



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

School: School of Computing

Date

6/23/2021

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		*	
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		*	
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		

Comments

- 1 Since the Chair of the Faculty of Instruction and the Division Chairs perform the annual evaluations (even though the school director finalizes them), I would interpret the people being in those positions being administrative faculty, and only regular faculty can be administrative faculty. It may be that everything is fine, but I do not see clarity for restrictions to these positions.
- 1 If in fact the Chair of the Faculty of Instruction and the Division Chairs are administrative faculty, they are academic administrators reporting to a School Director. Using the analogy between department chairs and school directors, and if these people are all in fact administrative faculty, the searches for them are all subject to guidance in the Faculty Manual (CHAPTER VIII, E.3). I believe this is especially true for Division chairs, since they serve at the pleasure of the School director.
- 3 Committee structure for TPR committee belongs in the TPR document (only) because of the difference in document approvals.

**BYLAWS
OF THE ORGANIZATION OF THE FACULTY
OF THE SCHOOL OF COMPUTING
CLEMSON UNIVERSITY**

(Approved by Faculty Vote on April 14, 2021)

Article I

Objective

In order to assure all rights and prerogatives of the School of Computing Faculty, including, but not limited to, the determination of courses, curricula and programs of study, hiring of new colleagues, and the retention, tenure and promotion of colleagues, and in order to provide guidelines for the organization and operation of the School of Computing, we, the School of Computing Faculty, adopt these Bylaws.

The regulations, policies, and procedures of the College of Engineering, Computing and Applied Sciences shall govern matters not treated in these bylaws. The College of Engineering, Computing and Applied Sciences Bylaws and University Faculty Manual shall take precedence if they conflict with these Bylaws.

Article II

Membership of the Faculty

The members of this organization shall consist of all University employees holding appointments in the School of Computing, designated as Voting Faculty or Associate Faculty.

A. Voting Faculty. This designation includes all persons holding faculty appointments with the rank of Lecturer, Senior Lecturer, Principal Lecturer, Professor of Practice, Instructor, Assistant Professor, Associate Professor, Professor, Endowed Chairs, or titled professors. Part-Time Faculty with 50% or more appointment in the School of Computing are Voting faculty.

B. Associate Faculty. This designation includes all persons holding appointments with the title of emeritus professor, adjunct professor, visiting professor (at any rank) or research faculty (at any rank), and persons with courtesy appointments in the School of Computing. It also includes Part-Time Faculty with less than half-time appointment in the School of Computing.

The Special Faculty categories of Extension Faculty and Clinical Faculty are not used by the School of Computing.

Article III

Right to Vote and Hold Office

All Voting Faculty who are not on unpaid administrative leave who are not currently enrolled in a degree program at Clemson have the right to vote and hold office, with the exception that Lecturers, Senior Lecturers, Principal Lecturers and Professors of Practice may not vote on issues or serve on standing committees involving recruitment, re-appointment, promotion and tenure of tenure-track faculty, or graduate curriculum¹. Associate Faculty may attend meetings and have a voice, but may not vote or hold office.

Article IV

Officers

The Director of the School of Computing shall serve as the Presiding Officer of the School. Each Division of the School and the Faculty of Instruction shall have a Chair who serves as the Presiding Officer of the Division or FOI. Other Faculty members may have administrative responsibilities and be designated as administrative officers by the Director. These officers may include but are not limited to: Associate and Assistant Directors of the School, Division Chairs, and Chair of the Faculty of Instruction.

