

**FACULTY BY-LAWS**  
**COLLEGE OF BEHAVIORAL, SOCIAL, AND HEALTH SCIENCES**  
**CLEMSON UNIVERSITY**

**Preamble**

These by-laws shall govern the organization and procedures of the faculty of the College of Behavioral, Social, and Health Sciences (hereafter, the College) and provide the mechanisms for participation in planning, policy-making, and decision-making with regard to academic matters and in matters that may affect the welfare of its members or the mission of the College.

The purpose of these by-laws shall be to guide the faculty in its role in University governance: specifically to advise on policies and procedures concerning teaching, research, public service/outreach, faculty welfare, and other matters pertaining to the common professional goals of its membership; approval of candidates for graduation in the college; recommend and approve proposals for new or revised academic requirements, courses, curricula and academic honors within the College; elect representatives to University commissions, committees, councils and the Faculty Senate as required; provide a channel for recommendations to various organizations and administration of the University; and otherwise advising the dean of the college and others as appropriate.

**Article I**

**Membership**

Voting membership of the College shall consist of all Faculty as defined in the Constitution of the Faculty of Clemson University, excluding those pursuing a degree in the College and emeritus faculty but including those on sabbatical leave or leave without pay. Faculty will be eligible to serve on College committees and to vote in meetings of the College faculty. The list of College faculty shall be updated and made available by the Dean's Office in September of each year.

Each degree-granting unit of the College may select student representatives to attend faculty meetings of the College as non-voting participant observers. Student representatives have the privilege of expressing opinions on any issue before the faculty. Student representatives shall be chosen as specified in departmental by-laws.

**Article II**

**Procedures By Which the Faculty Will Operate**

A. *Quorum Defined:* A quorum shall consist of at least 33% of all eligible faculty members for a meeting of the general faculty. Quorums for college committee meetings shall consist of a simple majority of each committee's membership. All college meetings require a quorum if any business necessitating a faculty vote is conducted.

B. *Distribution of By-Laws*: A copy of these by-laws shall be distributed to all faculty upon ratification by the faculty, and whenever amendments to these by-laws are made.

C. *Ratification*: These by-laws shall become effective upon ratification by at least 50% of the eligible members of the College (as defined in Article 1) voting during the ratification process.

D. *Amendments To By-Laws*: Amendments to the by-laws require a two-thirds vote of those eligible members present and voting at a meeting called according to the procedures listed in sections G and H of this Article. Notice of proposed amendments must be published and distributed at least one week prior to the meeting at which they are to be considered.

E. *Voting and Rules of Order*. In all general meetings where a quorum is present, all matters will be resolved by a simple majority vote of those eligible members present and voting, unless indicated otherwise elsewhere in this document. All meetings of the College faculty and its constituencies shall be conducted according to the most recent edition of Robert's Rules of Order, Revised, unless the Rules of Order are inconsistent with either the Clemson University Faculty Manual, these by-laws, or any special rules of order adopted by the faculty.

F. *Procedure Regarding Resolutions*: Any resolution submitted to the faculty for a vote at a faculty meeting of the college must be distributed to the faculty in written form at least one week prior to the meeting. Resolutions will be voted on by those present at the meeting and, if permitted by a majority vote by the faculty present at the meeting, electronically by those in absence.

G. *Meetings of the College Faculty*: Notice of all meetings of the faculty shall be given at least one week in advance of the meeting. Formal meetings of the faculty of the college shall be held at least once during each of the long semesters. At such meetings standing and other committees of the college report to the faculty and make recommendations.

H. *Call For Special Meeting*: Any member of the faculty may call for a meeting of the faculty as a whole by presenting the dean with a written request for such a meeting signed by 10% of all eligible faculty. The request shall include the reason for the meeting. Upon receipt of the request, the dean shall schedule the meeting within two weeks; however, if such request is made between May 1 and August 15 or between December 1 and the beginning of classes in January, the dean shall schedule the meeting as soon as practical but not later than two weeks after the beginning of the Fall or Spring semester immediately following the semester in which the request is made.

