

**Faculty By-Laws
College of Business
Clemson University**

Adopted May 1996 and amended May 2000, May 2009, May 2010,

April 2016, December 2016, October 2017

Preamble

These By-Laws shall govern the organization and procedures of the faculty of the College of Business, Clemson University. These By-Laws supplement, but may not supersede, the requirements specified in the Faculty Manual.

The role of the faculty in College and University governance shall include: consideration of any and all matters affecting its academic and research activities, welfare, and other matters as might pertain to its professional goals and responsibilities; recommendation of all proposals for new or revised academic requirements, courses, curricula, and academic honors within the College; election of representatives to University committees, councils and the Faculty Senate; a role in the selection of the Dean; and otherwise advising the Dean of the College and others as appropriate.

**Article I
Membership**

Membership in the faculty of the College of Business shall include all full-time faculty in the College, excluding emeritus faculty, but including those on sabbatical leave or leave without pay. Emeritus faculty hired back into a full-time position will have membership rights in accordance with the position into which they have been hired

**Article II
Faculty Advisory Council and Officers of the Faculty**

- A. *Membership.* The Faculty Advisory Council (FAC) shall consist of one representative elected by the faculty of each of the following: Accountancy, Aerospace Studies, Economics, Finance, Graphic Communications, Management, Marketing, the MBA Council, and Military Leadership. Council members shall be elected by their constituencies. The prior member will continue to serve until he or she is replaced. In addition, the College's lead Faculty Senator will be a nonvoting member ex officio.
- B. *Officers.* The members of the incoming Faculty Advisory Council shall elect three of their own members to serve as president, vice president, and secretary of the College faculty. Council members shall be elected by their constituencies to one year terms. The prior member will continue to serve until he or she is replaced. No officer shall serve in the same capacity for more than three consecutive years. When an office becomes vacant, for any reason, the Faculty Advisory Council shall elect a replacement to serve for the balance of the unexpired term. An officer may be removed only by a vote of two-thirds of the Faculty of the College.
- C. *Purpose.* The Faculty Advisory Council shall advise the Dean of the College on a regular basis and shall represent the faculty of the College in any and all matters that might affect or pertain to the

faculty's welfare, professional goals, and teaching, research, and service activities and in any other matters, as it deems appropriate. The Council shall consider any issue brought to its attention by any member of the College faculty and shall recommend appropriate actions by the Dean in response to any issues that the Council believes to warrant a response. In addition, the Faculty Advisory Council shall serve as a strategic planning committee for the College; however, both the Dean and the Faculty Advisory Council shall have the right to add additional nonvoting members to the strategic planning committee if they deem it appropriate.

D. *Duties of the Officers.* The duties of the officers will be as follows:

1. The president shall:

- a. Prepare the agenda for council and faculty meetings and distribute copies to the faculty at least three business days in advance of the meeting.
- b. Call regular and special meetings of the faculty of the College. The president will recognize the Dean of the College for any administrative actions which might need to be resolved.
- c. Notify the Dean, Provost, and faculty of upcoming meetings of the faculty called by the president of the Faculty Advisory Council.
- d. Preside over all faculty meetings in accordance with Article III. The president will recognize the Dean of the College for any administrative actions in need of resolution.
- e. Call and preside over all meetings of the Faculty Advisory Council.
- f. Administer the process of the annual College Teaching, Research and Service awards. The description of the awards appears in the Appendix to this document.

2. The vice president shall:

- a. Preside over all meetings of the faculty called by the president in the absence of the president.
- b. Maintain an updated list of all eligible faculty members.
- c. Serve as the treasurer, if required.

3. The secretary shall:

- a. Handle all official correspondence of the Council.
- b. Ensure that all correspondence of the Council is safely stored and maintained.
- c. Ensure that accurate minutes are taken at the meeting of the faculty and the Faculty Advisory Council and distributed to the Dean, the Provost, University President, and each department chair for distribution to the faculty within 10 working days of the date of the meeting.

Article III Procedures by which the Faculty will Operate

A. *Meetings of the College Faculty.* College faculty meetings shall be held at least once each long semester. Notice of all meetings of the faculty shall be given at least one week in advance of the meeting. At these meetings standing and ad hoc committees shall have the opportunity to report. However, any member of the faculty may have the opportunity to raise questions about the academic affairs of the College.

