



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: Educational & Organizational Leadership 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		*	
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

Note Article VI, A mentions Appendix IV but this appendix does not exist. It also references Part VII, Section L of the Faculty Manual as being related to TPR but the chapters of the Faculty Manual have been reordered and this reference is not appropriate now.

- The PTR committee must be described in the TPR document - even if it is described in the bylaws, the TPR document's description will be the one that applies. Having the committee described in two places may lead to contradictions.



**Bylaws for the Department of
Educational & Organizational Leadership Development (EOLD)
in the College of Education**

Approved by EOLD Faculty Vote 25 February 2020

A handwritten signature in black ink, consisting of a dense, circular scribble of lines that tapers into a long, horizontal flourish extending to the right.

Jane Clark Lindle, EOLD Department Chair

A handwritten signature in blue ink, written in a cursive style with a prominent, sweeping initial 'G'.

George J. Petersen, Founding Dean College of Education

A handwritten signature in black ink, consisting of a series of horizontal, slightly wavy lines.

Robert. Jones, Executive Vice President and Provost

**Bylaws for the Department of
Educational & Organizational Leadership Development (EOLD)
in the College of Education**

Mission Statement

The focus of EOLD is leadership development in educational and organizational environments. EOLD programs are offered for student affairs personnel, higher education professionals, and P-12 educational and other organizational leaders. EOLD programs are intended to promote the growth, education and development of individuals with an emphasis on serving underperforming organizations and diverse populations, building skills working with individuals that have been underserved, participating in multiple, immersive and diverse settings, and engaging in high quality, applied research and professional learning.

EOLD programs emphasize:

- the use of research-based best practices;
- the development of leaders who expand the talents and performances of individuals and organizations;
- the use of proven performance improvement and talent management practices to add value and sustain measureable results in the workplace;
- the development of ethical leaders who are prepared to advocate for improved policy and practice to facilitate equitable learning contexts for all students;
- the preparation of coaches and athletic administrators in interscholastic and intercollegiate educational settings based on the current national standards for sport coaches; and
- the development of administrative and counseling competencies and skills in higher education

History

Portions of this academic department have existed at Clemson University since the late 1980s. The prior configuration was known as The Faculty of Leadership, Counselor Education, Human and Organizational Development (LCH) established in 2006. In prior manifestations, this unit was referred to as Leadership, Technology, and Counselor Education; Educational Leadership and Counselor Education; and previously was formed from three stand-alone departments of Educational Leadership, Counselor Education, and Human Resource Development.

The current unit comprises the following programs:

- Administration & Supervision (P12)
- Athletic Leadership
- Call Me Mister
- Educational Leadership (P20 – Elementary/Secondary & Post-Secondary)
- Education Systems Improvement Science
- Human Resources and Development (HRD)
- Student Affairs

These bylaws shall be governed by the organization and procedures of the Faculty Manual of Clemson University and of the College of Education (the College) and provide the mechanisms 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 College and the EOLD Department. EOLD Bylaws may not contradict the Faculty Manual.

The purpose of these bylaws shall be to guide the faculty in its role in Clemson University's (the University) governance. Specifically, these bylaws include policies and procedures concerning teaching/advising, research, public service/outreach, faculty and student welfare, and other matters pertaining to the common professional goals of its membership; to approve proposals for new or revised academic requirements, courses, and curricula within the College; to elect representatives to University commissions, committees, councils and the Faculty Senate as required; and to provide a channel for recommendations to various University organizations and administration.

Article I: Name, Membership, Mission, Conceptual Framework, and Organizational Structure and Governance

A. Name

The official name of this unit shall be **Educational & Organizational Leadership Development**, herein designated as **EOLD**. The name shall be represented on all official documents and associated with all official business.

B. Membership

EOLD bylaws follow the categories and definitions of "faculty" as outlined in the current version of the *Faculty Manual*. Faculty will be used as a generic term throughout this document and includes all individuals appointed as Regular Faculty, Special Faculty, and when applicable, Emeritus Faculty.

