



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: Sociology, Anthropology and Criminal Justice

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		

BYLAWS OF THE FACULTY
DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY
AND CRIMINAL JUSTICE
CLEMSON UNIVERSITY

Approved by the faculty, January 13, 1986; Amended, August 23, 2004

Revised November 2008; Approved by the faculty, February 13, 2009

Revised March 2016; Approved by the faculty, April 22, 2016

Revised January 2021; Approved by the faculty, January 15, 2021

DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY AND CRIMINAL JUSTICE

CLEMSON UNIVERSITY

The regulations, policies, and procedures of the College of Behavioral, Social and Health Sciences and the Clemson University *Faculty Manual* shall govern matters not treated in these bylaws. Any provisions within these bylaws that contradict the Clemson University *Faculty Manual* are considered null and void.

Article I

Departmental Membership

All regular faculty, emeriti faculty, the department chair, and full-time special rank faculty, limited to lecturers, senior lecturers, and principal lecturers, whose primary appointments are in the Department of Sociology, Anthropology and Criminal Justice are department members. Other full-time faculty in the department may be approved as members by a two-thirds majority of the voting membership.

Article II Voting Membership

All regular faculty, emeriti faculty, the department chair, and full-time special rank faculty, limited to lecturers, senior lecturers, and principal lecturers, whose primary appointments are in the Department of Sociology, Anthropology and Criminal Justice are voting members, unless otherwise specified. Other full-time faculty in the department may be approved as voting members by a two-thirds majority of the voting membership.

Article III Meetings

The department chair shall conduct a formal meeting of the department faculty at least once during the long spring and the long fall semesters. Meetings shall be called by the department chair for the purposes of conducting ordinary and recurring business of the department and for special announcements and purposes not otherwise indicated in these bylaws.

The department chair also shall call meetings at the request of any two members of the voting faculty who are eligible to vote on the matter(s) to be addressed in the called meeting. The request shall include the reason for the meeting. Upon receipt of the request, the department chair shall schedule the meeting within two weeks; however, if such request is made between May 1 and August 15 or between December 1 and the beginning of classes in January, the department chair shall schedule the meeting as soon as practicable, but not later than two weeks after the beginning of the long fall or long spring semester immediately following the semester in which the request is made.

Minutes of all faculty meetings shall be distributed to all department members, and to the dean of the college or to the equivalent administrator.

When circumstances warrant, meetings and/or individual participation may take forms such as telephone conferences, Internet-based conferences, video-web meetings, or other forms so long as all potential attendees can access the space or technology to participate in the meeting and can hear and/or see all aspects of the meeting. In the case of meetings via email, emails must be sent to all departmental faculty members.

Article IV Quorum

A quorum of the department members shall consist of two-thirds of the voting members, excluding emeriti faculty and those on leave of absence or sabbatical. The presence of a quorum shall be established at the beginning of each meeting. At any time during the meeting, any member of the department 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.

Article V Summer and University Holiday Business

Only business of an emergency nature may be conducted in summer months between the long spring and long fall semesters. At such a meeting, a quorum shall consist of at least fifty percent of the voting members of the Department faculty. All reasonable efforts shall be made to ensure full participation of the voting membership.

Only business of an emergency nature may be conducted during the Fall Break, the Spring Break, the intercession between the end of the long fall semester and the beginning of classes in the long spring semester, on any days when the University is closed, and on weekends. "Weekdays" refers to the days Monday through Friday during the long fall and spring semesters, excepting those days when the university is closed.

Article VI Voting Procedures

All matters brought before the department that require a vote shall be resolved by a simple majority of those eligible voters present or approved for absentee voting, except as noted elsewhere in the bylaws. Votes shall be taken in the first instance by a show of hands, voice, or by email unless a secret ballot is requested by any eligible voting member. Proxy or absentee ballots may be permitted.

Article VII Appointment

Appointment

Suitable candidates to fill positions of regular and special faculty will be vetted by a search and screen committee as outlined in the Clemson University *Faculty Manual*. Individuals being considered for appointment with exceptionally fine credentials may negotiate to receive credit for productivity or years served elsewhere to count as years toward promotion and/or to be appointed at a promoted rank (e.g., associate or full professor). The criteria and procedures for

this are provided in the department's TPR document. The department prioritizes diversity at all stages of the appointment process.

In the event of an immediate need (e.g., start of the semester is imminent), the department chair can appoint an individual as a temporary lecturer without faculty approval for a single academic year contract. Justification and credentials for the appointee shall be presented by the department chair at the next scheduled faculty meeting. Further appointment shall follow the procedures for appointment of faculty as outlined above.