- B. *Call for Special Meeting.* Any member of the faculty may call for a meeting of the faculty as a whole by presenting the president with a written request for such a meeting signed by 10% of all eligible faculty. The request shall include the reason for the meeting. Upon receipt of the request, the president shall schedule the meeting within two weeks; however, if such request is made between May 1 and August 15 or between December 1 and the beginning of classes in January, the president shall schedule the meeting as soon as practicable, but not later than two weeks after the beginning of the fall or spring semester, immediately following the semester in which the request is made.
- C. *Voting Rights.* All members have voting rights at the College level.
- D. *Voting Procedures.* Voting shall be done outside of the general faculty meeting so that all eligible voting members can participate. Votes can be submitted by electronic means, or the FAC can choose to use paper ballots. If a secret ballot is requested, the FAC will employ a method of vote submission that maintains the confidentiality of all votes. Matters not pertaining to the By-Laws will be resolved by a simple majority of eligible members voting. Notice of proposed resolutions must be published and distributed at least one week prior to the vote.
- E. *By-Laws Ratification and Amending.* These By-Laws shall become effective upon ratification by two-thirds of the regular Faculty voting. Amendments to the By-Laws require a two-thirds majority of regular Faculty voting. Notice of proposed amendments must be published and distributed at least one week prior to the vote.
- F. *Quorum Defined.* A quorum shall consist of 25% of all eligible faculty members of the general faculty. Quorums for College committee meetings shall consist of a simple majority of each committee's membership.
- G. *Ad Hoc Committees.* The Dean, the faculty, the president of the Faculty Advisory Council, or a majority of the Faculty Advisory Council membership shall have the authority to establish ad hoc committees. The Faculty Advisory Council shall have the authority to appoint members of ad hoc committees or to determine how such members shall be appointed.
- H. *Distribution of By-Laws.* A copy of these By-Laws shall be distributed to all faculty upon ratification by the faculty, and whenever amendments to these By-Laws are made.
- I. *Approval of Candidates for Graduation.* Each degree-granting department will review and approve its own candidates for graduation following procedures established in each department's by-laws.

Article IV Standing Committees and Councils

All faculty may serve on committees except where prohibited by the Faculty Manual. Voting membership on the following committees is limited to individuals meeting the definition of regular Faculty: departmental Tenure, Promotion, and (Re)appointment (TPR) committee; departmental Post-Tenure Review (PTR) committee; College and University curriculum committees; College advisory committees; Faculty Senate; and, the Grievance Board.

A. Curriculum Committee

- 1. *Composition.* The Curriculum Committee consists of one regular Faculty representative from each of the following: Accountancy, Economics, Finance, Graphic Communications, Management, Marketing, one special rank faculty each from Aerospace Studies and Military Leadership and up

to two nonvoting representatives from the Academic Advising Center. Committee members shall be elected by their constituencies to one year terms. The prior member will continue to serve until he or she is replaced. In addition, the Curriculum Committee selects two nonvoting student representatives, one of whom shall be an undergraduate student and the other a graduate student. The Curriculum Committee selects its own chair.

2. Duties. This Committee has the responsibility for evaluating and making recommendations to the faculty on all proposals for new or revised academic requirements, courses, and curricula within the College, including interdisciplinary course and program proposals. It also reviews all curriculum proposals that emanate from the University Curriculum Committee or the other collegiate faculties, whose effect would be University-wide, and ensures the adherence of such proposals to all applicable College policies and curricular requirements. The Committee elects from its membership a chairperson, who calls and conducts all meetings of the Committee and who, along with an additional member, serves as the College's representative on the University Undergraduate Curriculum Committee. The Committee also selects two of its members to serve as the College's representatives to the University Graduate Curriculum Committee. Notice of and an agenda for all committee meetings shall be provided to all faculty members no later than four working days prior to the meeting. Committee recommendations shall be distributed to the faculty within two working days of meetings.
3. Faculty Review of Curriculum Committee Decisions. The faculty may elect to review any recommendation of the Curriculum Committee. Such review requires the presentation of a written request to the president of the Faculty Advisory Committee specifically stating the recommendation or recommendations to be reviewed. Such a petition must be submitted within ten (10) working days following the date on which the Curriculum Committee has notified the faculty of its recommendation. The president shall then call a special meeting of the faculty or place the recommendation to be reviewed on the agenda of the next regularly scheduled or special meeting of the faculty. A two-thirds majority of those present and voting at the next regular or special meeting of the faculty is necessary to overrule the recommendation of the Curriculum Committee. Unless the faculty elects to review and reject a recommendation of the Curriculum Committee, the Committee's recommendation shall be considered as the decision of the faculty. However, once a petition to review one or more recommendations of the Curriculum Committee has been filed as per this section, such recommendation or recommendations shall not be considered final until voted on by the faculty.

