



Departmental Bylaws Routing Sheet
Requirements based on 2021-2022 *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*.

Provost or designee (signature) _____

Name _____

Reviewed Revision Suggested (see comments) Date _____

Requirements for DEPARTMENTAL BYLAWS – 2021-2022 Faculty Manual

Department: General Engineering

Date **10/30/2021**
Compliance

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*.

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 Faculty Manual	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 Faculty Manual 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	X		
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		

**CLEMSON UNIVERSITY GENERAL ENGINEERING PROGRAM
FACULTY BYLAWS**

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ARTICLE I. MEMBERSHIP

The General Engineering Program Faculty (hereafter referred to as the "Program Faculty") shall consist of all members of the College of Engineering, Computing and Applied Sciences Faculty with primary appointment in General Engineering and includes regular faculty and special faculty ranks. The term "regular faculty" is defined in the Faculty Manual and includes instructors, assistant professors, associate professors, and professors, but not lecturers, senior lecturers or principal lecturers, which are considered "special faculty ranks" by the Faculty Manual.

Other University personnel, including those excluded above, who are assigned to the General Engineering Program may petition for membership to the Program Faculty and be granted membership privileges by a two-thirds (2/3) vote of approval by the Program Faculty. Such membership shall persist until membership is revoked by a two-thirds (2/3) vote of the total Program Faculty or the member is no longer assigned to the General Engineering Program.

All Program Faculty shall have votingⁱ and membership privileges in unit meetings and committees except those restricted to regular or special faculty as specified by the Faculty Manual.

ARTICLE II. FUNCTIONS

The Program Faculty shall establish the will of the General Engineering Program concerning academic matters; shall evaluate the credentials of current and prospective members, and shall recommend their appointment, reappointment, promotion and tenure in accordance with the Faculty Manual; shall elect representatives to committees as required; and shall consider any matters that may affect the welfare of its members or the policies of the General Engineering Program.

Departmental bylaws shall not contradict the Faculty Manual.ⁱⁱ

ARTICLE III. OFFICERS

The officers of the Program Faculty shall be Chairperson and Secretary. The Director of the General Engineering Program (hereafter referred to as the "Program Director") shall serve as the Chairperson and shall appoint a Secretary and when necessary, a presiding officer to serve in the absence of the Chairperson.

ARTICLE IV. MEETINGS

Regular meetings of the Program Faculty shall be held at the beginning and at the end of both the fall and the spring semestersⁱⁱⁱ. Additional meetings will be called when deemed necessary by the Program Director or when a written request is made by at least three (3) Program Faculty. Notice of meetings and their agenda shall be given at least five (5) working days in advance. Copies of all resolutions, motions and reports that will commit the Program Faculty to any policy position must be submitted to the Program Faculty at least five (5) working days prior to the meeting at which action on such resolution(s), motion(s), or report(s) is contemplated. A quorum shall be a simple majority of the Program Faculty.

Roberts Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions and reports. On the call of any Program Faculty member, voting on a motion shall be by secret ballot.

Minutes of all meetings shall be recorded by the Secretary and forwarded to all members of the Program Faculty for approval at the following Program Faculty meeting. A copy of the minutes of each Program Faculty meeting shall be maintained in the General Engineering Program office and forwarded to the Dean of the College upon approval.

ARTICLE V. COMMITTEES

Section 1. Structure and Membership

The General Engineering Program committees are created to implement the functions of the Faculty as delineated under Article II.

Unless otherwise specified, all standing committees will consist of at least three (3) Program Faculty nominated by and approved by a simple majority vote of a quorum of the Program Faculty. Unless otherwise specified, committee terms will be from August 15 until August 14 of the subsequent year.^{iv}

Section 2. Standing Committees

The standing committees of the General Engineering Program shall be:

- an Advisory Committee
- an Assessment Committee
- an Awards Committee
- a Curriculum Committee^v
- a Promotion and Reappointment Advisory Committee
- a Tenure, Promotion, and Reappointment Committee

Any written inquiry to a committee from the Program Faculty will require a written reply from the committee addressed within ten (10) working days. Each committee is responsible for developing and maintaining written procedures to govern their actions and have these procedures approved by two-thirds (2/3) of a quorum of the Program Faculty.

Section 2A. Advisory Committee

The General Engineering Program Advisory Committee shall advise the Program Director on matters brought to it by the Program Director and on other matters deemed appropriate by the Advisory Committee.

The Advisory Committee will consist of at least four (4) Program Faculty in addition to the Program Director, who must be a member of the Advisory Committee and serve as chair in accordance with the Faculty Manual. Members of the Advisory Committee shall serve two (2) year terms.^{vi}

Section 2B. Assessment Committee

The General Engineering Program Assessment Committee is charged with the responsibility of maintaining procedures for and ensuring collection of assessment data to support the various needs of the Program such as accreditation by regional or national bodies.

The Assessment Committee will consist of course coordinators and a chairperson of the committee appointed by the Program Director, and any other members elected by the faculty.

Section 2C. Awards Committee

The General Engineering Program Awards Committee will facilitate the nomination process for various student, staff, and faculty awards at the department, college, and university levels. The Awards Committee will also plan events to recognize and celebrate the achievements of Program students, staff, and faculty.

The Awards Committee will consist of at least two (2) Program Faculty in addition to at least two (2) Program Staff. Two Co-Chairpersons shall be selected by members of the committee, with one co-chair from the Program Faculty and one co-chair from the Program Staff.

Section 2D. Curriculum Committee

The General Engineering Program Curriculum Committee will serve as the primary body for review of curricular matters within the General Engineering Program.

