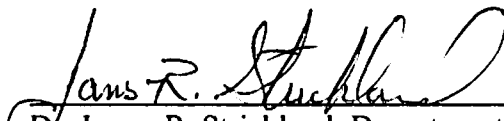


**Bylaws
of the
Animal and Veterinary Sciences Department**


The Faculty of the Department of Animal and Veterinary Sciences updated/adopted and approved their Bylaws at the AVS Faculty Meeting held on May 15, 2013.



Dr. James R. Strickland, Department Chair
Department of Animal and Veterinary Sciences

5/15/13


Date



Dr. Thomas R. Scott, Dean
College of Agriculture, Forestry and Life Sciences

5/23/13

Date



Dr. Doris R. Helms
Provost and Vice President for Academic Affairs

5/27/13

Date

**Bylaws
of the
Animal and Veterinary Sciences Department**
Approved 4/16/97 - Amended 3/30/2000, 9/25/2009, 11/30/2012, 5/15/2013

Preamble

This document provides formal statements of vision, mission, structure, and operation for the Department of Animal and Veterinary Sciences. It has been prepared as a requirement of the University Administration for unification and improvement of academic governance and general operating procedures.

The Bylaws are designed 1) to implement the requirements of Clemson University with reference to faculty participation in Department matters; 2) to provide an environment wherein all members of the Department may make their best contributions; and 3) to enhance the productivity through improved departmental structure and operating procedures.

Nothing in these Bylaws shall be construed as limiting or discouraging the rights of groups or individuals of the faculty from initiating actions or resolving problems through direct consultation with the Department Chair.

Article I. Name

The name of this department shall be Animal and Veterinary Sciences.

Article II. Mission, Vision, and Goals

Section 1. Mission Statement. To advance animal agriculture by providing high quality education for undergraduate and graduate students with diverse career goals; to develop through research the knowledge and technology necessary to continually improve productivity, efficiency, and sustainability of animal agriculture; to secure and disseminate information to assist a varied clientele in animal agriculture.

Section 2. Vision Statement. Through excellence in our educational missions we will be a leader in assuring that animal agriculture is sensitive to and driven by the desires of society. Our focus shall be animal production systems which are in harmony with the environment, provide for the well-being of animals, and provide a variety of safe food products with high nutritional value. This will be accomplished by holistic education of students, generation of new knowledge and transfer of information, and by professional example utilizing an interdisciplinary team approach. Our success shall be attributable to a departmental cohesiveness where every member of the department is valued, appreciated, and recognized for their vital importance to departmental accomplishments. All our activities shall foster environmental stewardship while improving the economic well-being, health, and quality of life for all.

Section 3. Goals Statement.

Our goal is to have teaching programs that:

- provide an excellent holistic undergraduate experience which demands scholarship
- include involvement and contributions from all department members
- provide strong graduate programs which stress mentoring, research, quality instruction, and opportunities for high quality teaching experience
- include continual assessment with an eye toward improvement in course content and curricula, concomitant with professional development
- form strategic partnerships, both on- and off-campus to effect our goals
- use appropriate technologies to present and expand our students' understanding and educational opportunities
- are based on a systems thinking approach to problem solving using real world examples, internships, and teamwork

Our goal is to have research programs that:

- reflect vigorous cooperative work creating excellence in prudently chosen areas compatible with our mission and vision
- are critically assessed for strengths and weaknesses including evaluation of the use and scale of our laboratories and farms
- encourage professional competency
- are current and relevant

Our goal is to have extension programs that:

- are current and relevant
- present a professional image
- utilize mass audience educational approach
- utilize the most appropriate information dissemination technology
- assist both new and existing enterprises to adopt relevant technology
- include appropriate connections to research

Article III. Membership

Membership shall be limited to the faculty (both Regular Faculty and Special Faculty Ranks as defined in the Faculty Manual) and staff of the Animal and Veterinary Sciences Department.

Article IV. Voting Members

The voting faculty shall include all faculty whose majority appointment is allocated to the Animal and Veterinary Sciences Department with the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Senior Lecturer.

Article V. Officers

Section 1. Department Chair. Selected according to the Faculty Manual.

Section 2. Acting Department Chair. Appointed by the Department Chair.

Section 3. Interim Department Chair. Appointed by the Dean.

Article VI. Duties of the Officers

Section 1. Department Chair. Serves as chair at all faculty meetings. The Department Chair shall ensure that an announcement and agenda are distributed at least 24 hours prior to all faculty meetings and that accurate minutes of each faculty meeting are taken. Distribution of meeting notices, complete with agenda of upcoming faculty meetings will be sent to all faculty and to the Dean of the College of Agriculture, Forestry and Life Sciences. Additionally, the Department Chair will tally votes taken at meetings; for secret ballots, the Department Chair will appoint individuals to assist in the tally.

Section 2. Acting Department Chair. Serves in the absence of the Department Chair.

Section 3. Interim Department Chair. Serves when no Department Chair is in place.

Article VII. Faculty Meetings

Faculty meetings of the Animal and Veterinary Sciences Department shall require 24-hour notice including a published agenda. Faculty meetings shall be held at least once during each regular semester.

The Department Chair may call Departmental faculty meetings for the purpose of making announcements and conducting urgent, recurring, and/or usual departmental business. The Department Chair shall call faculty meetings at the request of any chairperson of a departmental committee, or at the written request of three voting faculty members.

A quorum requires fifty (50) percent of the voting faculty. The presence of a quorum shall be established at the beginning of each departmental faculty meeting with determination made that individuals are present, physically or electronically.

A majority of the voting members present will suffice for all votes except for Bylaw changes (see to Article XI). Written proxy votes will be permitted at all Departmental faculty meetings.

