

CLEMSON UNIVERSITY
DEPARTMENT OF ENGINEERING AND SCIENCE EDUCATION
BY-LAWS
(October, 2008)

ARTICLE I. MEMBERSHIP

The *Faculty* of the Department of Engineering and Science Education shall consist of all tenured and tenure-track faculty and permanent lecturers who are appointed at least half-time to the Department of Engineering and Science Education. In the case of faculty holding joint appointments, the existing faculty of the Department shall decide whether particular individuals will be granted membership in the Department of Engineering and Science Education faculty for any of the purposes described in these By-laws.

Permanent Lecturers are defined as Senior Lecturers and Lecturers with at least 3 years continuous service as a Lecturer to the Department.

Advisors in the Department of Engineering and Science Education will include individuals whose primary responsibility is to advise majors within the undergraduate department.

Staff in the Department of Engineering and Science Education is defined as individuals filling administrative assistant and laboratory technician positions.

Members of the Department of Engineering and Science Education will include the faculty, advisors, and staff as defined above, with functions of various types of members as described below.

Chair refers to the chair of the Department of Engineering and Science Education.

ARTICLE II. FUNCTIONS

The Faculty of the Department of Engineering and Science Education shall establish the will of the Department concerning curriculum content and courses subject to College and University policies. The faculty shall elect representatives to Departmental and to College of Engineering and Science committees as required; and shall consider any matters that may affect the welfare of its members or the teaching, research and public services policies of the Department of Engineering and Science Education.

The Advisors of the Department of Engineering and Science Education will initiate changes in the advising program and bring these forward for approval (major changes only) by the members of the Department of Engineering and Science Education.

The Staff of the Department of Engineering and Science Education will bring to the attention of the Department of Engineering and Science Education any issues that need to be addressed by the Members of the Department of Engineering and Science Education.

ARTICLE III. MEETINGS

Meetings of the Department of Engineering and Science Education Members shall be held at least three times during each of the long semesters with the Chair presiding. When necessary another Faculty Member of the Department will be appointed to preside in the Chair's absence. The Department of Engineering and Science Education Administrative Assistant will serve as the Secretary for all meetings. Additional meetings will be called when deemed necessary by the Chair for any appropriate subgroup. Meetings can be called upon written request of at least one-third of the Department's Members. Notice of meetings and the meeting agendas shall be given at least three (3) working days in advance. A quorum shall consist of a simple majority of the individuals that constitute the particular group meeting. Minutes of all meetings shall be forwarded to the Associate Dean of College of Engineering and Science for Undergraduate Studies and to all Department of Engineering and Science Education members.

Robert's Rule of Order shall govern the conduct of meetings and the adoption of resolutions, motions and reports. All resolutions, motions and reports that will commit the Members to any policy position must be submitted to the Department of Engineering and Science Education in sufficient time so that a copy can be placed in the departmental mail box of each individual at least five (5) working days prior to the meeting at which action of the resolution(s), motion(s) or report(s) is contemplated. On the call of any individual, voting on a motion shall be by secret ballot.

ARTICLE IV. COMMITTEES

Section 1 Standing Committees

The standing committees of the Department of Engineering and Science Education shall be the Advisory Committee, the Curriculum Committee, and the Peer Review Committee. Other standing committees may be formed or existing committees may be deleted by action of the appropriate members of the Department of Engineering and Science Education at a scheduled meeting.

Section 1A. Advisory Committee

The Advisory Committee shall consist of at least three (3) individuals with instructional responsibilities in the Department, and at least two (2) of these must be member of the Faculty. At least one Advisor will serve on this committee, and it shall be chaired by the Department Chair. This committee shall advise the Chair on matters that affect the Department.

Section 1B. Curriculum Committee

The Curriculum Committee shall consist of at least three (3) individuals with instructional responsibilities in the Department, one of which will serve as chair. The

Curriculum Committee shall serve as the primary body for review of curriculum matters and proposal of changes in courses or course content related to the Department.

Section 1C. Peer Review Committee

The Peer Review Committee shall consist of a minimum of four (4) tenured members of the College of Engineering and Science. At least one of these individuals must be a tenured member of the Department of Engineering and Science Education. The committee shall be appointed by the Chair and serve to provide peer review for those faculty considered for reappointment, tenure and/or promotion.

Section 2. Ad Hoc Committees

Ad hoc committees may be established as needed by the Chair.

Section 3. Faculty Search Committees

For any tenure-track or special permanent non-tenure-track faculty position, the Department Chair, in consultation with the Advisory Committee, shall appoint a Search Committee.

Section 3. Hiring of Advisors and Staff

The steps required by the College of Engineering and Science, by the Human Resources Department and the Access and Equity Department will be followed in all other hiring activities.

ARTICLE VI. AMENDMENT

These By-Laws may be amended at a meeting of the Department of Engineering and Science Education Members by a two-thirds majority vote provided that sections pertaining to a specific type of member must be approved by a two-thirds majority of those members. A proposed amendment must be recommended by three (3) members of the Department, and distributed to the faculty by the Department Chair at least ten (10) working days prior to the scheduled meeting. An amendment shall become effective when approved by the Department of Engineering and Science Education Members.