

**FACULTY BY-LAWS
SCHOOL OF ACCOUNTANCY**

**COLLEGE OF BUSINESS
CLEMSON UNIVERSITY**

PREAMBLE

These Faculty By-laws shall govern the organization and procedures of the faculty of the School of Accountancy of the College of Business of Clemson University. These by-laws incorporate the terms of other documents governing the faculty, as said documents may be duly amended from time to time, including without limitation the terms and conditions of:

- (i) The Faculty By-laws of the College of Business of Clemson University (*College By-laws*), and
- (ii) The Faculty Manual of Clemson University (*Faculty Manual*).

In the event of any conflict between the School By-laws and the *College By-laws* or the *Faculty Manual*, the terms of the *Faculty Manual* shall supersede followed by terms of the *College By-laws*.

These Faculty By-laws are intended to assist the Faculty in their duties to the School, the College, and the University, and to provide guidance and structure as to matters pertaining to the common professional goals of the School and its membership. It is the intent of the School to provide a collegial atmosphere for faculty members with training in accounting, law, and related disciplines, and thereby to assist in the professional development of its members.

MISSION

The vision of the School of Accountancy is:

To become nationally recognized as a leader in preparing students for the accounting profession
The mission derives from that vision, defining the School's purpose and placing it within the broader missions of the University and College, while highlighting Clemson's distinctive characteristics:

In the spirit of Thomas G. Clemson's vision to be "a high seminary of learning" that provides a theoretical foundation but yields a practical education, the School of Accountancy's main purpose is to educate highly qualified students to become professionals. Offering the benefits of a premier comprehensive public university education, that also include many of the distinctive advantages found at private institutions; we will provide outstanding undergraduate and graduate teaching with significant opportunities for faculty/student interaction, in an active learning environment that challenges our students to be ethical, to think critically, and to communicate effectively. We are also committed to excellence in research that impacts other academic research, education, and the practice of our professions, as well as, service to our university, state, and professions.

Our mission and strategic plan, are based upon the following values which are expected to guide the actions of the faculty, staff, and students:

- Academic freedom,
- Academic excellence,
- The diversity of and respect for individuals, ideas, roles, and responsibilities,
- The mutually supportive roles of teaching, research, and outreach,
- Individual and collective academic, professional, and personal development,
- Collegiality and collaboration,
- Excellence, innovation, and continuous improvement in all programs and processes, and
- Ethics, integrity, and openness as the cornerstones of our actions.

ARTICLE I MEMBERSHIP

1. Membership (Members) shall consist of all full-time “regular faculty” and “special faculty ranks” in the School of Accountancy, excluding emeriti faculty but including those on sabbatical leave or leave without pay. “Regular faculty” are full-time Instructors, Assistant Professors, Associate Professors, Professors, and Library Faculty. “Special faculty ranks” are “Visiting” Faculty, ROTC Faculty, “Adjunct” Faculty, Research Faculty, Extension Faculty, Lecturer, Temporary Lecturer, Senior Lecturer, Post-Doctoral Research Fellow, Part-Time Faculty, Clinical Faculty, and Professor of Practice.
2. Voting membership (Voting Members) within the School is as defined in Part III, Sections D and E of the *Faculty Manual*.

ARTICLE II OFFICERS

1. The Director of the School will serve as chair of all Faculty meetings. In the absence of the Director, the senior faculty member in attendance will act as the chair. Seniority for this purpose shall be determined by the years of service at Clemson within rank. The Director shall have the privilege of attending all group and committee meetings, except promotion and tenure and post-tenure review, as a nonvoting member.
2. The School will have only one elected position: Secretary. The Secretary will be elected by a majority of those voting at the first meeting of each academic year and will serve for one year. Should a vacancy occur, a replacement will be elected to serve out the remaining term. The duties of the Secretary will be as follows:
 - a. Take minutes of each meeting and distribute to the Faculty. If the Secretary is unavailable, the Director shall appoint another person to act as Secretary of the meeting. Meeting minutes shall be retained in a permanent record, and copies shall be forwarded to the Dean of the College.
 - b. Count and record results of all votes taken at meetings. For secret ballots and mail ballots, the Director shall appoint an additional faculty member or staff to assist in the count.

- c. Provide other correspondence as directed by the Faculty.

