

**DEPARTMENT OF MANAGEMENT
COLLEGE OF BUSINESS AND BEHAVIORAL SCIENCE
CLEMSON UNIVERSITY**

FACULTY BY-LAWS

Preamble

These by-laws shall govern the organization and procedures of the Faculty of the Department of Management, College of Business and Behavioral Science, at Clemson University. The purpose of these by-laws shall be to assist the faculty in its role of department, college, and university governance by specifying: policies affecting academic activities, the procedures for modifying these policies, and other such matters as might pertain to the common professional goals of the members of the faculty.

Article I – Membership

Membership shall consist of all full-time faculty members in the Department of Management who are not pursuing a degree in the College of Business and Behavioral Science.

Article II – Officers

The Department Chair of the Department of Management shall serve as chairperson of all faculty meetings. In the event that the Department Chair is absent, another member of the faculty may be appointed by the Chair to act as chairperson. The Department Chair shall assign a faculty member to take minutes.

Article III – Procedures

1. Notification of all faculty meetings shall be made in writing via interoffice or electronic mail to all members at least five (5) working days before the scheduled meeting. Emergency meetings may be convened by the Department Chair without this limitation. At least one regular faculty meeting shall be scheduled per semester, normally at the beginning of the semester.
2. The faculty may request that the Department Chair convene a faculty meeting by presenting to the Department Chair a petition signed by at least twenty five (25) percent of the membership. Such written request should include the reason for the meeting. The faculty meeting thus called should be held within ten (10) working days of the date of presentation of the request to the Department Chair.
3. Secret ballot may be called for by any member and made binding without a vote. The result of a vote conducted during a faculty meeting shall be announced at that meeting. Two (2) members of the faculty shall be assigned by the meeting chairperson to collect and count all votes.
4. At least fifty (50) percent of the faculty plus one member shall constitute a quorum.
5. A majority of those voting at a duly constituted meeting shall constitute a majority of the faculty. A majority shall suffice for all votes except those that deal with a change to the Department of Management faculty by-laws.

6. Proposed amendments to the faculty by-laws must be provided to all faculty members not less than five (5) working days prior to the meeting in which a vote on the amendment will be held. A two-thirds vote of the faculty present and voting shall be required to change the by-laws.
7. Written proxy votes shall be permitted, but can only be exercised by a member as defined in Article I.
8. In the event that the faculty agrees to vote on an issue at a time other than during a faculty meeting, a faculty member may exercise his or her vote by interoffice or electronic-mail.
9. Except where specifically stated, Robert's Rules of Order, as revised, shall prevail.

Article IV – Standing Committees

1. Eligibility and Conditions for Membership

- a. Only members of the faculty as defined in Article I are eligible for membership in standing committees.
- b. In the case of elected committees, the member selected by the faculty must be present and express a willingness to serve at the time of nomination. If unable to be present at the time of nomination, a member may express a willingness to serve to the Department Chair prior to the election.
 - i) An election shall be held whenever the term of a current member expires. A member of an elected committee who is unable or unwilling to continue service shall be replaced. An election shall be held at the next convening of the Faculty to replace this member. The replacement member shall complete the term of the originally elected member.
 - ii) There is no limit on the number of consecutive terms of office that an individual faculty member may be elected to serve on any of the elected standing committees.

2. Tenure, Promotion, and Reappointment (TPR) Committee

- a. Composition: Membership shall be composed of all full professors in the Department of Management who have been granted tenure. In the event that fewer than three full professors in the Department of Management qualify to serve on the committee, the Department Chair shall constitute a committee to serve as the TPR Committee for the academic year. The committee appointed must include at least three tenured faculty members, including all available tenured full professors. The chairperson of the committee must be a member of the committee and shall be elected by the members of the committee.
- b. Term: The period of service shall be for one (1) academic year, and may be repeated for each academic year that a faculty member is eligible and willing to serve.
- c. Duties: This committee shall be responsible for:
 - i) Recommending the appropriate disposition, in accordance with the *General Guidelines for Faculty Development and Performance*, of petitions for tenure, promotion, and reappointment for all permanent faculty employed to teach in the Department of Management; and
 - ii) Assisting the faculty of the Department of Management in the preparation of petitions for tenure, promotion, and reappointment by advising them of the appropriate format and content of materials to be submitted, and deadlines for submission.

