



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 _____

Reviewed Revision Suggested (see comments) Date _____

Requirements for DEPARTMENTAL BYLAWS – 2020-2021 Faculty Manual

Department: Public Health Sciences

Date

5/26/2021

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 | | |

Comments

15 The TPR and PTR committees must be described in the TPR document. If they are described in the bylaws also, there is a risk that the documents may fall out of alignment.



BYLAWS FOR THE GOVERNANCE
OF THE
DEPARTMENT OF PUBLIC HEALTH SCIENCES, CLEMSON
UNIVERSITY



Chair, Nominating Committee

5.17.2021

Date



Chair, Department of Public Health Science

5/19/21

Date

Provost (or designee)

Date

Amended ByLaws of 3/25/2014

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**BYLAWS FOR THE GOVERNANCE OF THE
DEPARTMENT OF PUBLIC HEALTH SCIENCES
CLEMSON UNIVERSITY**

Preamble

The faculty of the Department of Public Health Sciences in the College of Behavioral, Social and Health Sciences hereby establish the following Bylaws to provide a mechanism for participation in planning, policy making and decision making with regard to academic matters and in matters that may affect the welfare of its members or the mission of the College of Behavioral, Social and Health Sciences. Any provisions within the departmental bylaws that contradict the Faculty Manual are null and void.

Article I. Name

The name of this organization shall be the Clemson University Department of Public Health Sciences Faculty, hereafter referred to as Faculty.

Article II. Membership

Section 1. **Voting Membership**

1.1 Voting membership shall include all persons within the Department of Public Health Sciences with the following appointments: Assistant Professor, Associate Professor, Full Professor, Emeritus Professor, Senior Lecturer, Principal Lecturer.

Section 2. **Non-Voting Membership**

2.1 Non-voting membership includes all persons with the following appointments: Adjunct Professor, Visiting Professor, part-time Lecturers, Lecturer, part-time Faculty, Special Faculty: Clinical, Research, and Extension Faculty, Professor of Practice, Post-doctoral Fellows, student representatives.

2.2 Nothing in this Article shall interfere with the right of any member of the Faculty to attend all meetings of the Faculty and to express opinions on any issue before the Faculty.

Section 3. **Student Membership**

3.1 Non-voting observers/consultants shall be those members listed in Section 2 of this Article. Undergraduate and Graduate students shall be appointed as follows: One undergraduate student and an alternate elected annually by the respective junior and senior classes of the undergraduate public health degree program, and one graduate student elected annually by the Masters and PhD graduate students of the Applied Health Research and Evaluation degree programs, for a total of two student representatives and two alternates; and other persons who may be designated by a majority vote of the Faculty. Criteria for students eligible to serve as representatives to the faculty organization and as committee members are defined as: full-time

undergraduate degree students enrolled in junior or senior level courses with a GPA of 3.0 or higher or a full-time graduate degree student enrolled in graduate courses in good standing.

Section 4. **Adjunct Appointments**

Adjunct Faculty denotes an advisory appointment. It may be assigned to individuals with no other Clemson University faculty appointment who bring needed expertise to the teaching, research, or public service programs of the University. The qualifications for adjunct faculty rank shall be comparable to those for appointment at corresponding regular faculty ranks. Adjunct appointments generally do not involve remuneration from the University; are for up to five years 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 Department of Public Health Sciences Tenure, Promotion and Reappointment (TPR) Committee and the Department Chair.

Individuals outside the department may be granted adjunct professor status upon nomination and approval by the faculty of the department. Reviews of adjunct appointments will be conducted by the Promotion, Tenure and Appointment Renewal Committee (PTAR) as determined by the faculty on a regular basis as needed. The office of the Department Chair will notify the adjunct faculty of their initial appointment and monitor adjunct involvement in departmental activities. Adjunct appointments will be renewable on a **five-year** term at the discretion of the faculty. Termination of adjunct appointments must be reviewed by the PTAR Committee and voted on by the faculty.

