



Departmental Bylaws Routing Sheet

Requirements based on 2017-2018 Faculty Manual

In accordance with the Faculty Manual Chapter II, section A, "No Department, School, College or University policies ... may abrogate or alter the policies specified in the Manual without approval of the Faculty Senate."

This document is intended to support the documentation of the required approvals.

Department: Industrial Engineering

College: CECAS

The attached bylaws were approved at the Departmental Faculty Meeting on: 10/4/17

Faculty Manual Editorial Consultant

I have reviewed this document for conformance to the Clemson University Faculty Manual.

Provost Ellen Granberg
Ellen Granberg (Oct 6, 2017)

Approved Revision Required (see comments)

Oct 6, 2017

**CLEMSON UNIVERSITY
DEPARTMENT OF INDUSTRIAL ENGINEERING
FACULTY BYLAWS**

ARTICLE I. MEMBERSHIP

The Department of Industrial Engineering faculty shall consist of all members of the College of Engineering, Computing, and Applied Sciences faculty who are appointed in faculty positions with primary appointment in Industrial Engineering, augmented by those who are duly elected according to the guidelines in these bylaws.

Primary appointment in Industrial Engineering is defined as a 51% appointment or more. Secondary appointment status shall be granted to qualified candidates with an appointment of 50% appointment or less only by a two-thirds vote approval by the Department regular primary Faculty.

Those faculty members with secondary appointments in Industrial Engineering shall be non-voting members of the Industrial Engineering faculty, but may petition for voting privileges granted annually by 2/3 vote of the regular faculty with primary appointment in the department.

University personnel holding Special Faculty Rank (i.e. lecturers) as defined by the Clemson University Faculty Manual and having primary appointments in Industrial Engineering may petition for voting privileges granted annually by 2/3 vote of the regular faculty with primary appointment in the department.

Faculty with secondary appointments in Industrial Engineering are permitted to chair a thesis or dissertation committee only by a two-thirds vote approval by the Department Faculty. The privilege of chairing a thesis or dissertation committee must be granted separately for each graduate student for whom faculty with secondary appointment wishes to serve as committee chair. This is effective for faculty granted a secondary appointment in IE after 05/16/2017.

ARTICLE II. FUNCTIONS

The faculty of the Department of Industrial Engineering shall establish the will of the Department 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 University Faculty Manual; shall elect representatives to College and University Committees as required; and shall consider any matters that may affect the welfare of its members or the teaching, research and public service policies of the Department of Industrial Engineering.

ARTICLE III. OFFICERS

The Chair of the Department of Industrial Engineering shall serve as the Chairperson and when necessary, appoint a presiding officer to serve in the absence of the Chair.

ARTICLE IV. MEETINGS

Regular meetings of the Department of Industrial Engineering faculty shall be held at the beginning and at the end of both the fall and the spring semesters prior to Commencement. Additional meetings will be called when deemed necessary by the Chairperson or when a written request is made by at least three (3) faculty members with voting privileges in the department. Notice of meetings and their agenda shall be given at least five (5) calendar days in advance. Copies of all resolutions, motions and reports that will commit the Faculty to any policy position must be submitted to the Faculty at least five (5) calendar days prior to the meeting at which action on such resolution(s), motion(s), or report(s) is contemplated. Furthermore, new agenda items may be considered upon a 2/3 vote of the voting membership of the department.

Robert's Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions, and reports. On the call of any member of the voting membership of the department, voting on a motion shall be by secret ballot. Minutes of all meetings shall be forwarded to all members of the Industrial Engineering faculty and the Dean of the College and a copy of the minutes of each faculty meeting shall be maintained in the Department office.

ARTICLE V. QUORUM

For the purposes of conducting business, a quorum of 2/3 of the voting faculty shall be required. In the situation of in-person meetings, at least 2/3 of the voting membership shall be present for the meeting. In the situation of distributed or proxy voting, at least 2/3 of the membership shall participate during the window, which shall be described and approved during an in-person meeting.

ARTICLE VI. COMMITTEES

Section 1. Structure and Membership

The Department of Industrial Engineering committees are created to implement the functions of the faculty as delineated under Article II. A committee's membership and chair shall be determined in a manner consistent with these bylaws and the Faculty Manual. If these documents provide no guidance, the Department Chair shall appoint the committee membership and appoint its chair. Unless otherwise specified, all standing committees will consist of at least two (2) faculty members. The Committee year will be from August 15 until August 14 of subsequent year. The composition of all standing committees shall be determined by and communicated at or before the first faculty meeting of the fall semester.

