

**BYLAWS OF THE DEPARTMENT OF PHILOSOPHY & RELIGION**  
College of Architecture, Arts and Humanities  
2009

Clemson University  
Clemson, South Carolina

**ARTICLE I**  
Voting Membership

All full time 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.

**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 Department Faculty. In addition, the Faculty of the Department shall designate representatives to such College committees as the Bylaws of the College require.

**ARTICLE III**  
Officers

The officers of the Department Faculty 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.

Clause 2. Secretary: The members of the Department shall select a Secretary at a meeting during the Spring semester. The Secretary shall assist the Chair in preparing the agenda for meetings of the Department faculty, distribute the agenda to the Faculty at least three class days prior to a meeting, keep accurate minutes of all meetings of the Department, and distribute the minutes to the Department Faculty, the Chair and the Dean of the College. All tenured and tenure-track faculty shall serve as secretary on a yearly rotational basis. Faculty on sabbatical or leave shall have their term of office post-poned until they return.

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 Department Faculty. Meetings 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 chairperson, and three members of the Department, 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 Personnel Committee shall consist of all tenured faculty, 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 according to procedures specified in Article VI, Clauses 1 through 5 inclusive.

The Personnel Committee shall function as the search and screening committee as mandated by the *Faculty Manual*, Part IV: A. "Procedures for Faculty Appointment" and shall follow the procedures set forth therein. (See Article VI Clause 2 A, B1.)

The Personnel Committee shall develop a system of classroom observation for all candidates for reappointment, tenure, and promotion. Candidates for reappointment, tenure, and promotion, and the Department Chair shall receive a copy of the observer's written evaluation of the candidate's teaching. Such evaluations shall be based upon the observer's attendance at a class or classes taught by the candidate.

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

Chairperson and a Secretary from among its members. The Chairperson 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, review, and recommend to the College Curriculum Committee changes in the Department's curricula and course offerings; circulate descriptions of its actions 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. 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 Chairperson 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: The Honors and Awards representative shall be elected at a department meeting during the Spring semester. The representative shall represent the Department on the College Honors and Awards Committee and shall administer the awards and honors given in the name of the Department.

Clause 6. Other Committees and representatives: The Faculty, in conjunction with the Department Chair, 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.

Clause 7. Announcement of Meetings and Agenda of Committees: All departmental committees, with the exception of the Personnel Committee, shall announce meetings and the agenda to be followed at meetings to the Faculty at least three class days in advance of the meeting date.

## **ARTICLE VI**

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

Clause 1. General Criteria: This Department shall base its personnel decisions for appointment, reappointment, tenure, promotion, and post tenure review on the following general considerations:

#### **A. Teaching.**

Teaching lies at the core of the professional duties of members of this department. Therefore, no candidate whose ability in this area is deemed inadequate will be appointed, reappointed, promoted, or granted tenure. Candidates must provide evidence of their teaching ability to the personnel committee and the department chair, including at least a complete set of student evaluations and peer observations of teaching.

## B. Scholarship.

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

The general research guidelines for promotion and tenure are as follows:

When considering the granting of tenure, the primary consideration is to insure the candidate has laid a solid foundation for a life-long professional career which will enhance the academic reputation of Clemson University. Therefore, a successful candidate for tenure and/or promotion to associate professor must demonstrate research, publication, and scholarly achievement sufficient in both quantity and quality to establish their long term prospects as a productive scholar. As a general rule, a candidate must have had accepted for publication in refereed professional journals of standing or reputable collections of scholarly essays the equivalent of at least six substantial and professionally competent essays. The quality of the candidate's work is as important as its quantity and will be judged on the basis of the publications in which the work appears, the Personnel Committee's and Department Chair's review of the work, and the outside letters of recommendation. Thus, the candidate must not expect that a mere counting of items will suffice to settle the issue.

A full professor should be an established scholar with a lengthy record of scholarly contributions. Therefore, a successful candidate for promotion to full professor must demonstrate research, publication, scholarly or professional achievement sufficient in both quantity and quality to establish a national reputation within their field of expertise. Typically this requires evidence of a successful long term research project, as evidenced either by a book of original research with an established academic press, a lengthy series of scholarly publications in refereed professional journals, a documented record of professional achievements in the field, or some combination of these sufficient to demonstrate national standing in the candidate's area(s) of expertise.

