

**FACULTY BY-LAWS**  
**of the**  
**COLLEGE OF AGRICULTURE,**  
**FORESTRY AND LIFE SCIENCES**  
**CLEMSON UNIVERSITY**  
**Clemson, SC**

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**FACULTY BY-LAWS**  
**of the**  
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**CLEMSON UNIVERSITY**

**Preamble.**

The College of Agriculture, Forestry and Life Sciences has as its mission the pursuit of excellence through education, research, and public service programs directed to the citizens of South Carolina, the Nation and the World. This mission reflects the intent of Clemson's founder, Thomas Green Clemson, and the traditional role and mission of this Land Grant University.

**Article I Purpose.**

The purpose of this organization shall be to establish degree requirements and approve curricula for programs in the College of Agriculture, Forestry and Life Sciences (CAFLS); to establish academic standards and honors criteria; to approve candidates for degrees; to administer the selection of recipients for scholarships and similar awards; to consider policies affecting academic, research, service and regulatory activities; to consider policies affecting faculty welfare and other matters as might pertain to common professional goals of its membership; to formulate and forward recommendations to various University organizations and administrators.

**Article II Membership.**

The membership of this organization shall consist of all persons identified by their personnel records as being employed by the College of Agriculture, Forestry and Life Sciences in **Regular** faculty and administrators with faculty rank described according to the University Faculty Manual.

**Article III Faculty Senate Representation.**

*Section 1. Function and Responsibilities*

Senators represent their CAFLS colleagues in deliberations of the Faculty Senate and in deliberations with College and University administrators.

*Section 2. Faculty Senate Delegation Officers and Duties*

The Delegation of Faculty Senators will convene to elect a Lead Senator and a Secretary and appoint a Parliamentarian prior to the April meeting of the Faculty Senate. The Lead Senator or his representative will preside as Chair over meetings of the CAFLS faculty.

The Secretary shall be responsible for minutes of the meetings and their distribution to the faculty. The Secretary shall be responsible for official CAFLS faculty correspondence.

The Parliamentarian shall be the final arbitrator on procedural issues or questions.

The Lead Senator and/or the Delegation may appoint ad hoc committees as needed.

The Delegation may appoint representatives to University committees as appropriate.

### *Section 3. Election of Faculty Senators.*

Elections of Faculty Senators will be conducted in accordance with Article II Section 2 of The Constitution of the Faculty of Clemson University.

Members as defined in Article 1 with the exception of Department Chairs, Deans, and other individuals whose duties are administrative are eligible for election to the Faculty Senate. Senators with the exception of those holding elected Senate office shall serve 3-year terms.

A committee appointed by the CAFLS Dean and the current Faculty Senators shall nominate candidates for each position to be filled. Nominations will be circulated to the faculty and additional nominations solicited. Ballots containing the list of nominees will be distributed for voting prior to March 15. Tellers will be appointed by the chair to tally the votes. Voting and tallying will be completed by April 1.

### *Section 4. Recall of Faculty Senators*

Grounds for recall of a Faculty Senator are non-attendance to expected duties. Expected duties include regular attendance at Faculty Senate meetings, active participation on assigned committees and communication with faculty.

A recall of an elected Faculty Senator shall be conducted at the request of thirty percent (30%) of the voting faculty or at the request of a majority of the elected senators.

## **Article IV Meetings of the Organization.**

### *Section 1. Establishment of Meetings.*

There shall be at least three (3) meetings during each academic year for consideration of business and approval of degree candidates. There shall be one (1) meeting prior to the August commencement in which no business other than approval of degree candidates may occur.

The Dean or the Lead Senator may call meetings of the College faculty.

Meetings may also be called by petition of ten percent (10%) of the membership. The Lead Senator shall call a meeting no less than five (5) nor more than fourteen (14) days from receipt of a signed petition requesting a meeting of the faculty.

A quorum for any meeting shall consist of no less than ten percent (10%) of the membership.

The rules contained in the most recent edition of Robert's Rules of Order shall govern the conduct of meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws or any special rules the organization may adopt.

### *Section 2. Agenda*

The Chair (Lead Senator) shall forward an agenda stating time, place, and business to be conducted to the membership at least seven (7) days prior to a meeting. The Chair shall include on the agenda any item submitted by a member of the organization at least ten (10) days prior to that meeting.

Business may be added to the stated agenda upon approval of a majority of the membership in attendance at the meeting.

### *Section 3. Minutes*

Minutes of the meeting shall be written by the Secretary and signed by the Chair. Copies of these minutes shall be forwarded to the President of the University, to the Provost, to the CAFLS Dean, to each Department and Faculty Chair within the College, and to all faculty members within the college.

