

**Bylaws**  
**Department of Political Science**  
**Clemson University**

**ARTICLE I: GENERAL**

- A. These bylaws shall be interpreted in accordance with the relevant provisions of the bylaws of the College of Business and Behavioral Science, the *Faculty Manual*, and other binding rules and regulations of Clemson University. Any provision of these bylaws inconsistent with such rules and regulations shall be null and void. These bylaws are intended to provide further clarification and elaboration of the University rules and provisions of faculty governance as they pertain to the Department of Political Science. These bylaws shall supersede all previous and existing bylaws of the Department of Political Science.
- B. Except as specifically noted otherwise in these bylaws, the bylaws of the College of Business and Behavioral Science, the *Faculty Manual*, or as established by the customs and practices of Clemson University, the governance of the Department of Political Science shall be carried out by the Faculty of the Department (hereinafter “the Faculty”). Except as specifically noted otherwise in these bylaws, the Faculty of the Department shall be defined as all tenured and tenure-track members of the departmental faculty including those on leave of absence or sabbatical, but excluding faculty emeriti and special faculty ranks.

**ARTICLE II: THE DEPARTMENT CHAIR**

- A. The department chair (hereinafter “the chair”) serves three primary constituencies: his or her departmental faculty, departmental staff, and the administrators. The department chair shall preside over the administration of the Department. His or her responsibilities shall include the day-to-day management of the Department, along with all duties prescribed by the Dean of the College of Business and Behavioral Science, the *Faculty Manual*, as well as those customarily carried out by the chair. The chair shall be responsible for representing the interests of the Faculty, as appropriate, to the Dean of the College and to the administration of Clemson University. The chair shall foster the spirit and practice of collegiality and promote the practices outlined in the *Faculty Manual* including “shared governance, transparency, open communications, and accountability” in the Department’s decision making process.
- B. The chair shall have the right to appoint an acting department chair, or otherwise deputize any member of the Faculty to perform his or her duties as the chair deems appropriate.

**ARTICLE III: VOTING**

- A. Any member of the Faculty who cannot or who chooses not to attend a faculty meeting may assign in writing a general or restricted proxy to any other member of the Faculty.
- B. All matters requiring a vote shall be decided by simple majority, except as otherwise specified in these bylaws, and the vote shall be by show of hands or voice vote unless a secret ballot is requested by any person present who has voting privileges on the matter in question.
- C. A quorum of the Faculty shall be defined as one-half of all tenured and tenure-track faculty members, excluding faculty emeriti and including only those faculty members on sabbatical or leave of absence who may choose to attend and be counted for a quorum. A quorum must be present in order for business to be conducted.
- D. Electronic voting or a paper ballot cast outside the context of a faculty meeting is acceptable if a majority of the voting Faculty support such a method. The voting Faculty will have five full days (Sundays and Saturdays included) to cast an electronic vote or to cast a paper ballot upon receiving an email containing a formal proposal that requires a vote.

**ARTICLE IV: SECRETARY**

- A. The Faculty shall elect a secretary for the following academic year at the final departmental meeting of the spring semester. The secretary shall keep minutes of all meetings of the Department and circulate copies to the Faculty.
- B. The Secretary will be responsible for emailing formal ballot proposals to the voting Faculty that involve electronic or paper ballot voting, collecting and tabulating all votes, and emailing the final results to the faculty. The presumption should be that these are secret ballots. To give every voting Faculty member a chance to cast an unbiased vote, no results will be reported until after the five day voting period has come to an end. Results may be reported earlier only when all voting Faculty members have voted on a proposal.

