



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: Chemical and Biomolecular Engineering

Date

3/21/2022

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

Compliance

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		



**CLEMSON UNIVERSITY
DEPARTMENT OF
CHEMICAL AND BIOMOLECULAR ENGINEERING**

FACULTY BYLAWS

Approved by the ChBE Faculty:

March 12, 2022

Most Recently Amended by the ChBE Faculty:

September 14, 2018

**CLEMSON UNIVERSITY
DEPARTMENT OF CHEMICAL AND BIOMOLECULAR ENGINEERING
FACULTY BYLAWS**

This document details the specific criteria and procedures of the Faculty of the Department of Chemical and Biomolecular Engineering in the College of Engineering, Computing and Applied Sciences at Clemson University (henceforth called the Department, College, and University, respectively). These Departmental Bylaws shall be consistent with the current provisions of the University Faculty Manual (henceforth called the Faculty Manual), and the Faculty Manual will take precedence in all instances.

ARTICLE I. MEMBERSHIP

Section 1. Membership

The Department of Chemical and Biomolecular Engineering Faculty shall consist of all tenured and tenure-track members of the Clemson University Faculty (or University Faculty) who have a primary appointment in the Department of Chemical and Biomolecular Engineering. Other members shall include Clemson University Faculty with Joint or Adjunct Appointments, Lecturers of all ranks, Professors of Practice, Visiting Faculty, and Emeritus Faculty in the Department. A faculty member on temporary leave shall retain faculty status. The letter of appointment to the Department will establish the classification of each faculty member.

Section 2. Voting Faculty

The voting membership of the Department Faculty shall consist of all tenured and tenure-track members of the University Faculty who have a primary appointment in the Department. With approval of a majority of the current voting members of the Departmental faculty, other lecturers, senior lecturers, principal lecturers, and professors of practice with a primary appointment in the Department shall be granted full voting privileges in all matters except those relating to the tenure or promotion of tenure-track faculty. Tenured and tenure-track University Faculty with a primary appointment in other units at Clemson University shall have voting privileges in the Department proportional to the extent of their appointment in the Department. Emeritus faculty may not vote.

Section 3. Secondary and Adjunct Appointments

Secondary and Adjunct Appointments are appointments made in a spirit of mutual benefit and to formalize a connection between the appointee and the Department with the purposes of (1) encouraging scholarly collaboration and/or (2) exchanging educational experiences. Secondary Appointments are offered to individuals with full-time appointments in other units at Clemson University. Appointments are for a fixed period and are renewable. All appointees must be nominated by a Voting Faculty member of the Department. Appointments are confirmed by a majority of the Voting Faculty as a normal item of business at a regular faculty meeting.

Section 4. Lecturers, Senior Lecturers and Principal Lectures

Lecturers are appointed by the Department Chair to fill specific teaching needs of the Department. These appointments are for a 1-year term that may be renewed. Lectures can be promoted to the rank of Senior Lecturer for a 3-year term that may be renewed, and Senior Lectures can be

promoted to the rank of Principal Lecturer for a 5-year term that may be renewed. Details about the (re)appointment and possible promotion of lecturers of all ranks are defined in the Clemson University Faculty Manual and described in detail in the Department's "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion and Reappointment".

Section 5. Professors of Practice

Professors of Practice are identified by a search and screening committee to fill specific teaching needs of the Department. Professors of Practice are persons who are eminently qualified, experienced, and distinguished in their professions, but whose career paths and experiences have not been or are not primarily in the academy. The specific teaching or research duties, terms of appointment, and salaries of such persons will be specified in their letter of appointment. This non-tenurable, non-permanent appointment must be approved and annually reviewed by the Department's Tenure, Promotion, and Reappointment Committee. Details about the (re)appointment of Professors of Practice are defined in the Clemson University Faculty Manual and described in detail in the Department's "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion and Reappointment".

