

BYLAWS
Of the
DEPARTMENT OF HISTORY
College of Architecture, Arts and Humanities
Clemson University
Clemson, South Carolina

Adopted and Ratified April 23, 1981
Revisions ratified December 1983, April 1985, October 1987,
April 1989, October 1998, December 2001, and September 4, 2009

ARTICLE I
VOTING MEMBERSHIP

All full time and Emeritus members of the Departmental Faculty, including those on leave, shall have the right to vote on all matters coming before the Department. Any member of the Faculty may attend meetings of the Department and express an opinion on any issue. Voting rights may be extended under extraordinary circumstances, by a two-thirds vote of the Faculty and with the concurrence of the Department Chair, to faculty in other departments whose disciplinary competence extends to History and/or Geography.

ARTICLE II
POWERS

The Faculty of this Department recognizes and accepts its responsibility to share in maintaining the educational and professional work of the Department, especially in personnel and curriculum matters and in all other areas not specifically reserved to administrative officers of the University. Accordingly, the Faculty, in conjunction with the Department Chair, shall establish both standing and *ad hoc* committees, receive reports from these committees, and review their work at meetings of the Department Faculty. In addition, the Faculty of the Department shall designate representatives to such College committees as the By-laws of the college require.

ARTICLE III
OFFICERS

The officers of the Department Faculty shall consist of a Presiding Officer and a Secretary.

Clause 1. Presiding Officer:

The Presiding Officer shall be the Department Chair.

Clause 2. Secretary:

- A. The Secretary shall keep accurate minutes of a meeting of the Department, and circulate the minutes among the Department Faculty, the Chair, the Dean of the College and other appropriate administrative officials.
- B. In addition, the Secretary shall preside at meetings of the Department Faculty in the absence of the Presiding Officer.

C. The position of Secretary shall rotate among the members of the Department, in alphabetical order.

Clause 3. Parliamentarian:

The Faculty of the Department shall elect a Parliamentarian at the final meeting of the Spring semester. *Robert's Rules of Order* shall prevail in all meetings of the Departmental Faculty. The Parliamentarian shall ensure that *Robert's Rules of Order* are followed and shall decide questions of parliamentary procedure.

**ARTICLE IV
MEETINGS**

The Chair shall call meetings, at least once in each of the long semesters, for the purpose of conducting ordinary and recurring Departmental business, for making special announcements, and for reasons not otherwise indicated in these By-laws. The Chair shall also call meetings at the request of five voting members of the Departmental Faculty.

**ARTICLE V
COMMITTEES**

Clause 1. Advisory Committee:

The Advisory Committee shall consist of the Department Chair as chairperson, and three members of the Department, elected by the Department at a meeting in the Spring semester to act on behalf of the faculty. The Committee shall advise the Department Chair on all significant issues except as otherwise specified in these By-Laws. The Committee shall circulate minutes of its meetings to the Department.

When the Department Chair requests or obtains authorization to hire new members, the Chair shall so inform the faculty. The Advisory Committee shall advise the Chair as to which area(s) and field(s) the Department should propose for the new appointments and so notify the faculty of these recommendations. The Advisory Committee will review and rank sabbatical proposals for the Chair to transmit to the Dean.

The Committee shall meet regularly with the Chair during the long semesters and shall report on its activities at least once each long semester.

Clause 2. Personnel Committee:

The Personnel Committee shall consist of all tenured associate and full professors, excluding emeritus faculty and administrators directly involved in personnel decisions.

The Committee shall elect a Chairperson and a Secretary from among its members, and shall make recommendations to the Department Chair for transmission to the Dean of the college concerning all personnel decisions within the Department, including appointment, reappointment, tenure and promotion.

The Personnel Committee shall function as the search and screening committee as mandated by the *Faculty Manual* in Part IV:A, "Procedures for Faculty Appointments" and shall follow the procedures set forth therein.

The Personnel Committee shall develop a system of classroom observation for all candidates for reappointment, tenure, and promotion. The faculty members observed shall be informed in writing by observer of the results of individual evaluations of teaching based on classroom observation.

The Personnel Committee shall make available in writing to all members of the Department its standards for tenure and promotion.

Clause 3. Curriculum Committee:

The Curriculum Committee shall consist of three members, elected by the Faculty who shall choose one of their number as Chairperson and another Secretary. The Chairperson shall represent the Department on the College Curriculum Committee, with the Secretary serving as alternative representative. The Committee shall propose, review, and recommend to the College Curriculum Committee changes in the Department's curricula and course offerings, circulate its minutes among members of the Department, and solicit and respond to written comments from the Faculty concerning the recommendations before their submission to the College Curriculum Committee.