Section 5. **Graduate Faculty Status**

5.1 The Graduate Faculty policy seeks to establish a graduate faculty composed of faculty members well-equipped to teach graduate level course, to lead advisory committees, to serve on dissertation committees, and to chair dissertation committees. Per the Graduate School Policies and Procedures, each college will develop polices and process within their typical personnel review and appointment structure to determine which faculty are eligible to be included in the Graduate Faculty. In the Department of Public Health Sciences (PHS), the following policies and procedures determine Graduate Faculty Status.

5.2 Graduate Faculty include:

- 5.2.1 Full-time tenure-track and tenured PHS faculty with a terminal degree in their field, unless disapproved by the department TPR Committee by a majority vote, may be included in the Graduate Faculty.
- 5.2.2 Non-tenured faculty in PHS who have a terminal degree in their field may be granted Graduate Faculty Status by the TPR Committee upon a majority vote to teach graduate-level courses or serve on graduate research advisory committees.
- 5.2.3 Adjunct faculty in PHS at assistant, associate, or full professor level with terminal degree in their field may be granted graduate faculty status by the TPR

Committee upon a majority vote to teach graduate-level courses or serve on graduate advisory committees.

- 5.2.4 Emeritus faculty in PHS with terminal degree in their field may be granted graduate faculty by the TPR Committee upon a majority vote to teach graduate-level courses or serve on graduate research advisory committees.
- 5.2.5 Other special ranks will be considered for Graduate Faculty Status on a case-by-case basis and the TPR Committee, and upon a majority vote may be granted graduate faculty status.
- 5.2.6 Professionals from outside of the Clemson University faculty, with a terminal degree in their field may be granted temporary graduate faculty status solely for the purpose of serving on a graduate dissertation or thesis committee. The prospective committee members will submit a Curriculum Vitae (CV) to the student's graduate research advisory committee which will determine if that person is appropriate to join the graduate research advisory committee. The process for approval will then follow the internal Graduate School approval mechanism. Temporary Graduate Faculty status granted to outside research advisory members will end upon completion of the student's thesis or dissertation, student's withdrawal from the program, or the chair of the research advisory committee determination that a change in committee membership is warranted.

5.3 To chair graduate research advisory committees, a Graduate Faculty in PHS must meet the following criteria:

- 5.3.1 Full time tenure-track and tenured faculty in PHS with terminal degree; and
- 5.3.2 Has served as a member on at least one dissertation committee.

5.4 Review process for graduate faculty status, and for removing a faculty member(s) where necessary (except in the case of temporary graduate faculty status for research advisory committee members who are not members of the Clemson University faculty).

- 5.4.1 The TPR Committee will review the CV (and other materials as needed) of faculty considered for Graduate Faculty Status and vote on their Graduate Faculty Status and eligibility to chair thesis and dissertation committees.
- 5.4.2 The TPR Committee will forward their recommendation concerning Graduate Faculty Status to the PHS Department Chair who will review and provide a recommendation to the Dean. At the beginning of each academic year, each college will provide a list of graduate faculty members to the Graduate School.
- 5.4.3 If the PHS Department Chair is not in agreement with the TPR Committee decision, the issue will be forwarded to the Dean (or her/his designee) for a final decision.

- 5.4.4 Once granted graduate faculty status, those with special rank, e.g., adjunct, emeritus, appointment will be re-evaluated at the time of their appointment renewal or every three years whichever comes first.
- 5.4.5 Graduate faculty status will also be re-viewed in special circumstances such as untenured faculty leaving the department, tenured faculty with negative post tenure review requiring re-evaluation, poor performance as a graduate research committee member.

5.5 Appeal Process

- 5.5.1 If a faculty member wishes to appeal his/her graduate faculty status s/he may request a second review and provide their justification for reconsideration via a letter to the TPR Committee chair and Department Chair.
- 5.5.2 If the faculty member feels that the departmental process did not resolve the issue, she/he may request a review by the Dean.