B. *Assurance of Learning Committee*

Composition. The Assurance of Learning Committee consists of one faculty representative from each of the following: Accountancy, Finance, Management, and Marketing. Committee members shall be elected by their constituencies to one year terms. The prior member will continue to serve until he or she is replaced. The Dean of the College shall also appoint a Faculty member to serve on the Assurance of Learning Committee. The Dean's designee will take a principal role in guiding and managing the AACSB accreditation process.

Duties. The Assurance of Learning Committee is charged with monitoring compliance with AACSB accreditation standards and with monitoring the professional business core of all programs covered by AACSB accreditation. Specifically, the Committee will focus on processes involving curricula management, assurance of learning, student-faculty interactions, program structure and design, and teaching effectiveness (as outlined by the AACSB).

The Assurance of Learning Committee may recommend curricular and/or extracurricular changes. In the case of curricular changes, all recommendations must be referred back to individual departments for review and approval prior to returning to the College Curriculum Committee for final action and referral.

C. *Scholarships and Awards Committee*

1. Composition. The Scholarship and Awards Committee consists of one faculty representative from each of the following: Accountancy, Aerospace Studies, Economics, Finance, Graphic Communications, Management, Marketing, and Military Leadership. Committee members shall be elected by their constituencies to one year terms. The prior member will continue to serve until he or she is replaced. The Committee elects from its membership a chairperson, who calls and conducts all meetings of the Committee. The chairperson also serves as the College representative to the University's Scholarship and Awards Committee.
2. Duties. This Committee will identify candidates for College-wide awards and scholarships and encourage faculty participation in the nomination process and in Honors and Awards Day. The chairperson of the Committee shall be responsible for coordinating the College's Honors and Awards Day ceremonies. The chair shall serve as the College's representative to the University Scholarships and Awards Committee.

D. *Honors Committee*

1. Composition. The Honors Committee consists of one faculty representative from each of the following: Accountancy, Aerospace Studies, Economics, Finance, Graphic Communications, Management, Marketing, and Military Leadership. Committee members shall be elected by their constituencies to one year terms. The prior member will continue to serve until he or she is replaced. The Committee also elects a chair from among its members, who serves as the College representative on the University Honors Committee. The Committee may appoint one or more nonvoting student members as it deems appropriate.
2. Duties. The Honors Committee approves all honors courses and curriculum prior to their consideration by the Curriculum Committee; coordinates the honors activities of the various departments in the College, as appropriate; and acts as a liaison between the College of Business and the Calhoun Honors College.

E. *MBA Council**

1. Composition. The MBA Council will consist of up to four members from each discipline in the College of Business from which faculty are normally drawn to teach MBA classes, including Accountancy, Economics, Finance, Management, and Marketing. The number of members of the MBA Council and the apportionment of the members by discipline shall be determined by the Dean in consultation with the MBA director, the department chairs, and the Faculty Advisory Council. The members of the Council shall be elected by the faculties of the individual disciplines involved according to the determined apportionment. Members will be elected for a two-year, renewable term.
2. Duties. The MBA Council will be charged with oversight, planning, and curriculum development for the MBA programs. The MBA Council will have the authority to elect standing committees relevant to the MBA programs, including a curriculum committee, as well as ad hoc committees as needed.

F. *College Tenure, Promotion, and Reappointment Advisory Committee ***

1. Composition. The College Tenure, Promotion, and Reappointment Advisory Committee shall consist of one tenured full professor from each department in the College, subject to the following conditions:
 - a. Neither department chairs nor the chairs of departmental TPR committees may serve on the Committee.
 - b. If no tenured full professor is available to serve from a department, a tenured associate professor may serve on the Committee.
 - c. Members on the Committee may serve simultaneously on their departmental TPR committees but may not chair the departmental committees.
 - d. The Committee will elect its own chair, who will serve a one-year term in that capacity.

