

# **ENVIRONMENTAL ENGINEERING AND EARTH SCIENCES (EEES)**

## **FACULTY BY-LAWS**

### **ARTICLE 1: MEMBERSHIP**

The EEES Faculty shall consist of all tenured and tenure-track faculty who hold appointments in EEES.

### **ARTICLE II: FUNCTIONS**

The functions of the EEES Faculty are as follows:

- to establish and approve academic courses, curricula, and degree requirements;
- to conduct Tenure, Promotion and Reappointment evaluations for appointment, tenure, and promotion and Post-Tenure Review evaluations in accordance with the Clemson University Faculty Manual;
- to elect representatives to College of Engineering and Science Committees, as required;
- to consider any matters that may affect the welfare of its members or the teaching, research, and public service policies of EEES.

### **ARTICLE III: OFFICERS**

The Department Chair of Environmental Engineering and Earth Sciences shall serve as presiding officer and shall appoint a secretary for meetings as needed. When necessary, the Department Chair shall appoint a presiding officer to serve in his/her absence.

### **ARTICLE IV: MEETINGS AND VOTES**

At least one meeting of the EEES Faculty shall be held during the fall semester and another during the spring semester. Additional meetings will be called when deemed necessary by the Department Chair or when a written request is made by at least three (3) members of the faculty. Notice of faculty meetings must be sent to the Faculty at least two (2) days in advance, with an agenda whenever possible; however, emergency meetings may be called when required. A quorum shall be a simple

majority. Minutes of all meetings shall be forwarded to the Dean of the College of Engineering and Science and made available to all members of the EEES Faculty.

Robert's Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions, and reports. Unless otherwise stated herein, a simple majority of those present shall be sufficient for a vote to pass. Votes may be conducted by a show of hands, verbally, or by written or electronic ballot, however, anonymous voting must be made possible upon request. On the call of any member of the faculty, voting on a motion shall be by secret ballot.

## **ARTICLE V: COMMITTEES**

### **Section 1. Structure**

Committees of the EEES Faculty may be established to carry out the functions of the faculty as delineated under Article II.

### **Section 2. Standing Committees**

The Standing Committees of the EEES shall consist of the Advisory Committee, the Tenure, Promotion and Reappointment Committee; the Post-Tenure Review Committee; and the Curriculum Committee.

#### **Section 2a. Advisory Committee:**

The EEES Advisory Committee shall consist of all members of the EEES Faculty. The Department Chair heads this committee.

This committee may advise the Department Chair on all matters that he/she brings to it with the exception of those concerning curriculum; those concerning tenure, promotion and reappointment; or those concerning post-tenure review. The Advisory Committee shall serve

as the search committee for new appointments as delineated under Section 1 of Article VI, although the Department Chair will appoint an ad-hoc screening committee to facilitate the search process and bring information to the search committee. The Advisory Committee shall elect all representatives to College of Engineering and Science committees. The Department Chair will seek nominations from the EEES Faculty for candidates for all representatives to College of Engineering and Science committees except the representative to the College of Engineering and Science Curriculum Committee. The Department Chair will make a nomination of a candidate for the representative to the College of Engineering and Science Curriculum Committee, which shall then be subject to a vote of approval by the EEES Faculty. For all representatives from EEES to College of Engineering and Science committees a new election may be called at any time for any or all representatives by the Department Chair or by a written request to the Department Chair by at least one third of the EEES Faculty.

The Department Chair may establish ad hoc sub-committees that will report to the Advisory Committee.

#### **Section 2b. Tenure, Promotion and Reappointment Committee:**

Each academic year in which there is a faculty member being reviewed for reappointment, tenure, or promotion, a Tenure, Promotion and Reappointment (TPR) Committee will be elected by the faculty using the procedures below. The committee will consist of tenured faculty members who hold full-time appointments in the school and will have at least five (5) members. The Department Chair shall propose a slate of members to the faculty at least three (3) days before the election taking into account continuity over time and appropriate representation of faculty areas of specialization. The faculty will vote to accept or reject the

slate, with a two-thirds majority required for acceptance. In the event the faculty rejects the Department Chair's slate, the process will be repeated until a slate is accepted. The committee will elect a chair. The committee shall carry out its responsibilities as delineated in Section 2 of Article VI.