**ARTICLE V: MEETINGS**

- A. A faculty member's time is a valuable commodity in academics that should be directed towards research, teaching, and professional service activities. As a result, department meetings shall be held as deemed appropriate by the chair to address important departmental matters of concern. General announcements should be dealt with among the faculty through email. The chair shall call meetings upon the request of one-half minus one of the Faculty. Whenever possible, the chair shall circulate an agenda at least one week prior to a meeting. In addition, the chair shall consider requests made by faculty members to meet on special items or issues of concern. Unless otherwise specified in these bylaws, Robert's Rules of Order, or another manual of parliamentary procedure chosen by the Faculty, shall govern all department meetings.

- B. The chair shall preside over all meetings of the Faculty, unless he or she designates another member of the Faculty to preside.

## ARTICLE VI: COMMITTEES

### A. Tenure, Promotion, and (Re)appointment Committee

1. All of the tenured members of the Faculty, with the exception of the chair, shall comprise the Department's Tenure, Promotion, and (Re)appointment Committee. The Committee shall elect one member to serve as chair. The chair of the Committee or his or her designee shall serve as secretary. The Committee may, at its discretion, establish subcommittees and/or delegate specific responsibilities to the chair of the Committee or to such subcommittees, provided that the requirements of the *Faculty Manual* are met.
2. The Tenure, Promotion, and (Re)appointment Committee shall make recommendations to the Dean regarding reappointment, tenure, promotion, and post-tenure review of faculty members in accordance with the *Faculty Manual* and the Department's *Annual Evaluation, Promotion, Reappointment, Tenure, and Post-Tenure Review Guidelines*.
3. Any Committee member under consideration for promotion or post-tenure review shall be ineligible to participate in any consideration of his or her own case, and only those persons above the rank of a candidate for promotion or post-tenure review shall participate in evaluating applications for such promotion. If there are fewer than three members of the Tenure, Promotion, and (Re)appointment Committee eligible to participate in a particular case, the tenured Faculty shall elect additional members, up to a total of three, from outside the Department, to serve on an *ad hoc* basis.

### B. Curriculum Committee

1. The departmental Curriculum Committee shall propose, review, and recommend to the Faculty changes in the Department's curriculum and course offerings, and perform other duties in accordance with the College bylaws and the *Faculty Manual*. The Curriculum Committee shall consist of the department's representative to the College's curriculum committee, the department's director of undergraduate studies, and two additional faculty members. The department's representative to the College's curriculum committee will serve as chair of the departmental Curriculum Committee.
2. The Faculty ultimately is responsible for making decisions on departmental curriculum matters and for considering proposals from the department's Curriculum Committee. In addition, the Faculty shall elect from its members one person to represent the Department on the College Curriculum Committee. If the departmental representative of this committee is unable to attend a meeting of the College Curriculum Committee, then he or she may appoint a substitute.

C. *Ad Hoc* Committees

1. The chair or the Faculty may establish *ad hoc* committees and receive reports from such committees.

D. College and University Committees

1. Unless otherwise provided for in these bylaws, in the bylaws of the College of Business and Behavioral Science, or in the *Faculty Manual*, department representatives to College and University Committees shall be elected by the Faculty.

E. Distribution of Committee Responsibilities

1. Both the chair and the Faculty shall endeavor to distribute committee responsibilities equitably among the members of the Faculty.

**ARTICLE VII: ANNUAL EVALUATION OF FACULTY**

- A. The annual evaluation of faculty shall be conducted within the framework of the policies set forth in the *Faculty Manual*, by the Provost of Clemson University, by the Dean of the College of Business and Behavioral Science, the Department of Political Science's *Annual Evaluation, Promotion, Reappointment, Tenure, and Post-Tenure Guidelines*, and the Department of Political Science's *Bylaws*.
- B. In general, the annual evaluation process focuses on the faculty member's record in research, teaching, and service.
- C. Each year, the chair will provide each faculty member with a written assessment of the faculty member's performance.

