



College of Architecture, Art and Construction Provisional Bylaws of the Faculty

Preamble

The formation of a new college near the beginning of the long summer semester presents unique challenges for the involvement of collegiate faculty in creating the blueprint for faculty participation in the creation of unit bylaws. Due to the need for collegiate faculty to begin the process of electing Senators and members of college and university committees, the officers of the Faculty Senate (including the Lead Senator for the College of Architecture, Arts and Humanities), in coordination with the Director of University Faculty Governance, the Provost's Office, and the Dean of the College, have established these bylaws to serve as a mechanism for the speedy institution of shared governance for the newly established college. The provisions found herein were created from the provisions approved by the faculty of the former College of Architecture, Arts and Humanities on December 9, 2019. It is the intent and recommendation of the Faculty Senate that the Faculty of the College utilize these bylaws to hold elections and for the Dean to charge a temporary Bylaw Committee to review and submit permanent bylaws to the faculty for consideration and adoption before the expiration of these provisional bylaws.

Article I. Name

The name of this organization shall be the Faculty of the College of Architecture, Art and Construction of Clemson University, hereafter referred to in these bylaws as “the College”.

Article II. Function

Section 1. The Faculty of the College shall establish the will of the faculty concerning academic matters; shall evaluate the credentials of current and prospective members, and shall recommend their appointment, reappointment, promotion and tenure in accordance with the University *Faculty Manual*; shall elect representatives to university standing committees as required; and shall consider any matters that may affect the welfare of its members or the teaching, research and public service policies of the College.

Section 2. These bylaws provide the mechanism for collegiate faculty to participate in the formulation, modification, and implementation of the College's policies, procedures, and practices.

Section 3. Nothing in these bylaws precludes schools, departments, and other academic units, college-level committees, and/or departmental committees from adopting their own bylaws, with the proviso that such bylaws shall be consonant in all respects with the bylaws of the College and with the Clemson University *Faculty Manual*.

Article III. Membership

Section 1. Members. Voting membership shall consist of all tenured or tenure-track faculty (regular faculty)¹ who hold at least a fifty-one percent (51%) appointment in the College and nontenure-track faculty (special faculty)² who hold at least a seventy-five percent (75%) appointment the College.

Section 2. Emeritus. Professors emeriti/emerita, adjunct faculty, and non-voting Faculty members may attend meetings of the College Faculty.

Section 3. Voice. Nothing in this article shall interfere with the right of any member of the Faculty to attend meetings of this organization and to express opinions on any issue before the organization, including raising questions about academic affairs.

Article IV. Academic Organization

Section 1. Academic Unit. An “academic unit” is defined as a unit to which faculty have majority appointments in, which offer courses, and which have a budget designation within the College.

Section 2. Academic Units. The Faculty of the College is organized into three academic units:

1. The School of Architecture
2. The Department of Art
3. The Nieri Department of Construction, Development and Planning

Article V. Officers and Elections

Section 1. Officers. The officers of the College Faculty shall consist of the Chair, the Vice Chair, and the Marshal.

Section 2. Chair. The Dean of the College shall be the Chair of the Faculty of the College. The Chair shall:

1. Preside at meetings of the College Faculty following Robert’s Rules of Order
2. Appoint a Recording Secretary

¹ Clemson University *Faculty Manual* Chapter IV§B1, August 2022 (p. 27)

² Clemson University *Faculty Manual* Chapter IV§B2, August 2022 (p. 28)

Section 3. Vice Chair. The Vice Chair of the Faculty shall be the Associate Dean for Academic Affairs. The Vice Chair will serve as Chair in the Dean’s absence, review minutes of meetings, and oversee maintenance by the Recording Secretary of the “open College file.”

Section 4. Recording Secretary. The Recording Secretary, who will normally not be a member of the College Faculty, shall keep minutes of Faculty meetings, distribute notices of meetings, distribute minutes of the Faculty meetings to the entire Faculty within one week of the meeting, and keep these and minutes of College Committees in the open College file.

Section 5. Open College file. “Open College file” is defined as the electronic repository accessible through the College of Architecture, Arts and Humanities website to which the minutes, these bylaws, and other approved College documents are uploaded for protected access by the College Faculty.

Section 6. Marshal. The Marshal shall be the faculty member with the greatest seniority in the College. The College Marshal, once designated, shall serve until he/she desires to relinquish the position. The College Marshal, or a delegated representative chosen by the Dean based on seniority, shall:

1. Organize and lead all faculty academic processions involving the Faculty of the College
2. Act in all matters concerning protocol in connection with all functions of the College.

