



**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: Psychology**

**Date**

**2/5/2021**

*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	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		

2021  
BY-LAWS  
PART I  
DEPARTMENT OF PSYCHOLOGY  
CLEMSON UNIVERSITY  
Adopted by the Department February 2, 2021

ARTICLE I. VOTING MEMBERSHIP

All full-time faculty members in the Psychology Department, including those on leave, shall have the right to vote on all matters coming before the Department, so long as:

- A. They hold the title of Senior Lecturer, Principle Lecturer, Assistant Professor, Associate Professor, or Professor;
- B. They teach and do their research primarily in the Department of Psychology - not in another department, or in a Center or Institute or other agency outside the Department, and
- C. They do not hold an administrative title above the level of Department Chair

Emeritus members of the Psychology Department Faculty may attend meetings of the Department and express an opinion on any issue.

ARTICLE II. FUNCTIONS OF THE FACULTY

The Faculty of the Department of Psychology shall establish the will of the Department concerning curriculum and course development; shall evaluate the credentials of current and prospective members and recommend their appointment, reappointment, tenure and promotion in accordance with the University Faculty Manual; shall select representatives to 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 Psychology. These departmental bylaws may not contradict the Faculty Manual.

The Department is dedicated to promoting, advocating, and progressing diversity through teaching, scholarship, and service on campus and in the community. The Department is committed to further eradicating barriers for people of color, women, LGBTQIA+ individuals, and people of varying levels of ability, and strives to nurture diversity, inclusion, and respect in the Department.

### ARTICLE III. GRADUATE FACULTY

- A. All full-time faculty members in the Department are members of the departmental Graduate Faculty. Others may receive Graduate Faculty status (for instance, in order to serve on a thesis or dissertation committee) upon approval from the Tenure and Reappointment Committee and the Department Chair. (See also Article XVI on Adjunct Faculty.)
- B. To serve as the primary advisor for a Master's thesis or a Doctoral dissertation, a faculty member must hold the title of Assistant Professor, Assistant Research Professor, Associate Professor, Associate Research Professor, Professor, or Research Professor.

### ARTICLE IV. OFFICERS

The Department Chair shall serve as Chair and Presiding Officer and shall appoint a Vice Chair, who shall serve as Presiding Officer in the absence of the Department Chair. The Department Chair, when necessary, shall appoint another Presiding Officer to serve in the absence of the Chair and Vice Chair.

The departmental Faculty should be provided with the agenda at least three (3) working days prior to a meeting. A person designated by the Department Chair shall keep accurate minutes of each meeting of the Department, and make the minutes available to the Department Faculty, the Dean of the College of Behavioral, Social, and Health Sciences, and other appropriate administrative officials.

### ARTICLE V. PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order* shall prevail in all meetings of the Department Faculty.

### ARTICLE VI. MEETINGS

The Chair shall call meetings, at least twice in each of the long semesters, for the purpose of conducting ordinary and recurring Departmental business, for making special announcements, and for reasons not otherwise indicated in these by-laws. The Chair shall also call meetings as soon as feasible at the written request of one fourth (1/4) of the voting members of the Departmental Faculty. Copies of all resolutions, motions and reports that will commit the Faculty to any departmental policy shall be given to each faculty member at least three (3) working days prior to the meeting at which action on the resolution(s), motion(s) or report(s) is contemplated.

## ARTICLE VII. QUORUM

The presence of a quorum shall be established at the beginning of each meeting. Eligible Faculty shall include all voting Faculty, except those on leave. At any time during the meeting, any member of the Faculty may suggest the absence of a quorum, and the issue shall be resolved by a count of the voting members then present. No business can be conducted if a quorum is not present.

During the Fall and Spring semesters a quorum shall consist of a simple majority of the eligible faculty members. At times other than the Spring or Fall semesters, a quorum shall consist of at least forty (40) percent of the voting members of the Department Faculty; only urgent business shall be conducted at such a meeting, and all reasonable efforts shall be made to ensure full Faculty participation. Such efforts include, but are not limited to, electronic communication to all voting faculty of the time, place, agenda of the meeting at least 72 hours before the meeting takes place.

## ARTICLE VIII. VOTING PROCEDURES

All matters brought before the Faculty that require a vote shall be resolved by a simple majority of those eligible voters present, except as prescribed otherwise in these by-laws. Votes shall be taken by a show of hands unless any member requests a secret ballot.

