



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

Department: SCHOOL OF MATHEMATICAL AND STATISTICAL SCIENCES

Date 5/27/2021

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	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		

SCHOOL OF MATHEMATICAL AND STATISTICAL SCIENCES GOVERNANCE DOCUMENT (SCHOOL BYLAWS)

Approved May 3, 2021

Article I. Objective

The objective of the Faculty of Mathematical and Statistical Sciences, referred to as the Faculty, shall be to approve curricula and curricular matters; to consider policies affecting teaching, research and other scholarly activities, welfare, and such other matters as might pertain to common professional goals.

The regulations, policies, and procedures of the College of Science and the Clemson University Faculty Manual shall govern matters not treated in these bylaws. The College of Science Bylaws shall take precedence if they conflict with these bylaws. Provisions in these bylaws that are inconsistent with the Clemson University Faculty Manual are null and void.

Article II. Membership

Section 1. The **Voting Faculty** shall consist of all individuals, designated by School personnel records as belonging to the Faculty of the School of Mathematical and Statistical Sciences, who are regular faculty, principal or senior lecturers, as defined in the Faculty Manual, and who are not on unpaid leave. Faculty with joint appointments, who are tenured, tenure-track, or principal / senior lecturers, are voting members in the School if their appointment is at least 51% in the School of Mathematical and Statistical Sciences, or 50% if their appointment in any other department or School is less than 50%. Faculty members who are voting members in the School of Mathematical and Statistical Sciences or the former Department of Mathematical Sciences before November 26, 2018 will continue to be voting members. A faculty member who has voting membership and who leaves the School will regain voting membership upon returning to the School.

Section 2. The **Administrative Faculty** shall consist of the School Director and the Division Leaders.

Section 3. The **Associate Faculty** shall consist of all persons who do not meet the criteria for voting or administrative Faculty.

Article III. Administrative Structure

Section 1. For School governance considerations, the administrative committee of the School shall consist of the School Director, the Division Leaders and the Associate Directors. All members of the administrative committee shall be tenured and preferably hold the rank of full professor.

- Section 2. Based on nominations from the Faculty and consultation with the Mathematical and Statistical Sciences Council (MSSC, defined in Article VI), the School Director shall appoint from the Faculty the Associate Director for Instruction, the Associate Director for Undergraduate Studies, and the Associate Director for Graduate Studies. Each appointment shall be for a three-year term, effective August 15, and such associate directors may succeed themselves.
- Section 3. Based on nominations from the faculty of the respective Division and advice from the MSSC, the School Director shall appoint Division Leaders. Each appointment shall be for a three-year term, effective August 15, and such Division Leaders may succeed themselves. If a Division cannot field a leader meeting the criteria in Section 1, then the School Director shall appoint one of the Associate Directors to serve as the Division Leader on a year-by-year basis.
- Section 4. The School Director shall have the duties and responsibilities accorded to the Department Chair in the faculty manual. Division Leaders will assist the Director in goal-setting and annual evaluations of the faculty in their respective Divisions. The School Director will review and finalize the evaluations. Division Leaders will make recommendations to the School Director for strengthening impact and strategically advancing the School's discovery, learning, and engagement missions, including strengthening external support through grants and industry partnerships.

Article IV. Officers, Meetings and Voting

- Section 1. The School Director shall serve as Chairperson, and the Administrative Assistant to the Director as Secretary for meetings of the Faculty. If the School Director is unable to chair a meeting, then they shall designate one of the Division Leaders as the meeting chair. In the absence of the Administrative Assistant to the Director, the meeting chair shall appoint a secretary from the staff or faculty.
- Section 2. The School Director shall call at least one meeting of the Faculty in each of the long semesters and any other meeting at their discretion, or upon a petition of at least 25% of the Voting Faculty. Minutes of each meeting shall be forwarded to the Dean of the College.
- Section 3. Written notification of the agenda for meetings shall be provided to the Faculty at least 24 hours in advance of meetings. Non-agenda items may not come to a vote at a meeting unless 50% of the Voting Faculty is present.
- Section 4. A quorum for a vote shall consist of 51% of the Voting Faculty. The result of any vote where there are only two possible outcomes (whether at a meeting, electronically, or otherwise) is determined by a simple majority of the eligible votes cast. In the case of a tie, the motion fails. For votes during meetings, proxy votes count if notice has been sent by a Voting Faculty member to the presiding

chair before the meeting authorizing an attending voting faculty member to vote her or his proxy. Guidelines for votes in which there are more than two possible outcomes shall be determined and clearly communicated by the MSSC. Rules in other sections of the bylaws or the TPR or PTR guidelines that govern voting supersede the rules in this section.

