Manual
For
Faculty Members

OFFICE OF THE
VICE PRESIDENT FOR ACADEMIC AFFAIRS
AND DEAN OF THE UNIVERSITY
1976
Clemson University does not discriminate against any employee or applicant for employment because of that individual's race, color, religion, sex, national origin, age, handicap, or status as a disabled veteran or a veteran of the Vietnam era. Likewise, the University does not discriminate on the basis of race, color, national origin, sex, or handicap in any of its programs or activities.
FOREWORD

The purpose of this manual is to assemble in one booklet for faculty members policy statements, plans of organization, informational items, and the Constitution and By-laws of the Faculty and Faculty Senate. Not included are such matters as academic regulations, which are published in the University undergraduate and graduate catalogs; academic procedures and rules for students, published in the Student Handbook; or fiscal procedures which are developed and issued by the Office of the Vice President for Business and Finance.

The Manual for Faculty Members was first published in February 1960. At that time the late Dr. F. M. Kinard, Dean of the College, indicated that faculty and administration had both played an important role in formulating policies.

As times change and the University assumes an increasingly important role in South Carolina education, University policies need to be revised periodically. Accordingly, the Faculty Manual was revised in 1966 and again in 1972. The timely rewriting of the Faculty Manual, as presented, is a tribute to the Faculty Senate and administrative personnel who put it together.

Victor Hurst
Vice President for Academic Affairs
and Dean of the University

August 1976
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Clemson University is a land-grant, state-supported institution established in accordance with the will of Thomas Green Clemson and the Act of Acceptance of the General Assembly of South Carolina. Clemson died in the year 1888 and the state accepted his bequest for the founding of the University in 1889.

Although born in Philadelphia and completing his formal education abroad at the Royal School of Mines in Paris (1828-1832), Thomas Clemson became closely identified with South Carolina upon his marriage to Anna Maria Calhoun, which occurred at Fort Hill, the South Carolina home of the bride’s parents, on November 13, 1838. For the next fifty years, until his death on April 6, 1888, Clemson became increasingly familiar with and concerned by all that affected his wife’s native state and the region of which it was a part.

Educated as a scientist and trained as a mining engineer, Clemson’s interests in agriculture and politics were greatly stimulated by his marriage into the Calhoun family. His wife’s father, John C. Calhoun, was one of the most prominent American statesmen of the first half of the nineteenth century, and before his death in 1850 he had served as Congressman and Senator from South Carolina, as Vice President of the United States, and as Secretary of War and Secretary of State.

The Calhouns had come to Fort Hill to make their home in 1825. Here, over the next few years, John C. Calhoun developed extensive agricultural operations despite the demands which official duties in Washington made upon his time. It was partly to help Calhoun improve the efficiency of his farming that Thomas Clemson, some two years after his marriage, returned to South Carolina to live. He almost immediately recognized that the problems of agriculture in the South belonged as much in the area of science as they did in the field of politics. During these years, before he went to Belgium in 1844 as a diplomatic representative of the United States Government, Clemson gained the firsthand experience which led to his conviction that success in agriculture must be based upon scientific knowledge and the application of scientific principles to the cultivation of the land.

When he and his family returned from Belgium in 1852, Clemson bought a small farm in Maryland, near Washington, D. C., where he continued his interests in advancing a more scientific agriculture by his own investigations and by publishing numerous papers in the fields of mining, chemistry, and agriculture. His varied activities included his assistance in the establishment of the Maryland Agricultural College, his support of the Morrill Act, and his service as the first Superintendent of Agricultural Affairs in Washington (1860).

Following the Civil War, in which he had participated on the Southern side, Clemson brought his family to Pendleton, South Carolina, to live. His
wife's mother, Mrs. John C. Calhoun, who was residing in Pendleton, died in the summer of 1866. When her estate was settled, the Clemsons came into possession of the Fort Hill plantation. Here, in the house where he had been married and which had meant so much to his wife's family, Clemson lived for the remainder of his life and vigorously pursued his goal of improving conditions in South Carolina, proposing a thorough education in science as a means toward that end.

As a young man Clemson had felt it necessary to go to Europe in order to receive the best scientific education then available. As he grew older, he became more and more obsessed with the idea that the sciences must be taught as thoroughly and equally as well in this country. After the Civil War he believed that the only way the South could be revived economically, politically, and socially was to provide for the scientific education of its youth.

The death of his wife and all of his children several years before his own gave Clemson the choice of using his wealth to establish in South Carolina the kind of institution which he had in mind. With the help of his lawyers and the counsel of his most intimate friends, Clemson devised a will which provided at his death "for the establishment of a scientific institution upon the Fort Hill place."

The Clemson Will created a Board of thirteen Trustees and specifically named seven of the members of the original Board. It empowered the seven to fill any vacancy which might occur in their number by reason of "death, resignation, refusal to act, or otherwise." It also stipulated that the General Assembly of South Carolina, if the State accepted the bequest, could provide for the appointment or election of the other six Trustees. If the State failed to accept the bequest the will directed the seven life Trustees to "erect upon the Fort Hill place such a school or college for the youth of South Carolina as, in their judgment, will be for their best interest."

Among those who were most active in persuading the General Assembly of South Carolina to accept the Clemson bequest was Benjamin Ryan Tillman (1847-1918), who was Governor of South Carolina from 1890 to 1894. He was one of the original seven life-members of the Board of Trustees and continued his very close interest in Clemson College, as it was then known, even after he went to Washington to serve as United States Senator from South Carolina. Tillman Hall, one of the oldest and most historic buildings on the Clemson campus, is named in his honor.

On July 1, 1964, the name of the institution became Clemson University in recognition of the fact that Clemson was already performing the duties and fulfilling the responsibilities which entitled it to this designation. The administrative structure of the University now includes the College of Agricultural Sciences, the College of Architecture, the College of Education, the College of Engineering, the College of Forest and Recreation Resources, the College of Industrial Management and Textile Science, the College of Liberal Arts, the College of Nursing, and the College of Sciences. The Robert Muldrow Cooper Library, the Computer Center, the Division of Administra-
tive Programming Services, and the Division of Information Systems Development support the instructional, research, and public service programs of the University.

During the first year that Clemson was open to students the total enrollment was 446. The fall semester enrollment for 1975-76 reached a record high of 11,361. This total includes 8,576 undergraduate students, 1,671 graduate students, and 1,114 in courses offered off the campus. Women students enrolled at Clemson number 4,238 and constitute a little over thirty-seven percent of the total enrollment. In recent years there has been significant growth in the area of continuing education with both degree and non-degree programs.

