

**MEMORANDUM OF REVIEW**

**TO:** Robert Jones; Executive Vice President for Academic Affairs and Provost  
**FROM:** Fran McGuire; Faculty Manual Consultant  
**SUBJECT:** Bylaw Document Review for

1. This memorandum serves as the record of review for compliance with the *Faculty Manual* conducted by the appointed Faculty Manual Consultant. Instances of non-compliance in the reviewed document are noted in the remarks to be considered by the Executive Vice President for Academic Affairs and Provost.
2. Unit bylaws must be approved by the faculty and reviewed by the Executive Vice President for Academic Affairs and Provost. (ref: *Chapter IX§L2d*)
3. This review was conducted using the current edition of the Clemson University *Faculty Manual* published August 2023 (v. 1.0) and the Constitution of the Faculty of Clemson University.

Item #	Requirement	Reference	Compliance		
			Yes	No	N/A
1	Departmental bylaws may not abrogate or alter the policies specified in the <i>Faculty Manual</i> .	III§A1c (p. 23)			
2	Statement included that "any provisions within these bylaws that contradict the <i>Faculty Manual</i> are null and void".	IX§L2f (p. 132)			
3	Tenure, Promotion, and Re-appointment standards and procedures will be stipulated in a department's TPR document that is distinct from department or unit bylaws.	V§D1c (p. 46)			
4	A provision 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.	IV§B2g (p. 29)			
5	Search and screening process and committee for regular faculty recruitment and evaluation is composed of members of the regular faculty and, if specified, other faculty.	V§B5a <sub>i</sub> (p. 37)			
6	Search and screening process and committee for special faculty candidate recruitment and evaluation specified in the departmental bylaws.	V§B5b (p. 38)			
7	Consistent with the opportunity to establish other duties assigned to the department chair	VIII§12p (p. 104)			
8	Mechanisms to appoint or elect members to college and university committees indicated in the <i>Faculty Manual</i> or the College Bylaws	IX§D2 (p. 111)			
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 College Bylaws	IX§D2a (p. 111)			
10	Provision for the department chair to conduct a regular meeting of the departmental faculty <i>at least once</i> in each of the long semesters	IX§L3a (p. 133)			
11	Provision for a standing curriculum committee and election procedures.	IX§L4a (p. 133) IX§L8 (p. 134)			
12	Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	IX§L4b (p. 133)			
13	Provision for curriculum committees to elect their own chair, who also serves on the college curriculum committees	IX§L4c&e (p. 133)			
14	Provision for a standing advisory committee of faculty members, chaired by the department chair.	IX§L5a (p. 133)			
15	Consistent with the opportunity to establish other standing committees in bylaws.	IX§L6a (p. 133)			
16	Provision for Ad Hoc committees to be established at the department chair's discretion.	IX§L6c (p. 133)			
17	Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	IX§D3 (p. 112) IX§L7 (p. 134)			

**4. REMARKS:**