

BYLAWS
OF THE FACULTY
OF THE
COLLEGE
OF
ARCHITECTURE, ARTS AND HUMANITIES

Bylaws of the Faculty of the College of Architecture, Arts and Humanities

The Faculty of the College of Architecture, Arts and Humanities of Clemson University approved the bylaws to provide a mechanism for faculty to participate in the formulation, modification, and implementation of the College's policies, procedures, and practices on January 17, 1996. The Faculty amended Article VII, Section 3, on October 22, 1999. Additional revisions were adopted on November 13, 2009.

Article I. Name

The name of this organization shall be the Faculty of the College of Architecture, Arts and Humanities of Clemson University.

Article II. Composition and Organization

Section 1. The Faculty of the College of Architecture, Arts and Humanities is organized into three schools and ten academic units:

- A. The School of Design + Building comprised of the School of Architecture and the departments of Planning and Landscape Architecture, and Construction Science and Management.
- B. The School of the Arts comprised of the departments of Art and Performing Arts
- C. The School of Humanities comprised of the departments of English, History, Languages, Philosophy and Religion, and Communication Studies.

Section 2. An "academic unit" is defined as a unit housing faculty members, offering courses, and having a budget designation.

Article III. Scope of these Bylaws

Nothing in these bylaws precludes schools, departments, and other academic units, College level committees, and/or departmental committees from adopting their own bylaws, with the proviso that such bylaws shall be consonant in all respects with the bylaws of the College of Architecture, Arts and Humanities and with the Clemson University Faculty Manual.

Article IV. Voting Membership

Section 1. Voting membership shall consist of all members of the Faculty of Clemson University who hold at least seventy-five per cent appointments entirely in the College of Architecture, Arts and Humanities and such other full-time members of the Faculty of Clemson University who hold at least a 51% appointment in a unit of the College of Architecture, Arts and Humanities.

Section 2. Professors emeriti(ae), adjunct faculty, and non-voting Faculty members may attend meetings of the College Faculty.

Section 3. Nothing in this article shall interfere with the right of any member of the Faculty to attend meetings of this organization and to express opinions on any issue before the organization.

Article V. Officers and Election

Section 1. The officers of the College of Architecture, Arts and Humanities Faculty shall consist of the Chair, the Vice Chair, the Parliamentarian, and the Marshal.

Section 2. The Dean of the College of Architecture, Arts and Humanities shall be the Chair of the Faculty of the College. The Chair shall:

- A. Preside at meetings of the College Faculty
- B. Appoint a Recording Secretary

Section 3. The Vice Chair of the Faculty shall be the Associate Dean for Academic Affairs. The Vice Chair will serve as Chair in the Dean's absence, review minutes of meetings, and oversee maintenance by the Recording Secretary of the open College file.

Section 4. The Recording Secretary, who will normally not be a member of the College Faculty, shall keep minutes of Faculty meetings, distribute notices of meetings, distribute minutes of the Faculty meetings to the entire Faculty within one week of the meeting, and keep these and minutes of College Committees in the open College file.

Section 5. The Parliamentarian shall be nominated by the Dean and elected by the Faculty on an annual basis and will ensure that Robert's Rules of Order are followed.

Section 6. The Marshal shall be the faculty member with the greatest seniority in the College. The College Marshal, once designated, shall serve in the position until he/she desires to relinquish the position. The College Marshal or a delegated representative chosen by the Dean based on seniority shall:

- A. Organize and lead all faculty academic processions involving the Faculty of the College of Architecture, Arts and Humanities
- B. Act in all matters concerning protocol in connection with all functions of the College

Article VI. Meetings

Section 1. Meetings shall be called by the Dean for the purpose of approving candidates for graduation, conducting ordinary and recurring business of the College and for special announcements and purposes not otherwise indicated in these bylaws.

Section 2. The Dean shall call at least one meeting during each semester of the academic year, and more often as necessary. The Dean also shall call extraordinary meetings at the request of Chairs of College committees or at the request of ten percent of the voting membership of the College Faculty.

Section 3. The agenda for meetings of the College Faculty shall be distributed in writing to each member and academic unit at least one week in advance of the meeting.

Article VII. Voting Procedures

Section 1. All matters brought before the Faculty 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 Faculty voting shall be by raising the hand unless a member requests secret ballot voting at the meeting.

