

**Requirements for COLLEGE BYLAWS – 2019-2020 *Faculty Manual***

**College of Engineering, Computing and Applied Sciences**

**Date** 2/3/2020

*NOTE:* College bylaws require approval by the Provost (Ch II, Article III-1 and Ch IX, K1d). This list may be useful to ensure that college bylaws conform with the *Faculty Manual*.

Updated 8/12/2019. This list only differs from the 2017-2018 and 2018-2019 list in some section numbers; all requirements are the same.

Compliance

Requirement	Reference	Compliance		
		Yes	No	N/A
1 College Bylaws may not contradict the <i>Faculty Manual</i>	Ch III, A1c	X		
2 Statement that college bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, K1e	X		
3 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	Ch IV, B2g	X		
4 Consistent with the opportunity to establish other duties assigned to the dean	Ch VIII, G2r	X		
5 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
6 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i>	Ch IX, D2a, i	X		
7 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the <i>Faculty Manual</i>	Ch IX, D2a, i	X		
8 Consistent with the requirement to have a process to elect college representatives to the Council on Graduate Studies and its sub-committees	Ch IX, F3b, i	X		
9 Consistent with the requirement that there are formal College meetings at least once during each long semester	Ch IX, K2a	X		
10 Consistent with the requirement that standing and other committees of the college report to the faculty at formal College meetings	Ch IX, K2b	X		
11 Consistent with the requirement that there is the opportunity for any member of the collegiate faculty to raise questions about academic affairs of the college	Ch IX, K2c	X		
12 Consistent with the requirement that recommendations from the college faculty are forwarded to appropriate University officials and groups	Ch IX, K2d	X		
13 Consistent with the requirement that minutes of collegiate faculty meetings are forwarded to the Provost and President for information	Ch IX, K2e	X		
14 A standing curriculum committee is required. There may be separate undergraduate and graduate committees	Ch IX, K3b	X		
15 Each curriculum committee elects own chair	Ch IX, K3c	X		
16 The College Curriculum Committee Chair (or College Undergraduate Curriculum Committee Chair if there is one) serves on the Undergraduate Curriculum Committee along with a second representative elected by the committee	Ch II, Art IV, 2; Ch IX, K3c & d	X		
17 If there is a graduate Committee, the chair serves on the University Graduate Curriculum Committee; If there is no Graduate Committee then the College Curriculum Committee names the College representative to the University Graduate Curriculum Committee	Ch II, Art IV, 2; Ch IX, K3d & e	X		
18 Only regular faculty may vote on the curriculum committees	Ch IX, K3f	X		
19 The process for electing representatives to the college curriculum committee must be stated in the college bylaws; If the number of departments in the college is small, the college bylaws may specify an alternate procedure for establishing committee membership	Ch IX, K3g & K3g, i	X		
20 Terms of service on the curriculum committee(s) are determined by Faculty in the college and must be specified in the bylaws	Ch IX, K3h	X		
21 Consistent with the requirement that curricular recommendations are acted upon by the collegiate faculty and/or appropriate college curriculum committee	Ch IX, K3i	X		
22 Collegiate faculty may establish other standing committees, whose composition and membership are determined by the collegiate faculty in accordance with the College bylaws	Ch IX, K4a	X		
23 Consistent with the requirement that ad hoc committees may be established at the discretion of the dean	Ch IX, K4b	X		
24 Consistent with the requirement that membership on collegiate committees, except as noted in Ch IX, D3 of the <i>Faculty Manual</i> , need not be confined to regular faculty; College bylaws shall provide for Faculty, special faculty, student, and staff representation whenever appropriate; Ch IX, D3 restricts college and university curriculum committees, college advisory committees, Faculty Senate and the Grievance Board to have voting members only being regular faculty)	Ch IX, K5	X		
25 Consistent with the requirement that collegiate peer review committees for TPR are only authorized if contained in College Bylaws	Ch II, Art III-2	X		

Note: The College of Engineering, Computing and Applied Sciences Bylaws establish a collegiate advisory committee for TPR.

**Clemson University**  
**College of Engineering, Computing, and Applied Science**  
**Faculty Bylaws**

**ARTICLE I: FUNCTIONS**

The functions of the College of Engineering, Computing, and Applied Science (herein referenced as “College”) Faculty shall be to approve candidates for degrees in the College, to approve academic courses, curricula, degree requirements and academic honors in the college, to elect representatives to University Commissions, Committees, Councils, and the Faculty Senate as required, to consider any matters that may affect the welfare of its members or the teaching, research, and public service policies of the College, and to formulate and forward recommendations to various university organizations and administrators. In the case that these bylaws contradict the current Faculty Manual, the current Faculty Manual’s provision shall apply.