Section 2. Standing Committees

The standing committees of the Department of Industrial Engineering shall be:

- Advisory Committee
- Tenure, Promotion, and Reappointment Committee
- Post-Tenure Review Committee
- Graduate Committee
- Undergraduate Committee
- Curriculum Committee

- Student Scholarships, Awards, and Honors
- Assessment Committee

The functions of these committees include providing advice to the Department Chair and serving as a petitionary forum for faculty members in the areas of the committees' purview. Any written inquiry to a committee from the Faculty will require a written reply from the committee addressed within ten (10) calendar days.

Section 2A. Advisory Committee

The Department of Industrial Engineering Advisory Committee shall advise the Chair on matters brought to it by the Chair and on other matters deemed appropriate by the Advisory Committee. The committee will also recommend to the Department Chair the information technology infrastructure needs of the faculty, staff, and students. The Committee shall be composed of regular primary faculty as appointed by the Chair and approved by the regular primary faculty. The Department Chair shall serve as Chair.

Section 2B. Tenure, Promotion and Reappointment Committee:

The Department of Industrial Engineering Tenure, Promotion and Reappointment (TPR) Committee is responsible for conducting peer reviews of all faculty who are being considered for tenure, promotion, or reappointment and for providing written recommendations to the College Dean on its findings. Refer to the "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment" for the TPR Committee structure.

Section 2C. Post-Tenure Review Committee:

The Department of Industrial Engineering Post-Tenure Review (PTR) Committee is responsible for conducting reviews of tenured faculty who are so due under the provisions of the University Post-Tenure Review Policy.

Faculty who are subject to post-tenure mediation are not eligible for service on the PTR committee.

The Committee members shall be nominated by the Department Chair and elected by a simple majority vote of the regular primary faculty and shall consist of three (3) tenured faculty, all of whom hold the rank of Professor or the current number of faculty holding that rank, whichever is fewer.

In the case that there are fewer than three eligible members, additional members from allied departments shall be nominated by the Department Chair and elected by a simple majority of the regular primary members of the TPR committee in accordance with guidelines in the Faculty Manual.

If the faculty member under review requires Part II PTR, , the Chair of the IE department will nominate one or more Clemson University faculty members at or above the rank of the faculty member under review from outside the department,

elected by a simple majority of the regular primary faculty, to provide external representation . The IE department does not require external letters for faculty members undergoing Part II PTR.

The PTR committee elects its chair from its membership.

Section 2D. Graduate Committee:

The Department of Industrial Engineering Graduate Committee will serve as the primary body for reviewing graduate curricular matters within the Department and will provide recommendations to the Department Chair and Faculty on such matters. The graduate coordinator shall be the chair of the Graduate Committee.

Section 2E. Undergraduate Committee:

The Department of Industrial Engineering Undergraduate Committee will serve as the primary body for reviewing of undergraduate curricular matters within the Department and providing recommendations to the Department Chair and Faculty on such matters. The undergraduate coordinator shall be the chair of the Undergraduate Committee.

Section 2F. Curriculum Committee

The Curriculum Committee shall consist of the graduate coordinator, honors coordinator, undergraduate coordinator and other members as appointed by the department chair. This committee shall coordinate interactions between the graduate, undergraduate and honors programs. It shall provide recommendations to the Department Chair on these matters as required and shall coordinate these educational functions. The membership of the committee elects its chair from the regular members of the committee. The chair of the Curriculum Committee shall represent the Department on the College Curriculum Committee.

Section 2H. Student Scholarships, Awards, and Honors Committee:

The Department of Industrial Engineering Student Scholarships, Awards, and Honors Committee will have responsibility for recommendations, nominations, and proposals of individual students for scholarships, academic honors, and awards. The Committee shall consist of at least three (3) faculty appointed by the Department Chair. The Department chair will appoint the chair of the Student Scholarships, Awards, and Honors Committee. The departmental representative to the College Scholarships, Awards, and Honors Committee will be a member of this Committee and selected by the committee membership.

Section 2I. Assessment Committee:

The Department of Industrial Engineering Assessment Committee is charged with the responsibility of maintaining procedures for and ensuring collection of assessment data to support the various needs of the department.