## C. Service.

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 required 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, age, sexual preference, or physical condition.

G. External Review.

The Department requires that six letters of external review be included in the dossier of all candidates for tenure and for promotion. Three of the six reviewers are to be identified by the Department Chair in consultation with the Personnel Committee. The other three reviewers are the candidate's choice.

Written requests for letters will be made by the Department Chair.

The candidate and the Department Chair will decide what materials to send to the reviewers and set a deadline for receipt of the reviewers' letters. The same materials will be sent to all reviewers. The Department will cover the cost of obtaining and sending the materials.

Outside reviewers will be provided with all of the tenure and promotion guidelines relevant to the candidate – department, college and university. They will be asked to provide a confidential appraisal of the candidate's professional record in regard to his or her qualifications for tenure and/or promotion at an institution such as Clemson. They will be informed that their letters will be used by the Personnel Committee and others involved in the departmental, college, and university review process.

If any person asked to write a letter declines or is unavailable, the Chair will inform the Personnel Committee and/or the candidate, and an attempt will be made to find another reviewer.

The Chair will ensure that the reviewers' letters are included in the candidate's dossier in such a way they are not seen by the candidate.

H. Deadlines.

The Department Chair will provide all members of the department with timely information regarding relevant deadlines for reappointment, tenure and promotion.

Clause 2. Appointments:

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

the college or university.

B. The Department Chair, acting in concert with the department as an advisory committee of the whole, will determine the area(s) of specialization and competence to seek in a candidate (within the constraints imposed by clause 2.A above.) The Personnel Committee will then draft an advertisement for approval by the Chair and the Dean.

C. Personnel Committee will select a search committee composed of no less than 3 tenured or tenure track members of the department (which may include faculty who are not themselves members of the Personnel Committee) as elected by the members of the personnel committee. One or two additional members of the search committee may be added from tenured or tenure track faculty outside the department as appropriate.

D. The Search Committee shall elect a chair who will oversee all aspects of the initial collection and screening of initial 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 may make their opinions about the candidates known to the Search Committee and the Personnel Committee.

F. The Search Committee shall select a list of the leading candidates for preliminary interviews. The Search Committee shall conduct the preliminary interviews in a timely fashion and provide the Personnel Committee with a listing of at least two acceptable candidates, along with its recommendations.

G. The Personnel Committee shall provide the Chair with a listing of at least two candidates it feels merit further consideration, in rank order. If at all possible, the Department 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 with its recommendations concerning the final hiring decision. The Personnel Committee will list any candidate(s) it considers acceptable and recommend an order of preference. It will also provide recommendations concerning rank and tenure status. The Department Chair and the Personnel Committee shall consult and attempt to reach agreement concerning rank and tenure status. The Personnel Committee shall also inform the Department faculty of the recommendations for hire.

I. The Department Chair will then make a final recommendation concerning which candidate to

hire from the list of acceptable candidates provided by the Personnel Committee. This recommendation will be forwarded to the Dean of the College for approval.

J. Once the final approval has been secured from the relevant university officers, the Department Chair will contact the winning 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.

K. If at any stage of the process, the Chair feels 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. All procedures shall be in accord with the Faculty Manual (IV.) In filling all vacancies, the Search Committee, Personnel Committee, and Chair of the Department shall take steps to meet all affirmative action guidelines. Such steps shall include, but not be limited to the following:

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

(2) The Search Committee shall solicit vita from minority and women caucuses of appropriate professional organizations.

M. 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 procedures detailed 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:

A. 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, Tenure and Promotion.' Reappointment is not to be construed as promising eventual tenure. The procedures for reappointment are as follows:

B. The Personnel Committee shall inform candidates for reappointment that they 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.

C. Each candidate will give the Department Chair all material necessary for the Personnel Committee's deliberation

D. The Personnel Committee shall include all candidates for reappointment in the ongoing system of peer evaluation established by the Personnel Committee. The system shall be outlined in writing and given to each candidate for reappointment.

E. The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.

F. A formal vote shall be taken on all reappointment recommendations. The Personnel Committee Secretary shall maintain records of the Committee's deliberations.

