



Departmental Bylaws Routing Sheet
Requirements based on 2020-2021 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter VII, section L2d, "Departmental bylaws must be approved by faculty who are accorded voting rights in accordance with Departmental bylaws and reviewed by the Provost or designee for consistency with the *Faculty Manual* ."

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

Department: _____

College: _____

The attached bylaws were approved at the Departmental Faculty Meeting on: _____

Faculty Manual Editorial Consultant

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

Provost or designee (signature) _____

Name _____

Reviewed Revision Suggested (see comments) Date _____

Requirements for DEPARTMENTAL BYLAWS – 2020-2021 Faculty Manual

Department: Philosophy and Religion

Date

5/5/2021

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

Compliance

The 2019-2020 and later *Faculty Manuals* require departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d. * see note below

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	Ch III, A1c	X		
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, L2f	X		
3 The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
4 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	Ch IV, B2g	X		
5 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i	X		
5a Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws	Ch B, B5a, i	X		
6 Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)	X		
7 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
8 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i(1)	X		
9 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the Faculty Manual or the College Bylaws	Ch IX, D2a, i	X		
10 Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a	X		
11 There must be a standing curriculum committee.	Ch IX, L4a	X		
12 Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b	X		
13 Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e	X		
14 Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws	Ch IX, L5a	X		
15 Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document)	Ch IX, L6a	X		
16 Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c	X		
17 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7	X		

BYLAWS OF THE DEPARTMENT OF PHILOSOPHY & RELIGION
College of Architecture, Arts and Humanities
2021

Clemson University
Clemson, South Carolina

ARTICLE I
Voting Membership

In keeping with the *Faculty Manual*, in this document “Faculty” designates all tenured and tenure-line faculty, including Department Chair. “Special faculty” designates all lecturers, senior lecturers and principal lecturers. The term “faculty” is a generic term that includes all regular, special, and administrative faculty. The term “members of the Department” includes all faculty and staff.

All fulltime faculty of the Department, including those on leave, shall have the right to vote on all matters coming before the Department, except for those related to personnel issues. Voting on personnel matters is limited to the Personnel Committee. Any member of the faculty may attend meetings of the Department and express an opinion on any issue.

ARTICLE II
Responsibilities

In accordance with policies established by the Board of Trustees, the faculty of this Department recognizes and accepts its responsibilities to share in maintaining the educational and professional work of the Department, especially in personnel and curriculum matters. 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 Departmental faculty. In addition, the faculty of the Department shall designate representatives to such College committees as the Bylaws of the College require. Nothing in these bylaws shall be construed to contradict the *Faculty Manual*.

ARTICLE III
Officers

The officers of the Department shall consist of a Presiding Officer and a Secretary. All elected officers shall serve a one-year term.

Clause 1. Presiding Officer: The Presiding Officer shall be the Chair of the Department of Philosophy and Religion. The Chair will administer the Department and conduct reviews of departmental staff in accordance with the state personnel system.

Clause 2. Secretary: The members of the Department shall select a Secretary at a meeting during the Spring semester. The Secretary shall keep accurate minutes of all meetings of the Department, distributing these to the Departmental faculty and the Chair for approval.

Clause 3. Acting Officers: The Chair shall designate acting officers, including an acting Chair, as needed.

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 Department business, for making announcements, and for reasons not otherwise indicated in these bylaws. The Chair shall also call meetings at the request of two voting members of the Departmental faculty. At least once a year, the Chair shall provide the Department with a budget report. Notice of meetings, including the meeting agenda, shall require at least three class days notice. The most recent edition of *Robert's Rules of Order* shall prevail in all meetings of the Departmental faculty.

ARTICLE V

Standing Committees and Representatives

All elected committee members shall serve a one-year term beginning at the end of the semester in which they are elected unless otherwise specified.

Clause 1. Advisory Committee: The Advisory Committee shall consist of the Department Chair as Chair, and at least three members of the Departmental Faculty, elected by the Department at a meeting during the Spring semester to act on behalf of the faculty during the following academic year. The Committee shall advise the Department Chair on all significant issues except as otherwise specified in these bylaws.

Clause 2. Personnel Committee: The composition and role of the Personnel Committee is described in the department's TPR guidelines document.

Clause 3. Curriculum Committee: The Curriculum Committee shall consist of three members of the Faculty elected at a Department meeting during the Spring semester. The committee shall elect a Chair and a Secretary from among its members. The Chair shall represent the Department on the College Curriculum Committee, with the Secretary serving as alternative representative. The Committee shall accept proposals from the faculty; propose and review these; circulate descriptions of its actions among Departmental faculty; and solicit and respond to written comments from the faculty concerning the recommendations before submitting them to the College Curriculum Committee.

Clause 4. Speakers Committee: The Speakers Committee shall consist of three members of the faculty elected at a Department meeting during the Spring semester. The committee shall elect a Chair from among its members. The Committee shall accept proposals from the faculty for speakers to invite to campus and then make recommendations concerning invitations to the Department Chair.

Clause 5. Honors and Awards Representative(s): The Honors and Awards representative(s) shall be elected at a Department meeting during the Spring semester. The representative(s) shall solicit nominations and represent the Department on the College Honors and Awards Committee(s).

Clause 6. Other Committees and representatives: The faculty may establish other standing and *ad hoc* committees and Departmental representatives. The Chair also may establish committees and appoint representatives at his or her discretion.