If a faculty member will be away from a Department meeting: (1) that member shall be allowed to vote by absentee ballot on any issue published in the agenda; (2) that member's vote shall include all friendly amendments (i.e., amendments introduced as friendly and accepted by the member who put forward the original proposal); (3) that member's vote shall not count toward a quorum; and, (4) that member's vote shall be submitted in writing to any voting faculty member prior to the meeting in question.

## ARTICLE IX. RATIFICATION

These by-laws shall take effect upon being ratified by a two thirds (2/3) majority vote of those faculty members of the department eligible to vote under Article I. The portions pertaining to reappointment, tenure, and promotion, and the Departmental Guidelines for Personnel Evaluation, Reappointment, Tenure, and Promotion, must also be approved by the Department Chair, the Dean of the College of Behavioral, Social, and Health Sciences, and the Provost.

## ARTICLE X. AMENDMENTS

The by-laws may be amended at a departmental meeting by a two thirds (2/3) majority vote of those faculty members of the department eligible to vote under Article I, excluding Faculty on leave. The proposed amendment must be recommended by at least two (2) members of the department and distributed to the Faculty at least ten (10) working days prior to the scheduled meeting. Amendments related to reappointment, promotion, and tenure procedures and to Departmental Faculty Performance Criteria will also require review and approval by the Department Chair, Dean of the College of Behavioral, Social, and Health Sciences, and Provost.

## ARTICLE XI. NEW PROGRAMS

The departmental Faculty shall consider and vote upon all new program proposals to be identified with, or supported by, the department before such proposals are formally presented to the College or University administration. New programs include, but are not limited to Centers, Institutes, Clinics, Networks, sponsorship of professional organizations or publications, concentrations, degree program options, and new degree programs.

## ARTICLE XII. COMMITTEES

Whenever positions of Regular and Special Faculty (i.e., Research, Lecturer) open or are anticipated, a Search Committee shall be formed. A Search Committee shall consist of three (3) to five (5) members of the voting Faculty and one (1) student. All Search Committee members shall be elected by the voting departmental faculty at a department meeting. Each Search Committee shall promptly elect a Chair, who will preside over its meetings. This committee shall recommend to the Department Chair suitable candidates for interviews and appointment.

Around March 15 during each Spring semester, the Department Chair shall request all departmental faculty members to rank order their preferences for serving on those standing and ad hoc committees that require the committee members to be appointed. The Department Chair or Advisory Committee shall consider the Faculty's preferences whenever committee appointments are made.

The composition and membership of the Standing Departmental Committees are described below. Standing committees may be added or deleted by action of the Psychology Department Faculty amending these by-laws. Unless otherwise noted, the chair of each committee is elected by and from the members of the committee.

- A. Elections for the departmental committees described below shall take place between April 1 and April 15 during each Spring semester.

- B. The Curriculum Committee shall consist of four or five (4-5) voting members of the department elected by the Faculty for two-year terms. The terms of the members of this committee shall be staggered to ensure continuity. The committee shall choose one of their number as Chair; the Curriculum Committee Chair shall represent the department on the College of Behavioral, Social, and Health Sciences Curriculum Committee. The College Curriculum Committee shall in turn have representation on the University Curriculum Committee, which shall have approval over education matters.

The Curriculum Committee shall be responsible for the following:

1. Reviewing proposals for new courses and modifications to existing courses to ensure that such proposals meet College and University guidelines.
  2. Reviewing the merits and disadvantages of such proposals for presentation to the Faculty for a vote at a departmental meeting.
  3. Periodically reviewing the Department's curricula and requirements, then presenting recommendations for changes in requirements, course additions or deletions, and so forth, to the Department Faculty for further discussion and decision by majority vote.
- C. The Advisory Committee shall be composed of five (5) voting members of the departmental faculty, elected by the departmental faculty. The Department Chair shall serve as Chair of this committee. The committee shall advise the Chair on matters of concern to the Faculty. The Committee's duties shall include but not be limited to the general review of Department policy and assisting the Chair where appropriate. The Committee shall further advise the Chair on other matters as requested by the Chair or other faculty members, or as seen appropriate by committee members. The Advisory Committee shall work with the Department Chair, the Undergraduate Coordinator, and the Graduate Coordinator on assessing the department's programs and strategic planning for the future. Agenda items for committee meetings may be set by committee members or by the Chair.

