



# BYLAWS OF THE CLEMSON UNIVERSITY FACULTY SENATE

## ARTICLE I

### Name

The name of this assembly will be the Faculty Senate as outlined by Article II of the Constitution of the Faculty of Clemson University.

## ARTICLE II

### Object

*The Faculty Senate is the representative assembly of the faculty. It represents the faculty of Clemson University in its relationship with the university administration; recommends new policies or changes in existing policies to the Executive Vice President for Academic Affairs and Provost; and promotes the welfare of the faculty and of its individual members. Specifically, the Faculty Senate acts:*

- 1. to review and recommend academic policies, procedures, and practices at the university level;*
- 2. to preserve collective and individual faculty prerogatives as they are set forth in established university policies and procedures;*
- 3. to make recommendations on matters affecting faculty welfare;*
- 4. to provide good offices for the redress of faculty grievances; to articulate and promulgate faculty positions on issues of general concern within the university;*
- 5. to maintain liaison with the faculties of other colleges and universities on matters of common concern.*<sup>1</sup>

## ARTICLE III

### Membership

**Section 1. Membership.** *As a rule, there will be thirty-five members of the Faculty Senate.*<sup>2</sup>

**Section 2. Duties and Responsibilities.** The primary duties of senators are to promote and support the mission of the Faculty Constitution, abide by the policies and decisions of the Senate, advocate the policy positions of the Faculty Senate at all university governance levels, communicate with constituents, and recommend and assist in recruiting prospective Faculty Senators. Senators also serve as liaisons from the Faculty Senate to the University by attending events of importance to the mission of the Faculty Senate and developing and maintaining a working knowledge of the Faculty Senate, its programs, and current issues of higher education in general and Clemson University in particular. Senators serve on committees and/or task forces voluntarily or as requested. Senators are expected to prepare for each Senate meeting by reviewing meeting materials and formulating questions and responses to issues as well as attending meetings regularly (absence from two [2] regularly-scheduled Senate meetings during the Senate year [April to March], without prior notice, may be grounds of dismissal from Senate membership). Senators unable to attend should notify the Senate Office and work with their Lead Senator to identify an alternate to attend and participate as their proxy.

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<sup>1</sup> Constitution of Clemson University, Article II, Section 1

<sup>2</sup> Constitution of Clemson University, Article II, Section 2



**Section 3. Membership Eligibility.** *Any member of the Faculty may be eligible for membership on the Faculty Senate, except Department Chairs, School Directors, Deans, the Executive Vice President for Academic Affairs and Provost, Associate Provosts, Vice Presidents, the University President, and others with primarily administrative duties.*<sup>3</sup>

**Section 4. Senate Seat Allocation.** *Senate seats will be allocated according to the ratio of the number of members of the Faculty in a college to the total number of members of the Faculty in the university. Each college will have as many seats as are in the nearest whole number when its ratio is multiplied by thirty-five, provided each college has at least one representative. For the purposes of this calculation, the Library is considered a college. If the total number of seats allocated thus far is less than thirty-five, the remaining seats are allocated to the colleges with the larger fractions until there is a total of thirty-five members. If this formula produces an exact tie for a seat, each college involved will be awarded a seat. The Faculty Senate President will obtain a new allocation from the Chairperson of the Faculty during February of every odd-numbered year after the most recent allocation. This allocation will be given to the dean of each college in time for the March election and will control the numbers elected to the Faculty Senate at that time. If one or more members are gained, the collegiate faculty may designate new seats to have terms of less than three years to balance the terms within the College Delegation. If one member is lost in the new allocation, one fewer member will be elected to the Faculty Senate at that election. If the new allocation results in the loss of one or more members whose terms have not expired, the membership of the Senate will be temporarily enlarged to accommodate the new allocation. New allocations will be based on the number of members of the Faculty at the beginning of the fall semester.*<sup>4</sup>

**Section 5. Alternates.** *Each college, except the Library, shall elect two alternates on a yearly basis; the Library shall elect one*<sup>5</sup>. These faculty members will have the same membership eligibility described in Section 3 of this Article. These proxies will serve as substitutes for specific absent Senators from the same college, with the same status as a full member at any senate meeting, and vote in their absence. *Alternates may twice succeed themselves*<sup>6</sup>.

**Section 6. Resignation from Membership.** Resignation letters are sent to the College Delegation, the official responsible for College elections, the Lead Senator of the College, and the Secretary of the Faculty Senate. Upon receipt of the letter, the Lead Senator will facilitate the College's process of selecting an Alternate to complete the resigning member's term.