Clause 4. Graduate Committee:

The Graduate Committee shall consist of three members. The Graduate Coordinator, appointed by the Department Chair, shall serve as a member of the Graduate Committee. The Faculty shall elect the other two members of the Graduate Committee. Each academic year, no later than September 10, the history graduate students will elect, from among those students who have completed at least 12 graduate hours in history at Clemson, a representative to the Graduate Committee. Such representative will have full voice and vote in all discussions, which do not relate to *specific* graduate students. The Graduate Coordinator shall represent the Department on appropriate College/University committees, with the Secretary serving as alternate. The committee shall propose, review, and recommend changes in the graduate program including both courses and requirements; shall choose and recommend candidates for graduate assistantships and shall recommend same to the Department Chair; and shall generally oversee the graduate program. The committee will circulate its minutes among members of the Department, and solicit and respond to written comments from the Faculty concerning its recommendations prior to forwarding them to the Department Chair, or to appropriate College/University committees.

Clause 5. Honors and Awards Committee:

The Honors and Awards Committee shall consist of three members elected by the Faculty. The committee shall elect a Chairperson and a Secretary from among its members. The Chairperson shall represent the Department on the College Honors and Awards Committee, with the Secretary serving as alternate. The committee shall administer the awards and honors given in the name of the Department in consultation with the Department Chair.

Clause 6. Other Committees:

The Faculty, in conjunction with the Department Chair, may establish other standing and *ad hoc* committees. The Chair also may establish committees at his or her discretion.

Clause 7. Open Meetings:

Any member of the Faculty shall have the right to attend any meeting of any committee, with the exception of the Personnel Committee.

**ARTICLE VI
POLICY AND PROCEDURES FOR PROMOTION, TENURE,
AND POST TENURE REVIEW**

Clause 1. General Criteria:

This Department shall base its personnel decisions on the following general considerations:

A. Teaching

Teaching lies at the core of the professional duties of members of this Department. Therefore all Faculty should be (at a minimum) good classroom teachers, as judged by the peer evaluation developed by the Personnel Committee. No candidate whose ability in this area is deemed inadequate will be appointed, reappointed, promoted, or granted tenure.

B. Scholarship

It is the responsibility of all Faculty to make original contributions to knowledge through speaking, research, writing, and publication for the scholarly world for the general public. Scholarship is an important way of diffusing knowledge to a public of peers capable of judging originally and significance. Finally, scholarship is one of the ways in which Faculty helps to establish the regional, national, and international reputation of the University.

C. Service

It is expected that Faculty should be self-motivated to create new opportunities for service to the Department, University, profession, and to the community beyond the usual committee assignments and routine duties of everyone.

D. Potential

The Personnel Committee must believe that the individual being considered for appointment, reappointment, promotion, or tenure will continue to grow as a scholar and teacher.

E. Department Needs

Regardless of an individual's qualifications, the Personnel Committee must agree that at the time a decision on appointment, reappointment, or tenure is being made the Department needs and will continue to need the particular academic expertise the candidate offers.

F. Affirmative Action

The Department is committed to Affirmative Action and shall not discriminate on grounds of race, sex, religion, ethnic origin, sexual preference, or physical condition.

Clause 2. Appointments:

A. The Personnel Committee shall designate a preliminary search committee and, after receiving a recommendation from that committee shall make recommendations of suitable candidates, including recommended rank and tenure status, to the Department and to the Dean of the College.

B. In making appointments, procedures are as follows:

(1) When a vacancy occurs in the Department the Personnel Committee shall appoint a search committee composed of no fewer than three members of the Department.

(2) A Search Committee shall make available to all tenured and tenure-track members of the Department the credentials of all candidates being considered for the position. All members of the Department may make their opinions about the candidates known to the Search Committee and Personnel Committee.

At a reasonable time after the closing date for applications, the Search Committee shall provide the Personnel Committee, the Chair, and the Faculty with a listing of at least two recommended candidates, in order of preference. The Personnel Committee, in consultation with the Chair, shall take steps to arrange on-campus interviews for the candidates they select. The Committee shall publish a schedule of interview activities for each candidate.

C. In filling all vacancies, the Search Committee, the Personnel Committee, and Chair of the Department shall take extraordinary steps to meet all affirmative action guidelines. Such steps shall include, but not be limit to, the following:

(1) All vacancies shall be advertised as widely as possible.

(2) The Search Committee shall solicit *vitae* from minority and women's caucuses of appropriate professional organizations.

D. The decision to appoint will be taken based on a majority vote of members of the faculty on tenured or tenured-track lines present and voting, except that persons who have been denied reappointment or tenure, or who have accepted a position at another institution, cannot vote.