Article V

Meetings of the Faculty²

- A. Regular and Special Meetings.** At least two regular meetings of the Faculty shall be held annually, one during the Fall Semester and the other during the Spring Semester. The Director or any Officer may call a meeting of the Faculty. The Presiding Officer normally presides over all such meetings. In the absence of the Presiding Officer, the officer calling the meeting will preside.
- B. Voting.** The result of any vote is determined by a simple majority of the eligible votes cast. In the case of a tie, a motion fails. A quorum for any vote shall consist of 51% of the Voting Faculty. Proxy votes count if notice has been sent by a Voting Faculty member to the Presiding Officer before the meeting authorizing an attending Voting Faculty member to vote her or his proxy.
- C. Minutes of Meetings.** Minutes of meetings of the Faculty will be taken, distributed to the Faculty and maintained in a School file.
- D. Announcements and Attendance at Meetings.** Meetings of the Faculty are to be announced with an agenda at least two working days prior to the meeting. Faculty meetings are open to all members of the Faculty and Staff.

¹ Lecturers, Senior Lecturers, Principal Lecturers or Professors of Practice may serve on graduate advisory committees subject to the written policies of the Graduate School.

² This section refers to meetings of the entire Faculty. Standing Committee meetings are covered in Article VI.

Article VI

Standing Committees

Standing Committees of the School shall include the Advisory Committee, the Undergraduate Affairs Committee, the Graduate Affairs Committee, the Bylaws Committee, the Tenure, Promotion and Retention (TPR) Committees for each Division, the Post Tenure Review (PTR) Committees for each Division, the Promotion and Retention (PR) Committee for the Faculty of Instruction, the Curriculum Committee, the Assessment Committee, and the Broadening Participation in Computing Committee.

Additional standing and ad-hoc committees may be established and their responsibilities defined by action of the School Director. The School Director may appoint ad-hoc committees at any time. Unless otherwise specified in the committee descriptions, the School Director annually makes appointments to all School committees.

- A. Advisory Committee:** The Advisory Committee consists of one tenure-track/tenured Faculty member from each Division elected by Voting Faculty with a primary appointment in that Division, one member elected from the Staff, and one member elected from the Faculty of Instruction, and one at-large Faculty member elected by the School Voting Faculty. The School Director will chair the Advisory Committee. The School Director may invite other members of the Faculty, Staff, or student body to this meeting for input on specific issues.
- B. Undergraduate Affairs Committee.** The Undergraduate Affairs Committee consists of at least three members of the Faculty and the Associate School Director. The Associate School Director shall chair the Undergraduate Affairs Committee. The Undergraduate Affairs Committee makes recommendations to the Faculty on matters involving undergraduate recruiting, admission, advising, courses, instruction, and degree programs. Meetings of the Undergraduate Affairs Committee are open to Faculty and are to be announced to the Faculty at least two working days prior to the meeting. Minutes of meetings will be taken, distributed to the Faculty and maintained in a School file.
- C. Graduate Affairs Committee:** The Graduate Affairs Committee makes recommendations to the Faculty on matters involving graduate recruiting, advising, courses of instruction, and degree programs. The Graduate Affairs Committee consists of the Graduate Program Coordinators for the graduate degrees offered in the School of Computing. The Graduate Affairs Committee will elect a chair (a regular faculty member) from the members of the committee. Each graduate degree program may have an associated Subcommittee appointed by the Graduate Coordinator of that degree program. The Subcommittee will advise the Program Coordinator of that degree program by (i) making recommendations on student admissions and financial assistance for students in its degree program, (ii) conducting yearly student performance reviews, (iii) making recommendations on the academic standing of students, and (iv) for the PhD programs, conduct the Comprehensive Exam / Portfolio.

The DPA MFA program is administered by an elected interdepartmental governing DPA Board, composed of six Clemson University faculty members: the director of the DPA program, two from

the Department of Art, two from the School of Computing, and one from the Department of Performing Arts; board members are elected to these positions by their department or school. Terms are two years and renewable. The DPA Director is chair of the Board and serves the Graduate Affairs Committee as the MFA Program Coordinator.

Meetings of the Graduate Affairs Committee are open to all Faculty and will be announced to the Faculty at least two working days prior to the meeting. Minutes of meetings will be taken, distributed to the Faculty and maintained in a School file.