## **Article V Committees.**

Committees of the College of Agriculture, Forestry and Life Sciences are as follows. All Committee terms commence on May 1 of each year.

### *Section 1. CURRICULUM COMMITTEE*

#### *Section 1a. Functions and Responsibilities*

The Curriculum Committee shall have jurisdiction over undergraduate and graduate curricula, and shall act for the faculty in reviewing proposals for curricular changes. The committee shall make recommendations for such changes as appropriate to (i) the College faculty, (ii) the University Undergraduate Curriculum Committee, and/or (iii) the University Graduate Curriculum Committee.

The Curriculum Committee may serve as a Teaching Improvement Committee to advise the Dean on appropriate programs to improve the quality of instruction and/or academic programs in the College.

The Curriculum Committee may of its own accord or on the request of the Dean form ad hoc committees to study, evaluate, or advise on issues affecting the instructional programs of the college.

Any action or recommendation of the Curriculum Committee is subject to faculty review and vote on written request to the Lead Senator of CAFLS. Such action can be requested by three (3) members of the Curriculum Committee or of ten (10) members of the faculty.

The committee will report to the CAFLS faculty at regular meetings as appropriate.

#### *Section 1b. Membership, Election, and Terms*

The Curriculum Committee shall consist of one faculty member, without administrative rank, elected from each academic department or faculty responsible for courses required in degree programs in the College for terms as specified by departmental by-laws. One undergraduate student and one graduate student shall be appointed annually by the Dean.

Department elections will be held prior to April 15 in any year that a representative to the Curriculum Committee is to be elected.

Curriculum Committee officers shall be elected for terms of three (3) years. Regardless of term established by departmental by-laws, any member elected to an office shall serve in that position for three (3) years. In such cases, the department or faculty is not eligible for other representation. In the event of a vacancy, the department may fill the unexpired term.

#### *Section 1c. Officers and Duties*

The Curriculum Committee shall be convened prior to May 1 by the incumbent Committee Chair for election of officers. The Curriculum Committee shall elect the following officers and representatives from among its faculty members. If an officer becomes ineligible to serve, a replacement will be elected to fill the term at the next regular meeting of the Committee.

#### *Section 1c1. The Chair.*

The Chair shall convene and moderate all meetings, shall prepare an agenda including the minutes of the previous meeting, and provide for its distribution to Curriculum Committee members, chairs of teaching department/faculties, and the Dean at least seven (7) days prior to regular meetings. The Chair will communicate with the Dean and other administrators regarding responsibilities and

recommendations of the Curriculum Committee and will report to the faculty at regular meetings as appropriate.

The Chair shall be one of the elected representatives of the College to the University Undergraduate Curriculum Committee. As such, the Chair will keep the members of the curriculum committee apprised of the actions of this body.

The Chair may appoint subcommittees as needed.

*Section 1c2. The Vice-Chair.*

The Vice-Chair shall serve in the absence of the Chair. The Vice-Chair may substitute for any representative of the committee at any official function. The Vice-Chair will serve as the second representative to the University Undergraduate Curriculum Committee.

*Section 1c3. The Secretary.*

The Secretary shall keep minutes of the meetings and correspondence, and shall provide minutes of the meetings and correspondence to the Chair for distribution.

*Section 1c4. The Representative to the University Graduate Curriculum Committee.*

The Curriculum committee shall elect two of its members as representatives to the University Graduate Curriculum Committee. These representatives shall represent the College on this Committee and will keep the members of the Curriculum Committee apprised of the actions of this body.

*Section 1d. Procedures*

At least three (3) meetings shall be scheduled during each regular academic semester. The Chair must call a meeting (i) upon the written request of the Dean or (ii) upon the written request of one-third (1/3) or more of the members of the Committee. Unless waived, official business on which a vote is to be taken must appear on the meeting agenda.

A quorum for meetings of the Committee shall be determined by the Chair. All meetings of the Committee will be conducted following the most recent edition of Robert's Rules of Order unless (i) otherwise specified in these by-laws, or (ii) waived by a two-thirds (2/3) or more vote of the members at any meeting.

The Chair shall notify the Department/Faculty Chair or the Dean, as appropriate, if a member is regularly absent from meetings.

## *Section 2. SCHOLARSHIP AND AWARDS COMMITTEE*

### *Section 2a. Function and Responsibilities*

The Scholarship and Awards Committee shall make recommendations to the University Scholarship and Awards Committee for awarding scholarships and related recognition to students in the CAFLS.

The committee will report to the CAFLS faculty at regular meetings as appropriate.

### *Section 2b. Membership, Election, and Terms*

The Scholarship and Awards Committee shall consist of one faculty member without administrative rank elected from each academic department in the college. The Associate Dean for Academics shall serve as an Ex-officio member.

