



**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 \_\_\_\_\_

Approved     Revision Required (see comments)    Date \_\_\_\_\_

**Requirements for DEPARTMENTAL BYLAWS – 2020-2021 *Faculty Manual***

**Department: Parks, Recreation and Tourism Management**

**Date** 11/20/2020  
**Compliance**

*NOTE:* This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

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	X		
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	X		
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		

## BY-LAWS

### DEPARTMENT OF PARKS, RECREATION AND TOURISM MANAGEMENT

#### 5 CLEMSON UNIVERSITY

#### PREAMBLE

##### Introduction

10 The Department of Parks, Recreation and Tourism Management (PRTM) at Clemson began in 1966 as the Department of Recreation and Park Administration in the College of Education. In 1970, the Department became part of the newly created College of Forest and Recreation Resources, where it grew to its current stature in the areas of teaching, research and public  
15 service. The most recent administrative location is in the College of Behavioral, Social, and Health Sciences. The Department offers an undergraduate Bachelor of Science degree, with options to focus on coursework in Community Recreation, Sport, and Camp Management (CRSCM), Parks and Conservation Area Management (PCAM), Recreational Therapy (RT), and Travel and Tourism (T&T). The PRTM program also houses a degree in Professional Golf  
20 Management for students who meet the admission requirements. Master's and Doctoral degrees are also offered in the CRSCM, RT, PCAM, and T&T concentration areas. In addition, PRTM is also the home department for the Youth Development Leadership (YDL) program (Master's & Baccalaureate), and the Masters in Public Administration (MPA). It also houses non-degree granting units, including the Outdoor Laboratory, Leisure Skills, U.S. Play Coalition, and the  
25 Osher Lifelong Learning Institute.

Research and public service are supported through contract work with a variety of federal, state and local agencies, organizations, and businesses.

30 Any provisions within these bylaws that contradict the Faculty Manual are null and void.

##### Mission, Vision, and Goals

###### Mission

35 PRTM improves the quality of life and health of people, communities and environments locally to globally by developing professional who: serve diverse communities, advance science, and facilitate meaningful teaching, service, and community engagement.

###### Vision

40 The Department of Parks, Recreation and Tourism Management will be a global leader in the knowledge creation, transfer, and application to enhance the well-being of people and places.

###### Goals

45 Goal 1: RESEARCH – Broaden our leadership in local, national and international research by continuously improving research outputs.

Goal 2: ENGAGEMENT – Expand our engagement and partnership with community organizations, public entities and private corporations locally, nationally and globally.

Goal 3: ACADEMIC CORE – Develop highly sought-after graduates by strengthening curriculum and applied learning strategies to ensure that graduates are innovative, critical thinkers with the skills needed to lead as professionals.

5

Goal 4: LIVING – Uphold a collegial departmental culture and values by maintaining an atmosphere that creates a diverse, supportive, positive environment and life/work balance for our students, faculty and staff.

10 Goal 5: INFRASTRUCTURE & OPERATIONS – Ensure excellence in business operations and departmental infrastructure, ultimately supporting the culture and strategic direction of all areas of the department.

## ARTICLE I VOTING MEMBERSHIP

15

The right to vote on all matters coming before the Department shall be extended to all full-time Clemson employees with a faculty appointment in the Department of Parks, Recreation and Tourism Management unless otherwise specified in this or the TPR documents. When an  
 20 employee has a shared appointment, membership will be assigned to the employee's Department of record. When a joint appointment is between academic and non-academic units, the employee may be considered to be a member of the academic unit of record and the non-academic unit of record. Additionally, Directors of Departmental units (e.g., Outdoor Laboratory, OLLI) shall be considered faculty for the purposes of voting provided this is their Department of record. Any  
 25 Emeriti members of the faculty, and a graduate student representative may attend meetings of the Department and express an opinion on any issue, but will not possess voting privileges.

30

Graduate students may elect one student to attend faculty meetings. This student shall be a non-voting representative who will be excused from discussions of particular students, personnel matters, or other issues for which the faculty goes into executive session.

## ARTICLE II MEETINGS

35 The Department Chair shall conduct a formal meeting of the Department faculty at least three times during the regular semesters. These meetings shall be called by the 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 Chair shall also call meetings at the  
 40 written request of any two members of the voting faculty. A called meeting must be held within ten (10) working days of such a request. The current edition of Robert's Rules of Order shall prevail in all meetings of the Department faculty, unless otherwise specified in this document.

45

The Department Chair shall be the presiding officer for all General Department meetings. If the Chair is unable to preside, he or she shall appoint a faculty member to act as a presiding officer.

