



Departmental Bylaws Routing Sheet
Requirements based on 2021-2022 *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 – 2021-2022 Faculty Manual

Department: ART

Date 11/15/2021
Compliance

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*.
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		

BYLAWS**2021****DEPARTMENT OF ART**

Clemson University College of Architecture, Arts, and Humanities

The Department of Art bylaws adhere to and may not contradict policies in the Clemson University *Faculty Manual*. These bylaws are distinct from the Department of Art's Tenure, Promotion, Reappointment and Post-Tenure Review Guidelines.

Article I: Meetings

The Department Chair shall call meetings for conducting department business at least once in each of the long semesters. The Chair also shall call meetings at the request of five voting members of the department. No business shall be conducted without a quorum, which consists of two thirds of the full-time faculty. All department meetings adhere to Robert's Rules of Order.

Article II: Voting Membership and Procedures

All Department of Art faculty shall attend department meetings. All full-time members of the department faculty, including those on leave, shall have the right to vote on all matters before the department. Voting membership shall consist of all members of the Regular Faculty Ranks of Clemson University (as defined in the *Faculty Manual*, Part III, section D) who hold at least a fifty-one percent (51%) appointment in the Department of Art. Individuals in the Special Faculty Ranks (as defined in the *Faculty Manual*, Part III, section E) who hold at least a seventy-five percent (75%) appointment entirely in the Department of Art also have voting privileges. All matters brought before the faculty that require a vote shall be resolved by a simple majority of the eligible voters present. Votes are taken by voice unless a secret ballot is requested.

If a faculty member must be away from a department meeting, that member may vote by absentee ballot on any issue published in the agenda. Absentee ballots must be delivered to the Department Chair prior to the meeting in question or provided by written proxy during that meeting.

Article III: Presiding Officer

The Department Chair is the Presiding Officer during faculty meetings, sets meeting agendas, and distributes them to the faculty at least three days before meetings. The Department Administrative Coordinator keeps minutes of each department meeting and circulates them among faculty at the next meeting.

Article IV: Powers

Department faculty recognize and accept responsibility for sharing the educational and professional work of the department in all areas not reserved to administrative officers of the university. Accordingly, the faculty, in conjunction with the Department Chair, shall establish both standing and ad hoc committees that provide reports at department meetings. Faculty serve on all department committees for which they are eligible on a rotating basis to insure all have

access to and input in department work, and to distribute service responsibilities equitably. All committees consist of three to five full-time faculty elected or appointed yearly during a meeting in the spring semester. Committees will specify eligibility regarding Regular or Special Rank faculty membership. Faculty serve staggered, three-year terms and yearly elect a committee chair who has provided at least one year of service on the committee in question. The Faculty Advisory Committee will review committee assignments annually with the Chair to ensure parity across the department and will consider the activity level and workload of varying committees. Any member of the faculty (excluding Emeritus Faculty, temporary lecturers, adjuncts, and administrators) has the right to attend any meeting of any committee, with the exception of the Tenure, Promotion, and Reappointment Committee.

Article V: Committees

Advisory Committee

The Advisory Committee shall consist of the Department Chair as chair and a minimum of four tenured faculty representatives: including the Associate Chair, the Graduate Coordinator, one member from Art History and one member from Studio Art, elected by the faculty annually at a meeting in the spring semester. The committee shall advise the department chair on all significant issues except as otherwise specified in these bylaws.

The Advisory Committee shall advise the chair as to which area(s) and field(s) the department should propose for new appointments and notify the faculty of these recommendations. When the department chair requests or obtains authorization to hire new members, the chair shall inform the faculty.

The Committee shall meet with the chair and report its activities to the faculty. Any faculty or staff member may also submit issues for consideration and request meetings with the Advisory Committee.

Tenure, Promotion and Reappointment Committee

The committee will operate according to the procedures outlined in the Clemson University *Faculty Manual*. For specifics on committee constitution and procedures, please refer to the Department of Art TPR Guidelines.

Post-Tenure Review Committee

The committee will operate according to the procedures outlined in the Clemson University *Faculty Manual*. For specifics on committee constitution and procedures, please refer to the Department of Art TPR Guidelines.