Section 6. **Research Faculty Status**

6.1 Research Faculty which include the titles of research professor, research associate professor, and research assistant professor (depending upon professional qualifications) may be granted to persons engaged in full time research who have research as their principal assignment and are supported by a variety of mechanisms (internal and external sources).

6.2 The candidate will provide a CV to the TPR Committee. The TPR Committee will review candidate materials (including the Terms of Appointment) to determine the appropriate rank based on the PHS TPR Guidelines.

6.3 These positions are not tenurable, nor shall time spent in such a position automatically count toward tenure.

6.4 Research Faculty positions are contingent upon the availability of external funds.

6.5 Research Faculty positions will be subject to annual review by the Department Chair and TPR Committee utilizing the faculty activity system for faculty continuance.

6.6 Procedures and standards for promotion are specified by the tenure, promotion, and reappointment document.

Section 7. **Extension Faculty**

7.1 Extension Faculty which include the titles of extension professor, extension associate professor, and extension assistant professor (depending upon professional qualifications) may be granted to persons who have extension as their assignment and are supported by a variety of internal and external sources (including Public Service and Agriculture (PSA) funding);

7.2 The candidate will provide a CV to the TPR Committee. The TPR Committee will review candidate materials (including the Terms of Appointment) to determine the appropriate rank based on the PHS TPR Guidelines.

7.3 These positions are not tenurable, time spent in such a position may not count towards tenure.

7.4 The expectation is that 100% of salary support (including fringe benefits) is derived from grants and external funds obtained by the extension faculty member.

7.5 The duties, terms of appointment, and salaries (if any) of such persons are specified in the appointment letter.

7.6 Extension Faculty will be subject to annual review by the Department Chair and TPR Committee utilizing the faculty activity system for faculty continuance.

7.7 Procedures and standards for promotion are specified by the PHS TPR document.

Section 8. **Clinical Faculty**

8.1 Clinical Faculty, which include the titles of clinical professor, clinical associate professor, clinical assistant professor, and instructor (depending upon professional qualifications) may be granted to persons of professional qualification who perform teaching, research, service, or extension functions in a clinical environment and/or supervising students in an academic, clinical, or field settings in connection with an established program of the University.

8.2 The candidate will provide a CV to the TPR Committee. The TPR Committee will review candidate materials (including the Terms of Appointment) to determine the appropriate rank based on the PHS TPR Guidelines. Special Faculty appointments must be initiated by PHS.

8.3 These positions are not tenurable.

8.4 The duties, terms of appointment, and salaries (if any) of such persons are specific in the letter of appointment.

8.5 Clinical Faculty will be subject to annual review utilizing the faculty activity system for faculty continuance

8.6 Procedures and standards for promotion shall be specified by the PHS TPR document.

Section 9. **Professor of Practice**

9.1 The title of Professor of Practice (or "Professor of Practice of [discipline]") designates persons eminently qualified, experienced, and distinguished in their professions, but whose career paths and experiences have not been or are not primarily in the academy.

9.2 A Professor of Practice will contribute to a department's, schools, or college's academic mission by sharing professional experiences through teaching or research activities.

9.3 The candidate will provide a CV to the TRP Committee. The TPR Committee will review candidate materials (including the Terms of Appointment) to determine the appropriate rank based on the PHS TPR Guidelines.

9.4 The duties, terms of appointment, and salaries of such persons will be specified in the letter of appointment.

9.5 This non-tenurable, non-permanent appointment must be approved by the department's TPR Committee.

9.6 The appointee's performance must be reviewed annually by the Department Chair and TPR Committee.

Article III. Faculty Functions

Section 1. Through this organization, the Faculty shall perform the following functions:

- 1.1 Approve academic courses, curricula, degree requirements, academic honors, and candidates for graduation in PHS. Develop and review plans for assessment of student learning.
- 1.2 Participate in the development of policies affecting academic and research activities; faculty welfare, and other such matters as might pertain to common professional goals of its membership.
- 1.3 Participate in the selection and evaluation of the Department Chair as provided in established University policies.
- 1.4 Participate in the periodic review, revision, and implementation of PHS mission and planning for the future of PHS.

