

CLEMSON
UNIVERSITY
Departmental Bylaws Routing Sheet

Requirements based on 2019-2020 ~~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: Mechanical Engineering

College: Engineering, Computing and Applied Sciences

The attached bylaws were approved at the Departmental Faculty Meeting on: 3/27/2020

Faculty Manual Editorial Consultant

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.



Provost or designee (signature)

Robert H. Jones

Name

Robert H. Jones

Approved

Revision Required (see comments)

Date June 17, 2020

Department: Mechanical Engineering

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual* . Updated 8/12/2019.

The 2019-2020 *Faculty Manual* requires 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 <i>Faculty Manual</i> 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		*	
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		

Comments

- 13 A reminder (that doesn't need to be noted in your document): the department representative to the College Curriculum Committee (and therefore, the chair of your Undergrad Curriculum committee) needs to be a regular faculty member.
- 15 Please remove the PTR committee composition from this document at your next revision since it is also in the TPR document.

**CLEMSON UNIVERSITY
DEPARTMENT OF MECHANICAL ENGINEERING
FACULTY BYLAWS**

ARTICLE 1. MEMBERSHIP

The Department of Mechanical Engineering Faculty shall consist of all members of the College of Engineering, Computing and Applied Sciences (referred to as College hereafter) Faculty who are appointed in either tenured or tenure track positions with primary appointment in Mechanical Engineering.

Primary appointment in Mechanical Engineering is defined as 51% appointment of more. Secondary appointment status shall be granted to qualified candidates with an appointment of 50% appointment or less only be a two-thirds vote approval by the Department regular Primary Faculty

Those faculty with secondary appointments in Mechanical Engineering shall be non-voting members of the Mechanical Engineering faculty, but may petition for voting privileges granted annually by 2/3 closed vote of Department regular primary faculty.

University personnel holding either Other Regular Faculty Rank or Special Faculty Rank as defined by the Clemson University Faculty Manual and having primary appointments in Mechanical Engineering may petition for voting privileges granted annually by 2/3 closed vote of the Department regular primary faculty.

Each faculty member shall select a discipline group. The discipline groups are: Applied Mechanics, Design and Manufacturing, Dynamic Systems and Controls, and Thermal Fluid Sciences.

ARTICLE II. FUNCTIONS

The Faculty of the Department of Mechanical Engineering shall establish the will of the Department concerning academic matters; shall evaluate the credentials of current and prospective members, and shall recommend their appointment, reappointment, promotion and tenure in accordance with the University Faculty Manual; shall elect representatives to College 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 Mechanical Engineering.

ARTICLE III. OFFICERS

The officers of the Department of Mechanical Engineering Faculty shall be Chairperson and Secretary. The Chair of the Department of Mechanical Engineering shall serve as the Chairperson and shall appoint a Secretary and when necessary, a presiding officer to serve in the absence of the Chair.

ARTICLE IV. MEETINGS

Regular meetings of the Department of Mechanical Engineering Faculty shall be held at the beginning and at the end of both the fall and the spring semesters prior to commencement. Additional meetings will be called when deemed necessary by the Chairperson or when a written request is made by at least three (3) faculty members. Notice of meetings and their agenda shall be given at least five (5) working days in advance, however, new agenda items may be considered upon a 2/3 vote of the total faculty. Copies of all resolutions, motions and reports that will commit the Faculty to any policy position must be submitted to the Faculty at least five (5) working days prior to the meeting at which action on such resolution(s), motion(s), or report(s) is contemplated. A quorum shall be a simple majority.

Roberts Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions and reports. On the call of any member of the Faculty, voting on a motion shall be by secret ballot. Minutes of all meetings shall be forwarded to all members of the Mechanical Engineering Faculty and a copy of the minutes of each faculty meeting shall be maintained in the Department office.

ARTICLE V. COMMITTEES

Section 1. Structure and Membership

The Department of Mechanical Engineering Faculty committees are created to implement the functions of the faculty as delineated under Article II. The composition and membership of these committees shall be designated by the Department Chair in a manner consistent with these bylaws and the Faculty Manual. If these documents provide no guidance, the Department Chair shall appoint the committee chair. Unless otherwise specified, all standing committees will consist of at least three (3) faculty members appointed by the Department Chair. The Committee year will be from August 15 until August 14 of subsequent year. The composition of all standing committees shall be determined by and communicated at or before the first faculty meeting of the fall semester.

