

CLEMSON
UNIVERSITY
Departmental Bylaws Routing Sheet Requirements
based on 2018-2019 *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: Materials Science and Engineering

College: Engineering, Computing and Applied Sciences

The attached bylaws were approved at the Departmental Faculty Meeting on: 11/9/18

Faculty Manual Editorial Consultant



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

Provost or designee

Robert H Jones
Robert H Jones (Dec 13, 2018)

Dec 13, 2018



Approved



Revision Required (see comments)

Requirements for DEPARTMENTAL BYLAWS – 2018-2019 *Faculty Manual*

Department: Department of Materials Science and Engineering

Date

12/11/2018

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/16/18. Note that only some section references have changed since 2017-2018, but no other content has changed.

Compliance

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 of research faculty	Ch III, D2i, i(2)	X		
8 Requirements for the reappointment and promotion of research faculty	Ch III, D2i, i(5)	X		
9 Requirements for the appointment of extension faculty	Ch III, D2i, ii(3)	X		
10 Requirements for the reappointment and promotion of extension faculty	Ch III, D2i, ii(6)	X		
11 Specification of the process for initiating the appointment of clinical faculty	Ch III, D2i, iii(2)	X		
12 Specification of the process for initiating the appointment of professor of practice faculty	Ch III, D2i, v(4)	X		
13 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch IV, B5a, i(1)	X		
14 Procedures for recruiting and evaluating special ranks faculty	Ch IV, B5b, i	X		
15 Procedures for selecting search and screening committees for special rank faculty OPTIONAL	Ch IV, B5b, i(1)			X
16 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, D1g			X
17 Procedures for electing the Post-Tenure Review Committee separate from the TPR Committee	Ch IV, F4a and b	X		
18 Only tenured faculty may serve on the PTR Committee	Ch IV, F4b	X		
19 The PTR Committee shall have a minimum of three members	Ch IV, F4c	X		
20 Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch IV, F4d	X		
21 The PTR Committee shall elect its own chair	Ch IV, F4e	X		
22 Process for electing an external PTR member if this is part of the Post-tenure review process OPTIONAL	Ch IV, F6a, ii			X
23 Policy if external letters are required are required for post-tenure review	Ch IV, F6a	X		
24 Other duties assigned to the department chair OPTIONAL	Ch VI, I2p			X
25 Mechanism to elect members to college committees unless otherwise required OPTIONAL	Ch VII, L7a	X		
26 Mechanism to elect members to university and college committees in the case of vacancies OPTIONAL	Ch VII, D2a, i			X
27 There shall be at least one department faculty meeting per long semester	Ch VII, L3a	X		
28 Opportunity to establish separate Undergraduate and Graduate Curriculum Committees OPTIONAL	Ch VII, L4b			X
29 Departmental curriculum committees elect their chairs	Ch VII, L4c	X		
30 Every department shall have a standing advisory committee in the departmental bylaws	Ch VII, L5a	X		
31 Other standing committees shall be established in departmental bylaws	Ch VII, L6d	X		
32 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch VII, L7a	X		

BYLAWS

DEPARTMENT OF MATERIALS SCIENCE AND ENGINEERING COLLEGE OF ENGINEERING, COMPUTING AND APPLIED SCIENCES, CLEMSON UNIVERSITY

Approved by MSE Faculty at its faculty meeting on November 9, 2018

These bylaws may not contradict the Faculty Manual; the Faculty Manual takes precedence over these bylaws.

