



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: English

Date

12/5/2021

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

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 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		

Department of English Bylaws

Approved by Department Vote on 12/1/21

Departmental bylaws may not contravene the *Faculty Manual*. In case of any discrepancy, the Faculty Manual will prevail.

Article I: Membership

Section 1. Voting membership shall consist of all regular and special faculty who hold at least half-time status, except where otherwise noted in these bylaws (as, e.g., in the hiring of tenured/tenure-track faculty, curriculum proposals, and in proposed amendments to bylaws).

Section 2. Professors emeriti(ae) and other non-voting faculty members may attend department meetings and express an opinion on any issue.

Section 3. At the onset of each academic evaluation cycle, the Department Chair will designate in Digital Measures those faculty who shall be members of the Graduate Faculty in accordance with three criteria: (1) that they should normally hold a tenured or tenure-track position; (2) that they should have demonstrated research productivity in the last three years; and (3) that they should hold an appropriate terminal degree and/or equivalent professional expertise with approval from the Tenure, Promotion, and Reappointment Committee as stipulated by the Clemson University *Faculty Manual*.

Article II: Officers

Section 1. The officers of the department faculty shall be a presiding officer, a secretary, and a parliamentarian.

Section 2. The Department Chair shall be the presiding officer for all department meetings. If unable to attend a meeting, the chair shall appoint a faculty member to act as presiding officer.

Section 3. The Secretary shall be the department's Administrative Coordinator or a faculty member appointed annually by the chair. The secretary may assist the Department Chair in preparing the agenda for department meetings, shall distribute it to the meeting, shall keep accurate minutes of all departmental meetings, and shall circulate the minutes among the department members, the Department Chair, and other appropriate administrative officials at least one day before the next meeting.

Section 4. The parliamentarian shall be appointed annually by the Department Chair from among the voting faculty and shall ensure that *Robert's Rules of Order* are followed.

Article III: Meetings

Section 1. The Department Chair shall call a meeting of the department faculty at least once a semester.

Section 2. The chair shall also call meetings at the request of chairpersons of standing and ad hoc committees or at the written request of 10% of the voting faculty members.

Section 3. New business not on the agenda may be discussed but not voted on.

Article IV: Quorum

A quorum of the department faculty shall consist of those members present and voting.

Article V: Committees

Section 1. General Committees shall deal with matters directly affecting all department members. Membership on General Committees shall be representative. Unless otherwise stated in these bylaws, members shall be elected by departmental ballot for two-year terms of service. General Committees shall include the following standing committees: the Advisory, the Curriculum, the Tenure, Promotion, and Reappointment, the Post-Tenure Review, the Sabbatical, the Advanced Writing, and the First-Year Composition Committees.

The Advisory Committee shall advise the Department Chair on matters of concern brought to it by the Department Chair or by the faculty, except as otherwise provided for in these bylaws or in the *Clemson University Faculty Manual*. The Committee shall maintain these bylaws, updating them expeditiously when revisions are approved by the faculty as specified below in Article XIII. The Committee shall also oversee the implementation of the departmental Strategic Plan. The Committee shall consist of five elected members: one Professor, one Associate Professor and one Assistant Professor; one tenured or tenure-track faculty of any rank; and one Special Faculty member. The Advisory Committee is chaired by the Department Chair. The Advisory Committee shall elect its own Coordinator annually. The Committee shall meet regularly and shall report to the faculty on its activities at least once each semester, and that report shall include departmental progress on any strategic plans currently underway.

The Curriculum Committee shall initiate or receive, and shall evaluate and recommend for faculty approval, all revisions of the curriculum offered by the Department of English. The curriculum shall be defined as all courses and all major, minor, and graduate programs offered by the department. The Committee shall consist of five faculty members: one Professor, one Associate Professor or Professor, and two tenured or tenure-track faculty of any rank, and one Special Faculty member. The Committee shall elect its own chair annually. The chair of the Committee shall be the department representative to the College Curriculum Committee. The Committee shall also consider curricular matters involving other colleges and the University when appropriate.

The Tenure, Promotion and Reappointment Committee shall make recommendations to the Department Chair and the Dean of the College on all personnel matters involving reappointment, tenure, and promotion. Composition of this Committee is outlined in the department's TPR document.

