

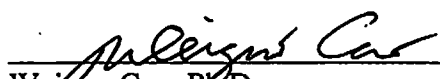
BYLAWS OF THE DEPARTMENT OF GENETICS AND BIOCHEMISTRY

College of Agriculture, Forestry and Life Sciences

Clemson University

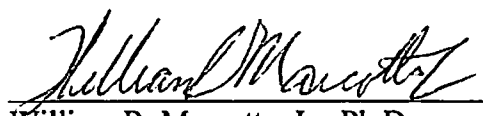
February 11, 2013

Approved by:



Weiguo Cao, Ph.D.
Chair, Department of Genetics TPR Committee
For the Faculty of the Department of Genetics and Biochemistry

2/12/13
Date



William R. Marcotte, Jr., Ph.D.
Chair, Department of Genetics and Biochemistry

02/12/2013
Date

BYLAWS OF THE DEPARTMENT OF GENETICS AND BIOCHEMISTRY

ARTICLE I. PREAMBLE

The mission of the Department of Genetics and Biochemistry, herein called the Department, is to:

1. conduct innovative research and train undergraduate and graduate students in the disciplines of Genetics and Biochemistry to fulfill future needs for well-trained specialists in each discipline;
2. teach undergraduate and graduate courses in the disciplines of Genetics and Biochemistry, and
3. serve conscientiously the College, University, and wider community.

The Bylaws are designed 1) to implement the requirements of Clemson University with reference to faculty participation in Departmental matters; 2) to provide an environment wherein all members of the Department may make their best contributions; and 3) to enhance productivity through improved departmental structure and operating procedures.

Nothing in these Bylaws shall be construed as limiting or discouraging 1) the rights of groups or individuals of the faculty from initiating actions or resolving problems through direct consultation with the Department Chair, and 2) the rights of the Department Chair to discuss and formulate programs of action with such individuals or groups as he or she may choose.

ARTICLE II. DEPARTMENTAL STRUCTURE

Section 1. Department Chair

Department Chairs serve at the pleasure of the Dean, who formally evaluates their performance before the end of the Chair's second year in office and every fourth year thereafter. In making recommendations for reappointment, the Dean will transmit the results of the faculty evaluation of the Chair and confer with the Provost before renewing the appointment. The Chair of the Department must hold faculty rank.

The responsibilities of the Department Chair are described in the Faculty Manual (VI.G, version 2012-2013):

The Department Chair is generally responsible for the activities of the Department, for which they are accountable to the Dean. The Chair's primary responsibility is to ensure the quality of the research, teaching, and public service

programs and their delivery within the Department while continuing to engage in their own scholarship, teaching, and public service activities. The Chair represents the Department in relations with other departments and schools and with the deans and other administrative officers of the University. In exercising leadership in the improvement of Departmental programs and of the Departmental faculty, the Chair is expected to take initiatives to report the Department's needs and advocate its goals and plans.

The Chair's specific functions include:

- ensuring implementation of Departmental policies and procedures involving peer evaluations; recommending faculty appointment, reappointment, tenure, promotion, termination, and dismissal; negotiating with prospective faculty;
- monitoring Departmental implementation of Affirmative Action policies and procedures;
- annually evaluating each member of the Department's faculty and participating in the evaluation of staff; developing budgets in concert with the Dean and allocating such funds for instructional and other purposes;
- hearing informal faculty grievances and cooperating in formal grievance procedures;
- supervising the Department's program of instruction, including curriculum, scheduling, faculty workload, and Departmental research and public service;
- ensuring that students' rights are preserved; supervising the advising of Departmental majors and graduate students;
- monitoring student evaluation of instruction, courses, and programs;
- providing leadership in student recruitment, student advising, and student placement;
- coordinating and supervising summer school programs and freshman/transfer orientations;
- making recommendations concerning applications for sabbatical leave;
- arranging meetings of the Departmental faculty; meeting with the Departmental Advisory Committee and appropriate constituent and advisory groups for the discipline, and
- establishing accreditation and *ad hoc* Departmental committees.

