

BY-LAWS  
DEPARTMENT OF SOCIOLOGY & ANTHROPOLOGY  
CLEMSON UNIVERSITY

Approved by the faculty, January 13, 1986; Amended, August 23, 2004

Revised November, 2008; February 2010.

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Department Chair/Head      Date

\_\_\_\_\_  
Dean      Date

\_\_\_\_\_  
Provost      Date

## DEPARTMENT OF SOCIOLOGY & ANTHROPOLOGY

### CLEMSON UNIVERSITY

#### *Article I Voting Membership*

The right to vote on all matters coming before the Department shall be extended to all *Emeriti* Faculty and full-time Faculty in the Department of Sociology & Anthropology.

#### *Article II Meetings*

The Department Head/Chair shall conduct a formal meeting of the Department Faculty at least once during each of the long semesters. Meetings shall be called by the Head/Chair for the purposes of conducting ordinary and recurring business of the Department and for special announcements and purposes not otherwise indicated in these By-laws. The Head/Chair also shall call meetings at the request of any two members of the voting Faculty. Minutes of these meetings shall be distributed to all full and part time Faculty, and to the Dean of the College or to the equivalent administrator.

When circumstances warrant, meetings may take forms such as telephone conferences, Internet-based conferences, or other forms so long as all potential attendees can access the space or technology to participate in the meeting and can hear and/or see all aspects of the meeting. In the case of meetings via e-mail, e-mails must be sent to all departmental faculty members.

#### *Article III Quorum*

A quorum of the Department Faculty shall consist of two-thirds of the full-time Faculty, excluding *Emeriti* Faculty and those on leave of absence. The presence of a quorum shall be established at the beginning of each meeting. At any time during the meeting, any member of the Faculty may suggest the absence of a quorum; and the issue shall be resolved by a count of the voting members then present. No business can be conducted if a quorum is not present.

#### *Article IV Summer Business*

In summer months between long semesters, a quorum shall consist of at least fifty percent of the full-time members of the Department Faculty. Only business of an emergency nature shall be conducted at such a meeting, and all reasonable efforts shall be made to ensure full Faculty participation.

*Article V*  
*Voting Procedures*

A. All matters brought before the Faculty that require a vote shall be resolved by a simple majority of those eligible voters present, except as prescribed in Articles on Amendments and Ratification of these By-laws. Votes shall be taken in the first instance by a show of hands unless a secret ballot is requested by any member.

B. If a faculty member must be away from a Department meeting: (1) that member shall be allowed to vote by absentee ballot on any issue published in the agenda; (2) that member's vote shall include all friendly amendments; (3) that member's vote shall not count toward a quorum; (4) voting shall not occur by proxy; and, (5) that member's vote shall be registered with the Departmental office prior to the meeting in question.

*Article VI*  
*Committees*

This Article prescribes the general procedures pertaining to the operation of the standing Departmental Committees. In the case of circumstances not covered by this or any succeeding Article, the Faculty Advisory Committee shall be called upon to recommend to the Faculty a resolution to any problem that arises.

A. The Faculty of the Department shall create Committees to conduct much of its business. These Committees shall include the Tenure, Promotion and Reappointment Committee, the Reappointment Committee, the Promotion to Assistant Professor Committee, the Promotion to Associate Professor Committee, the Promotion to Professor Committee, the Tenure Review Committee, the Post-Tenure Review Committee, the Search and Screen Committee, the Curriculum Committee, the Graduate Committee, and the Faculty Advisory Committee. Any other Committee shall be formed by a motion from the floor that shall specify the purpose of the Committee, its composition, selection of membership, life of the Committee, and length of term for members. Changes to the Committees may be reached by Faculty discussion and vote where appropriate. Student membership on any Committee may be named by an appropriate authority other than the Committee.

B. Each Departmental Committee shall elect its own Chair except in the case of the Faculty Advisory Committee. If for reasons of eligibility or other circumstances three Department Faculty members are not available for said Committee, then the Department Faculty shall elect the Chair.