**Section 2c. Curriculum Committee:**

The EEES Curriculum Committee shall consist of all members of the EEES Faculty. The Department Chair may designate ad-hoc sub-committees based on degree designations offered by the school, but any EEES faculty member may choose to participate in any of the curriculum sub-committees. Sub-committees shall make recommendations to the Curriculum Committee for approval. The chair of the Curriculum Committee shall be the school representative to the College of Engineering and Science Curriculum Committee. The committee shall carry out its responsibilities as delineated in Article VII.

**Section 2d. Post-Tenure Review Committee:**

Each academic year, in which there is a faculty member being reviewed for Post-Tenure Review, a Post-Tenure Review (PTR) Committee will be elected by the faculty using the procedures below. The committee will consist of five elected tenured faculty members who hold full-time appointments in EEES plus any outside members appointed by the Committee as outlined in Section 3 of Article VI. In the event five members are not available from EEES, procedures for appointing outside members outlined in the Clemson University Faculty Manual will be followed. Faculty being reviewed in a given year will not be eligible to serve that year on the Post-Tenure Review Committee. The Department Chair shall propose a slate of members to the

faculty at least three (3) days before the election taking into account continuity over time and appropriate representation of faculty areas of specialization. The faculty will vote to accept or reject the slate, with a two-thirds majority required for acceptance. In the event the faculty rejects the Department Chair's slate, the process will be repeated until a slate is accepted. The committee will elect a chair. The committee shall carry out its responsibilities as delineated in Section 3 of Article VI.

### **Section 3. Ad Hoc Committees**

The Department Chair may establish ad hoc committees of the faculty at his/her discretion.

## **ARTICLE VI: APPOINTMENT, TENURE, PROMOTION AND REAPPOINTMENT; AND POST-TENURE REVIEW**

These guidelines pertain to the tenure, promotion and reappointment evaluation procedures for the initial appointment, renewal of appointment, and granting of tenure or promotion as well as post-tenure review in EEES. They are established in accordance with the right and responsibility of the faculty to conduct tenure, promotion and reappointment evaluations and post-tenure reviews, as authorized in the Clemson University Faculty Manual.

### **Section 1. Initial Appointments**

The Advisory Committee shall serve as the search committee for initial appointments to non-administrative, tenure-track faculty positions in the School. The Department Chair will head this committee and ensure that the affirmative action guidelines of the University are satisfied. The Department Chair may appoint an ad-hoc screening committee to solicit, collect and screen applications.

The credentials of all applicants will be reviewed individually by all members of the screening committee and be made available to all EEES Faculty. The Advisory Committee will provide to the Department Chair a ranked list of the candidates who are acceptable for the position with recommendations concerning academic rank and tenure status. Proposals for appointments with immediate tenure, tenure probationary periods of two years or less, and appointment at a rank higher than Assistant Professor must be approved by a majority of the Tenure, Promotion, and Reappointment Committee. The Department Chair will make the recommendation for appointment, rank, and tenure status to the Dean of the College of Engineering and Science.

## **Section 2.     Tenure, Promotion and Reappointment**

Each faculty member being reviewed will prepare his/her credentials and submit them to the chair of the Tenure, Promotion and Reappointment Committee. The committee may request additional information and seek external review. The evaluation will be based on teaching, research and professional service with the primary emphasis on the scholarly achievements of the faculty member, as delineated in the Department Guidelines for Tenure, Promotion, and Reappointment of Tenure-Track and Tenured Faculty.

The Tenure, Promotion and Reappointment Committee will transmit its evaluation and recommendation concerning renewal of appointment, granting of tenure or promotion to the Dean of the College of Engineering and Science. The committee may recommend granting of tenure prior to the penultimate year of the probationary period in accordance with the Clemson University Faculty Manual.

**Section 3. Post Tenure Review**

Each tenured faculty member will be reviewed nominally six years after receiving tenure and every six years thereafter following the Department Guidelines for Post-Tenure Review of Tenured Faculty.

**Section 4. Joint Appointments**

A joint appointment applies to a tenured or tenure-track faculty member who has affiliations with two or more departments. The appointment percentages (e.g., 60% appointment) are based on the origination of the faculty member's salary during the 9-month academic year. The EEES department will only consider joint appointments that are either greater than or less than 50%; the joint appointment may not be equally split between departments.

