



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: Communications

College: College of Behavioral, Social and Health Sciences

The attached bylaws were approved at the Departmental Faculty Meeting on: August 21, 2019

Faculty Manual Consultant

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

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Provost or designee

[Signature]
Approved Revision Required (see comments)

*Please refer to item #1 regarding contradiction with the Faculty Manual related to approval process for future reference.
Referring to items 5+6, you have a mechanism and are set*

Requirements for DEPARTMENTAL BYLAWS – 2019-2020 Faculty Manual

Department: Department of Biological Sciences

Date 12/9/2019

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, L2.d.

Compliance
* see note below

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the <i>Faculty Manual</i>	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	*		
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 <i>College Bylaws</i>	Ch IX, D2a, i(1)	X		
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 <i>College Bylaws</i>	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	*		
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

4 You may want to add principal lecturers to the Voting membership by Aug 15, 2021; otherwise you'll need to explicitly vote on them to be voting faculty members.

15 It may be wise to not include the TPR or the PTR committees in the bylaws because they must be in the TPR document; having them in two places may lead to discrepancies. Also, the bylaws are only reviewed for conformance with the *Faculty Manual* by the provost, while the TPR document must be approved by the regular department faculty, the department chair, the dean and the provost.

Comment The discussion on reappointment need not be in the bylaws (but it will need to be in the TPR document). But, if you keep the discussion in the bylaws, you might want to remember to include Principal Lecturers.

Comment In general, please be mindful that it will be appropriate to include Principal Lecturers in Bylaws by Aug 15, 2021.

CLEMSON

COMMUNICATION

BY-LAWS OF THE FACULTY

DEPARTMENT OF COMMUNICATION

CLEMSON UNIVERSITY

PREAMBLE

Introduction

The history of Clemson University's Department of Communication dates back to the 1980s when Communication courses were taught in the Departments of English and Performing Arts in the College of Liberal Arts. A Department of Speech and Communications was created in 1995 in the College of Architecture, Arts and Humanities, a new college created after a comprehensive university reorganization that same year. In the early 2000s, the department was renamed the Department of Communication Studies and, over the next 15 years, the department added new faculty, launched a new undergraduate degree in sports communication, opened a Social Media Listening Center, reinvigorated the debate program, and launched a new master's degree program. During an academic college reorganization in 2016, the newly renamed Department of Communication joined the new College of Behavioral, Social and Health Sciences.

Housed in the College of Behavioral, Social and Health Sciences, the Department of Communication offers three academic degree programs: a BA in Communication, a BA in Sports Communication, and an MA in Communication, Technology and Society. The department also offers a graduate certificate in Health Communication, minors in Communication and Sports Communication, and serves the university through two introductory general education communication courses that serve approximately 3,000 students each year. The department is also home to several facilities and co-curricular activities including the Social Media Listening Center, Communication Center and Research Lab, a nationally and internationally-recognized debate team, and several student study abroad programs. Approximately 40 faculty (13 tenured/tenure-track, 17 full-time non-tenure-track, and several adjunct faculty), 325 undergraduate majors, 300 undergraduate minors, 20 graduate students (nearly all on funded assistantships), and three staff members study and work across the department's programs and engage through its facilities and co-curricular initiatives. More information about our department may be found at: www.clemson.edu/communication.

Any provisions with these bylaws that contradict the Clemson University *Faculty Manual* are considered null and void.

Mission, Vision, and Goals

Vision

The Department of Communication at Clemson University aspires to be a national leader at the undergraduate and graduate levels among public research universities in the discipline of Communication.

Mission

The Department of Communication at Clemson University is committed to providing students with a theoretically-grounded communication curriculum, creating personalized educational opportunities that capitalize upon their strengths and interests, and motivating students to embrace innovative technologies in their efforts to positively contribute to our ever-evolving social world.

Goals

The Department of Communication at Clemson University aims to prepare its students, the communication discipline, and its faculty and staff by:

1. Generating high quality, creative, and innovative scholarship
2. Fostering engaged learning experiences for undergraduate and graduate students
3. Delivering high-impact undergraduate and graduate education experiences
4. Nurturing a positive culture indicative of an outstanding place to learn and work
5. Communicating and promoting its vision, mission, activities, and successes to internal and external audiences and stakeholders

ARTICLE I VOTING MEMBERSHIP

The department values the contributions of all faculty. The right to speak and vote on all department matters is extended to all full-time Clemson University employees with a faculty appointment in the Department of Communication unless otherwise specified in this or the TPR document. The right to speak and vote on matters related to graduate education is limited to those faculty members who hold Graduate Faculty status. The department chair determines this eligibility annually (see policy on Graduate Faculty Membership). Should any faculty member choose to give up her/his voting rights for the academic year, she/he must inform the chair by August 15th of that year. Faculty members who have been denied reappointment or tenure, who have submitted their resignation from the university, or who have accepted a position at another institution shall immediately relinquish their voting rights.

