

**CLEMSON UNIVERSITY GENERAL ENGINEERING PROGRAM  
FACULTY BYLAWS**

**ARTICLE I. MEMBERSHIP**

The General Engineering Program Faculty (hereafter referred to as the "Program Faculty") shall consist of all members of the College of Engineering, Computing and Applied Sciences Faculty with primary appointment in General Engineering, and includes regular faculty and special faculty ranks in full time employment (FTE) positions, but does not include graduate students, or faculty in time limited positions (TLP) such as visiting professors or temporary lecturers. The term "regular faculty" is defined in **the Faculty Manual** and includes instructors, assistant professors, associate professors, and professors, but not lecturers or senior lecturers, which are considered "special faculty ranks" by **the Faculty Manual**.

Other University personnel, including those excluded above, who are assigned to the General Engineering Program, may petition for membership to the Program Faculty and be granted membership privileges by a two-thirds vote of approval by the Program Faculty. Such membership shall persist until membership is revoked by a two-thirds vote of the total Program Faculty or the member is no longer assigned as a General Engineering faculty member.

All Program Faculty shall have voting and membership privileges in unit meetings and committees except those restricted to regular faculty as specified by **the Faculty Manual**.

**ARTICLE II. FUNCTIONS**

The Program Faculty shall establish the will of the General Engineering Program concerning academic matters; shall evaluate the credentials of current and prospective members, and shall recommend their appointment, reappointment, promotion and tenure in accordance with the Faculty Manual; shall elect representatives to committees as required; and shall consider any matters that may affect the welfare of its members or the policies of the General Engineering Program.

**ARTICLE III. OFFICERS**

The officers of the Program Faculty shall be Chairperson and Secretary. The Director of the General Engineering Program (hereafter referred to as the "Program Director") shall serve as the Chairperson and shall appoint a Secretary and when necessary, a presiding officer to serve in the absence of the Chairperson.

**ARTICLE IV. MEETINGS**

Regular meetings of the Program Faculty shall be held at the beginning and at the end of both the fall and the spring semesters. Additional meetings will be called when deemed necessary by the Program Director or when a written request is made by at least three (3) Program Faculty. Notice of meetings and their agenda shall be given at least five (5) working days in advance. Copies of all resolutions, motions and reports that will commit the Program Faculty to any policy position must be submitted to the Program Faculty at least five (5) working days prior to the meeting at which action on such resolution(s), motion(s), or report(s) is contemplated. A quorum shall be a simple majority of the Program Faculty.

**Roberts Rules of Order** shall govern the conduct of meetings and the adoption of resolutions, motions and reports. On the call of any Program Faculty member, voting on a motion shall be by secret ballot.

Minutes of all meetings shall be recorded by the Secretary and forwarded to all members of the Program Faculty for approval at the following faculty meeting. A copy of the minutes of each faculty meeting shall be maintained in the General Engineering Program office and forwarded to the Dean of the College upon approval.

## **ARTICLE V. COMMITTEES**

### **Section 1. Structure and Membership**

The General Engineering Program committees are created to implement the functions of the Faculty as delineated under **Article II**. Unless otherwise specified, all standing committees will consist of at least three (3) Program Faculty nominated by and approved by a simple majority vote of a quorum of the Program Faculty. Unless otherwise specified, committee terms will be from August 15 until August 14 of the subsequent year.

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

The standing committees of the General Engineering Program shall be:

- an Advisory Committee
- an Assessment Committee
- a Curriculum Committee
- a Tenure, Promotion, and Reappointment Committee
- a Promotion and Reappointment Advisory Committee

Any written inquiry to a committee from the Program Faculty will require a written reply from the committee addressed within ten (10) working days. Each committee is responsible for developing and maintaining written procedures to govern their actions and have these procedures approved by two-thirds of a quorum of the Program Faculty.

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

The General Engineering Program Advisory Committee shall advise the Program Director on matters brought to it by the Program Director and on other matters deemed appropriate by the Advisory Committee.

#### **Section 2B. Assessment Committee:**

The General Engineering Program Assessment Committee is charged with the responsibility of maintaining procedures for and ensuring collection of assessment data to support the various needs of the Program such as accreditation by regional or national bodies. The Assessment Committee will consist of at least three (3) Program Faculty in addition to the Program Director, who must be a member of the Assessment Committee. Except for the Program Director, members of the Assessment Committee shall serve three (3) year terms, each staggered by one (1) year.

#### **Section 2C. Curriculum Committee:**

The General Engineering Program Curriculum Committee will serve as the primary body for review of curricular matters within the General Engineering Program.