Section 6. Research Faculty

Research Faculty members are colleagues who support the overall mission and vision of the Department, have research as their principal assignment, and are supported by a variety of mechanisms (internal and external sources); however, the expectation is that 100% of salary support (including fringe benefits) is derived from grant and contract funds obtained by the research faculty member consistent with the terms of their appointment. This faculty appointment is a professional career track without tenure considerations. Individuals holding these positions will be subject to annual review utilizing the faculty activity reporting system for faculty continuance.

- a. **Qualifications:** Research faculty shall possess an earned doctorate consistent with the disciplines that are typically associated with the field of chemical and biomolecular engineering. The rank of Research Assistant Professor, Research Associate Professor, or Research Professor will be bestowed to research faculty based on research qualifications in the field consistent with expectations for the rank.
- b. **Appointment:** Appointments to all research faculty ranks shall be initiated by the nominating faculty member of the Department. Details about the (re)appointment and possible promotion of Research Faculty are defined in the Clemson University Faculty Manual and described in detail in the Department's "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion and Reappointment".
- c. **Participation in Related Departmental Activities:** Research faculty members may participate in departmental activities, including
 1. Service on graduate student committees as a research adviser or member.
 2. Service as an adviser to undergraduate students conducting research.
 3. Teaching on an as-needed/as-available basis.
 4. Other activities directly supporting the research mission/enterprise of the department.Participation in the above activities must be consistent with the grant or contract

obligation(s) of the research sponsor(s) and approved by the faculty member's immediate sponsor and/or the Department Chair.

Research faculty shall be able to participate fully in all deliberations of departmental matters but shall not have the privilege of voting.

Section 6. Visiting Faculty

Visiting Faculty appointments are made in a spirit of mutual benefit and to formalize a connection between the appointee and the Department with the purposes of (1) encouraging scholarly collaboration, and/or (2) exchanging educational experiences. Visiting Faculty appointments are temporary appointments for a term of one year or less, subject to limited renewals. The qualifications for visiting faculty shall be comparable to those for appointment at the corresponding regular faculty rank. This non-tenurable, non-permanent appointment must be annually reviewed and approved by the Department's Tenure, Promotion, and Reappointment Committee and the Department Chair.

Section 7. Emeritus Faculty

Emeritus Faculty are retired Departmental faculty who have served at least five years at Clemson University and 15 years in the academic profession.

ARTICLE II. FUNCTIONS

The voting members of the Faculty of the Department of Chemical and Biomolecular Engineering shall establish the content of the curriculum and academic courses in relevant subjects according to College and University policies; shall evaluate the credentials of current and prospective members, and shall recommend their appointment, reappointment, promotion and tenure in accordance with the University Faculty Manual; shall elect representatives to Department and College Committees as required; and shall consider any matters that may affect the welfare of its members or the teaching, research, and public service policies of the Department.

ARTICLE III. OFFICERS

Section 1. Department Chair

The Department Chair shall be appointed by the Dean of the College according to University Faculty Manual. When necessary, the Associate Chair or another designated faculty will act as the presiding officer in the absence of the Chair. The Department Chair shall have general administrative authority over Department affairs and is responsible for implementing Department, College and University policies and strengthening the educational and research programs of the Department.

Section 2. Associate Chair

At the discretion of the Chair and with consultation of the Departmental Faculty, the Chair may initiate the creation of a search and screening committee to identify an Associate Chair from the Departmental faculty. The process for electing members of the search and screening committee is described in detail in the Faculty Manual and the Department's "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion and Reappointment". The terms of appointment

of the Associate Chair will be for a period determined by the Chair. The Associate Chair must be a tenured Associate Professor or Professor with primary appointment in the Department. The job duties of the Associate Chair will be determined by the Chair and shall be communicated to the Departmental Faculty and Staff. The job duties of the Associate Chair will be consistent with the duties of a regular faculty member as defined in the University Faculty Manual.