Executive Sessions\* may be called with or without prior notice. Only faculty may attend Executive Sessions. The Department Chair may call an Executive Session. During a General Department meeting, an Executive Session may be called by majority vote of the faculty in

attendance.

\* "...any meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret."  
Robert's Rules of Order, 10<sup>th</sup> Edition, pg. 92.

5 Only matters that cannot be delayed shall be decided at meetings called during the times at which  
nine (9) month faculty are permitted to be absent from the campus, which includes the winter  
and summer recesses, and Fall and Spring breaks. Any business conducted during recesses or  
breaks shall be reported on at the next scheduled Faculty meeting.

10 For all general and called meetings, the faculty shall receive an agenda, including any actionable  
items, at least two working days before the meeting, exclusive of the meeting day.

### **ARTICLE III QUORUM**

15 During the Fall and Spring semesters, a quorum of the Department faculty shall consist of a  
simple majority of the voting members, excluding faculty on leave, with the exception of topics  
such as Tenure, Promotion and Reappointment (TPR), for which specific voting procedures  
outlined in the Department TPR Guidelines should be followed.

20 At times other than Spring or Fall semesters, a quorum shall consist of at least forty (40) percent  
of the Department faculty; business which cannot be delayed until the Fall shall be conducted at  
such a meeting, and all reasonable efforts shall be made to ensure full faculty participation.

### **ARTICLE IV VOTING PROCEDURES**

25 Unless otherwise specified in the By-laws, any Department faculty, as defined in Article I, shall  
vote on matters concerning the operation and management of the Department. All matters  
30 brought before the Department faculty that require a vote shall be resolved by a simple majority  
of those eligible voters present provided quorum has been met, except as prescribed otherwise in  
these By-laws. Votes shall be taken by a show of hands unless a secret ballot is requested by any  
member or prescribed elsewhere by these By-laws. There shall be no proxy or absentee ballots  
permitted at any voting meeting.

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

### **ARTICLE V APPOINTMENT, REAPPOINTMENT, AND REVIEW OF FACULTY**

#### Appointment

45 Suitable candidates to fill positions of regular and particular special faculty (i.e., Research,  
Extension, Lecturer, Senior Lecturer, Principal Lecturer, Clinical, Professors of Practice, Post-  
Doctoral Research Fellows, Part-Time, Visiting, ROTC, Adjunct) will be vetted by a Search  
Committee as established by the guidelines outlined in the Faculty Manual or as established by  
the Department Advisory Committee. Individuals being considered for appointment with  
exceptionally fine credentials may negotiate to receive credit for productivity or years served

elsewhere to count as years toward promotion and/or to be appointed at a promoted rank (e.g., “Associate” or “Full” faculty or “Senior” lecturer). The criteria and procedures for this are provided in the Department TPR Guidelines.

- 5 In the event of immediate need (e.g., start of the semester is imminent), the Department Chair can appoint an individual as a Temporary Lecturer without faculty approval for 1 year. Justification and credentials for the appointee shall be presented by the Department at the next scheduled faculty meeting. Further appointment should follow the procedures for appointment of faculty as outlined above.

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### Reappointment

- 15 Each regular, full-time faculty holding the title Assistant Professor or higher, but who is not tenured or is not in the penultimate probationary year, Lecturers who have less than 9 years of service and intend to remain at Clemson University, and all other special rank faculty are required to submit materials for reappointment each year.

- 20 In accordance with the dates in the Guidelines, each eligible faculty member must submit credentials reflecting the contracted duties to the Committee Chair along with a request for evaluation for reappointment for a specific year.

The criteria and procedures for this are provided in the Department TPR Guidelines.

### Post Tenure and other required reviews

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- Tenured faculty will undergo a post tenure review by their peers every 5 years. Review will consist of an assessment of Annual Form 3’s completed by the Department Head. If a faculty member has received more than one Annual Form 3 with “Fair,” “Marginal,” or “Unsatisfactory” performance evaluation, the faculty member will undergo a full Post-Tenure Review, the procedures for which are outlined in the Faculty Manual. Regular faculty may also request a review of their own performance.

30

- 35 According to the Faculty Manual, Senior Lecturers will be evaluated by the Committee every three years. In addition, a comprehensive review of Lecturers, following the guidelines in the Faculty Manual, must be conducted after their fourth year of service.

The criteria and procedures for this are provided in the Department TPR Guidelines.