3. Post-Tenure Review Committee

- a. Composition: This committee shall be elected only in academic years when it is needed, and shall be composed of four (4) tenured faculty members elected by the faculty, plus one (1) outside tenured faculty member nominated by the Department Chair and elected by the faculty. Faculty members scheduled for post-tenure review during the academic year may not serve. The committee chair shall be elected from the membership by the members of the committee.
- b. Term: The period of service on this committee shall be for one (1) academic year.
- c. Duties: The committee shall be responsible for reviewing the contributions of faculty members undergoing post-tenure review, and for generating written reports as specified in the Faculty Handbook.

4. Curriculum Committee

- a. Composition: This committee shall be composed of three (3) tenured or tenure-track faculty members elected by the faculty. The chairperson of this committee must be a member of the committee and shall be elected by the committee members on an academic year basis.
- b. Term: The period of service of this committee shall normally be two (2) academic years. The expiration dates of member's terms shall be staggered so as to provide continuity in the membership.
- c. Duties: The committee shall be responsible for reviewing proposals concerning the curriculum of new degree programs, revisions to existing degree programs, and shall evaluate and make recommendations to the faculty about specific courses. The chairperson of this committee shall serve as the representative of the Department of Management to the College of Business and Behavioral Science Curriculum Committee.

5. Department Advisory Committee

- a. Composition: This committee shall be composed of three (3) tenured or tenure-track members elected by the faculty. The chairperson of this committee must be a member of the committee and shall be elected by the committee members on an academic year basis.
- b. Term: The period of service on this committee shall be one (1) academic year.
- c. Duties: The duties of this committee shall be to represent the faculty in discussions with the Department Chair, either at the request of the Department Chair, members of the faculty, or at the discretion of the committee. This committee is responsible for the approval of candidates seeking a degree in management prior to each scheduled graduation.

6. Graduate Programs Committee

- a. Composition: This committee shall be composed of four (4) tenured or tenure-track members elected by the faculty, plus a chairperson. The chairperson of this committee shall be appointed by the Department Chair to serve on an academic year basis, and will also serve as the Graduate Coordinator of the Department of Management.
- b. Term: The period of service shall normally be two (2) academic years and may be extended for additional periods that a faculty member is eligible and willing to serve. The expiration dates of member's terms shall be staggered so that one-half of the committee's membership is reappointed or replaced or each year.
- c. Duties: The duties of the committee shall be to
 - i) Implement admission standards, curriculum actions, and operating policies and procedures approved by the faculty for all graduate programs administered by the department.

- ii) Monitor the progress of graduate students toward their degrees, and recommend appropriate actions to the students' graduate committees and to the Department Chair.

7. **Assessment Committee:**

- a. **Composition:** This committee shall be composed of five (5) faculty members – one from each of the following areas: Entrepreneurship/Strategy; MIS; OB/HRM; Operations-SCM; Statistics/Management Science – appointed by the Department Chair. A majority of the five appointees must be tenured or tenure-track faculty. The chairperson of this committee must be a tenured or tenure-track faculty member, must be a member of the committee, and shall be elected by the committee members on an academic year basis
- b. **Term:** The period of service of this committee shall normally be two (2) academic years. The expiration dates of member's terms shall be staggered so as to provide continuity in the membership.
- c. **Duties:** The committee shall be responsible for (a) developing assessment plans for all undergraduate degree programs, (b) implementing the assessment plans by coordinating with instructors of specific courses/sections, (c) reviewing assessment results, and (d) recommending, to the Curriculum Committee and the Department Chair, changes to be made to the curriculum and/or course delivery for improving student learning.

Article V – Appointed Committees

The Department Chair shall appoint consenting members to the following committees. Composition, duties and term of service shall be established at the time of the appointment.

- 1. Scholarship and Awards Committee
- 2. Social Committee
- 3. Faculty Search and Screening Committee

Article VI – Other Committees

The Department Chair and/or the faculty may establish temporary committees as the need arises.

Approved by:

 3/15/2010
Chair, Department Of Management

Dean, CBBS

Provost, Clemson University