Article VIII Program Coordinator Positions

The department organization includes the following faculty program coordinators: undergraduate studies coordinator and graduate studies coordinator. The department chair and graduate studies coordinator must be members of the graduate faculty. The department chair may appoint a faculty member to serve as associate department chair or as a program coordinator to assist with the administration of the department should the need arise. Compensation for serving in a program coordinator position is set by the department chair. The program coordinators shall serve a three-year term with the possibility of renewal of three-year terms if desired and with department chair approval.

The Faculty Advisory Committee shall solicit nominations for program coordinator positions from all department faculty. The committee will then determine acceptable candidates from the nominees and provide a list to the department chair who shall make an appointment from the list. The annual evaluation of the faculty member serving in each program coordinator position shall include an evaluation of performance of the position's related duties, which are set by the department chair.

Article IX Committees

This article prescribes the general procedures pertaining to the operation of the standing departmental committees. In the case of circumstances not covered by this or any succeeding article, the Faculty Advisory Committee shall be called upon to recommend to the faculty a resolution to any problem that arises.

The faculty of the department shall create committees to conduct much of its business. These committees shall include the Sabbatical Leave Request Review Committee, the Search and Screen Committee, the Graduate Advisory Committee, the Curriculum Committee, the Faculty Advisory Committee, the Diversity and Inclusion Committee, the Assessment Committee, and the Seminar/Speaker Series Committee. Any other committee shall be formed by the department chair or by a motion from the floor that shall specify the purpose of the committee, its composition, selection of membership, life of the Committee, and length of term for members. Changes to the committees may be reached by faculty discussion and vote where appropriate.

Each departmental committee shall elect its own chair unless otherwise noted. If for reasons of eligibility or other circumstances three department faculty members are not available for a certain committee, then the department faculty shall elect the chair.

If a committee deems it appropriate, a vice-chair may be elected by a committee from its membership.

A. Sabbatical Leave Request Review Committee

The Sabbatical Leave Request Review Committee is chaired by the department chair and is made up of all tenured, full professors in the department.

B. Search and Screen Committee

The search and screen Committee shall be elected by the department faculty. The search and screen Committee for regular faculty positions shall consist of at least three faculty members, at least two of whom must be tenure-track and at least one of whom must be tenured and one of whom may be a senior lecturer or principal lecturer. Other special faculty may be appointed in an advisory role at the request of the committee. The search and screen Committee for special faculty positions shall 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. The academic discipline of the open position should be represented by at least two members of the search and screen committee.

The voting members of the department, limited to regular faculty shall vote on the acceptability and ranking of candidates for regular faculty positions., which will then be forwarded to the department chair. All the voting members of the department may provide input 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 department chair shall forward this decision 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.

The voting members of the department shall vote on the acceptability and ranking of candidates for special faculty positions, so long as the majority of the voting members are regular faculty. If the majority of the department is not made up of regular faculty, then only regular faculty shall vote on the acceptability and ranking of candidates for special faculty positions. The department chair shall forward this decision 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.

C. Graduate Advisory Committee

The purpose of the graduate advisory committee is to assist in decisions related to the program curriculum and the recruitment, hiring, and retention of graduate students. The graduate advisory committee shall be elected by a majority of the voting faculty members during the last scheduled departmental faculty meeting held in the long spring semester, or, if circumstances warrant, at a departmental meeting held early in the long fall semester. Members of the graduate advisory committee, including the graduate studies coordinator, may include regular faculty, senior lecturers, and principal lecturers who are eligible to teach at the graduate level as

confirmed by the department chair. There are some decisions pertaining to the graduate program that require input beyond that provided by the graduate studies coordinator. In such cases, and as deemed appropriate for the circumstances, the graduate studies coordinator will seek input from the members of the Graduate Advisory Committee.

D. Curriculum Committee

The department curriculum committee initiates proposals for necessary changes in the curriculum. The department curriculum committee's responsibilities also include: checking the catalog annually for needed edits, bringing new courses or programs to the faculty, bringing curriculum paperwork forward to the college curriculum committee, informing the chair of college curriculum developments, providing technical advice for departmental curriculum questions, providing informational expertise for faculty proposing new courses or curricula, managing all department curriculum changes through the college and university curriculum process, and reviewing the merits and disadvantages of the proposals for presentation to the faculty for votes at department meetings.

Faculty member proposing a curriculum change must complete the necessary paperwork for curriculum changes prior to their consideration by the department curriculum committee.

