

**CLEMSON**  
UNIVERSITY  
College Bylaws Routing Sheet

**Requirements based on 2020-2021 *Faculty Manual***

In accordance with the 2020-2021 *Faculty Manual* Chapter XI, K1d and Chapter II, Article III-1, "The faculty members of each college within the university are organized as Collegiate Faculties according to individual college bylaws approved by the Executive Vice President for Academic Affairs and Provost."

This document is intended to support the documentation of the required approvals.

College: College of Architecture, Arts, and Humanities

The attached Bylaws were approved at the College Faculty Meeting on: December 9, 2019

**Faculty Manual Editorial Consultant**

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

The review is attached immediately following this page.

X Approved

Provost *Robert J. Jones*

Revision Required (see comments)

Date

**Requirements for COLLEGE BYLAWS – 2020-2021 *Faculty Manual***

College of Architecture, Arts and Humanities

Date 6/24/2021

*NOTE:* College bylaws require approval by the Provost (Ch II, Article III-1 and Ch IX, K1d). This list may be useful to ensure that college bylaws conform with the *Faculty Manual*.

Updated 8/12/2019. This list only differs from the 2017-2018 and 2018-2019 list in some section numbers; all requirements are the same.

Compliance

Requirement	Reference	Compliance		
		Yes	No	N/A
1 College Bylaws may not contradict the <i>Faculty Manual</i>	Ch III, A1c	X		
2 Statement that college bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, K1e	X		
3 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	Ch IV, B2g	X		
4 Consistent with the opportunity to establish other duties assigned to the dean	Ch VIII, G2r	X		
5 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
6 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i>	Ch IX, D2a, i	X		
7 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the <i>Faculty Manual</i>	Ch IX, D2a, i	X		
8 Consistent with the requirement to have a process to elect college representatives to the Council on Graduate Studies and its sub-committees	Ch IX, F3b, i	X		
9 Consistent with the requirement that there are formal College meetings at least once during each long semester	Ch IX, K2a	X		
10 Consistent with the requirement that standing and other committees of the college report to the faculty at formal College meetings	Ch IX, K2b	X		
11 Consistent with the requirement that there is the opportunity for any member of the collegiate faculty to raise questions about academic affairs of the college	Ch IX, K2c	X		
12 Consistent with the requirement that recommendations from the college faculty are forwarded to appropriate University officials and groups	Ch IX, K2d	X		
13 Consistent with the requirement that minutes of collegiate faculty meetings are forwarded to the Provost and President for information	Ch IX, K2e	X		
14 A standing curriculum committee is required. There may be separate undergraduate and graduate committees	Ch IX, K3b	X		
15 Each curriculum committee elects own chair	Ch IX, K3c	X		
16 The College Curriculum Committee Chair (or College Undergraduate Curriculum Committee Chair if there is one) serves on the Undergraduate Curriculum Committee along with a second representative elected by the committee	Ch II, Art IV, 2; Ch IX, K3c & d	X		
17 If there is a graduate Committee, the chair serves on the University Graduate Curriculum Committee; If there is no Graduate Committee then the College Curriculum Committee names the College representative to the University Graduate Curriculum Committee	Ch II, Art IV, 2; Ch IX, K3d & e	X		
18 Only regular faculty may vote on the curriculum committees	Ch IX, K3f	X		
19 The process for electing representatives to the college curriculum committee must be stated in the college bylaws; If the number of departments in the college is small, the college bylaws may specify an alternate procedure for establishing committee membership	Ch IX, K3g & K3g, i			
20 Terms of service on the curriculum committee(s) are determined by Faculty in the college and must be specified in the bylaws	Ch IX, K3h	X		
21 Consistent with the requirement that curricular recommendations are acted upon by the collegiate faculty and/or appropriate college curriculum committee	Ch IX, K3i	X		
22 Collegiate faculty may establish other standing committees, whose composition and membership are determined by the collegiate faculty in accordance with the College bylaws	Ch IX, K4a	X		
23 Consistent with the requirement that ad hoc committees may be established at the discretion of the dean	Ch IX, K4b	X		
24 Consistent with the requirement that membership on collegiate committees, except as noted in Ch IX, D3 of the <i>Faculty Manual</i> , need not be confined to regular faculty; College bylaws shall provide for Faculty, special faculty, student, and staff representation whenever appropriate; Ch IX, D3 restricts college and university curriculum committees, college advisory committees, Faculty Senate and the Grievance Board to have voting members only being regular faculty)	Ch IX, K5	X		
25 Consistent with the requirement that collegiate peer review committees for TPR are only authorized if contained in College Bylaws	Ch II, Art III-2	X		