Clemson University became an accredited member of the Southern Association of Colleges and Schools in 1927. The curricula in agricultural, ceramic, chemical, civil, electrical, environmental systems, and mechanical engineering are accredited by the Engineers' Council for Professional Development. The Society of American Foresters has accredited the curriculum in forestry and the architectural curriculum has been accredited by the National Architectural Accrediting Board. In the College of Nursing both the associate and baccalaureate degree programs have been accredited by the National League for Nursing. The American Chemical Society has accredited the curriculum in Chemistry.
ORGANIZATION AND GENERAL ADMINISTRATION
OF THE UNIVERSITY

BOARD OF TRUSTEES

In accord with the will of Thomas Clemson and the Act of Acceptance by the General Assembly of South Carolina, the University Board of Trustees consists of thirteen members, including seven life and self-perpetuating trustees and six elected by the General Assembly, three every two years for four-year terms. The Board meets at least four times each year.

The presiding officer is the Chairman of the Board and is elected by the Board for a term of two years with eligibility for serving not more than three consecutive terms. The Board is served by a secretary who is appointed and holds the position at the pleasure of the Board.

There are six standing committees of the Board, including the Executive Committee, the Budget and Finance Committee, the Educational Policy Committee, the Student Affairs Committee, the Planning Committee, and the Development Committee.

The 1976 membership of the Board of Trustees is:

**Life Members**

Paul W. McAlister, Chairman ________________ Laurens
Robert R. Coker ___________________________ Hartsville
William G. DesChamps, Jr. _________________ Bishopville
Thomas B. McTeer, Jr. _______________________ Columbia
Buck Mickel ______________________________ Greenville
James C. Self ______________________________ Greenwood
James M. Waddell, Jr. _______________________ Beaufort

**Term Expires 1978**

Lewis F. Holmes ___________________________ Trenton
E. Oswald Lightsey __________________________ Hampton
D. Leslie Tindal ______________________________ Pinewood

**Term Expires 1980**

T. Kenneth Cribb ___________________________ Spartanburg
W. Gordon McCabe, Jr. ______________________ Greenville
Paul Quattlebaum, Jr. _______________________ Charleston

Joseph B. McDevitt, Secretary ________________ Clemson

THE ADMINISTRATION

The President of the University (Robert Cook Edwards) is the chief executive and administrative officer elected by the Board of Trustees. The ad-
ministration of the University is divided into five areas, each headed by a cabinet member responsible to the President. The five cabinet members are:

Vice President for Academic Affairs and Dean of the University ......................... Victor Hurst
Vice President for Business and Finance .......... Melford A. Wilson
Vice President for Development ............... Stanley G. Nicholas
Vice President for Executive Affairs
    and University Counsel .................. Joseph B. McDevitt
Vice President for Student Affairs .............. Walter T. Cox

Organizational charts are presented on the following pages. Areas of responsibility assigned to each cabinet member and academic dean are shown on these charts.
CLEMSON UNIVERSITY
Organizational Chart

Board of Trustees

President

Assistant to the President and Affirmative Action Officer

Vice-President for Academic Affairs and Dean of the University

Vice-President for Business and Finance and Comptroller

Vice-President for Executive Affairs and University Counsel

Vice-President for Student Affairs and Dean of Students
CLEMSON UNIVERSITY
Academic Affairs Organizational Chart

BOARD OF TRUSTEES

PRESIDENT

VICE PRESIDENT FOR ACADEMIC AFFAIRS & DEAN OF THE UNIVERSITY

DEAN OF UNDERGRADUATE STUDIES

SUMMER SESSIONS

DEAN OF UNIVERSITY EXTENSION

LIBRARY

AFFIRMATIVE ACTION

DEAN OF GRADUATE STUDIES

DEAN OF GRADUATE STUDIES AND UNIVERSITY RESEARCH

DIVISION OF ADMINISTRATIVE PROGRAMMING SERVICES

COMPUTER CENTER

DIVISION OF INFORMATION SYSTEMS DEVELOPMENT

OFFICE OF UNIVERSITY RESEARCH

GRADUATE SCHOOL

DEAN, COLLEGE OF AGRICULTURAL SCIENCES

DEAN, COLLEGE OF ARCHITECTURE

DEAN, COLLEGE OF EDUCATION

DEAN, COLLEGE OF ENGINEERING

DEAN, COLLEGE OF FOREST AND RECREATION RESOURCES

DEAN, COLLEGE OF INDUSTRIAL MANAGEMENT AND TEXTILE SCIENCE

DEAN, COLLEGE OF LIBERAL ARTS

DEAN, COLLEGE OF NURSING

DEAN, COLLEGE OF SCIENCES

- Line Function
- Staff Function
CLEMSON UNIVERSITY
Office for Development Organizational Chart

Board of Trustees

President

Vice President for Development

Campus Master Planner

Director
Alumni Relations

Director
Public Relations

Director
Planning and Corporate Relations

Director
Deferred Gifts

Director
Communications Center
CLEMSON UNIVERSITY

College of Agricultural Sciences Organizational Chart

Dean of Agricultural Sciences

Program Directors

Instruction

Research

Extension Service

Regulatory and Public Service Programs


Agr. Economics & Rural Sociology

Agronomy & Soils

Horticulture

Fert Inspection & Analysis

Seed Cert.

Livestock & Poultry Health

Crop Reporting Svcs.

Department Heads

Agr. Engineering

Agr. Education

Animal Science

Dairy Science

Poultry Science

Entomology & Economic Zoology

Food Science

Plant Pathology & Physiology

State Leaders

Agr. Programs

Special Programs

Home Econ. Programs

4-H & Youth Programs

District Staff

Specialists

Coordinator 1890 Extension Programs

Field Staff

Jointly Administered Areas of Special Interest:

Water Resources Research Institute

Home Economics Research at Winthrop College

Plant Pest Reg Svcs.
CLEMSON UNIVERSITY
College of Education Organizational Chart

Dean of Education

Advisory Council On Teacher Education

Dept. of Agricultural Sciences

Dean, Agricultural Sciences

Dept. of Agricultural Education
B.S. in Agricultural Education
M. of Agricultural Education

Dept. of Industrial Education
B.S. in Industrial Education
M. of Industrial Education

Dept. of Aerospace Studies

Dept. of Elementary & Secondary Education
B.A. in Early Childhood Education
B.A. in Elementary Education
B.A. in Secondary Education
B.S. in Science Teaching
M.Ed. in Guidance
M.Ed. in Elementary Education
M.Ed. in Secondary Education
M.Ed. in Reading
M.Ed. in Administration
M.Ed. in Supervision
Ed. S. in Educational Administration