**Section 7. Senator Recall.**

**a. By the College.** The College submits a notice of recall signed by a majority of eligible voting faculty to the Lead Senator and the Secretary of the Faculty Senate. Upon receipt of the recall notice, the Lead Senator will facilitate the College's process of selecting an Alternate to complete the recalled member's term.

**b. By the Faculty Senate.** A recall recommendation can be sent to the College Delegation from the Faculty Senate Advisory Committee with two-thirds of the committee voting in favor

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<sup>3</sup> Constitution of Clemson University, Article II, Section 2

<sup>4</sup> Constitution of Clemson University, Article II, Section 2

<sup>5</sup> Constitution of Clemson University, Article II, Section 2

<sup>6</sup> Constitution of Clemson University, Article II, Section 2



of the recall. Upon receipt of the recommendation, the majority of eligible voting faculty must vote in favor of the recall.

## **ARTICLE IV**

### **Meetings**

**Section 1. Regular Meetings.** *The date and time of the regular monthly meetings of the Faculty Senate will be determined by the Advisory Committee. The schedule of the meetings for the year will be announced no later than the first day of May through appropriate communications. Except for executive sessions, all meetings of the Faculty Senate will be open to any member of the public. Any member of the faculty may present concerns to the Senate for the Senate's consideration, provided the faculty member notifies the Faculty Senate President or designee at least one week prior to the Senate meeting. Visitors may be invited by a member of the Advisory Committee to participate in any specific discussion.*<sup>7</sup>

**Section 2. Agenda.** The call to meeting and agenda will be distributed no later than seven calendar days prior to any regular Faculty Senate meeting. When setting the agenda, the Secretary is responsible for scheduling any member of the faculty who wishes to present concerns to the Faculty Senate during an identified Free Speech period.

#### **Section 3. Standing Agenda:**

Call to Order

##### 1. Reports

- a. Provost
- b. Standing Committees (3 minutes each)
- c. Temporary Committees (3 minutes each)
- d. University Committees (3 minutes each)
- e. Special Reports (3 minutes each)
- f. President of the Faculty Senate

##### 2. Unfinished Business

##### 3. New Business

Adjourn

**Section 4. Special Meetings.** With the approval of a majority of the Advisory Committee, special meetings of the Faculty Senate may be called at any time by the Faculty Senate President or by written petition by at least one-third of the Senate.

**Section 5. Quorum.** *Two-thirds of the membership of the Faculty Senate will be the quorum for the transaction of all business.*<sup>8</sup>

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<sup>7</sup> Constitution of Clemson University, Article II, Section 4

<sup>8</sup> Constitution of Clemson University, Article II, Section 4



## ARTICLE V Officers

**Section 1. Officers and Duties.** *The officers of the Faculty Senate will be the President, the Vice President, who will be the President-Elect, and the Secretary.*<sup>9</sup> These officers will perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Faculty Senate.

**Section 2. Nomination Procedure and Time of Elections.** The Advisory Committee will submit to the Senate no less than two nominees for President-elect and Secretary by the February meeting of the Advisory Committee.

**Section 3. Ballot Election and Term of Office.** Election of officers will be by secret ballot, with a simple majority required for election. The Vice President and the Secretary will be elected at the regular meeting of the Faculty Senate in March of each year. The retiring officers will serve at the April meeting of the Faculty Senate through the completion of Unfinished Business, or until their successor takes office. The retiring President will give the Senate report at the subsequent meeting of the Faculty.

**Section 4. Office Holding Limitations.** Candidates for election to office must be current members of the Faculty Senate.

**Section 5. Removal from Office.** *To recall an officer, a petition signed by no less than two-thirds of the elected members of the Senate shall be required.*<sup>10</sup> This request should be submitted electronically to the Faculty Senate Office.

## ARTICLE VI College Delegation

**Section 1. Membership.** The College Delegation is comprised of Senators, Delegates and Alternates.

**Section 2. Membership Eligibility.** Membership is by official election or selection as outlined in Articles III and VIII.

**Section 3. Duties to Constituents.** The Delegation represents their constituents to the Senate, College Dean, College administration, and the University administration.

**Section 4. Duties to the Senate.** The Delegation within each College elects two senators from their Delegation to serve on the Faculty Senate Advisory Committee and communicates this list to the senate office before the April meeting of the Advisory Committee. Each Delegation also nominates at least one current senator to serve as Lead Senator and sends this slate of nominees to the senate office no later than the first day of April of each year.

