

**CLEMSON**  
UNIVERSITY  
Departmental Bylaws Routing Sheet

**Requirements based on 2019-2020 *Faculty Manual***

In accordance with the *Faculty Manual* Chapter IX, 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 – 2019-2020 *Faculty Manual***

**Department:** Physics and Astronomy

**Date**

5/20/2020

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

Compliance

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 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	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	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		

**BY-LAWS  
of the  
DEPARTMENT OF PHYSICS AND ASTRONOMY  
College of Science  
Clemson University  
Clemson, South Carolina  
Revised February 25, 2020**

**PART 1. PROLOGUE**

**A. MISSION STATEMENT**

Physics is the fundamental science on which other sciences and engineering are based. Its domain ranges from knowledge of the structure of matter at the sub-nuclear level to the cosmological questions of the formation and evolution of the universe. The mission of the Department of Physics and Astronomy is to seek and preserve this knowledge and to convey this knowledge to those who desire it. This knowledge is conveyed through the teaching programs of the department; and preserved through the research functions of the department; and this knowledge is shared through the department's public service activities.

**B. BYLAWS OF THE DEPARTMENT**

**ARTICLE I  
VOTING MEMBERSHIP**

All persons holding regular\* faculty appointments in the Department shall be voting members of the Faculty. Persons with the title Emeritus and persons holding special\* faculty rank may attend meetings of the Faculty but are not voting members unless accorded this privilege annually by a majority vote of the Faculty.

**ARTICLE II  
FUNCTIONS**

The Faculty of this Department recognizes and accepts its responsibility to share in maintaining the educational and professional work of the Department, especially in personnel and curriculum matters and in all other areas not specifically reserved to administrative officers of the University. Accordingly, the Faculty, in conjunction with the Department Chair, shall establish both standing and ad hoc committees, receive reports from these committees, and review their work at meetings of the Department Faculty. In addition, the Faculty of the Department shall designate representatives to such College committees as the By-laws of the College require.

**ARTICLE III  
OFFICERS**

Department Officers are unelected administrative positions filled by members of the Faculty. The Officers of the Faculty shall be: 1) The Department Chair\* who shall act as presiding officer, 2) The Undergraduate Program Coordinator, 3) The Graduate Program Coordinator, and 4) The Recording Secretary. The Undergraduate and Graduate Program Coordinators and Recording Secretary shall be appointed by the Department Chair.

The duties of the Department Chair are described in the Faculty Manual. The Department Chair serves at the pleasure of the College Dean. The search and review process is described in the Faculty Manual. The Chair shall prepare an agenda in consultation with the advisory committee for the Faculty meetings and distribute the agenda to the Faculty at least two business days prior

to the meeting. Proposals, which require a vote by the membership, shall be provided to the members in writing at least three business days prior to the meeting.

The Undergraduate Program Coordinator (UPC) shall be appointed by the Department Chair to a maximum term of four years staggered relative to the Graduate Program Coordinator. The UPC serves at the pleasure of the Chair and shall be charged with overseeing undergraduate recruitment, assessment of undergraduate programs, supervision of the Society of Physics Students, coordination of departmental policies and procedures with other units on campus, and other duties delegated by the Department Chair. The UPC shall serve as an ex-officio member on the scholastic policy committee and student welfare committee.

The Graduate Program Coordinator (GPC) shall be appointed by the Department Chair to a maximum term of four years staggered relative to the UPC. The GPC serves at the pleasure of the Chair and shall be charged with overseeing assessment of graduate programs, first year graduate advising, supervision of the GTAs, coordination of departmental policies and procedures with other units on campus, processing of graduate school forms, and other duties delegated by the Department Chair. The GPC shall serve as an ex officio member on the scholastic policy committee and student welfare committee.

#### ARTICLE IV MEETINGS

The Chair shall call meetings, at least once in each of the Fall and Spring semesters. The Chair shall also call meetings at the request of five voting members of the Departmental Faculty, or the chairman of any committee.