G. The Personnel Committee shall make a written recommendation to the Department Chair. Then, the Department Chair shall make a separate recommendation. The Department Chair shall give the candidate a summary of the Department Chair's recommendation, and the chairperson of the Personnel Committee shall give the candidate a written summary, which has been approved by the Personnel Committee, of the Personnel Committee's recommendation and the rationale for it. The Department Chair shall inform the Personnel Committee of his/her recommendation before the recommendation is forwarded to the Dean.

Clause 4. Tenure:

A. Recommendations on tenure shall come from both the Personnel Committee and the Department Chair. Procedures used in making tenure decisions are those appearing in the Faculty Manual (IV: D-H) with the following departmental additions.

B. Tenure decisions are initiated in the following ways:

(1) Normal Procedure

(a) All untenured tenure track individuals in the sixth year of tenurable service shall be formally considered for tenure.

(b) All material necessary for the deliberations of the Department Chair and the Personnel Committee shall be placed by the tenure-candidate in a file accessible to all members of the Personnel Committee as well as the Department Chair.

(c) The Department Chair shall provide to the Personnel Committee any additional information necessary for a decision, including the number of years of tenurable service before a Clemson appointment that might be counted toward tenure at Clemson.

(2) Early Consideration

(a) Any untenured tenure track faculty member may propose his or her own name to the Personnel Committee and the Department Chair for formal consideration for an early tenure recommendation. An individual who submits his/her own name for consideration must do so in writing in accordance with the timetables and deadlines for personnel actions established by the department each year.

(b) The Department Chair may forward names of untenured faculty to the Personnel Committee for formal consideration, provided that the Department Chair has secured the written consent of such individuals in advance.

(c) The Personnel Committee may initiate formal consideration of an untenured individual, provided that the Personnel Committee has secured the written consent of such an individual in advance.

(d) Procedures followed will be the same as those in Clause 4. 8(1) (b) and (c) above.

C. The Personnel Committee shall review all untenured faculty in the ongoing system of peer evaluation established by the Personnel Committee. The system shall be outlined in writing and given to all untenured faculty.

D. The Chairperson of the Personnel Committee shall inform any member of the Department being considered for tenure when the procedure begins so that the candidate may meet with the committee to discuss his/her candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

E. The Personnel Committee shall inform the Department of those faculty being considered for tenure and shall encourage written comments from colleagues.

F. The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.

G. A formal vote shall be taken on all tenure decisions. The Personnel Committee's secretary shall maintain records of the Committee's deliberations.

H. The Personnel Committee will transmit its written recommendation(s) to the Department Chair not later than two weeks before the time final departmental recommendations are due in the office of the Dean of the College.

I. The Department Chair shall give the candidate a summary of the Department Chair's

recommendation, and the chairperson of the Personnel Committee shall give the candidate a written summary, which has been approved by the Personnel Committee, of the Personnel Committee's recommendation and the rationale for it.

J. As specified in the Faculty Manual, "the faculty member may elect to include a letter of response in the materials forwarded to the Dean. In cases of promotion or early tenure consideration, the candidate may withdraw from further consideration at this point.

K. The Department Chair shall forward his or her separate recommendation in each tenure case to the Dean of the College along with the Personnel Committee's recommendation, the candidate's dossier, and any other relevant materials. The Chair shall also inform the Personnel Committee of his or her recommendation before the recommendation is forwarded to the Dean.

Clause 5. Promotion:

A. Recommendations on promotion shall come from both the Personnel Committee and the Chair of the Department. Procedures used in making promotion decisions are those appearing in the *Faculty Manual* (IV: D, E, I) with the following departmental additions.

B. In deliberations respecting promotion to the rank of Associate Professor, the Personnel Committee shall be comprised of all full time tenured faculty at the rank of Associate Professor and Professor. In deliberations respecting promotion to the rank of Professor, the Personnel Committee shall be comprised of all full time tenured faculty at the rank of Professor. Should the Department not have a minimum of three faculty at the appropriate rank, faculty at suitable rank from other departments will be asked to participate in the recommendation procedure to bring the total number making the recommendation to three. In such cases, the Personnel Committee shall submit a list of potential outside participants to the Dean, and the Dean shall designate as many as necessary to serve.

C. Promotion decisions are initiated in the following ways:

(1) Any faculty member may propose his/her own name to the Personnel Committee and the Department Chair for formal consideration for a promotion recommendation. An individual who submits his/her own name for consideration must do so in writing in accordance with the timetable and deadlines for personnel actions established by the department each year.

