BYLAWS OF THE COLLEGE OF SCIENCE
CLEMSON UNIVERSITY
Adopted 21 March 2016

Purpose:
The purpose of these bylaws is to describe the procedures for policy- and decision-making within the College of Science (hereafter, the College). Such procedures include descriptions of the composition and duties of the College’s standing committees as well as the mechanism for electing faculty to them. These bylaws apply to all faculty members who hold an appointment within the College.

Terminology (The definitions that follow are all from the Faculty Manual):

1. Faculty: All tenured and tenure-track members of the College with appointments of instructor through full professor, as defined in the Constitution of the Faculty of Clemson University (Part VIII of the Faculty Manual). This does not exclude those with administrative appointments, such as the President, the Provost, and Deans.

2. Regular faculty: A subset of the Faculty that specifically excludes individuals who hold administrative positions, i.e., the President, the Executive Vice President, the Vice Provosts, college Deans and Associate Deans, the Dean of Libraries, and Department Chairs. (Faculty Manual, Part II, Section F).

3. Special faculty: Includes the following ranks: Visiting Faculty, ROTC Faculty, Adjunct Faculty, Research Faculty, Extension Faculty, Lecturer, Senior Lecturer, Temporary Lecturer, Post-Doctoral Research Fellow, Part-Time Faculty, Clinical Faculty, and Professor of Practice. (Faculty Manual, Part III, Section E).

4. faculty is a generic term including all of the above.

Article 1: Membership and Meetings

A. Membership: All faculty members who hold an appointment in the College are considered members of the College faculty. A complete list of all College faculty members with ranks shall be updated and made available by the Dean’s Office in September of each year.

B. Voting Membership: Voting members of the College shall consist of all Faculty who hold at least a 50% appointment within the College, including those on sabbatical leave or leave without pay. Senior Lecturers may vote in the election of Faculty Senate Delegates and on faculty resolutions.

C. Regular Meetings: Regular meetings of College faculty (hereafter, College Faculty Meetings) shall be held at least once during each of the long semesters. All standing and other committees will report to the faculty during these meetings. The Dean or the Dean’s representative shall preside over all College Faculty Meetings. Notice of all such meetings shall be given at least one
week in advance of the meeting.

D. Call for Special Meetings: Any member of the faculty may call for a College Faculty Meeting by presenting the Dean with a written request for such a meeting signed by at least 10% of the College faculty. The request shall include the reason for the meeting. Upon receipt of the request, the Dean shall schedule the meeting within two weeks; however, if such request is made between May 1 and August 15 or between December 1 and the beginning of classes in January, the Dean shall schedule the meeting as soon as practical but not later than two weeks after the beginning of the Fall or Spring semester immediately following the semester in which the request is made.

E. Agenda Items: The Dean shall receive items for the agenda from the college committees (Article III) and members of the faculty, and shall distribute the agenda at least one week prior to the meeting. No new business shall be acted upon at any meeting that has not been distributed to members at least one week prior to the meeting.

F. Quorum Defined: A quorum for College Faculty Meeting shall consist of at least 25% of all voting members. Quorums for college committee meetings shall consist of a simple majority of each committee’s voting membership. All college meetings require a quorum if any business necessitating a vote is conducted, with two exceptions: 1) should any agenda item not have been acted upon at the immediately preceding meeting for a lack of a quorum, then the membership present shall constitute a quorum for the purpose of acting on that particular item; 2) for the purpose of voting on degree candidates, the quorum shall be the percentage deemed necessary by the presiding officer to conduct business.

Article II: Procedures By Which the Faculty Will Operate

A. Distribution of Bylaws: A copy of these bylaws shall be distributed to all faculty members upon ratification by the Faculty, and whenever amendments to these bylaws are made.

B. Ratification: These bylaws shall become effective upon ratification by at least 50% of the voting members of the College.

C. Amendments to Bylaws: Amendments to the bylaws require a two-thirds vote of eligible members present and voting at a meeting called according to the procedures listed in Article I of these bylaws. Notice of proposed amendments must be published and distributed at least two weeks prior to the meeting at which they are to be considered.

D. Voting and Rules of Order. In all College Faculty Meetings where a quorum is present, all matters will be resolved by a simple majority vote of those eligible members present and voting, unless indicated otherwise elsewhere in this document. All College Faculty Meetings shall be conducted according to the most recent edition of Robert's Rules of Order, unless the Rules of Order are inconsistent with either the Clemson University Faculty Manual, these bylaws, or any special rules of order adopted by this faculty.