Section 2. Standing Committees

The standing committees of the Department of Mechanical Engineering shall be:

- A. Advisory Committee
- B. Tenure, Promotion, and Reappointment Committee
- C. Post-Tenure Review Committee
- D. Graduate and Research Committee
- E. Undergraduate Curriculum Committee
- F. Laboratory Committee
- G. Scholarship, Award and Honors Committee
- H. Assessment Committee
- I. International Committee
- J. Seminar Committee

The functions of these committees include providing advice to the Department Chair and serving as a petitionary forum for faculty members in the areas of the committees' purview. Any written inquiry to a committee from the Faculty will require a written reply from the committee addressed within ten (10) working days. Each committee is responsible for developing and maintaining written procedures to govern their actions and have these procedures approved by the Mechanical Engineering Department Faculty. No faculty member shall be appointed to serve on more than two (2) standing committees simultaneously.

Section 2A. Advisory Committee:

The Department of Mechanical Engineering Advisory Committee shall advise the Department Chair on matters brought to it by the Department Chair and on other matters deemed appropriate by the Advisory Committee. The Committee shall be composed of one faculty member from each discipline group, elected by faculty of the respective discipline group. The Department Chair shall serve as the Advisory Committee Chair.

Section 2B. Tenure, Promotion and Reappointment Committee:

The Department of Mechanical Engineering Tenure, Promotion and Reappointment Committee is responsible for conducting peer reviews of all faculty who are being considered for tenure, promotion, or reappointment and for providing written recommendations to the Dean on its findings. Refer to the "Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion and Reappointment" for the TPR Committee structure and TPR process.

Section 2C. Post-Tenure Review Committee:

The Department of Mechanical Engineering Post-Tenure Review (PTR) Committee is responsible for conducting reviews of tenured faculty who are so due under the provisions of the University Post-Tenure Review Policy. Faculty who are subject to post-tenure mediation are not eligible for service on the PTR committee.

The Committee members shall be nominated by the Department Chair and elected by a simple majority vote of the regular primary faculty and shall consist of three (3) tenured faculty, all of whom hold the rank of Professor or the current number of faculty holding that rank, whichever is fewer. Only tenured regular faculty members are eligible for election to the PTR

committee. The Department Chair may not serve on this committee.

If the faculty member under review requires Part II PTR, as per option 2 of the Faculty Manual, Part IV, Section F #6.a, at least one member of the Committee shall hold faculty appointment outside of the Department. The Department Chair will nominate one or more Clemson University faculty members at or above the rank of the faculty member under review from outside the Department, elected by a simple majority of the regular primary faculty, to provide external representation. The Mechanical Engineering department does not require external letters for faculty members undergoing Part II PTR.

The Committee will elect its own Chair. The Committee will provide written recommendation to the Dean of the College on its findings. Refer to the “Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion and Reappointment” for the PTR Committee structure and PTR process.

Section 2D. Graduate Research and Curriculum Committee:

The Department of Mechanical Engineering Graduate and Research Committee is responsible for providing recommendations to the Department Chair and Faculty on all matters relating to the graduate curriculum, graduate programs and research in the Department. The Committee shall consist of at least five (5) research active faculty appointed by the Department Chair, including the Graduate Coordinator. The membership of the committee elects its chair from the regular members of the committee.

Section 2E. Undergraduate Curriculum Committee:

The Department of Mechanical Engineering Undergraduate Curriculum Committee will serve as the primary body for review of undergraduate curricular matters within the Department and is responsible for providing recommendations to the Department Chair and Faculty on all matters relating to the Mechanical Engineering undergraduate curriculum. The Committee members are appointed by the Department Chair, including the Undergraduate Coordinator and Undergraduate Honor Program Coordinator. The chair of the Committee must be selected by the members of the committee and serves on the college Curriculum Committee.

Section 2F. Laboratory Committee:

The Department of Mechanical Engineering Laboratory Committee is responsible for providing recommendations to the Department Chair in consultation with Undergraduate Curriculum Committee and the Graduate and Research Committee on all matters relating to the undergraduate and graduate instructional laboratories, including the utilization of laboratory space and new equipment purchases.

Section 2G. Scholarships, Awards and Honors Program Committee:

The Department of Mechanical Engineering Scholarships, Awards and Honors Program Committee will have responsibility for recommendations, nominations and proposals of individual students for scholarships, academic honors and awards. The Committee will maintain

a list of local and national awards, for which departmental faculty members are eligible, will inform eligible members of these awards and, in accordance with the guidelines of these awards, will assist those members who choose to be nominated. In the absence of an Honor Program Coordinator assigned by the Department Chair, the Committee will oversee the Honors Program and make recommendations to the Faculty concerning the program requirements. The Committee shall consist of at least five (5) faculty appointed by the Department Chair. The departmental representative to the College Scholarships, Awards, and Honors Program Committee will be the chair of this Committee.