The Committee shall consist of at least four faculty members, at least three of whom are regular faculty members and one of whom may be a senior lecturer or principal lecturer. The committee shall be composed of at least one member from each discipline in the department. The chair of the department curriculum committee must be a regular faculty member.

Any requested change in the curriculum must be approved by a majority of the regular faculty, senior lecturers, and principal lecturers prior to its consideration before the college curriculum committee.

E. Faculty Advisory Committee

The department shall have a standing faculty advisory committee chaired by the department chair. This committee shall advise the department chair on matters of concern to the faculty. Additionally, this committee's duties shall include but not be limited to the general review of department policy and assisting the department chair where appropriate in the allocation of the budget. The faculty advisory committee shall further advise the department chair on other matters as requested by the department chair. Agenda items for committee meetings may be set by committee members or by the department chair.

The faculty advisory committee shall be composed of the department chair and four faculty members elected by the faculty with different ranks represented. The faculty advisory committee shall meet regularly with the department chair during the long fall and long spring semesters.

F. Diversity and Inclusion Committee

The diversity and inclusion committee shall be responsible for promoting an inclusive department that is welcoming to all. The committee will develop language, documents, and practices that promote the value of diversity and inclusion. Members would be regular and special faculty and would be appointed for three-year terms. When possible, members currently serving on college and/or university diversity/inclusion committees shall be selected. The CBSHS departmental inclusion ambassador shall chair the committee and provide regular reports to the dean.

G. Assessment Committee

The membership of the assessment committee should include one representative from the disciplines of each of the department's program--(currently these are the undergraduate sociology, anthropology, and criminal justice programs and the master's program in social science)--and will include the graduate studies coordinator as its representative until such time when its growth warrants the transfer of that responsibility to a different faculty member to represent it. Selection of membership should be carried out no later than the first department faculty meeting in the fall semester when service assignments are made, and volunteers will be solicited. In the event of multiple volunteers to represent the same program, selection will be made by department-wide vote. Typically, members of the assessment committee should serve three-year terms and be rotated in and out annually to avoid disruptions due to cohort turnover.

Ideally, assessment provides an ongoing basis for continuous program improvement. The assessment committee will facilitate the exchange of need-to-know assessment information between the department chair and the instructors teaching the courses included in the department's assessment plan, will work with the instructors of these courses to standardize all course-specific assessment items (or artifacts) and to periodically upgrade these items (or artifacts) according to advancements in the disciplines on which the department's programs are based, and to upgrade past assessment items and procedures as needed if and when past assessment criteria are met routinely and predictably.

H. Seminar/Speaker Series Committee

The Seminar/Speaker Series Committee coordinates and schedules departmental seminar/speaker series. The committee will select speakers, arrange travel, schedule and advertise the event, and select the venue for the event. The committee shall include at least three faculty members representing different disciplines of the department. Selection of membership shall be carried out no later than the first department faculty meeting in the fall semester when service assignments are made, and volunteers will be solicited. In the event of multiple volunteers to represent the same program, selection will be made by department-wide vote. Ideally, members of the seminar/speaker series committee should serve three-year terms and be rotated in and out annually to avoid disruptions due to cohort turnover.

I. Ad Hoc Committees

Ad hoc committees may be established by the faculty during a department meeting or by the Department Chair. The ad hoc committee must be established for a specific, simple purpose and can serve no longer than 12 months or until the purpose of the committee is accomplished. An ad hoc committee cannot become a standing committee without a change to the bylaws, which requires approval of the faculty.

Article X Department Representation on College Committees

The voting members of the department shall elect eligible faculty to serve on college committees. The qualifications for service on committees are specified in the college bylaws and *Faculty Manual*. Each duly elected representative shall maintain appropriate records and files as necessary to ensure proper continuity.

Article XI Parliamentary Authority

The current edition of Robert's Rules of Order shall prevail in all meetings of the department faculty.

Article XII Amendments

Amendments and additions to these bylaws shall be approved by a two-thirds majority of the voting members of the department limited to regular faculty, senior lecturers, and principal lecturers at a meeting of the department faculty. Any amendments or additions to these bylaws shall be consistent with standing university policy. Any proposed amendments shall be advertised and circulated in writing to all faculty of the department for a period of at least two weeks prior to their consideration before the faculty.

Article XIII Ratification

These bylaws shall take effect upon being ratified by a two-thirds vote of those faculty members of the department eligible to vote under Article II, but limited to regular faculty, senior lecturers, and principal lecturers who are present at a meeting of the department faculty called for that purpose. The bylaws are reviewed the Provost or designee.