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<sup>9</sup> Constitution of Clemson University, Article II, Section 3

<sup>10</sup> Constitution of Clemson University, Article II, Section 3  
*Bylaws of the Clemson University Faculty Senate*



## **ARTICLE VII**

### **Lead Senators**

**Section 1. Membership.** The Faculty Senate will confer the title of "Lead Senator" on one Senator from each College.

**Section 2. Duties to Constituents.** The primary duties of Lead Senators are to communicate with their constituents on a regular basis and represent their constituents in regular meetings with College administration. Lead Senators facilitate regular meetings and conversations of their College Delegation with their respective Dean and College administrators to address issues and concerns. Lead Senators are a resource for College administration in support of shared governance. Lead Senators ensure their College holds senate elections in accordance with the Constitution and facilitates communicating these election results to the Faculty Senate office no later than March 31.

**Section 3. Duties to Faculty Senate.** In absence of alternative College bylaw language, Lead Senators facilitate College-wide elections. Lead Senators are encouraged to bring issues and concerns to the attention of the Faculty Senate Advisory Committee during regular meetings of this committee.

**Section 4. Nomination Procedure. Time of Elections.** Members of College Delegations, serving as an Advisory Committee representation from their College, nominate one or more current senators to serve as Lead Senator of their College. The College Delegation will send this nomination list to the Faculty Senate office no later than April 1.

**Section 5. Appointment and Term of Office.** The Faculty Senate Advisory Committee will appoint one Lead Senator for each College Delegation from among the senators nominated. Lead Senator appointments will take place during the April Advisory Committee meeting. The Lead Senator is appointed for a one-year renewable term or until a successor is elected.

**Section 6. Resignation from Membership.** Resignation letters are sent to the College Delegation and the Secretary of the Faculty Senate. Upon receipt of the letter, the Delegation will conduct nomination procedures.

#### **Section 7. Lead Senator Recall.**

- a. By the College Delegation.** The College Delegation submits a notice of recall to the Lead Senator and the Secretary of the Faculty Senate. The College Delegation will immediately conduct nomination procedures.
- b. By the Faculty Senate.** A recall recommendation can be sent to the College Delegation from the Faculty Senate Advisory Committee with two-thirds of the committee voting in favor of the recall.



## ARTICLE VIII Delegates

**Section 1. Membership.** There shall be at most fifteen members of the Convention of Delegates.

**Section 2. Membership Eligibility.** Delegates will be comprised of special rank faculty except adjunct faculty, temporary lecturers, visiting lecturers, and postdoctoral researchers.

**Section 3. Duties and Responsibilities.** The primary duties of delegates are to promote and support the mission of the Faculty Constitution of the Clemson University faculty, abide by the policies and decisions of the Faculty Senate, advocate the policy positions of the Faculty Senate at all University shared governance levels, communicate with constituents, recommend and assist in recruiting prospective delegates, and develop and maintain a working knowledge of the current issues of higher education in general and Clemson University in particular. In addition, each College Delegation will name one Lead Delegate who is expected to attend, or designate another delegate to attend, all monthly Faculty Senate meetings. Delegates are also expected to prepare for each Convention of the Delegates by reviewing meeting materials and formulating questions and responses to issues as well as attend meetings regularly.

**Section 4. Election and Term of Office.** The College Delegation has the authority to decide the mechanism by which the delegate seats are filled and will notify the Faculty Senate of the delegate representatives by May 15. Delegates serve one-year renewable terms, beginning August 1. Delegate seats will be allocated to the ratio of the number of eligible persons in a college to the total number of members in the university. Each college will have as many seats as are in the nearest whole number when its ratio is multiplied by fifteen, provided each college has at least one seat. For the purposes of this calculation, the Library is considered a college. If the total number of seats allocated thus far is less than fifteen, the remaining seats are allocated to the colleges with the larger fractions until there is a total of fifteen members. If this formation produces an exact tie for a seat, each college involved will be awarded a seat. The Faculty Senate President will obtain a new allocation from the Chairperson of the Faculty during February of every odd-numbered year after the most recent allocation. This allocation will be given to the Lead Senator of each college in time for the annual selection process and will control the numbers selected for the Convention of Delegates at that time. New allocations will be based on the number of members of the eligible faculty at the beginning of the fall semester.

**Section 5. Resignation from Membership.** Resignation letters are sent to the College Delegation and the Secretary of the Faculty Senate. Upon receipt of the letter, the Delegation will conduct nomination procedures.