ARTICLE VI

Policy and Procedures for Appointment, Reappointment, Tenure, and Promotion

Clause 1. General Criteria: The Department shall base its personnel decisions for appointment, reappointment, tenure, promotion, and Post Tenure Review on the *Faculty Manual* and the Department's Tenure, Promotion, and Reappointment guidelines. The Department does not hire extension faculty, research faculty, clinical faculty, or professors of practice.

Clause 2. Appointments:

A. When the Department requests or obtains authorization to hire new members, the Chair shall so inform the Department, along with any special considerations imposed on the position by the college or university.

B. All Departmental faculty will be allowed to comment on the area(s) of specialization and competence at a Department meeting. Then the Department Chair and the Personnel Committee shall jointly determine the area(s) of specialization and competence to seek in a candidate. The Personnel Committee will then draft an advertisement for approval by the Chair and the Dean.

C. The Personnel Committee will elect a Search Committee composed of no fewer than three Faculty members of the Department. One or two additional members of the Search Committee may be added from Faculty outside the Department as deemed appropriate by the Personnel Committee.

D. The Search Committee shall elect a chair who will oversee all aspects of the initial collection and screening of applications, including all contact with the candidates.

E. The Search Committee shall make available to all members of the Department, with the exception of those who are candidates for the position, the credentials of all candidates being considered for the position. All members of the Department should be offered adequate opportunity to make their opinions about the candidates known to both the Search and the Personnel Committees.

F. The Search Committee shall recommend a list of the leading candidates for preliminary interviews. Upon approval of a final list by the Personnel Committee, the Search Committee shall

conduct the preliminary interviews in a timely fashion and summarize their findings for the Personnel Committee.

G. The Personnel Committee shall provide the Chair with a list of all candidate(s) it thinks are acceptable, in rank order. The Search Committee Chair will invite three of the leading candidates to campus for an intensive on-campus interview. The campus interview process will be overseen by the Search Committee Chair, and normally involves the candidate teaching a class, presenting a research paper, and meeting with all committees and officials involved in the hiring decision.

H. The Personnel Committee shall provide the Department Chair and Departmental faculty with its recommendations concerning the final hiring decision by listing all candidate(s) it considers acceptable, in rank order. It will also provide the Department Chair with recommendations concerning rank and tenure. The Department Chair and Personnel Committee shall consult and attempt to reach agreement concerning these items.

I. The Department Chair will then make a recommendation concerning which candidate to hire from the list of acceptable candidates provided by the Personnel Committee and forward this to the Dean of the College for approval, along with the recommendation of the Personnel Committee.

J. Once the final approval has been secured from the relevant university officers, the Department Chair will contact the candidate to extend the formal offer. Should the rank and tenure recommendation of the Personnel Committee differ from that of the formal offer approved by the Dean, the candidate will be informed of the Personnel Committee recommendation before the terms of hire are finalized.

K. If at any stage of the process, the Chair thinks that the list of candidates presented for interviews or hiring is not acceptable, the Chair shall inform the Personnel Committee of this fact--along with his/her reasons--and seek to resolve any impasse through consultation with the Personnel Committee.

L. Should the Chair perceive a need to hire a Temporary Lecturer when time factors make appointment as specified above impossible, he or she will seek approval from the Personnel Committee.

- (1) The Chair will give the Personnel Committee a deadline for a response, at least three working days after the request.
- (2) If the Personnel Committee does not reply by the deadline, or if the Personnel Committee approves, the Department Chair will then be authorized to fill the vacancy using an expedited hiring procedure, in consultation with the Personnel Committee. In such a case,

the Chair shall make it clear to the individual hired that the appointment cannot extend beyond a single year unless subsequently affirmed by the Personnel Committee.

- (3) If the Personnel Committee responds by the deadline set by the Chair and does not authorize the hire, the hire is not authorized.

M. The search for a Department Chair shall take place in accordance with the *Faculty Manual*.

- (1) The Search Committee shall be composed of representatives from the Faculty and other groups, as specified by the *Faculty Manual*. The applicant materials, including letters of recommendation, shall be made available to all Departmental faculty. All members of the Department shall have the opportunity to provide feedback and concerns to the members of the Search Committee.
- (2) When appropriate, full professors will be called upon to recommend whether or not finalists are deserving of the rank of full professor.
- (3) At the conclusion of campus visits by the finalists, a Department meeting will be called with the Search Committee present to discuss the merits of the finalists. The Search Committee will then meet separately to consider the finalists and will send a ranked list of acceptable candidates to the Dean.

Clause 3. Deadlines for Personnel Actions: Based on yearly University and College timetables and deadlines for the receipt of materials and recommendations pertaining to appointment, reappointment, tenure, promotion, and post tenure review, the Department Chair will consult with the Chair of the Personnel Committee and with the Chair of the Post Tenure Review Committee to prepare Departmental timetables and deadlines for the receipt and forwarding of all materials and recommendations pertaining to personnel actions. The Department Chair, Personnel Committee Chair, and Post Tenure Review Committee Chair will ensure that all affected faculty are informed of the relevant Departmental timetables and deadlines for personnel actions.

ARTICLE VII

Amendments

At least one week prior to consideration by the faculty of any proposed amendments to these bylaws, such proposed amendments shall be put in writing and circulated by the proposer(s) to all faculty of the Department. Amendments shall be approved by a two-thirds vote of the voting members of the Department.