



Departmental Bylaws Routing Sheet
Requirements based on 2020-2021 Faculty Manual

In accordance with the Faculty Manual Chapter VII, section L2d, "Departmental bylaws must be approved by faculty who are accorded voting rights in accordance with Departmental bylaws and reviewed by the Provost or designee for consistency with the Faculty Manual ."

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

Department: _____

College: _____

The attached bylaws were approved at the Departmental Faculty Meeting on: _____

Faculty Manual Editorial Consultant

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

[Empty rectangular box for comments]

Provost or designee (signature) _____

Name _____

[] Approved [] Revision Required (see comments) Date _____

[Empty rectangular box for comments]

Requirements for DEPARTMENTAL BYLAWS – 2020-2021 *Faculty Manual*

Department: Bioengineering

Date 10/26/2020

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

Compliance

The 2019-2020 and later *Faculty Manuals* require departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d. * see note below

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch III, A1c	X		
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, L2f	X		
3 The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
4 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 IV, B2g	X		
5 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i	X		
5a Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws	Ch B, B5a, i	X		
6 Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)	X		
7 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
8 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i(1)	X		
9 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i	X		
10 Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a	X		
11 There must be a standing curriculum committee.	Ch IX, L4a	X		
12 Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b	X		
13 Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e	X		
14 Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws	Ch IX, L5a	X		
15 Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document)	Ch IX, L6a	*		
16 Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c	X		
17 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7	X		

Comments

15 While the TPR and PTR committee are described herein AND in the TPR document, please note that if these documents fall out of agreement, the TPR document's description will be the one that applies.

CLEMSON UNIVERSITY
DEPARTMENT OF BIOENGINEERING
FACULTY BY-LAWS

Approved by Faculty
September 10, 1985

Amended by Faculty
December 13, 1995

Amended by Faculty
October 7, 1998 (PTR)

Amended by Faculty
April 11, 2001 (Research Faculty, Visiting Faculty)

Amended by Faculty January 4, 2010

Amended by Faculty May 14, 2012 (TPR Committee)

Amended by Faculty May 15, 2015 (Faculty Ranks)

Amended by Faculty Sep 25, 2015 (TPR guidelines)

Amended by Faculty Nov 11, 2016

Amended by Faculty Dec 14, 2017

Amended by Faculty Feb 23, 2018

Amended by Faculty Jan 17, 2020 (Diversity and Inclusion Committee)

Amended by Faculty May 8, 2020 (TPR Committee)

Amended by Faculty October 9, 2020

Reviewed for conformance with the Faculty Manual:

**Clemson University
Bioengineering Department
Faculty Bylaws**

In the case that these bylaws contradict the current Faculty Manual, the current Faculty Manual's provision shall apply

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 and full-time lecturers, senior lecturers and principal lecturers 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 Bioengineering Department TPR guidelines; shall elect representatives to the College 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 electronically to the faculty for review 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 and Screening 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 Faculty Advisory Committee, Assessment Committee; Curriculum Committee, Awards and Nominations Committee; Bylaws Committee; Graduate Committee; Undergraduate Program Committee; Undergraduate Departmental Honors Committee; Tenure, Promotion, and Reappointment Committee; Post tenure Review Committee, and Diversity and Inclusion 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, and GenEd, 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, Computing and Applied Sciences 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 Chair of this Committee shall be elected by the members of the Committee and shall serve as the Graduate Program Coordinator. 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, and Creative Inquiry subcommittees shall report to the Undergraduate Program Committee. The Committee Chair shall be a regular faculty member elected by the Committee members and will serve as the Undergraduate Coordinator as well as the departmental representative to the Curriculum Committee of the College of Engineering, Computing and Applied Sciences. 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 and Screening 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, Computing and Applied Sciences 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, Computing and Applied Sciences for Faculty Hiring.

Waiver of Search-and-screening procedures for targeted appointments.

A waiver of search and screening procedures described above can be requested to allow for targeted appointments without widespread recruitment efforts in special cases or circumstances, such as hiring a high profile faculty member, individuals who will enhance faculty diversity, or spouses of newly appointed faculty and/or administrators. Such waiver must be requested by the department chair with approval of the faculty's Departmental Advisory Committee and the Departmental Promotion, Tenure and Reappointment Committee, and should be approved by the regular faculty. If the appointment is to a tenure-track position, it should also be approved by the departmental Search and Screening Committee. An interview process should be conducted as for an advertised position. Following all the departmental approvals, department chair must follow the applicable process described in the Faculty Manual through the submission of a **“Direct Hire Request” in Tiger Talent** to the Office of Human Resources and the Provost for approvals, prior to any offer of appointment.