Section 3. Absentee ballots on any issue published in the agenda shall be registered with the presiding officer at least 24 hours prior to the meeting.

Article VIII. Quorum

A quorum of the College Faculty shall consist of those members present and voting, except when new business not on the agenda is brought forward. In such cases a simple majority of the voting membership must be present. Any member of the Faculty may, at any time during the meeting, suggest the absence of a quorum, and the issue shall be resolved by having the members stand and be counted.

Article IX. Rules of Order

The rules contained in the current edition of Robert's Rules of Order shall govern College Faculty meetings and committee meetings in all cases where they are applicable and are not inconsistent with the bylaws or with the special rules of order of the Faculty.

Article X. Committees

Section 1. Standing Committees consist of one elected representative per academic unit as defined in Article II of these bylaws:

- A. Curriculum Committee receives and approves curriculum changes on behalf of the faculty and forwards approvals to the University Curriculum Committee. Approvals for changes in curriculum may be overturned by the faculty. The Dean will also appoint a staff member as non-voting secretary to this committee.
- B. Student Honors/Awards Committee plans and executes the College's annual Honors and Awards Ceremony for students and selects the college-wide student

awards. The college's Communications Officer will be an ex officio, non-voting member of this committee.

- C. Faculty Awards Committee selects the recipients of such awards as the Dean's Faculty Awards for Excellence in Teaching, Research and Service, the Gentry Award for Distinguished Teaching in the Humanities and processes nominations for awards such as the Alumni Distinguished Professor and the Bradbury Award.
- D. Research Committee receives and screens internal competitive research proposals and serves as facilitators to promote research in the departments.

Section 2. Standing Committee Chairs

- A. Shall be elected by the members of those committees. Elections shall be annual; re-election shall be possible.
- B. Shall automatically serve as the representative to parallel university committees when such committees exist.
- C. Shall prepare and distribute agendas for all regular meetings, and ensure that proceedings of meetings are recorded in minutes.
- D. Shall maintain a file of committee minutes and correspondence and pass the file on to the succeeding chair
- E. Shall prepare documents and conduct correspondence related to committee functions
- F. Shall submit proposals requiring faculty action to the chair of the faculty at least ten calendar days prior to the meeting at which they shall be considered
- G. Shall prepare and submit to the Dean a written annual report of the activities of the committee during the academic year. The report shall be given at the regular meeting of the Faculty in May.
- H. Shall prepare and submit to the Faculty the current activities and progress of the committee at Faculty meeting as needed

Section 3. Ad hoc Committees

The Dean shall appoint ad hoc committees as need arises to advise him/her in special areas not covered specifically by these bylaws. If the business of the committee affects faculty in the entire College, membership on these committees should normally follow the membership distribution used for the Faculty Advisory Council as specified in Article XI, Section 2. If the business of the committee affects only faculty in certain academic units, each unit affected should have one representative on the ad hoc committees.

Section 4. Committee Membership

- A. All voting members are eligible to serve on standing and ad hoc committees.
- B. For standing committees, terms of service shall generally be for two years. The initially elected members shall draw lots to determine the length of their service; half (or in committees with an odd number of members, one fewer than half) of the members will serve for a single year, the rest for two years.

- C. College committees may at their discretion have one undergraduate and/or graduate student as a non-voting member.
- D. The Dean will fill midterm vacancies on College committees in consultation with the appropriate academic units.

Section 5. Conduct of Meetings

- A. Meetings shall be called by Committee Chairs during the academic year as appropriate for the conduct of committee business.
- B. Committee meetings are open to faculty and students unless the committee decides by two-thirds vote to go into executive session, as defined in Robert's Rules of Order.
- C. Faculty and students may attend meetings of committees not in executive session and may speak with permission from the Chair.
- D. Minutes will be kept by all committees and distributed to all members, with a separate copy provided for the open College file.

Section 6. Authority and Responsibility

Each committee shall:

1. Investigate, review, and deliberate matters related to its areas of function as specified in these bylaws and as may be assigned by the Faculty (or the Dean, when the committee is established by the Dean).
2. Report and make recommendations to the Faculty (or to the Dean, when the committee is established by the Dean).
3. Evaluate programs, services, policies, and/or procedures approved by the Faculty within their areas of function.
4. Operate under rules that shall be consistent with these bylaws. A majority of the membership of any committee shall constitute a quorum.