**ARTICLE VIII: NON-TENURE-TRACK FACULTY**

- A. Non-tenure-track faculty (including instructors, lecturers, senior lecturers, visiting instructors and professors, and adjunct faculty) shall be appointed within the framework of the policies set forth in the *Faculty Manual*, the Provost of Clemson University, the Dean of the College of Business and Behavioral Science, the Department of Political Science's *Annual Evaluation, Promotion, Reappointment, Tenure, and Post-Tenure Guidelines*, and the Department of Political Science's *Bylaws*.

**ARTICLE IX: TENURE-TRACK AND TENURED FACULTY**

- A. Tenured and Tenure-Track Faculty shall be appointed within the framework of the policies set forth in the *Faculty Manual*, the Provost of Clemson University, the Dean of the College of Business and Behavioral Science, the Department of Political Science's *Annual Evaluation, Promotion, Reappointment, Tenure, and Post-Tenure Guidelines*, and the Department of Political Science's *Bylaws*.
1. The Faculty, sitting as a committee of the whole, shall act as the search and screening committee for the recruitment of any and all new faculty.
  2. The Faculty, sitting as a committee of the whole, shall make recommendations concerning prospective tenure-track and tenured faculty appointments.
  3. In filling all vacancies, the chair and the Faculty shall conform to all affirmative action guidelines.
  4. Unless the Faculty specifically decides otherwise, the following procedure shall be followed in the appointment of new tenure-track and tenured faculty:
    - a. The Faculty shall meet to establish broad guidelines for the development of a position announcement, and shall designate a subcommittee to develop the position announcement.
    - b. The Faculty shall approve the position announcement, with such modifications as appropriate.
    - c. Before or shortly after the deadline for applications, the Faculty shall appoint a subcommittee to review all applications and to make a report to the Faculty. The Faculty shall provide the subcommittee with general guidelines to use in its evaluation of the applications, and shall ask the subcommittee to report back with a rank-ordered list of candidates for its consideration.
    - d. The Faculty shall meet to review the list of candidates provided by the subcommittee, and shall vote to determine which candidates shall be invited for on-campus interviews.
    - e. The chair shall arrange for on-campus visits that provide opportunities for all members of the Faculty to meet and interact with each candidate.
    - f. Within a reasonable period after the completion of the on-campus visits, the Faculty shall meet to decide whether to recommend one or more candidates to the Dean, as appropriate, or to continue the search process by inviting one or more additional candidates for on-campus visits.
  5. When the above procedures cannot be followed due to time pressures or other exigent circumstances, the chair of the department's Tenure, Promotion, and (Re)appointment Committee and the department chair shall act on behalf of the Faculty. However, they must make every effort to ensure that: (a) emergency actions are kept to a minimum; (b) each faculty member is consulted, individually or collectively, prior to taking such actions; and (c) that the Faculty is kept fully informed of all such decisions.

**ARTICLE X: FACULTY VOTING ON GRADUATION CANDIDATES**

- A. Each semester a list of graduation candidates will be provided to departmental faculty for their approval. Faculty will indicate their approval or disapproval of the graduation list, subject to final grades and the deletion list, via a vote through email.

**ARTICLE XI: AMENDMENTS**

- A. Any proposed amendments to these bylaws shall be advertised and circulated in writing to all Faculty for a period of at least one week prior to their consideration. Amendments shall be approved by a two-thirds majority of those present who are eligible to vote according to these bylaws; by the Dean of the College of Business and Behavioral Science; and by the Provost of Clemson University. The chair shall have the right to vote as a member of the Faculty on any proposed amendment to these bylaws.

**ARTICLE XII: RATIFICATION**

- A. These bylaws shall take effect upon being ratified by two-thirds of those Faculty members eligible to vote according to these bylaws, and who are present and voting at a meeting of the Faculty called for that purpose; and by the Dean of the College of Business and Behavioral Science; and by the Provost of Clemson University. The chair shall have the right to vote as a member of the Faculty on the question of ratification of these bylaws.

AMENDMENTS UNANIMOUSLY RATIFIED by the Faculty of the Department of Political Science on March 6, 2015.