Office of Educational Services
Teacher Certification
Teacher Placement
Contracted and off Campus Programs
Inservice Programs
Conferences and Institutes

Vocational Educational Media Center
Develop, Produce and Evaluate Instructional Media for Vocational Education
CLEMSON UNIVERSITY
College of Forest and Recreation Resources Organizational Chart

Dean
of Agricultural
Sciences

Director
Cooperative Extension
Service

Associate Dean

Dean
of Forest &
Recreation Resources

The Belle W. Baruch
Forest Science Institute

Head
Dept. of Recreation &
Park Administration

Public
Service
Activities

Head
Department of
Forestry

Principal Specialist
(Forestry)
Cooperative Extension
Service

Extension
CLEMSON UNIVERSITY
College of Industrial Management and Textile Science Organizational Chart

Dean of Industrial Management & Textile Science

Associate Dean
Director of Research

Director of Professional Development Program

Field Representative

Head Department of Industrial Management

Head Department of Textiles
Director - Undergraduate Textile Education

Head Department of Accounting & Finance

Head Department of Economics
CLEMSON UNIVERSITY
College of Liberal Arts Organizational Chart

Dean of Liberal Arts

Department of English
Language
Literature
Speech and Drama

Department of Languages
French
German
Russian
Spanish

Department of Political Science

Fine Arts Minor

Department of Music

Department of History
History
Philosophy
Religion

Department of Psychology

Department of Sociology
CLEMSON UNIVERSITY
College of Nursing Organizational Chart

Dean of Nursing

Pediatric Nurse Practitioner Program*

Director
Baccalaureate Program

Director
Associate Degree Program

Director
Graduate Program

Director
Nursing Research

Director
Continuing Education

*Joint Program with
Medical University of S.C.
Greenville Hospital System
CLEMSON UNIVERSITY
College of Sciences Organizational Chart

Dean of Sciences

Administrative Assistant

Head of Department
Biochemistry

Head of Department
Chemistry and Geology

Head of Department
Mathematical Sciences

Head of Department
Microbiology

Head of Department
Zoology

Head of Department
Botany

Assistant to Department Head
Mathematical Sciences

Head of Department
Physics and Astronomy
ACADEMIC ADMINISTRATION

THE PRESIDENT

The President, as chief executive officer of the University, has general supervision over all its activities. He is an ex officio member of all councils and committees and is liaison officer between the Board of Trustees and all faculty and staff. He presides at meetings of the general staff of the University and at commencements. He recommends to the Board of Trustees the appointment of the five cabinet members of the University and passes upon all appointments and policy recommendations made by these officers.

THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF THE UNIVERSITY

The Vice President for Academic Affairs and Dean of the University has administrative jurisdiction over teaching, research, extension, and regulatory programs and personnel. He recommends to the President short- and long-range plans for academic development and formulates policies to implement approved plans. He coordinates and furnishes direction and guidance to deans in the development and operation of academic programs. He presides at meetings of the faculty, chairs the Council of Academic Deans, and serves as liaison officer between the Faculty Senate and the President.

THE DEAN OF UNDERGRADUATE STUDIES

The Dean of Undergraduate Studies coordinates all undergraduate study programs. He advises the Dean of the University on policies and regulations affecting undergraduate studies. All decisions as they affect the undergraduate student related to curricula, the academic aspects of course scheduling, academic counseling, the improvement of teaching, criteria for admissions and enrollment, and workloads for students and faculty are coordinated through his office. The Dean of Undergraduate Studies chairs the Undergraduate Council and is administratively responsible for the University Library, the Summer Sessions, the Honors Program Council, and the Scholarships and Awards Committee.

THE DEAN OF GRADUATE STUDIES AND UNIVERSITY RESEARCH

The Dean of Graduate Studies and University Research coordinates all graduate programs and University research. He advises the Dean of the University on policies and regulations pertaining to graduate study and research. Matters concerning graduate admissions policies, graduate student programs, and the granting of graduate degrees are coordinated through his office. He chairs the University Graduate Council and the University Research Council and is administratively responsible for the University Computer Center, the Division of Administrative Programming Services, and the Division of Information Systems Development.
THE DEAN OF UNIVERSITY EXTENSION

The Dean of University Extension coordinates the extension activities of the University. He advises the Dean of the University on extension matters and encourages cooperative teaching programs with other institutions of higher learning. He chairs the University Extension Council, and coordinates such University programs as short courses, special educational programs, Professional Development Programs, and the Cooperative Extension Service.

ACADEMIC DEANS

The academic deans are responsible for the programs and personnel in their individual colleges. Each dean reports directly to the Vice President for Academic Affairs and Dean of the University concerning all matters affecting his or her college and its personnel. At the direction of the Dean of the University, the academic deans coordinate undergraduate programs, graduate programs and research, and extension programs respectively with the Deans of Undergraduate Studies, Graduate Studies and University Research, and University Extension.

Each academic dean reviews curricula and programs in his or her area, appoints heads of departments and assigns their duties, supervises the use of funds, space, and equipment allocated to the college and prepares the college's budget. An academic dean is the presiding officer of the faculty of the academic unit involved.

DEPARTMENT HEADS

The department heads have the general responsibility for the activities of their departments. They assign duties to faculty and staff, recommend appointments and change in rank, make recommendations concerning tenure and salary, supervise the developmental planning of their departments, review departmental curricula and programs, supervise care of facilities and equipment, prepare departmental budgets, and supervise expenditure of departmental funds.
UNIVERSITY COUNCILS

ATHLETIC COUNCIL
This council consists of the Dean of Admissions and Registration, the President of the Alumni Association, the immediate past President of the Alumni Association, the President of IPTAY, the immediate past President of IPTAY, the President of the Faculty Senate, six faculty members appointed by the President for terms of three years each, the President of the Student Senate, and the President of the Block C Club. The President appoints the chairperson and secretary annually.

This council recommends all policy concerning intercollegiate athletics to the Vice President for Student Affairs.

COUNCIL OF ACADEMIC DEANS
This council consists of the Vice President for Academic Affairs and the deans of the various colleges. The Vice President for Academic Affairs shall be permanent chairperson of this council which will include the Dean of Undergraduate Studies, the Dean of Graduate Studies and University Research, the Dean of University Extension, and the President of the Faculty Senate as ex-officio members of the council without vote.

This council makes recommendations on policy matters affecting the colleges to the President through the Vice President for Academic Affairs and Dean of the University.