The quorum shall be one-half of the voting members exclusive of members on leave.

Meetings shall be conducted in accordance with Robert's Rules of Order. Absentee ballots and voting by mail may be allowed by a majority vote of those members present. When requested by any member, votes shall be by secret ballot.

#### ARTICLE V STANDING COMMITTEES

##### **Clause 1. Infrastructure committee:**

The Infrastructure committee shall consist of six members elected from the faculty to staggered three-year terms. The committee chair shall be a tenured full-professor elected by the committee to a renewable three-year term<sup>1</sup>. This committee shall address issues related to all aspects of departmental infrastructure including the shop, safety, space, computing, library, and building manager responsibilities. They shall align department policy with University and College policies, and provide an updated list of prioritized infrastructure improvements. The committee will report on their work to the faculty at the monthly meeting during the academic year. Shop-head and building manager serve as ex-officio members of this committee as deemed prudent by the committee.

##### **Clause 2. Personnel committee:**

The Personnel committee shall consist of six members elected from the faculty to staggered three-year terms. The committee chair shall be a tenured full-professor elected by the committee

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<sup>1</sup> The committee chairs shall have staggered terms.

to a renewable three-year term. This committee shall address faculty Honors and Awards, GTA supervision, and position reviews/definitions. This committee shall provide faculty input on staff reviews, organize the chair review, solicit volunteers for searches (University, college and dept. search committees – including search committee membership recommendations for special faculty), and ensure that departmental policies and procedures reflect our goal to build an inclusive environment. The committee will report on their work to the faculty at the monthly meeting during the academic year. The department office manager will serve as ex officio member of this committee as deemed prudent by the committee.

### **Clause 3. Scholastic Policy committee:**

The Scholastic Policy committee shall consist of six members elected from the faculty to staggered three-year terms. The committee chair shall be a tenured full-professor elected by the committee to a renewable three-year term. This committee shall address general scholastic policies in the department including issues related to our curriculum, colloquium, course scheduling, teaching assignments, and other academic policy. The committee will report on their work to the faculty at the monthly meeting during the academic year. For the purposes of university policy, this committee shall serve as our curriculum committee. Representatives to the college curriculum committee shall be drawn from this committee. The graduate and undergraduate student services coordinators shall serve as ex officio members of this committee as deemed prudent by the committee.

### **Clause 4. Student Welfare committee:**

The Student Welfare committee shall consist of eight members elected from the faculty to staggered three-year terms. The committee chair shall be a tenured full-professor elected by the committee to a renewable three-year term. This committee shall provide oversight of Academic Advising, SPS, course credit by examination. They will also oversee student recruitment, graduate admissions, student honors and awards, and assessment of student retention. They will implement the policies described in the *Evaluation of Graduate Students in the Ph.D. Program in the Department of Physics and Astronomy* for graduate student evaluation and the administration of the qualifying exam. The committee will report on their work to the Faculty at the monthly meeting during the academic year. The graduate and undergraduate student services coordinators shall serve as ex officio members of this committee as deemed prudent by the committee.

### **Clause 5. Tenure, Promotion, and Reappointment Committee:**

The Tenure, Promotion, and Reappointment (TPR) Committee is described in the TPR guidelines. The chair of this committee shall be a member of the advisory committee.

### **Clause 6. Advisory Committee:**

The Advisory committee shall consist of the chairs of the five standing committees and as many as needed at-large appointments of tenured full professors to ensure broad representation of the research sub-disciplines in the department. At-large appointments shall be elected by the Faculty. The chair of the Advisory committee shall be the department chair. The appointments shall be to staggered three year terms. This committee is charged with receiving reports from standing committees and constructing the agenda for Faculty meetings in consultation with the department chair. The Advisory committee shall meet once per month with the Department chair during the academic year and be on call to meet with the chair to discuss urgent matters over the summer.

