



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: Genetics and Biochemistry

Date

4/9/2022

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

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		

Bylaws

Department of Genetics and Biochemistry

College of Science

Clemson University

Approved on April 4, 2022

Bylaws

Department of Genetics and Biochemistry

The University Faculty Manual shall govern matters not treated in the Bylaws. The Faculty Manual shall take precedence if conflicts with the Bylaws arise.

ARTICLE I. PREAMBLE

The mission of the Department of Genetics and Biochemistry, herein called the Department, is to:

1. Conduct innovative research and educate undergraduate and graduate students in the fields of Genetics and Biochemistry to fulfill future needs for well-trained specialists in each discipline.
2. Teach undergraduate and graduate courses in the disciplines of Genetics and Biochemistry.
3. Serve conscientiously the College, University, and wider community.

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

Nothing in these Bylaws shall be construed as limiting or discouraging the rights of 1) groups or individuals of the faculty from initiating actions or resolving problems through direct consultation with the Department Chair, and 2) the Department Chair to discuss and formulate programs of action with such individuals or groups as s/he/they may choose.

ARTICLE II. DEPARTMENTAL STRUCTURE

Section 1. Department Chair

The Department Chair, their selection, responsibilities, and review are described in the Faculty Manual. The Department Chair will perform the functions and be reviewed as defined by the Faculty Manual. In exercising leadership in the improvement of departmental programs and of the departmental faculty, a Department Chair is expected to take initiatives to report the unit's needs and advocate its goals and plans.

Section 2. Department Faculty

The Department faculty is comprised of those individuals, associated with the Department, who hold full-time appointments at either Regular, or Special Faculty ranks, as specified by Faculty Manual:

Regular Faculty include the following ranks: Assistant Professor, Associate Professor, and Professor.

Special Faculty include the following ranks: Research Faculty, Lecturer, Temporary Lecturer, Senior Lecturer, Principal Lecturer, Post-Doctoral Research Fellow, Part-time Faculty, Visiting Faculty, and Adjunct Faculty. The Department does not have Extension Faculty, Clinical Faculty, or Professor of Practice faculty ranks. Appointment of Research Faculty and Adjunct Faculty requires approval of the departmental TPR committee and Department Chair.

Emeritus Faculty and Retired Faculty are defined by the Faculty Manual and are not voting members of the department.

Voting members are Regular Faculty holding full-time majority (equal or greater than 51%), tenured or tenure-track positions in the Department at the following ranks: Assistant Professor, Associate Professor, and Professor. Full-time Lecturers at all rank (Lecturer, Senior Lecturer, Principal Lecturer) are eligible to vote except for those matters where the vote is restricted to Regular Faculty by the Faculty Manual and/or the Constitution of the Faculty of Clemson University.

Selection, appointment, and review of Department faculty will be conducted as defined in the Faculty Manual and by the University and the departmental TPR guidelines.

Section 3. Staff

The Staff consists of those full-time and part-time personnel holding classified or unclassified non-faculty positions administered by the Department. Staff will be reviewed according to Human Resources policy and the University guidelines.

Section 4. Students

Undergraduate students of the Department are those students declaring a major administered by the Department.

Graduate students of the Department are those students admitted by the Graduate School and accepted into graduate programs administered by the Department.

ARTICLE III. MEETINGS

Department faculty will meet at least once each fall and spring semester. The Department Chair may call faculty meetings for the purpose of making announcements and conducting urgent, recurring, and/or usual Departmental business. The Department Chair shall call faculty meetings at the request of the chairperson of a departmental committee or at the

written request of four Departmental voting members. Whenever possible all meetings of the Department shall require at least a 24-hour notice including a published agenda.

All Regular Faculty holding majority appointment in the Department and Lecturers at all rank may attend Departmental Faculty Meetings. Other Special Faculty may attend by invitation of the Chair. but only Departmental Voting Faculty may vote.

The Voting Faculty defined as all Regular Faculty holding full-time majority (equal or greater than 51%), tenured or tenure-track positions in the Department at the following ranks: Assistant Professor, Associate Professor, and Professor. A quorum requires fifty-one percent of the Departmental Voting Faculty. A simple majority of the Departmental Voting Faculty present will suffice for all votes, unless otherwise stated in the Departmental Bylaws or other guidelines. In the event of a tie in voting, the Department Chair will break the tie.

ARTICLE IV. COMMITTEES AND COORDINATORS

The following standing committees shall act on behalf of the faculty, staff, and students of the Department as is possible and permitted by the College of Science and Clemson University. The term of membership on a departmental standing committee is three years and may be renewed, with the exception of the Tenure, Promotion, and Reappointment Committee.

Section 1. Advisory Committee

The Advisory Committee shall serve as the principal committee for advising the Department Chair on all matters affecting the department, as requested by the Department Chair, other faculty members, staff, administrators or as deemed appropriate by the committee members. The Advisory Committee shall consist of at least three tenured and tenure-track faculty members who will be appointed by the Department Chair. The Department Chair shall serve as chair.

