



Faculty By-Laws
Departmental of Graphic Communications
College of Business and Behavioral Science
Clemson University

Approved February 8, 2010

Preamble

These by-laws shall govern the organization and procedures of the Faculty of the Department of Graphic Communications at Clemson University. The purpose of these by-laws shall be to assist the faculty in its role of department, college, and university governance: specifically, to advise on policies affecting the academic and research activities, committees, recommendation of all proposals for new or revised academic requirements, courses, curricula, and academic honors within the department, and other such matters that might pertain to the common professional goals of its membership.

Article I –Membership

Voting rights. All Regular Faculty in the Department of Graphic Communications shall have voting privileges for all departmental decisions requiring a vote of the Faculty in accordance with the policies stipulated in the *Faculty Manual*. Individual lecturers, senior lecturers, visiting faculty, part-time, and adjunct faculty may be extended voting privileges by the Regular Faculty (as decided by 51% of the faculty) on a year-by-year basis to have voting rights on all Departmental Standing Committees and Departmental Ad-Hoc Committees not limited in membership in accordance with the Faculty Manual.

Article II – Officer

The Chair of the Department of Graphic Communications (hereafter referred to as “Chair”) will serve as Chairperson of all faculty meetings. In his (her) absence, a designee will be appointed by the Chair to serve as Chairperson of the faculty meeting.

Article III – Procedures by which the Faculty will Operate

- A. An administrative assistant within the department will be appointed secretary by the Chair. The duties of secretary will be as follows:
 1. Ensure that accurate minutes of each faculty meeting are taken and distributed to the faculty.
 2. Coordinate, with the Chair of the Department, notification to members of meetings.
 3. Count all votes taken at meetings. For secret ballots, the Department Chair will appoint a faculty member to assist in the count.
- B. *Notice of meetings.* Faculty meetings will be held as needed Fall and Spring semesters . An agenda will be made available two (2) days in advance of the meeting. Emergency meetings may be called without advance notification.
- C. *Quorum Defined.* A quorum shall consist of 51% of all eligible faculty members for a meeting of the general faculty as well as for all committee meetings.
- D. *Voting and Rules of Order.* All votes will be based upon a departmental quorum. Unless otherwise specified in these By-Laws, all matters and issues shall be resolved by a simple majority vote of those eligible members present and voting. Unless otherwise specified in these By-Laws, Robert's Rules of Order (in the most current edition) shall prevail.

- E. *Review of Procedures.* Issues regarding Departmental By-Laws or Retention, Promotion and Tenure policies are of a substantive nature such that they must receive two readings before they can be acted on. Other issues may be deemed substantive enough as to receive two readings before being acted upon if agreed upon by a two-thirds majority of members present.
- F. *Ad Hoc Committees.* The Chair and the chairs of standing committees shall have the authority to establish ad-hoc committees.
- G. *Amendments To By-Laws.* Amendments to the By-Laws require vote of two-thirds of the voting faculty. Notice of proposed amendments must be published and distributed at least one week prior to the meeting at which they are to be considered.
- H. *Ratification.* These By-Laws shall become effective upon ratification by two-thirds of the voting faculty present and voting at a scheduled meeting pending approval of the Dean of the College and the Provost.
- I. *Distribution of By-Laws.* Upon ratification the new By-Laws or amendments to the By-Laws, a copy of the new By-Laws shall be distributed to all Faculty.
- J. *Approval of Candidates for Graduation:* Each term, the faculty in the department will review and approve a list of candidates for graduation. The Department Chair or the Chair's designee will report this faculty recommendation to the college.

