



Departmental Bylaws Routing Sheet
Requirements based on 2020-2021 *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 – 2020-2021 Faculty Manual

Department: Educatiol and Human Development

Date

1/20/2021

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		

Comments

EHD Bylaws

Clemson University
College of Education
Education and Human Development (EHD)
Bylaws

Approved by EHD Faculty Vote
September 11, 2020

Signatures:

EHD Department Chair:

, Debi Switzer

College of Education Founding Dean:

, George J. Petersen

Executive Vice President and Provost:

_____, Robert H Jones

Department of Education and Human Development Bylaws
College of Education Clemson University
September 11, 2020

Preamble

The Department of Education and Human Development in the College of Education hereby establishes the following bylaws to provide a mechanism for participation in planning, policy making and decision making, with regard to academic matters and in matters that may affect the welfare of its members and the mission of the Department, College, and University. Departmental bylaws may not contradict the *Faculty Manual*; any provisions that contradict the *Faculty Manual* are null and void.

Article I. Name and Vision

A. Name

The official name shall be “Department of Education and Human Development” herein designated “EHD.” The name shall be represented on all official documents and associated with all official business.

B. Vision

Clemson University’s Department of Education and Human Development (EHD) will prepare professionals to provide exemplary leadership and educational services to improve outcomes for ALL persons, with an emphasis on underserved schools and communities. EHD will be a state and national leader in addressing issues within schools and communities by:

- Delivering outstanding practitioner preparation programs,
- Conducting high-quality research that informs policy and practice, and
- Enhancing outreach and advocacy through collaborative relationships/partnerships.

EHD endorses education as the foundation through which all persons are empowered to live healthy, fulfilling, and productive lives.

Article II. Membership

Voting membership shall consist of all regular faculty and special faculty with an appointment in EHD. Faculty with voting privileges are eligible to serve on college and department committees and to vote as departmental committee members, except as stipulated in the *Faculty Manual*.

Votes will be taken by a show of hands or voice unless a secret ballot is requested by any member. Matters may be decided by email or electronic ballot as needed.

Article III. Quorum

A quorum of the faculty shall consist of a simple majority of the voting faculty, excluding faculty on leave. This number will be established and entered into the minutes of the first meeting of each semester. Every effort shall be made to conduct business that requires a faculty vote during the fall and spring semesters. Conscientious effort shall be made to ensure full faculty participation.

Article IV. Meetings

A. Regular Meetings

The faculty shall meet regularly, typically at least three times during each academic term, but at least once per fall and spring semesters. Meetings shall be moderated by the Chair or his/her designee. Meeting dates and business items requiring a vote of the faculty shall be communicated to faculty by email and/or web posting at least four business days prior to the scheduled vote. Exceptions to this rule for business items require (a) a specific motion to suspend rules which details what will be voted upon, and (b) passage of the motion to suspend rules by two-thirds of the voting faculty. Meetings of the voting faculty, standing committees, or ad hoc committees in which a vote is scheduled shall be conducted according to the most recent edition of Robert's Rules of Order. The Chair shall appoint a person who will keep records of these meetings and will make the minutes available to the faculty within one month following the meeting.

B. Special Meetings

A special or emergency faculty meeting may be called with less than one week's notification by the Chair in extremely rare situations where the Chair has documented evidence that strongly suggests the well-being of the faculty is in danger if such a meeting is not held within the week. Faculty members may also request that the Chair call a special or emergency meeting if five or more faculty members send similar documentation to the Chair via written or electronic communication.

C. Special Votes

Special faculty votes on issues raised in faculty meetings can be taken outside a faculty meeting via electronic means. This requires voting faculty, during a faculty meeting, to pass a motion for a special vote. Such a motion must clearly state the issue/question for voting, the time frame and procedure for the vote, and the means for dissemination of results. All voting results will be entered into the next faculty meeting minutes. Electronic votes will

include faculty names unless an anonymous ballot has been requested and passed by the faculty.

Article V. Amendments to the Bylaws

The bylaws may be amended by a two-thirds approval of voting faculty. Dates of amendment approvals and a brief statement of change should be recorded in an Appendix by the Chair of EHD or his/her designee.

