



**Departmental Bylaws Routing Sheet**  
Requirements based on 2020-2021 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter VII, 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.

Department: \_\_\_\_\_

College: \_\_\_\_\_

The attached bylaws were approved at the Departmental Faculty Meeting on: \_\_\_\_\_

**Faculty Manual Editorial Consultant**

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

Provost or designee (signature) \_\_\_\_\_

Name \_\_\_\_\_

Reviewed     Revision Suggested (see comments)    Date \_\_\_\_\_

**Requirements for DEPARTMENTAL BYLAWS – 2020-2021 Faculty Manual**

**Department: Finance**

**Date** 5/14/2021

*NOTE:* This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

Compliance

The 2019-2020 and later *Faculty Manuals* require 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, L2d. \* see note below

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	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	X		
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 College Bylaws	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 Faculty Manual or the College Bylaws	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	X		
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		

**FACULTY BY-LAWS  
DEPARTMENT OF FINANCE**

**WILBUR O. AND ANN  
POWERS  
COLLEGE OF BUSINESS  
CLEMSON UNIVERSITY**

**PREAMBLE**

These Faculty By-laws shall govern the organization and procedures of the faculty of the Department of Finance of the College of Business of Clemson University. These by-laws incorporate the terms of other documents governing the faculty, as said documents may be duly amended from time to time, including without limitation the terms and conditions of:

- (i) The Faculty By-laws of the College of Business of Clemson University (*College By-laws*), and
- (ii) The Faculty Manual of Clemson University (*Faculty Manual*).

In the event of any conflict between the Departmental By-laws and the *College By-laws* or the *Faculty Manual*, the terms of the *Faculty Manual* shall supersede followed by terms of the *College By-laws*.

These Faculty By-laws are intended to assist the Faculty in their duties to the Department, the College, and the University, and to provide guidance and structure as to matters pertaining to the common professional goals of the Department and its membership. It is the intent of the Department to provide a collegial atmosphere for faculty members with training in finance and related disciplines, and thereby to assist in the professional development of its members.

**MISSION**

Developing professionals through education and research focused on leadership, professional responsibility and ethical behavior, in the financial aspects and practices of organizations, economies and societies.

**SHARED VALUES**

- Students as our primary constituency.

- Preparation for life-long learning and an active learning environment.
- Academic freedom.
- Diversity in our students, faculty, and staff, as well as in ideas, roles, and responsibilities.
- Ethics, integrity, and openness as the cornerstones of our actions.
- The mutually supportive roles of teaching, research, and outreach.
- Quality research, consistent with teaching loads and research support, which influences the academy and the practice of the professions.
- Collegiality and interdisciplinary collaboration.
- Support for faculty and staff in their academic, professional, and personal development.
- Excellence and continuous improvement in all programs and processes.

**ARTICLE I  
MEMBERSHIP**

1. Membership shall consist of all full-time, tenured and tenure-track faculty and non tenure-track faculty of the Department (Faculty or Members) in the discipline of Finance.

In accordance with the Faculty Manual, regular faculty in this document are defined as tenured and tenure-track faculty while special rank faculty are defined as full-time Clinical Professors, Lecturers, Senior Lecturers, and Principal Lecturers.

Voting membership shall consist of all full-time faculty of the Department (Voting Members). Special rank faculty of the Department may vote on limited items. See III.8 and III.9 for details on voting.

**ARTICLE II  
OFFICERS**

1. The Chair of the Department will serve as chair of all Faculty meetings. In the absence of the Chair, the senior faculty member in attendance will act as chair. Seniority for this purpose shall be determined by the years of service at Clemson within rank. The Chair shall have the privilege of attending all group and committee meetings, except promotion and tenure and post-tenure review, as a nonvoting member.
2. The Department will have only one elected position: Secretary. The Secretary will be elected by a majority of those voting at the first meeting of each academic year and will serve for one year. Should a vacancy occur, a replacement will be elected to serve out the remaining term. The duties of the Secretary will be as follows:
  - a. Take minutes of each meeting and distribute to the Faculty. If the Secretary is unavailable, the Chair shall appoint another person to act as Secretary of the meeting. Meeting minutes shall be retained in a permanent record, and copies shall be forwarded to the Dean of the College.
  - b. Count and record results of all votes taken at meetings. For secret ballots and mail ballots, the Chair shall appoint an additional faculty member or staff to assist in the count.
  - c. Provide other correspondence as directed by the Faculty.

