BYLAWS OF THE DEPARTMENT OF BIOLOGICAL SCIENCES

ARTICLE I. PREAMBLE

The purpose of the Department of Biological Sciences, herein called the Department, is to promote teaching and research and to provide services in the basic and applied life sciences. The Department shall also encourage faculty interactions, joint teaching and research efforts, interdisciplinary innovations, and the creative evolution of the Department.

ARTICLE II. DEPARTMENTAL STRUCTURE

Section 1. Department Chair

The responsibilities of the Department Chair are described in the Faculty Manual (VI:G).

Section 2. Assistant to the Chair

The Chair at his or her discretion may appoint an Assistant to the Chair. The Chair will determine the duties and responsibilities of this person but they may not involve the evaluation of faculty or staff and must not infringe on the Chair’s duties as identified in the Faculty Manual. The appointment of the Assistant to the Chair is for 12 months and may be renewed on an annual basis.

Section 3. Department Faculty

The Faculty is comprised of those individuals, associated with the Department, who hold either regular or special faculty ranks as specified by Sections IIIID and IIIE of the Faculty Manual.

Part-time Faculty and Joint Faculty Appointments are those individuals who have less than a 100% appointment in the Department. These faculty will have had their credentials reviewed and their appointments approved by the faculty of the Department. A faculty member whose full-time university appointment is divided between two or more departments is considered a departmental faculty member when the majority of their appointment is in the Department.

Section 4. Voting Faculty/Quorum

All regular faculty holding majority positions in the Department are voting members. Voting faculty may agree by a two-thirds majority vote to invite other Departmental faculty, who satisfy the following requirements, to become voting faculty: (1) faculty who have a continuing, long-term and active interest in the responsibilities (teaching, research and service) and well-being of the Department and (2) faculty who have a major component of their employment responsibilities within the Department.
A quorum for all departmental actions is two-thirds of the faculty eligible to vote. The quorum can be those voting in person or in absentia. Except where otherwise indicated, a simple majority of those voting in favor of a motion is required for a motion to pass.

Section 5. Graduate Student Major Advisor and Advisory Committee

A major professor and an advisory committee must meet all the requirements as defined by the graduate school under its “Academic Regulations.”

Section 6. Staff

The staff consists of those personnel holding classified or unclassified non-faculty positions administered by the Department.

Section 7. Graduate Students

Graduate Students of the Department are those students admitted by the Graduate School and accepted into graduate programs administered by the Department. In addition, students enrolled in interdepartmental degree programs whose major advisor resides in the Department are also considered departmental Graduate Students.

Section 8. Undergraduate Students

Undergraduate students of the Department are those undergraduate students declaring majors in Biological Sciences, Microbiology, and any future undergraduate programs administered by the Department and approved by the South Carolina Commission on Higher Education.

ARTICLE III. COMMITTEES

Insofar as is possible and permitted by the College of Agriculture, Forestry, and Life Sciences and Clemson University, the following committees shall act on behalf of the faculty, staff and students of the Department. Committees will be comprised of faculty representing the breadth of activities and disciplines of the Department. Committees will be elected by April 15 preceding the pertinent academic year. All committees will meet when necessary and, at a minimum, review the need to meet annually. Committee members are eligible for re-election at the end of their terms.

Section 1. Advisory Committee to the Chair

A standing Advisory Committee shall advise the Chair. The Department Chair chairs this committee and can consult the committee on any matter concerning the welfare of the department and its members. The advisory committee may discuss any topics referred to the committee by faculty, staff, or administrators. Further, this committee is responsible for other duties as assigned by the chair.

The Advisory Committee shall regularly review tenure, promotion and reappointment guidelines and will advise the Chair on the use of space and budgets under the control of the Department.
The Advisory Committee shall serve as the Committee on Committees to review the charges of existing committees and to make recommendations to the Department Chair concerning the need for any additional standing or ad hoc committees. The Advisory Committee shall have access to written reports from all committees identified by these Bylaws that are submitted to the Department Chair.