Section 2. Department Faculty

The Faculty is comprised of those individuals, associated with the Department, who hold full-time appointments at either Regular or Special Faculty ranks, as specified by Parts III.D and III.E of the Faculty Manual (version 2012-2013):

Regular Faculty include the following ranks: Instructor, Assistant Professor, Associate Professor, and Professor.

Special Faculty include the following ranks: Visiting Faculty, Adjunct Faculty, Research Faculty, Lecturer, Temporary Lecturer, Senior Lecturer, Post-Doctoral Research Fellow, and Part-time Faculty.

Emeritus Faculty are defined by the Faculty Manual.

Departmental Voting members are Departmental Regular Faculty holding full-time majority, tenured or tenure-track positions in the Department at the following ranks: Assistant Professor, Associate Professor, and Professor.

Section 3. Staff

The staff consists of those personnel holding classified or unclassified non-faculty positions administered by the Department.

Section 4. Students

Undergraduate students of the Department are those students declaring a major administered by the Department.

Graduate students of the Department are those students admitted by the Graduate School and accepted into graduate programs administered by the Department.

ARTICLE III. MEETINGS

Faculty will meet at least once each regular semester. The Department Chair may call faculty meetings for the purpose of making announcements and conducting urgent, recurring, and/or usual Departmental business. The Department Chair shall call faculty meetings at the request of the chairperson of a Departmental committee or at the written request of four Departmental voting members. Whenever possible all meetings of the Department shall require at least a 24-hour notice including a published agenda.

All Regular Faculty holding majority appointment in the Department may attend Departmental Faculty Meetings. Special Faculty as defined by the Faculty Manual may attend by invitation of the Chair, but only Departmental Voting Faculty may vote.

A quorum requires fifty-one percent of the Departmental Voting Faculty.

A simple majority of the Departmental Voting Faculty present will suffice for all votes, unless otherwise stated in the Departmental Bylaws.

ARTICLE IV. COMMITTEES

The following committees shall act on behalf of the faculty, staff, and students of the Department as is possible and permitted by the College of Agriculture, Forestry, and Life Sciences and Clemson University.

Section 1. Executive Committee

The Executive Committee, led by the Department Chair, shall formulate Departmental policy for review and approval by the faculty at large and serve as the principal committee for advising the Chair on the Departmental academic needs. This committee renders decisions on any matter concerning the welfare of the department and its members and may discuss any topic - including the conduct of duties assigned to the Department Chair (see Article II Section 2) - referred to the committee by faculty, staff, or administrators. Decisions of the Executive Committee are binding, but may be reversed by majority vote of the faculty at large.

The Executive Committee shall regularly review tenure, promotion, and reappointment guidelines and will advise the Department Chair on the use of space under the control of the Department.

The Executive Committee advises the Chair on the goals and direction of hiring new faculty. The Executive Committee shall serve as the Committee on Committees to review the charges of existing committees and to make recommendations to the Department Chair concerning the need for any additional standing or *ad hoc* committees.

The Executive Committee shall consist of the Department Chair as well as tenured or tenure-track faculty members elected from the tenured or tenure-track faculty of the Department. The term of office of the members, excluding the Department Chair, will be two years, staggered, so that one member rotates off each year.

Section 2. Staff Advisory Committee

This Staff Advisory Committee shall advise the Department Chair and/or the Executive Committee on matters of concern to the Departmental staff. This committee shall consist of the Departmental Classified and Unclassified Staff to represent the composition of the staff including, administration, clerical, research, and preparatory. These committee members will be elected annually by plurality vote of the staff and will elect their own Committee Chair.

Section 3. Curriculum Committee

The Curriculum Committee has the primary responsibility for the undergraduate and graduate curricula within the Department. This committee is also responsible for curriculum development and implementation. Courses and curricula shall be submitted to the Departmental Faculty as a whole for approval.