EDUCATIONAL COUNCIL
This council consists of the President, who will serve as chairperson, the cabinet members of the University, the Dean of Undergraduate Studies, the Dean of Graduate Studies and University Research, the Dean of University Extension, the Dean of Admissions and Registration, the deans of the academic colleges, the Director of the Library, the President of the Faculty Senate, and two ex officio non-voting members, (1) the Director of Public Relations and (2) the Assistant to the President who serves permanently as the secretary.

This council recommends academic, research, and extension policy to the President.

EXTENSION COUNCIL
This council consists of the Dean of University Extension, ex officio, the President of the Extension Senate, the President of the Extension Specialists Association, the President of the Extension County Agents Association, the President of the Extension Home Economists Association, one member of the Faculty Senate nominated by the Faculty Senate and appointed by the Dean of the University for one year, and one representative from each academic college nominated by the dean of the college and appointed by the Dean of the University for a term of three years. The Dean of University Extension will serve as chairperson.
All policies and regulations pertaining to the total University extension program shall be reviewed by this council and recommended to the Dean of the University.

GRADUATE COUNCIL

This council consists of the Dean of Graduate Studies and University Research, ex officio, one member of the Faculty Senate, one faculty member from each college having a graduate program, one officially designated alternate from each college who will attend and vote in the regular council member’s absence, and two graduate students. The Faculty Senator shall be nominated by the Faculty Senate and appointed by the Dean of the University for one year. The faculty members shall be nominated by the dean of the college and appointed by the Dean of the University for a term of three years. The graduate students shall be nominated by the Graduate Student Association, and appointed by the Dean of the University for a term of one year. The Dean of Graduate Studies and University Research will serve as chairperson.

All policies and regulations affecting graduate curricula and requirements leading to graduate credits, certification, and degrees shall be reviewed by this council and recommended to the Dean of the University.

HONORS PROGRAM COUNCIL

This council consists of a chairperson appointed by the Dean of the University, the Dean of Undergraduate Studies, the Dean of Admissions and Registration, one member of the Faculty Senate, one faculty member from each academic college participating in the Honors Program, and two undergraduate students who are enrolled in the Honors Program. The Faculty Senator shall be nominated by the Faculty Senate and appointed by the Dean of the University for a term of one year. The faculty representatives from the colleges shall be nominated by their deans and appointed by the Dean of the University for a term of three years. The two undergraduate students shall be nominated by the chairperson of the Honors Program Council and appointed by the Dean of the University for a term of one year.

This council recommends policy, including curricula and admission standards, concerning the Honors Program to the Dean of Undergraduate Studies.

PLANNING COUNCIL

This council consists of the Campus Master Planner, ex officio without vote; the President of the Faculty Senate; the President of the Student Body; the President of the Student Senate; the President of the Graduate Student Association; one member appointed by the Vice President for Business and Finance for a term of three years; and one representative from each academic college, nominated by the dean of the college and appointed by the Dean of the University for a term of three years. The council will elect its chairperson annually.
This council advises the Vice President for Development on plans and proposals pertaining to the development of programs and facilities for the enhancement of the academic and cultural life of the University community.

UNDERGRADUATE COUNCIL

This council consists of the Dean of Undergraduate Studies, ex officio; the Dean of Admissions and Registration, ex officio; a Faculty Senator nominated by the Senate and appointed by the Dean of the University for one year; one faculty member from each undergraduate college, nominated by the dean of the college and appointed by the Dean of the University for a term of three years; one officially designated alternate from each college who will attend and vote in the regular council member’s absence; and two students, nominated by the Student Senate and appointed by the Dean of the University for a term of one year. The council will be chaired by the Dean of Undergraduate Studies.

All policies and regulations affecting undergraduate curricula and requirements leading to undergraduate credits and degrees shall be reviewed by this council and recommended to the Dean of the University.

UNIVERSITY RESEARCH COUNCIL

This council consists of the Dean of Graduate Studies and University Research; the chairperson of the Faculty Senate Research Committee; one faculty member from each academic college, nominated by the dean of the college and appointed by the Dean of the University for a term of three years; and three students, one undergraduate student nominated by the Student Senate and two graduate students nominated by the Graduate Student Association, each appointed by the Dean of the University for a term of one year. The Assistant Dean of University Research will act as secretary and ex officio, non-voting member. The Dean of Graduate Studies and University Research will serve as chairperson.

This council recommends policies, procedures, and regulations affecting sponsored and unsponsored research on the campus to the Dean of the University.
UNIVERSITY COMMITTEES

AFFIRMATIVE ACTION COMMITTEE
This committee consists of the Affirmative Action Coordinator in the academic area; the Affirmative Action Coordinator in the non-academic area; the two Affirmative Action Specialists, ex officio; and the Affirmative Action Officer, ex officio, a non-voting member. Other committee members are appointed by the President for terms of three years. Five are nominated by the Vice President for Academic Affairs; three by the Vice President for Business and Finance; one by the Vice President for Development; two by the Vice President for Student Affairs; and one member of the Faculty Senate is nominated by the Senate.

Membership on the committee includes representation from various job levels, from various departments, and includes minorities and females. The committee advises the Affirmative Action Officer on matters relating to Equal Employment Opportunity and the Affirmative Action Program.

ARCHIVES COMMITTEE
This committee consists of the Director of the Library, ex officio; four members of the faculty, nominated by their dean and appointed by the Dean of the University for terms of three years; one member of the Faculty Senate, nominated by the Senate and appointed by the Dean of the University for one year; one undergraduate student nominated by the Office of Student Affairs and one graduate student, nominated by the Graduate Student Association. Both students are appointed by the Dean of the University for one-year terms. The chairperson will be elected annually by the committee.

This committee advises the administration on all policies concerning University archives.

AUDIO-VISUAL COMMITTEE
This committee consists of the Director of the University Communications Center, ex officio; one faculty member from each academic college, nominated by the dean of the college and appointed by the Dean of the University for a term of three years; one member of the Faculty Senate nominated by the Faculty Senate and appointed by the Dean of the University for a term of one year; one undergraduate student, nominated by the Student Senate, and one graduate student, nominated by the Graduate Student Association, both student members being appointed by the Dean of the University for one-year terms. This committee shall elect its chairperson and secretary annually.

