



Departmental Bylaws Routing Sheet

In accordance with the 2019-2020 *Faculty Manual* Chapter IX, 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 and reviews.

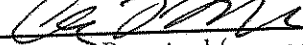
Department: Chemistry

College: Science

The attached bylaws were approved at the Departmental Faculty Meeting on: 9/13/19

Faculty Manual Consultant

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

Provost or designee 

Approved

~~Revision~~ Required (see comments)

This revision to your Departmental Bylaws is approved, with the request to edit within a year to address item #8 on the College Curriculum Committee election to represent the Department of Chemistry.

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

Department: Chemistry

Date

10/6/2019

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/12/2019.The 2019-2020 *Faculty Manual* requires 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.

Compliance

* 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)	*		
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	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		

Comments

- 8 FYI - the College of Science bylaws require two faculty members from each department be elected to the College Curriculum committee, and at least one of these must be a regular member. I only mention this because many departments have the culture that the chair of the department curriculum committee will be a representative to the college curriculum committee. Since your department has two curriculum committees, and no guidance in your bylaws for electing these representatives to the College Curriculum committee, probably this isn't a concern.

AMENDED BY-LAWS

DEPARTMENT OF CHEMISTRY CLEMSON UNIVERSITY AMENDED September 13, 2019

ARTICLE I VOTING MEMBERSHIP

The voting membership of the Faculty shall consist of all individuals designated by their personnel records, as belonging to the Regular Faculty of the Department of Chemistry, who are defined as those who are tenured or on the tenure-track. Other members of the Faculty whose title indicates that they hold a Special Faculty Rank as defined by the Faculty Manual, may petition for admission to the voting membership of the Faculty. An affirmative vote of two-thirds of the voting membership of the Regular Faculty shall be required for admission of those of Specialty Rank to the voting faculty.

ARTICLE II ADMINISTRATIVE STRUCTURE

For departmental governance considerations, the administrative staff of the Department shall consist of the Department Chairperson and the Associate Department Chairperson. The Department Chairperson shall be the presiding officer for all departmental faculty meetings. If unable to attend a meeting, the Associate Department Chairperson shall fill this position. If not available, the Chairperson shall appoint another faculty member to act as presiding officer.

ARTICLE III MEETINGS

SECTION 1. The Department Chairperson shall call at least three meetings of the Faculty during each of the long semesters and any other meeting at his/her discretion or upon a petition of thirty-three (33) percent of the voting membership.

SECTION 2. The Department Chairperson shall circulate to the Faculty a request in writing, at least one week before a regular meeting, for items to be included on the agenda for the meeting. Written notification of the agenda shall be provided to the Faculty at least 24 hours prior to the meeting and shall include notice of any vote concerning a substantive matter. In the case of a meeting called with less than one-week notice, only the announced business may be conducted.

SECTION 3. The operational aspects of faculty meetings shall be in accordance with the latest edition of Roberts' Rules of Order, with the Associate Department Chair being responsible for adherence to those Rules. A copy of said rules will be kept in the department archives.

SECTION 4. A quorum shall be 50% of the voting members of the Faculty.

SECTION 5. In those cases where the concurrence of the Faculty is requested/required, a motion (not including changes to these By-Laws) is said to pass with a simple majority of the voting faculty who are present; or in the case of a pre-announced issue where polling is taken

outside of a meeting, a simple majority of the respondents within the stated polling time parameters. As a barometer of support, a vote of greater than 50% affirmative is a “simple majority”, greater than 66% is “strong support”, and greater than 75% is “overwhelming support”. A quorum shall be 50% of the voting members of the Faculty.

SECTION 6. In those cases where some or all of the voting may occur by electronic means, all votes must have been received by either the announced deadline or the time that a physical vote has been taken in the course of a faculty meeting. Electronic votes not received, as they were pre-announced, will be counted as abstentions. As with the case of physical faculty meetings, a 50% reply rate is required to justify a quorum via electronic voting with the calculation of the required number of votes for approval of a given issue being based on the total number of voting members of the faculty. A quorum shall be 50% of the voting members of the Faculty.

ARTICLE IV DIVISIONS

SECTION 1. For organizational purposes with regards to the graduate and undergraduate curriculum, each tenured, tenure-track or other permanent faculty member will be a member of one of four divisions: Analytical, Inorganic, Organic, or Physical. Herein after, all references to “division” infers these entities. Each faculty member's primary divisional membership shall be determined by his/her letter of appointment or principal area of research or interest. A faculty member may serve as a divisional representative, be involved in the selection of an Advisory Committee member, or have voting privileges on Divisional Curriculum matters only in the primary division.

