



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: Civil Engineering

Date

5/18/2021

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		



GLENN DEPARTMENT OF CIVIL ENGINEERING FACULTY BY-LAWS

May 3, 2021

The departmental By-Laws may not contradict the Faculty Manual. In the event that the departmental By-Laws are out-of-date and temporarily contradict the Faculty Manual, the Faculty Manual shall supersede the departmental By-Laws.

ARTICLE I. MEMBERSHIP

The Department of Civil Engineering Faculty shall consist of all persons whose personnel records identify them as being employed by the College of Engineering, Computing and Applied Sciences and who are appointed in the Department of Civil Engineering to a Regular or Special Faculty Rank as defined by the Faculty Manual. Voting members of the Civil Engineering Department are those appointed at least half-time to the Department of Civil Engineering and hold the rank of Professor, Associate Professor, Assistant Professor, Instructor, Principal Lecturer, Senior Lecturer, Lecturer, or Professor of Practice.

ARTICLE II. FUNCTIONS

The Faculty of the Department of Civil Engineering shall establish the will of the Department concerning academic matters; shall evaluate the credentials of current and prospective members and recommend their appointment, reappointment, tenure, and promotion in accordance with the University Faculty Manual and the College of Engineering, Computing and Applied Sciences TPR Guidelines; shall select representatives to College of Engineering, Computing and Applied Sciences committees as required; and shall consider any matters that may affect the welfare of its members or the teaching, research and public service policies of the Department of Civil Engineering.

ARTICLE III. OFFICERS

The Chair of the Department of Civil Engineering shall serve as presiding officer. The Chair, when necessary, shall appoint a presiding officer to serve in the absence of the Chair.

ARTICLE IV. MEETINGS

Regular meetings of the Department of Civil Engineering Faculty shall be held at the beginning of the Fall and Spring semesters. Additional meetings will be called when deemed necessary by the Chair or when a written request is made by at least three (3) Civil Engineering faculty members. Notice of meetings and their agendas shall be given at least three (3) working days in advance. A quorum shall consist of a simple majority of the Civil Engineering faculty members. Minutes of all meetings shall be forwarded to the Dean of the College of Engineering, Computing and Applied Sciences and to all members of the Civil Engineering faculty.

Robert's Rules of Order Newly Revised shall govern the conduct of meetings and the adoption of resolutions, motions and reports, with the exception of those rules specified in the By-Laws or any special rules of order adopted by the Faculty. All resolutions, motions and reports that will commit the faculty to any policy positions must be submitted to the Department Chair in sufficient time so that either a copy will be placed in the departmental mail box of each faculty member, or an electronic mail message will be sent to each faculty member, at least five (5) working days prior to the meeting at which action on the resolution(s), motion(s) or report(s) is (are) contemplated. On the call of any member of the Faculty, voting on a motion shall be by secret ballot.

ARTICLE V. COMMITTEES

Section 1. Structure and Membership

The composition and membership of Department of Civil Engineering Faculty committees created to affect the functions of the Faculty as delineated under Article II shall be designated by the Department Chair, with the exception of the Tenure, Promotion and Reappointment Committee. No faculty member may be required to serve on a given committee for more than three (3) years in any given five (5) year period without his or her agreement.

Section 2. Standing Committees

The standing committees of the Department of Civil Engineering shall consist of an Advisory Committee, a Graduate Program Committee, a Curriculum Committee, a Tenure, Promotion, and Reappointment Committee, a Post Tenure Review Committee, an Assessment and Accreditation Committee, a Scholarship and Awards Committee, an Honorifics Committee, and a Justice, Equity, Diversity, and Inclusion (JEDI) Committee. Other standing committees may be added by action of the Civil Engineering Faculty. The functions of the committees include providing advice to the Department Chair and serving as a petitionary forum for Civil Engineering faculty members. Any written faculty inquiry will require a written reply from the committee addressed within ten (10) working days.

Section 2A. Advisory Committee — The Advisory Committee shall consist of at least four (4) members of the Department of Civil Engineering Faculty. The Department Chair shall chair this committee. The members of the Advisory Committee shall be appointed by the Department

Chair at the beginning of each Fall semester. The purpose of the Advisory Committee is to advise the Department Chair on matters of interest to the department. The Advisory Committee shall meet at least once each Fall and Spring semester.

Section 2B. Graduate Program Committee — The Graduate Program Committee shall consist of at least four (4) members of the Department of Civil Engineering Faculty appointed by the Department Chair. The Department Chair shall select the Chair of the committee who shall also serve as Graduate Program Coordinator. The Graduate Program Committee is responsible for providing recommendations to the Faculty on matters relating to the graduate program in the Department. The Graduate Program Committee shall advise the Department Chair on acceptance of applicants and offers of financial assistance.

Section 2C. Curriculum Committee — The Curriculum Committee shall consist of at least four (4) members of the Department of Civil Engineering Faculty appointed by the Department Chair at the beginning of each Fall semester. The members of the Curriculum Committee shall select the Chair of the committee who shall also serve as the Civil Engineering representative on the College of Engineering, Computing and Applied Sciences Curriculum Committee. The Curriculum Committee shall serve as the primary body for review of curricular matters within the Department and is responsible for providing recommendations to the Civil Engineering Faculty on all matters relating to the Civil Engineering curriculum.

