



Departmental Bylaws Routing Sheet

Requirements based on 2017-2018 Faculty Manual

In accordance with the Faculty Manual Chapter II, section A, "No Department, School, College or University policies ... may abrogate or alter the policies specified in the Manual without approval of the Faculty Senate."

This document is intended to support the documentation of the required approvals.

Department: Forestry and Environmental Conservation

College: Agriculture, Forestry and Life Sciences

The attached bylaws were approved at the Departmental Faculty Meeting on: 2/23/18

Faculty Manual Editorial Consultant

I have reviewed this document for conformance to the Clemson University Faculty Manual.

Provost 
Robert H. Jones (Oct 12, 2018)

Approved Revision Required (see comments)

Requirements for DEPARTMENTAL BYLAWS – 2017-2018 Faculty Manual

Department: Forestry and Environmental Conservation

Date

3/9/2018
Compliance

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 10/4/17.

Items 16-21 previously were inadvertently assigned to the PTR document, though the *Faculty Manual* requires them in the Bylaws.

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	Ch II, A1c		X	
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch VII, L2f	X		
3 The TPR document is distinct from departmental bylaws	Ch IV, D1c	X		
4 Specification of approval process to appoint faculty to special ranks	Ch III, D2a	X		
5 Process for selecting search and screening committees for special rank faculty OPTIONAL	Ch III, D2a	X		
6 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 III, D2g	X		
7 Requirements for the appointment, reappointment, and promotion of research faculty	Ch III, D2i, i(2)	X		
8 Requirements for the appointment, reappointment and promotion of extension faculty	Ch III, D2i, ii(3) and (6)	X		
9 Specification of the process for initiating the appointment of clinical faculty <i>Note: The bylaws indicate that Clinical faculty will not be used, and hence, there is no need for such processes.</i>	Ch III, D2i, iii(2)			X
10 Specification of the process for initiating the appointment of professor of practice faculty	Ch III, D2i, v(4)	X		
11 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch IV, B5a, i(1)	X		
12 Procedures for recruiting and evaluating special ranks faculty	Ch IV, B5b, i	X		
13 Procedures for selecting search and screening committees for special rank faculty OPTIONAL	Ch IV, B5b, i(1)	X		
14 Specification of how the TPR Committee shall solicit recommendations from senior lecturers for reappointment of lecturers, promotion review of lecturers to senior lecturer, and reappointment review of senior lecturers. NOTE: This may also be in TPR Guidelines	Ch IV, D1d	X		
15 Procedures for electing the Post-Tenure Review Committee separate from the PTR Committee	Ch IV, F4a	X		
16 Only tenured faculty may serve on the PTR Committee	Ch IV, F4b		X	
17 The PTR Committee shall have a minimum of three members	Ch IV, F4c		X	
18 Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch IV, F4d		X	
19 The PTR Committee shall elect its own chair	Ch IV, F4e	X		
20 Process for electing an external PTR member if this is part of the Post-tenure review process OPTIONAL	Ch IV, F6a, ii			X
21 Policy if external letters are required are required for post-tenure review	Ch IV, F6a	X		
22 Other duties assign to the department chair OPTIONAL	Ch VI, I2p			X
23 Mechanism to elect members to college committees unless otherwise required OPTIONAL	Ch VII, L6f			X
24 Mechanism to elect members to university and college committees in the case of vacancies OPTIONAL	Ch VII, D2a, i			X
25 There shall be at least one department faculty meeting per long semester	Ch VII, L3a	X		
26 Opportunity to establish separate Undergraduate and Graduate Curriculum Committees OPTIONAL	Ch VII, L4b	X		
27 Departmental curriculum committees elect their chairs	Ch VII, L4c	X		
28 Every department shall have a standing advisory committee in the departmental bylaws	Ch VII, L5a	X		
29 Other standing committees shall be established in departmental bylaws	Ch VII, L6d	X		
30 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch VII, L6e	X		

1 **BY-LAWS**

2 **DEPARTMENT OF FORESTRY AND ENVIRONMENTAL CONSERVATION**

3 **CLEMSON UNIVERSITY**

4 **PREAMBLE**

5 Introduction

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11 The Department of Forestry and Environmental Conservation (FEC) is part of the College of
12 Agriculture, Forestry, and Life Sciences (CAFLS). This document contains formal statements of
13 purpose, structure, and operation for the department, where it provides teaching, research and
14 public service. Faculty work with undergraduate students, master's students, and doctoral
15 students in nationally recognized programs. Research and public service are supported through
16 State public service appropriations as well as through contract work with a variety of federal,
17 state and local agencies, organizations and businesses.

18
19 Any provisions within these departmental By-laws that contradict the *Faculty Manual* are null
20 and void.

