Bylaws of the Department of Construction Science and Management

In accordance with policies established by the Clemson University Board of Trustees, the faculty of the Construction Science and Management Department recognizes and accepts its responsibilities to share in maintaining the educational and professional work of the Department, especially in personnel and curriculum matters.

These Bylaws shall be consonant in all respects with the Bylaws of the College of Architecture, Arts and Humanities (AAAH), the College of AAAH Guidelines for Tenure, Promotion and Reappointment, and the Clemson University Faculty Manual.

The Faculty of the Department of Construction Science and Management of Clemson University approved these Bylaws to provide a mechanism for faculty to participate in the formulation, modification, and implementation of the CSM Department’s policies, procedures, and practices.

Article I.
Mission and Goals

The mission of the Department of Construction Science and Management is to offer a comprehensive program of education, service and research activities, consistent with the Mission of Clemson University and the College of Architecture, Arts and Humanities, for the purpose of improving the quality of the construction industry and thus the built environment.

Goals: The goals of the Department of Construction Science and Management relate directly to and support “Clemson University’s Goals” as noted below.

1. Excel in the education of undergraduate Construction Science and Management majors through a rigorous program of academic learning designed to produce motivated, well-educated, responsible citizens with the management and technical skills requisite for leadership positions in the construction industry.

2. Excel in the education of graduate Construction Science and Management majors through a rigorous program of academic learning designed to produce motivated, well-educated, responsible citizens with the management and technical skills requisite for leadership positions in the construction industry.

3. Provide meaningful and relevant education in all construction-related disciplines for other undergraduate students at Clemson University.

4. Foster Clemson University’s service mission by providing outreach activities for the construction industry and public both nationally and internationally.

5. Assist in attaining Clemson University’s funded research goal by conducting and disseminating the results of meaningful research and development and/or deliver educational materials for the construction industry worldwide.
Article II.
Structure and Organization of the Department

The Department of Construction Science and Management consists of seven full time faculty, an Administrative Assistant and a Chair. From time to time the Department will utilize part time faculty as Lecturers.

Article III.
Voting Membership

Section 1 – Voting membership shall consist of all members of the regular faculty and Lecturers and Senior Lecturers of Clemson University, as defined in the Clemson University Faculty Manual who hold at least seventy-five percent appointments in the Department of Construction Science and Management of the College of Architecture, Arts and Humanities. Lecturers and Senior Lecturers are not able to vote on any tenure, reappointment or promotion recommendations.

Section 2 - Professors emeriti(ae), adjunct faculty, and faculty members not meeting the requirements of Article II, Section 1, may attend meetings of the Department Faculty, but are not allowed to vote on Departmental matters.

Article IV.
Officers and Election

The officers of the regular Department Faculty shall consist of a Presiding Officer and a Recording Secretary.

Section 1 - The Presiding Officer shall be the Chair of the Department.

Section 2 - The Recording Secretary, who will normally not be a member of the Department Faculty, shall distribute notices of meetings, keep minutes of faculty meetings and distribute them to the entire faculty within one week of the meeting, and keep the minutes of Department Committees in the open Department file. The Recording Secretary will be the Department Administrative Assistant.

Article V.
Meetings

Section 1 - The Chair of the Department shall call regular meetings of the faculty on a monthly basis in each of the fall and spring semesters for the purpose of conducting ordinary and recurring Departmental business, for making special announcements, and for reasons not otherwise indicated in these Bylaws.

Section 2 - The Chair of the Department shall also call meetings at the request of two (2) voting members of the Department Faculty. Meetings shall normally require an advance notice of at
least three (3) weekdays.

Section 3 - The agenda for meetings of the Department Faculty shall normally be distributed in writing to each faculty member at least three (3) weekdays in advance of the meeting.

**Article VI.**

**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, which shall be in accordance with Article X.

Section 2 - The method of faculty voting shall be orally unless an eligible faculty member requests a secret ballot at the meeting.

**Article VII.**

**Quorum**

A quorum of the Department Faculty shall consist of those eligible faculty 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 regular faculty may, at any time during the meetings, suggest the absence of a quorum, and the issue shall be resolved by having the members counted.

**Article VIII.**

**Rules of Order**

The rules contained in the current edition of Robert’s Rules of Order shall govern Department 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 IX.**

**Committees**

Unless noted otherwise, all elected committee members shall serve a one-year term. A minimum of three (3) voting faculty members shall constitute a committee.

Section 1 - Curriculum Committee - The Curriculum Committee shall consist of all voting members of the faculty. The Committee shall elect a Chairperson from among its members. The Chairperson shall represent the CSM Department on the College Curriculum Committee. The Committee shall accept proposals from the faculty; propose, review, and recommend to the College Curriculum Committee changes in the Department’s undergraduate and graduate curricula and course offerings; and solicit and respond to written comments from the faculty concerning the recommendations before their submission to the College Curriculum Committee.

Section 2 - Tenure, Promotion and Reappointment Committee - The Committee shall be elected
by the faculty of the CSM Department and consist of three tenured faculty of the Department at or above the rank of Associate Professor. The Committee shall elect its own Chair. The Chair shall serve a one-year term. A person under consideration for promotion and/or tenure cannot serve on the Committee.

