

FACULTY BY-LAWS
Department of Marketing
College of Business and Behavioral Science
Clemson University

PREAMBLE

These By-Laws shall govern the organization and procedures of the Faculty of the Department of Marketing, College of Business and Public Affairs, 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, and other such matters as might pertain to the common professional goals of its membership.

ARTICLE I - MEMBERSHIP

Membership shall consist of all full-time faculty of the Department of Marketing.

ARTICLE II - OFFICERS

1. The Head of the Department of Marketing will serve as Chairperson of all faculty meetings. In his (her) absence, the Assistant to the Department Head will act as chairperson. If the Assistant to the Department Head also is absent, the senior professor in attendance will act as chairperson.
2. The faculty of the department will have only one elected officer: secretary. The secretary will be elected by a majority vote of the membership and will serve for two academic years. In the case of a secretary elected to fill a vacancy during the academic year, the term of service will extend to the end of the previous secretary's term. Nominations for the position of secretary will be made from the membership. Election will take place during the first faculty meeting of each academic year. The duties of secretary will be as follows:
 - a. Ensure that accurate minutes of each faculty meeting are taken and distributed to the faculty.
 - b. Coordinate, with the Head of the Department, notification to members of meetings.
 - c. Count all votes taken at meetings. For secret ballots, the Department Head will appoint a faculty member to assist in the count.
3. All standing committee elections will be conducted at the last departmental meeting in the academic year. New terms of office will start at the beginning of each academic year.

ARTICLE III - PROCEDURES

1. Notification of all faculty meetings will be made in writing to all members at least five (5) working days in advance of the meeting. Emergency meetings may be called without this limitation.
2. The faculty, by signature request of at least twenty-five (25) percent of the faculty may call for a meeting. Such written request must include the reason for the meeting and must be presented to the Department Head and Secretary. The faculty meeting thus called for should be held within ten (10) working days of the date of presentation of the request by the members.
3. Secret ballot may be called for by a member without vote. Votes will be tallied by the secretary with the assistance of a member. All votes will be announced.
4. At least fifty-one (51) percent of the faculty shall constitute a quorum.

5. A plurality of those voting at a duly constituted meeting will constitute a majority. A majority will suffice for all votes except those which deal with a change in these By-Laws. A vote of two-thirds of the members is required to pass a change to these By-Laws. Proposed amendments to these By-Laws must be provided to all faculty members not less than five (5) working days prior to the meeting in which the amendment will be proposed.
6. All substantive issues must receive two readings before they can be acted upon. This rule may be waived by a two-thirds vote of members present (quorum) at first reading. Substantive issues are those that could have a long term impact on the faculty either by their nature or their precedent. The following are examples of substantive issues, but are not intended to be exhaustive: curriculum matters; promotion and tenure procedures; and teaching load reduction policy. Written proxy votes will be permitted.
7. Notwithstanding any other qualifying attributes, membership on any elected committee shall require that the member be "in residence" at the time of election.
8. Members of elected committees who ascertain an inability to serve for the remainder of their normal elected term will be replaced at the time inability to serve begins. The replacement member will complete the term of the originally elected member.
9. At the end of each academic session, the faculty will vote to approve and award degrees to graduation candidates.
10. Except where specifically stated, Roberts Rules of Order, as revised, will prevail.

ARTICLE IV - STANDING COMMITTEES

1. Promotion and Tenure

- a. Composition: This committee shall be composed of all Professors in residence not to exceed five. If there are not five, the remainder shall be composed of elected, tenured faculty members for a total of five members. Those tenured faculty members being reviewed for promotion will not participate on the Promotion and Tenure Committee.
- b. Term: The period of service for elected member(s) of the committee will be one year.
- c. 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. 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 Marketing Department 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. Only full-time tenured or tenure-track members of the department will be permitted to vote in this election. The Personnel Committee will elect its own chairperson at the end of the spring semester.
- d. Restrictions: The deliberations of the committee will remain confidential at all times.