Each department will establish its own procedures for selecting an eligible faculty member to serve on the Committee. The Committee members will serve non-consecutive staggered two-year terms.

2. Duties Related to Split Personnel Decisions and Early Promotion or Tenure. The Committee will advise the Dean of the College of Business on selected tenure and promotion cases, as specified below.

Review Process. The Committee will review requests for tenure, promotion, or reappointment if and only if: (1) a split or disputed decision emerges from the departmental level reflecting different conclusions by the departmental TPR committee and the department chair or (2) a case involves early consideration for tenure or promotion.

- a. The Committee will be notified of cases requiring review based on one or both of the above-specified conditions by the Dean's administrative staff at least three weeks prior to a predetermined meeting date with the Dean.
 - b. The Committee will rely upon the relevant department's published standards for tenure, promotion, and reappointment when reviewing each case.
 - c. All members of the Committee will discuss the merits of each case in a closed session except when considering promotion to or appointment at full professor. In those cases, members of the Committee who are associate professors will not participate in any deliberations or voting.
 - d. The results of the Committee discussion will be summarized for the Dean during a predetermined meeting. A full tally of favorable, unfavorable, and abstaining votes by all members of the Committee will be reported to the Dean, along with summaries of the key arguments for and against the candidate.
 - e. Any report submitted by the Committee is intended solely for the purpose of advising the Dean and does not constitute an independent decision regarding any personnel action. Being solely advisory, the Committee's reports will be kept strictly confidential.
3. Duties Related to Faculty Not Affiliated with a Regular Academic Department
 - a. The Committee shall evaluate on an annual basis all lecturers in the College who are not affiliated with a regular academic department and make a recommendation regarding their annual reappointment through the eTPR system **based on the By-Laws of this Committee**. This Committee shall focus on the quality of teaching which, by definition, must involve at least 50% of the workload. This Committee will also evaluate and make recommendations

regarding the promotion of lecturers to the rank of senior lecturer in accordance with the requirements of the Faculty Manual.

- b. The Committee shall also evaluate on an annual basis senior lecturers in the College who are not affiliated with a regular academic department and who are in the penultimate year of their three-year reappointment. A recommendation regarding their reappointment will be made through the eTPR system **based on the By-Laws of this Committee**. This Committee shall focus on the quality of teaching which, by definition, must involve at least 50% of the workload.

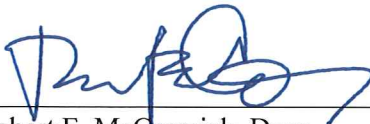
G. *Committee on Global Engagement*

1. Composition. The Committee on Global Engagement will consist of one faculty representative from each of the following: Accountancy, Economics, Finance, Graphic Communications, Management, and Marketing. Committee members shall be elected by their constituencies to one year terms. The prior member will continue to serve until he or she is replaced. However, the chair of the Committee will serve a two-year term. The College's International Program Coordinator will also serve as an ex officio member of the Committee.
2. Duties. The Committee on Global Engagement will engage in strategic planning to achieve University-wide goals for global engagement and advise the College on its implementation. The Committee will serve as the primary advisory group to the Dean of Business with regard to College-wide global engagement strategy, policy, and program implementation. The chair will serve as a liaison with the Vice Provost for Global Engagement. Specific duties include but are not limited to:
 - a. Funding for global engagement. Assist in allocating funds for appropriate curriculum development projects to enhance global engagement throughout the curriculum (these awards are not limited to study abroad).
 - b. Global partnerships. Assist in creating a strategic plan for developing and maintaining relationships with global partners, including internships, research, international student recruitment, and study abroad.
 - c. Student scholarships. Act as panelists for students applying for global mindset scholarship awards.
 - d. International student recruitment. Advise the College on priorities for international recruitment at the undergraduate and graduate level in coordination with the University's strategic enrollment plan.

*Section E added May 1998.

**Approved by College faculty vote: May 8, 2008; April 21, 2016, December 6, 2016

Signed,



Robert E. McCormick, Dean



Robert H. Jones, Provost

Appendix: Description of the College of Business Teaching, Research and Service Awards

Note: This appendix is informative and not considered part of the By Laws.

