

Faculty Bylaws

Department of Youth, Family, and Community Studies

Preamble

These bylaws are established to govern the organization of the faculty of the Department of Youth, Family, and Community Studies and to establish procedures for faculty participation in planning, policy development, and decision making with regard to academic matters and in matters that may affect the welfare of its members or the mission of the College of Health, Education, and Human Development and Clemson University.

Article I: Functions

The functions of the faculty shall be to:

- Approve candidates for degrees in the Department of Youth, Family, and Community Studies.
- Approve academic courses, curricula, degree requirements, and academic honors.
- Review the credentials of current and prospective members of the faculty and to recommend their appointment, reappointment, tenure, and promotion in accordance with the University Faculty Manual and the policies of the College of Health, Education, and Human Development.
- Elect or select representatives to departmental, College, and University committees as appropriate.
- Consider any matters that may affect the welfare of its members or the teaching, research, and public service mission and policies of the department and the College.
- Formulate and forward recommendations to various College and university organizations and administrators.

Article II: Voting membership

The right to vote on all matters coming before the Department shall be extended to all full-time faculty members in the Department, including those on leave, who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor. By majority vote of the tenure track faculty, voting privileges may be extended to those who hold a research faculty appointment or an appointment as Lecturer or Senior Lecturer and who have a teaching assignment in the department.

Voting privileges are reserved for faculty for whom Youth, Family, and Community Studies is the faculty member's department of record and whose teaching and research are primarily conducted in the department and not in another department, center, institute, or other entity not part of the department.

Faculty members who hold an administrative position above Department Chair shall vote only in the case of a tie.

Graduate and undergraduate students each may elect one non-voting representative to the faculty. The undergraduate representative shall be a senior with a grade point average of 3.0 or better and the graduate representative shall have a grade point average of 3.0 or better. The student representatives will be excused from discussions of matters pertaining to particular students, personnel decisions, and other matters reserved for the faculty in executive session.

The Department Chair shall maintain a roster of the voting members of the Department Faculty. The roster shall be distributed to the Department Faculty in September of each year and when changes are made to the membership.

Article III: Parliamentary authority

The current edition of Robert's Rules of Order shall prevail in all meetings of the Department Faculty, except when in conflict with the provisions of these bylaws.

Article IV: Officers

The Department Chair shall serve as Chair and Presiding Officer of the faculty and shall appoint a Vice-Chair, who shall serve as Presiding Officer in the absence of the Department Chair. The Department Chair, when necessary, shall appoint another Presiding Officer to serve in the absence of the Chair and Vice Chair.

A person designated by the Department Chair shall keep accurate minutes of each meeting of the Department, and distribute minutes to the Department Faculty. A compendium of minutes shall be maintained in a central location. Minutes shall be made available to the Dean of the College and other appropriate administrative officials when requested.

The Department Chair shall appoint a Parliamentarian to rule on parliamentary matters during meetings of the Faculty of the Department.

Article V: Meetings

The Chair shall call meetings at least once each in the fall and spring semesters for the purpose of conducting ordinary and recurring Departmental business, for making special announcements, and for reasons not otherwise indicated in these bylaws. The Chair shall also call meetings as

soon as feasible at the written request of one fourth (1/4) of the voting members of the Departmental Faculty or at the request of a Committee Chair. An agenda and copies of all resolutions, motions, and reports that will commit the Faculty to any departmental policy shall be given to each faculty member at least three (3) working days prior to the meeting at which action on the resolution(s), motion(s) or report(s) is contemplated. A compendium of all resolution, motions, and reports shall be maintained in a central location.

Article VI: Quorum

A quorum of the faculty shall be a simple majority. The presence of a quorum shall be established at the beginning of each meeting. Eligible Faculty shall include all voting Faculty. 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 VII: Voting procedures

Unless otherwise specified in the bylaws, any member of the Department Faculty, as defined in Article II, shall vote on matters concerning the operation and management of the Department. All matters brought before the Department Faculty that require a vote shall be resolved by a simple majority of those eligible voters present and those voting absentee or by proxy, except as prescribed otherwise in these bylaws. Votes shall be taken by a show of hands unless a secret ballot is requested by any member or prescribed elsewhere by these bylaws. Absentee votes may be delivered live through electronic media (e.g., Skype) or via email, telephone or other means of communication to the Department Chair. An absent faculty member may designate a proxy from among voting faculty members attending the meeting. The Department Chair shall enter absentee votes and proxy votes shall be entered by the faculty member so designated.

Matters may be decided by absentee ballot with an established deadline appropriate to the circumstance of the vote.

