

FACULTY BY-LAWS

THE JOHN E. WALKER DEPARTMENT OF ECONOMICS

**College of Business and Behavioral Science
Clemson University**

August, 2011

Preamble

These by-laws shall govern the organization and procedures of the Faculty of The John E. Walker Department of Economics, College of Business and Behavioral Science, Clemson University. The purpose of these by-laws shall be to assist the faculty in its conduct of department, college, and university governance, as well as other such matters as may pertain to the common professional goals of its membership.

Article I - Membership

Membership shall consist of all full-time tenured and tenure-track faculty of the Department of Economics. Emeriti faculty may be granted membership under procedures stated in the Clemson University faculty manual.

Article II - Officers

1. The Chair of the Department of Economics will preside over all meetings of the full faculty. In his or her absence, the senior professor in attendance (by time served at Clemson) will preside over such meetings.
2. The departmental administrative assistant or secretary will assume the following duties:
 - a. Ensure that accurate minutes of each faculty meeting are taken and distributed to the faculty.
 - b. Coordinate, with the Chair of the Department, notification of members about meetings.
 - c. Count all votes taken at meetings. For secret ballots, the Department Chair will appoint a faculty member to assist in the count.
 - d. Handle other correspondence related to the meeting as directed by the faculty.

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Article III - Procedures

1. The Chair shall call meetings for the purpose of conducting ordinary and recurring departmental business, for making special announcements and for reasons not otherwise indicated in these By-Laws. The Department Chair shall also call meetings at the written request of chairpersons of standing elected departmental committees, or of 33% percent of voting members of the departmental faculty.
2. Notification of all faculty meetings will be made in writing or via electronic mail to all members at least five (5) working days in advance of the meeting. Emergency meetings may be called without this limitation.
3. At the request of a faculty member, voting shall be conducted by secret ballot. Votes will be tallied by the departmental administrative assistant or secretary with the assistance of a member. The results of all votes will be announced.
4. Fifty-one percent (51%) of the tenured and tenure-track faculty shall constitute a quorum. Faculty on academic leave will not be counted in determination of requirement for quorum.
5. A plurality of those voting at a duly constituted meeting shall suffice to pass any motion except for those motions proposing to modify or amend these By-Laws. A majority of two-thirds of the entire tenured and tenure-track faculty is required to modify or amend these By-Laws. Proposed changes in or amendments to these By-Laws must be provided to all faculty members no fewer than five (5) working days prior to the meeting at which the changes or amendments will be proposed.
6. Written proxy votes will be permitted only for election of committees and By-Laws amendment proposals.
7. Notwithstanding any other qualifying attributes, membership on any elected committee shall require that the member be in residence at the time of election.
8. Interim teaching staff will be hired by the Department Chair and reviewed each semester by the Chair with input from faculty.
9. Members of elected committees who ascertain an inability to serve for the remainder of their normal elected term will be replaced at beginning of the period during which they are unable to serve. The replacement member will complete the term of the originally elected member.

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10. Except where specifically stated, Roberts Rules of Order, as revised, will prevail.

Article IV - Standing Elected Committees

1. Departmental Advisory Committee

- a. **Composition:** This committee shall comprise five (5) tenured members.
- b. **Term:** Each member of this committee will serve for a three (3) year period. In the event of a vacancy, a replacement will be elected to complete the original member's term.
- c. **General Duties:** This committee will assume broad responsibilities for advising the Chair of the Department in matters of departmental governance and administration that require faculty input.
- d. **Appointment, Promotion, and Tenure Duties:** The committee will meet to determine recommendations for promotion and the granting of tenure for the faculty as based on standards approved by the membership. Recommendations will be presented to the Chair of the Department and through appropriate channels. For the tenure candidates, a mentor or adviser who is familiar with the candidate's work may submit an assessment of the candidate's contributions to the objectives of the department and the university. The mentor/adviser, unless already on the Departmental Advisory Committee, will neither participate in the committee's meetings nor be granted voting privileges.
- e. **Organization:** The committee will organize itself as necessary to accomplish its work and may subdivide duties among its members.
- f. **Restrictions:** The deliberations of the committee will remain confidential at all times, except that the final vote totals on reappointment, promotion and tenure will be stated in the recommendation letter from the committee. Members of the committee will not participate in peer review of a rank they have not attained.

2. Curriculum Committee

- a. **Composition:** This committee shall comprise three (3) members.
- b. **Term:** The period of service on this committee will be two (2) years. The chair of the committee will be elected by the committee members annually. Two (2) committee members will be elected on even-numbered years, and one (1) member will be elected on odd-numbered years.

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- c. Duties:** This committee will make recommendations on the curriculum of new degree programs and will evaluate and make recommendations to the membership about courses and existing degree programs. The chair of this committee will serve as the department's elected member to the college curriculum committee.

Article V - Standing Appointed Committees

The Chair of the Department will appoint members to the committees listed below. The composition and duties of each committee, as well as the term of service on each committee, will be established at the time of appointment.

1. PhD Curriculum and Policy
2. PhD Examination Committee
3. Scholarships and Awards
4. Social
5. Placement

Article VI - Other Committees

1. Faculty Recruitment Committee:

- a. Composition:** The committee shall comprise of up to five (5) members.
- b. Appointment:** Appointment to the committee is to be made by the Department Chair.
- c. Term:** Each member will serve on the committee for the academic year during which the search is taking place or until the position is filled.
- d. General Duties:** This committee will assume broad responsibilities for search, screening and the evaluation of candidates for tenured and tenure-track positions. The committee will assist the Chair of the Department with recruiting activities in accordance with the procedure stated in section III of the Clemson University Faculty Manual.

2. The Chair of the Department or the faculty may establish temporary committees as the need arises.

Article VII - Approval of Candidates for Degrees

Any student who fulfills the requirements for a degree offered in Economics, as specified by the university and the department, shall be presumed to have the endorsement of the faculty of the Department, unless the faculty specify otherwise by means of an explicit vote.