Article IV. Officers and Their Elections

The officers of this organization shall be the Chair and the Parliamentarian.

Section 1. **The Department Chair**

The Department Chair of the Faculty shall be the Department Chair of PHS. By university policy, this individual concurrently serves as the department head. The Department Chair shall:

- 1.1 Preside at meetings of PHS faculty or designate a substitute Department Chair from voting membership of PHS faculty.
- 1.2 Appoint a recorder to prepare minutes of PHS meetings and distribute minutes to all members.
- 1.3 Oversee the collection and filing, in the Department Chair's office, of minutes of faculty meetings and other committee minutes and annual reports of all committees.
- 1.4 Distribute minutes of meetings to all voting and non-voting members of the faculty excluding emeritus faculty.
- 1.5 Distribute a written roster of the voting membership of the faculty at least once yearly and more often as necessary.
- 1.6 Circulate agenda at least five working days prior to the meeting.
- 1.7 Call special meetings as needed.
- 1.8 Ensure the implementation of departmental policies and procedures involving peer evaluations;

- 1.9 Recommend faculty appointment, reappointment, tenure, promotion, termination, and dismissal;
- 1.10 Negotiate employment and term with prospective faculty and staff;
- 1.11 Ensure departmental bylaws are followed;
- 1.12 Monitor departmental implementation of Affirmative Action and other compliance policies and procedures;
- 1.13 Annually evaluate each member of the department's faculty (administrative, regular, and special) and participate in the evaluation of staff; develop budgets in concert with school directors and college deans and allocate such funds for instructional and other purposes;
- 1.14 Hear informal faculty grievances and cooperate in formal grievance procedures;
- 1.15 Oversee the department's program of instruction, including curriculum, scheduling, faculty workload, faculty advising, and departmental research and public services. The Department Chair will consider research buy-out, outreach, service and other criteria when determining faculty workload;
- 1.16 Where warranted, investigate or oversee investigation into student complaints of faculty or staff toward a resolve of the issue(s);
- 1.17 Monitor student evaluations of instruction, courses, and programs, works with Faculty to develop and implement plans to improve program effectiveness;
- 1.18 Provide leadership in student recruitment, student advising, and student placement;
- 1.19 Coordinate and oversee summer school programs and freshmen/transfer and sabbatical leave;
- 1.20 Make recommendations concerning applications for professional travel and sabbatical leave;
- 1.21 Arrange meetings of the departmental faculty; meet with the departmental advisory committee and appropriate constituent and advisory groups for the discipline;
- 1.22 Oversee programmatic accreditation and ad hoc departmental committees; and
- 1.23 Other duties as assigned by the school director and/or the dean of the college or established in University policy, or in collegiate bylaws, school, or departmental bylaws.

Section 2. **Department Chair's Leadership Team**

- 2.1 The Department Chair will establish her/his leadership team to assist in delivering on the responsibilities of the Department Chair as identified in section 1 above. One member of the leadership team will be a faculty member responsible for assisting in the leadership of the B.S. in Health Sciences program.
- 2.2 The department faculty acknowledge that the leadership team structure may change over time as the mission, opportunities and needs of the department may change. Typically, positions include Associate Chair, Director of Graduate Studies, and Director of Undergraduate Studies.

Section 3. **The Parliamentarian**

- 3.1 The Department Chair of the Faculty shall appoint the Parliamentarian. The Parliamentarian shall rule on parliamentary procedure issues during departmental faculty meetings.