C. Organizational Structure

EOLD's organizational structure within the College of Education (the College) is reflected in Appendix I. Changes to the organizational structure are voted by EOLD faculty. Communication of any proposed or pending modifications to the organizational structure may be presented to all EOLD faculty with adequate notice (defined as at least 8 weekdays or 5 business days) before regularly scheduled meetings as outlined in Article V: Meetings.

D. Organizational Governance

EOLD functions in accordance with the University Faculty Manual and the College of Education (CoE) bylaws. EOLD values the scholarship and practice of educational leadership and offers rotating leadership roles to interested and qualified faculty who desire to function as unit leaders during their tenure. Academic administrators within the department include:

(1) Chair, (2) Assistant Chair, (3) Director of Graduate Studies, and (4) Program Coordinator. As outlined in the University Faculty Manual, the EOLD Department Chair retains both responsibility and accountability to all leadership functions in the department; however, tasks are distributed amongst the leadership roles to facilitate timely completion.

Article II: Voting Membership

Voting membership shall consist of all full-time regular faculty and full-time special faculty with an appointment in EOLD. Faculty with voting privileges are eligible to serve on departmental committees and to vote as departmental committee members, except as stipulated in the current version of the *Faculty Manual*.

Votes will be taken by a show of hands or voice (including video or phone conference participation) 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 EOLD faculty shall consist of a simple majority of the voting members, excluding faculty on leave. Every effort will be made to conduct business that requires a faculty vote during the fall or spring semesters. Agenda and attachments for consideration should be prepared with adequate notice (defined as at least 8 weekdays or 5 business days prior).

Article IV: Amendments to the Bylaws

Any proposed amendment to these bylaws shall be advertised and circulated in writing to all unit members with adequate notice (defined as at least 8 weekdays or 5 business days) before any vote or other action. Amendments or additions to these bylaws shall be consistent with standing University policy. There will be a meeting for the reading of the proposed amendment and a second reading, with at least a week's pause between readings, prior to the vote. Amendments shall be approved by a two-thirds majority of the unit Faculty. Electronic ballots are permissible and should be monitored/audited by EOLD's election committee.

Article V: Department and Committee Meetings

A. Regular Meetings

The faculty shall meet regularly, typically at least two times during each academic semester. Meetings shall be moderated by the Chair or designee. Before the end of the spring semester the meeting dates for the next academic year (fall and spring) should be distributed to EOLD faculty. Minutes shall be recorded at each meeting and available for faculty review within eight weekdays. Faculty-approved minutes shall be archived and accessible to all faculty per

University and College requirements within eight weekdays after the meeting in which faculty approved them.

B. Special Meetings

A special or emergency faculty meeting can be called by the Chair and/or by a two-thirds majority vote of the faculty with at least 48 hours notice to the faculty.

Article VI: Standing Committees

This section describes EOLD's standing committees. Proposed additions or changes to the standing committees can be initiated by chairs or co-chairs of the EOLD committees and presented to full faculty for review and vote as outlined in Article IV. The following are EOLD standing committees:

- 1) Advisory Committee
- 2) Curriculum Committee (associated with the University Graduate Curriculum Committee)
- 3) Doctoral Committee
- 4) Tenure, Promotion, and Appointment/Reappointment Review Committee (TPR)
- 5) Post Tenure Review Committee (PTR)
- 6) Election Committee

A. Membership

1. All voting members of the faculty, as determined in Article II, are eligible to serve on standing departmental committees as stated in the committee descriptions. Voting privileges include all faculty for the Advisory Committee; regular faculty/tenure track for the Curriculum Committee; and for the Tenure, Promotion & Reappointment (TPR) Committee, tenured faculty and full professors per the guidelines in Appendix IV and in *Faculty Manual*, Part VII, Section L. Members of all standing committees serve three-year terms, with possibility of re-election, unless otherwise noted. Exceptions to these term limits include any associated College or University committee term obligations (such as those associated with the Curriculum Committee).