The Post-Tenure Review Committee shall review tenured faculty in accordance with the University Faculty Manual. Composition of this Committee is also outlined in the TPR document.

The Sabbatical Committee shall review applications and supporting materials to make recommendations to the Dean of the College in review of sabbatical leave proposals. The committee's written recommendation shall be forwarded directly to the Dean of the College with a copy to the applicant. The Sabbatical Committee shall consist of the Department Chair and three tenured members of the faculty. The Department Chair shall chair the committee, and the elected members will serve for one year.

The First-Year Composition Committee shall advise and aid the Director of First-Year Composition in administering the First-Year Composition program, including the evaluation of the performance of

graduate students as teaching assistants in this program. The Committee shall consist of seven members: the Director of First-Year Composition, who shall act as chair, four other faculty members elected by the department, and, appointed by the Department Chair with the concurrence of the chair of the Committee, one non-voting member from the pool of graduate students currently teaching first-year composition and, when applicable, a second non-voting member who is the program director's graduate assistant. Both non-voting members shall not participate in the review of other teaching assistants.

Section 2. Special Committees shall advise, serve, staff, and/or administer a particular group, function, sub-discipline, or program within the department. Special Committees shall consist primarily of faculty with specialized knowledge of or interest in the concerns of that particular committee. Members shall be appointed to Special Committees by the Department Chair in consultation with the Advisory Committee and other appropriate faculty. Unless otherwise stated in these bylaws, terms of service on Special Committees shall be for two years. Special Committees shall include the following standing committees: the Assessment, the Bachelor of Arts in English, the Honors, the Master of Arts in English, the Arts and Humanities Literature, and the Scheduling Committees.

The General Education Committee shall oversee all general education courses offered in the department. This Committee shall manage the development and proposal of all Challenges courses, as well as any general education assessment needs not managed by the First-Year Writing or AHL Committee. The Committee shall be composed of the Associate Chair, who shall act as Chair; Director of First-Year Writing; the Chair of the AHL Committee. This committee shall convene at the request of the Associate Chair.

The Advanced Writing Committee shall advise on the advanced writing courses, shall initiate or receive, and shall evaluate and recommend to the Curriculum Committee all changes in the advanced writing curriculum as well as the writing minors. The Advanced Writing Committee shall advise on matters pertaining to the department's commitment to advanced writing in general, which includes such emphases as advanced composition, professional communication, creative writing, digital literacy, writing and publication studies, and writing tutor training. The Advanced Writing Committee shall support the client-based program and other advanced writing annual events, awards, and resources. The Committee shall consist of five appointed faculty members, including at least two tenured or tenure-track faculty, who shall elect their own chair.

The Assessment Committee shall coordinate the annual assessment of the English major. The Committee shall explore, evaluate, and recommend assessment strategies to the department for its approval and oversee their implementation. The Committee shall consist of the Chair of the Advanced Writing Committee, the Chair of the Curriculum Committee, the Director of First Year Composition, the Director of Undergraduate Studies, the Director(s) of Graduate Studies, and one other member from the rank of Professor. The Committee shall elect its own chair annually.

The Bachelor of Arts in English Committee shall advise the Director of Undergraduate Studies on all matters concerning the BA in English. It shall consider such issues as advising and proposed changes in distribution requirements for the major and shall serve as the primary advisory board in matters relating to courses in the major, and shall bring proposals with needed changes to the Curriculum Committee. The committee shall consist of four faculty members: the Director of Undergraduate Studies, who shall act as chair; one Professor; and two other members at any rank in the tenured and

tenure-track faculty.

The Student Honors and Awards Committee shall select winners of all department student awards and select nominees for college student awards. The committee shall consist of the Director of Undergraduate Studies, who shall be its chair and who shall represent the department on the AAH Student Honors/Awards Committee, the Graduate Program Director, the Director of First-Year Writing, and the faculty advisor for Sigma Tau Delta.

The Master of Arts Committee shall advise the Director of Graduate Studies on all matters concerning the MAs in English and Writing, Rhetoric, and Media. The Committee shall consist of five members: the Director of Graduate Studies, who shall act as chair, and three other members of the graduate faculty. In addition, any assistant to the Director of Graduate Studies serves as a non-voting member of this committee.