Sabbatical Review Committee

The department shall have a Sabbatical Review Committee consisting of three faculty members elected at large from the tenured faculty at or above the rank of Associate Professor, and the

Department Chair, who shall serve as committee chair. Members shall be elected for a two-year term and may be reelected. Any member of the Sabbatical Review Committee who applies for a sabbatical must be recused from the committee.

The Sabbatical Review Committee shall review sabbatical proposals by members of the faculty and make a written recommendation to the Dean in accordance with university policy.

Curriculum Committee

The Curriculum Committee comprises one member elected at large from among the Regular faculty, and one member elected from each of the disciplines within the department (Art History and Studio Art). Members will be elected to staggered three-year terms. The Committee shall receive, propose, review, and recommend to the College Curriculum changes in the department's curricula and course offerings, and also ensures that department General Education courses meet and maintain established General Education criteria. The department faculty shall approve all curricular proposals submitted to the College Curriculum Committee.

The Curriculum Committee Chair, elected by the Committee, represents the department on the College Curriculum Committee and attends those University Curriculum Committee meetings conducting business that impacts the department.

Portfolio and Recruitment Committee

The Committee oversees internal and external recruitment activities and the portfolio review. Members participate in various recruiting events and portfolio evaluations. The Department Associate Chair, appointed by the Department Chair, chairs the Committee and represents the department on appropriate college and university committees. Members are appointed for staggered three-year terms.

The Committee also plans and organizes department and public events for publicity and orientation or showcases faculty and student achievements. The committee recruits and selects undergraduate majors to serve as ambassadors for the department and oversees their work. The committee works with the Department Chair and the Marketing and Public Relations Director in building department visibility and impact.

Assessment Committee

The Committee develops and oversees evaluation of all academic programs and feedback to enhance the effectiveness of the department. Members are appointed for staggered three-year terms and elect the Committee chair. The committee develops and recommends departmental policies following university requirements and guidelines; assists in creating an assessment plan and procedures that meet accepted standards for data collection and analysis; reviews assessment procedures for consistency with goals and objectives; reviews results of assessment activities and recommends improvements; and reviews the progress in implementing assessment activities. The committee reports to the Institutional Effectiveness as needed and may work with the Office of Teaching Effectiveness and Innovation to engage faculty in teaching best practices, and the

Office of Inclusion and Equity to vitalize department diversity.

Scholarship Committee

The committee administers student scholarships, awards, and honors given in the name of the department. The committee compiles a list of external and internal faculty Studio Art and Art History grants, fellowships, and awards and distributes them to the faculty twice a year to coordinate with fall, winter, spring, and summer deadlines. Members are appointed for staggered three-year terms and elect the Committee chair.

Visiting Artists and Exhibitions Committee

This committee brings accomplished art professionals to campus for lectures, workshops, and exhibitions. The committee also cooperates with other entities such as the Humanities Hub, the Clemson Architecture Foundation, or the Gantt Multicultural Center to co-sponsor speakers. The committee serves as a resource for and provides requested support to the Lee Gallery Director. Members are appointed for staggered three-year terms and elect the Committee chair.

Other Committees

The faculty, in conjunction with the Department Chair, may establish other standing and ad hoc committees. The Chair also may establish committees at their discretion. Other committees regularly served by Department faculty at the college level may include: Faculty Research Committee, Honors & Awards, Faculty Awards, Global Engagement, Faculty Senate, Dean's Advisory and more.

Article VI: Search Procedures and Appointments

The Department is committed to equal employment opportunity and inclusiveness and in its appointments and does not discriminate on grounds of race, sex, religion, ethnic origin, sexual preference, or physical condition.

To facilitate the earliest possible movement through the university bureaucracy, the job description and advertisement is written by the Advisory Committee and approved by the department in time for searches taking place the following academic year. All procedures follow the *Faculty Manual* for either regular or special rank faculty searches.

Article VII: Amendments

Any proposed amendments or additions to these bylaws are advertised and circulated in writing to all department faculty for a period of at least one week prior to their consideration. Amendments and additions are approved by a simple majority of voting members.