This committee advises the Vice President for Development on the audio-visual needs and programs of the University.
BOOKSTORE ADVISORY COMMITTEE

This committee consists of the Manager of the Bookstore, ex officio; one faculty member from each of three separate colleges nominated by the deans of the colleges and appointed by the Dean of the University for a term of three years; one member of the Faculty Senate from a separate college nominated by the President of the Faculty Senate and appointed by the Dean of the University; two members of the Student Senate nominated by that body and appointed by the Vice President for Student Affairs; one member of the Graduate Student Association nominated by that body and appointed by the Dean of the University. The student members of the committee shall serve for one year. The committee shall elect its chairperson from the faculty members annually.

At the end of a faculty member's tenure on the committee, new nominations shall arise from colleges which have not had representation on the committee in the preceding three years. This is to insure that membership rotates through all colleges of the University.

The committee advises the Manager of the Bookstore on the determination of the needs of the University, the formation of bookstore policies and other such matters as may be referred to it by the Manager of the Bookstore or the Vice President for Student Affairs.

CAMPUS NAMES COMMITTEE

The faculty members of this committee are nominated by the chairperson of the committee from members of the faculty who have long terms of service with the University and appointed by the President of the University for indefinite terms. Non-faculty members are Presidential appointees.

This committee recommends appropriate names for buildings and streets to the administration and the Board of Trustees.

COMPUTER ADVISORY COMMITTEE

This committee consists of the Director of the Computer Center, ex officio; one member from each college, nominated by the dean of the college and appointed by the Dean of the University for a term of three years; one member of the Faculty Senate, nominated by the Faculty Senate and appointed by the Dean of the University for a term of one year; and one undergraduate student and one graduate student, nominated respectively by the Office of Student Affairs and the Graduate Student Association and appointed for a term of one year by the Dean of the University.

In addition, one representative from each of the following areas is invited to serve on this committee: Business and Finance, Development, and Student Affairs. The committee elects its chairperson annually.

This committee advises the Dean of Graduate Studies and University Research on needs of the Computer Center, Computer Center policies, and on such other matters as may be referred to it by the faculty, administration, or students.
DISCIPLINARY COMMITTEE
This committee consists of the Presidents of the Student Body, the Student Senate, and the Faculty Senate, each ex officio; one member of the Faculty Senate and one member of the faculty, each nominated by the Faculty Senate; one undergraduate student nominated by the Office of Student Affairs and one graduate student nominated by the Graduate Student Association. All are appointed by the President of the University and all serve one-year terms. The chairperson is elected by the committee members.

This committee is vested by the Board of Trustees with the authority to take action in certain disciplinary matters that have not been delegated to the student body.

ENERGY CONSERVATION COMMITTEE
This committee consists of two students, one female and one male, who are dormitory residents nominated by the Office of Student Affairs; four faculty members nominated by the deans of colleges chosen by the Director of the Physical Plant; one representative from the Office of Student Affairs. All are appointed by the President of the University. The Director of the Physical Plant is chairman and the Plant Engineer will act as co-chairman.

This committee formulates ideas and acts as a clearinghouse for ideas from anyone in the University concerning reduced energy utilization. It also assists in publicizing approved ideas.

FINE ARTS SERIES COMMITTEE
This committee consists of a chairperson appointed by the Dean of the University after consultation with the Dean of Student Affairs; the Dean of the College of Liberal Arts and the Dean of the College of Architecture, ex officio; one Faculty Senator; one faculty member from each academic college; and one undergraduate student and one graduate student. The faculty members shall be nominated by the college deans and appointed by the Dean of the University for a term of three years. The Faculty Senator shall be nominated by the Advisory Committee of the Faculty Senate and appointed by the Dean of the University for a term of one year. The undergraduate student shall be nominated by the Student Senate; the graduate student shall be nominated by the Graduate Student Association, and the students shall be appointed by the Dean of the University for a term of one year.

This committee plans, coordinates, and publicizes the annual program of University concerts, films, lectures, plays, and art exhibits.

LABORATORY ANIMAL WELFARE COMMITTEE
This committee consists of one faculty member from each academic college having animal facilities, nominated by the dean of the college and appointed by the Dean of the University for a term of three years; an undergraduate student and a graduate student, nominated by the Student
Senate and the Graduate Student Association, respectively, and appointed by the Dean of the University for a term of one year; an Assistant State Veterinarian; and the Assistant Dean of University Research, who serves as chairperson.

This committee evaluates the care and treatment of all warm-blooded animals held or used for research, teaching, or other activities; inspects the University animal facilities; and advises the Dean of the University in regard to the animal and animal facility policies of the University.

**LANDSCAPE AND SITE DEVELOPMENT COMMITTEE**

This committee consists of the Superintendent of Grounds who serves as chairperson; the Director of the Physical Plant; the Superintendent of Planning and Engineering; the Campus Master Planner; one faculty member nominated in rotation from the Colleges of Agricultural Sciences, Architecture, and Forest and Recreation Resources; one student, nominated by the Vice President for Student Affairs, and a Faculty Senator nominated by the Senate. The three latter members are appointed by the Dean of the University for one-year terms.

This committee formulates and recommends to the administration long-range goals for the landscape and site development of the university campus and reviews plans proposed for implementation.

**LIBRARY COMMITTEE**

This committee consists of the Director of the Library, ex officio; one faculty member from each academic college nominated by the dean of the college and appointed by the Dean of the University for a term of three years; one Faculty Senator nominated by the Advisory Committee of the Faculty Senate and appointed by the Dean of the University for a term of one year; and two students, one undergraduate and one graduate, nominated respectively by the Student Senate and the Graduate Student Association, and appointed by the Dean of the University for a term of one year. The committee shall elect its chairperson annually.

This committee advises the Director of the Library on the determination of the needs of the library, the formation of library policies, and on such matters as may be referred to it by the Director of the Library.

**PATENT COMMITTEE**

This committee consists of the Vice President for Executive Affairs and University Counsel who serves as chairperson; five faculty members nominated by the deans of appropriate colleges for three-year terms; one Faculty Senator nominated by the Senate for a one-year term; one undergraduate student and one graduate student nominated by the Dean of Student Affairs and the Graduate Student Association, respectively for one-year terms. Faculty and student members are appointed by the Dean of the University. A representative from the Office of Business and Finance, the Associate Dean of the College of Industrial Management and Textile Science, the
UNIVERSITY COMMITTEES

Associate Dean of the College of Engineering, the Director of the South Carolina Agricultural Experiment Station, and the Vice President for Development serve ex officio positions. The Assistant to the President acts as secretary.

This committee makes recommendations to the President concerning all University patent matters in accordance with the Patent Policy as printed in the Faculty Manual.