ARTICLE II MEETINGS

Faculty meetings are held on days/times when no courses are scheduled by the department to ensure that all faculty have the opportunity to attend. The chair shall conduct a formal meeting of

the department at least twice in each of the long semesters. The department chair shall call meetings for the purpose of conducting ordinary and recurring business of the department, and for special announcements and purposes not otherwise indicated by the by-laws. Any faculty member may place an item on the agenda or request a meeting.

Action items must be reported to the department chair at least one week prior to the appropriate meeting. In addition, the faculty shall receive an agenda, including information related to any action items, at least three working days prior to the meeting at which the vote is scheduled to take place.

The chair shall be the presiding officer for all faculty meetings. If the chair is unable to preside, he or she shall appoint a faculty member to act as a presiding officer.

The chair shall normally prepare an agenda that is distributed before or at the meeting. The secretary shall take minutes of faculty meetings that shall be distributed to all department faculty and staff following the meeting.

The chair shall ensure that parliamentary procedure—in accordance with *Robert's Rules of Order*—shall prevail in all department meetings, as well as adherence to all aspects of the *Faculty Manual*, the college by-laws, and the department by-laws.

Only matters that cannot be delayed shall be decided at meetings called during times at which nine-month faculty are permitted to be absent from the campus, which includes the winter and summer recesses, and fall and spring breaks.

ARTICLE III QUORUM

A quorum of at least two-thirds of the active full-time voting faculty shall be established at the beginning of faculty meetings. In the summer months, a quorum shall consist of a minimum of fifty percent of full-time voting faculty. No official business may be conducted unless a quorum is present.

ARTICLE IV VOTING PROCEDURES

Unless otherwise specified in the bylaws, any full-time department faculty member, as defined in Article I, shall vote on matters concerning the operation and management of the department. All matters brought before the faculty that require a vote (i.e., action items) shall be resolved by a simple majority of the eligible voters present, except as prescribed otherwise in these by-laws. Votes may be taken by a show of hands, email, or by voice, unless any faculty member requests voting by secret ballot. Votes may be taken by electronic means provided verifiable documentation is obtained by the chair's designee. Proxy or absentee ballots may be permitted.

ARTICLE V APPOINTMENT, REAPPOINTMENT, AND REVIEW OF FACULTY

Appointment

Suitable candidates to fill positions of regular and particular special faculty (i.e., lecturer, clinical, and professors of practice) will be vetted by a search committee as established by the guidelines outlined in the Clemson University *Faculty Manual* or as established by the department's Faculty Advisory Committee. Individuals being considered for appointment with exceptionally fine credentials may negotiate to receive credit for productivity or years served elsewhere to count as years toward promotion and/or to be appointed at a promoted rank (e.g., associate or full professor). The criteria and procedures for this are provided in the department's TPR document.

In the event of an immediate need (e.g., start of the semester is imminent), the department chair can appoint an individual as a temporary lecturer without faculty approval for one year. Justification and credentials for the appointee shall be presented by the department chair at the next scheduled faculty meeting. Further appointment should follow the procedures for appointment of faculty as outlined above.

Reappointment

Each regular, full-time faculty member holding the title assistant professor or higher, but who is not tenured or is not in the penultimate year of the probationary period, lecturers who have less than nine years of service and intend to remain at Clemson University, and other special rank faculty are required to submit materials for reappointment each year. Senior lecturers must apply for reappointment in the second year of their three-year term. Principal lecturers must apply for reappointment in the fourth year of their five-year term.

The criteria and procedures for this are provided in the department's TPR document.

Post Tenure and Other Required Reviews

Tenured faculty will undergo a post tenure review by their peers every five years. Review will consist of an assessment of annual Form 3 evaluations completed by the department chair. If a faculty member has received more than one annual Form 3 evaluation with "Fair," "Marginal," or "Poor" performance evaluation, the faculty member will undergo a full post-tenure review, the procedures for which are outlined in the Clemson University *Faculty Manual*. Regular faculty may also request a review of their own performance.