The committee shall review and provide input on Sabbatical requests and other special arrangements. The advisory committee shall also review the department budget, and the Chair shall present an overview of the budget to the Faculty annually. The committee shall also provide

advice on the use of discretionary funds, incentive/GAD return, infrastructure improvement funds, summer school funds, and other sources of revenue as needed. The advisory committee is tasked with updating the strategic plan for the department every five years. The advisory committee shall also provide advice on personnel matters of a profound and urgent nature and other major policy matters. The Chair will use the advisory committee as a sounding board for new ideas about future directions and programs.

#### **Clause 7. Ad Hoc Committees:**

Ad Hoc committees may be established at the request of the Department Chair or other member of the Faculty with a simple majority vote of the Faculty. The proposal to establish an Ad Hoc committee shall consist of a charge, description of membership, and termination date. Ad Hoc committees shall provide at least monthly updates (more frequent if appropriate) to the Advisory Committee for presentation at the monthly Faculty meeting. Ad Hoc committees shall be considered dissolved unless renewed by the Faculty before the termination date.

### ARTICLE VI

#### POLICY AND PROCEDURES FOR APPOINTMENT OF DEPARTMENT EMPLOYEES

#### **Clause 1. Regular Faculty and Lecturers:**

When a regular faculty position becomes available in the Department, the Faculty shall elect a Search Committee. This committee shall advertise the position following guidelines recommended by the Faculty and approved by the Department Chair and College Dean. The search shall be conducted with full faculty participation. The Search Committee shall invite the faculty to some meetings of the Search Committee. The Search Committee shall forward to the Department Chair a slate of candidates approved by the Faculty.

#### **Clause 2. Post-docs and Research Faculty:**

Post-docs and research faculty are special faculty per the *Faculty Manual*. Post-docs are hired directly by a Faculty member into a term-limited appointment. The Faculty member hiring the post-doc is responsible for advertising the position, recruiting candidates, evaluating candidates, and making an offer to a candidate following university procedures. The Chair will review the credentials of the candidate and ensure that the Faculty member has sufficient funds to support the post-doc per the terms of the contract. Research faculty are hired by either a Faculty member or by the department in which case the Chair is the direct supervisor. When a Research faculty member is hired by a Faculty member, the same procedure for hiring a postdoc applies. When the department hires a Research faculty member, the chair shall convene the Personnel committee to establish a search committee.

#### **Clause 3. Targeted Appointments**

Targeted appointments are allowed in special cases such as hiring a high-profile Faculty member, individuals who enhance faculty diversity, spouses of newly appointed faculty, and/or administrators. Any waiver of standard search and screening procedures are subject to approval by the Department Chair, Advisory committee and the TPR committee per the *Faculty Manual*. Upon such approval, the Chair shall follow the procedures described in the *Faculty Manual* to proceed with the hiring process.

#### **Clause 4. Staff**

When a staff position becomes available, the Personnel committee shall be convened by the Department Chair and charged with forming a search committee comprised by faculty and staff. The search shall proceed following University policy for Staff.

#### ARTICLE VII PROCEDURES FOR POST TENURE REVIEW

The procedures for post-tenure review are described in the department Tenure, Promotion, and Reappointment guidelines.

#### ARTICLE VIII

Certain procedures and practices not dealt with in the BY-LAWS are described in a separate document entitled Compendium of Practices, Department of Physics and Astronomy. This document serves as a guideline based on tradition. It does not have the weight of rules or these BY-LAWS. While the Compendium of Practices is not strictly part of the By-Laws, a copy is attached as an appendix to these BY-LAWS for convenience and preservation. The compendium will be updated regularly by the chair to reflect the current practices of the department and does not require a faculty vote.

#### ARTICLE IX

These BY-LAWS may be amended by a two-thirds majority of the voting membership. Proposed amendments must be circulated to the Faculty at least one week prior to consideration.

#### ARTICLE X

These BY-LAWS shall take effect upon being ratified by two-thirds of the voting membership.

#### ARTICLE XI

Departmental bylaws may not contradict the *Faculty Manual*.

\*As defined by the university's *Faculty Manual*