The Curriculum Committee shall also be responsible for conducting the Department's yearly assessment of its graduate and undergraduate degree programs. The Committee shall determine what outcomes will be measured and by what means, and the targets to be met for each measure. The Committee shall collect assessment data from instructors and other committees as required for this assessment, and develop and implement action plans for targets not met. The Committee will be responsible for submitting the yearly WEAVEonline report.

The Curriculum Committee will be composed of tenured or tenure-track faculty members and lecturers. The Chair of the Curriculum Committee shall serve as the representative to the College Curriculum Committee. An alternate shall be selected by the Curriculum Committee.

Section 4. Graduate Committee

The Graduate Committee is charged with the task of developing and strengthening existing graduate programs in the Department, exploring the feasibility of new programs, and establishing policies for administration of the program and maintaining the Graduate Handbook. The Graduate Handbook is the official reference for Graduate Program Policies.

The faculty members on the Graduate Committee coordinate the recruiting, selection and admission of graduate students, and make recommendations for financial support, as well as review student performance. The Graduate Committee also advises the Curriculum Committee on all graduate curricular matters.

The Graduate Committee will be composed of tenured or tenure-track faculty members. The Graduate Coordinator for the graduate programs shall be elected by the Committee and serve a one year term. In the event of a tie in voting, the Graduate Coordinator will break the tie.

Section 5. Scholarships and Awards Committee

The Scholarship and Awards Committee will determine the recipients of Departmental scholarships, recommend candidates for undergraduate and graduate Departmental, College, and University awards, and recommend candidates for faculty and staff awards, as necessary. The Scholarship and Awards Coordinator shall serve as the representative to the College Scholarship and Awards Committee.

Section 6. Tenure, Promotion, and Reappointment Committees

The Tenure, Promotion, and Reappointment (TPR) Committee will carry out the Department's Tenure, Promotion, and Reappointment procedures as described in the Reappointment, Tenure, Promotion and Post-tenure Review Guidelines for the Department of Genetics & Biochemistry. The TPR Committee shall be composed of all tenured voting faculty members in the Department. The TPR Committee is responsible for peer review of all candidates for reappointment, tenure, and promotion in the Department of Genetics and Biochemistry as described in the Departmental Guidelines. A quorum of two-thirds of the members of the TPR Committee is required for any business to be conducted.

The TPR Committee will be chaired by a member elected by the full Committee. The Chair's term of office will be three years. The duties of the Chair will be to call meetings of the Committee, preside over meetings, appoint representatives to subcommittees, and serve as liaison between the larger TPR Committee and the candidates, the Department Chair, and the Dean of the College.

Section 7. Other Committees

The Departmental faculty may recommend the appointment of other *ad hoc* committees as needed or as recommended by the University or the Faculty Manual. Membership on some committees may include staff, students, and faculty of special ranks as determined by a majority vote of the faculty. The creation of standing committees other than those specified in the Bylaws constitutes an amendment to the Bylaws and must be approved.

ARTICLE VI. PARLIAMENTARY AUTHORITY AND PROCEDURES

Robert's Rules of Order Newly Revised shall govern the faculty organization and committees when required and when they are not inconsistent with these Bylaws and any special rules of order the organization might adopt. A quorum for any meeting of the faculty or their representative committees shall consist of 51% of the Department faculty voting membership. Faculty on academic leave will not be counted in the quorum determination. Absentee ballots will be accepted for any issue that requires a written ballot, provided that the ballots arrive in a timely fashion. Proxy votes shall not be accepted for any issue.

ARTICLE VII. AMENDMENTS OF THE BYLAWS

These Bylaws can be amended at any meeting of the faculty of the Department by a two-thirds vote, provided that the amendment and the date of the meeting have been distributed in writing to each member of the faculty at least two weeks in advance of the meeting when the vote is to be taken. Amendments to Departmental Bylaws become operational upon approval by the Faculty.