21 Mission and Vision

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23
24 The following mission and goals guide the functions for the Department of Forestry and
25 Environmental Conservation:

26
27 **Mission**

28 Our mission is to provide excellence in natural resources and environmental conservation in
29 teaching, research, and outreach for the people of South Carolina, the nation, and the world.

30
31 **Vision**

32 To be a national leader in generating and communicating science-based knowledge in sustainable
33 management of natural resources and environmental conservation, and known for graduating
34 highly-trained, nationally-recognized students in these fields.

35
36 Specifically, the goals of the Department of Forestry and Environmental Conservation are to:

- 37
38 1. Restore and re-establish the department's teaching and research capacity in order to
39 enhance the quality of undergraduate and graduate programs;
- 40
41 2. Restore and re-establish the extension forestry and wildlife programs;
- 42
43 3. Increase research capacity and productivity in the department, being responsive to critical
44 environmental and natural resource needs; and
- 45
46 4. Increase quality, number and diversity of students enrolled in departmental degree
47 programs.

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3 **ARTICLE I**
4 **VOTING MEMBERSHIP**

5 Voting membership of the departmental faculty varies based on the rank of the individual and on
6 the issue or committee under consideration. Faculty rank is determined using the definitions in
7 the current Faculty Manual. The rights of faculty at each rank to vote on departmental
8 governance and academic issues, to serve on committees, and to vote on committee issues are
9 detailed in the Articles below.

10
11 All regular, special, administrative and emeriti faculty, as well as professional staff including
12 Extension Associates and Research Scientists, may participate in departmental faculty meetings
13 and in general departmental discussions during meetings and via email. Staff, graduate students
14 and undergraduate students may also participate in appropriate departmental activities and may
15 serve on some departmental committees, as needed, as approved by the FEC Faculty Advisory
16 Committee, and as allowed by the Faculty Manual. The "faculty of" a specific major includes all
17 those regular or special rank faculty who teach or advise in that program.

18
19 All regular faculty members may vote on all departmental issues and departmental committee
20 issues, restricted only by those decisions that require a particular rank or that concern only the
21 "faculty of" a particular major, per the Faculty Manual.

22
23 Faculty with the special faculty ranks of Lecturer, Senior Lecturer, Research Faculty, Extension
24 Faculty, or Professor of Practice may not vote on departmental issues or departmental committee
25 issues, unless detailed in the Articles below or unless such a vote is first approved by the
26 departmental regular faculty and is not in violation of the Faculty Manual.

27
28 Faculty with the special faculty rank of Adjunct Faculty may not vote on departmental issues or
29 departmental committee issues, unless such a vote is first approved by the departmental regular
30 faculty and is not in violation of the Faculty Manual. They may vote on matters of concern to
31 departmental graduate student advisory committees on which they serve.

32
33 Faculty with the special faculty ranks of Temporary Lecturer, Post-Doctoral Research Fellow,
34 Part-Time Faculty, or Visiting Faculty may not vote on departmental issues or departmental
35 committee issues, unless such a vote is first approved by the departmental regular faculty and is
36 not in violation of the Faculty Manual.

37
38 Administrative, emeriti and retired faculty, as well as professional staff including Extension
39 Associates and Research Scientists, may not vote on departmental issues or departmental
40 committee issues, unless such a vote is first approved by the departmental regular faculty and is
41 not in violation of the Faculty Manual.

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43 Faculty with the Library Ranks or with the special faculty ranks of Clinical Faculty or ROTC
44 Faculty will not be appointed in FEC.

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**ARTICLE II
MEETINGS**

The department chair shall conduct a formal meeting of the departmental faculty at least two times during each of the regular semesters. The department chair shall call faculty meetings for the purpose of conducting ordinary and recurring business, for making special announcements, and for reasons not otherwise indicated in these By-laws. The department chair shall also call meetings at the written request of any six members of the faculty. A called meeting must be held within ten (10) working days of such a request.

The department chair shall be the presiding officer for all general departmental meetings. If the department chair is unable to preside, he or she shall appoint a regular faculty member to act as a presiding officer.

Executive Sessions may be called with or without prior notice, and are only open to FEC regular and administrative faculty, for attendance or voting. A member of FEC administrative faculty may call an Executive Session. An Executive Session may also be called by majority vote of the Faculty in attendance at a general departmental meeting.

Only matters that cannot be delayed shall be decided at meetings called during the times at which nine- (9-) month faculty are permitted to be absent from the campus, which includes the winter and summer recesses, and Fall and Spring Breaks.

1. For all general and called meetings, the faculty shall receive an agenda, including any actionable items, at least two working days before the meeting, exclusive of the meeting day.
2. Except where specifically stated otherwise, the current version of *Robert's Rules of Order* will prevail.

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**ARTICLE III
QUORUM**

Fifty-one (51) percent of the regular faculty shall constitute a quorum. A simple majority of the quorum will suffice unless otherwise specified in these By-laws.