E. The Chair of the Department, in consultation with those members of the Personnel Committee who are available, shall have the right to fill a vacancy without following the procedure detailed in sections A, B, and C, above when time factors make such a practice impossible. In such a case the Chair shall make it clear to the individual hired that the appointment cannot extend beyond a single year unless affirmed by the Personnel Committee, following the normal procedure.

Clause 3. Reappointments:

The Chair of the Department and the Personnel Committee shall make separate reappointment recommendations annually to the Dean of the College according to the procedure set forth in the *Faculty Manual*, Part IV, D., ("Procedure for the Renewal of Appointment"). Reappointment is not to be constructed as promising eventual tenure. The procedures for reappointment are as follows:

A. The Personnel Committee shall inform candidates for reappointment when their

decisions will be made so that candidates may meet with the committee to discuss their candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

- B. Faculty members will give the Department Chair all material necessary for the Personnel Committee's deliberation, or will ascertain that all such material is in their own open personnel files which are available for inspection by all departmental faculty members.
- C. The Personnel Committee shall include all candidates for reappointment in the ongoing system of peer evaluation established by the Personnel Committee. As mandated by the *Faculty Manual*, such evaluation procedures shall be in writing and shall be available to the Faculty. Candidates for reappointment shall be informed in writing by the appropriate Personnel Committee members of the results of individual evaluations of teaching based on classroom observations. Candidates shall also be informed in writing by the chairperson of the Personnel Committee's final recommendation on reappointment.
- D. The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.
- E. A formal vote shall be taken on all reappointment recommendations. The Personnel Committee Secretary shall maintain records of the Committee's deliberations.
- F. After receiving a recommendation from the Personnel Committee, the Chair shall inform the Personnel Committee of his/her recommendation. Before the Chair forwards the Personnel Committee's recommendation and makes his/her own recommendation to the Dean, the Chair shall inform the candidates for reappointment in writing of his/her own recommendation and the rationale therefore.

Clause 4. Tenure and Promotion:

- A. Procedures used in making tenure and promotion decisions are those appearing in the *Faculty Manual* with the following Departmental additions. Recommendations on tenure and promotion shall come from both the Personnel Committee and the Chair of the Department.
- B. Tenure and promotion decisions are initiated in one of five ways:
 - (1) The Department Chair may forward names to the Personnel Committee for formal consideration, provided that the Chair has secured the written consent of such individuals in advance.
 - (2) The Advisory Committee may forward names to the Personnel Committee for formal consideration, provided that the Advisory Committee has secured the written consent of such individuals in advance.
 - (3) The Personnel Committee may initiate formal consideration of an individual, provided that the Personnel Committee has secured the written consent of such an individual in advance.

- (4) Any faculty member may propose his or her own name for formal consideration.
 - (5) All individuals in the sixth year of tenurable service shall be formally considered for tenure. The Personnel Committee will request the Department Chair to provide it with all the information essential to the decision, including the number of years of tenurable service before a Clemson appointment that will be counted toward tenure at Clemson. (This will have been mutually agreed upon by the Chair and the individual Faculty member according to the guidelines specified in the *Faculty Manual* Part IV: C and D.)
- C. Individuals who submit their own names for consideration must do so in writing prior to December 1st of the academic year and should explain the request in as much detail as is necessary. Faculty members will give the Department Chair, at the time of the request, all material necessary for the Personnel Committee's deliberation, or will ascertain that all such material is in his or her own open personnel file. The Department Chair will make the open personnel file available to members of the Personnel Committee and to all departmental Faculty.
 - D. Professors on the Personnel Committee shall be responsible for making recommendations regarding the promotion of Associate Professors to the rank of Professor.
 - E. The Chairperson of the Personnel Committee shall inform any member of the Department being considered for tenure or promotion when the procedure begins so that candidates may meet with the committee to discuss their candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.
 - F. The Personnel Committee shall inform the Department of those Faculty being considered for tenure and promotion, and shall encourage written comments from colleagues.
 - G. The dossier of each candidate for tenure or promotion shall include at least three and if possible six letters from persons with expertise in the candidate's field who are not affiliated with Clemson University. The names of three outside referees will be furnished by the candidate, while three will be chosen by the Department Chair and the Personnel Committee.
 - H. The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.
 - I. A formal vote shall be taken on all tenure and promotion decisions. The Personnel Committee's secretary shall maintain records of the committee's deliberations.
 - J. The Personnel Committee will transmit its written recommendations along with supporting evaluations to the Chair of the Department not later than two weeks before the time for final departmental recommendations are due in the office of the Dean of the College. With written consent of the candidate (except in a tenure recommendation in the sixth year of tenurable service), the Personnel Committee will also transmit the same materials to the Dean for informational purposes consistent with the procedures outlined in the *Faculty Manual*.