Section 2H. Assessment Committee:

The Department of Mechanical Engineering Assessment Committee is charged with the responsibility of maintaining procedures for and ensuring collection of assessment data to support the various needs of the department. The Committee will consist of three (3) faculty appointed by the Department Chair.

Section 2I. International Committee:

The Department of Mechanical Engineering International Committee is responsible for providing recommendations to the Department Chair and Faculty on all matters relating to international programs. The Committee will consist of three (3) faculty appointed by the Department Chair. The departmental representative to the College Global Engagement Committee will be a member of this Committee and selected by the committee membership.

Section 2J. Seminar Committee:

The purpose of this Committee is to plan and conduct the program, obtain speakers, and make all the arrangements for the Department of Mechanical Engineering Seminar Series. The Committee will actively seek input for suggested speakers from individual faculty members. The Committee shall have a member from each discipline group appointed by the Department Chair.

Section 3. Ad-Hoc Committees

The Department Chair of Mechanical Engineering may appoint or delete Ad-Hoc Committees as required. Ad-Hoc Committees include Faculty Search Committees, and other committees as deemed appropriate by the Department Chair. The Department Chair will suggest procedures to govern these Ad-Hoc Committees, and have the procedures approved by these Ad-Hoc Committees.

The Department Chair will appoint Ad-Hoc committee membership and appoint chairs of such committees. All Ad-Hoc committees will operate according to College Bylaws and the Faculty Manual.

Section 3A. Faculty Search Committees:

The purpose of these committees is to conduct the search for new faculty members of authorized positions allocated to the Department of Mechanical Engineering. They shall be

composed of at least three (3) regular faculty for tenure / tenure-track appointments, and three (3) members of the faculty for lecturers. The Department Chair shall appoint the committee membership and chair. The committees will be governed by the applicable Office of Access & Equity procedures. For appointments to tenure-track positions, the credentials of all applicants shall be made available to all tenured and tenure-track faculty of the Department. The committees will recommend candidates to the Department Chair.

In the case of a search for a titled professor, endowed chair, department chair or other departmental academic administrator (such as an associate chair), the provisions of the Faculty Manual also apply.

In the case of an appointment to a faculty position not described here, the Department Chair will consult with the Department Advisory Committee regarding the appointee's qualifications.

Section 4. Interim Chair Selection

In the case of selecting an interim Department Chair, the provisions of the Faculty Manual apply.

ARTICLE VI: TENURE, PROMOTION, AND REAPPOINTMENT (TPR) AND ANNUAL REVIEW GUIDELINES

The guidelines, criteria and procedures for appointment, reappointment, promotion, and tenure within the Department are detailed in the Department document Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment. This document is a standing document within the Department and separate from these bylaws.

Each faculty member is responsible for maintaining a record of his or her academic and professional goals, duties, and accomplishments in the appropriate Clemson University recording system. Each faculty member should ensure that entries are accurate and up-to-date by the deadlines set by the University to allow for accurate reviews. The Department Chair makes annual reviews. Annual review will be completed in a timely manner and by the deadlines set by the University and the College of Engineering, Computing and Applied Sciences. Grievances are handled in accordance to the Faculty Manual.

ARTICLE VII. ELECTION OF DEPARTMENTAL REPRESENTATIVES

The representatives of the Department of Mechanical Engineering on all standing College and University Committees, councils, etc. whose selection has not been previously defined by these bylaws, shall be elected by the Faculty.

ARTICLE VIII. PROVISION FOR RESOLUTION OF CONFLICTS WITH COLLEGE BYLAWS AND THE UNIVERSITY FACULTY MANUAL

In the event that a section of these bylaws conflict with College bylaws, it is understood that the College bylaws take precedence. In the event that a section of these bylaws conflict with the University Faculty Manual, it is understood that the University Faculty Manual takes precedence.

ARTICLE IX. AMENDMENT

These bylaws may be amended at a regular meeting of the Department of Mechanical Engineering Faculty by a two-thirds majority vote of the entire Department faculty. The proposed amendments must be recommended by at least two (2) members of the Department of Mechanical Engineering Faculty and distributed to the Faculty by the Chairperson at least ten (10) working days prior to the scheduled meeting. An amendment shall become effective when approved by the Department of Mechanical Engineering Faculty.

Amended 27 March 2020