## 40 **ARTICLE VI STANDING COMMITTEES**

- 45 There shall be four (4) standing committees. The standing committees shall be the Tenure, Promotion and Reappointment Committee; the Curriculum Committee; the Graduate Program Advisory Committee; and the Department Advisory Committee. The terms shall be staggered with the initial length of terms being determined by drawing lots. Members of committees shall be elected by a majority of the voting faculty present in the final scheduled faculty meeting each spring. Terms will begin in the fall semester and be based on the academic year. Each committee will annually elect a Chair (unless otherwise specified in these By-laws) and a

Secretary from its membership. Recorded minutes for each meeting shall be maintained in the Department office.

5 Any Department faculty member shall be eligible for committee membership unless the committee makeup is specifically defined in the By-laws.

**A. Tenure, Promotion and Reappointment Committee and Post-Tenure Committee**

10 Please refer to the PRTM Guidelines and Procedures for additional information regarding the Tenure, Promotion and Reappointment Committee.

**B. Curriculum Committee**

15 A Department Curriculum Committee shall be established to initiate and review proposals for necessary changes in the curriculum, to respond to curriculum matters arising outside the Department, to review course proposals - new, revised, selected topics, etc. - and to provide materials for student advising.

20 This Committee shall review all curriculum-related matters within the Department of Parks, Recreation and Tourism Management, including courses designated “Leisure Skills” and any other course that comes under the aegis of this Department. The Curriculum Committee shall be composed of three (3) Department faculty, serving three (3) year staggered terms. The Schedule Coordinator shall serve in an ex-officio, non-voting capacity for graduate and undergraduate curricula as appropriate. The Committee Chair shall be elected by the members of the Committee and serve for a one-year term. The Chair shall represent the Department at all School and College curriculum meetings where the respective By-laws provide for such a departmental representative.

30 All proposals for which the University Curriculum Committee requires a new syllabus or outline of the course content, shall be reviewed by this Committee. Upon the approval of the majority of the Committee, these proposals shall be forwarded to the faculty for approval. Notwithstanding, proposals to delete a course shall follow the same procedures as above.

35 Any requested change in the curriculum must be approved by a majority of the Department faculty prior to its consideration before the College Curriculum Committee.

40 The Committee shall also consider curricular matters involving other colleges and the University when appropriate.

**C. Graduate Program Advisory Committee**

45 The Graduate Program Advisory Committee shall consist of one representative faculty member from each distinct graduate degree-granting area (e.g., PRTM, YDL, MPA) and formal graduate-level emphasis areas (e.g., Parks, Community Recreation, Tourism, and Recreation Therapy) elected by the faculty to serve two (2) year staggered terms, the Graduate Coordinator serving as the Chair of the Committee, and a graduate student

representative. The Graduate Coordinator, appointed by the Department Chair, shall also represent the Department on related College and University Committees/Councils. To serve on the Graduate Advisory Committee, faculty members must hold the academic rank of assistant professor or higher, and be in a tenure-track position.

During each academic year, but no later than by the end of the third week of the Fall semester, faculty members of the graduate committee will elect from among those students who have completed at least twelve hours in graduate level PRTM courses at Clemson, a representative to serve a one-year term on the Graduate Advisory Committee. This representative shall have full voice and vote in all discussions that do not relate to specific graduate students.

The Graduate Program Advisory Committee shall be responsible for providing recommendations to the faculty on all matters relating to the graduate program. These responsibilities shall include recommending adjustments in graduate course and program requirements. The Graduate Advisory Committee shall decide acceptance of applicants to the PRTM Graduate program, and recommend to the Department Chair students to receive offers of financial assistance.

#### **D. The Department Advisory Committee**

The Departmental Advisory Committee shall be composed of the Department Chair and one regular faculty representative from each of the program concentration areas (i.e., CRSCM, MPA, PCAM, PGM, RT, T&T, YDL) elected by the faculty to two (2) year staggered terms. The Department Chair shall serve as Chair of this Committee. The Committee shall advise the Chair on matters of concern to the Departmental faculty. The Advisory Committee shall further advise the Chair on other matters as requested by the Chair or other faculty members, or as deemed appropriate by Committee members. Agenda items for Committee meetings may be set by Committee members, the Chair or suggested by faculty not on the committee.

The committee shall meet at least three times during each regular semester and special meetings may be called during the recess and breaks when absolutely necessary. All faculty shall be informed of the meeting schedule in advance.

Duties for the DAC shall include general review, revision, and introduction of Departmental Policies (which may include issues pertaining to budget or personnel), review of sabbatical requests, selecting members to search committees, reviewing position descriptions, and other responsibilities as outlined in these by-laws (e.g., appointment of Interim and Associate Chairs).