Note The College of Architecture, Arts and Humanities does not have a TPR advisory committee in its bylaws.

BYLAWS  
OF THE FACULTY  
OF THE  
COLLEGE  
OF  
ARCHITECTURE, ARTS AND HUMANITIES

## **Bylaws of the Faculty of the College of Architecture, Arts and Humanities**

The Faculty of the College of Architecture, Arts and Humanities of Clemson University approved these bylaws to provide a mechanism for faculty to participate in the formulation, modification, and implementation of the College's policies, procedures, and practices on January 17, 1996. The Faculty amended Article VII, Section 3, on October 22, 1999. Additional revisions were adopted on November 13, 2009, May 11, 2017 and again on December 9, 2019.

### **Article I. Name**

The name of this organization shall be the Faculty of the College of Architecture, Arts and Humanities of Clemson University.

### **Article II. Composition and Organization**

**Section 1.** The Faculty of the College of Architecture, Arts and Humanities is organized into three virtual schools and nine academic units:

- A. The School of Design + Building comprised of the School of Architecture and the departments of City Planning and Real Estate Development; and Construction Science and Management.
- B. The School of the Arts comprised of the departments of Art; and Performing Arts.
- C. The School of Humanities comprised of the departments of English; History and Geography; Languages; and Philosophy and Religion.

**Section 2.** An "academic unit" is defined as a unit housing faculty members, offering courses, and having a budget designation.

### **Article III. Scope of these Bylaws**

Nothing in these bylaws precludes schools, departments, and other academic units, college-level committees, and/or departmental committees from adopting their own bylaws, with the proviso that such bylaws shall be consonant in all respects with the bylaws of the College of Architecture, Arts and Humanities and with the Clemson University Faculty Manual.

### **Article IV. Voting Membership**

**Section 1.** Voting membership shall consist of all members of the Regular Faculty Ranks of Clemson University (as defined in the *Faculty Manual*, Part III, section D) who hold at least a fifty-one percent (51%) appointment in an academic unit of the College of Architecture, Arts and Humanities. Individuals in the Special Faculty Ranks (as defined in the *Faculty Manual*, Part III, section E) who hold at least a seventy-five percent (75%) appointment entirely in the College of Architecture, Arts and Humanities also have voting privileges.

**Section 2.** Professors emeriti/emerita, adjunct faculty, and non-voting Faculty members may attend meetings of the College Faculty.

**Section 3.** Nothing in this article shall interfere with the right of any member of the Faculty to attend meetings of this organization and to express opinions on any issue before the organization, including raising questions about academic affairs.

### **Article V. Officers and Election**

**Section 1.** The officers of the College of Architecture, Arts and Humanities Faculty shall consist of the Chair, the Vice Chair, and the Marshal.

**Section 2.** The Dean of the College of Architecture, Arts and Humanities shall be the Chair of the Faculty of the College. The Chair shall:

- A. Preside at meetings of the College Faculty following Robert's Rules of Order
- B. Appoint a Recording Secretary.

**Section 3.** The Vice Chair of the Faculty shall be the Associate Dean for Academic Affairs. The Vice Chair will serve as Chair in the Dean's absence, review minutes of meetings, and oversee maintenance by the Recording Secretary of the "open College file."

**Section 4.** The Recording Secretary, who will normally not be a member of the College Faculty, shall keep minutes of Faculty meetings, distribute notices of meetings, distribute minutes of the Faculty meetings to the entire Faculty within one week of the meeting, and keep these and minutes of College Committees in the open College file.