A comprehensive review of lecturers, following the guidelines in the *Faculty Manual*, must be conducted after their fourth year of service. The criteria and procedures for this are provided in the department's TPR document.

ARTICLE VI STANDING COMMITTEES

The department faculty shall create committees to conduct much of its business. These committees shall include: undergraduate programs (curriculum, assessment, and admissions), graduate programs (curriculum, assessment, and admissions), basic courses, faculty advisory, honors and awards, personnel, public relations and event planning, and search and screening.

Each committee elects its own chair annually, with the exception of the Faculty Advisory Committee (the chair is, according to the *Faculty Manual*, the department chair), the Graduate Programs Committee (the chair is the director of graduate studies), the Undergraduate Programs Committee (the chair is the director of undergraduate studies), and the Basic Courses Committee (the chair is the basic courses director). Faculty members have the right to attend any meeting of any committee, except the Personnel Committee and Committee of Senior Lecturers meetings.

In the case of circumstances not covered by this or any succeeding article, the department Faculty Advisory Committee shall be called upon to recommend to the chair a resolution to any problem that arises. Standing committee elections shall be held annually at the last spring faculty meeting or as soon as possible thereafter. The department's administrative assistant will serve as secretary with responsibility for recording and distributing the minutes for each faculty meeting.

Any full-time faculty member shall be eligible for committee membership unless the committee makeup is specifically defined in the by-laws.

Undergraduate Programs Committee

The Undergraduate Programs Committee shall consist of a minimum of five faculty members. This committee shall be responsible for evaluating the credentials of candidates for admission to the programs and managing and assessing the curriculum. In consultation with the Graduate Programs Committee, the committees elect from their combined membership one tenured/tenure-track faculty member to serve on the college curriculum committee.

Graduate Programs Committee

The Graduate Programs Committee shall consist of the director of basic courses and a minimum of three additional Graduate Faculty members. This committee shall be responsible for developing admissions criteria to the program, managing and assessing the curriculum, as well as for evaluating the credentials of candidates for admission to the program, recommendation of graduate assistantships, and program policy. In consultation with the Undergraduate Programs Committee, the committees elect from their combined membership one tenured/tenure-track faculty member to serve on the college curriculum committee.

Basic Courses Committee

The Basic Courses Committee shall consist of all full-time faculty members who teach either COMM 1500 and/or COMM 2500 during that academic year. Said committee shall advise and make department recommendations in regard to the basic courses.

Faculty Advisory Committee

The Faculty Advisory Committee shall consist of five members. Said committee shall counsel the department chair with regard to department matters. In all cases, the chair shall have final decision.

Globalization Committee

The Globalization Committee shall consist of a minimum of three members. This committee shall be responsible for vetting new study abroad programs, assessing programming to ensure rigor and efficacy, seeking out and establishing partnerships, assisting faculty in globalizing curricula, and other related tasks. The chair of this committee serves as the department's liaison to the Office of Global Engagement, serves on the CBSHS Global Engagement Committee, and assists faculty in preparing new faculty-led programs.

Honors and Awards Committee

The Honors and Awards Committee shall consist of a minimum of three members. The committee shall be responsible for identifying students and faculty to nominate for appropriate department, college, university, community and disciplinary honors and awards, as well as for preparing nomination packets for candidates, where necessary. This committee elects from its membership departmental representatives to college and university honors and awards committees.

Personnel Committee

The Personnel Committee shall consist of at least five full-time tenured Graduate Faculty members, one of which must be the director of graduate studies. Until such time as the department consists of five qualified faculty members, the chair shall, in conjunction with the dean of the college, invite additional colleagues from the university to constitute the five-person committee. The committee shall be elected yearly and shall elect its chair.

The Personnel Committee shall operate according to the procedures outlined in the *Faculty Manual*. The Personnel Committee shall forward its recommendations on all personnel matters involving tenure, reappointment, promotion to the dean. The committee shall also make recommendations to the department chair on sabbatical applications and on all appointments with immediate tenure, with probationary periods of five years or less, or on initial appointment to a rank higher than assistant professor. The committee may also be involved in additional personnel matters where appropriate. Only members at or above the rank of the candidate are eligible to judge the candidate. For promotion to the rank of professor, additional committee members may be appointed by the department chair and/or dean of the college.