I. *Limitation on Faculty Service*: Faculty members shall be limited to service on no more than two of the following committees at the same time: curriculum, scholarships and awards, and research.

J. *Ad-Hoc Committees*: The dean, the faculty, or majority of the Faculty Advisory Committee membership shall have the authority to establish ad hoc committees. The Faculty Advisory Committee shall have the authority to appoint members of ad-hoc committees or to determine how such members shall be appointed. An ad hoc committee must be established for a specific, single purpose and can serve no longer than twelve (12) months. An ad hoc committee cannot

become a standing committee without a change in by-laws being approved by the College faculty.

*K. Approval of Candidates for Graduation:* Each degree granting department will review and approve its own candidates for graduation following procedures established in each department's by-laws.

*L. Minutes of meetings:* Approved minutes of collegiate faculty meetings are to be forwarded to the Provost and to the President for their information.

*M. Recommendations from the College Faculty:* All recommendations from the Faculty are to be forwarded to the appropriate University council, committee, or administrative officer.

### **Article III Standing Committees and Councils**

Terms of office for committee members shall be two years. In the case where a university-level committee has a faculty seat open for re-election, the associated college committee will select the representative from the unit representatives serving the following year, and if necessary, the selected representative will have the college committee term extended to allow the fulfillment of the university committee term obligation. Within three weeks of the March election, the dean will schedule a meeting of the committee members serving the following year in order to communicate the charge, elect a chair and secretary, and if needed, to select representatives to serve on associated university committees.

Each committee shall meet as often as necessary to fulfill the purpose of the committee. Minutes for each committee will be recorded for each meeting, with a set forwarded and maintained in the office of the Dean and posted on the College Web site. Each committee shall develop its specific operating procedures. The chair of the associated unit committee shall represent that unit on the respective College Committee. If no such unit committee exists, representatives should be elected in accordance with the by-laws of the unit. The term on the unit committee should be adjusted to allow fulfillment of college and university committee term obligations.

#### **A. College Faculty Advisory Committee**

- 1. Composition:* Voting members of the College Faculty Advisory Committee shall consist of, one (1) member from each of the degree-granting units. The lead faculty College Senator will serve in an ex-officio capacity. The Dean will chair the committee and serve as a non-voting member. New members shall be elected from the regular faculty by the faculties of each degree-granting unit by April 1 of each year, to serve a two-year term starting May 1 of the year elected.
- 2. Duties:* The College Faculty Advisory Committee will advise the dean on any matter which is of concern to the teaching, research, public service/outreach, and funding priorities. The committee will provide guidance for the development of plans of the College which are not the purview of any other part of the faculty organization of the College.

## **B. College Curriculum Committee**

1. *Composition:* The voting members of the College Curriculum Committee shall consist of one regular faculty representative from each of the degree granting units in the College. New members shall be elected by the faculties of each department by April 1 of each year, to serve a two-year term starting May 1 of the year elected. The committee shall elect from its membership a chairperson, who shall call and conduct all meetings of the committee and who, along with an additional member elected by the committee, shall serve as the college's representatives on the university Undergraduate Curriculum Committee. The committee shall also select two of its members to serve as the college's representatives to the university Graduate Curriculum Committee.

2. *Duties:* This 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. It shall also review all curriculum proposals that emanate from the university Curriculum Committees or the other collegiate faculties, whose effect would be university-wide, and shall ensure the adherence of such proposals to all applicable college policies and curricular requirements. The committee shall also approve all honors courses and curriculum; shall coordinate the honors activities of the various departments in the college, as appropriate; and shall act as a liaison between the College and the Calhoun College Honors program. Notice of and an agenda for all committee meetings shall be provided to all faculty members no later than four working days prior to the meeting. Committee recommendations shall be distributed to the faculty within two working days of meetings.