Article V. Faculty Meetings

1. The Faculty shall meet at least twice a semester. Additional meetings may be scheduled by the Department Chair or at the request of Committee Chairs, or four (4) or more members of the faculty.
2. Agenda for all meetings shall be distributed to all members of the Faculty at least five working days in advance of the meetings. Unapproved minutes of all previous meetings shall be distributed to all Faculty no later than five (5) working days after a meeting.

Article VI. Quorum

A quorum of the Faculty shall be three-fifths (3/5) of the voting membership.

Article VII. Amendments of the Bylaws

The Bylaws may be amended by a two-thirds (2/3) vote of the eligible voting membership. The amendment must be submitted in writing to all voting members of faculty at least ten (10) days before the meeting when the amendment is to be considered.

Article VIII. Rules of Order

The rules contained in Robert's Rules of Order, Revised, shall govern PHS faculty meetings in all cases where they are applicable and are not inconsistent with the Bylaws or the special rules of the order of the faculty.

Article IX. Committees

Section 1. **Standing Committees**

- 1.1 Elected standing committees shall be: Curriculum Committee; Advisory Committee to the Department Chair; Tenure, Promotion and Reappointment Committee (TPR); Elections Committee; Graduate Committee; Scholarships and Awards.

Section 2. **Search Committees**

- 2.1 Candidates for appointment to the regular faculty and special faculty appointments shall be recruited and evaluated by a search and screening committee, created as specified in the departmental bylaws, composed of members of the regular faculty and, if specified in the departmental bylaws or requested by the Department Chair, other faculty.
- 2.2 The Department Chair may establish search committees as deemed appropriate. Such committees shall have such members, duties and terms of office as determined by the Department Chair and University requirements. Whenever feasible, the search and screening committees should include minority group members, women, veterans, and/or individuals with disabilities.
- 2.3 A search committee shall normally consist of three (3) to five (5) members of the voting faculty and one (1) student appointed by the Department Chair after consultation with the Chair's Advisory Committee. The academic discipline of or expertise emphasized for the open position should be represented by at least one (1) member of the search committee. The search committee for regular faculty positions should consist of at least three faculty members, at least one (1) of whom must be tenure-track and at least one (1) of whom must be tenured and one (1) of whom may be a senior lecturer or principal lecturer. Additional faculty may be appointed at the request of the committee or the Department Chair. The search committee for special faculty positions should consist of at least three department members, at least two of whom must be regular faculty and one of whom may be a special faculty. In the case of search committees for lecturer positions, the committee should consist of a minimum of two regular faculty members and one lecturer at any rank. All members of the department may provide input to the search committee into the decision; including reviewing candidate materials, meeting with candidates, and participating in the relevant deliberations at the faculty meeting where the decision is discussed. The search committee shall recommend to the Department Chair suitable candidates for interviews and appointment. The TPR committee shall review materials of the selected candidates for regular faculty positions and vote on their faculty rank per the TPR Guidelines. The TPR Committee's rank recommendations will then be forwarded to the Department Chair. The Department Chair shall forward these decisions to the college dean along with his or her own recommendation. Any official negotiations on behalf of the university shall be undertaken by the Department Chair as authorized by the Dean.

Section 3. **Special Committees**

- 3.1 The Department Chair may establish special committees as deemed appropriate. Such committees shall have such members, duties and terms of office as determined by the

Department Chair. Special committees must be established for a specific, single purpose and can serve no longer than two academic years. A Special committee cannot become a standing committee without an approved change in the Bylaws.

Section 4 **Committee Membership**

4.1 Faculty

- 4.1.1 All voting members of the Faculty are eligible to serve on standing committees as specified in sections 7-12 of Article IX except the TPR, which is restricted to tenured faculty as specified in Article IX Section 9.
- 4.1.2 Members of committees shall be elected by the Faculty according to the procedure identified in Article IX Section 10 and may serve concurrently on no more than two (2) elected standing committees.
- 4.1.3 All elections shall be held prior to the date of the May Commencement.
- 4.1.4 The voting members of the committee shall elect the chair prior to the date of the May Commencement.
- 4.1.5 Faculty terms of office for membership on all departmental standing committees. Terms of office for committee membership shall be staggered with no more than 50% new members being elected to a committee at any time. No member shall serve more than three (3) consecutive terms on any committee and no chair shall serve more than two (2) consecutive terms.