(2) The Department Chair may forward names of faculty to the Personnel Committee for formal consideration, provided that the Department Chair 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 that individual in advance.

D. All material necessary for the deliberations of the Department Chair and the Personnel Committee shall be placed by the Personnel Committee in a file open to all members of the Personnel Committee as well as the Department Chair.

E. The Personnel Committee shall include all candidates for promotion in the ongoing system of peer evaluation established by The Personnel Committee. The system shall be outlined in writing and given to each candidate for promotion.

F. The Chairperson of the Personnel Committee shall inform any member of the Department being considered for promotion when the procedure begins so that the candidate may meet with the committee to discuss his/her candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

G. The Personnel Committee shall inform the Department of those faculty being considered for promotion and shall encourage written comments from colleagues

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 promotion decisions, and records of the Committee's deliberations shall be maintained.

J. The Personnel Committee shall transmit its written recommendation(s) to the Department Chair not later than two weeks before the time final departmental recommendations are due in the office of the Dean of the College.

K. The Department Chair shall give the candidate a summary of the Department Chair's recommendation, and the chairperson of the Personnel Committee shall give the candidate a written summary, which has been approved by the Personnel Committee, of the Personnel Committee's recommendation and the rationale for it.

L. The Department Chair shall forward his/her separate recommendation in each promotion case to the Dean of the College along with the Personnel Committee's recommendation, the candidate's dossier, and any other relevant materials. The Department Chair shall also inform the Personnel Committee of his/her recommendation before the recommendation is forwarded to the Dean.

Clause 6. Post Tenure Review (PTR)

A. In accordance with the Faculty Manual, all tenured faculty receiving no more than one (of five) annual performance rating of "fair," "marginal," or "unsatisfactory" in Part I of the Post Tenure

Review process receive a Post Tenure Review rating of “satisfactory.”

B. If a faculty member is planning to retire during the same academic year (by August 15th) as an anticipated PTR, the faculty member can sign a dated letter of intent to retire that is binding and the requirement of PTR will thereby be waived.

C. Composition of the PTR Committee. The PTR Committee shall consist of three tenured departmental faculty. Membership on the PTR Committee will change yearly, based on alphabetical order. The Department Chair will supervise the rotation and inform faculty in the Fall semester if they are due for service that year. Exceptions to service on the PTR Committee in any given year are (1) any faculty subject to PTR that year, (2) any faculty currently under PTR remediation, (3) any faculty on half or full year sabbatical or leave. Any faculty so excused will become next in line for service on the PTR Committee upon completion of their PTR review, remediation, or upon return from sabbatical or leave. The PTR Committee will elect a Chair and Secretary.

D. Options for External Review. In accordance with the Faculty Manual, H. 3. c) faculty may choose either (1) external letters or (2) an additional PTR Committee member from outside the department. If the faculty member under review chooses option (1) he or she will provide the PTR Committee with a list of 6 individuals who may serve as reviewers. The PTR Review Committee will solicit 4 references, at least 2 of whom are from the faculty member's list. If the faculty member chooses option (2), he or she will submit the names of 3 faculty from outside the department. If the PTR Committee finds the list acceptable, they will select one such external member. If the PTR Committee fails to find the list acceptable they will request another list from the faculty member.

E. Procedure. The Department Chair will notify the PTR Committee and faculty subject to review concerning which faculty are subject to review at the start of Fall semester each year. It is the responsibility of the PTR Committee to establish a schedule for review and to inform the faculty under review of that schedule and of the date of commencement of the review process. Faculty subject to review are required to provide the PTR Committee with the materials for review as specified in the Faculty Manual by the date of the commencement of the review process as established by the PTR Committee.

All aspects of PTR not explicitly addressed in these bylaws will follow the procedures specified in the *Faculty Manual* (IV).

#### Clause 7. 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 to all Faculty of the Department. Amendments shall be approved by a simple majority (excluding Faculty on leave) of the voting members.

## **ARTICLE VIII**

### **Ratification**

These bylaws shall take effect upon being ratified by a two-thirds vote of those Faculty members of the Department eligible to vote under Article 1, and who are present and voting at a meeting of the Department Faculty called for that Purpose.