Tenured or tenure-track faculty having a greater than 50% appointment with EEES are considered to be regular EEES faculty members with all rights and privileges normally assigned to members of the EEES department. Tenure and promotion decisions occur through EEES, following normal departmental procedures.

Tenured or tenure-track faculty having a joint appointment with less than 50% of their 9-month salary from EEES have limited rights and privileges within the EEES department. These faculty members have the right to serve as committee chair to EEES graduate students, to serve on EEES graduate student committees, and they may attend faculty meetings. However, they are not voting members of the EEES faculty, and their tenure and promotion decisions are not made within the EEES department.

The appointment process must be initiated by the submission to the EEES TPR committee of a formal request for joint status from the candidate. This request must be accompanied by the following items:

*a) Letters of support from the Department Chairs of the relevant Departments.*

*These letters should clearly articulate the academic year funding sources for the candidate's salary. The letters should also describe the candidate's duties and responsibilities in each Department.*

*b) A current resume in the COES format (or an equivalent format).*

*c) If the joint appointment will involve teaching responsibilities in EEES, the candidate must submit all of their teaching evaluation materials from the previous two years.*

The TPR committee will consider the request, and will make a positive or negative recommendation about the appointment to the EEES faculty. If the primary appointment is with EEES, then the TPR committee will also make a recommendation about the appointment rank (Assistant, Associate, or Full Professor). If the primary appointment is with another department, the appointment rank will be determined by the rank in that department. The joint faculty appointment must then be approved by a majority of the voting EEES faculty.

#### **Section 5. Adjunct Faculty Appointments**

Persons outside of the EEES may be considered for adjunct faculty status. The appointment process must be initiated by the submission of a formal request for adjunct status from a tenured or tenure-track EEES faculty member to the EEES TPR committee. This request

must include a current and complete resume from the candidate. Although the candidate's resume does not need to be in the exact COES format, it should contain the same key information such as: education, complete employment history, all peer reviewed publications, and grants and contracts. Candidates must have an earned PhD (exceptions will be allowed based on sufficient professional experience) and be qualified to serve on an EEES thesis committee and/or be able to contribute to the scholarly activities of EEES. The TPR committee will consider the request, and will make a positive or negative recommendation about the appointment to the EEES faculty. The adjunct appointment must then be approved by a majority of the voting EEES faculty. There is no rank (assistant, associate or full) associated with an adjunct appointment; the title of the position is Adjunct Professor. Adjunct faculty may serve on graduate student thesis committees, but may not serve as a graduate student committee chair. Annual reappointment as an adjunct faculty member requires endorsement from at least one tenured or tenure-track EEES faculty member.

#### **Section 6.      Promotion to Senior Lecturer**

Persons wishing to request promotion from the position of Lecturer to Senior Lecturer must submit the following materials to the EEES TPR committee:

- a) A current resume in the College of Engineering and Science format*
- b) Complete copies of all teaching evaluation materials from the past two years*

*c) A brief summary of teaching accomplishments, and any other accomplishments that the candidate wishes to be considered in the promotion evaluation.*

The committee may request additional information and seek external review. The evaluation will include teaching performance, based in part on student evaluations, classroom visit(s), and evidence of innovation. The TPR Committee will transmit its evaluation and recommendation concerning promotion to the EEES Department Chair, who will make the final recommendation to the Dean on granting the promotion.

#### **ARTICLE VII: CURRICULAR MATTERS**

The EEES Faculty has primary responsibility for curricular matters at the school or departmental level. The authority of the Faculty in routine curricular matters is delegated to the Curriculum Committee. New course proposals, changes in existing courses, and general requirements for undergraduate or graduate degrees are to be approved by the Curriculum Committee. The Department Chair shall forward all approved course proposals to the College of Engineering and Science Curriculum Committee.

#### **ARTICLE VIII: AMENDMENT**

These By-Laws may be amended by a two-thirds majority vote of the EEES Faculty. A vote to amend these By-Laws must be preceded by at least five (5) days by a written or e-mail notice to the EEES Faculty of the vote and the nature of the proposed change.