Section 3. Departmental Participation in College and University Governance

The representatives of the Department of Industrial Engineering on all College and University Committees, councils, etc. whose selection has not been otherwise defined by these bylaws shall be elected by a simple majority of the voting members of the faculty.

Section 4. Faculty Search Committees

Faculty Search committees are special purpose ad hoc committees. They shall be composed of at least three (3) regular faculty for tenure / tenure track appointments, and three (3) members of the faculty for lecturers. The Department Chair shall appoint the committee membership and chair.

In the case of a search for a titled professor, endowed chair, department chair or other departmental academic administrator (such as an associate chair), the provisions of the Faculty Manual also apply.

In the case of an appointment to a faculty position not described here (e.g. post-doctoral research fellow or research faculty), the Department Chair or sponsoring regular faculty member will consult with the Department Advisory Committee regarding the appointee's qualifications.

Section 5. Other Ad Hoc Committees

The Department Chair of Industrial Engineering may appoint or delete Ad Hoc Committees as required. The Department Chair will suggest procedures to govern these Ad Hoc Committees, and have the procedures approved by the Committees.

The Department Chair shall appoint ad hoc committee membership and appoint chairs of such committees. All ad hoc committees shall operate according to College Bylaws and the Faculty Manual.

ARTICLE VII: TENURE, PROMOTION, AND REAPPOINTMENT REVIEW, POST-TENURE REVIEW, AND ANNUAL REVIEW GUIDELINES

All faculty are reviewed in accordance with the frequency and stated procedures delineated within the Clemson University Faculty Manual. In addition, all other personnel involved in the teaching mission of the Department will be reviewed relative to their teaching effectiveness. Dates for submission of materials and for completing each level of review are determined each year by the University, the College, and the Department so that adequate time is provided at each level for a thorough and complete review. The Department Chair will ensure that an annual notice is sent to faculty stating the schedule and deadlines for the tenure, promotion, and reappointment process, for the annual review process, and for the post-tenure review process.

Eligibility for reappointment, tenure, or promotion shall be in accordance with the Clemson University Faculty Manual. Faculty seeking promotion and/or tenure should initiate the process by a timely written request for review at the immediate next cycle to the Department Chair who will advise the Tenure, Promotion, and Reappointment

Committee of the request. The reappointment review process is initiated automatically in accordance with the Faculty Manual and any terms in the appointment letter for all untenured tenure-track faculty and special rank faculty, unless a particular faculty member has requested not to seek reappointment. Senior lecturers are subject to reappointment review at least every three years; the review occurs in the penultimate year of their current appointment.

The guidelines, criteria, and procedures for appointment, reappointment, promotion, and tenure of regular faculty within the Department are detailed in the Industrial Engineering Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment.

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. 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. The Department Chair conducts annual reviews. Annual review will be completed in a timely manner and by the deadlines set by the University and the College.

The appointment of lecturers shall follow university policies governing position searches, hiring, and other personnel matters. The review and recommendation for reappointment and promotion of lecturers and senior lecturers shall adhere to the guidelines provided in the Industrial Engineering Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment.

The appointment of other special faculty shall follow university policies governing position searches, hiring, and other personnel matters. The review and recommendation for reappointment and promotion of other special faculty shall adhere to the guidelines provided in the Industrial Engineering Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment

Faculty who are due Post-Tenure Review will be notified of this fact at the start of the academic year concomitant with their review. Post-Tenure Review Guidelines are a standing document within the Department and separate from these bylaws.

ARTICLE VIII. PROVISION FOR RESOLUTION OF CONFLICTS WITH COLLEGE BYLAWS AND THE UNIVERSITY FACULTY MANUAL

In the event that a section of these bylaws conflict with College bylaws, it is understood that the College bylaws take precedence. In the event that a section of these bylaws conflict with the University Faculty Manual, it is understood that the University Faculty Manual takes precedence.

ARTICLE IX. AMENDMENT

These bylaws may be amended at a regular meeting of the Department of Industrial Engineering Faculty by a two-thirds (2/3) majority vote of the voting primary Department faculty. The proposed amendments must be recommended by at least two (2) members of the Department of Industrial Engineering voting primary faculty and distributed to the voting faculty by the Chair at least fourteen (14) calendar days prior to the scheduled meeting.