Article VIII: Standing committees

Standing committees shall consist of a) Tenure, Promotion, and Reappointment Committee, b) Academic Program Committee, and c) ad hoc committees. The membership and functions of these committees are as follows:

a. Tenure, Promotion, and Reappointment Committee

The Committee will be constituted and function in accordance with the YFCS Guidelines for Faculty Development and Performance as adopted by the faculty including any approved amendments.

b. Academic Program Committee

The Academic Program Committee shall consist of three (3) faculty members, including the Academic Program Coordinator(s), appointed by the Department Chair, a graduate and an undergraduate student representative elected by the respective student bodies from among those students in good standing (a GPA of 3.0). The Chair of the Academic Program Committee shall be selected from among the members, excluding the graduate and undergraduate student representatives. The Academic Program Committee Chair shall represent the Department on appropriate College and University committees.

The Department Chair shall serve as an ex-officio member of the Committee.

Student members of the Committee shall be excused when the Committee meets in executive session.

The Committee shall be responsible for reviewing all matters affecting the Department's courses of instruction to assure that such matters conform to College and University guidelines, including, but not limited to:

1. Proposals for new courses and changes to existing courses;
2. Courses to be offered each academic year and the sequencing of courses;
3. Periodic review of the Department's curricula and requirements, additions to or deletions from requirements for the Department's courses of instruction;
4. Preparing material concerning curricular matters for presentation to the faculty as a whole;
5. Matters arising in other College or University departments affecting the Department's courses of instruction;
6. Review applicants to the Department's academic programs and prepare recommendations to the faculty for admissions;
7. Advise the Department Chair on offers of financial assistance;
8. Evaluate the progress of students and recommend remediation or dismissal of students when necessary;
9. Maintain a list of graduate students eligible to serve as instructors;
10. Approve student leaves of absence;
11. Oversee comprehensive exams; and

12. Other such matters as are deemed prudent.

Academic Program Committee matters shall be decided by a simple majority of the voting members.

- c. Ad hoc committees may be convened at the discretion of the Department Chair. The Department Chair will be responsible for preparing the charge for such committees.

Article IX: New programs

The Department Faculty shall consider and vote upon all new program proposals to be identified with, or supported by, the department before such proposals are formally presented to the College or University administration. New programs include, but are not limited to Centers, Institutes, Clinics, Networks, sponsorship of professional organizations or publications, concentrations, degree program options, and new degree programs.

Article X: Honors and awards

Recipients of awards and honors given in the name of the Department shall be selected by election at a departmental meeting, unless otherwise prescribed by the guidelines for a specific award or as otherwise prescribed in these bylaws.

Article XI: Faculty office hours

Departmental faculty members shall each post and hold regular office hours, including office hours using electronic means, that are sufficient in duration and scheduling to meet the needs of their students and advisees. Office hours shall be expanded during the pre-registration period each semester to allow time for advising. Office hours shall be publically posted in the Department.

Article XII: Adjunct faculty

Professionally qualified individuals may become affiliated with the Department as adjunct faculty. Adjunct faculty appointments generally do not involve remuneration by Clemson University and are not voting members of the faculty. They are eligible to serve on thesis and dissertation committees, may receive mail in the Department, and will be listed in University publications as affiliated with the Department. Appointments as adjunct faculty are made by the Department Chair in consultation with the Tenure, Promotion, and Reappointment Committee. All adjunct faculty appointments expire five years after the date of appointment. A reappointment to a new 5-year term may be made by the Department Chair in consultation with the Tenure, Promotion, and Reappointment Committee.

Article XIII: Approval of degree candidates

In accordance with the Constitution of the Faculty of Clemson University, the faculty shall approve candidates who have earned their degrees in the Department. The Department Chair and the Academic Program Coordinator shall present a list of degree candidates to the faculty at such a time and in such a manner as to allow the faculty to review candidates and indicate their approval.

Article XIV: Amendments

Any proposed amendment to these bylaws shall be advertised and circulated in writing to all Department members at least one week before its being acted upon by the Department Faculty. Amendments or additions to these bylaws shall be consistent with University policy. Amendments shall be approved by a two-thirds majority of the Department Faculty. Written absentee ballots shall be accepted if dated and delivered to the Department Chair within the period of posting.

Article XV: Ratification

These bylaws shall take effect upon being ratified by a two thirds (2/3) majority vote of those faculty members of the department eligible to vote under Article II and upon approval by the Department Chair, the Dean of the College, and the Provost.

The Guidelines for Faculty Development and Performance shall take effect upon being ratified by a two thirds (2/3) majority vote of those faculty members of the department eligible to vote under Article II and upon approval by the Department Chair, the Dean of the College, and the Provost.