Section 7. Bearers. The Dean shall select College banner/flag bearers annually. College banner/flag bearers, once designated, shall:

1. Carry the College banner/flag at all formal academic processions involving the Faculty of the College
2. Represent the College as banner/flag bearer in all functions where the College banner/flag is needed, and the College Marshal is not the appropriate officer.

Article VI. Meetings

Section 1. Purpose. Meetings shall be called by the Chair for the purpose of approving candidates for graduation, conducting ordinary and recurring business of the College, and for special announcements and purposes not otherwise indicated in these bylaws.

Section 2. Frequency. The Chair shall call at least one meeting during each semester of the academic year, and more often as necessary. The Chair shall also call special meetings at the request of Chairs of College committees or at the request of ten percent of the voting membership of the College Faculty.

Section 3. Agenda. The agenda for meetings of the College Faculty shall be distributed in writing to each member and academic unit at least 10 calendar days in advance of the meeting. The standing order of business for college faculty meetings shall be:

Call to Order;

1. Approval of Minutes
2. Approval of Graduates (if any)
3. Standing and Ad Hoc Committee reports
4. Faculty Senate report
5. Associate Deans' reports
6. Dean's report
7. Awards
8. Unfinished Business
9. New Business

Adjourn

Section 4. Recommendations. Recommendations from the College Faculty shall be forwarded to appropriate University officials; and the minutes of meetings of the College Faculty shall be forwarded in writing to the Provost and President for information, pursuant to the *Faculty Manual*.³

Section 5. Voting. All matters brought before the Faculty that require a vote shall be resolved by a simple majority of those eligible voters present and voting, except for amendments to these bylaws. The method of Faculty voting shall be by voice vote or raising the hand unless a member requests secret ballot voting at the meeting.

Section 6. Quorum. A quorum of the College Faculty shall consist of those members present and voting, except when new business not on the agenda is brought forward. In such cases a simple majority of the voting membership must be present. Any member of the faculty may, at any time during the meeting, suggest the absence of a quorum, and the issue shall be resolved by having the members stand and be counted.

Article VII. Committees

Section 1. Standing Committees. Standing Committees consist of one elected representative per academic unit:

³ Clemson University *Faculty Manual* Chapter IX§K2, August 2022 (p. 132)

Section 1.1. Curriculum Committee. The Curriculum Committee acts in elective representation for the College Faculty on curriculum matters pertaining to the review and approval of all new courses (including interdisciplinary courses), course changes, course deletions, and all requirements for major and minor programs proposed by departments or equivalent academic units. Curriculum changes must be reviewed and approved by the originating department or equivalent academic unit prior to being considered by the College Curriculum Committee. Approvals for changes in curriculum may be overturned by the Faculty. The chair of each departmental curriculum committee serves as a member of the College Curriculum Committee. The term of each member shall be the same as the term of their service as chair of their departmental curriculum committee. The Dean shall appoint a staff member as non-voting secretary to this committee.

Section 1.1.1. The Curriculum Committee Reviews and approves all changes to: all undergraduate courses offered by the College and all programs of study leading to the baccalaureate degrees and minors offered and administered by the College, and constituting the undergraduate curriculum of the College; all graduate courses offered by the College and all other programs of study leading to graduate degrees or certificates in any discipline represented in the College, and constituting the graduate curriculum of the College.

Section 1.1.2. The Curriculum Committee elects its own chair, who serves as the College representative to the University Undergraduate Curriculum Committee and the committee elects two members to represent the College on the University Graduate Curriculum Committee.

Section 1.1.3. The College Curriculum Committee may also initiate, and shall receive, review, and approve, any curriculum changes involving the general education requirements of the University and/or any College requirements that must be met by all majors for graduation.

Section 1.1.4. The Faculty shall be apprised in writing of any approved curriculum changes described in the preceding paragraph. Should a College Faculty meeting be called to consider a substantive change prior to the change being forwarded to the University Curriculum Committee, the faculty shall be apprised in writing of the change at least one week in advance of the called meeting. A motion to consider an approved curriculum change may be made from the floor at that meeting. If a majority of those present wish to consider the change, then the Faculty present shall sit as a Committee of the Whole and may by two-thirds vote of those present and voting choose to reverse the decision of the College Curriculum Committee or to return the matter to the College Curriculum Committee.

Section 1.2. Student Honors/Awards Committee. The Student Honors/Awards Committee plans and executes the College's annual Honors and Awards Ceremony for students and selects the college- wide student awards.