**ARTICLE II: MEMBERSHIP**

The voting membership of this organization shall consist of all persons, identified by their personnel records as being employed within the College as regular faculty. Special rank faculty employed within the College will have voice during meetings. Emeritus faculty hired back into a full-time position will have membership rights in accordance with the position into which they have been hired.

**ARTICLE III: OFFICERS**

The Officers of the College Faculty shall be a Chair and a Secretary. The Dean of the College shall serve as Chair and shall appoint a Secretary and, when necessary, a presiding officer to serve if the Dean is absent.

**ARTICLE IV: MEETINGS**

Regular meetings of the College Faculty shall be held at the end of the fall and spring semesters prior to commencements to approve candidates for graduation. Reports from College committees will be provided at the fall and spring meetings. A special meeting of the College Faculty shall be held at the end of the long summer session prior to commencement in which the only business conducted shall be to approve the candidates for graduation.

Meetings may also be called by the Dean upon request of the College’s Faculty Senate delegation acting, or of a College Faculty committee acting, or upon written request by at least ten (10) percent of the College Faculty, or when deemed necessary by the Dean. Notice of and the agenda for the meeting shall be given to the membership at least five (5) working days in advance of the meeting. The Dean shall include on the agenda for a meeting any items of business submitted in writing by a member of this college at least fifteen (15) working days prior to that meeting. No item may be voted upon at the meeting unless it is on the agenda forwarded to the membership.

Minutes of each meeting shall be written by the Secretary (or the Secretary’s designee) and signed by the Dean. An electronic copy of the signed minutes shall be forwarded to the Provost and to each Department Chair, Program Director, and School Director within the College. The College

shall maintain an archive of the minutes and make them readily available to all the College Faculty. Minutes will be forwarded to the Provost and President for information purposes.

## **ARTICLE V: DEPARTMENT FACULTIES**

**Section 1. Membership and Functions.** The Faculty of a Department (or equivalent academic unit, such as a single-department school or a program, referred to hereafter as “Department”) is composed of all persons holding regular faculty appointments in that department, plus individuals holding special faculty appointments in the Department who are accorded voting membership by the Departmental Faculty Bylaws. The Departmental Faculty establishes the will of the department concerning academic matters and is the primary judge of the qualifications of the members thereof.

**Section 2. Tenure, Promotion and Reappointment Reviews.** Each Departmental Faculty shall recommend the appointment, reappointment, tenure or promotion of prospective or current members as provided in University policies and procedures and the TPR Guidelines of the Department. The review process is defined in the Faculty Manual.

## **ARTICLE VI: CURRICULA**

**Section 1. Departmental and College Faculty Prerogatives.** The Departmental Faculty constitutes the primary authority on academic aspects of the curricula of that department. In such matters, the influence of University administrators extends only so far as their status as members of a Departmental Faculty.

The College Faculty has the right and obligation to review curricula and degree programs proposed within the College for adherence to University, College, and professional standards and requirements, and for their impact on other academic programs. The College Faculty has the prerogative of establishing standards and requirements college-wide in scope. Any such college-wide standards must be consistent with the professional accreditation standards of all degree programs that they affect. The College Faculty is empowered to act on any curricular matter outside the purview of an established Departmental Faculty.

**Section 2. Procedures for Approval of Curricular Matters.** All proposals for new or revised courses, curricula, academic requirements, or other curricular matters specific to an academic department shall originate with the concerned Departmental Faculty. Proposals approved by that Faculty shall be forwarded by the Department Chair to the School Director, if a School Director exists, and then to the College Curriculum Committee for its review and approval. Curricular matters deemed to be routine in nature by the College Curriculum Committee shall, at the discretion of this Committee, be approved for the College Faculty by this Committee. College-wide curricular matters or those outside the purview of an established department, may originate with the College Curriculum Committee and shall be placed on the agenda of the next College Faculty Meeting for a vote by the College Faculty for approval. Honors courses shall also be reviewed and approved by the College Scholarships, Awards, and Honors Program Committee, for honors content only.

All curricular matters approved by the College Faculty shall be forwarded by the Dean of the College to the appropriate University Curriculum Committee. This procedure does not preclude any member of the College Faculty from raising questions concerning academic matters at

meetings of the College Faculty. The Faculty may refer such matters to the College Curriculum Committee if immediate action is not deemed advisable.

## **ARTICLE VII: COMMITTEES**

### **Section 1. General Standing Committee Composition and the Election and Duties of Officers.**

Except as otherwise noted in these bylaws, the voting membership of each standing committee of the College shall consist of one faculty representative from each of the academic units listed in the Appendix.

