



**Departmental Bylaws Routing Sheet**  
Requirements based on 2020-2021 *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: \_\_\_\_\_

College: \_\_\_\_\_

The attached bylaws were approved at the Departmental Faculty Meeting on: \_\_\_\_\_

**Faculty Manual Editorial Consultant**

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

Provost or designee (signature) \_\_\_\_\_

Name \_\_\_\_\_

Approved     Revision Required (see comments)    Date \_\_\_\_\_

**Requirements for DEPARTMENTAL BYLAWS – 2020-2021 *Faculty Manual***

**Department: Management**

**Date**

**11/10/2020**

*NOTE:* This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

**Compliance**

The 2019-2020 and later *Faculty Manuals* require 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 Faculty Manual 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			
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	X		
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		

DEPARTMENT OF MANAGEMENT  
COLLEGE OF BUSINESS  
CLEMSON UNIVERSITY

FACULTY BY-LAWS

Preamble

These by-laws shall govern the organization and procedures of the Faculty of the Department of Management, College of Business, at Clemson University. The purpose of these by-laws shall be to assist the faculty in its role of department, college, and university governance by specifying: policies affecting academic activities, the procedures for modifying these policies, and other such matters as might pertain to the common professional goals of the members of the faculty.

Please note: Any provisions within these Bylaws that contradict the Faculty Manual are null and void.

Article I – Membership

Membership shall consist of all full-time regular faculty members, lecturers, senior lecturers, principal lecturers, and clinical professors in the Department of Management who are not pursuing a degree in the College of Business. All members have voting and membership privileges except those restricted to regular faculty by the Faculty Manual.

Article II – Officers

The Department Chair of the Department of Management shall serve as chairperson of all faculty meetings. In the event that the Department Chair is absent, another member of the faculty may be appointed by the Chair to act as chairperson. The Department Chair shall assign a faculty member to take minutes.

In the absence of a continuing/permanent department chair, the College Dean shall appoint an ad hoc committee comprising at least three faculty members, a majority of whom shall be from the Department of Management, for the selection of an Interim Chair. The Committee shall call for nominations and volunteers to serve as the Interim Chair and conduct a secret ballot. The faculty will vote on the slate of candidates. The Committee shall summarize and report the results of the vote to the faculty and forward the results to the Dean.

Article III – Procedures

1. Notification of all faculty meetings shall be made in writing via interoffice or electronic mail to all members at least five (5) working days before the scheduled meeting. Emergency meetings may be convened by the Department Chair without this limitation. At least one regular faculty meeting shall be scheduled per semester, normally at the beginning of the semester.

2. The faculty may request that the Department Chair convene a faculty meeting by presenting to the Department Chair a petition signed by at least twenty-five (25) percent of the membership. Such written request should include the reason for the meeting. The faculty meeting thus called should be held within ten (10) working days of the date of presentation of the request to the Department Chair.
3. Secret ballot may be called for by any member and made binding without a vote. The result of a vote conducted during a faculty meeting shall be announced at that meeting. Two (2) members of the faculty shall be assigned by the meeting chairperson to collect and count all votes.
4. At least fifty (50) percent of the faculty plus one faculty member shall constitute a quorum.
5. A majority of those voting at a duly constituted meeting shall constitute a majority of the faculty. A majority shall suffice for all votes except those that deal with a change to the Department of Management faculty by-laws.
6. Proposed amendments to the faculty by-laws must be provided to all faculty members not less than five (5) working days prior to the meeting in which a vote on the amendment will be held. A two thirds vote of the faculty present and voting shall be required to change the by-laws.
7. Written proxy votes shall be permitted, but can only be exercised by a member as defined in Article I.
8. In the event that the faculty agrees to vote on an issue at a time other than during a faculty meeting, a faculty member may exercise his or her vote by interoffice or electronic-mail.
9. Except where specifically stated, Robert's Rules of Order, as revised, shall prevail.

#### Article IV – Standing Committees

1. **Eligibility and Conditions for Membership**
  - a. Only members of the faculty as defined in Article I are eligible for membership in standing committees.
  - b. In the case of elected committees, the member selected by the faculty must be present and express a willingness to serve at the time of nomination. If unable to be present at the time of nomination, a member may express a willingness to serve to the Department Chair prior to the election.
    - i. An election shall be held whenever the term of a current member expires. A member of an elected committee who is unable or unwilling to continue service shall be replaced. An election shall be held at the next convening of the Faculty to replace this member. The replacement member shall complete the term of the originally elected member.
    - ii. There is no limit on the number of consecutive terms of office that an individual faculty member may be elected to serve on any of the elected standing committees.