Article V. Organization of the Faculty

- Section 1. For purposes of representation on various matters, the Faculty is organized as follows. There are three Divisions: Mathematics, Statistics and Operations Research, and Mathematics and Statistics Education. The Mathematics Division consists of three subfaculties: Algebra and Discrete Mathematics, Computational Mathematics, and Pure and Applied Analysis. The Statistics and Operations Research Division consists of three subfaculties: Applied Statistics and Data Science, Operations Research, and Probability and Mathematical Statistics. The Mathematics and Statistics Education Division consists of two subfaculties: Mathematics Education and Statistics Education.
- Section 2. Membership on multiple subfaculties or divisions is encouraged. However, each faculty member shall designate (or have designated by the School Director in the absence of a choice) one of the subfaculties for primary membership and shall be entitled to vote on matters pertaining to subfaculty representation in School affairs in that subfaculty only. Special faculty shall have primary membership in one of the subfaculties in the Mathematics and Statistics Education Division.
- Section 3. Each subfaculty shall have developmental responsibilities relative to academic matters associated with the subfaculty's interest area. These may include, but are not limited to, updating course syllabi and catalog descriptions, actively participating in the recruitment of faculty, assisting in the administration of multiple section courses, and promoting research and professional development.
- Section 4. Elections for membership on MSSC and other committees as prescribed in Article VII shall be held by April 15, and elected terms shall be for one year beginning August 15. In order to qualify for membership on any committee listed in Article VII, a faculty member must be a voting member of the School and shall have administrative appointments outside the School totaling no more than 49%.

Article VI. The Mathematical and Statistical Sciences Council

- Section 1. The Mathematical and Statistical Sciences Council (MSSC) shall serve as the standing advisory committee for the School, and in that capacity shall advise the School Director on long-range planning, committee assignments, matters of School and faculty welfare, matters pertaining to new teaching and research appointments within the School and on any and all matters brought to it by the Faculty or the School Director.

Section 2. The MSSC shall schedule at least three meetings during the long semesters and otherwise as necessary. The School Director shall serve as Chairperson. These meetings are open to the Faculty. Generally, the agenda of the MSSC shall be made available to the Faculty one week prior to its meetings. Any member of the Faculty may submit to the School Director (in writing) items for this agenda. The minutes of the MSSC meetings shall be distributed to the Faculty in a timely fashion.

Section 3. Any action of the MSSC may be called for review by the entire Faculty at one of the Faculty meetings as specified in Article IV.

Section 4. The Mathematics and Statistics Education Division and each of the subfaculties in the Mathematics and Statistics and Operations Research Divisions shall elect a representative to the MSSC, who shall serve as a voting member of the MSSC. The School Director, the Associate Directors and the Division Leaders shall be nonvoting members of the MSSC.

Article VII. Committees

The School shall have the following standing committees, in addition to MSSC:

1. Administrative Committee
2. Computing Facilities Committee
3. Undergraduate Affairs Committee
4. Graduate Affairs Committee
5. Curriculum Committee
6. Research and Development Committee
7. Division TPR Committees
8. Lecturer Advisory Committee
9. Post Tenure and Special Faculty Review Committee

Ad hoc and other committees may be appointed by the School Director as needed. Except as specified below, the School Director, with the advice of the MSSC, shall fix the size of all committees and assign their duties; and, with the approval of the MSSC, shall appoint the chairpersons and members. The Curriculum Committee shall report to the MSSC. The Tenure, Promotion, and Reappointment Committee, the Computing Facilities Committee, and the Administrative Committee report directly to the School Director. Other committees may report to the School Director, the MSSC, or the Faculty as determined by the School Director.

Section 1. The *Administrative Committee*, defined in Article III, Section 1, shall be chaired by the School Director and shall advise the School Director on scheduling of courses, budget, workload, and other administrative matters.

Section 2. The *Computing Facilities Committee* shall advise the School Director on the

purchase, disposition, and allocation of computing resources within the School. A member of this committee will be appointed by the School Director to serve as the School's representative to the College's Computer Resources Committee.

- Section 3. The *Undergraduate Affairs Committee* shall be chaired by the Associate Director for Undergraduate Studies and shall include one representative from each of the subfaculties across all divisions. It shall advise the MSSC on undergraduate curricula and other matters pertaining to the undergraduate program. Other duties may be assigned by the School Director. Generally, the Committee's agenda will be made available to the Faculty one week prior to its meetings. The committee may appoint subcommittees, not necessarily from its own members, as needed. Any such subcommittee shall report to the Committee. A subcommittee of undergraduate student advisors shall be a standing subcommittee, whose activities shall be coordinated by the Associate Director for Undergraduate Affairs.
- Section 4. The *Graduate Affairs Committee* shall be chaired by the Associate Director for Graduate Studies and shall include one representative from the Mathematics and Statistics Education Division and from each subfaculty in the Mathematics and Statistics and Operations Research Divisions. It shall advise the MSSC on graduate curricula and other matters, including assistantships and awards, pertaining to the graduate program. Other duties may be assigned by the School Director. Generally, the Committee's agenda will be made available to the Faculty one week prior to its meetings. The committee may appoint subcommittees, not necessarily from its own members, as needed. Any such subcommittee shall report to the Committee. A subcommittee of advisors for entering graduate students shall be a standing subcommittee, whose activities shall be coordinated by the Associate Director for Graduate Studies.
- Section 5. The *Curriculum Committee* consists of all members of the Undergraduate Affairs Committee and the Graduate Affairs Committee. The combined committee will elect a chair who is a regular faculty member and will represent the School in college curriculum meetings. 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.
- Section 6. The *Research and Development Committee* endeavors to foster research, development, and outreach activities of the School. It is responsible for organizing a program of colloquium speakers, conserving and trying to increase resources available for research and faculty development, and providing information to the scholarly community about the research activities of the School. The committee is also responsible for assisting the School Director in development activities and alumni relations. The leaders of the Mathematics and Statistics and Operations Research Divisions shall be co-chairs of this committee.