**ARTICLE IV
VOTING PROCEDURES**

1. A vote (public or secret) shall be conducted whenever called for by any faculty member. The results of all votes will be announced in a meeting of the faculty or by e-mail.
2. A public vote may be accomplished by a show of hands of all voting members present in a meeting.

- 1 3. A secret or electronic ballot vote shall be conducted whenever called for by any faculty
2 member.
- 3
- 4 4. Secret or electronic voting may be carried out by e-mail or other confidential digital
5 means, such as web-based survey response programs, when needed to allow all eligible
6 faculty to participate. The ballot will contain a specified deadline for response, with a
7 minimum of five working days. Unless stated otherwise, the deadline for the vote will be
8 4:30 pm on the last day of the vote. The ballots will be collected by the departmental
9 administrative assistant, tabulation will not identify the voters, and votes will be tallied by
10 the departmental administrative assistant with the assistance of at least one faculty
11 member. All electronic files that identify the voters will be kept confidential by the
12 administrative assistant. An electronic vote shall have the same quorum requirements as
13 that required in a meeting.
- 14
- 15 5. In cases where more than one option or person is on the ballot, a runoff vote will be
16 required whenever a single option or person does not receive a majority of the votes. An
17 additional runoff vote will be taken between the two options or persons that received the
18 highest number of votes.
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21 **ARTICLE V**

22 **APPOINTMENT, REAPPOINTMENT, PROMOTION, AND REVIEW OF FACULTY**

23 1. Appointment of Faculty

24 A. Regular Faculty Ranks

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28 Search-and-screening committees for the recruitment and evaluation of candidates
29 for appointment to the regular faculty are selected by vote of the regular faculty of
30 FEC, following nominations solicited from the regular faculty, research faculty,
31 extension faculty, lecturers and senior lecturers. Search-and-screening committees
32 for regular faculty include a minimum of five members of the regular faculty. In
33 addition to the five regular faculty members, research faculty, extension faculty,
34 lecturers, senior lecturers and students may serve in up to two additional spots on the
35 committee, as non-voting members. The committee elects its own chair from within
36 the regular faculty members of the committee only.

37
38 The credentials of each applicant shall be made available, as CU personnel software
39 allows, to any FEC regular faculty member who requests them from the
40 departmental HR administrative assistant. Input regarding candidates' qualifications
41 for the position should be solicited by the search committee, from the FEC regular
42 faculty.

43
44 The search and appointment process shall be conducted in accordance with the
45 Faculty Manual and Human Resources and will generally include 1) charge of the
46 search and screening committee by the department chair, 2) election of committee
47 chair by committee, 3) development of position announcement, 4) review of

1 applications, 5) review of recommendations, 6) selection of candidates for remote
2 interviews, 7) selection of candidates for on-campus interviews, 8) on-campus
3 interviews consisting of presentations, as well as meetings with administration,
4 faculty, and students, 9) nominations of suitable candidates by the search and
5 screening committee to the department chair, including recommended rank and
6 tenure status on appointment.

7 The department chair shall make recommendations to the dean from the candidates
8 nominated by the search-and-screening committee, indicating the degree of support
9 of the faculty for the recommended candidates, their suggested rank, and the
10 candidates' suggested tenure status. If no appointment can be made from the list of
11 candidates, additional nominations shall be sought from the committee.

12 Following a decision by the Dean as to which candidate will be made an offer of
13 employment, the FEC Tenure, Promotion and Reappointment (TPR) Committee will
14 be asked to review the candidate's qualifications for the proposed position, and
15 forward their recommendation to the department chair so that a rank and tenure
16 status may be included in the offer letter.

17 Proposals for appointment with immediate tenure, tenure probationary periods of
18 two years or less, or appointment at a rank higher than assistant professor must be
19 presented to the FEC TPR Committee, allowing an adequate time frame for review
20 that incorporates FEC TPR guidelines. Tenure and/ or promotion at another
21 institution must be considered. The FEC TPR Committee, department chair, Dean,
22 and Provost must all endorse the procedure.

23
24 Transfers of tenured faculty to FEC from other Clemson academic units shall be
25 reviewed for appropriate rank and tenure by the FEC TPR Committee, and a
26 recommendation forwarded to the FEC department chair, followed by a vote of the
27 regular faculty for approval.

28 29 B. Special Faculty Ranks

30
31 The department will not have individuals appointed to the special faculty ranks of
32 clinical faculty or ROTC faculty.

33
34 Search-and-screening committees are not required for recruitment and evaluation of
35 the following special faculty ranks: post-doctoral research fellows, temporary
36 lecturers, and adjunct faculty. Qualifications for temporary lecturers and adjunct
37 faculty will be reviewed by the FEC TPR Committee, with a recommendation
38 forwarded to the department chair.