**2. Curriculum Committee**

- a. Composition: This committee shall be composed of three (3) members (tenured, tenure-track, or lecturer) elected by the faculty. The chairperson of this committee must be a member of the committee, a regular faculty member, and shall be elected by the committee members on an academic year basis.
- b. Term: The period of service of this committee shall normally be two (2) academic years. The expiration dates of members' terms shall be staggered so as to provide continuity in the membership.
- c. Duties: The committee shall be responsible for reviewing proposals concerning the curriculum of new degree programs, revisions to existing degree programs and shall evaluate and make recommendations to the faculty about specific courses. The chairperson of this committee shall serve as the representative of the Department of Management to the College of Business Curriculum Committee.

**3. Department Advisory Committee**

- a. Composition: This committee shall be composed of three (3) tenured or tenure-track members and one (1) lecturer elected by the faculty. The chairperson of this committee must be the Department Chair, in accordance with the Faculty Manual.
- b. Term: The period of service on this committee shall be one (1) academic year.
- c. Duties: The duties of this committee shall be to represent the faculty in discussions with the Department Chair, either at the request of the Department Chair, members of the faculty, or at the discretion of the committee. This committee is responsible for the approval of candidates seeking a degree in management prior to each scheduled graduation.

**4. Graduate Programs Committee**

- a. Composition: This committee shall be composed of four (4) tenured or tenure-track members elected by the faculty, plus a chairperson. The chairperson of this committee shall be appointed by the Department Chair to serve on an academic year basis and will also serve as the Graduate Coordinator of the Department of Management.
- b. Term: The period of service shall normally be two (2) academic years and may be extended for additional periods that a faculty member is eligible and willing to serve. The expiration dates of members' terms shall be staggered so that one-half of the committee's membership is reappointed or replaced for each year.
- c. Duties: The duties of the committee shall be to
  - i. Implement admission standards, curriculum actions, and operating policies and procedures approved by the faculty for all graduate programs administered by the department.
  - ii. Monitor the progress of graduate students toward their degrees and recommend appropriate actions to the students' graduate committees and to the Department Chair.

**5. Assessment Committee**

- a. Composition: This committee shall be composed of five (5) faculty members – one from each of the following areas: Entrepreneurship/Strategy; MIS; OB/HRM; Operations-SCM; Statistics/Management Science – appointed by the Department Chair. A majority of the five appointees must be tenured or tenure-track faculty. The chairperson of the

committee must be a tenured or tenure-track faculty member or a senior or principal lecturer must be a member of the committee and shall be elected by the committee members on an academic year basis.

- b. Term: The period of service of this committee shall normally be two (2) academic years. The expiration dates of member's terms shall be staggered so as to provide continuity in the membership.
- c. Duties: The committee shall be responsible for (a) developing assessment plans for all undergraduate degree programs, (b) implementing the assessment plans by coordinating with instructors of specific courses/sections, (c) reviewing assessment results, and (d) recommending to the Curriculum Committee and the Department Chair, changes to be made to the curriculum and/or course delivery for improving student learning.

#### Article V – Appointed Committees

The Department Chair shall appoint consenting members to the following committees. Composition, duties and term of service shall be established at the time of the appointment.

1. Scholarship and Awards Committee
2. Social Committee

#### Article VI – Other Committees

1. Committees in other documents  
TPR and PTR committees are described in the TPR document.
2. The Department Chair and/or the faculty may establish temporary committees as the need arises.

#### Article VII – Appointment/hiring of Faculty

##### **1. Composition & selection of faculty search and screening committees**

Search and screening committees for tenure track faculty positions will comprise a minimum of three tenure track faculty members, a majority of whom shall be from the search discipline, appointed by the Department Chair. Search and screening committees for lecturer positions will comprise a minimum of two tenure track faculty members and one lecturer appointed by the Department Chair. The Committee Chair will be selected by the Department Chair.

##### **2. Appointment of faculty with tenure or probationary period of two years or less.**

Appointment of faculty with tenure will require separate and independent formal review and recommendations to the Dean by the departmental TPR Committee and Department Chair. The Department Chair will seek input from the departmental TPR Committee before deciding to appoint faculty with probationary periods of two years or less.

##### **3. Appointment to a rank higher than assistant professor**

Appointment of faculty to a rank higher than assistant professor will require separate and independent recommendations to the Dean by the department TPR Committee and the Department Chair.

**4. Appointment of Adjunct Faculty**

The qualifications for adjunct faculty rank shall be comparable to those for appointments at corresponding regular faculty ranks. Adjunct appointments generally do not involve remuneration from the University; are for up to five years; are individually negotiated as to terms; and may be renewable. Adjunct appointments shall be limited to those making active contributions to the teaching, research or public service programs of the University and must be approved and reviewed by the departmental TPR committee.