The Arts and Humanities Literature Committee shall oversee general education literature courses. The Committee shall consist of four faculty members, at least two of which will be tenured or tenure-track, and shall elect its own chair annually from those tenured or tenure-track members.

The Scheduling Committee shall consider the course preference forms and the needs of the department to make recommendations to the Chair concerning course assignments. It shall consist of the Department Chair, the Associate Chair, the Director of Undergraduate Studies, the Graduate Directors, the Director of First Year Writing, and the Student Services Program Coordinator.

Section 3. Ad Hoc Committees shall be appointed by the Department Chair as need arises to advise and assist in special areas not specifically covered in these bylaws. In appointing members to such committees, the chair shall consult with the Advisory Committee and other committees as appropriate. The Department Chair shall designate the chair of such committees.

Section 4. An annual election will be held during the Fall semester for any AAH committees to which an English department representative is required as per the bylaws of the Faculty of the College of Arts, Architecture and Humanities, including:

AAH Faculty Awards Committee (the individual elected to this position must be a Professor or Associate Professor)

AAH Research Committee (The individual elected to this position must be a Professor or Associate Professor)

Section 5. Search and Screening Committees for regular faculty and Professors of Practice shall consist of at least four tenured or tenure-track faculty members, including two from the rank of Associate Professor or Professor. The Department Chair shall select the committee chair and may use both volunteers and appointments to populate the committee. Composition of the Committee must be affirmed by a majority vote from Advisory. The Committee shall elect its own Diversity Advocate.

Section 6. Search and Screening Committees for Visiting Assistant Professors shall consist of at least three tenured or tenure-track faculty members, including at least two from the rank of Associate Professor or Professor. The Department Chair shall select the committee chair and may use both volunteers and appointments to populate the committee. Composition of the Committee must be affirmed by a majority vote from Advisory.

Section 7. Search and Screening Committees for special faculty seeking the rank of Lecturer, Senior Lecturer, or Principal Lecturer shall consist of at least three faculty members, including the Department Chair and the Associate Chair. The remaining member may be appointed by the Chair.

Section 8: Unless otherwise stated, motions require majority support from their respective committees to advance. Tie votes will not advance a motion out of committee.

Article VI: Appointments

Section 1. A search shall be conducted for all appointments. For temporary or unexpected replacements, or for individuals being considered for the rank of Lecturer, the Department Chair shall exercise direct authority but shall, whenever feasible, appoint an ad-hoc search and screening committee (as specified in Article V, section 7) to advise and assist in all special faculty appointments. All searches, including those pertaining to Department Chairs, shall be conducted in accordance with Chapter 5: “Personnel Practices” of the Clemson University *Faculty Manual*.

Section 2. For tenured and tenure-track appointments, the chair of the appropriate Ad Hoc Search and Screening Committee shall make all applications available to regular faculty upon request, with all materials to be kept confidential. After the deadline for applications, the Committee shall collect and examine the files and shall present to the Department Chair a list of names for first-round interviews. The Committee shall then make available to all faculty the CVs, cover letters, and writing samples for finalists invited to campus. Following campus interviews, the Department Chair shall hold a meeting of the tenured and tenure-track faculty to discuss their support and to take a vote. The department shall use rank-choice voting to establish an order of preference, with an option provided to indicate that a candidate is not ranked. The chair shall then recommend candidates in the established order to the Dean of the College for the appointment. If no appointment can be made from this process as stipulated in Article XI, the Department Chair shall seek additional recommendations from the Committee. In the case of a tie vote regarding the finalists between members of the committee, the Department Chair may cast the deciding vote.

Section 3. In the recommendations to the dean, the Department Chair shall indicate the degree of faculty support for each recommended candidate.

Section 4. The Department Chair shall announce vacancies in the department’s non-classified administrative positions and give interested faculty the opportunity to apply. These administrative positions shall be filled by the chair in consultation with the Advisory Committee. Faculty members shall hold these positions for specified terms, which may be renewed if mutually agreeable to the chair and the holder of the position. In consultation with the Advisory Committee, the chair may remove faculty from these positions if deemed necessary. The duties and responsibilities of these positions shall be specified in writing and reviewed with each person who holds the position. Proposals for the abolition of an existing administrative position, the substantial redefinition of a position, or the creation of a new position shall be presented to the faculty for discussion.

Article VII: Curricular Matters

Section 1. The Curriculum Committee shall follow the University's procedures for all curriculum changes.