Article VIII. Departmental Advisory Committee

The Department Faculty Advisory Committee (DFAC) shall be composed of four faculty members. The members are the Coordinators of the Undergraduate and Graduate Programs, the Chair of the Tenure, Promotion and Reappointment Committee and one faculty member elected by the voting faculty from the faculty. The Chair of the Department serves as chair of the DFAC as stipulated in the Faculty Manual. In the case of one individual holding two positions (e.g., Tenure, Promotion and Reappointment Committee Chair and a Coordinator position) then an additional member will be elected by the voting faculty from the faculty to serve on the committee. Members will serve a 3 year renewable term.

The DFAC will serve as the formal faculty advisory group to the Department Chair as required by the Faculty Manual. The committee shall be responsible for general review of Department policy. Further, this committee shall advise the Department Chair on other matters as requested by the Chair or other faculty members, or as deemed appropriate by the members of the DFAC. The DFAC shall schedule at least two meetings, one during the fall semester and the other in the spring semester, and others as necessary.

Article IX. Other Committees

The Animal and Veterinary Sciences Department has three standing committees which report at every regular Faculty Meeting. These committees are the: *Curriculum Committee, Tenure, Promotion and Reappointment Committee, and Programs Review and Assessment Committee*. All members of the standing committees shall have voting privilege within their respective standing committee.

Section 1. Curriculum Committee. The AVS department shall have one standing Curriculum Committee. Two members are appointed by the Department Chair as the Undergraduate Coordinator and Graduate Coordinator. These individuals are responsible for coordinating recruiting efforts for their respective students as well as serving as the liaison with the University Undergraduate Studies and Graduate School, respectively. Additionally, these individuals will conduct new student orientation for each academic semester and review policies and course work requirements during these orientations. The remaining two members of the AVS Curriculum Committee will be elected at large by the AVS Faculty. The Committee shall elect its own chair, who also serves on the College Undergraduate Curriculum Committee. A second representative shall be elected by the Department Curriculum committee to serve as an alternate and/or to attend the University Graduate Curriculum Committee. Members of the AVS Curriculum Committee will serve a three (3)-year renewable term.

Section 2. Tenure, Promotion and Reappointment Committee. The committee will be composed of four members and one alternate member, all elected by voting members of the Department. All members must hold the rank of Associate Professor or Professor. The alternate member will participate in all committee activities, and will vote in absence of a committee member or to break any tie votes. All members will serve a three (3) year renewable term. A chairperson will be elected annually by the committee members. As defined in the Faculty Manual, voting rights on recommendations concerning promotion to rank or appointment at a rank are limited to regular faculty with equivalent or higher rank. The committee's responsibilities include the required departmental guidelines for reappointment, tenure, and promotion. The criteria evaluated for tenure, promotion, reappointment and post-tenure review are detailed in the Department of Animal and Veterinary Sciences (AVS) Peer Review Committee and Peer Review Evaluation Procedures (Appendix 1).

Section 3. Programs Review and Assessment Committee. This committee shall be composed of 3 members appointed by the Department Chair for a 3 year renewable term. The Committee shall be responsible for determining (in consultation with the AVS faculty and Department Chair) what assessment tools should be used and collecting, maintaining, collating and reporting

(in University Systems and to the Department Chair and faculty) assessment data on an annual basis. Members of this committee are encouraged to utilize the tools and data collected to create scholarly works toward their promotion and tenure.

Section 4. Ad hoc Committees. The Department Chair may appoint such other committees as deemed necessary.

Section 5. Stakeholder Advisory Board. A total of fifteen individuals shall constitute the Stakeholder Advisory Board. The Department Chair shall select members, in consultation with the DFAC, CAFLS Dean and CAFLS Development Office, to constitute the board in a manner that will reflect the makeup of animal production enterprises and allied industries within South Carolina and the surrounding region. Further, voting members of the Department will elect a faculty member (regular or special faculty ranks) and two students (one graduate and one undergraduate) to serve on the board. Board members will be appointed for a 3 year renewable term. Initially, board member appointments will be made such that no more than 1/3 of the board is replaced in a given year. The Board shall elect its own Chairman and Executive Committee and shall establish and maintain the bylaws by which it will function. It is expected that the Board shall function to provide advice on research, teaching and outreach efforts by the department in general as well as to function in an advocacy role. The board shall at a minimum meet at least once a year. All meeting minutes of the Board will be made available to AVS faculty following a Board meeting. The Board will provide an annual report (written and as a presentation at a faculty meeting) of activities to the AVS faculty once a year.

Article X. Evaluation of Faculty

The Department Chair shall provide faculty with the evaluation criteria prior to the completion of Form 1. Annual evaluation of faculty in the Animal and Veterinary Sciences Department shall emphasize the following:

- 1) Scholarship -- faculty member's contribution to high quality teaching, research, and extension programs.
- 2) Departmental Contribution -- faculty member's contribution to the mission, vision, and goals of the Animal and Veterinary Sciences Department.
- 3) Departmental Cooperation -- faculty member's positive and professional interaction with other members of the Department.
- 4) Committee Service -- faculty member's service to committees which support scholarship and departmental success.
- 5) Extra-Departmental Contribution -- faculty member's contribution to the success of the School, College, and University.

Article XI. Parliamentary Authority

Robert's Rules of Order, as revised, will prevail. All initial committee selections shall have varied terms to facilitate the establishment of staggered term rotations. After the initial committees are established, all terms will be for the period of time prescribed in these bylaws.

Article XII. Amendment of Bylaws

Two thirds of the voting faculty must vote affirmatively to amend the bylaws. Proposed amendments to the bylaws must be provided to all voting faculty at a regularly scheduled departmental faculty meeting and voted on at the next regularly scheduled departmental faculty meeting. Written proxy votes will be permitted for the amendment of the bylaws.