- D. Assessment Committee.** The Assessment Committee consists of at least three members of the Faculty. This committee develops and recommends school-wide policies and assessment procedures in accordance with SACS and ABETS requirements; reviews assessment procedures for consistency with goals and objectives; and reviews all assessment reports of the School. The Assessment Committee will elect a chair from the members of the Committee. Meetings of the Assessment Committee are open to Faculty and are to be announced to the Faculty at least two working days prior to the meeting. Minutes of meetings will be taken, distributed to the Faculty and maintained in a School file.
- E. Bylaws Committee.** The Bylaws committee consists of four members of the Faculty. This committee will maintain, review the School Bylaws, and suggest revisions to the Faculty as needed.
- F. Curriculum Committee:** The Curriculum Committee consists of members of the Undergraduate Affairs Committee and the Graduate Affairs Committee. The combined committee will elect a chair who will represent the School in college curriculum meetings. The Chair of the curriculum Committee shall be a voting faculty. The Curriculum Committee makes recommendations to the Faculty on matters involving curricula of all programs of study offered by the school. Meetings of the Curriculum Committee are open to Faculty and are to be announced to the Faculty at least two working days prior to the meeting. Minutes of meetings will be taken, distributed to the Faculty and maintained in a School file.
- G. Broadening Participation in Computing (BPC) Committee:** The Broadening Participation in Computing Committee consists of at least four members of the Faculty. The BPC Committee will maintain a School-wide BPC plan and will make recommendations to the Faculty on broadening participation to include traditionally underrepresented populations in computing, on matters involving faculty recruitment, graduate and undergraduate student recruitment, admission, advising, courses, instruction, and degree programs. The Chair of the BPC Committee will serve as the BPC Coordinator for the School and will serve as the School's representative for the CECAS Inclusive Excellence Committee.

Article VII

Organization and Evaluation

The School of Computing shall consist of multiple Divisions, organized according to research discipline, and a Faculty of Instruction.

A. Division Faculty.

- a. Each Voting Faculty member with rank of Assistant Professor, Associate Professor, or Professor shall have a primary appointment in one Division, known as his or her Primary Division. Faculty may have secondary appointments in other Divisions. Faculty may change Primary Divisions at any time, with the approval by a majority vote of the Faculty in the new Division.
- b. Voting Faculty with the rank of Lecturer, Senior Lecturer, or Principal Lecturer are members of the Faculty of Instruction.
- c. Professors of Practice may be members of the Faculty of Instruction or of any division whose Division Guidelines for Tenure and Promotion support the rank.
- d. Faculty in each Division will maintain Division Guidelines for Promotion and Tenure; the guidelines shall be approved by the majority faculty of the division. The School as a whole will maintain Guidelines for Retention and Promotion for the Faculty of Instruction.

B. Chair. Each Division shall have a Chair, who serves as the Administrative Officer of the Division. The Division Chair is responsible for research leadership and teaching mentorship, and he or she will perform the annual evaluation of the effectiveness of Faculty members within the Division. The School Director will review and finalize the evaluations. The Faculty member under review shall be allowed to file a disclaimer to the evaluation.

A tenured faculty member nominated and elected by voting faculty, will serve as Chair of FOI. The Chair of the Faculty of Instruction will perform the annual evaluation of effectiveness of each member of the Faculty of Instruction. The Chair is responsible for teaching mentorship. The School Director will review and finalize the evaluations. The Faculty member under review shall be allowed to file a disclaimer to the evaluation.

The School Director will perform the annual evaluation of effectiveness of all Officers, including the Division Chairs, the Associate Director and the Chair of the Faculty of Instruction. The officer under review shall be allowed to file a disclaimer to the evaluation.