**ARTICLE III
PROCEDURES BY WHICH THE FACULTY WILL OPERATE**

1. Notice of all meetings of the Members, listing the date, time, place, and purpose of the meeting, will be given to Members at least five (5) business days in advance of the meeting at each Member's customary university address and/or e-mail. The proposed agenda contained in the meeting notice shall not serve to limit other business which may duly be brought before the Faculty.
2. Should the Director, within his/her reasonable discretion, determine the topic of a meeting to be an emergency, the advance notice requirement shall be waived and a meeting shall be scheduled, after notice to all Members, as soon as a quorum can be assembled.
3. Any Member may request that the Director call a meeting of the Faculty by presenting the Director and Secretary a request, stating the purpose of the meeting, signed by twenty-five percent (25%) of the Voting Members. The faculty meeting thus called should be held within five (5) business days of the date the signed request is presented to the Director and Secretary.
4. Limited purpose faculty meetings, those which involve only committee elections, curriculum modifications, or changes to these by-laws may be conducted through e-mail balloting after Members have received at least four (4) business days in advance notice of the votes which contains the nominations for election or the recommendation of the Curriculum Committee. Upon request by a Voting Member, the Director shall schedule a meeting and give notice to the Members of the time and place at which the vote will be taken.
5. Any Voting Member may make a request, which shall become binding upon said Member's motion, that any vote shall be by secret ballot. Results of all votes will be announced.
6. At least fifty-one percent (51%) of the Voting Membership must be present to constitute a quorum for a faculty meeting. A proxy will not be counted as a Member present for purposes of assembling a quorum.
7. A majority of the Voting Members at a duly constituted meeting will be authorized to enact any business brought before the meeting, except that any change in these by-laws or our curricula shall require the vote of two-thirds of the Voting Members at the meeting. A by-laws change shall not be considered at a meeting called on the basis of emergency, and any proposed by-laws change shall be included in any applicable meeting notice
8. Written specific proxy votes will be permitted for the election of committees and by-laws' amendment proposals and written general proxies may be voted in all other matters.
9. Mail ballots or e-mail ballots may be allowed for elections, approval of graduation candidates, and other items which require no further discussion or for voting on other matters where the ballot procedure has been approved in advance by the membership.

10. Notwithstanding any other qualifying attributes, membership on any elected committee shall require that the member be "in residence" (available for service) at the time of election and during a substantial portion of the term of the office.
11. Members of elected committees who ascertain an inability to serve for the remainder of their normal elected term will be replaced at the time the inability to serve begins. The replacement member will complete the term of the originally elected member.
12. Robert's Rules of Order, as revised from time to time, shall govern the conduct of meetings except as otherwise provided in these By-laws.

ARTICLE IV STANDING COMMITTEES

The School of Accountancy, will maintain Standing Committees for the following: Promotion and Tenure Committee, Curriculum Committee, Post Tenure Review Committee, Recruitment Committee, and Advisory Committee. The composition of each of the standing committees must abide to the following rules:

1. Promotion and Tenure Committee:
 - a. Composition: This committee shall be composed of - all tenured School of Accountancy members, of which at least three (3) must be of the rank of professor. One of the professors will be elected annually by the committee as chair. In the event there are less than three (3) tenured professors, qualified tenured professors from other academic departments may be nominated for election to this committee.
 - b. Term: NA
 - c. Duties: This committee will provide recommendations for promotion, reappointment, and the granting of tenure of School of Accountancy faculty based on standards approved by the Voting Members (i.e., TPR Document). Procedures of this committee shall follow the Faculty Manual. Recommendations will be provided to the Dean of the College. The voting outcomes, including tie votes, of this committee's deliberations will be reported as such in all letters of recommendation.
 - d. Restrictions: The associate professor members of this committee will not be included in meetings concerned with promotion to, or tenure for, rank of professor.
 - e. Deliberations: The deliberations of the committee will remain confidential at all times except when testifying before a grievance board of the University or when compelled by a court subpoena.
2. Curriculum Committee:

The chair of the Curriculum Committee will represent the School of Accountancy at the College level

for purposes of the College Committee and Business Subcommittee.

- a. Composition: This committee will be composed of five (5) School of Accountancy faculty. Annually, the members will elect a chair.
- b. Term: The period of service on this committee will be two years.
- c. Duties: This committee will evaluate and make recommendations on the curricula of new and existing degree programs and on new and existing courses. The chair of this committee will serve as the discipline's elected member to the college's curriculum committee.

3. Post Tenure Review Committee:

- a. Composition: This committee will be composed of all tenured School of Accountancy faculty. Should the number of Committee members fall below three, the Faculty shall elect outside faculty from other departments who are qualified to serve on the Committee to bring the total to three.
- b. Term: NA
- c. Duties: See School of Accountancy TPR document
- d. Restrictions:
 1. Tenured professors being considered for post tenure review in a particular year will be excused from all duties on the Committee for that year.
 2. Faculty of a lesser rank than the member being reviewed will be excused from the Committee discussion and recommendations.

4. Recruitment Committee:

- a. Composition: This committee will be composed of five (5) School of Accountancy faculty. Annually, the members will elect a chair.
- b. Term: The period of service on this committee shall be one year.
- c. Duties: This committee will assist the Director with recruiting activities as mutually determined by the Director and the committee.

5. Advisory Committee

The School of Accountancy will maintain a School Advisory Committee.

1. Composition: This committee will be composed of three (3) School of Accountancy faculty. Annually, the members will elect a chair.

2. Term: The period of service on this committee shall be two years.
3. Duties: This committee will assist and advise the Director of the School as he/she and/or the committee desires.

**ARTICLE V
APPOINTED COMMITTEES**

1. The Director will appoint members to the following committees. Composition, chair, duties, and terms of service will be established at the time of the appointment.
 - a. Scholarship/Awards
 - b. Social
 - c. Placement and Student Relations
 - d. Student Recruiting
 - e. Assessment
 - f. Student Organizations
 - g. Library
 - h. Honors Program
 - i. Master of Professional Accountancy Admissions Committee
2. From time to time, the School Director, or the Faculty, may establish additional committees and the Director may appoint (unless election is required) members to these and other (college, university, professional, etc.) committees.

Adopted by the faculty of the School of Accountancy February 5, 2016