**ARTICLE III**  
**PROCEDURES BY WHICH THE FACULTY WILL OPERATE**

1. At least one Departmental Faculty meeting will be held each long (non-summer) semester.
2. Notice of all meetings of the Members, listing the date, time, place, and purpose of the meeting, will be given to Members at least five (5) business days in advance of the meeting at each Member's customary university address and/or e-mail. The proposed agenda contained in the meeting notice shall not serve to limit other business which may duly be brought before the Faculty.
3. Should the Chair, within his/her reasonable discretion, determine the topic of a meeting to be an emergency, the advance notice requirement shall be waived and a meeting shall be scheduled, after notice to all Members, as soon as a quorum can be assembled.
4. Any Member may request that the Chair call a meeting of the Faculty by presenting the Chair and Secretary a request, stating the purpose of the meeting, signed by twenty-five percent (25%) of the Voting Members. The faculty meeting thus called should be held within five (5) business days of the date the signed request is presented to the Chair and Secretary.
5. Limited purpose faculty meetings, those which involve only committee elections, curriculum or assessment plan modifications, or changes to these by-laws may be conducted through e-mail balloting after Members have received at least four (4) business days in advance notice of the votes which contains the nominations for election or the recommendation of the Curriculum or Assessment Committees. Upon request by a Voting Member, the Chair shall schedule a meeting and give notice to the Members of the time and place at which the vote will be taken.
6. Any Voting Member may make a request, which shall become binding upon said Member's motion, that any vote shall be by secret ballot. Results of all votes will be announced.
7. At least fifty-one percent (51%) of the Voting Membership must be present to constitute a quorum for a faculty meeting. A proxy will not be counted as a Member present for purposes of assembling a quorum.
8. Special rank faculty may vote on the following items: by-laws, curriculum, assessment plans, merit plans related to special rank faculty, and elections to curriculum, assessment, and special rank recruiting committees.
9. A majority of the Voting Members at a duly constituted meeting will be authorized to enact any business brought before the meeting (subject to III.8 above), except that any change in these by-laws or our curricula shall require the vote of two-thirds of the Voting Members at the meeting. A by-laws change shall not be considered at a meeting called on the basis of emergency, and any proposed by-laws change shall be included in any applicable meeting notice.
10. Written specific proxy votes will be permitted for the election of committees and by-laws' amendment proposals and written general proxies may be voted in all other matters.
11. Mail ballots or e-mail ballots may be allowed for elections, approval of graduation candidates, and other items which require no further discussion or for voting on other matters where the ballot

procedure has been approved in advance by the membership.

12. Notwithstanding any other qualifying attributes, membership on any elected committee shall require that the member be "in residence" (available for service) at the time of election and during a substantial portion of the term of the office.
13. Members of elected committees who ascertain an inability to serve for the remainder of their normal elected term will be replaced at the time the inability to serve begins. The replacement member will complete the term of the originally elected member.
14. Robert's Rules of Order, as revised from time to time, shall govern the conduct of meetings except as otherwise provided in these By-laws.

#### **ARTICLE IV STANDING COMMITTEES**

The Department will maintain a standing committee for the following: Promotion and Tenure Committee, Curriculum Committee, Assessment Committee, Recruitment Committee, and Post Tenure Review Committee. If not specified below, regular faculty must make up at least a majority of a committee's membership. The Department will maintain these standing committees according to the following rules:

1. Promotion and Tenure Committee:

The Composition and duties of this committee are described in the TPR document.

2. Curriculum Committee:

The Curriculum committee will have a chair who will represent the discipline at the College level for purposes of the College Committee and Business Subcommittee.

- i. Composition: The committee will be composed of at least three (3) regular or special rank finance members.
- ii. Term: The period of service of this committee will be two (2) years. The chairperson will be a regular faculty member who is elected by the committee members on a yearly basis. Two (2) committee members will be elected on even numbered years, and the other member or members will be elected on odd numbered years.
- iii. Duties: This committee will make recommendations on the curriculum of new degree programs and will evaluate and make recommendations to the membership about courses and existing degree programs. The chairperson of this committee will serve as the elected member to the college's curriculum committee.
- iv. Undergraduate and Graduate Committees: Since the Department currently only has an undergraduate program, the curriculum committee functions as the Undergraduate Curriculum Committee. If the Department establishes a graduate program, a separate

Graduate Curriculum Committee will be formed.

3. Assessment (Assurance of Learning) Committee:

The Assessment committee will have a chair who will represent the discipline at the College level.

- i. Composition: The committee will be composed of at least three (3) regular or special rank finance members.
- ii. Term: The period of service of this committee will be two (2) years. The chairperson will be elected by the committee members on a yearly basis. Two (2) committee members will be elected on even numbered years, and the other member or members will be elected on odd numbered years.
- iii. Duties: This committee collects data and prepares a report regarding student achievement with suggestions for improvement. This report is entered into University systems for assessment to be included in AACSB and SACSCOC reports.

4. Recruitment Committee:

- i. Composition:
  - a. This committee must be comprised of at least three faculty members.
  - b. Both regular and special rank faculty members may serve on recruiting committees.
  - c. In the case of recruiting a regular faculty member, regular faculty members must comprise a majority of the committee.

The period of service will be one year. The chairperson will be elected by the members of the committee.

- ii. Duties: The duties of this committee will be to assist the Chair with recruiting activities in accordance with the procedures stated in section II of the Clemson Faculty Manual.

5. Post Tenure Review Committee:

The Composition and duties of this committee are described in the TPR document.

**ARTICLE V  
ADVISORY COMMITTEE**

The Department will maintain one Department Advisory Committee.

1. Composition: This committee will be composed of at least three regular faculty (3) members and one special rank faculty member. The department chair serves as chair of this committee.
2. Term: The period of service on this committee shall be two years.
3. Duties: This committee will assist and advise the Chair as he/she and/or the committee desires.

**ARTICLE VI**  
**APPOINTED COMMITTEES**

1. The Chair will appoint members to the following committees. Composition, chair, duties, and terms of service will be established at the time of the appointment.
  - a. Scholarship/Awards
  - b. Social
  - c. Placement and Student Relations
  - d. Student Recruiting
  - e. Student Organizations
  - f. Library



g. Honors Program

2. From time to time, the Chair, or the Faculty, may establish additional ad hoc committees and the Chair may appoint (unless election is required) members to these committees.

ARTICLE VII

COLLEGE AND UNIVERSITY COMMITTEES

1. Faculty will be elected to College and University committees in accordance with College bylaws and the Faculty Manual.
2. The Chair may appoint (unless election is required) members to College, University, and Professional committees so long as it is in accordance with College bylaws and the Faculty Manual.

In the case of vacancies on College or University committees, vacancies will be filled in accordance with 1 and 2 above.

***Adopted by the faculty of the Department of Finance, April 29, 2021.***