Article I **Membership**

Membership on the Clemson University Department of Materials Science and Engineering (MSE) Faculty will be granted through the Search & Screen procedures in Article V Section A et seq., and in accordance with the Clemson University Faculty Manual (Faculty Manual). The definitions of Clemson University Faculty are provided in the Faculty Manual which contains the detailed definitions of Regular Faculty, which are Instructor, Assistant Professor, Associate Professor, Professor, and Library ranks. The Special Faculty Ranks are also described in the Faculty Manual. Special Faculty Ranks include:

1. Research Faculty, which include the titles of Research Professor, Research Associate Professor, and Research Assistant Professor (depending upon professional qualifications). The expectation is that 100% of salary support (including fringe benefits) is derived from grant and contract funds obtained by the research faculty member
2. Lecturers
3. Professor of Practice, which designates persons eminently qualified, experienced, and distinguished in their professions, but whose career paths and experiences have not been or are not primarily in the academy.
4. Post-Doctoral Research Fellow
5. Part-Time Faculty
6. "Visiting" Faculty
7. Adjunct Faculty

The faculty manual also describes, including the respective privileges and responsibilities of Endowed Chairs and Titled Professors, Emeritus Faculty, and Retired Faculty. These ranks are not considered to be Special Faculty Ranks.

All restrictions concerning MSE faculty membership cited in the Faculty Manual are included herein by reference.

MSE accords Special Faculty ranks with no voting or membership privileges on unit, college, and university committees and meetings except as noted in Article II and Article III. The Faculty Manual specifically provides the following exceptions as being restricted to Regular Faculty in:

Based on the description of the responsibilities shared by Faculty at Clemson University, voting members on the following committees are limited to Regular Faculty:

- a. Departmental Tenure, Promotion, and Reappointment committees;
- b. Departmental Post-Tenure Review committees;
- c. College and university curriculum committees;
- d. College advisory committees;
- e. Faculty Senate;
- f. Grievance Board.

Article II

Special Faculty Ranks and Appointments

In general, appointments to Special Faculty ranks in MSE follow the procedures for granting membership on the MSE Faculty, except that an open search is generally not required. Research, Courtesy Joint, and Adjunct faculty appointments are initiated by a MSE Regular Faculty member who requests the appointment with clear rationale and benefits to the MSE program. The procedure is described below, in Article V, Section B.

Persons holding Special Faculty ranks are members of MSE. However, Special Faculty appointments do not generally carry voting privileges except as noted specifically in the bylaws, but may participate in faculty meetings and some committee meetings by invitation.

A Joint appointment is a special case of Special Faculty as described in Section A, below.

A. Joint Faculty Appointments

MSE may adopt and utilize faculty expertise that is beyond the scope of its discipline or field through existing faculty in another department or school of the University. New faculty members may be hired under such arrangement. The appointment of individuals to the faculty of two or more departments concurrently might be made in connection with interdisciplinary or inter-professional teaching and research programs involving several departments. A teaching assignment outside a faculty member's primary department can be made without requiring a joint appointment. Joint appointments may be either a Formal Joint appointment or a Courtesy Joint appointment. For a Courtesy Joint appointment MSE does not provide any salary while for a Formal Joint appointment part of the salary is from MSE. *The fundamental feature that must be considered between MSE and another department contemplating joint appointments is a reciprocal relationship.*

A faculty member seeking a Joint appointment in MSE should have a Regular Faculty appointment in another department or school and meet the criteria set by the MSE department TPR committee. These appointments will be reviewed every five years.

For every Formal Joint appointee, there will be a pre-identified department as the *administrative home which will be clearly stated in the appointment letter*. The *administrative home* will take the lead responsibility on personnel issues, central human resources reporting, appointment, tenure and promotions, coordination of annual performance review, conflict resolution, and changes in employment. Everyone involved should know which department and college is serving as the *administrative home*. If a faculty member with a joint appointment wants to change the amount of time allocated to each of the units or change the administrative home in which they hold an appointment, the faculty member should discuss these plans with all the relevant units with which they are affiliated. Then with the agreement of the relevant Department Chairs and the Deans, a modified time allocation to each unit is agreed upon.