Approved by the Faculty on September 15, 1995

Revision Approved by the Faculty May 3, 1996

Revision Approved by the Faculty August 25, 1997

Revision Approved by the Faculty September 21, 1998.

Revision Approved by the Faculty October 29, 2009

Revision Approved by the Faculty October 4, 2017

Requirements for DEPARTMENTAL BYLAWS - 2017-2018 Faculty Manual

Department Industrial Engineering

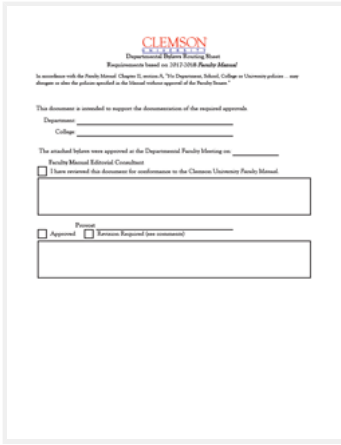
Date 10/4/17

NOTE: This list may be useful to ensure departmental bylaws conform with the Faculty Manual. Updated 10/4/17.

Items 16-21 previously were inadvertently assigned to the PTR document, though the Faculty Manual requires them in the Bylaws.

Compliance

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	Ch II, A1c	✓		
2 Statement that departmental bylaws may not contradict the Faculty Manual	Ch VII, L2f	✓		
3 The TPR document is distinct from departmental bylaws	Ch IV, D1c	✓		
4 Specification of approval process to appoint faculty to special ranks	Ch III, D2a	✓		
5 Process for selecting search and screening committees for special rank faculty OPTIONAL	Ch III, D2a			✓
6 A statement 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. OPTIONAL <u>mechanism</u>	Ch III, D2g	✓		
7 Requirements for the appointment, reappointment, and promotion of research faculty	Ch III, D2i, i(2)	✓		
8 Requirements for the appointment, reappointment and promotion of extension faculty	Ch III, D2i, ii(3) and (6)	✓		
9 Specification of the process for initiating the appointment of clinical faculty	Ch III, D2i, iii(2)	✓		
10 Specification of the process for initiating the appointment of professor of practice faculty	Ch III, D2i, v(4)	✓		
11 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch IV, B5a, i(1)	✓		
12 Procedures for recruiting and evaluating special ranks faculty	Ch IV, B5b, i	✓		
13 Procedures for selecting search and screening committees for special rank faculty OPTIONAL	Ch IV, B5b, i(1)	✓		
14 Specification of how the TPR Committee shall solicit recommendations from senior lecturers for reappointment of lecturers, promotion <u>review of lecturers to senior lecturer, and reappointment review of senior lecturers</u> NOTE: This may also be in TPR Guidelines	Ch IV, D1d			✓
15 Procedures for electing the Post-Tenure Review Committee separate from the TPR Committee	Ch IV, F4a	✓		
16 Only tenured faculty may serve on the PTR Committee	Ch IV, F4b	✓		
17 The PTR Committee shall have a minimum of three members	Ch IV, F4c	✓		
18 Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch IV, F4d	✓		
19 The PTR Committee shall elect its own chair	Ch IV, F4e	✓		
20 Process for electing an external PTR member if this is part of the Post-tenure review process OPTIONAL	Ch IV, F6a, ii	✓		
21 Policy if external letters are required are required for post-tenure review	Ch IV, F6a	✓		
22 Other duties assign to the department chair OPTIONAL	Ch VI, I2p			✓
23 Mechanism to elect members to college committees unless otherwise required OPTIONAL	Ch VII, L6f			✓
24 Mechanism to elect members to university and college committees in the case of vacancies OPTIONAL	Ch VII, D2a, i			✓
25 There shall be at least one department faculty meeting per long semester	Ch VII, L3a	✓		
26 Opportunity to establish separate Undergraduate and Graduate Curriculum Committees OPTIONAL	Ch VII, L4b			✓
27 Departmental curriculum committees elect their chairs	Ch VII, L4c	✓		
28 Every department shall have a standing advisory committee in the departmental bylaws	Ch VII, L5a	✓		
29 Other standing committees shall be established in departmental bylaws	Ch VII, L6d	✓		
30 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch VII, L6e	✓		








2017-2018 Dept Bylaws - Industrial Engineering

Adobe Sign Document History

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