



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: Teaching and Learning

Date

1/20/2021

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		

Clemson University
College of Education
Department of Teaching and Learning

BY-LAWS

Approved by Faculty:

March 17, 2015

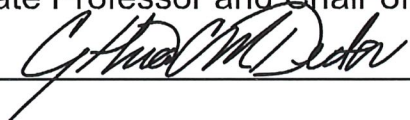
Amended

March 27, 2015


Amended by T&L Faculty Vote

May 13, 2019

Associate Professor and Chair of Teaching and Learning Faculty:


_____, Cynthia M. Deaton, Ph.D.

Professor and Founding Dean, College of Education:


_____, George J. Petersen, Ph.D.

Executive Vice President and Provost:

_____, Robert H. Jones, Ph.D.

Colleagues,

The attached document is a draft of the currently proposed amendments to the TL bylaws. A summary of the proposed changes is listed below. Please review the attached document prior to the next TL meeting. If appropriate, an item-by-item vote will be called on the proposed amendments during this meeting. Please email Carlos Nicolas Gomez (carlos@clermson.edu) if you have any questions or comments for the T & L Advisory Committee in advance of the faculty meeting on April 24th.

Thank you!

Ad hoc committee: Nicole Bannister, Anna Hall, Bea Bailey, Carlos Nicolas Gomez

Summary of Proposed Amendments to TL Bylaws:

- Item #1: Revised the responsibilities of **Advisory Committee** to include TL bylaws updates. Added Appendix C for bylaws amendment procedures. Included the review of bylaws every six years.
- Item #2: Clarified the language of the membership section of the **TPR Committee** regarding Special Faculty. Deleted reference to Appendix A from the responsibilities section.
- Item #3: Minor editorial and stylistic changes. Note: to preserve readability, “track changes” was not applied to every format change.
- Item #4: Changes to voting population to include clinical and lecturer ranks.
- Item #5: Addition of Article X
- Item #6: Based on faculty feedback rewrote beginning of Article X
- Item #7: Modifications (mostly clarifying) in response to Mary Beth’s feedback

FYI: The current T&L bylaws document is located on **College of Education website** within the **Faculty and Staff Resources** portal: <https://www.clemson.edu/education/faculty-staff-portal/>. Navigate to the **College of Education Governance** section and click on **T&L Bylaws**.

BYLAWS DOCUMENT BEGINS ON NEXT PAGE

Department of Teaching and Learning
Clemson University
College of Education
[Approved March 17, 2015]
Last updated: May 15, 2018

Preamble

The Department of Teaching and Learning in the College of Education at Clemson University 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 and the mission of the Department, College, and University.

Article I. Name and Mission

A. Name

The official name shall be “Department of Teaching and Learning” herein designated “T&L”. The name shall be represented on all official documents and associated with all official business.

B. Vision

The Department of Teaching and Learning will prepare critically reflective professionals dedicated to access and equity who lead by:

- Applying disciplinary and developmental knowledge to educational design, implementation, and assessment.
- Understanding and shaping educational policies and practices within broader educational contexts.
- Using culturally responsive practices that value student backgrounds, experiences, and knowledge.
- Integrating theory, research, and practice when examining and influencing educational environments.
- Advocating for all learners in South Carolina and beyond.

Article II. Membership

Voting membership shall consist of all regular faculty and members of the clinical faculty, professors of practice, and those with lecturer ranks. Clinical, professors of practice, and those with lecturer ranks may be granted specified voting and/or academic privileges for a specified amount of time (e.g. one year), providing such a motion is passed by two-thirds of the voting faculty. Hereafter “voting faculty” refers to ALL faculty eligible to vote.

Article III. Quorum

A quorum of the faculty shall consist of a simple majority of the voting faculty, excluding faculty on leave. This number will be established and entered into the minutes of the first meeting of each semester by the Chair of T&L or their designee. Every effort shall be made to conduct business that requires a faculty vote during the fall and spring semesters.

Conscientious effort shall be made to ensure full faculty participation. Only Regular Faculty may vote on TPR guidelines.