2. Members of committees shall be elected by a majority of the voting faculty (refer to Articles II and III) in the final spring faculty meeting. Each committee will elect a Chair, unless stipulated by these bylaws. Recorded minutes should be archived per accreditation and Freedom of Information Act requirements via the Administrative Assistant.

B. Meetings

Each standing committee shall have a chair elected by members of the committee, unless stipulated in Section D of these bylaws. Meetings shall be called by the committee chair at least once every semester, or more often as appropriate to conduct committee business. Yearly goals and agenda should be set and distributed no later than May 15th for the next calendar year. Committee business may be conducted through appropriate technologies. The

committee chair shall make every effort to prepare post and distribute the agenda for each meeting to committee members and faculty a week in advance of the meeting. Distribution shall occur through the least expensive and most efficient media possible.

C. Reports

Committee reports requiring action by the faculty shall be distributed by the committee chair to the faculty at least one calendar week prior to the scheduled faculty meeting. Amendments may be made from the floor in accordance with Robert's Rules of Order.

All meeting minutes, reports, announcements, and other correspondence may be transmitted to the faculty in the form of hard copies, electronic mail (e-mail), or Web posting.

D. Standing Committee Descriptions

1) Advisory Committee

Membership

The Advisory Committee consists of Program Coordinators and two (2) faculty members elected at large for staggered three year terms. The EOLD Chair serves as the Chair of the Advisory Committee.

Responsibilities

The Advisory Committee shall represent faculty program and student interests in the following manner: (a) advising on academic issues, (b) evaluating and recommending resources, and (c) addressing general faculty concerns (refer to *Faculty Manual*, Part VII, Section K). The Advisory Committee should meet at least two times per the fall and spring semesters.

2) Curriculum Committee

Membership

The Curriculum Committee is comprised of regular faculty members representing each program area, serving three (3) year staggered terms. The committee chair shall be elected by the members of the committee and serve for a two-year term; however, given the constraints of the *Faculty Manual* (Part VII, Section L), the Chair must be a tenure-track faculty member. The committee chair shall represent the department at all College and university curriculum meetings where a voting departmental representative is needed.

Responsibilities

The Curriculum Committee reviews proposals for course changes, new courses, program proposals and other curricular changes in consultation with program area assessment data. The committee shall evaluate and make recommendations to the faculty on all academic requirements, courses, and curricula. The Curriculum Committee will provide representation for interdisciplinary school, college, or university curriculum-related activities.

3) Doctoral Program Committees

Membership

The Doctoral Program Committees are comprised of faculty members (including special ranks) interested in and involved in any aspect of doctoral education. The committee chair shall be elected by the members of the committee.

Responsibilities

The Doctoral Program Committees are responsible for overseeing EOLD's doctoral programs, including policies and procedures, responses to requests from the Graduate School, and monitoring student progress from admissions through graduation. The Committee shall meet after the fall and spring application deadlines and prior to the opening of registration for the next term for timely admission decisions once time in each fall and spring semesters. The goals and meeting dates for each academic year should be established and distributed to committee members before the end of the faculty's contracts each May.

4) Tenure, Promotion and Reappointment (TPR)

Membership

The Tenure, Promotion, & Reappointment Committee will be constituted and function in accordance with the adopted TPR Guidelines.

Responsibilities

The Tenure, Promotion, & Reappointment Committee shall develop policies and procedures, which are aligned with those of the College and University, to govern peer review for all lecturers and tenure track faculty. These policies and procedures must be consistent with University policies and procedures (as delineated in the *Faculty Manual*), and must be approved by the faculty.