Voting members of standing committees must be voting eligible, consistent with the specifications in the Faculty Manual and the relevant Departmental Faculty Bylaws.

Except as otherwise noted in these bylaws, the committees will have a chair and a vice chair/chair elect. The vice chair/chair elect will be elected by and from the committee members at the March meeting and will serve one year as vice chair beginning April 1. At that time the current vice chair/chair elect will become the committee chair and will serve a one-year term. The vice chair/chair elect must be a member of the standing committee for at least one year prior to taking office. The committee chair's department is eligible to send an additional representative to committees.

### **Section 2. Curriculum Committee.**

Composition: The general guidelines for standing committee composition and the election of officers, as presented in Article VII, Section 1, apply for the Curriculum Committee. In addition, the Committee member from each department identified in Section 1 above shall be a member of his/her department's curriculum committee. If a department has no regular faculty in non-administrative roles, then the Dean shall appoint a non-voting representative of that department to serve on the committee. The chair of the College Curriculum Committee will serve a three-year term. The vice-chair will also serve a three-year term that begins concurrently with the term of the chair.

The chair of the Curriculum Committee will be one of the representatives of the Faculty of the College to the University Undergraduate Curriculum Committee, and an additional member of the committee will be elected to serve as the second representative of the Faculty of the College to the University Undergraduate Curriculum Committee. The representatives of the Faculty of the College to the University Undergraduate Curriculum Committee will serve three-year terms staggered to provide continuity in representation on the university curriculum committees

Two members of the committee will be elected to serve as representatives of the Faculty of the College to the University Graduate Curriculum Committee. The representatives of the Faculty of the College to the University Graduate Curriculum Committee will serve two-year terms staggered to provide continuity in representation on the university curriculum committees. Elections will be held annually in April.

Duties: The College Curriculum Committee shall have responsibility for evaluating and making recommendations to the faculty on all proposals for new or revised academic requirements, courses, and curricula within the College.

This committee will meet at least once a month to conduct business. Notice of and an agenda for all committee meetings shall be provided to the members at least five (5) working days prior to the meeting.

Faculty Initiative: Curricular matters can be placed on the agenda and a committee meeting called by written petition to the committee chair. The petition must be signed by at least ten percent (10%) of the faculty. Within ten (10) working days of receipt of such petitions the committee chair will notify the faculty at large of the agenda and schedule a meeting of the committee.

### **Section 3. Inclusive Excellence Committee.**

Composition: The committee shall have representation as defined in Article VII, Section 1. Additionally, student and staff representation will be included. Three students from the college will be appointed by the Dean (one undergraduate, one Master's, and one doctoral). Three staff members will be appointed by the Dean (two from the departments and one from the College offices). These committee members will have full voting rights for matters within the committee. The election of officers, as presented in Article VII, Section 1, apply for the Inclusive Excellence Committee, except that the chair of the Committee will serve a two year term and the vice-chair will serve a two-year term.

Duties: The committee shall have the responsibility for defining, monitoring, and reviewing the strategic plan associated with Inclusive Excellence. The committee will meet at least once a semester. Notice of and an agenda for all committee meetings shall be provided to the members at least five (5) working days prior to the meeting.

### **Section 4. Scholarships, Awards and Honors Program Committee.**

Duties: The committee shall have the responsibility for selecting recipients for scholarships, awards and other honors within the College, for formulating College policy regarding these matters, for administering the College Honors Program and for making recommendations on these matters to the College Faculty. Matters deemed to be routine regarding the scholarships, awards and the honors program within the college shall, at the discretion of this committee, be approved for the College Faculty, by this committee. The Committee shall refer to the College Faculty all actions taken on behalf of the Faculty and, at its discretion, may refer policy questions to the Faculty. Written reports of the actions of this committee shall be forwarded to the Dean and the Faculty prior to the next regular College Faculty meeting. The chair of the Committee shall be responsible for coordinating the College's Honors and Awards Day. The chair and the vice chair of the Committee shall serve as the College representatives to the University's Scholarship and Awards Committee and the University Honors Program.

**Section 5. Nominating and Screening Committees.** Composition: The composition of the various Nominating Committees is as specified below.

The active Faculty Senators of the College serve as the nominating committee for candidates for seats on standing University Councils, Commissions, Committees and the Faculty Senate and recommend nominees for membership on ad hoc committees as requested by the Dean.

The Alumni Professor Nominating Committee shall consist of all Alumni Professors in the College.