Article IV. Meetings

A. Regular Meetings

The faculty shall meet regularly, typically at least three times during each academic term, but at least once per fall and spring semesters. Meetings shall be moderated by the Chair or their designee. Meeting dates and business items requiring a vote of the faculty shall be delivered in writing and/or electronic mail to the faculty at least one calendar week prior to the scheduled vote. Exceptions to this rule for business items require (1) a specific motion to suspend rules which details what will be voted upon, and (2) passage of the motion to suspend rules by the majority of the voting faculty. Meetings of the voting faculty, standing committees, or ad-hoc committees where a vote is scheduled shall be conducted according to the most recent edition of Robert's Rules of Order. The Chair shall appoint a person who will keep records of these meetings and will make the minutes available to the faculty within two weeks following the meeting.

B. Special Meetings

A special or emergency faculty meeting can be called with less than one week's notification by the Chair in extremely rare situations where the Chair has documented evidence that strongly suggests that the well-being of the faculty is in danger if such a meeting is not held within the week. Faculty members may also request that the Chair call a special or emergency meeting if five or more faculty members send similar documentation to the Chair via written or electronic communication.

C. Special Votes

Special faculty votes on issues raised in faculty meetings can be taken outside a faculty meeting via electronic means. This requires voting faculty, during a faculty meeting, to pass a motion for a special vote. Such a motion must clearly state the issue/question for voting, the time frame and procedure for the vote, and the means for dissemination of results. All voting results will be entered into the next faculty meeting minutes. Electronic votes should include faculty names unless an anonymous ballot has been requested and passed by the faculty.

Article V. Amendments to the Bylaws

The bylaws may be amended by a two-thirds vote of the voting faculty. Dates that amendments are approved and a brief statement as to the substance of the amendment should be recorded in Appendix B by the Chair of T&L or their designee.

Article VI. Special Faculty

A. Appointment to all Special Faculty Ranks other than Lecturer ranks, clinical ranks, and professors of practice.

The Advisory Committee shall review and recommend the initial appointment of all Special Faculty Ranks other than Lecturer ranks, clinical ranks, and professors of practice.

B. Appointment to Lecturer ranks, clinical ranks, and professors of practice

For Lecturer ranks, clinical ranks, and professors of practice positions, a search-and-screening committee shall be formed (See Article X below). The committee nominates a slate of candidates and forwards recommendations to the department chair. The department chair recommends a candidate for the position and forwards this recommendation, along with the slate of nominees, for review and approval by the dean.

C. Reappointment and Promotion of Research Faculty and Extension Faculty.

When an offer letter for Research Faculty or Extension Faculty states that there will be an administrative review, then there should also be a faculty review through the TPR committee.

Article VII. Standing Committees

The standing committees are as follows:

- (1) Advisory Committee;
- (2) Curriculum Committee;
- (3) C&I Doctoral Program Advisory Committee;
- (4) Promotion, Tenure, and Appointment Renewal (TPR) Committee;
- (5) Post Tenure Review (PTR) Committee; and
- (6) Elections Committee.

A. Membership

(1) All voting members of the faculty as determined in Article II, are eligible to serve on standing committees as stated in the committee descriptions. Note: only regular faculty, as defined by the Faculty Manual, shall have voting privileges on TPR and PTR committees. Members of all standing committees serve three-year terms, unless otherwise noted. The term of a committee member will be extended to allow him or her to fulfill associated college or university committee term obligations. When a committee is first initiated, terms will be staggered randomly among the members. (2) Members of all other committees shall be elected, except where otherwise specified. (3) Students: Student representation on committees is encouraged when appropriate. Students shall be non-voting members.

B. Meetings

Meetings shall be called by the committee chair at least once every semester, or more often as appropriate to conduct committee business. When appropriate, new committee chairs are elected following Spring Elections. The current chair must notify the departmental Elections Chair of this choice by September 1 of the following academic year. A standing committee chair may be removed by a two-thirds vote of the committee that he/she chairs with exception of the Departmental Advisory Committee. The committee chair shall delegate the recording of minutes, or other form of report, for each meeting. The committee chair shall distribute the minutes or other report of each meeting to the committee members and to the Chair within two weeks of the meeting. Minutes or other reports for each meeting shall include a description of all the formal actions taken and the names of all members in attendance. Each committee chair will submit an academic year committee 1-page summary to the Faculty Chair by May 1st. The summary will include a list of issues tackled, list of actions taken, attendance of members, and notations about above-average member participation/contributions.

C. Reports

Committee reports requiring action by the faculty shall be distributed by the committee chair to the faculty at least one calendar week prior to the scheduled faculty meeting. Amendments may be made from the floor in accordance with Robert's Rules of Order. All meeting minutes, reports, announcements, and other correspondence may be transmitted to the faculty in the form of hard copies, electronic mail (e-mail), or Web posting. The use of e-mail is strongly encouraged. Standing committee chairs should present an oral or written report of committee activities to the T&L faculty during regular faculty meetings, as appropriate.