5) Post Tenure Review (PTR)

Membership

The Post Tenure Review Committee shall consist of three tenured faculty, elected at large, for two-year terms. Faculty should not run for election in the term they anticipate

being reviewed. The committee members elect the Chair of the Post Tenure Review Committee. See the current version of the *Faculty Manual*.

Responsibilities

The Post Tenure Review Committee will conduct Part I reviews for all eligible faculty in accordance with the guidelines in the current version of the *Faculty Manual*.

In the event a Part II review is necessary, the Post Tenure Review Committee will conduct a PTR according to the guidelines in the current version of the *Faculty Manual*, allowing each faculty member under review the option of having external support letters solicited, or having an external committee member in the review process.

6) Elections Committee

Membership

The Elections Committee will be composed of three members, elected by the faculty. These members will select their own chair.

Responsibilities

The Elections Committee shall develop policies and procedures for conducting elections according to guidelines established by the EOLD faculty in Appendix I. The Elections Committee shall also oversee the nominations and elections of representatives to department, College, and University committees. The Elections Committee shall conduct EOLD elections.

Article VII: Ad-Hoc Committees

EOLD faculty may establish ad hoc committees during a faculty meeting. The ad hoc committee must be established for a specific, simple purpose and can serve no longer than 12 months, or until the purpose of the committee is accomplished. An ad hoc committee cannot become a standing committee without a change in the bylaws, approved by EOLD faculty.

Article VIII: Tenure, Promotion, and Reappointment Guidelines

Statement of Scholarly Values

The TPR committee of EOLD looks for evidence of national and international recognition of the candidate's scholarship. As demonstration of such recognition, the Committee values the following type of productivity indicator. We further value a healthy balance of indicators, although some may be of such significance that they are weighted more heavily than others.

- Publically disseminated scholarship that creatively develops new ideas, applies knowledge for solving problems, and that generates significant research-based knowledge.
- Scholarship that is disseminated to an extensive range of sophisticated audiences utilizing multiple outlets appropriate in the scholar's field of study.
- Publication in prestigious scholarly outlets and measures of citations by others.
- Publication in several forms, including original research articles and books, book chapters, and published lectures. Books and book chapters that are peer reviewed by an editorial committee or peers are valued. Invited chapters in influential books, when the candidate can demonstrate that the invitation was based on scholarly reputation, are valued.
- Work that pushes scholarly boundaries and which may not always be appreciated by traditional publishing outlets.
- Scholarship that is disseminated in outlets that have demonstrated impact in their field of study.
- Letters of recommendation from scholars who have significant records of scholarship in the candidate's field of study.
- Meaningful, documented collaborations on significant research projects.
- External funding of projects.
- Service as editor (including guest-editorship) of national or international professional journal. The prestige of the given journal is likewise important.
- Invited scholarly presentations.
- Development of an independent body of significant work beyond the final degree
- Sustained and continuous growth in significant research.
- Complementary relationship between teaching and scholarship and between service and scholarship.
- The demonstrated ability to foster scholarly excitement among students.

For detailed TPR Guidelines see the EOLD Tenure, Promotion, Reappointment Review Guidelines (TPR).

Article IX: Faculty Searches and Transfers

Search-and-Screening Committees shall be constituted as special ad hoc committees and shall include a sufficient number of committee members representing the program or degree-granting area, a student representative, and, when appropriate, a faculty or staff representative from other institutional affairs areas or partners from the field. All faculty searches follow the guidelines outlined in the *Faculty Manual*. Faculty search-and-screening committees should review the College's Community and Diversity Plan, consult with the College's and University's Diversity Committees, the University's Office of Access &

Equity, and engage the larger scholar-practitioner community in the diversification of the candidate pool.