1) College of Business Undergraduate Teaching Excellence Award

Objective: To recognize a faculty member for outstanding undergraduate classroom instruction within the College of Business.

Award: The award will consist of a plaque and a cash award.

Selection Committee: The College Student Advisory Board will solicit nominations and select the winner.

Eligibility: All full-time faculty members in the College of Business are eligible, except for winners of this award the past two years. A list of prior award winners is available on the college webpage.

Criteria: Candidates for the undergraduate Teaching Excellence Award should demonstrate clear and consistent excellence in the classroom. Rigor, fairness, accessibility, and a high level of demonstrated learning should be the attributes to be recognized. The use of innovative pedagogical techniques and creative learning strategies, significant incorporation of technology into the classroom environment and assignments, and/or significant and/or unique efforts focusing on written and oral communication skill development may be other factors to be considered.

Application packages should include:

- A current vita
- Student course evaluations or other evidence of student assessment of the classroom environment and learning
- Examples of pedagogical tools, course syllabi, assignments, etc.
- A maximum of three letters of support from students and/or faculty members

2) College of Business Graduate Teaching Excellence Award

Objective: To recognize a faculty member for outstanding graduate classroom instruction within the College of Business.

Award: The award will consist of a plaque and a cash award.

Selection Committee: The College Faculty Advisory Council will select the winner. Should a member of the council be a candidate for the award, he or she will excuse himself or herself from the selection process.

Eligibility: All full-time faculty members in the College of Business are eligible, except for winners of this award the past two years. A list of prior award winners is available on the college webpage.

Criteria: Candidates for the Graduate Teaching Excellence Award should demonstrate clear and consistent excellence in the classroom. Rigor, fairness, accessibility, and a high level of demonstrated learning should be the attributes to be recognized. The use of innovative pedagogical techniques and creative learning strategies, significant incorporation of technology into the classroom environment and assignments, and/or significant and/or unique efforts focusing on written and oral communication skill development may be other factors to be considered.

Application packages should include:

- A current vita
- Student course evaluations or other evidence of student assessment of the classroom environment and learning
- Examples of pedagogical tools, course syllabi, assignments, etc.
- A maximum of three letters of support from students and/or faculty members

3) College of Business Research Excellence Award

Objective: To recognize a faculty member for outstanding success in research within the College of Business.

Awards: The following awards, each including an appropriate plaque and a cash award, will be presented.

- 1. Emerging Scholar Research Excellence Award**
- 2. Senior Scholar Research Excellence Award**

Selection Committee: The College Faculty Advisory Council will select the winner. Should a member of the council be a candidate for the award, he or she will excuse himself or herself from the selection process.

Eligibility: For either award, all full-time faculty members in the College of Business are eligible, except for winners of that award the past two years. A list of prior award winners is available on the college webpage.

Criteria:

1) Emerging Scholar Research Excellence Award: This award recognizes a untenured tenure-track faculty member who is demonstrating extraordinary levels of consistent success in becoming a recognized scholar in his/her field. Such success may be demonstrated by scholarly research and publication in leading refereed journals, publication of scholarly books and monographs, citation analysis, and/or recognition of the candidates' work resulting from grants and contracts.

2) Senior Scholar Research Excellence Award: This award recognizes a tenured faculty member who has demonstrated an extraordinary level of long-term, consistent success as a scholar resulting in national and/or international recognition of him/her and of their department/school and the university. Nominees may demonstrate success via scholarly research and publications in leading referred journals, citation analysis, scholarly books and monographs, significant recognition of the results of research grants and contracts, recognition of their work by invitations to scholarly and professional meetings, journal editorships, consulting experiences derived from the research successes, etc.

Application packages should include:

- A current vita
- Specific identification of research activities on which the candidate wants the selection process to focus (if not so identified in the vita)
- A maximum of three letters of support from colleagues, students, etc.

4) College of Business Service Excellence Award

Objective: To recognize a faculty member for outstanding public, professional, university, and/or collegiate service.

Award: The award will consist of a plaque and a cash award.

Selection Committee: The College Faculty Advisory Council will select the winner. Should a member of the council be a candidate for the award, he or she will excuse himself or herself from the selection process.