Article IV – Standing Committees

A. Retention, Promotion and Tenure

- 1. *Composition* – This committee shall consist of no fewer than four members. The committee shall consist of tenured Full Professors in the department (not including the department chair). If fewer than four tenured Full Professors exist in the department, tenured Associate Professors shall fill the remaining committee seats. If fewer than four tenured Full and Associate Professors within the department exist, the Chair in consultation with the committee members, will designate on-campus external peer reviewers willing to fill the remaining committee seats on an as-needed basis. Tenured faculty members currently on the committee who choose to petition for promotion must recuse themselves from deliberation and voting during their petition examination.
- 2. *Term* - The period of service for elected members of the committee will be three years. Sequential terms are permitted.
- 3. *Duties* - The duties of this committee will be to make recommendations on reappointment, tenure, rank of new faculty, tenured appointments, sabbatical leave, years brought-in, and to develop guidelines for the previously mentioned categories for Regular Faculty Positions. Promotion recommendations will be made by the subset of the committee holding the rank equal to or higher than the rank under consideration. This subset will consist of no fewer than three. Should there be a need for a subset committee and fewer than three are qualified, the Department of Graphic Communications will hold an election to select willing, tenured faculty in residence from related disciplines who hold the rank equal to or higher than the rank under consideration to serve on this committee. This election will be held in a timely manner so that the committee is able to conduct external peer reviews
- 4. *Restrictions* – The deliberations of the committee will remain confidential at all times.

B. Curriculum

- 1. *Composition* – The committee is comprised of voting faculty in the department. The chair of the committee will be elected by the committee members and will serve a three-year term. The chair also will serve as the department's elected member to the college's curriculum committee.
- 2. *Duties* – Only curriculum items pertaining to “Course Descriptions” (to be published in the Undergraduate Announcements) and “Course Objectives” (to be submitted to the College and University Curriculum Committees for review) will be voted on by this committee.
 - a. *Periodic review each course syllabus* to ensure that the goals and objectives of each GC course are being met effectively and are congruous to currently accepted industry practices.

- b. *Review syllabi for new courses.* As a result of technological changes, each course may need to adjust in relation to content changes in other courses. The Lead Instructor of any class, or any other faculty member who has taught a section of the course as a Lead Instructor or Lab Instructor, regardless of rank or voting status on the Curriculum committee, may propose specific changes in the syllabus of a specific course when the need arises to address new technologies, new processes, or if changes from another course have affected the content that needs to be covered to properly prepare students within the upward spiraling curriculum of the department. Only changes in the course description and the course objectives are subject to review and require a vote by members of the Curriculum Committee.
- c. *Review input from the Industry Advisory Committee.* The curriculum committee will annually review recommendations offered by the Industry Advisory Committee and only consider their comments for possible implementation they pertain to official “Course Descriptions” or “Course Objectives”.
- d. *Ensure that the courses in the GC curriculum meet College and University guidelines.*

C. Dean’s Faculty Advisory Council

1. *Composition:* Elected by the department faculty.
2. *Term:* The period of service on this committee will be one (1) year as per the college by-laws. Sequential terms are permitted.
3. *Duties:* Represents the department in an advisory role for the dean in regard to faculty welfare, professional goals, teaching, research, and service activities, as well as strategic planning for the college and any other matters that the dean deems appropriate. In addition, this representative will report back to the GC faculty to apprise them of current activities.

D. Graduate Admission Committee

1. *Composition:* Chaired by the Graduate Coordinator. The members will be comprised of three faculty members selected from Regular Faculty and special faculty as determined by the Graduate Coordinator for each graduate application received by the Department.
2. *Duties* It is the responsibility of the committee to review prospective student applications and the selection of prospective students for admission. The committee will evaluate the candidate’s knowledge and skills as they relate to graphic communications and make recommendations for prerequisite course(s) for each candidate.

E. Faculty Advisory Committee to the Department Chair

1. *Composition:* Chaired by the Department Chair. A representative of the following groups from within the department: tenured faculty, tenure-track faculty, non-tenure-track faculty, administrative staff, self-generating lecturers, and students. Faculty and staff members will be approved by the vote of the group that they represent. Faculty members will recommend an appropriate student. Voting privileges will be determined in accordance with the Faculty Manual.
2. *Term:* The period of service on this committee for faculty and staff will be two (2) years rotating. Student terms are limited to one (1) semester. Sequential terms are permitted.
3. *Duties:* Meet on an “as-needed” basis to advise the Chair. Issues will be addressed coming from the committee to the Chair and from the Chair to the committee.

F. Industry Advisory Committee

1. *Composition:* Invited members representative of the scope of the industry that the department serves recommended and approved by vote of the faculty.
2. *Term:* Three-years rotating. No more than one-third of the members will rotate out in a given year. Sequential terms are permitted. In the event that a member is unable to fulfill their term, the Department Chair will appoint a member to complete the remaining term.
3. *Duties:* To advise on matters of curriculum, facilities, technology, equipment, as it reflects the industry needs and future trends.