All departmental faculty may attend the PRTM Advisory Committee meetings unless an executive session has been called by the department chair.

#### Appointing an Interim Chair or Interim Associate Chair

The Departmental Advisory Committee shall solicit nominations for Interim Chair or Interim Associate Chair from all faculty and staff in PRTM. The Committee will then determine acceptable candidates from the nominees and provide a list to the Dean.

Appointing an Associate Chair

The need to appoint an Associate Chair will be determined by the Department Chair (standing or interim). A search committee will be formed in accordance with the guidelines in the Faculty Manual.

**ARTICLE VII  
AD HOC COMMITTEES**

Ad hoc committees may be established by the faculty during a Department meeting or by the Department Chair. The ad hoc committee must be established for a specific, simple purpose and can serve no longer than 12 months or until the purpose of the committee is accomplished. An ad hoc committee cannot become a standing committee without a change in the By-laws, being approved by the Department faculty.

**ARTICLE VIII  
AMENDMENTS**

Any proposed amendment to these By-laws 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 By-laws shall be consistent with standing 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 IX  
RATIFICATION**

The By-laws shall take effect upon being ratified by a two-thirds vote of all those faculty members eligible to vote under ARTICLE I (excluding Faculty on leave); and upon being approved by the Department Chair, the Dean of the College, and the Provost of the University.

**ARTICLE X  
DEPARTMENTAL COORDINATOR POSITIONS**

Graduate Coordinator: The Graduate Coordinator must be a tenured faculty member. Typical duties of the Coordinator will include: communication with potential students, current students, faculty and others involved in the graduate program; develop and lead the new graduate student orientation program; oversee the applicant review process; implement all Graduate School and Clemson University policies; assure that the Graduate Catalog accurately reflects the PRTM program and curriculum; maintain the PRTM graduate student handbook; complete all appropriate Campus Labs requirements; manage online student assignments and work with project supervisors; chair the PRTM grad committee; complete all required paperwork in a timely manner; coordinate student on-campus visits; schedule classes; oversee graduate assistant appointments; respond to all request for information about the graduate program; and, serve a

non-voting, ex-officio member of the PRTM Department Advisory Committee. The Graduate Coordinator must be available to perform these duties during the summer in addition to the academic year.

5

Undergraduate Coordinator: The Undergraduate Coordinator must be a faculty member, including special rank faculty, in PRTM. Primary responsibilities include overseeing the development and management of the undergraduate curriculum with guidance from the departmental, college, and university strategic plans; coordinating course and instructor scheduling; provide support to the departmental student support services coordinator and college advising office; serve on the departmental curriculum committee; oversee COAPRT and university accreditation requirements; and serve as a non-voting, ex-officio member of the PRTM Department Advisory Committee.

10

Online Program Coordinator and Enterprise Development: The Parks, Recreation and Tourism Management (PRTM) Online Program coordinator/advisor will be expected to collaborate and work closely with the Graduate Coordinator on admission and eligibility requirements, curriculum, program requirements, advising best practices, course sequencing, program assessment, and other relevant issues. This individual must be a faculty member, including special rank faculty, in PRTM and will work closely with the graduate curriculum coordinator on assignment of courses.

20

Undergraduate Student Services/Advisor Coordinator: The Parks, Recreation and Tourism Management (PRTM) undergraduate student services coordinator/advisor will be expected to collaborate and work closely with the PRTM undergraduate curriculum coordinator on admission and eligibility requirements, program requirements, advising best practices, course sequencing, program assessment, and other relevant issues. This individual must be a faculty member, including special rank faculty, in PRTM and will work closely with the undergraduate curriculum coordinator on assignment of courses.

25

Length of Service: The Coordinators shall serve a four-year initial term with an automatic additional two-year term if desired and with department chair approval. When there is transition to a new coordinator the final year of the incumbent coordinator's term shall coincide with the first-year of the new coordinator's appointment to assure a smooth transition.

30

Compensation: Compensation for serving as a Coordinator may include release time, summer salary or other appropriate compensation as determined by the Department Chair.

35

Selection: The Departmental Advisory Committee shall solicit nominations for the Coordinator positions from all faculty and staff in PRTM using a process determined by the Committee. The Committee will then determine acceptable candidates from the nominees and provide a list to the Chair who shall make an appointment from the list.

40

Evaluation: The annual evaluation of the faculty serving in each Coordinator position shall include an evaluation of performance of the position's related duties. The chair shall consider feedback from PRTM faculty and staff in completing the evaluation.

45

Amended and approved by the Faculty  
11/9/20