The Chairperson of the committee shall be selected by members of the committee.^{vii}

Section 2E. Promotion and Reappointment Advisory Committee

The General Engineering Promotion and Reappointment Advisory (PRA) Committee serves to review special faculty and make recommendations to the Tenure, Promotion and Reappointment Committee on matters of promotion and reappointment. PRA committee composition, selection, and function are detailed in the Program document Guidelines, Criteria, and Procedures for Promotion and Reappointment.

Section 2F. Tenure, Promotion and Reappointment Committee

The General Engineering Program Tenure, Promotion and Reappointment (TPR) Committee is responsible for conducting reviews of all Program Faculty who are being considered for promotion or reappointment, in accordance with the Faculty Manual. TPR committee composition, selection, and function are detailed in the Program document Guidelines, Criteria, and Procedures for Promotion and Reappointment.

Section 3. Ad-Hoc Committees

The Program Director may appoint or dissolve Ad-Hoc Committees as required. Ad-Hoc Committees may include, but are not limited to, Search Committees. The Program Director will suggest procedures to govern these Ad-Hoc Committees, and have the procedures approved by the respective Ad-Hoc Committees.^{viii}

Section 3A. Special Faculty Search Committees

The purpose of these committees is to conduct the search for new or replacement authorized positions allocated to the General Engineering Program. The committees will be governed by the applicable procedures set forth in the Faculty Manual as well as the Program bylaws. The committees will recommend each appointment to the Program Director.

Search committees shall be comprised of at least three (3) Program Faculty appointed by the Program Director^{ix}, in addition to others the Program Director deems necessary such as administrative personnel or students. The Chairperson of the Search Committee will be appointed by the Program Director.

Section 4. Representatives to External Committees

As provided in the College of Engineering, Computing and Applied Sciences Bylaws, General Engineering is an academic unit of the College and shall have a representative on each of the College's standing committees as required.

The College of Engineering, Computing and Applied Science committee representatives shall be nominated by the Program Faculty and approved by a simple majority of a quorum of the Program Faculty, unless the College Bylaws state that the representative must be the Program Director. Consistent with these bylaws, every member of the Program Faculty shall be voting eligible in the College standing committees except those restricted by the Faculty Manual.

The representatives of the General Engineering Program on all College and University Committees, councils, etc. whose selection has not been previously defined by these bylaws shall be nominated by the Program Faculty and approved by a simple majority of a quorum of the Program Faculty.^x

ARTICLE VI. APPOINTMENT, ANNUAL REVIEW, PROMOTION, AND REAPPOINTMENT

Section 1. Appointment Procedures

Section 1A. Initiation

When a new or replacement faculty position has been approved, the Program Director shall initiate a search process. The Program Director shall form an Ad-Hoc Faculty Search Committee as described in Article V, Section 3A of these bylaws.

Section 1B. Search Committee Charge

The committee is charged to prepare the advertisement, to review and screen applications, to check references, to make recommendations for on-campus interviews, to be actively involved in the interview process, and to compile information and recommendations from Program Faculty regarding interviewees. At all stages of the search for a new faculty position, all Program Faculty will have access to the credentials of each applicant. Appointments shall conform to University policies governing position searches, hiring, and other personnel matters. The Program Director shall make recommendations to the Dean of the College from the acceptable candidates selected by the Search Committee.

Section 1C. Intermittent Hire

When a new or replacement faculty position has been approved and where a search committee cannot be convened due to time constraints of the academic year, the Program Director may make an intermittent hire, for an appointment of no more than one year. After this period, the appointment will not be renewed, but a search (following procedures described in Article VI, Section 1B) will be held for the position. The person who held the intermittent position is eligible to apply.

Section 2. Annual Review

Section 2A. Review Conduct

Annual review of special faculty ranks shall be conducted by the Program Director in accordance with the Faculty Manual.

Section 2B. Record Keeping

Each faculty member is responsible for maintaining a record of their academic and professional goals, duties, and accomplishments in the official Clemson University faculty activity capture system. Each faculty member should ensure that entries are accurate and up-to-date by the deadlines set by the University to allow for an accurate review.

Section 2C. Material Submission

Dates for submission of materials and for completing each level of review are determined each year by the University, the College of Engineering, Computing and Applied Sciences, and the General Engineering Program so that adequate time is provided at each level for a thorough and complete review. The Program Director will send an annual notice to faculty stating the schedule and deadlines for the review process.

Section 3. Promotion and Reappointment Procedures

The guidelines, criteria and procedures for reappointment and promotion within the Program are detailed in the Program document Guidelines, Criteria, and Procedures for Promotion and Reappointment. This document is a standing document within the Program and is separate from these bylaws.^{xi}

Section 4. Grievances

Grievances are handled in accordance with the Faculty Manual.

ARTICLE VII. AMENDMENT

These bylaws may be amended at a meeting of the Program Faculty by a two-thirds (2/3) majority vote of the total Program Faculty.^{xii} The proposed amendments must be recommended by at least two (2) members of the Program Faculty and distributed to the Program Faculty at least five (5) working days prior to the scheduled meeting. The bylaws and amendments to these bylaws shall take effect when ratified by at least a two-thirds affirmative vote of the total Program Faculty and upon positive review by the Provost or designee for alignment with the Faculty Manual.

Approved by faculty: 3/26/2020
General Engineering

All endnote numbers below refer to the Departmental Bylaws 2021-2022 Checklist to conform with Faculty Manual.

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- i 4
 - ii 1 and 2
 - iii 10
 - iv 17
 - v 11
 - vi 14
 - vii 13
 - viii 16
 - ix 6
 - x 8 and 9
 - xi 3
 - xii 7 and 15