C. Committees.

- a. **Tenure, Promotion, and Retention (TPR) Committee:** Each Division shall form a Tenure, Promotion, and Retention Committee. The TPR Committee shall make recommendations to the Division Chair, the School Director, and the Dean on retention and reappointment of non-tenured Faculty, promotions of Faculty at all ranks, and tenure of non-tenured Faculty. All Voting Faculty at the rank of Professor with a primary appointment in the Division, excluding the School Director, the Division Chairs, and the Chair of FOI are members of the TPR Committee. If fewer than three Professors are eligible to serve on the TPR Committee, then faculty holding tenure in any School Division or University Department, excluding the School Officers, will be nominated and elected, by all Professors of the School, to serve on the TPR Committee for one

year. In cases involving tenure or promotion to the rank of Associate Professor, Voting Faculty with tenure at the rank of Associate Professor are eligible to serve on the TPR Committee. The TPR Committee will elect its Chair from the members of the Committee.

- b. Other committees may be formed at the discretion of the Director.

Article VIII

Succession of Officers

- A. Associate Director. The Associate Director is appointed by the School Director to a term of three years. The appointment may be renewed.
- B. Chair of Faculty of Instruction: The Chair of Faculty of Instruction is appointed by the School Director to a term of three years. The appointment may be renewed.
- C. Division Chairs. Division Chairs serve at the pleasure of the Director. Each Division Chair is appointed by the School Director to a term of three years. The appointment may be renewed. With the exception of renewal appointments, the appointment of a Division Chair must be made from a list of three candidates provided to the School Director by a Division Search Committee for an external search, or a list of one or more candidates by a Division Nominating Committee for an internal search. The Division Search Committee will consist of elected members of the Division Faculty, together with any additional appointments required by the Faculty Manual. A majority of the Committee will be members of the Division Faculty. The Division Nominating Committee will consist of all voting members of the Division Faculty. Searches will be conducted in accordance with the Faculty Manual.
- D. School Director. Appointment to and renewal of the School Director position is outside the scope of these Bylaws. Nevertheless, when a search for a School Director is authorized by the Dean, the Voting Faculty will elect a Search Committee subject to the following constraints:
 - 1. An equal number of Faculty from each Division will be elected by Faculty from the Division.
 - 2. At least one member of the Faculty of Instruction, elected by the Faculty of Instruction, will be included.
 - 3. At least one member of the School Staff, elected by the Staff, will be included.
 - 4. A majority of the final Committee, including all required external appointments, will be tenured or tenure-track Faculty in the School of Computing.

After the Search Committee has selected finalists for the position, it will conduct a meeting of all Faculty and Staff to discuss the relative merits of the final candidates. It will also conduct a two-part vote of all Faculty and Staff on candidate preferences and candidate acceptability/unacceptability. Both qualitative and quantitative outcomes of this process will be considered by the Search Committee in its final deliberations, and will be presented to the Dean.

Article IX

Hiring of Faculty

The School Director, with advice from Division Chairs and the Advisory Committee will allocate tenured and tenure-track faculty positions to one or more Divisions.

To fill a position within a Division, the Division will elect a Search Committee of at least three members of the Division who will conduct the search in accordance with the Faculty Manual. The Search Committee will invite feedback from the all Faculty of the School to discuss the relative merits of the final candidates. It will also conduct a vote of the Division faculty on candidate preferences and candidate acceptability/unacceptability. Both qualitative and quantitative outcomes of this process will be considered by the Search Committee in its final deliberation and will be presented to the Division Chair and the Director; the Chair and the Director will make the selection.

To fill a position without being bound to a specific division, the Divisions will elect a Search Committee of an equal number of members per Division. The process will be the same as described for a single Division with the addition that the Search Committee will make a recommendation to the Director of the appropriate Division for the candidate.

The School Director will hire special rank faculty with consultation with the FOI Chair and Associate Director as needs arise.

Article X

Review and Amendment of Bylaws

- A. The School Bylaws Committee shall review these Bylaws at least once every three years.
- B. The Bylaws can be amended by a two-thirds vote at a meeting of the School Faculty, provided the proposed amendment has been distributed to Voting Faculty at least five working days before the meeting.