For Formal Joint appointments, the teaching assignments will be coordinated between the different units in which the faculty member has appointment, and possibilities for cross-listed courses should be discussed. Service expectations should be clearly delineated and coordinated. A jointly appointed individual participates in each of the faculties in which they will have an appointment. Participation may involve teaching, research, attendance at faculty meetings, acceptance of administrative assignments, and other such functions. The extent of duties in each department must be clearly agreed upon in writing by all parties. Formal Joint Appointees in MSE may be granted a vote on all issues that may come before the faculty. The Regular Faculty Members, per Article I of the By-Laws, will determine by majority vote if a particular Formal Joint Appointee meets the criteria for significant service as determined by the Regular Faculty Members of the Department, thereby qualifying for voting privileges. Such determination of qualification for voting privileges will be considered at the time of appointment. A request to change voting privilege (for example due to change in shared responsibilities) can be made by any faculty member and will require majority vote of the Regular Faculty Members (per Article I of the By-Laws).

Article III **Procedures By Which The Faculty Will Operate**

A. Notice of general meetings of the faculty that concern curriculum, policy and procedure issues will be given at least two full weeks in advance of the meeting. Meetings for dissemination of information or other communication matters may be called at the discretion of the Chair. Notification of upcoming meetings will be sent by e-mail. The Chair or their designee shall preside at all general meetings of the faculty. A quorum for a general meeting will consist of greater than 50% of all eligible Regular Faculty members.

B. Any faculty member may request a meeting of the faculty as a whole during the academic year by presenting to the Chair a written request for such a meeting in the form of a petition signed by one-third of the faculty. The request shall include the reason for the meeting. Upon receipt of the request, the Chair must schedule the meeting within two weeks, excluding university holidays.

C. Except where specifically amended by the bylaws, Robert's Rules of Order will prevail.

D. Votes may be taken electronically or in person. All votes at faculty meetings or in committees will be taken in accordance with Robert's Rules of Order. A simple majority vote of the faculty present is sufficient to impose use of a secret ballot for that topic. Secret voting may be suspended and show of hands voting may be reinstated by motion and simple majority vote. Written proxies (taken to include email) may be submitted, but do not obviate the quorum requirements. All matters and issues, with the exception of those specified otherwise in these bylaws will be resolved by a simple majority vote. The Chair will vote only in the event of a tie vote, and then only at their discretion. An unresolved tie vote is considered as tabled.

E. Research Faculty may vote on all issues that may come before the faculty with the exception of amendments to the bylaws, for confirming recommendations of search and screening committees, matters pertaining to the curriculum, or for approval of candidates for graduation, and other exceptions in the Faculty Manual noted above. Formal Joint Faculty members' voting privileges are governed by Article II, Section A. Other Special Faculty in the MSE may not vote but are expected to serve in an advisory role to faculty and within committees of the MSE as appropriate.

F. Amendments to the bylaws require two-thirds vote of the members of the Regular Faculty. Vote may be by written proxy. Notice of amendments will be published and distributed at a minimum two weeks before the vote.

Article IV **Standing Committees**

The faculty will meet at least once during each long semester. There will be one faculty meeting prior to the final four weeks of each academic year for the purpose of committee elections for the following academic year. Other items may be considered at this meeting, in accordance with the notification proviso of Article III Section A. Faculty members will be limited to service on no more than three standing committees within the academic year at any given time, and serve as chair of only one. Furthermore, the chair of any standing committee shall be a tenure/tenure track Associate Professor or Full Professor Regular Faculty member. All committee meetings are open, with the exception of those dealing with personnel or privacy issues, and the committee chair will ensure that notifications of meetings are publicized in accordance with Article III, Section A. A quorum for each committee will be over 50% of the Regular Faculty members (excluding ex-officio members). No committee may conduct business without a quorum. Each standing committee will have an administrative staff member assigned to it. Duties of the committee's administrative support staff will include recording meeting minutes, scheduling of meetings, and coordinating documentation and background material at the request of the committee chair.

The standing committees in MSE are Undergraduate Curriculum and Standards (UGCS committee), Graduate Curriculum and Standards (GCS committee), Scholarship and Awards (SA

committee), Tenure, Promotion, Reappointment (TPR committee), Space and Resource (SR committee), Post Tenure Review (PTR committee), and Department Chair Advisory Committee (CA committee). The Chair has the authority to establish ad-hoc committees as deemed necessary. Committee service will begin on May 15 of the calendar year, and run through the completion of the following academic year.