ARTICLE IV. MEETINGS

Section 1. Establishment and Structure

Regular meetings of the Department of Chemical and Biomolecular Engineering Faculty shall be held at the beginning and end of both the fall and spring semesters. Additional meetings shall be called by the Chair upon the request of at least ten percent of the Departmental Faculty, or when deemed necessary by the Chair.

Robert's Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions and reports. On the call of any member of the Faculty, voting on a motion shall be by secret ballot. Minutes of all meetings shall be forwarded to all members of the Departmental Faculty and a copy of the minutes of each faculty meeting shall be maintained in the Department office.

Section 2. Quorum and Attendance

A majority of a committee or the Departmental faculty shall constitute a quorum at the respective committee or Departmental meeting, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the whole committee or faculty. Participation in a meeting, whether corporal or by means of conference telephone, videoconferencing equipment, or similar communications equipment shall constitute presence at such meetings so long as all members participating in the meeting can clearly communicate with each other using equipment that affords a synchronous, two-way means of communication.

ARTICLE V. COMMITTEES

Section 1. Establishment and Structure of Committees

Standing committees may be established by the Departmental Faculty to accomplish the functions of the faculty as delineated under Article II. The composition and membership of these committees shall be designated by the Department Chair in a manner consistent with these bylaws and the University Faculty Manual. Ad hoc committees may be established at the discretion of the Department Chair. Unless otherwise specified, all standing committees will consist of at least three (3) faculty members appointed by the Department Chair, and the Department Chair shall appoint the committee chair. The composition of all standing committees shall be determined by and communicated at or before the first faculty meeting of the fall semester.

Section 2. Standing Committees

The standing committees of the Department of Chemical and Biomolecular Engineering shall be:

1. Advisory Committee
2. Undergraduate Studies Committee
3. Assessment Committee
4. Graduate Studies Committee

5. Facilities, Equipment and Space Committee
6. Research and Safety Committee
7. Tenure, Promotion, and Reappointment Committee
8. Post-Tenure Review Committee
9. Honors and Awards Committee
10. Diversity, Equity and Inclusion Committee
11. Faculty Search and Screening Committee

The functions of these committees include providing advice to the Department Chair and serving as a petitionary forum for faculty members in the areas of the committees' purview.

Section 2.1 Advisory Committee

The Advisory Committee of the Department of Chemical and Biomolecular Engineering shall consist of all tenured Professors in the Department, excluding Faculty who are not active in departmental teaching or research activities. The Department Chair shall also serve on the committee as the Advisory Committee Chair. The Advisory Committee shall advise the Department Chair on all matters brought to it by the Department Chair and, at its discretion, on matters brought to it by members of the Departmental Faculty. The Advisory Committee shall meet with the Department Chair as deemed necessary by either the Department Chair or when any two committee members deem necessary.

Section 2.2 Undergraduate Studies Committee

The Department of Chemical and Biomolecular Engineering Undergraduate Studies Committee, acting in accordance with policies approved by the Departmental Faculty, is responsible for matters relating to departmental undergraduate programs. This shall include serving as the primary body for review of undergraduate program matters at the Departmental level; recommending for consideration by Departmental Faculty changes to the undergraduate curriculum as appropriate; maintaining the Undergraduate Student Handbook; and making decisions for the Departmental Faculty in routine undergraduate matters. For major items, such as changing degree or concentration requirements, the committee shall present a recommendation to the faculty, which shall make the final decision.

The committee shall consist of a minimum of three departmental faculty members selected by the Department Chair, including the Undergraduate Coordinator (appointed by the Department Chair). The committee shall elect their committee chair, and the Undergraduate Coordinator is eligible to serve as committee chair. The committee chair shall also serve as the Departmental representative on the College Curriculum Committee.