SECTION 2. Any faculty member may request membership in a second division by submitting a letter to the Department Chairperson requesting such membership. This letter must indicate that the faculty member accepts the responsibility to actively participate in the educational programs of the division, including appropriate teaching assignments and participation in fulfilling the division's major graduate education functions such as attendance to student seminars and serving on thesis/dissertation committees. After consultation with the members of the second division, the Department Chairperson may grant membership in the division.

The faculty member may serve as the chairperson of committees for graduate students in the second division, however such students must fulfill all divisional requirements. At least two of the members of such a student's committee must be from this second division.

SECTION 3. Any faculty member may direct graduate student research in any division on an ad hoc basis; however that faculty member must be a member of said division in accordance with Article IV, Section 2.

ARTICLE V COMMITTEES

SECTION 1. Two types of committees shall exist in the Department of Chemistry: General and Special.

General Committees shall deal with matters affecting all Faculty members. Therefore, membership on general committees shall be representative when ever possible. General committees shall include the following: Advisory, Tenure and Promotion, Graduate Recruiting and Admissions, Graduate Program, Undergraduate Program, Departmental Seminar, and the Instrumentation Committees. It is expected that these particular committee assignments be made at the end of the spring term each year.

Special Committees shall serve various specific functions within the Department and membership should consist of individuals with specific interest or expertise in the concerns of each committee.

SECTION 2. General Committees

a. Advisory Committee. The advisory Committee shall consist of one representative from each division (Analytical, Inorganic, Organic, Physical) selected by the voting members of their respective division. A representative of the faculty whose primary responsibility is undergraduate education will be selected by that group. The term of office shall be two years. The Department Chairperson shall serve as chairperson.

The Committee shall advise the Department Chairperson on matters of concern brought to it by the Department Chairperson. Matters of concern to the Faculty may be brought to the attention of the Department Chairperson for possible consideration by the Committee either directly or through any member of the Committee. The committee shall meet regularly during each long semester.

b. Tenure and Promotion Committee. As described in the Department's Tenure and Promotion Guidelines, Article V the Committee shall consist of at least four members (each of whom must at-least hold tenure), selected by the Department Chairperson in consultation with the Faculty. The Chair of the Tenure and Promotion Committee is elected by its membership. This Committee must be appointed by September 1 of each academic year and its duties shall be those described in the Guidelines.

c. Graduate Recruiting and Admissions Committee. The Committee shall consist of at least four members, including at least one from each Division. One of these representatives shall be selected as Chairperson by the Department Chairperson. The committee members shall be selected by the Department Chairperson in consultation with the Advisory Committee.

The function of this committee shall be all aspects concerning graduate recruiting including recommendations to the Department Chairperson of awards of teaching assistantships to prospective graduate students

d. Graduate Program Committee. The Committee shall consist of four members, one from each Division. The members, one of whom shall be elected by the committee membership to serve as Chairperson, shall be selected by the Department Chairperson in consultation with the Advisory Committee.

The functions of this committee include those of the Graduate Curriculum Committee, administration of placement examinations, temporary advisors to entering graduate students and

other matters pertinent to the graduate programs of the Department. It is the job of the Graduate Program Committee, with the assistance of Departmental Staff, to ensure that specified student progress benchmarks (e.g. coursework and qualifying examinations) are documented and up to date, and where appropriate are remedied in accordance with standing policies.

e. Undergraduate Program Committee. This committee shall consist of five members, one from each Division, plus either of the General Chemistry or the Laboratory Coordinator. The members, one of whom shall be elected by the committee membership to serve as Chairperson, shall be selected by the Department Chairperson in consultation with the Advisory Committee.

The functions of this committee shall include those of the Undergraduate Curriculum Committee and other matters pertinent to the undergraduate programs of the Department.

f. Departmental Seminar Committee. The Committee shall consist of four members, one from each Division and one administrative assistant. The membership, one of whom shall serve as Chairperson, shall be selected by the Department Chairperson in consultation with the Advisory Committee.

This committee shall schedule and make all necessary arrangements for the Department's seminar program. No departmental seminars shall be scheduled or speakers reimbursed without the prior approval of this committee. The Chairperson will be in charge of teaching duties assigned to this course and is responsible to ensure that all logistic arrangements (typically assigned to the administrative assistant) are in place.

g. Instrumentation Committee. The Committee shall consist of four members, one from each Division, one of whom shall serve as Chairperson, as well as a representative for the directors of departmental facilities (Instrumentation, X-ray, NMR). One of the instructors of the advanced laboratory courses shall be included. The committee shall be responsible for coordinating departmental purchasing priorities, defining use policies, and providing a fee structure for both internal/external use of departmental instruments. The committee will also maintain a working inventory of the department-held instrumentation assets, and to serve as proponents in assessing the need for and pursuit of funding for instrumentation used in the teaching laboratories as well as new research equipment that is of benefit to the department as a whole.