PROTECTION OF HUMAN SUBJECTS COMMITTEE

This committee consists of one faculty member from each academic college having a significant number of activities involving human subjects, nominated by the dean of the college; a medical doctor, nominated by the Vice President for Student Affairs; a resident of the local community, not an employee of the University, nominated by the President of the University; and the Assistant Dean of University Research, who serves as chairperson. All members are appointed by the Dean of the University to serve indefinite terms.

This committee reviews all University activities that involve human subjects and insures that the rights and welfare of subjects are adequately protected, that the risks to subjects are outweighed by potential benefits, and that the informed consent of subjects is obtained by methods that are adequate and appropriate.

RARE POSSESSIONS COMMITTEE

This committee consists of faculty members nominated by the Dean of the University and appointed by the President of the University to serve indefinite terms. Recommendations of the committee are submitted to the administration through the Vice President for Development, who is not a member of the committee. The committee selects its own chairperson.

This committee maintains an inventory of rare possessions held by the University and advises the administration on the display of such items in campus buildings and on the proper care of such possessions to insure their preservation.

In addition, this committee assists, on special request, in the decorating of public areas on the campus.

RECREATION ADVISORY COMMITTEE

An Advisory Committee is appointed by the President to receive and review suggestions and complaints regarding the use of physical recreation facilities and programs at the University and to advise the Vice President for Student Affairs on a continuing basis. The Committee will have as members two undergraduate students nominated by the President of the Student Senate; a graduate student nominated by the chairperson of the Graduate Students’ Association; three members from the faculty, one to come from the Department of Recreation and Park Administration, nominated by the President of the Faculty Senate; a member from Business and Finance,
Development, and Student Affairs nominated by the appropriate Vice President; and three ex officio members, the Director of Fike Recreation Center, the Director of the University Union and the Director of Tennis.

Each non-student committee member other than ex officio members shall serve for a term of three years and are not eligible for reappointment until a period of two years has elapsed. A member serving a partial term of office shall be eligible for reappointment. Student members shall be appointed annually, but are eligible to serve for three consecutive years. The Committee will elect a chairperson and secretary annually.

SAFETY AND FIRE PREVENTION COMMITTEE

This committee consists of the University Safety Coordinator, the Director of Athletics (or designee), the Director of Student Health Services, the Manager of the Clemson Forest, all ex officio; five faculty members from colleges in which potentially hazardous laboratory exercises may be taught, nominated by the dean of the college for three-year terms; two Physical Plant members nominated by the Director of the Physical Plant for three-year terms; a member of the Office of Business and Finance nominated by that office for a three-year term; a graduate student nominated by the Graduate Student Association for a one-year term; an undergraduate student nominated by the Student Senate for a one-year term; a Faculty Senator nominated by the Senate for a one-year term, all of whom are appointed by the President of the University, who also designates the chairperson.

This committee advises the President through the University Safety Coordinator and other appropriate officials on safety policies and programs regarding fire prevention, use and disposal of poisonous and radioactive chemicals and other safety precautions of similar nature.

SCHEDULE COMMITTEE

This committee consists of the Dean of Admissions and Registration, ex officio, who serves as chairperson; appropriate faculty nominated by the deans of the colleges for indefinite terms; one graduate student nominated by the Graduate Student Association for a one-year term; one undergraduate student nominated by the Student Senate for a one-year term; all are appointed by the Dean of the University.

This committee develops the master schedule of courses taught by the University.

SCHOLARSHIPS AND AWARDS COMMITTEE

This committee consists of a chairperson appointed by the Dean of the University; four ex officio members who are the Dean of Admissions and Registration, the Associate Deans of Students, the Director of Financial Aid; one faculty member from each college nominated by the dean of each college for three-year terms; one member of the Faculty Senate, nominated by the Senate to a one-year term; and two students, one nominated by Phi Eta Sigma and one nominated by Phi Kappa Phi for terms of one year.
Students and faculty are appointed by the Dean of the University. This committee selects students for University scholarships and awards. It also has the responsibility for planning and coordinating the annual University Honors and Awards Day.

**STUDENT GRIEVANCE COMMITTEE**

A Student Grievance Committee, composed of (1) three members of the faculty, nominated by the Vice President for Academic Affairs; (2) three members of the administration, two nominated by the Vice President for Student Affairs and one nominated by the Vice President for Business and Finance; and (3) three students, two nominated by the President of the Student Body and one by the Graduate Student Association, shall be appointed in April of each year by the President of the University to hear the following grievances brought by students against members of the faculty and staff: (a) grievances involving charges of academic dishonesty; (b) allegations by students against faculty or staff of discrimination on the basis of race, color, national origin, or sex in any program or activity; (c) allegations by students against faculty or staff of discrimination on the basis of physical handicap or status as a veteran; and (d) grievances involving student employment. It is the function of the Committee to attempt to resolve those grievances fairly and equitably in accordance with applicable laws and regulations.

The members from the faculty and administration shall hold three-year terms of office, and the students shall hold two-year terms of office except as otherwise provided in the rules and regulations as stated in the Student Handbook. Any member may be nominated for a succeeding full term upon expiration of any term. The Committee shall meet in April of each year and elect a Chairperson of the Committee.

**STUDENT RELATIONS COMMITTEE**

This committee consists of the Vice President of the Student Body, the Vice President of the Faculty Senate, and an Associate Dean of Student Affairs, all ex officio; two other members of the Student Senate and two other members of the Faculty Senate, one from each body is nominated annually by those respective bodies to serve two-year, overlapping terms. All appointments are made by the President of the University. The senior Faculty Senator serves as the chairperson.

This committee's function is to hear academic grievances by students against faculty members and to attempt to solve those grievances. (See Rules and Regulations in the Student Handbook).

**TRAFFIC AND PARKING COMMITTEE**

This committee consists of a chairperson appointed by the President of the University, a representative of the Office of Student Affairs, the Chief of Security, the Director of Planning and Corporate Relations, the Campus Master Planner, a member of the Athletic Department, the Chairperson of
the Traffic and Grounds Committee of the Student Senate, the Vice President for Executive Affairs, ex officio, a member of the Civil Engineering Department with appropriate expertise, one faculty member nominated and appointed by the Dean of the University for a three-year term, one member of the Faculty Senate nominated by the Senate for one year, one graduate student nominated by the Graduate Student Association for one year and one undergraduate student nominated through the Office of Student Affairs for a one-year term. Faculty and students are appointed by the Dean of the University.

This committee advises the Vice President for Executive Affairs on all matters pertaining to traffic and parking.