**Section 6. Removal.** The College Delegation submits a notice of recall to the Faculty Senate Secretary. The College Delegation will immediately conduct nomination procedures for replacement.



## ARTICLE IX Convention of the Delegates

**Section 1. Purpose.** The purpose of the Convention of the Delegates is to serve as a forum for shared governance, specifically special faculty.

**Section 2. Regular Meetings.** Convention meetings will be held at least once each long semester. The schedule of the meetings for the year will be announced no later than the first day of May.

**Section 3. Membership.** The Convention of Delegates will be comprised of all senate delegates. The Faculty Senate Vice President will serve as Chair and will deliver a report to the Faculty Senate Executive Committee after every convention.

**Section 4. Standing Agenda.** The agenda for each convention will be finalized by the Secretary of the Faculty Senate and distributed no later than seven calendar days prior to the date on which the Convention is to be held.

**Section 5. Special Meetings.** With the approval of a majority of delegates, special meetings of the Convention of Delegates may be called at any time by the Faculty Senate Vice President, or by written petition by at least one-third of the delegates.

**Section 6. Quorum.** Two-thirds of the membership of the Convention of Delegates will be the quorum for the transaction of all business.

## ARTICLE X Committees

**Section 1. The Executive Committee.** *The Executive Committee shall consist of the Officers of the Faculty Senate and the chairpersons of the standing committees and the Finance Committee. The Faculty Senate President will be Chair of this committee.*

**Section 2. The Advisory Committee.** *The Advisory Committee shall be composed of the officers of the Faculty Senate, a Senator from the Library, two members from each College elected by the Delegation of that College prior to the April meeting, the Immediate-Past Faculty Senate President and the Faculty Representative to the Board of Trustees (both of whom will serve in a non-voting capacity and be excluded from serving on grievance hearings). The Faculty Senate President will be the Chair of this committee. It will be the function of this committee to advise the Faculty Senate President and to serve as the nominating committee for the Faculty Senate. In no case will nominations by the Advisory Committee preclude nominations from the Senate floor. The Advisory Committee will appoint the members of the other standing committees and any special committees and will designate the chairpersons thereof.*

**Section 3. The Welfare Committee.** *The Welfare Committee will make recommendations concerning such policies as relate to: workloads, extra-curricular assignments, summer employment, non-university employment, salaries, leaves of absence, sabbatical leaves, professional travel, retirement, and such other policies as affect faculty welfare and morale.*



**Section 4. The Scholastic Policies Committee.** *The Scholastic Policies Committee will be concerned with all policies of an academic nature which pertain to students. Such policies include recruitment, admissions, transfer credit, class standing requirements, academic honors policies, graduation requirements, class attendance regulations, student counseling and placement, and other related policies.*

**Section 5. The Research Committee.** *The Research Committee will study and make recommendation on policies, procedures, and practices primarily related to research.*

**Section 6. The Policy Committee.** *The Policy Committee will concern itself with general university policies, particularly as they relate to the Faculty. Such policies include those which pertain to: academic freedom and responsibility; faculty professional ethics; the appointment, tenure, and promotion of faculty; and faculty participation in university governance. Other matters of particular faculty interest, which are not within the purview of the other standing committees and which are not of such a specialized nature as to justify ad hoc committees, would normally be referred to the Policy Committee.*

**Section 7. Finance Committee.** *The Finance Committee investigates and reports to the Faculty Senate relevant financial matters of the University.<sup>11</sup>*

**Section 8. Committee Operations.** Recommendations originating in a committee that require further consideration by another committee shall be reported, with the method of consensus, to the President of the Faculty Senate at an Executive Committee meeting. The President, in consultation with the Executive Committee, will distribute the recommendations to the appropriate committee for further action.

Recommendations originating in a committee that require action by the Faculty Senate shall be reported, with the method of consensus, to the President of the Faculty Senate at an Executive Committee meeting. The President, in consultation with the Executive Committee, will distribute the recommendations to the Advisory Committee for feedback.

## **ARTICLE XI Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the assembly may adopt.

## **ARTICLE XII Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the assembly by a two-thirds vote, providing that the amendment has been submitted in writing at the previous regular meeting. Changes to the bylaws cannot supersede the Constitution.

Bylaws Revision subcommittee: November 14, 2018 | Faculty Senate Adoption: March 12, 2019

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<sup>11</sup> Constitution of Clemson University, Article II, Section 5  
*Bylaws of the Clemson University Faculty Senate*