The Advisory Committee shall consist of the Department Chair, four regular faculty members and one lecturer elected by the voting faculty, and one staff member elected by the Department staff. The term of office will be three years, staggered, so that one-third of the members rotate off each year.

Section 2. Curriculum Committee

The primary responsibility for the graduate and undergraduate curricula resides with the faculty. Recommendations arising from the faculty will be reviewed and aligned with the Departmental mission by a standing Curriculum Committee. The committee will also assist faculty with the preparation of materials for submission to the College Curriculum Committee.

Four regular faculty members shall be elected by the regular faculty. The term of office shall be four years, staggered, so that one member shall rotate off each year. The chair of the Departmental Curriculum Committee shall be elected annually by the committee and shall serve as the departmental representative to the College Curriculum Committee. The Chair is eligible for re-election at the conclusion of his/her term.

Section 3. Graduate Advisory Committee and Graduate Coordinators

The Committee coordinates the recruitment, selection and admission of graduate students and makes recommendations to the Department Chair for awarding of departmental assistantships. The Committee is charged with the task of developing and strengthening existing graduate programs in the Department, exploring the feasibility of new programs, and establishing policies for administration of such programs. Acting in concert with the Curriculum Committee, it shall periodically review, assess and recommend revisions of graduate curricula to bring about greater effectiveness within and among disciplinary programs. The committee will prepare and update the graduate student handbook.

Five regular faculty members representing all three departmental graduate programs (2 from Microbiology, 2 from Biological Sciences and 1 from Environmental Toxicology) shall be elected by the regular faculty. Each elected member shall serve a four-year term with the Biological Sciences and Microbiology terms staggered such that one member representing each of those programs shall rotate off every two years. In addition, the Biological Sciences and Microbiology graduate coordinators, each appointed by the Departmental Chair, will serve as ex officio and non-voting members of the committee.

The Biological Sciences Graduate Advisory Program Coordinator will serve as the Chair of the Graduate Advisory Committee. The respective graduate program coordinators for each departmental graduate program will be responsible for corresponding with potential graduate students, preparing acceptance letters, assisting the Department Chair with contracts, and maintaining and reviewing records for admission and degree progress and preparing such
documents for assessment as required by the University and accreditation agencies. The graduate program coordinators will administer decisions made by the Graduate Advisory Committee regarding unsatisfactory progress, academic probation or dismissal from the programs in accordance with the “Academic Regulations” of the Graduate School.

Section 4. Undergraduate Advisory Committee and Coordinator of Advisors

The Committee shall coordinate recruiting and advising of students. Acting in concert with the Curriculum Committee, it shall periodically review, assess and, when necessary, recommend revisions of undergraduate curricula to bring about greater effectiveness within and among disciplinary programs. The Committee will prepare the undergraduate handbook, coordinate study abroad and internship programs, coordinate undergraduate research, coordinate the Departmental Honors Program, and evaluate Honors courses.

Six voting faculty members shall be elected by the voting faculty with each elected member serving a three year term, staggered, such that two members shall rotate off each year. In addition, an undergraduate student representative will be appointed by the Department Chair and serve for 1 year. The Committee Chair shall be elected annually by the Committee. The chair is eligible for re-election at the end of his/her term.

The Coordinator of Advisors (appointed by the Departmental Chair) will serve as ex officio and non-voting member of the committee. The responsibility of the Coordinator of Advisors is to train advisors, coordinate summer orientation, and work with the staff member(s) serving as undergraduate students services coordinator(s) to maintain student advising records.

Section 5. Scholarships and Awards Committee

The Committee shall coordinate selection of student, faculty and staff candidates for departmental, college, university-wide, and national awards. Four voting faculty members shall be elected by the voting faculty with each elected member serving a four year term, staggered, such that one member shall rotate off each year. The Chair shall be elected annually by the Committee and shall serve as the departmental representative to the College of Agriculture, Forestry and Life Sciences Scholarships and Awards Committee. The chair is eligible for re-election at the end of his/her term.