4.2 Students

- 4.2.1 Student members shall be elected according to procedures defined under Article II, Section 3.
- 4.2.2 Students shall be non-voting members.
- 4.2.3 Terms of office for student members shall be for one (1) calendar year.

4.3 Observers

- 4.3.1 The Department Chair or a designate shall be a non-voting, ex-officio member of all committees of the faculty, except when otherwise excluded by these bylaws.
- 4.3.2 Non-committee faculty and student members may attend committee meetings not in executive session and may speak with permission from the committee chair.

4.4 Vacancies

- 4.4.1 The Department Chair and chair of the Elections Committee shall appoint a faculty member or a student member to fill unexpired faculty or student terms on committees where vacancies occur.

Section 5. **Committee Meetings**

- 5.1 Meetings shall be called by committee chairs at least once every semester or more often as appropriate for the conduct of committee business.
- 5.2 Committees may meet in executive session when approved by a two-thirds (2/3) vote of the membership of the committee.
- 5.3 Committees will report at each departmental faculty meeting, but formal committee minutes may be prepared at the discretion of the committee chair.
- 5.4 Fifty-one percent of the committee members shall constitute a quorum.

Section 6. Committee Chair Duties and Responsibilities

- 6.1 Committee chairs will prepare and distribute the agenda for meetings to all committee members, and to the Department Chair, at least (5) business days prior to meeting.
- 6.2 Delegate recording of minutes of all meetings. Distribute minutes, if available, of previous meeting to committee members and to the Department Chair no later than ten (10) full working days after the meetings.
- 6.3 Prepare documents and conduct correspondence related to committee functions.
- 6.4 Submit proposals requiring faculty action to the Department Chair at least six (6) full working days prior to meeting at which they shall be considered.
- 6.5 Prepare and submit to the Department Chair a written annual report of the activities of the committee during the academic year. The report shall be given at the last meeting of PHS Faculty meeting held before May Commencement.

Section 7. Curriculum Committee

7.1 Membership

- 7.1.1 A minimum of four (4) elected members of the faculty with at least 50% teaching responsibility for courses offered for academic credit. Members shall include three regular faculty members and one senior or principal lecturer.
- 7.1.2 The chair of the committee shall be elected by its members each spring semester.
- 7.1.3 The chair of the committee must be a member of the regular faculty.
- 7.1.4 The chair of the Curriculum Committee shall be one of the departmental representatives to the College and University Curriculum Committees.
- 7.1.5 The members shall serve a three (3) year term.
- 7.1.6 One (1) undergraduate senior or junior student in good academic standing may on this committee.

7.2 Functions

- 7.2.1 Evaluate and make recommendations to the Faculty on all academic requirements, courses, and curricula within the College, including honors courses.

- 7.2.2 The Curriculum Committee may act for the Faculty as a whole when such a proposed change has been unanimously approved by the committee and involves only one of the following: rewording of a course description, re-titling of a course, re-numbering a course.
- 7.2.3 Bring curricular change recommendations to the faculty for a vote for changes greater than those listed in 7.2.2.

Section 8. Advisory Committee to the Department Chair

8.1 Membership

- 8.1.1 Three (3) elected faculty members shall serve a two (2) year term.
- 8.1.2 Regular faculty and a maximum of one (1) senior or principal lecturers can serve on the Advisory Committee to the Department Chair.
- 8.1.3 The chair of the Advisory Committee shall be the Department Chair.