E. Procedure Regarding Resolutions: Any resolution submitted for a vote at a College Faculty meeting must be distributed to the faculty in written form at least two weeks prior to the meeting. Only voting members present at the meeting will be permitted to vote on the resolution.
F. Limitation on Faculty Service: Faculty members shall be limited to service on no more than two of the following Standing Committees at the same time: Curriculum; Scholarships and Awards; and Research.

G. Ad Hoc Committees: The Dean, the Faculty, or majority of the Faculty Advisory Committee membership shall have the authority to establish ad hoc committees. The Faculty Advisory Committee shall have the authority to appoint members of ad hoc committees or to determine how such members shall be appointed. An ad hoc committee must be established for a specific, single purpose and can serve no longer than twelve (12) months. An ad hoc committee cannot become a standing committee without a change in bylaws being approved by the College Faculty.

H. Approval of Candidates for Graduation: Each degree-granting department will review and approve its own candidates for graduation following procedures established in each department’s bylaws. Final approval of candidates will then occur at a College Faculty Meeting.

I. Minutes of meetings: Approved minutes of College Faculty Meetings are to be forwarded to the Provost and to the President for their information.

J. Recommendations from the College Faculty: All recommendations from the faculty are to be forwarded to the appropriate University council, committee, or administrative officer.

Article III: Standing Committees

All standing committees shall be composed of one elected Faculty representative from each of the degree-granting departments of the College, unless noted otherwise below. Individual terms of service on standing committees shall be for two years and renewable for up to two additional terms (6 years total). Each degree-granting department shall elect their representatives to the standing committees by April 1 for service terms that begin on May 1. Each committee shall meet as often as necessary to fulfill its charge. Each committee shall develop its specific operating procedures, including selection of a committee chair. The chairs of the standing committees shall represent the College on the respective university-level committees. If necessary, the term on the College committee may be extended to allow fulfillment of the term of obligation to the university committee. Minutes will be recorded for each meeting and forwarded to the office of the Dean for archival purposes.

A. College Faculty Advisory Committee

1. Composition: One regular faculty representative from each degree-granting unit. In addition, the lead Faculty Senator of the College will serve in an ex-officio, non-voting, capacity. The Dean of the College will chair the committee.

2. Duties: The College Faculty Advisory Committee will advise the Dean on any matter which is of concern to the teaching, research, public service/outreach, and funding priorities of the College. The committee will provide guidance for the development of plans of the College, which are not the purview of any other part of the faculty organization of the College.
B. College Curriculum Committee

1. Composition: This committee shall be comprised of two elected faculty members from each of the degree-granting units of the college. At least one of the elected faculty representatives from each unit must be a regular faculty member. The voting members of the College Curriculum Committee will be restricted to regular faculty as per the Faculty Manual (Part VII, Section M). The committee shall elect from its membership a chairperson, who shall call and conduct all meetings of the committee, and who shall serve as the College's representative to the University Undergraduate Curriculum Committee. The committee shall elect from its membership a second person to serve on the University Undergraduate Curriculum Committee. The committee shall also elect two (2) of its members to serve as the College's representatives to the University Graduate Curriculum Committee. The chair may appoint a Committee Secretary to document the committee’s business.

2. Duties: This committee shall have responsibility for evaluating and making recommendations to the faculty on all proposals for new or revised academic requirements, courses, and curricula within the College. It shall also review all curriculum proposals that emanate from the University Curriculum Committees or the other collegiate faculties, whose effect would be university-wide, and shall ensure the adherence of such proposals to all applicable college policies and curricular requirements. Notice of, and an agenda for, all committee meetings shall be provided to all committee members no later than ten days prior to the meeting. Committee recommendations shall be distributed to the faculty within two working days of meetings.

3. Faculty Review of Curriculum Decisions: The faculty may elect to review any recommendation of the Curriculum Committee. Such review requires the presentation to the College Faculty Advisory Committee of a written request, signed by at least 5% of the College faculty, stating specifically the recommendation or recommendations to be reviewed. Such a petition must be submitted within ten (10) working days following the date on which the Curriculum Committee has notified the faculty of its recommendation. The Dean shall then call a special College Faculty Meeting or place the recommendation to be reviewed on the agenda of the next regularly scheduled or special College Faculty Meeting. A two-thirds majority of those present and voting at the next regular or special College Faculty Meeting is necessary to overrule the recommendation of the Curriculum Committee. Unless the faculty elects to review and reject a recommendation of the Curriculum Committee, the committee’s recommendation shall be considered as the decision of the faculty. However, once a petition to review one or more recommendations of the Curriculum Committee has been filed as per this section, such recommendation or recommendations shall not be considered final until voted upon.