Section 2. The Committee may act for the faculty as a whole when a proposed change unanimously approved by the Committee involves only one of the following: rewording a course description, retitling a course, or altering the last three digits of a course number. Any other type of curricular change shall be presented for faculty action at a department meeting.

Section 3. No proposals for curricular changes shall be forwarded to the next higher administrative unit until approved by the Committee, the faculty, and the Department Chair, except as otherwise provided for in these bylaws.

Section 4. At least one week shall pass between the posting and/or distribution to the faculty of the proposals for curricular changes and the meeting at which they are to be discussed.

Section 5. When the Committee considers curricular matters outside the department, it shall keep the faculty apprised by memoranda and shall hold meetings for faculty discussion when appropriate.

Section 6: Department votes on curricular matters shall be restricted to tenured and tenure-track faculty.

Article VIII: Elections

Section 1. Routine spring elections shall be conducted according to the following procedures. The Advisory Committee shall prepare the following lists: (1) department members eligible to vote and to serve on committees, (2) current members of all committees who have continuing terms, and (3) all positions open for nominations. By the last Friday in March, the Committee shall distribute these lists to all department members. Voting members shall then have one week to nominate eligible persons. Nominations shall be submitted in writing, and the committee shall secure the nominees' permission. If department members should fail to nominate any candidates for an open position, the Committee shall act as an *ad hoc* nominating committee, in which case it shall nominate at least one person more than the number to be elected for each vacancy.

Section 2. Election shall be by a secure online ballot to be distributed no later than the second Friday in April, and the Committee shall announce results no later than the third Friday in April. If run-off elections are required, ballots for them shall be distributed simultaneously with the announcement of the runoff. Run-off votes shall be due no later than two working days after distribution of the ballots, and the results shall be reported no later than the fourth Friday in April. Each voting member shall vote for only as many candidates as there are positions open. Elections shall be determined by plurality. Runoffs shall be required for ties. If there is a second tie for the same position, the Committee shall vote to break the tie.

Section 3. Special elections shall follow the above procedures, with the Committee setting time schedules as necessary.

Article IX: Voting Procedures at Meetings

Section 1. All matters brought before the department that require a vote shall be resolved by a simple majority of those eligible voters present and voting, except for amendments to these bylaws.

Section 2. The method of voting at in-person meetings shall be by raising the hand unless a member requests a secret ballot vote at the meeting. Every vote will have the option to abstain.

Section 3. The method of voting at meetings held online shall be through the polling feature of the meeting application or through an appropriate web application. Every ballot will include one voting item to ensure clarity, and each voting item will include the option to abstain. To ensure accessibility, the chair or secretary shall leave the polls open for at least five minutes.

Section 4. The method of voting at hybrid meetings will be through a combination of the methods above. The Secretary will tally the results of the in-person and online votes.

Section 5. Proxy votes are permitted at in-person, online, and hybrid meetings, and only on items published in the meeting agenda. Proxy votes must be sent to the Secretary at least one hour prior to the start of the meeting. They will be nullified if the items are amended during the meeting.

Section 6. When a tie vote occurs in a department meeting, in all instances save on voting for tenure-track faculty appointments as outlined in Article VI, the motion will have failed. When a tie occurs in a vote by the faculty for a tenure-track appointment, the Ad Hoc Search and Screening Committee will convene to discuss and vote until the committee comes up with a decision to break the department's tie.

Article X: Parliamentary Authority

The current edition of *Robert's Rules of Order* shall prevail in all department meetings.

Article XI: Amendments

Section 1. Any proposed amendments to these bylaws shall be advertised and circulated in writing to all department members at least one week prior to their consideration.

Section 2. Amendments and additions shall be approved by a two-thirds majority of all tenured and tenure-track faculty.

Section 3. Amendments and additions approved by the faculty shall be introduced into this document by the Chair of the Advisory Committee no later than the end of spring semester, following elections to the departmental General Committees outlined in Article V, Section 1.

Article XII: Ratification

These bylaws shall take effect upon (1) being ratified by a two-thirds majority of the voting members present and voting (see Art XII, Sec 2), and (2) being approved by the Department Chair, the Dean of the College, and the Provost of the University. Upon ratification, these bylaws must be filed appropriately with the office of the provost of the university.