**Section 5.** "Open College file" is defined as the electronic repository accessible through the College of Architecture, Arts and Humanities website to which the minutes, these bylaws, and other approved College documents are uploaded for protected access by the College Faculty.

**Section 6.** The Marshal shall be the faculty member with the greatest seniority in the College. The College Marshal, once designated, shall serve until he/she desires to relinquish the position. The College Marshal, or a delegated representative chosen by the Dean based on seniority, shall:

- A. Organize and lead all faculty academic processions involving the Faculty of the College of Architecture, Arts and Humanities;
- B. Act in all matters concerning protocol in connection with all functions of the College.

**Section 7.** The Dean shall select College banner/flag bearers annually. College banner/flag bearers, once designated, shall:

- A. Carry the College banner/flag at all formal academic processions involving the Faculty of the College of Architecture, Arts and Humanities;
- B. Represent the College as banner/flag bearer in all functions where the College banner/flag is needed, and the College Marshal is not the appropriate officer.

### **Article VI. Meetings**

- Section 1.** Meetings shall be called by the Dean for the purpose of approving candidates for graduation, conducting ordinary and recurring business of the College, and for special announcements and purposes not otherwise indicated in these bylaws.
- Section 2.** The Dean shall call at least one meeting during each semester of the academic year, and more often as necessary. The Dean shall also call special meetings at the request of Chairs of College committees or at the request of ten percent of the voting membership of the College Faculty.
- Section 3.** The agenda for meetings of the College Faculty shall be distributed in writing to each member and academic unit at least 10 calendar days in advance of the meeting. The standing order of business for college faculty meetings shall be: Call to Order; Approval of Minutes; Approval of Graduates (if any); Standing and Ad Hoc Committee reports; Faculty Senate report; Associate Deans' reports; Dean's report; Awards; Unfinished Business; New Business; Motion to Adjourn."
- Section 4.** Recommendations from the College Faculty shall be forwarded to appropriate University officials; and the minutes of meetings of the College Faculty shall be forwarded in writing to the Provost and President for information, pursuant to the *Faculty Manual* (Part VII, section K).

### **Article VII. Voting Procedures**

- Section 1.** All matters brought before the Faculty that require a vote shall be resolved by a simple majority of those eligible voters present and voting, except for amendments to these bylaws.
- Section 2.** The method of Faculty voting shall be by voice vote or raising the hand unless a member requests secret ballot voting at the meeting.

### **Article VIII. Quorum**

A quorum of the College Faculty shall consist of those members present and voting, except when new business not on the agenda is brought forward. In such cases a simple majority of the voting membership must be present. Any member of the Faculty may, at any time during the meeting, suggest the absence of a quorum, and the issue shall be resolved by having the members stand and be counted.

## Article IX. Rules of Order

The rules contained in the current edition of Robert's Rules of Order shall govern College Faculty meetings and committee meetings in all cases where they are applicable and are not inconsistent with the bylaws or with the special rules of order of the Faculty.

## Article X. Committees

- Section 1.** Standing Committees consist of one elected representative per academic unit as defined in Article II of these bylaws:
- A. **Curriculum Committee** acts in elective representation for the College Faculty on curriculum matters pertaining to the review and approval of all new courses (including interdisciplinary courses), course changes, course deletions, and all requirements for major and minor programs proposed by departments or equivalent academic units. Curriculum changes must be reviewed and approved by the originating department or equivalent academic unit prior to being considered by the College Curriculum Committee. Approvals for changes in curriculum may be overturned by the Faculty. The chair of each departmental curriculum committee serves as a member of the College Curriculum Committee. The term of each member shall be the same as the term of their service as chair of their departmental curriculum committee. The Dean shall appoint a staff member as non-voting secretary to this committee.
  - B. **Student Honors/Awards Committee** plans and executes the College's annual Honors and Awards Ceremony for students and selects the college-wide student awards. The College's Communications Officer will be an ex officio, non-voting member of this committee.
  - C. **Faculty Awards Committee** selects the recipients of such awards as the Dean's Faculty Awards for Excellence in Teaching, Research and Service, the Gentry Award for Distinguished Teaching in the Humanities and processes nominations and makes recommendations for awards such as the Alumni Distinguished Professor, Creativity Professorships, and the Bradbury Award.
  - D. **Research Committee** receives and screens internal competitive research proposals and serves as facilitators to promote research in the departments.
  - E. **Global Engagement Committee** receives, reviews and approves curriculum internationalization proposals on behalf of the Faculty and forwards approved proposals to the Office of Global Engagement. Members coordinate and manage the curriculum internationalization efforts of the College, and relay ideas and information to and from their

respective academic units. The Dean shall appoint a staff member as non-voting secretary to this committee.