EOLD encourages faculty to participate in faculty searches (job talks, meals, transportation, candidate evaluations), regardless of the faculty position or program areas. To ensure faculty have sufficient information to effectively contribute to the faculty search process, the following information should be distributed to the faculty during meetings or via electronic communication: 1) Description of job position or job announcement and 2) criteria for selection. In addition, the search-and-screening committee is responsible for soliciting and collecting feedback from EOLD faculty for each candidate. The feedback mechanism should be structured in a manner that maximizes efforts in collecting faculty feedback and provide additional insights. Members of the TPR committee may be consulted as appropriate to the position description and qualifications and per the instructions in the Faculty Manual concerning appointments as well as the specifications in EOLD's TPR Guidelines for initial appointments.

Article X: Ratification

The EOLD bylaws shall take effect upon being ratified by a two-thirds vote of all those faculty members eligible to vote (excluding faculty on leave).

Appendices

I. Elections Procedures Committee Structure and Election Procedure

Appendix I
Elections Procedures
Committee Structure and Election Procedure

Committee Structure

I. Nominees for University committees (elected by the College of Education -CoE). One elected nominee from the Faculty for each open University committee.

II. EOLD Faculty Representatives on CoE Committees

- Dean's Advisory Committee- EOLD Chair
- Research
- Elections- EOLD Election Committee Chair
- Scholarship, Awards, and Honors
- Technology, Learning Resources, and Public Relations
- Curriculum- EOLD Curriculum Committee Chair
- Community and Diversity
- College Advising
- Academic Advising

III. EOLD Faculty Representation on CoE Committee

- College of Education Advising Committee (SAC)- Chair, Program Coordinators
- Multicultural/Diversity

IV. EOLD Committees

- Advisory- Program coordinators and 2 faculty members at large
- *Curriculum- one faculty from each program area
- Doctoral – open membership to faculty interested in doctoral education
- *Tenure, Promotion, and Reappointment (TPR) – per TPR Guidelines[‡]
- *Post Tenure- three elected full professors
- Elections- Chair of EOLD, two appointed faculty

*Per Faculty Manual, voting membership is limited to tenure-track.

[‡]Per EOLD TPR guidelines, Principal and/or Senior Lecturers are members for consideration of appointments, reappointments, and promotions for special faculty ranks

Election Procedures

The election will be held each spring. The Election Chair will send faculty a list of committee at all levels with open seats.

EOLD Elections

Nominations will be solicited via e-mail and voting will be conducted in a spring faculty meeting or through electronic means.

B) College and University Elections

For University committee nominations (Academic Council; Academic Grievance; Graduate Academic Grievance; Graduate Academic Integrity; Athletic Council; Library Advisory; Freshman/Sophomore; Research Council ; Research Grants; Bookstore Advisory; Faculty Senate; CU Environmental Committee) and for College Committees (Research; Elections; Scholarship, Awards and Honors; Technology, Learning Resources, and Public Relations, Curriculum; Community and Diversity; College Advisory, Academic Advisory):

1. The Election Chair will accept self-nominations or nominations via email and/or is a regularly scheduled faculty. Nominations will be collected for a minimum of five days.
2. The appropriate slate of nominees will be emailed to faculty with the names of all nominees on the ballot.
3. The voting will occur for a minimum of three days, and it will be conducted via email. There is neither write-in nor absentee voting.
4. Election will be by plurality.
5. The election results will be emailed to the faculty, and communicated to the CoE Elections Chair.
6. In the event that a faculty vacancy occurs after the spring election, the Chair may appoint an interim member to fill the vacancy until the next spring election.
7. Following the EOLD elections, the elected committee members will schedule a meeting of continuing and new members to select the chair for the following term, and when necessary select members who will serve on College committees. The newly elected chair will notify the EOLD Election Chair and/or College Committee chair as appropriate. Membership begins with the fall term (August 15).

CoE Representatives:

- The Curriculum Committee chair will serve on the College's Curriculum Committee and as the representative on university's Curriculum Committee.
- The Elections Chair will serve on the CoE Elections Committee.
- CoE Scholarship, Awards, and Honors will select two representatives to serve on the College's Scholarships Committee.