3. *Faculty Review of Curriculum Decisions:* The faculty may elect to review any recommendation of the Curriculum Committee. Such review requires the presentation to the College Faculty Advisory Committee of a written request stating specifically the recommendation or recommendations to be reviewed. Such a petition must be submitted within ten (10) working days following the date on which the Curriculum Committee has notified the faculty of its recommendation. The dean shall then call a special meeting of the faculty or place the recommendation to be reviewed on the agenda of the next regularly scheduled or special meeting of the faculty. A two-thirds majority of those present and voting at the next regular or special meeting of the faculty is necessary to overrule the recommendation of the Curriculum Committee. Unless the faculty elects to review and reject a recommendation of the Curriculum Committee, the committee's recommendation shall be considered as the decision of the faculty. However, once a petition to review one or more recommendations of the Curriculum Committee has been filed as per this section, such recommendation or recommendations shall not be considered final until voted on by the faculty.

## **C. Scholarship and Awards Committee**

1. *Composition:* The Scholarships and Awards Committee shall consist of one faculty representative from each degree granting unit in the College. New members shall be elected by the faculties of each department by April 1 of each year, to serve a two-year term commencing on May 1 of the year elected. The committee shall elect from its membership a chairperson, who shall call and conduct all meetings of the committee. The chairperson shall serve as the College Representative to the Clemson University Scholarships and Awards Committee.

2. *Duties:* This committee will identify candidates for college-wide awards and scholarships

and encourage faculty participation in the nomination process and in Honors and Awards Day. The chairperson of the committee shall be responsible for coordinating the College's Honors and Awards Day ceremonies. The chair shall serve as the College's representative to the Clemson University Honors Committee.

#### **D. Research Committee**

*1. Composition:* The Research Committee shall consist of one faculty representative from each of the degree granting units in the College. One (1) representative from non-degree granting units may be added if the Committee decides that is appropriate. The College Associate Dean for Research and Graduate Studies shall serve as the chair of the committee and non-voting member. New members shall be elected by the faculties of each department by April 1 of each year, to serve a two-year term starting May 1 of the year elected. The committee may appoint one or more non-voting student members, as it deems appropriate.

*2. Duties:* The Research Committee shall advise the dean on specific research resource needs of the college; identify opportunities in which students can participate with faculty in research projects, and disseminate information about these opportunities to students; promote the college's research agenda and design and implement the appropriate recognition of the research successes in the college; and promote the consistent classification of journal articles and/or other methods used to evaluate faculty research.

#### **E. Community and Diversity Committee**

*1. Composition:* The Community and Diversity Committee shall consist of one (1) member from each of the units (degree granting and non-degree granting), one (1) representative of the College's Advisory Committee for Classified Staff, one (1) undergraduate student and one (1) graduate student. New members shall be elected by the faculties of each department by April 1 of each year, to serve a two-year term starting May 1 of the year elected. The Dean shall select the student members. Members of the committee shall elect a chair from within the membership.

*2. Duties:* The purpose of the Community and Diversity Committee is to assess, plan, implement, and evaluate the College's diversity plan. Responsibilities of this committee are to:

- develop College policies to ensure compliance with state and federal statutes in accordance with university-wide policies;
- assist in the development and review of diversity goals for students, faculty and staff;
- analyze the search and hiring process for all faculty and staff positions with regards to diversity issues, making recommendations as appropriate;
- assist faculty and staff in developing proposals to attract funds for implementing new programs to recruit and retain a diversified population of students, faculty and staff.;
- participate and promote University sponsored community and diversity training workshops, seminars, and forums for faculty, staff, and students; and
- serve as liaison with other University entities (i.e., Council on Community and Diversity) dealing with community diversity and equity.

#### **F. Elections Committee**

*1. Composition:* The Elections Committee shall consist of one (1) member from each of the units (degree granting and non-degree granting). Preferably, the election committee chairs of each degree and non-degree granting units shall represent that unit on the College Committee. If a unit does not have an election committee, the representative shall be elected following the election

procedures used in that department. Members of the committee shall elect a chair from within the membership. New members shall be elected by the faculties of each department by April 1 of each year, to serve a two-year term starting May 1 of the year elected.