Each faculty member eligible for post-tenure review will be reviewed by a committee consisting of two tenured Communication faculty (elected by the department faculty) and one tenured faculty member from another department on campus nominated by the Communication faculty

serving on the post-tenure review committee. Faculty members subject to post-tenure review that year are not eligible to sit on the post-tenure review committee. The Post-Tenure Review Committee will elect its own chair.

Since candidates must be evaluated by faculty of their rank or higher, both candidates for the post-tenure review committee must be full professors during any year in which any candidate for post-tenure review is a full professor. If there are not two faculty members of appropriate rank to serve on the committee, the Personnel Committee shall elect Clemson faculty from other departments to serve on the Post-Tenure Review Committee. The department chair shall secure the agreement of any elected committee members from outside the department.

To avoid the potential for either real or reasonably perceived conflicts of interest, faculty members who are otherwise eligible shall not serve on the department's Personnel Committee during any academic year in which the following circumstances exist: when the faculty member has submitted an application for promotion, when the faculty member is undergoing post-tenure review, or when the faculty member is undergoing remediation following post-tenure review. In addition, a Personnel Committee member should absent him/herself from committee deliberations when that faculty member has served as a coauthor on a significant portion of a submitted work of the faculty member being evaluated.

Committee of Senior Lecturers

The Committee of Senior Lecturers will consist of at least three, but no more than five, senior lecturers in the Department of Communication. The committee shall be elected yearly by the lecturers and senior lecturers and the committee shall elect its chair. The Committee of Senior Lecturers will review proposed reappointment of lecturers and senior lecturers and the promotions of lecturers to senior lecturers, in addition to conducting an annual teaching observation for each lecturer/senior lecturer under review. Upon completing the teaching observation and review of each lecturer/senior lecturer's reappointment materials, the Committee of Senior Lecturers will provide summaries and recommendations to the department chair and personnel committee. Other duties or responsibilities for the Committee of Senior Lecturers may be assumed by the Committee or assigned by the department chair.

Public Relations and Event Planning Committee

The Public Relations and Event Planning Committee shall consist of a full-time faculty member who serves as chair and comprise its membership from a selection of undergraduate majors who serve as ambassadors for the department. The committee shall be responsible for the public relations function of the department, including planning significant department events (e.g., graduation receptions, Communication Day).

Search and Screening Committees

These committees shall be responsible for conducting searches for, reviewing the credentials of, and recommending new department faculty members. All hiring recommendations shall be in accordance with the *Faculty Manual*. In the case of late summer hiring or temporary hiring, all available faculty members will be consulted during the search and screening process. Generally speaking, searching for tenure-line faculty members during the summer is discouraged.

The Tenure-Line Search and Screening Committee can only include tenure-line Graduate Faculty, with a minimum of three. The Lecturer Search and Screening Committee shall consist of a minimum of three members; any faculty member may serve, with the majority being lecturers or senior lecturers.

Persons who have been denied reappointment or tenure, who have submitted their resignation from the university, or who have accepted a position at another institution are not eligible to serve on a search and screening committee. Should a current search and screening committee member be denied reappointment or tenure, submit his/her resignation from the university, or accept a position at another institution while serving as a committee member, said person will relinquish his/her search and screening committee duties.

ARTICLE VII AD HOC COMMITTEES

Ad hoc committees may be established by the faculty during a department meeting or by the department chair. The ad hoc committee must be established for a specific, simple purpose and can serve no longer than 12 months or until the purpose of the committee is accomplished. An ad hoc committee cannot become a standing committee without a change to the by-laws, which requires approval of the faculty.

ARTICLE VIII AMENDMENTS

Any proposed amendment to these by-laws shall be advertised and circulated in writing to all department members at least one week before it is acted upon by the department faculty. Amendments or additions to these by-laws shall be consistent with standing university policy. Amendments shall be approved by a two-thirds majority of the department faculty.

ARTICLE IX RATIFICATION

These by-laws shall take effect upon being ratified by a two-thirds vote of all those faculty members eligible to vote under Article I; and upon being approved by the department chair, dean of the college, and provost of the university.

ARTICLE X DEPARTMENT PROGRAM DIRECTOR POSITIONS

The department organization includes the following faculty program directors: director of undergraduate studies, director of graduate studies, and director of basic courses. The chair and director of graduate studies must be members of the Graduate Faculty (see policy on Graduate Faculty Membership). The department chair may appoint a faculty member to serve as associate department chair or as a program director to assist with the administration of the department should the need arise. Compensation for serving in a program director position is set by the department chair. The program directors shall serve a three-year initial term with the possibility of renewal if desired and with department chair approval.