39
40 Search and screening committees are required for recruitment and evaluation of the
41 following special faculty ranks: visiting faculty, research faculty, extension faculty,
42 lecturer, senior lecturer (additional details below), part-time faculty, and professor of
43 practice. These required search-and-screening committees are selected by vote of the
44 regular faculty of FEC, following nominations solicited from the regular faculty,
45 research faculty, extension faculty, lecturers, and senior lecturers. Search-and

1 screening committees for special faculty include a minimum of three faculty
2 members, two of which are regular faculty and one of which may be research faculty,
3 extension faculty, lecturer, or senior lecturer, and all of whom may vote. In addition,
4 students may serve as non-voting members. The committee elects its own chair, and
5 all faculty members of the committee are eligible to serve as committee chair. The
6 search and appointment process followed by the search-and-screening committee
7 should follow the same general steps as outlined for regular faculty, above.

8 The department chair must verify the existence and sufficiency of the funding
9 supporting the appointment, for any appointments for which the department provides
10 the funding. The department chair shall make recommendations to the dean from the
11 candidates nominated by the search-and-screening committee, indicating the degree
12 of support of the faculty for the recommended candidates, and their suggested rank.
13 If no appointment can be made from the list of candidates, additional nominations
14 shall be sought from the committee.

15 Following a decision by the Dean as to which candidate will be made an offer of
16 employment, the FEC TPR Committee will be asked to review the candidate's
17 qualification for the proposed position, and forward their recommendation to the
18 department chair so that a rank may be included in the offer letter. Conditions of
19 appointment shall be fully detailed in the letter of appointment, including the
20 appointment rank; the department, school, center, or institute to which the academic
21 appointment applies; salary; and duration of appointment.

22 Proposals for appointment at a special faculty rank of senior lecturer when not
23 currently an FEC lecturer, must be presented to the FEC TPR Committee, allowing
24 an adequate time frame for review that incorporates FEC TPR guidelines. Transfers
25 of special faculty to FEC from other Clemson academic units shall be reviewed for
26 appropriate rank by the FEC TPR Committee, and a recommendation forwarded to
27 the FEC department chair.

28 Special faculty appointments are not tenurable. Service in special faculty ranks
29 normally does not count towards a regular faculty rank tenure probationary period.
30 Appointment of an individual with a special faculty rank to a regular faculty rank
31 must follow the personnel practices and procedures for appointment described in
32 Chapter IV. B. of the *Faculty Manual*, and Article V, Section 1. C. of these By-laws.
33

34 C. Targeted (Direct) Hire

35
36 In the case of a targeted hire, the department chair will initiate the process by
37 presenting the targeted individual's credentials to the FEC TPR Committee, to
38 determine if he or she is qualified for the proposed position. If the TPR Committee's
39 assessment is positive, the department chair will present to the Faculty Advisory
40 Committee (at this time, the whole faculty), the circumstances of the opportunity,
41 including funding sources, reason, type of position, area of expertise, how the position
42 would enhance departmental research, teaching, service, or extension (as applicable),
43 the result of the TPR assessment, and the steps of the hiring process. A search and
44 screening committee will be formed. The search and screening committee will

1 manage an interview and presentation process, make application materials available to
2 the faculty, coordinate a vote of the Faculty Advisory Committee, and forward a letter
3 to the department chair with a recommendation. If the FAC and TPR Committees
4 approve, then a waiver of search and screening procedures must be approved by the
5 Office of Human Resources and the provost and documented according to CU HR
6 policies, prior to any offer of appointment.

7 8 D. Diversity and Affirmative Action

9
10 Natural resource fields have documented demographic biases that are being addressed
11 through improved hiring practices. In addition to following University policy and
12 procedures, FEC should foster, through communications with and about candidates, a
13 search and screening environment that is open to qualified candidates regardless of
14 age, gender, disability, race, religion, national origin, or sexual orientation.

15 16 2. Reappointment and Promotion of Faculty

17 18 A. Regular Faculty Ranks

19 20 1) Tenure, Promotion and Reappointment

21
22 The initial review for appointment is conducted by the department's Tenure,
23 Promotion and Reappointment (TPR) Committee. Thereafter, untenured regular
24 faculty are required to submit materials for reappointment each year. For TPR
25 review, each eligible faculty member must submit credentials reflecting their
26 contracted duties to the TPR committee chair, along with a request for evaluation
27 for reappointment for a specific year. Requests for evaluation for tenure and/or
28 promotion are also submitted to the TPR committee chair, at the same appointed
29 time in the TPR cycle. The criteria and procedures for these processes are
30 provided by the FEC TPR Guidelines, the CAFLS Dean's Office, the Office of the
31 Provost and eTPR instructions.