SECTION 3. Special Committees

The standing special committees include are described below. As needed, the Department Chairperson may appoint ad hoc Committees for special purposes, excluding faculty search committees.

a. Building Safety, Security, and Operations. The Committee shall consist of the Hunter building manager, the department chair, the chair of the instrumentation committee, and two other members who serve on the undergraduate and graduate program committees, respectively. This committee shall be responsible for addressing issues and developing plans regarding building safety, security, and business continuity. This committee shall also consider

inviting representatives of the Office of Research Safety and University Facilities to become members of this committee and who can act as liaison with those Offices.

b. Honors and Awards. The Committee shall consist of three tenure/tenure-track faculty members and three lecturers, with at least one lecturer from general and organic chemistry, respectively. This committee shall be responsible for identifying undergraduate, graduate student, postdoc, and faculty awards at the departmental, college, university, regional, national, and international levels and recommending departmental candidates for these awards as well as assisting in award applications.

c. Department Web page / Blog / TV Screens / Social media / Newsletter. The Committee shall consist of one tenured faculty member, one lecturer, and one administrative assistant. This committee shall be responsible for maintaining correct information on the departmental website, verifying links, and either performing periodic updates or coordinating the update with the corresponding CCIT office. The committee shall also provide initial guidelines to set-up new lab sites (<https://chemistry.sites.clemson.edu/>). The committee shall also be responsible for collecting the information (typically a draft and an image) and periodically publishing blog entries (<https://blogs.clemson.edu/chemistry/>), slides for the TV screens in Hunter, and social media. This information shall be compiled in an annual departmental newsletter.

d. Merit Evaluation. The Committee shall consist of one representative faculty member from each division as well as a lecturer. The committee will be responsible for compiling data relative to annual merit evaluations and provide them to the department chair.

e. Assessment. The Committee shall consist of the Undergraduate Program Coordinator, the Graduate Program Coordinator, the instructor of the Capstone course, and an at-large member of the Regular Faculty who will serve as the Chair of the committee. The committee shall be responsible for providing a structure to examine various activities relevant to the educational mission of the department, to interpret the data, and communicate the results of such findings. Among other tasks, the committee will establish procedures to assess student learning outcomes, determine the effectiveness of academic programs, provide recommendations for improvement, and provide assistance for the external review of our academic programs.

SECTION 4. Faculty Search Committees

For any tenure-track faculty position, the Department Chairperson, in consultation with the Advisory Committee, shall appoint a Search Committee. At least half the members of the committee shall be from the affected division. The Chairperson shall be from the affected division. For special permanent non-tenure-track positions, a majority of the membership and the Chairperson shall be selected from those faculty members with a primary interest in the position. Finally, in the case of searching for a Department Chair, while the search is the *per view* of the Dean of the College, it is expected that each of the respective Divisions of the faculty shall each be represented.

For any lecturer position, the Department Chairperson shall appoint a Search Committee composed of a mix of lecturers and tenure-track faculty; the composition will vary according to the expectations of the position.

ARTICLE VI PROCEDURES FOR APPOINTMENT OF RESEARCH FACULTY

The position of Research Faculty is described in the relevant sections of the Faculty Manual. An individual who wishes to be appointed as a research faculty member in the Department of Chemistry shall apply in writing to the Department Chair. If the applicant is not currently a tenured or tenure-track faculty member of the chemistry department, a current CV, three letters of recommendation, a description of the proposed research, documentation concerning the source and amount of funds to support the research faculty member and desired rank of appointment shall be included in the letter of application. If the applicant is currently a tenured or tenure-track faculty member, only a statement regarding the source of funds and a description of the proposed research is necessary. In this case, it is assumed that appointment will be at the applicant's current rank.