G. Lecture and Lab Collaboration Committee

1. *Composition:* All departmental faculty identified in Article I.
2. *Term:* Yearly renewal.
3. *Duties:* This committee meets on a regular basis to collaborate and discuss how the department needs to adjust to the changing trends of the industry, how changes in course lecture and lab activities have a bigger message than one course and help with a unified effort in planning the educational experiences that truly enhance the students activities. This committee has the responsibility to recognize the unique needs of the Department of Graphic Communications with its upward spiraling curriculum where one course builds upon another and the rigorous hands-on technical learning structure of the departmental philosophy that creates a critical need for a link between course experiences. Discussions could include, but not limited to, selection of textbooks for individual classes, use of new and upcoming academic instructional tools, working with technology, etc. If the committee believes a change is needed in the requirements in the University Undergraduate Announcement for the Department, they will make recommendations to the Department Curriculum Committee.

Article V – Other Appointments

- A. Internship Coordinator
 1. *Composition:* Appointed by the Department Chair.
 2. *Duties:* This coordinator works with the industry, students, and graduates in placement for internship and permanent positions.
- B. Graduate Coordinator
 1. *Composition:* Appointed by the Department Chair.
 2. *Duties:* To coordinate the activities of the Graduate Committee.
- C. Treadaway Print Leadership Forum Event Chair
 1. *Composition:* Appointed by the Department Chair.
 2. *Duties:* Coordination of the annual event and associated fundraising.
- D. Safety & Materials Coordinator
 1. *Composition:* Appointed by the Department Chair.
 2. *Duties:* This coordinator will oversee department personnel in establishing, publicizing, and enforcing matters of personal and student safety, hazardous materials handling procedures and regulations, and building security.
- E. Revitalization Coordinator
 1. *Composition:* Appointed by the Department Chair.
 2. *Duties:* This coordinator will oversee and review lab layout procedures and technology integration.
- F. Building Security Coordinator
 1. *Composition:* Department Chair and an appointed assistant
 2. *Duties:* This coordinator will work with the university units responsible for policies regarding safety in departmental facilities.
- G. Calhoun Honors College Liaison
 1. *Composition* – Appointed by the Department Chair
 2. *Duties:* This coordinator will serve as a liaison between the department and the honors college and make recommendations to the faculty regarding the department's participation in the program.
- H. Honors & Awards Banquet Chair
 1. *Composition* – Appointed by the Department Chair
 2. *Duties:* To coordinate the annual industry and student awards selection and banquet.
- I. Social Chair
 1. *Composition* – Appointed by the Department Chair
 2. *Duties* - This person will coordinate any department social functions.
- J. Library Liaison

1. *Composition* – Appointed by the Department Chair
2. *Duties* - This person will represent the department in its relations with the library and its appointed library representative and coordinates the purchase recommendations of the department.

K. Advisors to Professional Organizations

1. *Composition*: The Department Chair will appoint a faculty member to be advisor to student chapters such as the Technical Association of the Graphic Arts (TAGA) and Gamma Epsilon Tau (GET).
2. *Duties*: Mentor the activities of the student organization and keep the faculty apprised of those activities.

L. Assessment Coordinator

1. *Composition*: Appointed by the Chair
2. *Duties*: Coordinates and records assessment activities as required by the university.

Article VII - Lab Maintenance

The maintenance of the GC lab facility has been established as a critical concern in carrying out the departmental mission and is critical to the long-term success of the Department of Graphic Communications. Proper involvement for the students in the maintenance process will also provide them with a better understanding of the responsibilities that they will undertake as a manager of a production facility after they graduate. The appearance of the working environment of the facility is also a concern. Therefore, each faculty member teaching a course that involves a laboratory component will be assigned maintenance duties. These duties will be outlined in the *Lab Maintenance Guidelines* document. In addition, the Department Chair may appoint specific duties to faculty and staff within the lab.

Article VIII - Sabbaticals, Release time

In the event that release time should be sought for research activities or sabbaticals, a formal request shall be made by the faculty member in adherence to the guidelines set forth by the Faculty Manual.