C. If a Committee deems it appropriate, a Vice-Chair may be elected by said Committee from its membership.

*Article VII*  
*Personnel Committees*

The appropriate Personnel Committee, as described in paragraphs A through G below, shall be charged with making formal recommendations to the Department Head/Chair on matters pertaining to recruitment, appointment, reappointment, tenure, and promotion in accordance with the University-approved document: *Guidelines for Faculty Development and Performance, Department of Sociology & Anthropology*.

At least three qualified members are necessary for each personnel recommendation. If fewer than two are available, the Promotion, Tenure and Reappointment Committee shall select colleagues to create a total of three qualified persons. If only two are available, the two shall select a colleague to create a total of three qualified persons.

In all personnel matters, all full-time Departmental Faculty shall have access to public dossiers.

*The Head/Chair may be invited to serve as a resource person but may not be present during committee deliberations and voting. The Department Head/Chair does not participate in the deliberations of the Committee, but may, upon the request of the Committee, serve as a resource for the Committee. In addition, the Committee may, upon the request of the chair, serve as a resource person for the chair. The Head/Chair and the Committee issue separate recommendations, free from coercion and interference from any parties.<sup>1</sup>*

A. The Tenure, Promotion and Reappointment Committee shall be composed of all tenured faculty. The subcommittees of this Committee are: The Reappointment Committee; The Promotion to Assistant Professor Committee; The Promotion to Associate Professor Committee; The Promotion to Professor Committee; The Tenure Review Committee; and, the Post-Tenure Review Committee.

B. The Reappointment Committee shall be comprised of all tenured faculty at the rank of assistant or higher.

C. The Promotion to Assistant Professor Committee shall be composed of one tenured assistant professor and two tenured associate professors or higher, elected (as needed) by the Department Faculty.

D. The Promotion to Associate Professor Committee shall be composed of tenured faculty members at or above the rank of associate professor.

E. The Promotion to Professor Committee shall be composed of all tenured faculty members holding the rank of professor.

F. The make-up for The Tenure Review Committee is as follows: 1. For tenure review of a full professor, the Committee shall be composed of all tenured department members

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<sup>1</sup> The Faculty Manual, Clemson University, July 2008.

holding the rank of professor. 2. For tenure review of an associate professor, the Committee shall be composed of all tenured department members holding the rank of professor. 3. For tenure review of an assistant professor, the Committee shall be composed of all tenured department members holding the rank of either associate or professor.

G. The make-up of the Post-Tenure Review Committee is as follows:

1. For post-tenure review of a full professor, the Committee shall be composed of all tenured department members holding the rank of professor.
2. For post-tenure review of an assistant or associate professor, the Committee shall be composed of all tenured department members holding the rank of either associate professor or professor.
3. At least three qualified members are necessary for each personnel recommendation. If fewer than two are available, the Tenure, Promotion and Reappointment Committee shall select colleagues of the appropriate rank from outside the department to create a total of three qualified persons. If only two qualified members are available, the two shall select a colleague of the appropriate rank from outside the department to create a total of three qualified persons. These members from outside the department are in addition to the outside reviewer or reviewers mandated by the departmental post-tenure review process as stated in the *Guidelines For Faculty Development and Performance*.

H. The Search and Screen Committee shall be elected by the Department Faculty at the last scheduled meeting of the Faculty in the academic year. The Search and Screen Committee shall consist of three members and shall have at least one tenured faculty member, if available.

I. The Graduate Committee. The purpose of the Graduate Committee is to assist in decisions related to the recruitment, hiring, and retention of graduate students. The Graduate Committee shall be elected by a majority of the voting faculty members, including the Graduate Coordinator, during the last scheduled departmental faculty meeting held in the Fall semester, or, if circumstances warrant, at a departmental meeting held early in the Fall semester. There are some decisions pertaining to the graduate program that require input beyond that provided by the Graduate Coordinator. In such cases, and as deemed appropriate for the circumstances, the Graduate Coordinator will seek input from the members of the Graduate Committee.