Following receipt of the letter of application, the Department Chair shall meet with the applicant to discuss the details of the proposed appointment. The Department Chair shall then meet with the Department Tenure and Promotion (TPR) Committee and discuss the applicant's qualifications for appointment as a research faculty member, presenting the entirety of the application package for their review and consideration. The TPR Committee shall then meet and within five working days provide a recommendation to the Department Chair concerning the appointment. If the TPR Committee recommends appointment and the Department Chair concurs with their recommendation, a letter recommending appointment will be sent to the Dean, who in turn will provide a recommendation to the Provost. In the event that the TPR Committee and the Department Chair do not agree upon whether the applicant should be appointed, the written recommendations of the Department Chair and the Departmental TPR Committee shall be forwarded to the Dean who will render a decision. For the appointment of an applicant who is not currently a tenured or tenure-track faculty member of the chemistry department, a level of appointment above the rank of Research Assistant Professor shall be determined in the manner employed in appointing any new faculty member at a rank above that of Assistant Professor shall be employed. Following the appointment of a research faculty member of any rank, the procedures outlined in the relevant sections of the Faculty Manual shall be followed in all respects including annual evaluations, reappointment and indirect cost return. Based on the nature of the appointment, the retention of independent funding capacity will be the primary criteria for reappointment. In the case of an appointment that will necessitate startup expenses, this matter shall be presented to the entire voting faculty. Likewise, departmental support requested in continuing support of the Research Faculty member shall also be presented to the voting faculty.

The rank of Research Faculty, as defined in the Faculty Manual, is a Specialty Faculty Rank, and as such must be subject to the same approval of the Faculty as laid out in Article 1 regarding voting rights.

ARTICLE VII

PROCEDURES FOR JOINT APPOINTMENTS IN CHEMISTRY

The concept of Joint Appointments is not treated in the Faculty Manual. A joint appointment in the Department of Chemistry may be made either in the course of a new hire by another department or for a faculty member already employed in another department. In the case of a new hire, the Department of Chemistry shall be involved in the search and screening procedures as soon as it is apparent that the candidate or the candidate's department wishes the individual to have a joint appointment in chemistry. For a faculty member in another department, the applicant, with the written endorsement of his/her department chair, shall forward to the chair of the Chemistry Department a copy of the applicant's CV and a statement outlining the rationale for the requested joint appointment. In the case of a new hire, the chair of the department requesting the joint appointment in Chemistry shall forward to the Chair of the Department of Chemistry the applicant's entire file, including copies of all letters of recommendation and a statement outlining the rationale for the requested joint appointment.

In both the case of an internal appointment or a new hire, the chair of the department requesting the joint appointment shall forward a memo to the Chair of the Department of Chemistry outlining the desired terms of the appointment. This shall include: percentage of the appointment in chemistry, salary requested, space requirements, teaching responsibilities, distribution of overhead return, and any other consideration that may impinge upon the assets of the Department of Chemistry. Included in this, as well, is access to graduate students and teaching assistant salary lines. For the case of 0% (e.g. courtesy) joint appointments, any graduate student must be co-advised by a regular Department of Chemistry faculty member, with any teaching assistant support held against that faculty member's allotment. For a new hire, the requested rank shall be described. Tenure of the joint appointee shall reside in the principal department. Tenure will only be awarded in the Department of Chemistry in exceptional circumstances and is subject to review and approval by the tenured faculty of the Department of Chemistry.

Following the receipt of the documents by the Department Chair, they will be made available to the voting members of the chemistry faculty and the normal procedures for making a faculty appointment in the Department of Chemistry will be followed with the Tenure, Promotion, and Reappointment Committee acting in lieu of the search committee. The entire Voting Faculty shall be polled by the Department Chair as to the suitability of the candidate for the outlined joint appointment.

As with other Faculty, those holding secondary, joint appointments in the Department of Chemistry shall be subject to a review by the Department Chair on a set time course, wherein the contributions of the faculty member to the Department of Chemistry will be assessed. As tenure is not held within chemistry, joint appointments can be terminated by a vote of the Faculty.

ARTICLE VIII PROCEDURES FOR ADJUNCT FACULTY APPOINTMENTS IN CHEMISTRY

The position and attributes of Adjunct Faculty is described in the relevant sections of the Faculty Manual. As there are instances where individuals from outside of the University may provide unique insights into the research program of a given graduate student, the position of Adjunct Professor can be granted for specific cases. These persons may be employed in the private or

governmental sectors. The appointment of Adjunct Faculty is set out in the Faculty Manual, which the Department of Chemistry will subscribe. It is understood that such appointments are for time frames limited to their contributions to specific graduate program. Adjunct Faculty shall be treated as Graduate Faculty, and do not have teaching responsibilities within the department. No voting rights are available to those individuals.

ARTICLE IX AMENDMENTS TO THE BY-LAWS

The Bylaws may be amended by a two-thirds vote of the voting membership of the Department provided the proposed amendment has been distributed to each member at least two weeks prior to the voting. Members who will be absent from the meeting may file absentee ballots with the Department Chairperson, or a designated representative of the Department Chairperson, at any time prior to the voting. Once amended, the by-laws will be forwarded to the Office of the Provost for review of conformance with the Faculty Manual of relevance at the time.