2. Curriculum

- a. Composition: This committee will be comprised of three (3) elected members.
- b. Term: The period of service of the committee will be three (3) years. The chairperson will be elected by the committee members on a yearly basis. The committee will consist of staggered terms to allow for smooth transitions from year-to-year. In the event that all three faculty members are newly elected members to the committee, the staggered terms will be accomplished by electing one faculty member to a one year term, a second faculty member to a two-year term, and the third faculty member to a three-year term. Thereafter, one faculty member will be elected each year.

- c. Duties: This committee will make recommendations on the curriculum of new degree programs and will evaluate and make recommendations to the membership about courses and existing degree programs. The chairperson of this committee will serve as the department's elected member to the college's curriculum committee.
- d. Restrictions: Article III-6 applies to all curriculum matters.

3. **Assessment**

- a. Composition: The Assessment Committee will be comprised of three (3) elected faculty members, one of whom is the Director of the MS Program or a representative from faculty member who teach in the graduate program.
- b. Term: The period of service on this committee will be one (1) year.
- c. Duties: This committee will make recommendations on the assessment of departmental degree programs as well as other defined objectives. It will evaluate and make recommendations to the faculty regarding measures and processes for assessment. This committee will serve as the department's liaison to other university assessment groups.

4. **Business and Alumni Relations**

- a. Composition: This committee will be comprised of a minimum of two (2) elected faculty members.
- b. Term: The period of service on this committee will be two (2) years. Initially, one faculty member will be elected for two years, and the other will be elected for one year. Thereafter, one faculty member will be elected each year.
- c. Duties: This committee will serve as the department's liaison with our alumni and marketing practitioners. They will represent the department in all its endeavors where the purpose is to build broad based support (i.e., financial, personal, etc.) for the department's programs, faculty, and students. Further, this committee will be expected to work with the college's development officer in building relationships with the marketing community and our alumni. This committee will make recommendations on how to strengthen and improve our relations with these constituents.

5. **Honors and Awards**

- a. Composition: This committee will be comprised of one (1) elected member.
- b. Term: The period of service on this committee will be two (2) years.
- c. Duties: This committee 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. The elected faculty member will also serve as the Department representative to the College Scholarship and Awards Committee.

6. **Internship Coordinator**

- a. Composition: The Internship Committee will be comprised of one (1) faculty member appointed by the Department Chair.
- b. Term: The period of service on this committee will be two (2) years.
- c. Duties: The appointed faculty member will serve as a liaison between the department and businesses as well as the co-op and internship offices on campus. He/she will work with businesses and these offices to develop and publicize opportunities for marketing students. The internship committee will also make recommendations for improving the internship experience and process.

7. **Social**

- a. Composition: This committee will be comprised of one (1) elected member.
- b. Term: The period of service on this committee shall be three (3) years.
- c. Duties: This person will be the department representative to the College Social Committee. In addition, this person will coordinate any department social functions.

8. **Library**

- a. Composition: This committee will be comprised of one (1) elected member.
- b. Term: The period of service on this committee shall be three (3) years.
- c. Duties: This person will represent the department in its relations with the library.

9. **Computer**

- a. Composition: This committee will be comprised of one (1) elected member.
- b. Term: The period of service on this committee shall be three (3) years.
- c. Duties: This person will represent the department in its relations with the college and university computer services. This person also will make recommendations for improving the department's computing capabilities.

10. **Post Tenure Review**

- a. Composition: This committee will be composed of all tenured faculty members in residence except those undergoing post-tenure review.
- b. Duties: This committee will provide a Post Tenure Review of appropriate faculty members. Evaluation and reporting procedures will follow the faculty manual and departmental guidelines.
- c. Restrictions: The deliberations of the committee will remain confidential.

ARTICLE V - OTHER COMMITTEES

The Department Head and/or faculty may establish temporary committees as the need arises. The Department Head will appoint a faculty member to be advisor to the Clemson University Marketing Association and to other student organizations as needed.

Revised and Approved by the Department of Marketing Faculty: October 2011