D. Standing Committee Descriptions

1. Advisory Committee

Membership

The Advisory Committee shall be composed of three (3) Regular Faculty member elected during the Spring Elections for three year staggered terms.

Responsibilities

The department chair is the standing chair of this committee. The Advisory Committee shall advise the chair on matters that the chair or faculty bring to the committee, which include but are not limited to: (a) advising on academic issues, (b) evaluating and recommending resources, (c) addressing general faculty concerns, (d) appointment of individuals to Specialty Faculty ranks, and (e) managing amendments to T&L bylaws. See Appendix C for Bylaws Amendment procedures. Every two years, the Advisory Committee should initiate a bylaws review to make certain that the T&L bylaws remain timely. The Advisory Committee meets on an as-needed basis only. The department chair calls all meetings, which can be face-to-face or electronic.

2. Curriculum Committee

Membership

The Curriculum Committee shall be composed of four (4) Regular Faculty members and (1) lecturer rank, clinical rank, or professor of practice as elected by the faculty to three (3) year staggered terms, and one *ex officio* academic advisor.

Responsibilities

The Curriculum Committee will review proposals for course changes, new courses, and other curricular changes. The Committee shall evaluate and make recommendations to the faculty on all academic requirements, courses, and curricula. The Curriculum Committee will provide representation for interdisciplinary collegiate or university curriculum- related activities. In years when the term(s) of the College of Education Curriculum Committee representative(s) to T&L end, the Curriculum Committee, during a Spring meeting, will select a Regular Faculty member to serve the 3-year term on the College of Education Curriculum Committee. The current chair will promptly notify the Elections Chair of the choice. At the discretion of the faculty and in accordance with the Faculty Manual, separate undergraduate and graduate curriculum committees may be established.

3. C&I Doctoral Program Advisory Committee

Membership

The C&I Doctoral Program Advisory Committee shall be composed of three (3) regular faculty members, elected by the faculty to three (3) year staggered terms, a department chair appointee

(ex officio), and an optional non-voting doctoral student representative. Any regular faculty member can serve as chair of the committee, and the committee chooses the chair for a one-year term.

Responsibilities

The Doctoral Program Committee is responsible to oversee its program including general monitoring of student progress as well as recommending to the Faculty a) program policies and procedures, b) draft responses to Graduate School requests, and c) candidates for admission. DAC committee members will also engage content area faculty in an initial review of applicants.

5. Elections Committee

Membership

Two faculty members appointed by the Chair. The chair of the elections committee must be Regular Faculty.

Responsibilities

The Elections Committee administers elections as needed. See Appendix A for Election procedures. The committee chair serves on the COE Elections Committee. Both members should certify all elections.

Article VII. Ad-Hoc Committees.

The Chair or a group of at least three faculty may establish special committees as deemed appropriate. These committees shall have such members and duties and terms of office as determined by the Chair with the advice and consent of the Department Advisory Committee. Ad-Hoc Committees will have a term-limit of one year. If a Committee is necessary for longer than a year, it must become a standing committee through an amendment to the bylaws.

Article IX. Department Policies and Procedures

All policies and procedures must be compatible with those described in the Faculty Manual.

Article X. Faculty Searches and Transfers

Only in consultation with departmental faculty, the departmental advisory committee, and area coordinators, the department chair will develop priorities for faculty-related personnel matters, including faculty hires, which will be discussed and considered with faculty as often as is appropriate and at least annually.

When a faculty position has been approved, the Department Chair will initiate an ad hoc Search-and-Screening Committee (SSC) by appointing a SSC Chair, taking into account rank and field. The other members of the SSC will be determined by special election under the following guidelines: Search-and-Screening committees shall be constituted as a special ad hoc committees and shall include a sufficient number of committee members representing the program or degree-granting area, a student representative, and, when appropriate, a faculty or staff representative from other academic or student-related matters. The number and specific make-up of the SSC will be determined by the SSC Chair and the Department Chair. If the SSC committee fails to

find an appropriate candidate, the SSC Chair and Department Chair will create a plan of action to determine what can be done next time for a successful search.

All faculty searches will follow the guidelines outlined in the *Faculty Manual*. Faculty Search-and-Screening committees should review the College's Community and Diversity Plan, consult with the College's and University's Diversity Committees, and the University's Office of Access and Equity, and engage faculty in the diversification of the candidate pool.