32 33 2) Post-Tenure Review

34
35 Tenured faculty will undergo a post-tenure review by their peers every five years.
36 The review will consist of an assessment of Annual Form 3's completed by the
37 department's Post-Tenure Review Committee. If a faculty member has received
38 more than one Annual Form 3 with "Fair," "Marginal," or "Unsatisfactory"
39 performance evaluation, the faculty member will undergo a full post-tenure
40 review, the procedures for which are outlined in the FEC PTR Guidelines and in
41 the Faculty Manual.

42 43 B. Special Faculty Ranks

44
45 The initial review for appointment and subsequent reviews for reappointment are
46 conducted by the department's Tenure, Promotion and Reappointment (TPR)
47 Committee. After the initial review, special faculty (excluding temporary lecturers,

1 part-time faculty, visiting faculty, post-doctoral fellows and adjunct faculty) are
2 required to submit materials for reappointment each year. In addition, lecturers must
3 undergo a comprehensive review for reappointment after their fourth year of service.
4 Senior lecturers will be evaluated for reappointment every three years. Adjunct
5 faculty will be evaluated for reappointment in the penultimate year of their initial
6 appointment. This evaluation for adjunct faculty reappointment is not done using the
7 eTPR system, but by a simple evaluation of the adjunct faculty credentials, by the
8 TPR Committee.

9
10 Requests for evaluation for promotion of research faculty or extension faculty are also
11 submitted to the TPR committee chair, at the same appointed time in the TPR cycle,
12 and are accomplished using the eTPR system.

13
14 Because, at the time these By-laws are being created, the department has only one (1)
15 lecturer and one (1) senior lecturer, there will be no separate TPR committee for their
16 evaluation. The FEC TPR Committee will handle all reappointment procedures for
17 lecturers and senior lecturers. The TPR Committee will solicit recommendations from
18 senior lecturers in CAFLS for lecturer reappointment, lecturer promotion to senior
19 lecturer, and reappointment review of senior lecturers, following guidelines in the
20 FEC TPR Guidelines and the Faculty Manual.

21 22 3. Annual Performance Evaluation of Faculty

23
24 Every individual appointed to a regular or special faculty rank shall be evaluated each
25 year, regardless of tenure status. The purpose of the annual evaluation is for the
26 immediate supervisor to document her/his assessment of the annual performance, and is
27 independent of reviews for the purpose of reappointment, tenure or promotion.

28
29 The annual performance evaluation shall be conducted on a performance year basis, using
30 the Faculty Activity System (FAS). All activities are to be conducted in accordance with
31 the schedule determined and distributed by the Provost's Office, and consistent with the
32 guidelines in the Faculty Manual. With the exception of post-doctoral fellows, the annual
33 performance evaluation of all individuals with regular or special faculty rank is conducted
34 by the department chair. Evaluation of post-doctoral fellows will be conducted by their
35 immediate supervisors, and this information will be provided to the department chair, to
36 be entered into FAS.

37 38 **ARTICLE VI** 39 **STANDING COMMITTEES**

40
41 There shall be seven (7) standing committees. The standing committees shall be the Tenure,
42 Promotion and Reappointment (TPR) Committee, the Post-Tenure Review (PTR) Committee,
43 the Curriculum Committee, the Graduate Program Committee, the Faculty Advisory Committee,
44 the Assessment Committee and the Scholarship and Awards Committee.

45
46 Members of committees shall be elected by a simple majority of the voting faculty. Email
47 elections and membership approvals for all standing committees will be conducted, and should

1 be completed before the final scheduled faculty meeting each spring. Committee membership
2 terms shall be for three (3) years, except for Assessment Committee membership, which is for a
3 five- (5-) year term. Memberships shall be staggered so that not all members rotate off in a given
4 year, with the length of terms for the initial committee members being determined by drawing
5 lots for 1-, 2-, or 3-year terms. Terms will follow the academic year, starting at the beginning of
6 a fall semester and concluding at the end of a long summer session. Unless otherwise specified
7 in these By-laws, each committee will annually elect a committee chair and a secretary from its
8 membership. Recorded minutes for each meeting shall be maintained in the departmental office.

9
10 The rights of individuals at each faculty rank to participate on departmental standing and ad-hoc
11 committees, and to vote on committee issues, is specifically detailed in Article VII, Sections 1-7
12 of these By-Laws. Unless specifically stated in the Articles below, membership and voting rights
13 are not granted automatically to any member of faculty. Staff, graduate students and
14 undergraduate students may also serve on some departmental committees, as needed, as approved
15 by the FEC FAC, and as required and allowed by the Faculty Manual.

16 17 **Section 1**

18 **Tenure, Promotion and Reappointment (TPR) Committee**

19
20 The composition of this committee and the procedures for tenure, promotion and reappointment
21 are given in the document entitled "Department of Forestry and Environmental Conservation
22 Tenure, Promotion and Reappointment Committee Guidelines".