- D. The Graduate Program Committee shall consist of five (5) members. The Graduate Coordinator, appointed by the Department Chair, shall chair the committee and represent the Department on appropriate College and University committees. The Area Coordinator(s), also appointed by the Department Chair, shall serve on the Committee. The remaining members shall be elected by the Faculty. The Graduate Program Committee shall be responsible for providing recommendations to the Faculty on matters relating to the graduate programs in the Department. These responsibilities shall include recommending graduate courses, program requirements, and graduate course offerings for each year. The Graduate Program Committee shall accept applicants into the graduate programs, advise the Department Chair on offers of financial assistance, evaluate the progress of graduate students, recommend the dismissal of graduate students when necessary, maintain a list of graduate students eligible to serve as instructors, approve graduate student leaves of absence, and administer the comprehensive exams.
- E. The Equipment and Space Committee shall consist of at least three (3) members elected annually by the departmental Faculty. This committee shall be responsible for soliciting equipment and space requests from the Faculty, maintaining a list of equipment desired, and rank ordering these items according to a cost/benefit analysis. The Department Chair shall consult this list when making decisions regarding equipment purchases. The Equipment and Space Committee will also rank order requests for research space and make recommendations to the chair.
- F. The Scheduling Committee shall consist of three (3) faculty members appointed by the Department Chair. This committee shall be responsible for recommending a schedule of classes for each semester to the Department Chair. Academic integrity of the overall schedule will be the major determinant of recommended schedules; Faculty preferences and student demand shall also be considered.
- G. The Human Participants and Ethics Committee shall consist of at least three (3) members elected annually by the departmental Faculty. This committee shall be responsible for managing the Psychology Department participant pool; and working with the Institutional Review Board and the Animal Research Committee to ensure that guidelines for ethical conduct with human and animal research participants are followed in research projects that originate within the department.



- H. The Undergraduate Honors and Awards Committee shall consist of at least four (4) members elected annually by the departmental Faculty. All full-time Lecturers in the department are eligible to serve on the Undergraduate Honors and Awards Committee, and to vote in elections to this Committee. The Committee shall select a Chair, who will be the department's representative on the College Awards Committee. The Committee shall be responsible for producing, at least once per academic year, a list of recipients for the Psychology Department's undergraduate awards and a list of departmental nominees for College and University undergraduate awards. Its meetings shall be open to all department faculty. The Committee's recommendations are subject to final approval by the departmental faculty voting at a department meeting; full-time Lecturers may vote on approving these recommendations.
  
- I. In addition to these standing committees, the Department Chair may appoint Ad Hoc Committees at his or her discretion. The Department Chair will specify the functions of the various ad hoc committees.

#### ARTICLE XIII. HONORS AND AWARDS

Unless a different procedure is prescribed by the guidelines for a specific award, recipients of awards and honors given in the name of the Department shall be selected by the Undergraduate Honors and Awards Committee or the Graduate Program Committee and approved by a vote of the departmental faculty (including full-time Lecturers when undergraduate awards are considered).

#### ARTICLE XIV. FACULTY OFFICE HOURS

Departmental faculty members shall each post and hold regular office hours that are sufficient in duration and scheduling to meet the needs of their students and advisees. Office hours shall be expanded during the pre-registration period each semester to allow time for advising.

#### ARTICLE XV. SUMMER TEACHING

Faculty members are not required to teach summer school, nor can Faculty members be guaranteed summer teaching. Courses will be offered according to student needs and Faculty availability. The Department Chair in consultation with the Advisory Committee shall develop a plan for equitable assignment of courses among faculty. When budget resources are available, qualified visiting Faculty may be hired to meet student needs for summer courses that cannot be met by the Department Faculty.

## ARTICLE XVI. ADJUNCT FACULTY

Professionally qualified individuals may become affiliated with the Department of Psychology as adjunct faculty. Adjunct faculty are not paid by Clemson University and are not voting members of the Department. They are eligible to serve on thesis and dissertation committees, may receive mail in the Department, and will be listed in University publications as affiliated with the Department.

Appointments as adjunct faculty are made by the Department Chair in consultation with the Tenure and Reappointment Committee. All adjunct faculty appointments expire 5 years after the date of appointment. A reappointment to a new 5-year term may be made by the Department Chair in consultation with the Tenure and Reappointment Committee.

## ARTICLE XVII. APPROVAL OF DEGREE CANDIDATES

According to the Clemson University Faculty Manual, VIII.1.2, it is a function of the Faculty to approve candidates for degrees granted by Clemson University. The by-laws of the College of Behavioral, Social, and Health Sciences delegate this responsibility to individual departments.

The Departmental chair will provide the faculty with a list of Psychology degree candidates several weeks prior to graduation. At that time, faculty will have an opportunity to either voice objections or to approve the list (which will still be subject to the deletion list generated following finals week). Any objections will be resolved via a vote of the department faculty.