Article VI. Standing Committees

The standing committees for each Faculty are as follows:

1. Advisory Committee;
2. Curriculum Committee;
3. Doctoral Program Advisory Committees, one for each degree:
 - a. Learning Sciences (LS) Ph.D.
 - b. Language, Literacy, and Culture (LLC) Ph.D.
 - c. Special Education (SpEd) Ph.D.
4. Promotion, Tenure, and Appointment Renewal (TPR) Committee;
5. Post Tenure Review (PTR) Committee;
6. Elections Committee.
7. Strategic Plan Committee (SPC)

A. Membership

1. All voting members of the faculty, as determined in Article II, are eligible to serve on standing committees as stated in the committee descriptions. Note: based on the description of the responsibilities shared by Faculty at Clemson University, voting members on the committees as outlined in the *Faculty Manual* are limited to regular faculty. Members of all standing committees serve 3-year terms, unless otherwise noted. The term of a committee member will be extended to allow him or her to fulfill associated college or university committee term obligations. When a committee is first initiated, terms of service will be staggered randomly among the members.
2. Members of all committees shall be elected at large, except where otherwise specified.
3. Students: Student representation on committees is encouraged where appropriate. Students shall be non-voting members. The method for selecting student members will be determined by the committee.

B. Meetings

Meetings shall be called by the committee chair at least once every semester, or more often as appropriate to conduct committee business. Following each spring election, the current

committee chair will call a meeting with continuing and new members to choose the chair for the following year. The current chair will promptly notify the Elections Chair of this choice. A standing committee chair may be removed by a two-thirds vote of the committee that he/she chairs. The committee chair shall delegate the recording of minutes, or other form of report, for each meeting. The committee chair shall distribute the minutes or other report of each meeting to the committee members and to the Chair within two weeks of the meeting. Minutes or other reports for each meeting shall include a description of all the formal actions taken and the names of all members in attendance. Each committee chair will submit an academic year committee 1-page summary to the EHD Department Chair by May 1st. The summary will include a list of issues tackled, list of actions taken, attendance of members, and notations about above-average member participation/contributions.

C. Reports

Committee reports requiring action by the faculty shall be distributed by the committee chair to the faculty at least four business days prior to the scheduled faculty meeting. Amendments may be made from the floor in accordance with Robert's Rules of Order. Standing committee chairs should present an oral or written report of committee activities to the EHD faculty during regular faculty meetings, as appropriate. All meeting minutes, reports, announcements, and other correspondence may be transmitted to the faculty in the form of e-mail and/or web posting.

D. Standing Committee Descriptions

1. Advisory Committee

Membership

All voting departmental faculty.

Responsibilities

The department chair is the standing chair of this committee. The advisory committee shall advise the chair on matters that the chair or faculty bring to the committee, which include but are not limited to: (a) advising on academic issues, (b) evaluating and recommending resources, and (c) addressing general faculty concerns. The Advisory Committee meets concurrently with the departmental meeting.

2. Curriculum Committee

Membership

Each academic unit/program area will elect a regular or special faculty member as a representative to the department curriculum committee.

Responsibilities

The Curriculum Committee is to review proposals for course changes, new courses, and other curricular changes. The Committee shall evaluate and make recommendations to the faculty on all academic requirements, courses, and curricula. The department Curriculum Committee will elect a chair who will then serve as the department's representative to the college curriculum committee. The Curriculum Committee will provide representation for interdisciplinary collegiate or University curriculum-related activities. In years when the term(s) of the EHD representative(s) to the College of Education (CoE) Curriculum Committee end, the EHD Committee, at a spring meeting, will select a member to serve the 3-year term on the COE Curriculum Committee. This member's term will be extended in the EHD Curriculum Committee to include the 3 years. The current chair will promptly notify the Elections Chair of the choice.

3. Doctoral Program Advisory Committees: LS, LLC, and SpEd

Membership

All of the Special Education faculty serve on the Special Education Doctoral Advisory Committee. All LLC faculty serve on the LLC Doctoral Advisory Committee. All Learning Sciences faculty serve on the LS Doctoral Advisory Committee.

Responsibilities

Each Doctoral Program Committee is responsible to oversee its program including general monitoring of student progress as well as recommending to the faculty: (a) program policies and procedures, (b) draft responses to Graduate School requests, and (c) candidates for admission.

4. Promotion, Tenure and Appointment Renewal (TPR) Committee

Membership and Responsibilities

The TPR Committee composition and details of its responsibilities are described in the EHD TPR Guidelines document.

The Committee shall operate in accordance with the policies and procedures specified in the department's Tenure, Promotion, and Reappointment (TPR) Guidelines. The Department's TPR Guidelines must be aligned with Clemson's *Faculty Manual* and, as such, must be approved by the Department's regular faculty, the Department Chair, the Dean of the College of Education, and the Provost.

5. Post-Tenure Review (PTR) Committee

Membership and Responsibilities

The PTR Committee composition and details of its responsibilities are described in the EHD TPR Guidelines document.

The Committee shall operate in accordance with the policies and procedures specified in the department's Tenure, Promotion, and Reappointment (TPR) Guidelines. The Department's PTR Guidelines must be aligned with Clemson's *Faculty Manual* and, as such, must be approved by the Department's regular faculty, the Department Chair, the Dean of the College of Education, and the Provost.