Section 2.3 Assessment Committee

The Department of Chemical and Biomolecular Engineering Assessment Committee will identify assessment instruments, guide the implementation of these instruments, provide an interpretation of the results to the Departmental Faculty, and recommend for consideration by Departmental Faculty changes to the undergraduate and graduate curricula as appropriate. The committee will also lead in the preparation of accreditation documents, particularly those pertaining to curriculum content, delivery, assessment, and revision. The committee shall be chaired by the Assessment Coordinator and shall consist of no less than two additional members appointed by the Department

Chair to three-year terms. The terms shall be adjusted when necessary to give a staggered rotation of membership.

Section 2.4 Graduate Studies Committee

The Department of Chemical and Biomolecular Engineering Graduate Studies Committee, acting in accordance with policies approved by the Departmental Faculty, is responsible for matters relating to the graduate curriculum and graduate programs in the Department. This shall include establishing rules for the various graduate degree programs; making recommendations regarding graduate student admissions, assistantships, and fellowships; making recommendations to the Graduate School, following consultation with the appropriate faculty advisor(s), regarding the continuing enrollment of graduate students granted conditional admission until such a time as the student fulfills the conditions specified in their letter of admission; making recommendations to the Departmental Faculty concerning the assignment of faculty advisors for graduate students; recruiting graduate students; recommending a schedule of graduate course offerings; maintaining the Graduate Student Handbook; recommending policies for graduate student office allocation; managing the doctoral qualifier examination for enrolled students; and organizing social events for graduate students, faculty, and staff.

Routine graduate studies matters shall be handled internally by the committee. For major items, such as changing the requirements for a graduate degree program, the committee shall present a recommendation to the Departmental faculty, which shall make the final decision.

The committee shall consist of a minimum of three departmental faculty members appointed by the Department Chair, including the Graduate Coordinator (appointed by the Department Chair). The committee will elect their committee chair, and the Graduate Coordinator is eligible to serve as committee chair. The committee chair shall also serve as the departmental representative on the College Curriculum Committee.

Section 2.5 Facilities, Equipment and Space Committee

The Department of Chemical and Biomolecular Engineering Facilities, Equipment, and Space Committee serves to advise the Department Chair concerning the distribution of Departmental equipment money and the allocation of space. When directed by the Department Chair, the committee shall solicit equipment requests from the Faculty, list the requests according to the priority that they believe should apply, and present their recommendations to the entire Departmental Faculty. The committee does not have jurisdiction over Departmental, contract or grant funds.

This committee also makes recommendations to the Department Chair on general maintenance and upkeep of the building, the allocation of space to faculty and graduate students, and long-range space utilization planning. The committee shall assist the Departmental Safety Officer with the inspection of research and teaching equipment and make recommendations to the Department Chair about equipment or facilities that require attention from safety and maintenance standpoints.

The committee shall consist of three members appointed by the Department Chair, at least two members shall be faculty. The third member can be faculty or the senior technical staff person in the Department. The committee chair is elected by the committee.

Section 2.6 Research and Safety Committee

The Department of Chemical and Biomolecular Engineering Research and Safety Committee shall recommend departmental research related policies and provide to the Chair recommendations on the purchase and housing of shared research equipment that supports the research programs within the Department.

The committee shall recommend policies to the Chair and/or Faculty that help provide a safe environment for faculty, staff, students, and visitors. The committee shall, as needed, conduct and review documentation from regular inspections of Departmental facilities to assess environmental conditions, identify safety hazards, and facilitate corrective action(s). The committee will assist in the review and investigation of Departmental occupational injuries, illnesses, incidents, and complaints and report unsafe conditions to the appropriate University department and the Department Chair. The committee will serve as a resource for Departmental students and faculty seeking a review of laboratory procedures to help ensure that proper safety precautions are taken. The committee will coordinate with other appropriate campus safety and health organizations to review procedures for the proper acquisition, storage, use, and disposal of hazardous substances. The committee will recommend corrective actions to the Department Chair to address any identified safety concern, but the committee does not have direct authority to take punitive actions against any person or lab that fails to meet required safety standards.

The Safety Coordinator and fellow committee members shall assist the Department Chair in responding to concerns expressed by any member of the University community with regards to perceived safety hazards within the Department and contribute and help implement ideas and suggestions for the improvement of safety.