Committees to nominate faculty for awards in existence for five or more years shall consist of the five most recent awardees. Committees to nominate faculty for awards in existence for less than five years will consist of a total of five (5) members. In the case of research awards, the nominating committee shall consist of the most recent awardees of the new research awards plus the most recent McQueen Quattlebaum awardees. In the case of teaching awards, the nominating committee shall consist of the most recent awardees of the new teaching awards plus the most recently selected Alumni Professors.

Duties: The nominating committees receive nominations from faculty members and forward recommendations to the Dean.

**Section 6. Committee on Global Engagement.** Composition: The general guidelines for standing committee composition and the election of officers, as presented in Article VII, Section 1, apply for the Committee on Global Engagement, except that the chair of the Committee will serve a two year term and the vice-chair will serve a two-year term.

Duties: The Committee on Global Engagement will engage in strategic planning to achieve university-wide goals for global engagement and advise the college on its implementation. The committee will serve as the primary advisory group with regard to college-wide global engagement strategy, policy, and program implementation to the Dean of the College. The Chair will serve as a liaison with the Vice-Provost for Global Engagement.

**Section 7. Committee on Tenure and Promotion.** Composition: The members of the committee will be the TPR chairs from each department as listed in the Appendix. The Dean, or designee, will serve as the chair of the committee.

Duties: The committee will meet to provide review and advice to the Dean on tenure and promotion packages annually. The committee will not maintain minutes of the meetings to ensure confidentiality and to encourage open discussion.

**Section 8. Ad-hoc Committees.** The Dean can form ad-hoc committees as necessary to address topics of limited scope. The composition, definition, duties, organization of the committees shall be defined in a clear charge from the Dean and are limited to a one year term. The committees shall report their findings directly to the Dean.

## **ARTICLE VIII. ELECTION OF REPRESENTATIVES**

Election of representatives to the Faculty Senate and to the University Commissions, Councils and Committees shall take place by secret ballot, and a majority of the members voting shall elect. The Dean, together with the Nominating Committee, shall determine the method by which the secret ballot will occur.

A list of nominees prepared by the appropriate Nominating Committee and description of the election process shall be included in an announcement of an election sent from the Dean's Office at least one week prior to the election. Additional nominations will be accepted and the method for making nominations will be included in the announcement.

Tellers shall be appointed by the Dean or the presiding officer to distribute, collect, and count the ballots, and to report the vote.

A replacement for the unexpired term of any representative who is unable to complete a term or a temporary replacement for any such officer who will be on leave for more than three consecutive months shall be selected by the same rules governing the original selection as soon as possible after the vacancy occurs. Such replacements shall assume the duties and privileges of office immediately after selection.

## **ARTICLE IX: RULES OF ORDER**

All meetings of the College Faculty, its committees and departmental faculties shall be conducted according to the current edition of Robert's Rules of Order Newly Revised with the exception of those rules specified in the bylaws or any special rules of order the organization might adopt. The quorum for any meeting of the Faculty shall be that number of members deemed necessary by the chair to transact business. The exception to this is when changes to the College bylaws are being voted. In this case a 25% membership attendance is necessary for quorum.

## **ARTICLE X: AMENDMENTS**

These Bylaws may be amended at either of the regular meetings of the College Faculty by a two-thirds majority vote of the members present. The proposed amendment must be recommended by at least five (5) members of the- College Faculty and distributed to the Faculty by the chair at least ten (10) working days prior to the scheduled meeting. An amendment becomes effective when approved by the College Faculty and Provost.

## **ARTICLE XI: DISTRIBUTION**

A copy of the current College Bylaws will be distributed to all faculty in those years divisible by five (1995, 2000, 2005, etc.) and to all new faculty. Any time the College Bylaws are amended, they will be distributed to all faculty.

## **APPENDIX: ACADEMIC Units in the College**

The following twelve (12) academic units comprise the College.

- Department of Automotive Engineering
- Department of Bioengineering
- Department of Chemical and Biomolecular Engineering
- Department of Civil Engineering
- School of Computing
- Department of Electrical and Computer Engineering
- Department of Engineering and Science Education
- General Engineering Program
- Department of Environmental Engineering and Earth Sciences
- Department of Industrial Engineering
- Department of Materials Science and Engineering
- Department of Mechanical Engineering

*Adopted by the Faculty of the College of Engineering and Science as the College of Engineering and Science Faculty Bylaws  
August 23, 1995*

*Amended December 20, 1995*

*Amended May 5, 1998*

*Amended May 6, 2004*

*Amended May 12, 2005*

*Amended August 22, 2011*

*Amended January 16, 2015*

*Adopted by the Faculty of the College of Engineering, Computing, and Applied Science as the  
College of Engineering, Computing, and Applied Science Faculty Bylaws  
as amended May 5, 2016*

*Amended January 27, 2020*