UNIVERSITY UNION GOVERNING BOARD

This board consists of ten students, two faculty, one alumni member, the Student Union Director and the Union Program Director. The President of the Student Union serves as Chairperson of the Board. The faculty members are nominated by the Faculty Senate (one is a senator) and appointed by the Dean of the University to serve one-year terms. The student members are appointed by various student groups which represent the student body as a whole to serve one-year terms. The alumni member is appointed by the Alumni Association for a one-year term.

The board governs the Clemson University Student Union and has the responsibility for all policy and program activities of the Union. The board also has the responsibility for developing and expending funds of the Union in accordance with University policy.
POLICY STATEMENTS

Each policy statement printed herein was initiated by the Faculty Senate, recommended by the Educational Council, then approved by the President and, finally, by the Board of Trustees.

These policies cover the following professional staff members: the President of the University; the Dean of the University; the Dean of Undergraduate Studies; the Dean of Graduate Studies and University Research; the Dean of University Extension; the academic deans, directors, and department heads; the teaching, research, and extension faculty with the rank of professor, associate professor, assistant professor, instructor, lecturer, adjunct and visiting faculty, and the professional librarians.

ACADEMIC FREEDOM

Introduction. A university is a center of learning, a place where teacher-scholars gather to seek, teach, and disseminate knowledge for its own sake rather than for any immediate political, social, or economic goal. Because of this, academic freedom is a right and not a privilege to be granted or withheld.

A university can fulfill its mission only when its faculty members have academic freedom to pursue knowledge without fear of pressure from sources inside or outside the institution. Such freedom carries with it the commensurate requirement that members of the faculty exercise their academic freedom in a responsible manner.

It is the policy of Clemson University to defend academic freedom by vigorously resisting all efforts from whatever source to encroach upon or restrict it. The University, therefore, adopts the following statement on Academic Freedom:

Statement. The faculty member is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The college or university faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokes-

When speaking or writing in the area of his expertise, the faculty member has the right to identify himself by his academic rank and institutional affiliation; however, if he so identifies himself, he must indicate that he is or is not an institutional spokesman. The faculty member, when speaking or writing outside his specialty, is bound by the strictures in the preceding paragraph.

If the administration of the University feels that a faculty member has not observed the admonitions of the preceding paragraphs and believes that the extramural utterances of the faculty member have been such as to raise grave doubts concerning his fitness for his position, it may proceed to file charges under sections 7 and 8 of the Statement of Regulations.

These regulations are designed to enable Clemson University to protect academic freedom and tenure and the requirements of academic due process. The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies and programs of the institution. The University is a marketplace of ideas, and it cannot fulfill its purposes of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method.

**REGULATIONS**

1. **Statement of Terms of Appointment**
   (a) The offer of employment to a prospective faculty member will be made in writing by the Dean of the College concerned following a standardized format stating the terms and conditions of the appointment. Any special understandings or conditions incumbent upon either party must be explicitly stated. This letter, upon acceptance by the faculty member, becomes the employment contract.

   (b) With the exception of special appointments—for example: military personnel, research associates, consultants, lecturers, adjunct professors, and visiting professors (clearly limited to a brief association with the institution), and reappointments of retired faculty members on special conditions—all regular full-time appointments are to the rank of instructor or higher. The initial appointment at Clemson University in any of these ranks is for one year or less, subject to renewal. Tenure may be granted under the provision of section 3. Tenure, having been granted, is continuous thereafter. A revocation of tenure must be treated as a dismissal under the terms of section 7.

   (c) Except for faculty members who have tenure status, every person with a teaching, research, or extension appointment will be informed each year in writing of his appointment and of all matters relative to his eligibility for the acquisition of tenure. Any special standards adopted by the faculty member's department or college will also be brought to his attention immediately.

2. **Appointments for Which Tenure is Attainable**
   Faculty with the rank of assistant professor or higher and professional librarians are eligible for tenure.
3. Conditions and Requirements Pertaining to Tenure

A minimum of four (not necessarily consecutive) academic years of full-time service (including not more than two years spent at the rank of Instructor) at Clemson University is a prerequisite for tenure. For those eligible for tenure, the total period of full-time service at Clemson University without tenure and above the rank of Instructor will not exceed seven years. Unless a non-tenured person serving his or her sixth year at the rank of Assistant Professor or above is notified by May 16 of his or her contract not being renewed after a seventh year, that person can assume that tenure at the end of the seventh year will become automatic. Time spent on leave of absence without pay will not count as service. Time spent as Lecturers, Research Associates, “visiting faculty” and “adjunct faculty” will not count toward tenure.

4. Schedule for Notification of Status

Regardless of the stated term or other provisions of any appointments, written notice that a non-tenured appointment is not to be renewed will be given to the faculty member in advance of the expiration of his appointment, as follows: (1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that academic year; or, if a one-year appointment terminates at some other time, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service, if the appointment expires at the end of that academic year; or, if the appointment terminates at some other time, at least six months in advance of its termination; (3) at least twelve months before the expiration of an appointment after two or more years of service at the institution.

The dean of the college will notify faculty members of the renewal of their appointment by March 15. Because the budget requires legislative approval, notification of salary may be delayed until after the General Assembly has acted.

5. Visiting and Adjunct Faculty

Visiting faculty may be employed in the ranks of Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor. They shall have qualifications similar to those defined in the Faculty Manual for the corresponding rank of Instructor, Assistant Professor, Associate Professor, and Professor, respectively. Persons with special expertise who do not fit the above categories may be appointed as Lecturers or Research Associates. Employment shall be initially for a period of one academic or fiscal year or less, whichever is appropriate. Employment may be continued for successive time periods of not more than one year each if such action should be in the best interests of the University.

Faculty may be appointed as Adjunct Associate Professors or Adjunct Professors. These persons will meet the qualifications for similar ranks as defined in the Faculty Manual. Appointments are made only in cases where the association of such persons with Clemson University will serve to
strengthen the faculty and bring a high level of expertise in an advisory capacity to the various academic areas.

6. Termination of Appointment by the Faculty Member

A faculty member may terminate his appointment effective at the end of an academic year, provided that he gives notice in writing at the earliest possible opportunity, but not later than April 15 or 30 days after receiving notification of appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity.

7. Termination of Appointment by the University

(a) Termination of an appointment with tenure, or of a non-tenured appointment before the end of the specified term, may be effected by the University only for the following causes:

(1) Institutional contingencies such as curtailment or discontinuance of programs, departments, colleges or schools, or other conditions requiring reduction of staff.

(2) Financial exigencies which are demonstratively bona fide.

(3) Physical or mental disability to perform normal duties.