A. Undergraduate Curriculum and Standards Committee (UGCS)

A.1 Composition and meetings:

The Committee shall be elected each year and consist of at least four members of the Regular Faculty (voting) and the Student Services Coordinator/Program Manager (non-voting member). The Committee shall in turn nominate from its members a chairperson within one week of election to the committee. Each academic year, the committee membership shall only change by no more than 50% compared to the prior academic year.

A.2 Duties:

- (i) The committee shall review findings related to assessment yearly.
- (ii) The committee shall review statistics prepared by the Student Services Coordinator/Program Manager on the diversity, persistence and graduation of each student cohort.
- (iii) The committee shall have the responsibility for proposing evidence-based changes to MSE undergraduate recruiting, co-curricular programming and curricula.
- (iv) The committee shall have the responsibility for evaluation all proposals pertaining to new or revised undergraduate academic requirements, courses, and curricula within MSE.
- (v) The committee chair will represent MSE on the College Curriculum Committee (CC).
- (vi) One member of the committee shall be appointed by the committee to represent MSE to the Honors College Curriculum Committee.

A.3 Meetings:

The meeting agenda will be provided to the Regular Faculty by email two working days prior to the Committee meetings and highlights of actions taken by the committee will be made during departmental meetings. Decisions of the UGCS committee shall be made by a simple majority vote of those members in attendance.

The committee decisions shall be promulgated to the faculty via discussion at department faculty meetings or through email prior to the College CC meeting at which the items considered are to be presented. The Regular Faculty may vote to postpone presentation of MSE UGCS committee materials to the College CC via simple petition by one-third of the Regular Faculty to the chairperson of the MSE UGCS, with copy to the Department Chair. The receipt of this

petition by the Department Chair will constitute a request for a meeting of the faculty to consider the MSE UGCS material(s) in question.

B. Graduate Curriculum and Standards Committee (GCS)

B.1 Composition and meetings:

The Committee shall be elected and consist of at least four members of the Regular Faculty. The Committee shall in turn elect from its members a chair who will serve as ex officio member (with voice but no vote) in the UGSC committee. GSC shall meet regularly and an agenda will be provided by the GSC chair to both the GSC members and also copied to the faculty two working days prior to each meeting. Changes to the required curriculum of graduate students will be formally presented to and reviewed by the faculty. The faculty may petition to postpone presentation of MSE GSC committee items to the College Curriculum Committee (CC). This can be done by a simple petition by one-third of the Regular Faculty that is presented to both the chairperson of the MSE GSC with the Department Chair copied. The receipt of this petition by the Department Chair will constitute a request for a meeting of the faculty to consider the MSE GSC material(s) in question. Decisions of the GSC shall be made by a simple majority vote of those in attendance. The committee's decisions shall be presented to the Department faculty for approval either at a departmental meeting or can be approved by an online vote. Approval of the Regular Faculty must occur prior to presenting items/changes at a College CC meeting. Each academic year, the committee membership shall only change by no more than 50% compared to the prior academic year.

B.2 Duties:

- i. The committee shall review applications for graduate studies in MSE and it shall recommend to the Chair all students for matriculation.
- ii. The committee is responsible for administering the comprehensive examinations in accordance with the Graduate Manual.
- iii. The committee shall administer and present the performance appraisals of the enrolled graduate students (TA's) once each semester to the Department Chair and Student Services Coordinator/Program Manager.
- iv. The committee shall have the responsibility for evaluating all proposals pertaining to new or revised graduate academic requirements, courses, and curricula within the Department.
- v. The GSC chairperson will deliver to the UGSC committee chairperson all new graduate curriculum material for submission to the College Curriculum Committee in a timely manner.
- vi. The committee shall review statistics prepared by the Student Services Coordinator/Program Manager on the diversity, persistence and graduation of each student cohort.

C. Scholarships and Awards Committee (SA)

C.1 Composition and Meetings:

The committee will be elected and consist of at least three faculty members. The committee shall elect from its membership a chair who shall call and conduct all meetings of the committee and will be the representative on the College Scholarship and Awards Committee.