8.2 Functions

- 8.2.1 The Advisory Committee shall advise the Department Chair on any other matters not within the purview of the Faculty organization.

Section 9. Tenure, Promotion and Reappointment Committee (TPR)

9.1 Membership

- 9.1.1 All tenured faculty, excluding those who also serve as administrators, are members of the committee.
- 9.1.2 Tenured faculty who join the faculty without going through a traditional PHS lead search-and-screen process will be non-voting members of the TPR Committee for one academic year to become familiar with TPR Guidelines and procedures.
- 9.1.3 The chair of the TPR Committee shall be elected by its members each spring semester for the following academic year.
- 9.1.4 All tenured faculty members shall participate in discussion and voting on tenure recommendations.
- 9.1.5 For promotion recommendations, members shall participate in discussion and voting only for faculty members whose academic rank is one or more levels below the rank that the committee member currently holds.
- 9.1.6 All decisions require the participation of at least three eligible members. When fewer than three members are eligible to vote, voting members will be supplemented as defined in 9.1.7 below.
- 9.1.7 Tenured faculty from other academic units in the College, with research or other collaborative relationships with the department, may be members of the committee with the approval of the faculty, the Department Chair, and the Dean of the College.

- 9.1.8 TPR Committee members undergoing Part II of Post-Tenure Review (PTR) are not eligible to serve on the TPR Committee until after remediation of Part II of PTR.

9.2 Functions

- 9.2.1 Follow departmental, college, and university procedures for promotion, tenure, post-tenure, appointment renewal of regular faculty appointments, and determination of graduate faculty status.
- 9.2.2 Review faculty portfolio and request additional information needed to make a decision.
- 9.2.3 Provide each candidate with an individual written statement of findings and recommendations relative to his/her candidacy.
- 9.2.4 Make recommendations to the Department Chair and Dean for promotion, tenure, and reappointment of regular and special faculty.
- 9.2.5 Make recommendations to the Department Chair and Dean for appointments of departmental faculty with immediate tenure, tenure probationary periods of two (2) years or less, or for appointment at rank of Associate Professor or higher.
- 9.2.6 Review and make recommendations to the Department Chair and Dean for Graduate Faculty status of Regular and Special faculty.
- 9.2.7 Review and make recommendations to the Faculty for changes in policies, procedures, practices, and criteria for promotion, tenure, and reappointment.
- 9.2.8 Solicit recommendations from at least three (3) senior and/or principal lecturers in the reappointment of lecturers, the promotion review of lecturers to senior lecturers, and reappointment to senior lecturer. In cases where there are no available senior or principal lecturer to solicit recommendations a comparable department within the college will be asked to assist as a lecturer peer reviewer from an appropriate rank.
- 9.2.9 Solicit recommendations from at least three (3) principal lecturers in the reappointment of lecturers, the promotion review of senior lecturers, the promotion review of senior lecturers to principal lecturers, and reappointment to principal lecturer. In cases where there are no available senior or principal lecturers to solicit recommendations a comparable department within the college will be asked to assist as a lecturer peer reviewer from an appropriate rank.
- 9.2.10 Senior and Principal Lecturers serving in an advisory capacity to the TPR Committee will provide to the TPR Committee independent, written recommendations on reappointment and promotion based on TPR Guideline criteria for promotion.

9.2.11 A PTR sub-committee of 3 members of the TPR Committee will be elected by the TPR Committee when any tenured faculty member is scheduled for regular review of in a period of PTR remediation. The PTR subcommittee will elect a sub-committee chair. When fewer than three members are eligible to vote, voting members will be supplemented as described in 9.1.7 above. The PTR sub-committee will follow procedures as outlined in the Faculty Manual.

9.2.12 The TPR Committee will elect a committee chair each spring semester.

Section 10. **Elections Committee**

10.1 Membership

10.1.1 A minimum of three (3) elected members of the department faculty shall serve a three (3) year term.

10.1.2 Regular faculty and maximum of one (1) senior or principal lecturer are eligible to serve on the Elections Committee.