23 24 25 **Section 2**

26 **Post-Tenure Review (PTR) Committee**

27
28 The composition of this committee and the procedures for post-tenure review are given in the
29 document entitled "Department of Forestry and Environmental Conservation Post-Tenure
30 Review Committee Guidelines".

31
32 The PTR Committee will be elected as a separate committee from the TPR Committee, following
33 the guidelines detailed above for all departmental standing committees. In order to ensure
34 adequate external representation in the Part II PTR process, the PTR committee will not include
35 an external PTR member, but will utilize reference letters submitted from outside the department
36 on each individual under review.

37 38 **Section 3**

39 **Curriculum Committee**

40
41 Curriculum is the purview of the faculty. The FEC Curriculum Committee reviews and acts on
42 all proposals dealing with undergraduate and graduate curricula for which the department has
43 responsibility.

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1 **A. Committee Membership**

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3 Within FEC, there will be a “faculty of a major” associated with each degree program
4 (Environmental and Natural Resources, Forest Resource Management/Forest Resources, and
5 Wildlife and Fisheries Biology). In cases where there are undergraduate and graduate degree
6 programs in the same discipline, one faculty of a major will oversee both. Membership in the
7 faculty of a major is open to all individuals engaged in teaching or advising within the
8 appropriate undergraduate major or graduate degree program. Individuals may be associated
9 with one or more faculty of a major, depending upon their teaching, advising, or other
10 academic responsibilities.

11
12 Membership on the FEC Curriculum Committee is restricted to regular faculty, lecturers, and
13 senior lecturers, all of whom may vote. The committee shall have three members, with one
14 representative elected by the regular faculty, lecturers, and senior lecturers of each of the
15 three faculties of a major, following solicitation of committee nominees from the regular
16 faculty, lecturers, and senior lecturers of each of the three faculties of a major. All terms
17 begin on August 15 and will be for three years. A faculty member cannot be reelected to the
18 committee until a lapse of two years following a full term of service or lapse of one year
19 following a partial term of service greater than one year. A member is eligible for immediate
20 reelection following a term of service of one year or less. Terms are staggered so that not all
21 members rotate off in a given year.

22
23 The FEC Curriculum Committee shall elect its own committee chair, from the three
24 committee members. The committee chair must be a regular faculty member and is elected to
25 a one-year term, with multiple re-elections possible. The committee chair will serve as the
26 representative to the college (CAFLS) Curriculum Committee, with other regular faculty
27 members of the FEC Curriculum Committee eligible to serve as alternates.

28
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30 **B. Procedures**

- 31
32 1) The committee represents the faculty on curriculum and course change matters. The
33 committee will only act upon matters that have been approved by the elected representative
34 of a relevant faculty of a major, which has the duty to inform and solicit input from all
35 affected faculty members. The committee will meet two (2) weeks prior to all scheduled
36 CAFLS Curriculum Committee meetings.
- 37
38 2) For substantial curricular changes, the committee will make a recommendation, which will
39 be presented at a departmental faculty meeting for approval prior to being submitted to the
40 CAFLS Curriculum Committee for consideration. Substantial curricular changes are defined
41 as any creation, deletion, or merging of majors, minors, degree programs, certificate
42 programs, or concentrations or emphasis areas within majors or degree programs, or any
43 substantive modification to an existing degree program (i.e., one which would require CHE
44 approval).
- 45
46 3) For routine curriculum and course change matters, the committee will act on behalf of the
47 faculty of the department, based on the input of relevant departmental faculty and the elected
48 representatives. The committee may elect to refer any matter to a departmental faculty

1 meeting, if wider faculty input is desired. Routine matters include, but are not limited to,
2 addition or deletion of individual courses, changes in course description or pre-requisites,
3 changes in course grading or credits, or limited modification of an existing degree program
4 (i.e., changes not requiring CHE approval).

- 5
- 6 4) In making course and curricular recommendations, the committee's primary consideration is
7 toward University requirements and the accreditation and/or certification requirements of the
8 professional fields represented by the respective degree programs.
- 9
- 10 5) Agenda matters to be considered by the committee will be initiated by the faculties of a
11 major (under the coordination of the elected representative to the FEC Curriculum
12 Committee) using the University's Curriculum and Course Change System. Once completed,
13 these materials are to be submitted to the committee chair at least two (2) weeks prior to the
14 scheduled meeting of the FEC Curriculum Committee. The committee chair will compile
15 these materials into an agenda that will be distributed to all committee members at least one
16 week prior to the departmental curriculum committee meeting.
- 17
- 18 6) All approved course actions and curriculum actions will be forwarded to the department
19 chair for signature. Upon approval by the department chair, the action will be returned to the
20 committee chair to be submitted to the CAFLS Curriculum Committee.
- 21

22 Section 4

23 Graduate Program Committee

24 The masters and doctoral graduate degree programs of the department will have a graduate
25 program coordinator to act as liaison between the FEC graduate degree programs and the
26 Graduate School, and who serves as chair of the FEC Graduate Program Committee. The
27 Graduate Program Committee will be responsible for providing guidance related to the graduate
28 program, when requested by the graduate program coordinator.

