointment as defined in the Faculty Manual. Faculty members with lesser periods of probationary service may on their own initiative request a review by the Chair and the TPR committee.

The criteria and procedures described in the "Guidelines for Tenure, Promotion and Reappointment" of the College of Engineering & Science shall be used for evaluation; the recommendations shall/should be consistent with the workload and goals assigned by the Chair during the period covered by the review.

Section 3. Promotion

It shall be the responsibility of the department chair to direct the TPR committee to review any faculty member for promotion to Associate Professor or Full Professor. The criteria and procedures described in the College's "Guidelines for Tenure, Promotion and Reappointment"

shall be used for evaluation. The committee's recommendations should be consistent with the workload and goals assigned by the Chair during the period covered by the review.

Article VIII. PROCEDURES FOR TENURE, PROMOTION, AND REAPPOINTMENT OF NONTENURE-TRACK FACULTY

Section 1. Guidelines for Appointment, Reappointment, and Promotion of Research Faculty:

Research Faculty members are colleagues who support the overall mission and vision of the department, are engaged in full-time research or public service, and are supported (including fringe benefits) exclusively from external funds or foundation accounts. This faculty appointment is a professional career track without tenure considerations. Performance goals and expectations are more restricted than those for tenure/tenure-track faculty and must be consistent with the *Clemson University Faculty Manual*.

a. Qualifications: Research faculty shall possess both the earned doctorate consistent with the disciplines that are typically associated with the field of bioengineering and research qualifications/in the research field consistent with expectations for the rank of Professor. If an individual's qualifications warrant the title of "Research Associate Professor" or "Research Assistant Professor," these may be used instead of "Research Faculty."

b. Appointment, Reappointment, and Promotion: Appointment, reappointment, and promotion shall be coordinated through the department's tenure, promotion and reappointment (TPR) committee. Recommendations for these personnel actions shall be initiated by the faculty member's immediate supervisor. The primary role of the TPR committee shall be to certify that the supervisor's recommendation meets the appropriate department standards for the position and rank. Appointments are on a nine-month basis with the typical/usual/normal summer remuneration practice.

c. Guidelines for Reappointment and Promotion: The primary role of research faculty members is to seek and communicate knowledge that is guided by both the contractual agreement(s) with the research sponsor(s) and the general mission of the bioengineering department. Evaluation criteria for reappointment and promotion should include, but are not limited to

1. Fulfillment of research contract obligations.
2. Additional funding (outside the University's E&G budget) obtained from federal, corporate, and/or state sources.
3. Participation in collaborative research contracts and grants.
4. Collaborative research contracts and grants initiated.
5. Honors and Awards at all levels – Department, College, University, National, Professional Society.
6. Publications in refereed journals and other appropriate media.
7. Participation in technical committees of professional societies.
8. Service on research advisory boards and review panels.
9. Support and advising of graduate and undergraduate students.
10. Patents and licenses awarded.

d. Performance Evaluation and Salary Recommendations: The faculty member's performance evaluation shall be made jointly by the faculty member's immediate supervisor and/or the Chair. The TPR committee may be asked to provide a perspective on performance.

e. Participation in Related Departmental Activities: The research faculty member may participate in departmental activities, including

1. Service on graduate student committees as research advisor or member.
2. Service as adviser to undergraduate students conducting research.
3. Teaching on an as-needed/as-available basis.
4. Other activities directly supporting the research mission/enterprise of the department.

Participation in the above activities must be consistent with the grant or contract obligation(s) of the research sponsor(s) and approved by the faculty member's immediate supervisor.

Research faculty shall be able to participate fully in all deliberations of departmental matters but shall not have the privilege of voting.

Section 2. Guidelines for Appointment and Reappointment of Lecturers:

Lectures and instructors are faculty members and colleagues who support the overall mission and vision of the department and are engaged in full-time classroom instruction. This faculty appointment is a professional career track without tenure consideration. Performance goals and expectations are more restricted than those for tenure-track faculty and must be consistent with the Faculty Manual.

The Chair shall be responsible for appointment, reappointment, and evaluation. The TPR committee may be asked to provide a perspective on performance. For teaching faculty, student evaluations must be used as indicated in the Faculty Manual.

Section 3. Guidelines for Appointment, Reappointment, and Promotion of Visiting Faculty

Visiting Faculty are colleagues who support the overall mission and vision of the department temporarily. This faculty appointment is a professional career track without tenure considerations.

a. Qualifications: Visiting faculty shall possess the earned doctorate consistent with the normal disciplines that are associated with the bioengineering department, and qualifications in a research field consistent with expectations for the rank of professor. This title can be expanded to Visiting Associate Professor or Visiting Assistant Professor as appropriate to the qualifications of the individual.

b. Appointment, Reappointment, and Promotion: Appointment, reappointment, and promotion shall be coordinated through the department tenure, promotion, and reappointment (TPR) committee. Recommendations for these personnel actions shall be initiated by the department Chair. The primary role of the TPR committee shall be to certify that the recommendation meets the appropriate departmental standards for the position and rank. Appointments are on a 9-month basis with the typical/normal summer remuneration practice.

c. Participation in Related Departmental Activities: Visiting faculty members may participate in department activities, including

1. Service on graduate student committees as research advisor or member.
2. Service as adviser to undergraduate students conducting research.
3. Teaching as-needed and as-available.

4. Other activities directly supporting the research mission/enterprise of the department.

d. Visiting faculty shall be able to participate fully in all deliberations of departmental matters but shall not have the privilege of voting.

ARTICLE IX. PROCEDURES FOR POST TENURE REVIEW

Section 1. Procedure

Post tenure review (PTR) serves to rigorously evaluate professional contributions of tenured faculty in the department. The review should/shall be used to ensure that all faculty members serve the needs of the students and the institution, and that excellent faculty members are identified and rewarded. Procedure for post tenure review shall follow the guidelines and policies of the College of Engineering and Science and the Faculty Manual.

The procedures outlined in the Faculty Manual are very specific and subject to change; therefore, they shall not be outlined in detail in the bioengineering department's bylaws. However, points specific to faculty members are summarized in this section.

All faculty members who hold a tenured faculty position shall be subject to PTR every five years, beginning at the time that tenure is granted. Promotion during that period does not alter the schedule for review. PTR covering the five-year period is conducted during the fall semester of the sixth year, when one or more faculty members in a department or equivalent unit is scheduled for review.

PTR shall not infringe upon the accepted standards of academic freedom. Sex, age, ethnicity, and other factors unrelated to an individual's professional qualifications shall not be considered in the review process. The chair and the Dean must not be involved directly in the peer review process at the departmental level. Post tenure reviews must be linked to the annual reviews and goals outlined by the chair.

Individuals who receive a rating of "unsatisfactory" must be given a period of remediation to correct deficiencies detailed in the PTR reports. The Chair, in consultation with the PTR committee and the faculty member, shall provide a list of specific goals and measurable outcomes that the faculty member should achieve in each of the three calendar years following the date of formal notification of the unsatisfactory outcome.

ARTICLE XI. AMENDMENT

These By-Laws may be amended at a regular meeting of the Department of Bioengineering Faculty by a 2/3 majority vote of all voting eligible members of the faculty in the department. The proposed amendment must be recommended by at least two members of the Department of Bioengineering Faculty and distributed to the faculty by the Chair at least ten calendar days prior to the scheduled meeting. An amendment shall become effective when approved by the Department of Bioengineering Faculty.

Editorial changes and grammatical and typographical errors that do not change the meaning or intent of the approved By-Laws do not require a departmental vote.