Eligibility: All full-time faculty members in the College of Business are eligible, except for winners of this award the past two years. A list of prior award winners is available on the college webpage.

Criteria: Candidates should demonstrate a high level of success in one or more areas that may include public service in an area related to the individual's professional area and responsibilities, professional service, and/or service activities within the university and/or college. University and/or collegiate activities may include student academic advising, serving as an advisor of a student group, and/or extraordinary service in university, college and/or departmental committees.

Application packages should include:

- A current vita
- Specific identification of service activities on which the candidate wants the selection process to focus (if not so identified in the vita)
- A maximum of three letters of support from students and/or colleagues

5) College of Business Dean's Award for Student Engagement

Objective: To recognize outstanding contributions to student engagement by a faculty or staff member within the College. Faculty, as the term is used here, includes lecturers, senior lecturers, ROTC faculty, and persons in administrative positions.

Award: The award will consist of a plaque and a cash award.

Selection Committee: Nominations will be solicited from all undergraduate majors in the College by the Student Advisory Board. The SAB will then vote on the nominations and send the three top candidates to the Dean for the final selection.

Eligibility: This award is available to all full-time faculty and staff members in the College of Business. After the two inaugural awards have been given, faculty members who have won in the two previous years will not be eligible for consideration.

Criteria: The award seeks to recognize multiple dimensions of faculty and student involvement and interaction. Innovative engagement initiatives are to be recognized, as well as other relevant activities including extraordinary contributions in mentoring, advising, non-traditional teaching, and the supervision of Creative Inquiry, honors theses, and independent studies.

A nomination package should include:

- A current vita
- Specific identification of engagement activities on which the candidate wants the selection process to focus
- A maximum of three letters of support from colleagues, students, or other relevant stakeholders

6) College of Business Dean's Awards for Interdisciplinary Collaboration

Objective: To recognize interdisciplinary collaborations conducted by faculty or staff within the College. For the current purposes, the term faculty includes tenure-track faculty, lecturers, senior lecturers, ROTC faculty, and persons in administrative positions.

Award: The following awards, each consisting of an appropriate plaque and a cash award will be presented.

- 1) **Dean's Award for Interdisciplinary Collaboration – Research Collaboration**
- 2) **Dean's Award for Interdisciplinary Collaboration – Teaching/Service Collaboration**

Selection Committee: Nominations will be solicited from the entire faculty by the College Faculty Advisory Council. Should a member of the council be a candidate for an award, he or she will excuse himself or herself from the selection process for that award. After the committee evaluates the nominations, the top three will be forwarded to the Dean for the final selection.

Eligibility: This award is available to all full-time faculty and staff members within the College of Business. Individuals who have received the award in the prior two years will be eligible only if the interdisciplinary project and team are sufficiently distinct from what was previously recognized.

Criteria: The award seeks to recognize interdisciplinary collaborations, both within CBBS and across the university. Successful nominations will detail programmatic and synergistic collaborations across multiple departments or disciplines.

A nomination package should include:

- A one page description of the collaborative project, emphasizing
- The value of the interdisciplinary effort
- The potential future direction or impact of the collaboration
- Products of the collaborative effort (e.g., journal publications, research grants, syllabus for interdisciplinary courses, etc.)
- Names of the participants with a short (one paragraph) bio

7) College of Business Staff Award for Student Service

The College of Business Staff Award for Student Service shall be given annually to a single staff recipient in recognition of outstanding service to students. The award consists of a plaque and a cash award. Staff members may be nominated by any student of the College. Nominations shall be made in writing and must include a description of instances that exemplify the nominee's outstanding contributions to student service in the college. The selection of recipients shall be made by the members of the College Undergraduate Student Advisory Board. Members of the SAB shall decide on the criteria for the final award and conduct the selection process.

8) College of Business Team Player Award

The College of Business Team Player Award will be presented annually, and consist of a plaque and a cash award. It will be given to a College staff member who is considered by his or her peers to be the "most valuable team player" in the College. A member of the staff may be nominated for this award by any other member of the staff or by any member of the faculty. Nominations must be in writing and include a description of instances that exemplify the nominee's team spirit and cooperation, along with an explanation of how the nominee's actions contributed to the primary mission areas of the College: teaching, research, and service. The winner shall be selected by electronic ballot and elections will follow a plurality voting system.