29

30 A. Committee Membership

31 The Graduate Program Committee will be constituted as a "committee of the whole" of all
32 Regular Faculty members who do not hold administrative appointments. The Graduate
33 Program Advisory Committee shall be responsible for providing recommendations to the
34 Faculty on all matters relating to the graduate program.

35

36 Because the Graduate Program Committee is constituted as a committee of the whole, no
37 nomination or election to the committee is required. All members of the committee may vote
38 on committee business and are eligible to serve as graduate program coordinator. The
39 graduate program coordinator is appointed by the department chair, for a term negotiated
40 between the department chair and the committee chair, at the time of appointment.

41

42 B. Procedures

43 The graduate program coordinator will meet with the department chair each semester to
44 review graduate programs. Responsibilities include the review of graduate student
45 applications and oversight of admissions, processing required forms for enrolled graduate
46

47

1 students, and ensuring the departmental graduate student handbook reflects current policy, as
2 well as giving an update on the graduate program at each faculty meeting.

3 4 **Section 5**

5 **Faculty Advisory Committee**

6
7 The Faculty Advisory Committee (FAC) shall represent faculty interests and provide support to
8 the department chair.

9 10 **A. Committee Membership**

11 The Faculty Advisory Committee will be constituted as a “committee of the whole” of all
12 regular faculty members in the department only and is chaired by the department chair.

13 14 **B. Procedures**

15 The Faculty Advisory Committee shall represent faculty interests and provide support to the
16 department chair by:

- 17
- 18 1) advising on academic issues,
- 19 2) evaluating and recommending resources,
- 20 3) recommending action or proposals to the faculty,
- 21 4) determining and approving the composition of departmental search and screening
- 22 committees, per the Faculty Manual,
- 23 5) addressing general faculty concerns, and
- 24 6) participating with the department chair in strategic planning for the department.
- 25

26 To assist with strategic planning, the committee will annually review and update the
27 departmental strategic plan in concert with the University and College strategic plans and will
28 guide the implementation of the plan. The plan will include an evaluation of the previous
29 year and projections and recommendations for the next five (5) years. The committee will
30 also determine and prioritize the long-term needs of the department and advise the
31 department chair and the faculty on how best to address these needs.

32 33 **Section 6**

34 **Assessment Committee**

35
36 The overall goal of assessment at Clemson University is to improve student learning and
37 program quality through an iterative process of planning, evidence collection, reporting, analysis
38 and action. The specific goal of the FEC Assessment Committee is to coordinate assessment
39 activities, enhance assessment capacity, and ensure assessment continuity for all majors and
40 programs within the department, as directed by the Clemson University Office for Institutional
41 Assessment.

42 43 **A. Committee Membership**

44
45 The committee will include one faculty member from each major or program that requires
46 development of documents and collection of artifacts for assessment. In cases where there are
47 undergraduate and graduate degree programs in the same discipline, one faculty member will

1 oversee both. One committee member may represent two or more majors or programs that are
2 closely related. However, this is highly dependent upon the amount of work required for the
3 ongoing assessment of those majors or programs. All majors or programs must be represented
4 on the committee.

5
6 Membership on the FEC Assessment Committee is restricted to regular faculty, lecturers, and
7 senior lecturers. All committee members are allowed to vote, and all are eligible to chair the
8 committee. The committee chair is elected by the committee members, from within the
9 committee, to a one-year term. The committee chair may serve consecutive terms.

10
11 The Assessment Committee shall have one representative elected by the regular faculty,
12 lecturers, and senior lecturers of each of the three faculties of a major, following solicitation of
13 committee nominees from the regular faculty, lecturers, and senior lecturers of each of the three
14 faculties of a major. The term of appointment will be five (5) years, to provide for continuity in
15 assessment. The rotation of the committee will be established so that no more than 1/3 of the
16 committee membership will rotate off the committee during the same year.

17
18 The representative may be the same person who serves as the representative of the major on the
19 FEC Curriculum Committee, but this is not required.

20 21 **B. Procedures**

22
23 Assessment activities are to be conducted on an ongoing basis, with an annual written assessment
24 report presented to the departmental faculty each September, covering the previous academic
25 year. The management system to be used for the assessment process is WEAVEonline® which
26 supports unit-level planning and reporting while including links to General Education
27 competencies, professional accreditation standards, institutional priorities (goals), and
28 institutional and college strategic plans.