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 with tenure. Chair of the TPR Committee is nominated and elected by the faculty (including full time tenure/tenure track faculty, lecturers and research faculty) at a faculty meeting. The elected Chair of the TPR Committee has a service term of at least two years. 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 elect one or more appropriate tenured faculty members from other departments in the College of Engineering, Computing and Applied Sciences. 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 on a regular basis. 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 elected from the members of the TPR committee. A PTR Committee should consist of a minimum three members. A faculty member subject to PTR in a particular year who is on the TPR committee cannot be elected to the PTR committee. Faculty members in Part II of PTR are also not eligible to serve on the PTR Committee. Chair of the PTR Committee is elected every year by the Committee members.

Section 2.10. Faculty Advisory Committee.

Faculty Advisory Committee shall consist of three voting (T/TT) faculty members approved by the regular faculty of the department and chaired by the department chair. This committee shall advise the chair on matters which the chair brings to it.

Section 2.11. Diversity and Inclusion Committee.

Diversity and Inclusion Committee shall consist of at least three voting (T/TT) faculty members. The Committee should also include at least one graduate student representative. The Committee chair and Committee members shall be appointed by the department chair and approved by the faculty. This committee shall coordinate efforts on creating inclusive and welcoming environment and develop strategic initiatives to promote diversity, equity, and inclusion at the department.

Section 2.12. Curriculum Committee.

Curriculum Committee shall consist of the Chairs of the Undergraduate and Graduate Committees, as well as faculty members responsible for Master of Engineering Degree and Certificates. The Committee should also include at least one other faculty member. The Committee chair is elected by the Committee members. This committee oversees curriculum delivery and development for all degrees and certificates offered by the department.

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 Bioengineering Department TPR guidelines. For teaching faculty, student evaluations must be used as indicated in Faculty Manual.

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 Bioengineering Department TPR guidelines 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 Bioengineering Department TPR guidelines, 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.

Article VII. NONTENURE-TRACK AND SPECIAL RANK FACULTY

Section 1. Research Faculty:

Research Faculty members are colleagues who support the overall mission and vision of the department, and have research as their principal assignment and are supported by a variety of mechanisms (internal and external sources); however, the expectation is that 100% of salary support (including fringe benefits) is derived from grant and contract funds obtained by the research faculty member consistent with the terms of appointment. This faculty appointment is a professional career track without tenure considerations. Individuals holding these positions will be subject to annual review utilizing the faculty activity system for faculty continuance. Performance goals and expectations are more restricted than those for tenure/tenure-track faculty and must be consistent with the Bioengineering Department TPR guidelines.

a. Qualifications: Research faculty shall possess both the earned doctorate consistent with the disciplines that are typically associated with the field of bioengineering. The rank of Research Assistant Professor, Research Associate Professor, or Research Professor will be bestowed to a research faculty based on research qualifications in the research field consistent with expectations for the rank.

b. Appointment, Reappointment, and Promotion: Appointments to all research faculty ranks shall be initiated by the nominating faculty member of the Department, voted by the faculty members, and submitted by the department chair for approval to the Dean and Provost. Prior to making an offer of appointment, the department chair must receive verification of the existence and sufficiency of the funding supporting the appointment from the appropriate dean or the Provost. Conditions of appointment shall be fully detailed in the letter of appointment per Bioengineering Department TPR guidelines. Reappointment and promotion shall be coordinated through the department's tenure, promotion and reappointment (TPR) committee, as described in the TPR document.

c. Performance Evaluation and Salary Recommendations: The faculty member's performance evaluation shall be made jointly by the faculty member's immediate sponsor and/or by the Department Chair annually. The TPR committee may be asked to provide a perspective on performance and for promotion following the Bioengineering Department TPR guidelines policies.

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

1. Service on graduate student committees as research adviser 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 sponsor and/or the department chair.

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

Section 2. Lecturers, Senior Lecturers and Principal Lecturers:

Lecturers 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 Bioengineering Department TPR guidelines.

