

AMENDED BYLAWS

DEPARTMENT OF CHEMISTRY
CLEMSON UNIVERSITY
AMENDED September 7, 2010

ARTICLE I VOTING MEMBERSHIP

The voting membership of the Faculty shall consist of all individuals designated by their personnel records, as belonging to the Faculty of the Department of Chemistry who are tenured or tenure-track. Other permanent 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 Faculty shall be required for admission to the voting faculty.

ARTICLE II ADMINISTRATIVE STRUCTURE

For departmental governance considerations the administrative staff of the Department shall consist of the Department Chairperson who shall be the presiding officer for all departmental faculty meetings. If unable to attend a meeting, he/she shall appoint a 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. A quorum shall be 50% of the voting members of the Faculty.

ARTICLE IV DIVISIONS

SECTION 1. For organizational purposes, each tenured, tenure-track or other permanent faculty member will be a member of one of four divisions: Analytical, Inorganic, Organic, or Physical. 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 will participate in the educational programs of the division, including appropriate teaching assignments and participation in the division's major graduate examinations. 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 all divisional and committee requirements must be met as outlined in Section 2, above.

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: Graduate Recruiting, Advisory, Graduate Program, Departmental Seminars, Tenure and Promotions, Undergraduate.

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 group 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. A general agenda for committee meetings shall be presented to the Faculty at least twenty-four hours prior to a meeting.

b. Tenure and Promotion Committee. As described in the Department's Tenure and Promotion Guidelines, Article IV, Section 1, the Committee shall consist of at least four members, selected by the Department Chairperson in consultation with the Faculty. This Committee must be appointed by September 15 and its duties shall be those described in the Guidelines.

c. Graduate Recruiting Committee. The Committee shall consist of at least four members, including at least one each from the Analytical, Inorganic, Organic and Physical Divisions. 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 each from Analytical, Inorganic, Organic and Physical. The members, one of whom shall 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.

e. Departmental Seminar Committee. The Committee shall consist of four members, one each from Analytical, Inorganic, Organic, and Physical. 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.

f. Undergraduate Committee. This committee shall consist of five members, one each from Analytical, General, Inorganic, Organic, and Physical, plus the Laboratory Coordinator. The members, one of whom shall 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.

SECTION 3. Special Committees

Standing special committees include Safety, Library, Scholarship and Awards, Student Seminars, Alumni Newsletter and Social. The duties and composition of each shall be defined by the Department Chairperson. Special committees may be formed or deleted by the Department Chairperson in consultation with the Faculty and/or the Advisory Committee. As needed, the Department Chairperson may appoint ad hoc Committees for special purposes, excluding faculty search committees.

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.

ARTICLE VI PROCEDURES FOR APPOINTMENT OF RESEARCH FACULTY

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 level 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. 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 section III-5 of the Faculty Manual shall be followed in all respects including annual evaluations, reappointment and indirect cost return. In the case of an appointment that will necessitate startup expenses, this matter shall be presented to the entire voting faculty.

ARTICLE VII PROCEDURES FOR JOINT APPOINTMENTS IN CHEMISTRY

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 Chemistry Department outlining the desired terms of the appointment. This shall include: percent 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. 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 Chemistry Department in exceptional circumstances and is subject to review and approval by the tenured faculty of the Chemistry Department.

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.

ARTICLE VIII AMENDMENTS TO THE BYLAWS

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.