Section 6. Tenure, Promotion and Reappointment Committee

The Tenure, Promotion and Reappointment (TPR) Committee shall be composed of all tenured faculty members holding majority appointment in the Department of Biological Sciences. The TPR Committee is responsible for peer review of all candidates for reappointment, tenure, and promotion in the Department of Biological Sciences. A 2/3 majority of the faculty eligible to vote is required for all tenure, promotion, and reappointment decisions. Only TPR Committee members holding at least the rank and tenure status sought by a candidate are eligible to vote. The Chair of the TPR Committee will be elected by the Committee and serve a term of three years. The duties of the Committee Chair will be to call meetings of the Committee, preside over meetings, serve as liaison between the Committee and the candidates, the department Chair, and the Dean of the College, and serve as the departmental representative on the Dean's TPR
advisory committee. The TPR Committee will implement the Department’s Tenure, Promotion and Reappointment Guidelines.

A committee of at least three tenured faculty members mutually agreed upon by the incoming tenure-track faculty member being evaluated and the department Chair will serve as a peer review committee. The composition of this committee can be modified by mutual agreement. Tenured faculty members from outside the department may serve on the peer review committee but these individuals do not have an official vote on the TPR committee. The purpose of this committee is to work closely with the evaluated faculty member to insure that he or she is making satisfactory progress toward achieving goals necessary for reappointment, promotion, and tenure. This committee will choose a chair to act as spokesperson. This committee will make recommendations annually to the TPR committee concerning progress, reappointment, and, ultimately, tenure and promotion.

A peer committee of three full professors will be assigned by the Departmental Chair for faculty who are scheduled for post-tenure review and for faculty in non-tenure track positions who are scheduled for reappointment. All tenure and tenure-track faculty are eligible to vote on reappointment of non-tenure track faculty.

Section 7. Assessment Committee

The committee shall coordinate undergraduate program assessment as required by the department, college, university and outside accreditation agency (Southern Association of Colleges and Schools).

Four regular faculty members shall be elected by the regular faculty with each elected member serving a four year term, staggered, such that one member shall rotate off each year. The Chair shall be elected annually by the Committee and shall serve as the departmental representative to any college or university assessment committees as needed. The chair is eligible for re-election at the end of his/her term.

Section 8. Other Committees.

The faculty may recommend the appointment of other ad hoc or standing committees as needed or as dictated by the University, College or the Faculty Manual. Membership on some committees may include staff, students, and faculty of special ranks as determined by a majority vote of the voting faculty. The creation of standing committees other than those specified in the Bylaws constitutes amendments to the Bylaws and must be approved.

ARTICLE IV. REPRESENTATIVES TO COLLEGE ORGANIZATIONS

Section 1. Curriculum Committee

The representative to the College of Agriculture, Forestry and Life Sciences Curriculum Committee will be the chair of the Departmental Curriculum Committee.
Section 2. Scholarship and Awards Committee

The faculty representative to the College of Agriculture, Forestry and Life Sciences Scholarship and Awards Committee shall be the Chair of the Departmental Scholarships and Awards Committee.

Section 3. Research Committee

A representative to the College of Agriculture, Forestry and Life Science Research Committee shall be elected by the faculty and serve a three-year term beginning April 15.

Section 4. Teaching Awards Committee

The faculty representative to the College of Agriculture, Forestry and Life Sciences Teaching Awards Committee shall be the Chair of the Departmental Scholarships and Awards Committee.

ARTICLE V. AMENDMENTS

These Bylaws may be amended at any meeting of the organization by two-thirds vote of the voting faculty provided the amendment and the date of the meeting have been distributed in writing to each member of the organization at least thirty days in advance of the meeting at which the vote is taken.

ARTICLE VI. RATIFICATION

These Bylaws may be ratified at any meeting of the organization by two-thirds majority of the voting faculty provided the Bylaws and the date of the meeting have been distributed in writing to each member of the organization at least thirty days in advance of the meeting at which the vote is taken.

Signatures

A.P. Wheeler, Chair
Dept. of Biological Sciences

Thomas R. Scott, Dean
CAFLS

Doris R. Helms, Provost & VP for Academic Affairs

12/21/11
12/4/12
2/17/12