10.1.3 The chair of the committee shall be elected by its members each spring semester for the following academic year.

10.1.4 The chair of the Elections Committee shall be a departmental representative to the College Elections Committees.

10.2 Functions

10.2.1 Prepare and distribute a ballot of all nominees for committee membership based on faculty preferences

10.2.2 Act as tellers and report results of elections to Faculty.

10.2.3 Review and make recommendations for bylaws revisions.

10.2.4 Prepare and distribute ballots of proposed changes to bylaw and TPR Guidelines for faculty vote.

10.2.5 Act as tellers and report results of elections to Faculty.

Section 11. **Graduate Committee**

11.1 Membership

11.1.1 The Graduate Committee will consist of minimum five (5) voting members of the Graduate Faculty; four (4) faculty members of the Graduate Faculty elected by the faculty and the fifth member will be the Department Chair's designee (typically the Director of Graduate Studies if filled). Faculty shall be selected from the Department Graduate Faculty.

11.1.2 The Director of Graduate Studies chairs the Graduate Committee.

11.1.3 The department designated graduate support staff will serve as non-voting members of the Graduate Committee.

- 11.1.4 The faculty members shall serve a three (3) year term. If greater than 50% of the committee membership are being replaced with new members, staggered terms will be implemented to allow for committee continuity.

11.2 Functions

- 11.2.1 The committee shall function as the primary body for reviewing, creating and making recommendations on graduate academic policies and standards related to curriculum, admissions, fellowships and assistantships, criteria for teaching graduate courses and serving as dissertation committee chairs, bylaws, graduate faculty status, and other matters of importance to graduate education. The Graduate Committee will provide guidance for meeting Graduate Programs' instructional, programmatic, research goals and will recommend and, once approved, establish procedures for Graduate Programs.
- 11.2.2 The Graduate Committee will meet regularly to review program progress and facilitate the execution of graduate program milestones (i.e. Applicant recruitment process, Applicant screening and selection process, Comprehensive exams, Proposal defense, Dissertation defense) and matters of academic insufficiency. Committee members asked to work outside of the 9-months academic year (e.g. Grading Comprehensive exams during summer terms) may be compensated if deemed sufficiently time consuming and approved by the Department Chair.
- 11.2.3 The Graduate Committee may also serve as an appellate body for students and faculty members requesting a review of supervisory committee action or other matters affecting the graduate program in general, or an individual in particular.
- 11.2.4 The Graduate Committee will provide minutes for all meetings and a record of all decisions, actions, or recommendations made.

Section 12. **Scholarship and Awards Committee**

12.1 Membership

- 12.1.1 A minimum of three (3) elected members of the faculty shall serve a three (3) year term.
- 12.1.2 Regular faculty and a maximum of one (1) senior lecturer or principal lecturer can serve on the Scholarship and Awards Committee.
- 12.1.3 The chair of the committee shall be elected by its members each spring semester for the following academic year.
- 12.1.4 The Chair of the Scholarship and Awards Committee shall be the PHS representative to the College Scholarship and Awards Committee.

12.2 Functions

- 12.2.1 Review department, college and university award and scholarship options available or relevant to students.

- 12.2.2 Solicit recommendations for awards and scholarships available or relevant to students of the.
- 12.2.3 Submit recommendations for awards and scholarships available or relevant to students of the to the faculty, Department Chair, college dean or university representative as appropriate.
- 12.2.4 Present awards to awardees at faculty, college or university meetings as appropriate.
- 12.2.5 The Scholarship and Awards Committee will elect a committee chair each spring.

Article X. Approval process to appoint faculty to special faculty ranks

Section 1. Special Faculty Ranks

Candidate for appointment to the special faculty ranks shall be recruited and evaluated as specified in PHS departmental bylaws. Search and screening committees are selected in accordance within these bylaws.