C.2 Duties:

The committee will identify students for university, college and departmental awards and scholarships and encourage faculty participation in the nomination process and in the Honors and Awards Day ceremony. Additionally, the committee will work with the Department Chair to recommend suitable faculty and staff candidates for internal and external awards and honors.

D. Tenure, Promotion, Sabbatical Leave and Reappointment Committee (TPR)

D.1 Composition and meetings:

The committee will consist of all Regular Faculty bearing the rank of Full Professor, elected by the Regular Faculty as a committee of the whole. If the faculty does not elect the TPR committee with membership of all the Full professors, then a TPR committee consisting of a minimum of three Full Professors will be elected by the Regular Faculty. In accordance with the Faculty Manual, the TPR committee shall elect from its membership a chair who shall call and conduct all meetings of the TPR committee and coordinate activities to perform committee duties. Any person under consideration for action by the committee will be excused from all discussion related to their action and any other discussion relevant to the action. An alternate chair shall be elected from its membership to serve in place of the chair in the event that the chair is unable to perform their committee duties. Research faculty may not serve on the TPR committee; however, the TPR committee may solicit input from research faculty and other non-regular faculty members.

D.2 Duties:

(i) The TPR committee shall perform duties as specified by the Faculty Manual, the College Bylaws and the MSE Guidelines for Tenure, Promotion and Reappointment as appropriate for tenure, promotion and sabbatical leave. The TPR committee may, at its option, include the results of any votes by the committee in any reports of its actions with respect to tenure, promotion, and sabbatical leave.

(ii) The TPR committee will review and evaluate rank and tenure status for Search and Screen candidates within MSE and faculty associated with institutes and centers affiliated with those who seek full or joint faculty status within MSE.

(iii) The committee will evaluate and recommend responses (to the Chair) for research, joint and adjunct appointment requests made to MSE.

(iv) The committee will perform any other assigned duties regarding evaluation of academic credentials of individuals holding faculty ranks within the Department.

(v) The committee together with the Department Chair will be responsible for identifying and monitoring mentors for new faculty members at the rank of Assistant Professors.

E. Space and Resource Committee (SR)

E.1 Composition and Meetings:

The Space and Resource Committee shall be elected and consist of a minimum of three members of the Faculty. There will be one technical staff member on the committee. The faculty members will be elected at the final meeting of the faculty in the spring semester of each year, one of whom shall be elected chair by the committee. Each academic year, the committee membership shall only change by no more than 50% compared to the prior academic year. The committee will at a minimum meet once during Fall and once during Spring Semester. The Committee Chair or the Department Chair may call additional meetings of the committee as warranted.

E.2 Duties:

The Space and Resource Committee will consider and advise the Department Chair on issues directly affecting the operations within the Department's space as allocated by the College, including allotment of space to faculty and graduate students, long-range space utilization issues, and undergraduate and graduate program equipment usage, including upgrading and acquisition consideration. The committee will function as a forum for conflict resolution as regards space and facilities utilization within the Department. The committee will also collect ideas for new equipment, along with supporting documentation, from the faculty.

E.3 Actions:

The decisions of the committee shall be implemented upon approval by the Department Chair. The committee shall publish minutes of its proceedings together with actions of the Chair, with distribution to the faculty in a timely fashion.

F. Chair's Advisory Committee (CA)

As MSE continues to grow in number of faculty, students, and mission-related activities, there are increasing demands placed on the Chair. The purpose of the Chair's Advisory Committee is to help alleviate these demands by prioritizing needs, resource allocations, and actions and other activities that affect the general affairs of the Department.

F.1 Composition and Meetings:

The chairs of all standing committees shall constitute the CA Committee. The committee will meet as needed on the request of the Department Chair. Upon request of two of its members to Department Chair, a special meeting of CA will be called by the Department Chair within 2 weeks of the request, excluding university holidays.