The SSC Chair will consult the members of the TPR committee about the position description and announcement, rank, and qualifications to (1) ensure alignment with TPR guidelines and the Faculty Manual and (2) ensure the instructions in the *Faculty Manual* concerning appointments are followed (*Faculty Manual*, Part IV, section C).

T & L encourages faculty to participate in faculty searches through activities including but not limited to job talks, meals, transportation, and candidate evaluations. To ensure faculty have sufficient information to effectively contribute to the faculty search process, the following information should be distributed to faculty during meetings or via electronic communication: (1) Job description and/or announcement and (2) the selection criteria. The SSC is responsible for soliciting and collecting feedback from T & L faculty for each candidate. The feedback mechanism should be structured in a manner that maximizes opportunities for faculty to provide input.

Appendix A: Election Procedures

- A. The elections will be held each spring, prior to or simultaneously with College of Education elections. The Election Chair will send their faculty a list of those committees at all levels with open seats. An exception to this policy is described in the Departmental TPR Guidelines. A Special Vote to fill a TPR Committee vacancy may be held electronically at any time as specified in the Committee Structure section.
- B. At-Large Elections:
1. The Election Chair will receive electronic nominations from the nominees themselves. Nominations may be made from the floor of Faculty meetings, as long as the nominee gives verbal consent, recorded in the minutes of the meeting. Nominations will be collected for a minimum of 3 days.
 2. The slate will be emailed to faculty with the names of all nominees who will appear on the ballot. The slate will be emailed at least 2 days before the election.
 3. The Election Committee shall conduct the election by secret ballot. A valid ballot is one in which there are as many votes in that committee election as there are vacancies for that committee. There are no write-ins. There is no absentee voting if the election is internet-based. Collection of ballots must continue for no less than 2.5 days.
 4. Election will be by plurality.
 5. The election results shall be emailed to the faculty, and the committee lists will be maintained on the internet.
 6. In the event that a faculty vacancy occurs after the spring election, the Faculty Chair (for Faculty committees) or the Dean (for College committees) may appoint an interim member to fill the vacancy until the next spring election. TPR vacancies are an exception to this rule and must follow the procedures outlined in the TPR Guidelines.

Appendix B: Record of Amendments

Date Amendment Approved	Brief Statement of Change(s)
4-24-15	Changed voting membership to include lecturers <i>CMD</i> .
12-12-16	Minor edits to update from school to college and misc. items that ad hoc committee recommended for better alignment with Faculty Manual and other university guidelines. (Motion #2 from Nov. 2016 T&L Meeting) <i>JCM</i> .
12-12-16	Motion #3 from Nov. 2016 (TPR committee vacancy); Motion #4 from Nov. 2016 (TPR committee structure). <i>JCM</i> .
5-7-17	Minor wordsmithing edits. Substantive edits to help alignment with Faculty Manual (voted on at the April 2017 T&L meeting): Article VI Special Faculty Appointment/Reappointment, specified that committee chairs must be elected by September 1st, changed composition of Advisory committee and added appointment of individuals to Specialty Faculty ranks to responsibilities; allow Advisory committee to meet electronically; clarified that only administrators with input into personnel decisions are barred from the TPR committee; added Senior Lecturer description to TPR committee composition, clarified external committee member representation during PTR review, separated TPR and PTR guidelines into discrete documents independent from bylaws, renumbered appendices, added initials of individual finalizing changes on the document after faculty vote to Appendix B. <i>MJS</i> .
2-16-18	Changes to language of Doctoral Advisory Committee <i>SML</i> .

Appendix C: T&L Bylaws Amendments Procedures

Procedures	Schedule
The T&L Advisory Committee will receive requests via email for amendments to the T&L bylaws.	Ongoing
The T&L Advisory Committee will compile the requested changes and prepare a proposal document for faculty review.	due 2.5 weeks prior to next T&L meeting
The T&L Advisory Committee will send the proposal document out for faculty review and ask the Chair to put a vote for the proposed amendments on the next T&L meeting agenda.	2 weeks prior to next T&L meeting, as-needed
The T&L Advisory Committee will call for a vote on the proposed bylaws amendments at the next T&L meeting.	T&L meetings, as-needed basis
The T&L Advisory Committee will update the T&L bylaws and forward a copy to the College of Education webmaster.	within 1 week of T&L meeting, as-needed