Section 1.3. Faculty Awards Committee. The Faculty Awards Committee selects the recipients of such awards as the Dean's Faculty Awards for Excellence in Teaching, Research and Service, the award for Distinguished Teaching and processes nominations and makes recommendations for awards such as the Alumni Distinguished Professor, Professorships, and the other faculty awards.

Section 1.4. Research Committee. The Research Committee receives and screens internal competitive research proposals and serves as facilitators to promote research in the departments.

Section 1.5. Global Engagement Committee. The Global Engagement Committee receives, reviews and approves curriculum internationalization proposals on behalf of the Faculty and forwards approved proposals to the Office of Global Engagement. Members coordinate and manage the curriculum internationalization efforts of the College, and relay ideas and information to and from their respective academic units. The Dean shall appoint a staff member as non- voting secretary to this committee.

Section 2. Standing Committee Chairs. Unless otherwise indicated:

1. Standing Committee Chairs shall be elected by the members of each committee. Elections shall be annual; re-election shall be possible.
2. Shall automatically serve as the representative to parallel university committees when such committees exist.
3. Shall prepare and distribute agendas for all regular meetings and ensure that proceedings of meetings are recorded in minutes.
4. Shall maintain a file or electronic documentation of committee minutes and correspondence and pass the file or electronic documentation on to the succeeding chair.
5. Shall prepare documents and conduct correspondence related to committee functions.
6. Shall submit proposals requiring faculty action to the chair of the Faculty at least ten calendar days prior to the meeting at which they will be considered.
7. Shall prepare and submit to the Chair a written annual report of the activities of the committee during the academic year. The report shall be given at the regular meeting of the Faculty in May.

8. Shall prepare and submit to the Faculty the current activities and progress of the committee at Faculty meetings as needed.

Section 3. Temporary Committees (Ad-hoc). The Chair shall appoint ad hoc committees, as need arises, to advise him/her in special areas not covered specifically by these bylaws. If the business of the committee affects Faculty in the entire College, membership on these committees shall normally follow the membership distribution used for the Faculty Advisory Council, as specified in these bylaws. If the business of the committee affects only faculty in certain academic units, each unit affected shall have one representative on the ad hoc committee.

Section 4. Committee Membership. All voting members are eligible to serve on the College's standing and temporary committees; however only members of Regular Faculty may vote on the curriculum committee, pursuant to the *Faculty Manual*⁴.

Section 4.1. For standing committees, terms of service shall be for two years. The initially-elected members shall draw lots to determine the length of their service; half (or in committees with an odd number of members, one fewer than half) of the members shall serve for a single year, the rest for two years.

Section 4.2. College committees may at their discretion have one undergraduate and/or graduate student as a non-voting member.

Section 4.3. The Chair shall fill midterm vacancies on College committees in consultation with the appropriate academic unit.

Section 5. Conduct of Meetings. Meetings shall be called by Committee Chairs during the academic year as appropriate for the conduct of committee business.

Section 5.1. Committee meetings are open to faculty and students unless the committee decides by two-thirds vote to go into executive session, as defined by the Parliamentary Authority.

Section 5.2. Faculty and students may attend meetings of committees not in executive session and may speak with permission from the Chair.

Section 5.3. Minutes will be kept by all committees and distributed to all members, with a separate copy provided for the open College file.

Section 6. Authority and Responsibility. Each committee shall:

1. Investigate, review, and deliberate matters related to its areas of function as specified in these bylaws and as may be assigned by the Faculty (or the Chair, when the committee is established by the Chair).

⁴Clemson University *Faculty Manual* Chapter IX§D3, August 2022 (p. 113)

2. Report and make recommendations to the Faculty (or to the Chair, when the committee is established by the Chair).
3. Evaluate programs, services, policies, and/or procedures approved by the Faculty within their areas of function.
4. Operate under rules that shall be consistent with these bylaws. A simple majority of the membership of any committee shall constitute a quorum.

Article VIII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the College in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the *Faculty Manual*, the Constitution of the Faculty of Clemson University, and any special rules of order the faculty may adopt.

Article IX. Amendment of Bylaws

Any proposed amendments or additions to these bylaws shall be advertised and circulated in writing to all Faculty of the College for a period of at least 10 calendar days prior to their consideration. Amendments and additions shall be approved by a two-thirds majority of members present and voting.

Article X. Sunset Provision.

These provisional bylaws are in effect to enable the faculty of the College to organize and participate in shared governance. These bylaws, in whole, will become null and void on January 16, 2024 or when the faculty of the College adopt permanent bylaws, whichever occurs first.