Section 7. Areas of Committee Responsibility

- A. Curriculum
 1. All undergraduate courses offered by the College and all programs of study leading to the baccalaureate degrees offered and administered by the College shall constitute the undergraduate curriculum of the College. All graduate courses offered by the College and all other programs of study leading to graduate degrees in any discipline represented in the College shall constitute the graduate curriculum of the College.
 2. The College Curriculum Committee shall act in elective representation for the College Faculty in the following curriculum matters: all new courses, course changes, and course deletions; and all requirements for major and minor programs proposed by departments or equivalent academic units. Each of these curriculum changes shall have been approved first by the originating department or equivalent unit and then by the College

- Curriculum Committee. The College Curriculum Committee may also initiate and shall receive, review, and approve any curriculum changes involving the general education requirements of the University and/or any College requirements that must be met by all majors for graduation.
3. The Faculty shall be apprised in writing of any approved curriculum change described in the preceding paragraph. Should a College Faculty meeting be called to consider a substantive change prior to the change being forwarded to the University Curriculum Committee, the faculty shall be apprised in writing of the change at least one week in advance of the called meeting. A motion to consider an approved curriculum change may be made from the floor at that meeting. If a majority of those present wish to consider the change, then the Faculty present shall sit as a Committee of the Whole and may by two-thirds vote of those present and voting choose to reverse the decision of the College Curriculum Committee or to return the matter to the College Curriculum Committee.
 4. The Dean will also appoint a staff member as non-voting secretary to this committee.
- B. Student Honors/Awards Committee
Plans and executes the College's annual Honors and Awards Ceremony for students and selects the college-wide student awards. The college's Communications Officer will be an ex officio, non-voting member of this committee.
- C. Faculty Awards Committee
Selects the recipients of such awards as the Dean's Faculty Awards for Excellence in Teaching, Research and Service, the Gentry Award and processes nominations for awards such as the Alumni Distinguished Professor and the Bradbury Award. If the recipient of an award is limited to full professors or to particular schools, then committee membership must also be limited to the same rank and/or school.
- D. Research Committee
Receives and screens internal competitive research proposals and serves as facilitators to promote research in the departments.

Article XI. Faculty Advisory Council

- Section 1.** In addition to the committees described above, a Faculty Advisory Council shall be established to advise the Dean and to serve as a liaison between the Dean and the Faculty.
- Section 2.** The Faculty Advisory Council shall consist of seven members elected for a two-year term at a Faculty meeting in the spring semester. The initially elected members shall draw lots to determine the length of their service; three members will serve for a single year, four for two years. Thereafter all members shall serve two year terms. Of the seven members, no fewer than three shall come from the School of Humanities, two from the School of Design and Building, and one from the School of the Arts. The seventh member shall be elected at large. No more

than one member shall serve simultaneously from any academic unit in the College.

- Section 3.** Nominations for the Faculty Advisory Council members shall be submitted in writing to the Associate Dean for Academic Affairs, and a list of nominees shall be published and distributed to the Faculty as least one week prior to the election. No one may serve two consecutive terms on the Faculty Advisory Council.
- Section 4.** Each year the Faculty Advisory Council members shall elect their Chair. The Dean will appoint a staff member as non-voting secretary to this council.
- Section 5.** The Faculty Advisory Council shall meet at least three times per semester, and more often as necessary.
- Section 6.** The Secretary of the Faculty Advisory Council shall prepare and distribute an agenda to all members of the committee at least one week prior to the meeting. The Secretary will post copies of the Council's minutes in the open College file.
- Section 7.** The Faculty Advisory Council may advise the Dean on the following matters:
- A. Public relations of the College within and outside the University
 - B. Facility use
 - C. Dean's appointments to University committees
 - D. Faculty development (excluding appointment, appointment renewal, promotion, and tenure) and student development (excluding student admission, progression, and graduation)
 - E. Any other matters concerning College or University policies or procedures that are not restricted in purview to other University offices or agencies.

Article XII. Amendment Procedures

Any proposed amendments or additions to these bylaws shall be advertised and circulated in writing to all Faculty of the College for a period of at least one-week prior to their consideration. Amendments and additions shall be approved by a two-thirds majority of members present and voting. On the single issue of Amendment Procedures, persons submitting a written absentee ballot will be considered present and voting.