The PTR Committee will also perform the first review for all requests for sabbatical leave. The dates and steps for sabbatical leave are detailed in the Faculty Manual.

6. Elections Committee

Membership

Two members appointed by the Chair.

Responsibilities

The Elections Committee runs elections as needed. See (Appendix A) for Election procedures. The Committee Chair serves on the CoE Elections Committee.

Article VII. Ad-Hoc Committees.

The Chair may establish special committees as deemed appropriate. These committees shall have such members and duties and terms of office as determined by the Chair with the advice and consent of the Department Advisory Committee. Ad-Hoc Committees will have a term-limit of no more than one year. If a Committee is necessary for longer than that, it must become a standing committee through an amendment to the bylaws.

Article VIII. Department Policies and Procedures

All policies and procedures may not contradict the *Faculty Manual*. Any provisions that contradict the *Faculty Manual* are null and void

1. Procedure for Vetting Visiting, Temporary, or Part-time Faculty.
Applicants for visiting, temporary, or part-time faculty positions will be reviewed and evaluated by (a) regular and special faculty who typically teach courses in the discipline/academic unit where the appointee will be assigned, and/or (b) faculty who

will be mentoring the visiting, temporary, or part-time faculty member on Clemson policies, syllabi, assessments, accreditation, and so forth. Reviewers will provide feedback and recommendations to approve or not approve applicants to teach or supervise courses to the Chair.

2. Recruitment and Appointment of Faculty.
 - a. Only appointments to faculty ranks specified in the *Faculty Manual* shall be made.
 - b. Regular and/or special faculty within an academic unit will engage in peer review and evaluation for the purpose of recommending appointment, renewal, and tenure.
 - c. Procedures for Faculty Appointments
 - i. Regular Ranks
 1. Candidates for regular faculty appointments shall be recruited, screened, and evaluated by search and screening committee members who are (a) current members of the academic unit in which the regular faculty position is housed, (b) regular and/or special faculty elected by academic unit peers to serve on the search and screening committee, (c) and approved by the department chair. Whenever feasible, the search and screening committee should include minority group members, women, and/or individuals with disabilities.
 2. All regular and special faculty within the department shall have access to applicants' credentials and will provide feedback and recommendations regarding selection.
 3. Search and screening committee members shall nominate suitable candidates and recommend candidates' ranks and tenure status (upon appointment) to the department chair.
 4. Based on search and screening committee members' nominations, the department chair shall make recommendations to the dean and indicate the faculty's degree of support for recommended candidates as well as rank and tenure status recommendations.
 - ii. Special Ranks
 1. Candidates for appointment to special faculty ranks shall be recruited, screened, and evaluated by search committee members who are (a) current members of the academic unit in which the special rank position is housed, (b) regular and/or special faculty elected by academic unit peers to serve on the search and screening committee, (c) and approved by the department chair. Whenever feasible, the search and screening committee should include minority group members, women, and/or individuals with disabilities
 2. All regular and special faculty within the department shall have access to applicants' credentials and will provide feedback and recommendations regarding selection.
 3. Search and screening committee members shall nominate suitable candidates and recommend candidates' ranks and tenure status (upon appointment) to the department chair.

4. Based on search and screening committee members' nominations, the department chair shall make recommendations to the dean and indicate the faculty's degree of support for recommended candidates

Appendix A: Election Procedures

- A. The elections will be held each spring prior to or simultaneously with the College of Education elections. The Election Chair will send his/her faculty a list of those committees at all levels with open seats.
- B. At-large Elections:
1. The Election Chair will receive electronic nominations from the nominees themselves. Nominations may be made from the floor of faculty meetings, as long as the nominee gives verbal consent, recorded in the minutes of the meeting. Nominations will be collected for a minimum of 3 days.
 2. The slate will be emailed to faculty with the names of all nominees who will appear on his/her ballot. The slate will be emailed at least 2 days before the election.
 3. The Election Committee shall conduct the election by secret ballot. A valid ballot is one in which there are as many votes in that committee election as there are vacancies for that committee. There are no write-ins. There is no absentee voting if the election is internet- based. Collection of ballots must continue for no less than 2.5 days.
 4. Election will be by plurality.
 5. The election results shall be emailed to the faculty no later than working 3 days after the deadline for voting. The election committee will keep committee memberships current on the College website.
 6. In the event that a vacancy occurs on a committee after the spring election, the Department Chair in consultation with the Committee Chair may appoint an interim member to fill the vacancy until the next spring election.

Appendix B: Record of Amendments

Date of Approved Amendment	Brief Statement of Change(s)

Appendix C: Record of Approved Policies