The Faculty Advisory Committee shall solicit nominations for program director positions from all department faculty and staff. The committee will then determine acceptable candidates from the nominees and provide a list to the department chair who shall make an appointment from the list.

The annual evaluation of the faculty member serving in each program director position shall include an evaluation of performance of the position's related duties, which are set by the department chair. The chair shall consider feedback from department faculty and staff in conducting the evaluation.

Amended and approved by the Faculty: September 2018

POLICY ON GRADUATE FACULTY MEMBERSHIP
Department of Communication

Clemson University
Approved: Fall 2017

Graduate Faculty Rationale in the Department of Communication

In addition to being a land-grant university, Clemson University has been identified as a “doctoral university: highest research activity” in the Carnegie Classification of Institutions of Higher Education. This indicates that Clemson University is regarded as one of the 115 institutions in the United States that serves (1) the broad social purpose of producing new knowledge and (2), through its training functions, developing future generations of scholars who will continue this mission. The Graduate Faculty in the Department of Communication helps Clemson University to fulfill both of these important roles, ensuring that research and professional skills are taught and those with preeminent research experiences, expertise, or professional skills supervise graduate students. Because only a certain portion of the total faculty have such expertise, having the Graduate Faculty ensures that the direct supervision of student research, scholarship, and professional training (including theses and dissertations) is performed by the faculty who are uniquely qualified to do so.

Graduate Faculty Definition in the Department of Communication

The quality of graduate programs and the enhancement of the reputation of the Department of Communication and Clemson University as a leading public institution primarily rests with the Graduate Faculty. The purpose of the Graduate Faculty is to provide advanced research training and supervise the research and professional skills development of graduate students. In the Department of Communication, the Graduate Faculty shall consist of faculty who hold a tenured or tenure-track appointment.

Department Criteria for Graduate Faculty Membership in the Department of Communication

The department and university must ensure that those directing research and teaching graduate seminars are able to provide the type of sustained support, commitment, and access necessary to ensure that the students with whom they have been entrusted receive the mentoring, practical, professional, and research training appropriate for our department and university. The following criteria will be used to evaluate faculty members seeking to serve as members of the Graduate Faculty.

1. **Proficiency and sustained activity in conducting scholarly research.** Through their own current research productivity and practices, members of the Graduate Faculty have established themselves as leaders in the Communication discipline. Graduate Faculty have actively participated in service and research, during the prior five years in outlets and venues appropriate to the faculty member’s career stage, including significant scholarship in the candidate’s area of study. Evidence of demonstrated proficiency includes significant blind peer-reviewed publications of quality and rigor (e.g., journal articles, academic/professional books, book chapters), creative works, and competitively selected conference papers delivered at national, or international, national, or major

regional conferences. Please consult the department's tenure, promotion, and reappointment guidelines.

2. **Excellence in teaching graduate seminars or advanced undergraduate courses.** Evidence of teaching effectiveness can be found in student evaluations, peer evaluations, or awards.
3. **Proficiency and sustained activity in supervising scholarly research.** Members of the Graduate Faculty bear primary responsibility for teaching and training future generations of communication researchers, scholars, and practitioners. Evidence of demonstrated proficiency in supervision includes prior supervision of student research or service as an advisor or committee member for theses and dissertations, a willingness to mentor graduate students in the future, or demonstrated potential to direct masters or doctoral candidates successfully.

Procedures for Requesting Evaluation for Graduate Faculty Membership in the Department of Communication

The Department of Communication's Personnel Committee will annually consider applications for Graduate Faculty membership. Those wishing to be considered for Graduate Faculty membership must notify the Director of Graduate Studies of their intent to be considered for Graduate Faculty status or to continue as Graduate Faculty. An updated curriculum vitae highlighting credentials that meet or exceed the criteria above must be emailed to the Director of Graduate Studies. The Director of Graduate Studies will then bring the submitted materials to the Personnel Committee for consideration. The Personnel Committee will consider individual membership applications and annually review the applications of those who seek continuing status as Graduate Faculty. By May 15 of each academic year, the Personnel Committee will recommend to the Department Chair a list of faculty members for status as Graduate Faculty. The Department Chair will consider the recommendation and, if supported, will certify graduate faculty status using a check-off system in the Faculty Activity System.