#### *Article VIII Curriculum Committee*

A Department Curriculum Committee shall be established to initiate proposals for necessary changes in the curriculum. Said Committee shall also be responsible for writing and updating a booklet of informal student advisement guidelines.

The Committee shall consist of four faculty members and a student representative, if available. The faculty members of the Committee shall be elected by a majority of the voting Faculty

present at the last scheduled meeting of the Department Faculty in the academic year. There shall be no limit to the number of years that each member may serve.

Undergraduate student representation on the Curriculum Committee shall be elected from among juniors and seniors majoring in Sociology by a majority of the voting Faculty present at the last scheduled meeting of the Department Faculty in the academic year, or, if circumstances warrant, at a department meeting held early in the Fall semester. Graduate student representation on the Curriculum Committee shall be elected by a majority of the voting Faculty present at the last scheduled meeting of the Department Faculty, or if circumstances warrant, at a department meeting held early in the Fall semester. Student representatives serve a term of one academic year. Student representatives may serve a maximum term of two years.

Any requested change in the curriculum must be approved by a majority of the Department Faculty prior to its consideration before the College of Business and Behavioral Science Curriculum Committee.

*Article IX  
Faculty Advisory  
Committee*

The Department shall have a standing Faculty Advisory Committee chaired by the Department Head/Chair. Said Committee shall advise the Head/Chair on matters of concern to the Faculty. Said Committee's duties shall include but not be limited to the general review of Department policy, the consideration of requests for sabbatical leave, approval of departmental candidates for graduation, and assisting the Head/Chair where appropriate in the allocation of the budget. The Faculty Advisory Committee shall further advise the Head/Chair on other matters as requested by the Head/Chair. Agenda items for Committee meetings may be set by Committee members or by the Head/Chair.

The Faculty Advisory Committee shall be composed of the Head/Chair and four members elected by the Faculty.

The Faculty Advisory Committee shall meet regularly with the Head/Chair during the long semesters, and the Department Head/Chair shall give an account of the Committee's deliberations at each meeting of the Department Faculty.

*Article X  
Department Representation on College of  
Business and Behavioral Science Committees*

Each duly elected Representative shall maintain appropriate records and files as necessary to ensure proper continuity.

A. Scholarship, Awards, and Honors Committee

The Department Representative to the College of Business and Behavioral Science Scholarship, Awards, and Honors Committee shall be elected for a term of three years by a majority of the voting members present at the last scheduled meeting of the Department Faculty in the academic year.

#### B . Curriculum Committee

The Department Representative to the College of Business and Behavioral Science Curriculum Committee shall be the Chair of the Department Curriculum Committee.

#### C. Other Committees

The Department shall elect representatives to other Committees as that responsibility arises and in terms demanded by that responsibility.

#### *Article XI Parliamentary Authority*

The current edition of *Robert's Rules of Order* shall prevail in all meetings of the Department Faculty.

#### *Article XII Amendments*

Amendments and additions to these By-laws shall be approved by a two-thirds majority of the members at a meeting of the Department Faculty. Any amendments or additions to these By-laws shall be consistent with standing University policy. Any proposed amendments shall be advertised and circulated in writing to all Faculty of the Department for a period of at least two weeks prior to their consideration before the Faculty. Amendments to the By-laws must receive written approval by the Department Head/Chair, the Dean of the College of Business and Behavioral Science, and the Provost.

#### *Article XIII Ratification*

These By-laws shall take effect upon being ratified by a two thirds vote of those Faculty members of the Department eligible to vote under Article I, and who are present at a meeting of the Department Faculty called for that purpose. The By-laws also must receive written approval by the Department Head/Chair, the Dean of the College of Business and Behavioral Science, and the Provost.

Approved by Faculty, Head, Dean, and Provost, May, 1981. Effective, August 16, 1981.

Amended by two-thirds of the Faculty on November 22, 1985 and December 3, 1985. Approved by the Head on December 5, 1985. Approved by Dean and Provost, January, 1986. Effective, January 13, 1986. Amended October 8, 1998. Amended August 23, 2004.