## **Section 2. Standing Committee Chairs**

- A. Shall be elected by the members of each committee. Elections shall be annual; re-election shall be possible.
- B. Shall automatically serve as the representative to parallel university committees when such committees exist.
- C. Shall prepare and distribute agendas for all regular meetings and ensure that proceedings of meetings are recorded in minutes.
- D. Shall maintain a file or electronic documentation of committee minutes and correspondence and pass the file or electronic documentation on to the succeeding chair.
- E. Shall prepare documents and conduct correspondence related to committee functions.
- F. Shall submit proposals requiring faculty action to the chair of the Faculty at least ten calendar days prior to the meeting at which they will be considered.
- G. Shall prepare and submit to the Dean a written annual report of the activities of the committee during the academic year. The report shall be given at the regular meeting of the Faculty in May.
- H. Shall prepare and submit to the Faculty the current activities and progress of the committee at Faculty meetings as needed.

## **Section 3. *Ad hoc* Committees**

The Dean shall appoint *ad hoc* committees, as need arises, to advise him/her in special areas not covered specifically by these bylaws. If the business of the committee affects Faculty in the entire College, membership on these committees shall normally follow the membership distribution used for the Faculty Advisory Council, as specified in Article XI, Section 2. If the business of the committee affects only faculty in certain academic units, each unit affected shall have one representative on the *ad hoc* committee.

## **Section 4. Committee Membership**

- A. All voting members are eligible to serve on College standing and *ad hoc* committees; however only members of Regular Faculty Ranks may vote on the curriculum committee, pursuant to the *Faculty Manual* (Part VII, section M).
- B. For standing committees, terms of service shall generally be for two years. The initially-elected members shall draw lots to determine the length of their service; half (or in committees with an odd number of members, one fewer than half) of the members shall serve for a single year, the rest for two years.



- C. College committees may at their discretion have one undergraduate and/or graduate student as a non-voting member.
- D. The Dean shall fill midterm vacancies on College committees in consultation with the appropriate academic unit.

### **Section 5. Conduct of Meetings**

- A. Meetings shall be called by Committee Chairs during the academic year as appropriate for the conduct of committee business.
- B. Committee meetings are open to faculty and students unless the committee decides by two-thirds vote to go into executive session, as defined in Robert's Rules of Order.
- C. Faculty and students may attend meetings of committees not in executive session and may speak with permission from the Chair.
- D. Minutes will be kept by all committees and distributed to all members, with a separate copy provided for the open College file.

### **Section 6. Authority and Responsibility**

Each committee shall:

- 1. Investigate, review, and deliberate matters related to its areas of function as specified in these bylaws and as may be assigned by the Faculty (or the Dean, when the committee is established by the Dean).
- 2. Report and make recommendations to the Faculty (or to the Dean, when the committee is established by the Dean).
- 3. Evaluate programs, services, policies, and/or procedures approved by the Faculty within their areas of function.
- 4. Operate under rules that shall be consistent with these bylaws. A simple majority of the membership of any committee shall constitute a quorum.