Department elections will be held prior to April 15. Members shall be elected for terms as specified by department by-laws.

Regardless of term established by departmental by-laws, any member elected to serve as the Chair shall serve in that position for three (3) years. In such cases, the department is not eligible for other representation.

### *Section 2c. Officers and Duties*

The Committee shall be convened prior to May 1 by the incumbent Committee Chair for the election of a Chair. The Chair shall be elected for a term of three (3) years and shall serve as the College representative to the University Scholarship and Awards Committee. The Associate Dean for Academics shall assist the committee and assure adherence to scholarship guidelines, donor agreements, and public recognition for awardees.

Additional representatives to the University Scholarship and Awards Committee or related committees may be elected by the Committee to conform to University policy.

## *Section 3. ALUMNI PROFESSOR NOMINATING COMMITTEE*

### *Section 3a. Function and Responsibilities*

The Alumni Professor Nominating Committee will meet as required to review and recommend individuals for Alumni Professorships. Nominations for Alumni Professor from the College of Agriculture, Forestry and Life Sciences will be made by the Dean of the College from the individuals recommended by the Alumni Professor Nominating committee.

The committee will report to the CAFLS faculty at regular meetings as appropriate.



*Section 3b. Membership.*

The Committee shall be appointed by the Faculty Senate Delegation in consultation with the Dean.

*Section 4. TEACHING AWARDS COMMITTEE*

*Section 4a. Functions and Responsibilities*

The Teaching Awards Committee will meet as required to solicit nominations, review, and select individuals for up to three teaching awards a year. Nominations will be solicited from all CAFLS faculty and students. Nominees will be given the opportunity to submit applications for one of three awards: Undergraduate Teaching with Less than Six Years of Experience, Undergraduate Teaching with Six or more Years of Experience, and Graduate Teaching. All applications will be reviewed by the members of the Teaching Awards Committee in the process of selecting a winner for each award.

The committee will report to the CAFLS faculty at regular meetings as appropriate.

*Section 4b. Membership and Terms*

The Teaching Awards Committee shall consist of one faculty member without administrative rank from each academic department in the college. Each department's member shall be appointed by the chair of the department in consultation with the Chair of the Teaching Awards Committee. Appointments will be made by October 15. Members will serve three year terms.

*Section 4c. Officers and Duties*

The Committee shall be convened prior to October 15 by the incumbent Committee Chair for the election of a Chair. The Chair shall be elected for a term of two (2) years.

*Section 5. NOMINATING COMMITTEE*

*Section 5a. Function and Responsibilities*

The Nominating Committee shall develop a slate from College personnel to stand for election at the spring faculty meeting to fill representation on University Committees.

*Section 5b. Membership, Election and Terms*

The Nominating Committee shall consist of two faculty senators elected by the College Faculty Senate delegation and one member appointed by the Dean. The College Faculty Senators, at their discretion, may appoint or hold elections to fill unexpired terms on University Committees.

*Section 6. DEAN'S ADVISORY COMMITTEE ON PROMOTION, TENURE AND REAPPOINTMENT (NOTE: The College maintains a separate Promotion, Tenure and Reappointment document approved by the faculty.)*

*Section 6a. Function and Responsibilities*

As provided by the University Constitution, the Dean may appoint a committee to advise on issues pertaining to promotion, tenure and reappointment of College faculty members. The final decision at the College level on promotion, tenure and reappointment resides solely with the Dean.

*Section 6b. Membership, Election and Terms*

Membership is made up of the Chairs of each Department's Promotion, Tenure and Reappointment Committees

*Section 7. OTHER COMMITTEES*

The Dean in consultation with the faculty senators may establish other committees, standing or special, as needed to fulfill the purpose of the College of Agriculture, Forestry and Life Sciences.

These committees will report to the CAFLS faculty at regular meetings as appropriate.

**Article VI Amendments.**

These by-laws may be amended at any meeting of the organization by a two-thirds (2/3) vote, provided the amendment and the date of the meeting have been distributed in writing to each member of the organization at least thirty (30) days in advance of the meeting at which the vote is taken.

**Article VII Ratification and Distribution.**

These by-laws shall take effect upon ratification by a two-thirds (2/3) vote at a meeting of the CAFLS faculty called for that purpose. A copy of these by-laws shall be distributed to all faculty members, college administration and the Provost and placed in relevant College databases.

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Adopted by the College of Agriculture, Forestry and Life Sciences Faculty and approved at the August 18, 2009 CAFLS faculty meeting.



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Dr. Thomas R. Scott, Interim Dean  
College of Agriculture, Forestry and Life Sciences



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Dr. Doris R. Helms  
Provost and Vice President for Academic Affairs