The committee shall consist of the Departmental Safety Coordinator (appointed by the Department Chair), the Department Chair, two research active faculty members appointed by the Departmental Chair, and the senior technical staff person in the Department. The Departmental Safety Coordinator shall serve as committee chair.

Section 2.7 Tenure, Promotion and (Re)appointment Committee(s)

Departmental Tenure, Promotion and (Re)appointment (TPR) Committee(s) are established annually to evaluate the credentials of members of the Department that are eligible for tenure, promotion, and/or (re)appointment and to provide written recommendations to the Dean on their findings. Refer to the Department's "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion and Reappointment" for details about the formation and operation of the TPR Committee(s).

Section 2.8 Post-Tenure Review Committee

The Department of Chemical and Biomolecular Engineering Post-Tenure Review (PTR) Committee will meet as needed to review tenured faculty members according to the guidelines in the University Faculty Manual. Refer to the Departmental "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion and Reappointment" for additional details about the PTR Committee and PTR process.

Section 2.9 Honors and Awards Committee

The Department of Chemical and Biomolecular Engineering Honors and Awards Committee shall serve as the primary body to oversee the nomination of students and faculty for honors and awards granted by the University and from external organizations. The Committee will collaborate with the Departmental faculty, including the Chair, to identify University and professional faculty awards and seek letters of recommendation from appropriate nominators if required by the award. When appropriate, it is expected that nominated faculty will collaborate with the Committee to finalize any award application materials. The committee shall also request from the Departmental faculty recommendations for graduate and undergraduate students that are deserving of honors for their academic, research or service-related activities. In addition, the committee shall serve as the primary body to oversee the awarding of Departmental Honors to deserving students in Chemical and Biomolecular Engineering that are a part of the Clemson University Honors College. The committee members shall be appointed by the Department Chair. The committee will elect their chair.

Section 2.10 Diversity, Equity and Inclusion Committee

The Diversity, Equity and Inclusion Committee shall consist of at least two voting faculty members and one staff member appointed by the Department Chair. The Committee shall also include at least one undergraduate student and one graduate student from the Department. Student members will be selected by the Committee. This committee shall coordinate efforts on creating an inclusive and welcoming environment and develop strategic initiatives to promote diversity, equity and inclusion among students, faculty, and staff. The committee faculty and staff will elect the committee chair.

Section 2.11 Faculty Search and Screening Committee

A Faculty Search and Screening Committee shall consist of at least three members of the Departmental Faculty, with at least one being an associate professor or a professor, appointed by the Department Chair and approved by the Voting Faculty. This committee shall elect its Chair. The tasks of this committee shall include the development of two documents: 1) an ad that defines the expertise and capabilities sought for the open position and 2) a diversity hiring plan for the search process. Once these two documents have been prepared and approved by the committee, they shall be reviewed by the Department Chair, Dean, and human resources staff and approved by all. The committee shall then proceed with advertising and recruitment. All responses shall be screened by the committee; suitable applicants shall be ranked, and a list of the top candidates and their applications shall be submitted to the entire faculty. Each faculty member has the right to review all applications submitted. Following consultation with the Department Chair, the committee shall invite the most highly ranked candidates for interviews. The entire faculty, the Department Chair, and the Dean shall be given an opportunity to interview each candidate.

After the committee prepares a list of final candidates and makes a recommendation of academic rank and tenure for each. The Department Chair shall prepare a memorandum for the Dean stating the faculty's ranking of these candidates and relay TPR committee. Copies of this memorandum shall be available to all faculty members. The Department Chair shall then negotiate with the candidates on the list as approved by the Dean, starting with the first choice, until a candidate can be hired. This process shall follow the guidelines and policies of the College of Engineering, Computing and Applied Sciences for Faculty Hiring.

Waiver of Search-and-screening procedures for targeted appointments.