Each subfaculty from those two divisions shall elect a member to the Research and Development Committee. The Mathematics and Statistics Education Division shall elect one representative. The committee may appoint subcommittees, not necessarily from its own members, as needed. Any such subcommittee shall report to the Committee.

Section 7. Divisions containing voting faculty who are also regular faculty shall each have their own *Tenure, Promotion, and Reappointment Committee*. The creation and function of each committee shall be in accordance with the Guidelines for Tenure, Promotion, and Reappointment for the School of Mathematical and Statistical Sciences.

Section 8. The *Lecturer Advisory Committee* will consist of six lecturers who hold the rank of senior lecturer or higher. Its creation and function shall be in accordance with the Guidelines for Tenure, Promotion and Reappointment for the School of Mathematical and Statistical Sciences.

Section 9. The *Post Tenure and Special Faculty (PTSF) review Committee* shall be determined and function in accordance with the Guidelines for Tenure, Promotion, and Reappointment for the School of Mathematical and Statistical Sciences.

Article VIII. Representatives

Section 1. Elections of Faculty representatives to various college or university organizations shall either occur at a meeting of the Faculty or by mail or electronic ballot. Nominations are accepted from the Voting Faculty. Elections for alternates shall be conducted separately.

Section 2. A replacement for the unexpired term of any representative to the MSSC, college or university organization, or School committee who is unable to complete a term shall be selected as soon as possible, using the same rules as the original selection. The replacement takes office immediately upon selection.

Article IX. Hiring of Faculty

Section 1. To fill a *tenured or tenure-track faculty position* within a Division, the Division Leader, with input from the School Director, will appoint a Search Committee consisting primarily of members of subfaculties directly related to the area of the candidate, who will conduct the search in accordance with the Clemson University Faculty Manual. Members of the Search Committee shall be from at least two different subfaculties, and be composed in accordance with College of Science and University guidelines. This will normally mean that at least one member of the Search Committee will be from a subfaculty that differs from the primary area specified for the candidate. The Search Committee will invite feedback from all faculty members of the School to discuss the relative merits of the final candidates. It will also conduct a vote of the respective 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 Leader and the Director;

the Division Leader will advise the Director in making the selection.

Section 2. Search committees for lecturers, including a designated chair, shall be appointed by the School Director, with advice from Division Leaders and the MSSC. The search committee, consisting of three members, shall make a recommendation to the Director.

Section 3. In the case of an appointment to a faculty position not described here (e.g. postdoctoral research fellow or research faculty), the School Director and, if applicable, the sponsoring regular faculty member, will consult with the MSSC regarding the appointee's qualifications.

Article X. Amendments to this Document

Section 1. The Bylaws can be amended by the Voting Faculty, either at a meeting of the Faculty or by mail or electronic ballot, provided the amendment has been distributed to each member at least two weeks in advance of the voting. Passage requires support by 51% of the Voting Faculty or 2/3 of the votes cast, whichever count is larger.

Section 2. The Guidelines for Tenure, Promotion and Reappointment for the School of Mathematical and Statistical Sciences can be amended at the request of a member of either Division's Tenure, Promotion, and Reappointment Committee subject to ratification by the regular faculty. Amendments approved by a majority vote of the combined voting membership of the two Tenure, Promotion, and Reappointment Committees will be distributed to each member of the regular faculty at least two weeks in advance of the vote for ratification. Support by 51% of the combined voting membership or 2/3 of the votes cast, whichever count is larger, is required for ratification. Voting may be either at a meeting or by mail or electronic ballot.

Section 3. The Guidelines for Post Tenure Review for the School of Mathematical and Statistical Sciences can be amended either at a meeting of the regular Voting Faculty or by mail or electronic ballot, provided the amendment has been distributed to each member of the regular Voting Faculty at least two weeks in advance of the voting. Passage requires support of 51% of the regular Voting Faculty or 2/3 of the votes cast by members of the regular Voting Faculty, whichever is larger.