Section 2D. Tenure, Promotion, and Reappointment (TPR) Committee — (see TPR document for Articles II through VIII)

Article I: Appointment Procedures

Section 1: General Procedures for Tenured / Tenure-Track / Lecturer appointments — When a new or replacement Tenured /Tenure-Track or Lecturer faculty position has been approved, the Department Chair shall initiate a search process. The Department Chair will appoint an ad hoc Faculty Search Committee to prepare the advertisement, to review and screen applications, to check references, to make recommendations for on-campus interviews, to be actively involved in interviews, and to compile information and recommendations from department faculty regarding interviewees. The Chair of the ad hoc Faculty Search Committee shall be appointed by the Department Chair, and will be responsible for advertising the position, communicating with applicants, and arranging for interviews. At all stages of the search, Department faculty will have access to the credentials of each applicant. Any appointment will conform to University policies governing position searches, hiring, and other personnel matters. The ad hoc Faculty Search Committee shall provide the Department Chair with a list of strengths and weaknesses of those candidates who were interviewed, to inform the Department Chair's decision-making process.

Section 2: Tenured / Tenure Track Faculty — The Department Chair shall make hiring recommendations to the Dean from the candidates who were selected to interview.

The Department's Tenure, Promotion, and Reappointment (TPR) Committee must review all candidates for an appointment in rank beyond the Assistant Professor level, appointment with tenure, or appointment with tenure probationary periods of five years or less prior to the appointment. The TPR Committee shall render a written opinion to the Department Chair

regarding the appropriate rank for appointment and tenure recommendations and this document shall be forwarded to the Dean of the College prior to appointment.

Section 3: Lecturers / Senior Lecturers — Lecturers and Senior Lecturers shall possess a minimum of a MS degree consistent with the normal disciplines that are associated with the Civil Engineering Department and other qualifications and/or experience consistent with the expectations of the rank. Following a search for a Lecturer / Senior Lecturer position, the Faculty Search Committee shall provide the Department Chair with a list of strengths and weaknesses of those candidates who were interviewed to inform the Department Chair's decision-making process. The Department Chair shall make appointments for these personnel actions. The appointment terms are consistent with the Faculty Manual and documented in the appointment letter.

Section 4: Other Special Rank Faculty — When any other new or replacement faculty position (other than regular faculty or Lecturers, Senior Lecturers, or Principal Lecturers) has been approved, the sponsoring faculty member shall initiate a search process. If the position is to be funded by University funds (as opposed to research grant funds), the Department Chair shall be considered to be the sponsoring faculty member. The sponsoring faculty member will consult with the Departmental Advisory committee regarding the need for an ad hoc Faculty Search Committee. The sponsoring faculty member or ad hoc Faculty Search Committee will prepare the advertisement, review and screen applications, check references, make recommendations for on-campus interviews, be actively involved in interviews, and compile information and recommendations from relevant department faculty regarding interviewees. The ad hoc Faculty Search Committee shall provide the Department Chair with a list of strengths and weaknesses of those candidates who were interviewed, to inform the Department Chair's decision-making process. Appointment will conform to University policies governing position searches, hiring, and other personnel matters.

Section 2E. Post Tenure Review (PTR) Committee — (see PTR document)

Section 2F. Assessment and Accreditation Committee — The Assessment and Accreditation Committee shall consist of at least four (4) members of the Department of Civil Engineering Faculty. The Department Chair shall appoint the members and Chair of the Assessment and Accreditation Committee at the beginning of each Fall semester. The purpose of the Assessment and Accreditation Committee is to analyze any measures and information that are required as part of any accreditation process for the Department, and to coordinate the preparation of any documentation required for accreditation.

Section 2G. Scholarship and Awards Committee — The Scholarship and Awards Committee shall consist of at least three (3) members of the Department of Civil Engineering Faculty. The Department Chair shall appoint the members and Chair of the Scholarships and Awards Committee at the beginning of each Fall semester. The purpose of the Scholarship and Awards Committee is to select the recipients for all Civil Engineering Department student honors and awards, as well as to identify and nominate qualified Civil Engineering students for appropriate College, University, State, regional, and national awards. The committee shall also identify Civil Engineering Faculty to nominate and promote for appropriate College, University, State,

regional, and national awards, and to assist in the preparation of necessary documentation to submit for these awards.

Section 2H. Honorifics Committee – The Honorifics Committee shall consist of all faculty members holding a named or chaired professorship position. The purpose of this committee is to review the credentials of individuals applying for a named or chaired professorship.

Section 2I. Justice, Equity, Diversity, and Inclusion (JEDI) Committee – The JEDI Committee shall consist of at least three (3) members of the Department of Civil Engineering Faculty, at least two (2) Student Services Staff members representing both undergraduate and graduate programs, and at least one (1) additional member of the Department of Civil Engineering Staff. The purpose of this committee is to foster an inclusive and collegial community. Belongingness is fostered through open communication, encouraging attitudes, mentoring, collaboration, and active consideration of differing perspectives. This committee will support a community where it is safe to attempt, fail, grow, and succeed. Specifically, this committee will maintain a JEDI scorecard for our students, ensure inclusive recruitment and retention procedures, and review policies and practices to mitigate aspects of discrimination and foster equitable support and participation of all Glenn Department of Civil Engineering members.

Section 3. Ad-Hoc Committees

The Department Chair may appoint Ad-Hoc Committees as required. Suggested committees include, but are not limited to, Search Committees for new faculty and a Computer Committee. The Department Chair will suggest procedures to govern the various Ad-Hoc Committees.

ARTICLE VI. AMENDMENTS

The By-Laws may be amended at a meeting of the Department of Civil Engineering Faculty by a two-thirds (2/3) majority vote of the entire Department of Civil Engineering Faculty. The proposed amendment must be recommended by at least two (2) members of the Department of Civil Engineering Faculty and distributed by the Department Chair to the faculty via their departmental mailboxes at least ten (10) working days prior to the scheduled meeting. An amendment shall become effective when approved by the Department of Civil Engineering Faculty.

Adopted by the Faculty of the Department of Civil Engineering as the Civil Engineering Faculty By-Laws

February 25, 2008

Amended May 4, 2020

Amended May 3, 2021