In cases involving promotion, only those members of the Committee holding at least the rank to which the candidate aspires shall sit in professional judgment. Should there be less than three faculty of the appropriate rank from the CSM Department on the Committee, the faculty of the CSM Department shall elect qualified persons from outside the Department to create a quorum.

The Tenure, Promotion and Reappointment Committee shall make formal recommendations for reappointment, tenure, and promotion to the Dean of the College of Architecture, Arts and Humanities in accordance with the Clemson University Faculty Manual. The Department Chair will make an independent recommendation to the Dean of the College. In cases where the recommendations conflict every effort will be made to resolve any differences that will result in a consistent recommendation to the Dean.

Section 3 - Post Tenure Review Committee – The Department will adhere to the current University Guidelines on Post Tenure Review and as contained in the Clemson University Faculty Manual. When a need arises for a Post Tenure Review Committee it shall be elected by the faculty of the CSM Department. The Post Tenure Review Committee shall consist of a minimum of three tenured faculty from the School of Design and Building with the majority being from the Department when possible. The Committee shall elect its own Chair. The Post Tenure Review Committee will make a recommendation for or against the continuation of tenure to the Dean of the College of Architecture, Arts and Humanities. The Department Chair will make an independent recommendation to the Dean of the College. In cases where the recommendations conflict every effort will be made to resolve any differences that will result in a consistent recommendation to the Dean.

Section 4 - Other Committees - The faculty, in conjunction with the Department Chair, may establish other standing and ad hoc committees. The Department Chair also may establish committees at his or her discretion.

Section 5 - Committee Appointments - Appointment to College and University committees shall be filled in accordance with the College of AAH Bylaws and Clemson University Faculty Manual.

**Article X. Amendment Procedures**

Any proposed amendments or additions to these Bylaws shall be advertised and circulated in writing to all voting members of the CSM Department Faculty 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.
Article XI. 
Faculty Search and Appointment

The faculty search and appointment process will be conducted in accordance with the Clemson University Faculty Manual and University and College of AAH Requirements and begins once the request for hire is approved by the Dean of the College of Architecture, Arts and Humanities and the appropriate officers of Clemson University. Upon approval the Department Chair will organize a Faculty Search and Screening Committee in accordance with the Clemson University Faculty Manual. The Committee shall consist of seven members. The Chair of the Committee will be appointed by the Department Chair. The Chair will be a tenured Department faculty member having a rank of Associate Professor or higher. Besides the Committee Chair, members will include a junior or senior CSM major, the Department administrative Assistant, a representative of the Department Industry Advisory Board, three full-time faculty in the Department and one full time faculty member outside the Department only in the case that there are not sufficient CSM Department full-time faculty.

The Department will advertise the position(s) in various construction education and related sources. An effort will also be made to advertise in sources that are utilized by minorities in seeking employment. All applications will be sent to the Chair of the Search and Screening Committee and be considered in accordance with their established procedures.

When considering filling a tenure-track position with the award of immediate tenure upon hire or a tenure probationary period of two years or less, a CSM Department Tenure, Promotion and Reappointment Committee must be constituted in accordance with the CSM Department TPT Guidelines to ascertain if the respective candidate has met the CSM Department tenure requirements in the case of the award of immediate tenure. And in the case of the award of a tenure probationary period of two years or less, the CSM TPR Committee must determine if the candidate has made satisfactory progress toward being awarded tenure comparable to the progress required for tenure at the end of the typical six year tenure-track period. In addition, if a candidate is being considered to be hired into a tenure-track position at a rank higher than assistant professor, the CSM TPR Committee must determine if he or she has met the CSM Department criteria to be promoted to the higher rank.

The Search and Screening Committee will recommend candidates to interview. They will first check their references and recommend to the Department Chair those who should come to Clemson University to be interviewed. The Chair of the Search and Screening Committee will communicate with all the candidates being invited to campus and make all final arrangements.

The on-campus interviews should include the following individuals: Dean of the College of AAH, Chair of the CSM Department, Search and Screening Committee members, CSM faculty, and CSM students. Every candidate must make a formal presentation to the department faculty and students on a relevant topic approved by the Search and Screening Committee.

Upon the completion of all the interviews, the Search and Screening Committee shall make a recommendation of the top three candidates to the Department Chair who in turn will discuss the
possible choices with the faculty, students, Administrative Assistant, Industry Advisory Board members and others. A final recommendation will be made to the Dean of the College of AAH and an offer made to the successful candidate.

If accepted, the appropriate College and University processes will be put into place to formally hire the individual. If not accepted, the next highest candidate will be offered the position and the last above process repeated.

**Article XII.**

**Sabbaticals**

Application for and the award of sabbaticals will be done in accordance with College of AAH and University requirements including the Clemson University Faculty Manual.

Last revised February 5, 2016

**Approvals: - Signed Approved Copy in CSM Department Office**

Roger Liska, Chair, CSM Department

Richard Goodstein, Dean, College of AAH

Robert Jones, Executive VP for Academic Affairs & Provost

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