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

The General Engineering Program Tenure, Promotion and Reappointment (TPR) Committee is responsible for conducting peer reviews of all Program Faculty who are being considered for tenure, promotion, or reappointment, in accordance with **the Faculty Manual**. The function of the TPR Committee is to (1) serve as an advocate for the faculty candidate in reappointment, tenure, and promotion considerations, (2) determine if the candidate meets the established criteria for reappointment, tenure, or promotion consistent with the expectations, goals and vision of both the General Engineering Program and the College of Engineering and Science, and (3) report the recommendation of the TPR Committee to the Program Director who shall forward the recommendation to the Dean of the College.

The TPR Committee shall be composed of a minimum of three (3) College of Engineering, Computing and Applied Sciences regular faculty. The Program Director may not serve on the TPR Committee. The TPR Committee shall elect its own chairperson. Members of the TPR Committee will serve two (2) year terms.

Section 2E. Promotion and Reappointment Advisory Committee

The General Engineering Promotion and Reappointment Advisory (PRA) Committee serves to review lecturers up for reappointment or promotion. The committee shall be composed of senior lecturers and will consist of at least three (3) members. If there are not enough senior lecturers to constitute the PRA Committee, the Program Faculty will elect senior lecturers from other departments who are qualified to serve on the PRA Committee. The Chairperson of the committee will be selected by the members of the committee.

Section 3. Ad-Hoc Committees

The Program Director may appoint or dissolve Ad-Hoc Committees as required. Ad-Hoc Committees include Search Committees. The Program Director will suggest procedures to govern these Ad-Hoc Committees, and have the procedures approved by the respective Ad-Hoc Committees.

Section 3A. Search Committees:

The purpose of these committees is to conduct the search for new authorized full time employment (FTE) positions allocated to the General Engineering Program. The committees will be governed by the applicable procedures set forth in the **Faculty Manual** as well as the Program document Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment. This document is a standing document within the Program and is separate from these bylaws. The committees will recommend each appointment to the Program Director. Search committees shall be comprised of at least three (3) Program Faculty appointed by the Program Director, in addition to others the Program Director deems necessary such as administrative personnel or students.

Section 4. Representatives to External Committees

As provided in **The College of Engineering, Computing and Applied Sciences Bylaws**, General Engineering is an academic unit of the College and shall have a representative on each of the College's standing committees.

These representatives shall be nominated by the Program Faculty and approved by a simple majority of a quorum of the Program Faculty, unless the College Bylaws state that the representative must be the Program Director. Consistent with these Bylaws, every member of the Program Faculty shall be voting eligible in the College standing committees except those restricted by **the Faculty Manual**.

The representatives of the General Engineering Program on all College and University Committees, councils, etc. whose selection has not been previously defined by these Bylaws shall be nominated by the Program Faculty and approved by a simple majority of a quorum of the Program Faculty.

**ARTICLE VI: APPOINTMENT, PROMOTION, REAPPOINTMENT, AND ANNUAL REVIEW**

Annual review of special faculty ranks such as lecturers and senior lecturers shall be conducted by the Program Director in accordance with **the Faculty Manual. Procedures for promotion and reappointment of special faculty ranks in the General Engineering Program will be in accordance with**

**the faculty manual with the exception that the members of the TPR committee will be elected by a simple majority of a quorum of the Program Faculty.**

Each faculty member is responsible for maintaining a record of his or her academic and professional goals, duties, and accomplishments in the Clemson University Faculty Activity System (FAS) and in the faculty member's TPR Notebook. Each faculty member should ensure that entries are accurate and up-to-date by the deadlines set by the University to allow for an accurate review.

Dates for submission of materials and for completing each level of review are determined each year by the University, the College of Engineering, Computing and Applied Sciences, and the General Engineering Program so that adequate time is provided at each level for a thorough and complete review. The Program Director will send an annual notice to faculty stating the schedule and deadlines for the tenure, promotion, and reappointment process, and for the annual review process.

The guidelines, criteria and procedures for appointment, reappointment, and promotion within the Program are detailed in the Program document Guidelines, Criteria, and Procedures for Appointment, Promotion, and Reappointment.

Grievances are handled in accordance with the Faculty Manual.

#### **ARTICLE VII. AMENDMENT**

These Bylaws may be amended at a regular meeting of the Program Faculty by a two-thirds majority vote of the total Program Faculty. The proposed amendments must be recommended by at least two (2) members of the Program Faculty and distributed to the Program Faculty at least ten (10) working days prior to the scheduled meeting. An amendment shall become effective immediately upon approval by the Program Faculty.

Approved by faculty: 11/13/2015  
General Engineering

Approved by the Dean: \_\_\_\_\_  
College of Engineering, Computing and Applied Sciences

Approved by Provost: \_\_\_\_\_  
Clemson, University