29
30 The committee as a whole is responsible for coordinating the completion of assessment activities
31 within the department. The actual data input for specific majors or programs will be completed or
32 overseen by the individual committee members representing that major or program. The purpose
33 of the committee is to facilitate training and cooperation that will lead to sharing of resources,
34 expertise, and the efficient collection of materials and documentation. It is also the function of
35 the committee to inform or remind individuals who collect assessment-related data (such as
36 course instructors and graduate committee chairs) of their responsibility.

37
38 The committee is to meet once at the beginning of each fall and spring semester to review goals
39 and deadlines and to review the status of data entry from the previous semester(s). Goals for
40 summer courses will be on the spring faculty meeting agenda, and data from summer courses will
41 be reviewed during a fall faculty meeting. Additional meetings will be scheduled by the
42 committee as needed.

43
44 The responsibility of the committee chair is to provide coordination with the committee
45 members, conduct meetings and present the annual assessment report to the FEC faculty. The
46 committee chair is not responsible for data entry for any of the majors or programs other than
47 his/her own.

1
2 **Section 7**

3 **Scholarship and Awards Committee**

4
5 **A. Committee Membership**

6
7 The Scholarship and Awards Committee will be composed of at least one (1) faculty member
8 representing each undergraduate and graduate program in the department, and one (1) FEC
9 student services coordinator. Faculty membership is restricted to regular faculty, lecturers
10 and senior lecturers, all of whom may vote and each of whom may serve as committee chair.
11 The student services coordinator is a permanent, non-voting member. The Scholarship and
12 Awards Committee shall have one undergraduate representative and one graduate
13 representative elected by the regular faculty, lecturers, and senior lecturers of each of the
14 three faculties of a major, following solicitation of committee nominees from the regular
15 faculty, lecturers, and senior lecturers of each of the three faculties of a major. Terms of
16 service for faculty on the committee are three (3) years, beginning August 15 of the year
17 elected. Members may not succeed themselves, but will be eligible for election after three (3)
18 years off the committee. The rotation of the committee will be staggered so that not all
19 members rotate off in a given year. The committee will elect a committee chair from its
20 faculty membership, for a one-year term.
21

22 **B. Procedures**

23
24 The committee will inform all faculty, staff, and students of the availability of academic and
25 professional awards and scholarships. The committee will identify specific departmental
26 faculty, staff, and students who may qualify for relevant awards and scholarships and
27 encourage and assist these individuals with their application for these awards and
28 scholarships. The committee will cooperate with the Clemson University Foundation and the
29 Office of Financial Aid to ensure that endowed funds are managed and used in accordance
30 with the specifications of the fund donors and the policy of the Foundation.
31
32

33 **ARTICLE VII**
34 **AD HOC COMMITTEES**

35
36 The department chair can establish special committees as deemed appropriate. These committees
37 shall have such members, duties and terms of office as determined by the department chair with
38 the advice and consent of the Faculty Advisory Committee. Ad hoc committees will have a term
39 limit of one year. If a committee is necessary for longer than one year, it must become a standing
40 committee through an amendment to these By-laws. Search and screening committees will be
41 composed of regular faculty and others, as required by, and as allowed by, the Faculty Manual.
42 Nominations to search and screening committees will be solicited from regular faculty and others
43 within the department, as detailed in Article V.1. of these By-Laws, and as required by and
44 allowed by, the Faculty Manual. Staff, graduate students and undergraduate students may
45 participate in appropriate departmental activities and may serve on some committees, as needed.
46 Committee composition will be approved by the Faculty Advisory Committee. Email elections
47 and membership approvals for all ad-hoc committees may be conducted.

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**ARTICLE VIII
AMENDMENTS**

These By-laws may be amended by at least a two-thirds affirmative vote of the regular faculty of the Department of Forestry and Environmental Conservation. Proposed amendments must be recommended by at least five (5) members of the regular faculty. Proposed amendments must be distributed to the regular faculty by the department chair at least ten (10) days prior to a scheduled meeting.

**ARTICLE IX
RATIFICATION**

These By-laws and amendments to these By-laws shall take effect when ratified by at least a two-thirds affirmative vote of the regular faculty of the Department of Forestry and Environmental Conservation and upon positive review by the provost or designee.

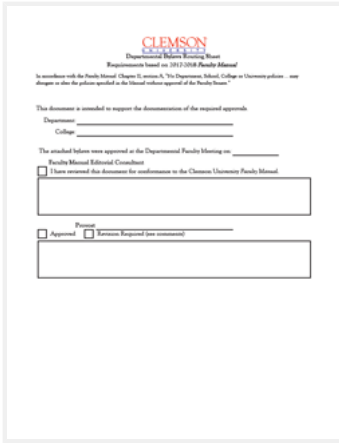
Administrative Approvals



Department Chair

2/23/18

Date








FEC Bylaw Approval request

Adobe Sign Document History

10/12/2018

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