C. Scholarship, Awards Committee

1. Duties: This committee will meet to address and act on scholarship and award issues that are broad in scope and impact more than one department. This committee will also identify candidates for any college-wide awards and scholarships and encourage faculty participation in the nomination process and in Honors and Awards Day. The chairperson of the committee, elected by and from its membership, shall be responsible for coordinating the College’s Honors and Awards Day ceremonies. The chair shall serve as the College representative to the University Scholarship and Awards Committee. Another member of the committee shall be elected to serve on the
Calhoun Honors College Committee, and a third shall be elected to serve on the University Graduate Fellowship and Awards Committee.

D. Research Committee

1. Composition: In addition to the elected representatives from each degree-granting unit, one representative from non-degree granting units may be added if the Committee decides that is appropriate. The College Associate Dean for Research shall chair the committee and serve as a non-voting member. From its members, this committee will elect one person to serve on the University Research Council, one person to serve on the University Intellectual Property Committee, and two members to serve on the University Research Grants Committee.

2. Duties: The Research Committee shall advise the Dean on research resource needs of the college; identify opportunities for participation of students, faculty, and staff in research projects, and disseminate information about these opportunities; promote the college's research agenda; and facilitate the recognition and dissemination of the research successes in the college.

E. Elections Committee

1. Duties: The purpose of this committee is to conduct and ensure the election of College representation to College and University councils, commissions, and committees. Vacancies on university committees will be filled through a college-wide election held each March. The committee should seek equitable representation on college and university committees across all of the departments in the College. In the event that a vacancy to a university committee occurs mid-year, the Dean will appoint a temporary replacement to fill the vacancy until the next March election. When a vacancy on a College Committee results from the departure (or official leave) of a faculty member, the Chair/Director of that member's unit will appoint a faculty member to fill the vacancy for the remainder of that academic year.

2. Procedures:
   a) By March 1, the College Elections Chair will send each member of the College Election Committee a list of those College committee members who are at the end of their terms and are to be replaced.

   b) Each department will select its representative(s) according to its bylaws, and its College Elections Committee representative will notify the College Elections Chair by March 31.

   c) The Dean’s office will notify the College Elections Chair of positions that need to be filled at the University level by February 20. By March 1, the Elections Chair will send the list to each member of the College Election Committee, allowing at least two weeks for nomination collection within units. For each University committee on the list, each department may send at most one nomination. The members of the College Election Committee will collect and forward nominations from their own departments, and notify their faculty about the college election dates and procedures.

   d) The College Elections chair will collate all nominations into a slate that is sent to the members of the College Elections Committee, who distribute the list to their units at least one week prior to the first day of the election. During this time candidates may campaign. Absentee voting will be
available in the Dean’s office during the days that the slate is posted. There will be no absentee voting when the election is Web based.

e) The College Elections Committee conducts the balloting. No write-in ballots are allowed in the election. The voting runs for at least three days. Paper ballots will be used at established polling places, unless an electronic voting format is used. The Elections Committee counts the votes. For committees with more than one vacancy (including alternates, when required), the candidate receiving the most votes will fill the position with the longest term. Where there is an alternate seat to fill, after all regular seats are filled; the candidate with the next largest number of votes will fill the alternate seat. In the case of a tie, the College Elections Committee will flip a coin to determine the representative. Members of the College Elections Committee distribute the results to their units.

f) Each College Committee elects its chair and other representatives to university committees, as specified in these Bylaws, at its first meeting after the election. The committees notify the Dean and Election Committee Chair of the results. A list of all College committee members, chairs, and University committee representatives from the College will be kept by the Dean's office and by the College Elections Committee Chair.

F. Nominating and Screening Committees

1. Composition: The composition of the various Nominating Committees is as specified below.

The Alumni Professor Nominating Committee shall consist of all Alumni Professors in the College. Committees to nominate faculty for awards in existence for five or more years shall consist of the five most recent awardees. Committees to nominate faculty for awards in existence for less than five years will consist of a total of five (5) members. For research awards, the nominating committee shall consist of the most recent awardees of the new and other College or University research awards. In the case of teaching awards, the nominating committee shall consist of the most recent awardees of the new teaching awards plus the most recently selected Alumni Professors.

2. Duties: The nominating committees receive nominations from faculty members and forward recommendations to the Dean.

ARTICLE IV
Unit Faculties

The faculty of each degree-granting department of the College is composed of those members of the College duly appointed to that unit and is responsible for matters pertaining to that unit. Each department is responsible for developing an appropriate structure for its operation. Each departmental faculty is to meet at least once a semester.