The Chair shall be responsible for appointment, reappointment, and evaluation of senior or principal lecturers, with the approval of the Faculty Advisory Committee. Reappointment and promotion shall be coordinated through the department's TPR committee, as described in the TPR document.

Section 3. 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. Visiting Faculty denotes a temporary appointment of an individual for a term of one year or less, subject to limited renewals.

a. Qualifications: Visiting faculty shall possess the earned doctorate consistent with the normal disciplines that are associated with the bioengineering department. This title can be expanded to Visiting Associate Professor or Visiting Assistant Professor as appropriate to the qualifications of the individual. The qualifications for visiting faculty shall be comparable to those for appointment at corresponding regular faculty rank.

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

1. Service on graduate student committees as research co-adviser 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.

Section 4. Adjunct Faculty

Adjunct Faculty are colleagues who support the overall mission and vision of the department who bring needed expertise to the teaching, research, or service activities of the Department. This faculty appointment is a professional career track without tenure considerations. It may be assigned to individuals with no other Clemson University faculty appointment (regular or special). The qualifications for adjunct faculty rank shall be comparable to those for appointments at corresponding regular faculty ranks. Adjunct appointments generally do not involve remuneration from the University; are for up to five years; are individually negotiated as to terms; and may be renewable. Adjunct appointments shall be limited to those making active contributions to the teaching, research, or public service programs of the University, and must be approved and reviewed by the departmental Tenure, Promotion, and Reappointment (TPR) committee.

a. Qualifications: Adjunct faculty shall possess the earned terminal degree consistent with the normal disciplines that are associated with the bioengineering department. The qualifications for adjunct faculty rank shall be comparable to those for appointments at corresponding regular faculty ranks.

b. Appointment, Reappointment, and Promotion:

Recommendations for appointment shall be initiated by the nominating faculty member of the Department and voted by the faculty members and submitted for approval by the Dean and Provost. The primary role of the TPR committee shall be to certify that the recommendation meets the appropriate departmental standards for the position and rank, which is consistent with their home institution. Adjunct appointments generally do not involve remuneration from the University; are for up to five years; are individually negotiated as to terms; are on a 12-month basis; and may be renewable. Reappointment and promotion shall be coordinated through the department tenure, promotion, and reappointment (TPR) committee.

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

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

Section 5. Clinical Faculty

Clinical Faculty are colleagues who support the overall mission and vision of the department, are engaged in full-time teaching, research, or service in a clinical environment and/or supervising students in an academic, clinical, or field settings in connection with an established program of the University. This faculty appointment is a professional career track without tenure considerations.

a. Qualifications: Clinical faculty shall possess the earned M.D., DDS, DVM, and other medical degrees consistent with the normal disciplines that are associated with the bioengineering department. The title can be expanded to Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, or Instructor as appropriate to the qualifications of the individual.

b. Participation in Related Departmental Activities: Clinical faculty members may participate in department activities, including

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

Section 6. Professors of Practice

Professor of Practice are colleagues who eminently qualified, experienced, and distinguished in their professions, but whose career paths and experiences have not been or are not primarily in the academy. A Professor of Practice will contribute to a department's academic mission by sharing professional experiences through teaching or research or service activities. This faculty

appointment is a professional career track without tenure considerations, and are supported (including fringe benefits) exclusively from external funds or foundation accounts

a. Qualifications: Professor of Practice shall possess the expertise 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.

b. Participation in Related Departmental Activities: Professor of Practice may participate in department activities, including

1. Service on graduate student committees as research co-adviser 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.

Section 7. Extension Faculty

Extension Faculty which include the titles of extension professor, extension associate professor, and extension assistant professor (depending upon professional qualifications) may be granted to persons who have extension as their assignment and are supported by a variety of internal and external sources (including PSA funding).

a. Qualifications: Extension faculty shall possess the earned terminal degree consistent with the normal disciplines that are associated with the bioengineering department. The qualifications for extension faculty rank shall be comparable to those for appointments at corresponding regular faculty ranks.

b. Participation in Related Departmental Activities: Extension faculty may participate in department activities, including

1. Service on graduate student committees as research co-adviser 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 and educational mission of the department.

These positions are not tenurable, nor shall time spent in such a position count toward tenure.

ARTICLE VIII. 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.