F.2 Duties:

The committee will recommend priorities and activities to be carried out by the Chair and by the Department's standing and ad hoc committees.

F.3 Reporting: Following each meeting, the CA will provide the faculty with a report summarizing the meeting. The Department Chair will report back to CA prior to the next regular meeting of CA on the status of any actionable items.

G. Post-Tenure Review Committee

Whenever any MSE faculty member is scheduled for regular post-tenure review or in a period of post-tenure review remediation, a post-tenure review committee, separate from the regular Tenure, Promotion, Reappointment (TPR) Committee will be constituted. Only tenured Regular Faculty members are eligible for election to the post-tenure review committee. The committee must have a minimum of three members. The post-tenure review committee will elect its own chair. Faculty members undergoing Part II of PTR (as defined in Faculty Manual) are not eligible to serve on the PTR Committee. The Department will utilize reference letters submitted from outside the department on each faculty member under review for Part II of PTR.

Article V

Incidental Committees and Representation

A. Search and Screen (S&S) Committee for Regular Faculty Members

A.1 Composition and Meetings:

This committee is composed of members of the faculty elected at a meeting of the MSE faculty called in accordance with Article III; Section A, in response to the availability of a Regular Faculty position. The S&S committee comprises a minimum of three Regular Faculty members. Research and other Special Faculty may serve on the S&S committee as needed; however, voting status of these Special Faculty members on this committee will be determined by a majority vote of the Regular Faculty members on the S&S committee.

A.2 Duties:

(i) The S&S committee will be responsible for preparation of the faculty position announcement in accordance with faculty decisions and for arranging the search process. The S&S committee will ensure compliance with all current College and University guidelines for faculty search and recruitment.

(ii) The S&S committee will be responsible for selecting the list of potential candidates for presentation to the faculty for approval and for arranging interview visits for candidates.

(iii) The S&S committee will compile a list of final candidates for submission as recommendations to the faculty at a meeting for discussion. The voting faculty will vote approval by simple majority. Upon approval this list, with comments, will be forwarded to the Chair. The Chair will submit the list to the Dean, with their comments attached to the S&S

Committee report and take the needed steps, together with the College, to recruit the faculty member(s).

B. Search and Screen (S&S) Committee for Research and Special Faculty

B.1 Research Faculty

An individual may be nominated for a Research Faculty position by a Regular Faculty member. The faculty member submits the nomination first to the Chair who provides confirmation of availability of funding. The nomination is then taken up by the TPR committee, which assesses qualifications and recommends appointment and rank to the Chair. When an open search for a Research Faculty position is requested, then the S&S committee will function as described in subsections A.2 (i, ii, iii) above. Reappointment and Promotion procedures will follow the nomination process just described.

B.2 Other Special Faculty

Regular faculty members or the Chair identify faculty members for appointment to the rank of Special Faculty. This recommendation is discussed with the Chair of the Department. Upon request by the Department Chair, the Tenure Promotion Reappointment committee will assess the qualifications and provide its recommendation to the Chair for appointment to the Special Faculty ranks noted in Article I.

C. Assessment Committee

C.1 Composition and Meetings:

This committee is composed of one representative from the UGCS Committee, one representative from the GCS Committee and the Department Chair or their designee. In addition, the Student Services Coordinator/Program Manager will also be a member of this committee. The committee will at a minimum meet once during Fall and once during Spring Semester. The Committee Chair or the Department Chair may call additional meetings of the committee as warranted.

C.2 Duties:

The Assessment committee will be responsible for coordinating the Departmental preparation for the different assessments (e.g. ABET, WEAVE). This Committee will work closely with the UGCS, the GCS and the Department faculty to ensure timely preparation for the assessments including data collection, preparation of the documents and needed follow through. This committee will also work closely with the College and University regarding assessment including identifying Departmental representatives on College and University level assessment committees.

D. Selection of other University representatives

The faculty will elect representatives to the various College and University committees as needed.

Material Sciences and Engineering: Dept Bylaw Review in accordance with the 18-19 Faculty Manual

Final Audit Report

2018-12-13

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