### **Section 7. Areas of Committee Responsibility**

- A. Curriculum Committee
  - 1. Reviews and approves all changes to: (i) all undergraduate courses offered by the College and all programs of study leading to the baccalaureate degrees and minors offered and administered by the College, and constituting the undergraduate curriculum of the College; (ii) all graduate courses offered by the College and all other programs of study leading to graduate degrees or certificates in any discipline represented in the College, and constituting the graduate curriculum of the College.
  - 2. Elects its own chair, who serves as the College representative to the University Curriculum Committee, along with a second representative elected by the committee. Since there is no separate Graduate Curriculum Committee, the College Curriculum Committee shall also name a College representative to the

- University Graduate Curriculum Committee, who represents a department with a graduate program.
3. The College Curriculum Committee may also initiate, and shall receive, review, and approve, any curriculum changes involving the general education requirements of the University and/or any College requirements that must be met by all majors for graduation.
  4. The Faculty shall be apprised in writing of any approved curriculum changes described in the preceding paragraph. Should a College Faculty meeting be called to consider a substantive change prior to the change being forwarded to the University Curriculum Committee, the faculty shall be apprised in writing of the change at least one week in advance of the called meeting. A motion to consider an approved curriculum change may be made from the floor at that meeting. If a majority of those present wish to consider the change, then the Faculty present shall sit as a Committee of the Whole and may by two-thirds vote of those present and voting choose to reverse the decision of the College Curriculum Committee or to return the matter to the College Curriculum Committee.
- B. Student Honors/Awards Committee
1. Plans and executes the College's annual Honors and Awards Ceremony for students.
  2. Selects the college-wide student awards. The College's Communications Officer will be an *ex officio*, non-voting member of this committee.
- C. Faculty Awards Committee
1. Selects the recipients of such awards as the Dean's Faculty Awards for Excellence in Teaching, Research and Service, and the Gentry Award;
  2. Processes nominations for awards such as the Alumni Distinguished Professor and the Bradbury Award;
  3. If eligibility for an award is limited to full professors or to particular schools, then committee membership must also be limited to the same rank and/or school.
- D. Research Committee
1. Receives and screens internal competitive research proposals;
  2. Serves as facilitators to promote research in the departments.
- E. Global Engagement Committee
1. Receives, reviews and approves curriculum internationalization proposals on behalf of the Faculty;
  2. Forwards approved proposals to the Office of Global Engagement;
  3. Members coordinate, promote and manage curricular internationalization efforts in the College, relaying ideas and information to and from their respective academic units.

**Section 8.** Senate Advisory Committee. The Senate Advisory Committee is composed of the college's Faculty Senators. Chaired by the Lead Senator, the committee shall normally meet with the dean monthly during the academic year and at least three times per semester. The committee shall serve as a liaison between the Faculty Senate and the dean.

### **Article XI. Faculty Advisory Council**

**Section 1.** In addition to the committees described above, a Faculty Advisory Council shall be established to advise the Dean and to serve as a liaison between the Dean and the Faculty.

**Section 2.** The Faculty Advisory Council shall consist of seven members elected for a two-year term in the spring semester. The initially-elected members shall draw lots to determine the length of their service; three members will serve for a single year, and four for two years. Thereafter all members shall serve two-year terms. No fewer than three members shall come from the School of Humanities, two from the School of Design + Building, and one from the School of the Arts. The seventh member shall be elected at large. No more than one member shall serve concurrently from any academic unit in the College.

**Section 3.** Nominations for the Faculty Advisory Council election shall be submitted in writing to the Associate Dean for Academic Affairs, and a list of nominees shall be published and distributed to the Faculty at least one week prior to the election. No one may serve two consecutive terms on the Faculty Advisory Council.

**Section 4.** The Dean shall appoint a staff member as non-voting secretary to this Council.

**Section 5.** The Faculty Advisory Council shall normally meet three times per semester, and more often as necessary.

**Section 6.** The Faculty Advisory Council may advise the Dean on the following matters:

- A. Public relations of the College within and outside the University;
- B. Facilities use;
- C. Dean's appointments to University committees;
- D. Faculty development (excluding appointment, appointment renewal, promotion, and tenure) and student development (excluding student admission, progression, and graduation);
- E. Any other matters concerning College or University policies or procedures that are not restricted in purview to other University offices or agencies.

### **Article XII. Amendment Procedures**

Any proposed amendments or additions to these bylaws shall be advertised and circulated in writing to all Faculty of the College for a period of at least one-week prior to their

consideration. Amendments and additions shall be approved by a two-thirds majority of members present and voting.