2. *Duties:* The purpose of this committee is to ensure the election of College and University representation to standing councils, commissions, and committees. Vacancies on university committees will be filled through a college-wide election held each March. In the event that a vacancy to a university committee occurs mid-year, the dean will appoint a temporary replacement to fill the vacancy until the next March election. When a vacancy on a College Committee results from the departure (or official leave) of a faculty member, the Chair/Director of that member's unit will appoint a faculty member to fill the vacancy for the remainder of that academic year.

3. *Procedures:*

For College committees

1. By March 1, the College Elections Chair will send each member of the College Election Committee a list of those representatives that are at the end of their terms and need to be replaced.
2. Each unit will elect/select their representatives according to the unit's by-laws, and their College Elections Committee representative will notify the College Elections Chair by March 31.
3. The Dean's office and the College Elections Chair will keep a list of all college committee representatives.

For University committees

1. The Dean's office will notify the College Elections Chair of positions that need to be filled at the university level as soon as they are notified.
2. By March 1, the Elections Chair will send the list to each member of the College Election Committee, allowing at least two weeks for nomination collection within units. For each university committee on the list, each unit may send at most one nomination, even if there is more than one vacancy on the same committee.
3. The members of the College Election Committee are responsible for collecting nominations within their own unit, and for notifying their faculty about the college election dates and procedures.
4. The College Elections chair will collate all nominations into a slate that is sent to the members of the college elections committee, who distribute the list to their units at least one week prior to the first day of the election. During this time candidates may campaign. Absentee voting will be available in the Dean's office during the days that the slate is posted. There will be no absentee voting when the election is Web based.
5. No write-ins are allowed in the election. The election runs for at least two and a half days. Paper ballots will be used at established polling places, unless a Web based format is available.
6. The College Elections Committee counts the votes. For committees with more than one vacancy (including alternates, when required), the candidate receiving the most votes will fill the position with the longest term. In the case where there is an alternate seat to fill, after all regular seats are filled, the next candidate with the largest number of votes will fill the alternate seat. In the case of a tie, the College Elections Committee will conduct an electronic revote with the top two candidates. In the case of a second tie, the committee will flip a coin to determine the representative. The Chair sends results to the members of the College Elections Committee, who distribute the list to their units.

7. For each college committee with an associated university committee, the Elections Chair will notify the dean of positions that need to be filled at the university level. At the committee meetings called by the dean in April, the committees will select the representatives for the university committees as described in the by-laws. The dean will notify the College Elections Chair of the decisions.

8. The College Elections Chair sends all election results to the members of the College Elections Committee, who distribute the list to their units. The Committee Chair also sends an announcement to the dean's office, who notifies appropriate university personnel. A list of all university committee representatives from the College will be kept by the dean's office and by the College Elections Chair

9. The committee should seek equitable representation on college and university committees across all of the units in the College.

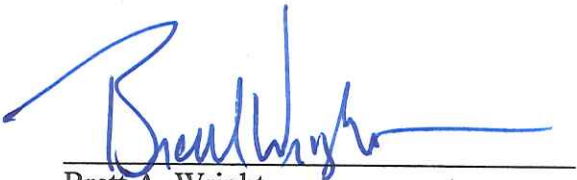
#### **ARTICLE IV**

##### **Unit Faculties**

The faculty of each unit of the College is composed of those members of the College duly appointed to that unit and are responsible for matters pertaining to that unit. Each unit is responsible for developing an appropriate structure for its operation. Each unit is to meet at least once a semester, with minutes forwarded annually to the dean of the college.

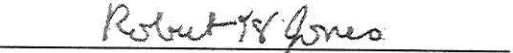
These bylaws were developed and formally approved by the faculty of the College of Behavioral, Social and Health Sciences on January 12, 2016. They will become effective on July 1, 2016.

APPROVED:



Brett A. Wright  
Interim Dean,  
CBSHS

1/25/16  
Date



Robert H. Jones  
Executive VP for Academic Affairs  
& Provost

JANUARY 25, 2016  
Date