- K. The Department Chair and the chairperson of the Personnel Committee shall inform in writing the Faculty member being considered for promotion or tenure of their respective recommendations and the rationales therefore.
- L. The Department Chair shall forward his or her separate recommendation in each tenure and promotion case to the Dean of the College along with the Personnel Committee's recommendation, all supporting evaluations, and the candidates' dossier. The Chair shall also inform the Personnel Committee of his or her recommendation before the recommendation is forwarded to the Dean.

Clause 5. Post Tenure Review (PTR):

A. Persons Under Review

In accordance with the *Faculty Manual* guidelines, all tenured professors will go through post-tenure review on a six-year rotating basis. Approximately one-sixth of the tenured faculty will come under consideration each year. The rotation will take place according to length of tenure at Clemson (longest tenured, first under consideration), with the exception that any person who receives a promotion after this list is in place, and who wishes to accept a review score based on the outcome of the tenure or promotion score, will move into the cycle associated with the year of promotion. Also, any person on sabbatical or leave during the PTR year will have the PTR postponed until the next year.

B. Composition of the PTR Committee

The chair will inform the department at the first meeting of the year as to the constitution of the three-person departmental PTR committee for that year according to the following guidelines. The PTR committee will rotate annually, excluding those who are under consideration, who are currently under remediation, or who are on leave. Member of the PTR committee will be drawn alphabetically from the ranks of all tenured professors, with the exception that the committee must at all times include at least one person at the rank of full professor and one at the rank of associate professor. If one of these ranks is missing, the next person on the list who holds this rank will substitute for one of those persons. Persons who do not have a PTR assignment one-year according to one of the exceptions above will go back to the top of the list for the following year.

C. Part I PTR. If a tenured faculty member, during the five years preceding the PTR, has received no more than one annual performance rating of "fair," "marginal," or "unsatisfactory," the tenured faculty member shall receive a PTR rating of "satisfactory." The faculty members is thereby exempt from Part II of PTR.

D. Part II PTR. If a tenured faculty member, during the five years preceding the PTR, has received more than one annual performance rating of "fair," "marginal," or "unsatisfactory," the following procedures shall apply:

- (1) External References: Each faculty member undergoing PTR will submit a list of six referees outside the department (though not necessarily outside the university) whom the PTR committee can contact for references. The PTR committee is require to obtain a minimum of four reference letters of which at least two must come from the list of six submitted by the faculty member.

- (2) Teaching Evaluation Component: In addition to the summaries of teaching evaluations, which a faculty member must provide for PTR, all members of the PTR committee will submit written evaluations of the faculty member's teaching based on classroom observations. A candidate shall have the opportunity to discuss a preliminary draft of the observation with the observer and will receive a copy of the final version. Candidates will also produce complete sets of student evaluations from at least three classes in the previous five years, if they teach.
- (3) Other PTR: In accordance with the *Faculty Manual*, the candidate will also provide:
- a. a current curriculum vitae;
 - b. a plan for continued professional growth;
 - c. a detailed account of the outcome of any sabbatical leave during the review period;
 - d. any other documents relevant to the review.
- (4) All other aspects of the PTR will follow the stipulations of the *Faculty Manual*.

Clause 6. Senior Lecturer:

- A. According to the Faculty Manual III-5.8, "after six years of satisfactory performance a lecturer may be reclassified as a senior lecturer. Equivalent experience at Clemson, such as that obtained in a visiting position, may be counted. A department chair, with the concurrence of the department's [Personnel Committee], may recommend an individual to the college dean who makes the appointment. Senior lecturers may be offered contracts ranging from one to three years with the requirement of one year's notice before termination. This rank is not available to faculty with greater than 50% administrative assignment."
- B. For promotion to this rank, the History Department requires a track record of excellent teaching and service, as indicated by yearly evaluations written by members of the departmental Personnel Committee.

**ARTICLE VII
OPEN PERSONNEL FILES**

The Chair shall ensure that the Open Personnel Files of all members of the Department will be available to all members of the Department.

**ARTICLE VIII
AMENDMENTS**

Any proposed amendments or additions to these By-laws shall be advertised and circulated in writing to all Faculty of the Department for a period of at least one week prior to their consideration. Amendments and additions shall be approved by a simple majority (excluding Emeritus Faculty and Faculty on leave) of the voting members.

**ARTICLE IX
RATIFICATION**

These By-laws shall take effect upon being ratified by a two-thirds vote of those Faculty members of the Department eligible to vote under Article I, and who are present and voting at a meeting of the Department Faculty called for that purpose.