A waiver of search and screening procedures described above can be requested to allow for targeted appointments without widespread recruitment efforts in special cases or circumstances, such as hiring a high-profile faculty member, individuals who will enhance faculty diversity, or spouses of newly appointed faculty and/or administrators. Such waiver must be requested by the Department Chair with approval of the faculty's Departmental Advisory Committee and the Departmental TPR Committee and should be approved by the regular faculty. If the appointment is to a tenure-track position, it should also be approved by the departmental Faculty Search and Screening Committee. An interview process should be conducted as for an advertised position. Following all the departmental approvals, the Department Chair must follow the applicable process described in the Faculty Manual through the submission of a "Direct Hire Request" to the Office of Human Resources and the Provost for approvals, prior to any offer of appointment.

ARTICLE VI. CURRICULUM

Section 1. Departmental Faculty Authority

The Faculty of Chemical and Biomolecular Engineering constitutes the primary authority on the curricula of the Department. In such matters, the influence of university administrators extends only so far as their status as members of the Departmental Faculty. All proposals for new or revised courses, curricula, academic requirements, and other curricular matters specific to the Department shall comply with relevant academic requirements of the College, the Graduate School, and the University and shall require the approval of the Departmental Faculty.

Section 2. Procedures for Approval of Curricular Matters

Proposals for new or revised curricular matters may originate with any member of the Departmental Faculty and will normally be referred to the appropriate committee for review and recommendation before action by the Departmental Faculty.

Proposals for new or revised undergraduate courses and proposals related to the undergraduate curriculum or undergraduate academic requirements shall be referred to the Undergraduate Studies Committee. Upon recommendation by the Undergraduate Studies Committee and approval by the Departmental Faculty, such matters shall be forwarded by the elected chair of the Undergraduate Studies Committee to the College Curriculum Committee for its review and approval. Upon receiving final approval, all changes to the curriculum shall be published in the Departmental Undergraduate Student Handbook and University Catalog.

Individual graduate student programs of study are determined by the thesis or dissertation committee of the graduate student subject to relevant Departmental, College, and Graduate School requirements. Proposals for Departmental requirements for graduate programs of study shall be reviewed by the Graduate Studies Committee. Upon recommendation by the Graduate Studies Committee and approval by the Departmental Faculty, relevant curriculum matters shall be forwarded to the College Curriculum Committee for its review and approval. Policies recommended by the Graduate Studies Committee and approved by the Faculty (and College/University Curriculum committees as needed) shall be published in the Departmental Graduate Student Handbook.

The above procedures do not preclude any member of the Departmental Faculty from raising questions concerning academic matters at meetings of the body, nor immediate action by the Faculty when it deems such action appropriate.

ARTICLE VII. ELECTION OF DEPARTMENTAL REPRESENTATIVES

When election is required for representation on committees outside the Department of Chemical and Biomolecular Engineering, election shall be by secret ballot at a meeting of the Departmental Faculty or via electronic communication method. The positions to be filled shall be communicated to the Departmental Faculty at least five calendar days prior to the voting.

ARTICLE VIII. GUIDELINES, CRITERIA, AND PROCEDURES FOR APPOINTMENT, TENURE, PROMOTION AND REAPPOINTMENT

The guidelines, criteria and procedures for appointment, reappointment, promotion, and tenure within the Department are detailed in the Department document “Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment”. This document is a standing document within the Department and separate from these bylaws.

ARTICLE VIII. AMENDMENT

These bylaws may be amended at any meeting of the Departmental Faculty by a two-thirds majority vote of the Voting Faculty. The proposed amendment must be recommended by at least two members of the Departmental Faculty and distributed to the Faculty by the Department Chair at least ten calendar days prior to the scheduled meeting. An amendment shall become effective when approved by the Department of Chemical and Biomolecular Engineering Faculty.

Editorial changes of grammatical and typographical errors that do not change the meaning or intent of the approved Bylaws do not require a Departmental vote.