Section 2. Staff Advisory Committee

The Staff Advisory Committee shall advise the Department Chair and/or the Advisory Committee on matters of concern to the Departmental staff. This committee shall consist of at least three departmental classified and unclassified staff to represent the composition of the staff including, administration, clerical, research, and preparatory. The Committee chair will be elected by the committee from within the committee membership.

Section 3. Curriculum Committee

The Curriculum Committee has primary responsibility for the undergraduate and graduate curricula within the Department. This committee is also responsible for curriculum development and implementation. The Curriculum Committee shall consist of at least four Regular Faculty members and Lecturers appointed by the Department Chair. The chair (Regular Faculty) will be elected by the Committee from within its membership. The

Curriculum Committee chair shall serve as the Departmental representative to the College Curriculum Committee, along with an alternate representative (Regular Faculty), also elected by the Curriculum Committee from within its membership. All courses and curricula shall be submitted to the Departmental faculty as a whole for approval. The Department may establish separate undergraduate and graduate curriculum committees as deemed necessary.

Section 4. Graduate Committee and RIP Programming Committee

The Graduate Committee shall develop and strengthen existing Departmental graduate programs, explore the feasibility of new programs, establish and enforce policies for administration and tracking of the program as outlined in the Graduate Handbook, which is the official reference for Departmental Graduate Program policies. The Graduate Committee also coordinates the recruitment, selection, and admission of graduate students, and makes recommendations for financial support. The Graduate Committee also advises the Curriculum Committee on all graduate curricular matters. The Graduate Committee shall be composed of at least four Regular faculty members appointed by the Department Chair. The chair of the Graduate Committee shall be elected by the Committee from its membership. The Chair of the Graduate Committee shall serve as the Department Graduate Coordinator for the graduate programs, and will represent the Department on the College Graduate Advisory Committee. In the event of a tie in voting, the Graduate Coordinator will break the tie. Graduate Research In Progress (RIP) Programming Committee appointed by Department Chair will be responsible for planning and coordination of RIP symposium.

Section 5. Scholarships and Awards Committee

The Scholarship and Awards Committee will coordinate and facilitate determination of recipients of Departmental awards/scholarships; recommend candidates for undergraduate and graduate Departmental, College, and University awards; and recommend candidates for faculty and staff awards, as necessary. The Scholarship and Awards Committee shall be composed of at least three faculty members (Regular, or Lecturer, any rank) appointed by the Department Chair. The chair of the Committee shall be (Regular Faculty) elected from within its membership. The Scholarship and Awards Committee chair shall serve as the Department representative to the College Scholarship and Awards Committee, along with an alternate elected by the Committee from within its membership.

Section 6. Tenure, Promotion, and Reappointment Committee

The Tenure, Promotion, and Reappointment (TPR) Committee will carry out the Department's TPR and Post-Tenure Review (PTR) procedures as described in the Reappointment, Tenure, Promotion and Post-tenure Review Guidelines for the Department of Genetics & Biochemistry. See the Guidelines for details.

Section 7. Search and Screening Committees

Search and Screening Committees for Regular Faculty shall consist of at least five Regular faculty members appointed by the Department Chair in consultation with the Advisory Committee. Special Rank faculty (Lecturers of all rank) may serve as needed. The chair of

the search and screening committee shall be a Regular faculty member elected by the Committee from its own membership.

Search and Screening Committees for Special Faculty Ranks (Lecturers) shall consist of at least three Regular Faculty, and Lecturers (any rank) appointed by the Department Chair. The chair of the search and screening committee shall be a Regular faculty member elected by the Committee from its own membership.

Section 8. Other Committees

The Departmental faculty may recommend the constitution of other *ad hoc* committees as needed or as recommended by the University, the Faculty Manual, or as the Department Chair deems necessary. The duration of *ad hoc* committees is for one year, but can be extended by the Department Chair or faculty vote. When needed, an *ad hoc* committee may turn into a standing committee. Membership on ad-hoc committees may include Regular Faculty, Special Rank faculty, Staff, and Students, as determined either by Department Chair or a majority vote of the faculty. The creation of standing committees other than those specified in the Bylaws constitutes an amendment to the Bylaws as described in ARTICLE VII.

The Department Chair will be responsible for appointment of faculty, staff, students to serve on other committees or as coordinator, as required by the Department, College and University.

ARTICLE VI. PARLIAMENTARY AUTHORITY AND PROCEDURES

Robert's Rules of Order Newly Revised shall govern the faculty organization and committees when required, and when they are not inconsistent with these Bylaws, and any special rules of order the organization might adopt. A quorum for any meeting of the faculty or their representative committees shall consist of 51% of the Department faculty voting membership. Faculty on leave will not be counted in the quorum determination. Absentee ballots will be accepted for any issue that requires a written ballot, except for TPR decisions, provided that the ballots arrive in a timely fashion. Proxy votes shall not be accepted for any issue.

ARTICLE VII. AMENDMENTS OF THE BYLAWS

These Bylaws can be amended at any meeting of the faculty of the Department by a two-thirds vote, provided that the amendment and the date of the meeting have been distributed in writing to each member of the faculty at least two weeks in advance of the meeting when the vote is to be taken. Amendments to Departmental Bylaws become operational upon approval by the Faculty and by the College and the University administration