(b) Termination of appointment may be initiated by any administrator in the chain of supervisory responsibility. The faculty member concerned will be given written notice of termination with reasons therefor as soon as possible, but not less than twelve (12) months in advance of termination, or, in lieu thereof, be given severance salary for the twelve-month period. Before termination of appointment is initiated, if based on abandonment of a program or department of instruction, every effort will be made by the administration to place the affected faculty member in another suitable position. If appointment is terminated before the end of the period of appointment because of financial exigencies or because of the discontinuance of a program of instruction, the released faculty member's position will not be filled by replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time has elapsed within which he may accept or decline the position.

(c) Termination for medical reasons will be based upon clear and convincing medical evidence.

(d) The faculty member notified of termination may, within ten (10) days of notification of termination, request review of the reasons for termination by the Welfare Committee of the Faculty Senate, which will make its report to the Dean of the University. Appeal from the decision of the Dean of the University may be made to the President of the University within ten (10) days from date of notification of the decision of the Dean of the University.
Within ten (10) days from the date of the decision of the President of the University, the concerned faculty member may request review by the Board of Trustees.

8. Dismissal from Appointment by the University

(a) A dismissal is the removal or discharge of a faculty member with tenure or of a non-tenured faculty member before the end of the specified term of appointment, from his faculty position for cause. Adequate cause for dismissal must be related directly and substantially to the fitness of the faculty member in his professional capacity as a teacher or researcher, and may be initiated by any administrator in the chain of supervisory responsibility. Causes for dismissal are:

(1) Conduct seriously prejudicial to the University through infraction of law or through moral turpitude.

(2) Failure to perform the duties of the position to which the faculty member is assigned or performance of duty below accepted standards.

(3) Breach of University regulations adversely affecting the University.

(b) Action for dismissal of a faculty member must be in writing and must contain a statement of reasons or charges presented to the concerned faculty member, preceded by discussion between the faculty member and the appropriate administrative officer, looking toward a mutual settlement.

(c) Upon receipt of a written statement of charges, the concerned faculty member may, within ten (10) days, request a hearing by the Advisory Committee of the Faculty Senate. A member of that Committee will remove himself from the case if he deems himself disqualified for bias or interest. The faculty member concerned will have a maximum of two challenges without stated cause. If such removals and challenges reduce the membership of the Advisory Committee below five (5), the President of the Faculty Senate will appoint from membership of the Senate sufficient members to raise the Committee membership to five (5).

(1) The Advisory Committee will set the time for a hearing and may grant continuance at its discretion. The faculty member may waive hearing or may respond to the charges in writing. If the faculty member waives hearing, the Advisory Committee will evaluate all available evidence submitted and base its recommendations thereon.

(2) The faculty member charged may, at his discretion, elect to have a public or private hearing.

(3) The faculty member will be permitted in all proceedings to have and be represented by an academic advisor or counsel of his own choice.

(4) A verbatim record of the hearing will be taken, and a typewritten copy thereof transcribed only upon written request by the faculty member.
(5) The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

(6) The faculty member will be permitted to offer any evidence or witness pertinent to the issues which he desires, and the Administration will, so far as possible, assist in securing the cooperation and attendance of witnesses, and make available documents and other evidence under its control.

(7) The hearing committee will grant adjournments to enable either party to investigate evidence concerning which a valid claim of surprise is made.

(8) The faculty member and the Administration will have the right to confront and cross-examine all witnesses. Any witness having knowledge pertinent to the issues may testify. If the witness cannot or will not appear, but has made a written statement, the Committee may, in the interest of justice, consider the statement and determine its probative value. If the written statement is admitted as evidence, the Committee will then identify the witness and, if possible, provide interrogatories.

(9) The Committee will not be bound by strict rules of legal evidence.

(10) Findings of fact and recommendations of the Committee will be based solely on the hearing record and submitted to the Dean of the University.

(11) The faculty member will be given a copy of the record of hearing, if requested, together with the recommendations of the Committee, at the time it is forwarded to the Dean of the University.

(12) The hearing committee and the faculty member will be notified in writing of the decision of the Dean of the University. The faculty member may appeal to the President of the University from that decision within ten (10) days from the receipt thereof.

(13) If appeal is made to the President of the University, his decision will be in writing and the faculty member shall have ten (10) days from the receipt thereof in which to appeal to the Board of Trustees.

9. Suspensions

Until the final decision upon dismissal from appointment by the University has been reached, the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself or others is threatened by his continuance. Before suspending a faculty member, pending an ultimate determination of his status through the institution's hearing machinery, the Administration will consult with the Advisory Committee of the Faculty Senate. Suspension is appropriate only pending a hearing; a suspension which is intended to be final is a dismissal and will be dealt with as such (see Regulation 8). Salary will continue during the period of suspension.
10. Terminal Salary or Notice
If the faculty member is dismissed pursuant to Regulation 8, salary will terminate on the effective date of dismissal.

11. Termination Involving Alleged Infringement of Academic Freedom of Non-Tenured Faculty
If a faculty member with a non-tenured appointment alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him, his allegations will be given preliminary consideration by the Welfare Committee of the Faculty Senate which will seek to settle the matter by informal methods. His allegations shall be accompanied by a statement that he agrees to presentation of such reasons as the University may allege in support of its decision. If the difficulty is unresolved at this stage, and if the Committee so recommends, the matter will be heard in the manner set forth in Regulation 8, except that the faculty member making the complaint is responsible for stating the grounds upon which he bases his allegations, and the burden of proof shall rest upon him. If he succeeds in establishing a prima facie case, it is incumbent upon those who made the decision not to reappoint him to come forward with evidence in support of their decision.

12. Administrative Personnel
The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members.

FACULTY ETHICS
1. In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to assure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The faculty member, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

2. As a teacher, the faculty member encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects
the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

3. As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

4. As a member of his institution, the faculty member seeks above all to be an effective teacher and scholar. While observing the stated regulations of the institution, he still maintains his right to criticize and seek revision. When considering the amount and character of the work done outside his institution, he must never infringe upon his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decisions upon the program of the institution and gives due notice of his intentions.

5. As a member of his community, the faculty member has the rights and obligations of any citizen. In measuring the urgency of these obligations, he remembers first his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person, he avoids creating the impression that he speaks or acts for his college or the University. As a citizen engaged in a profession that depends upon freedom for its health, the faculty member has an obligation to promote free inquiry.

6. Except with permission from the University a faculty member should not leave his position during an academic year for which he holds an appointment.

HOURS OF WORK, HOLIDAYS, AND LEAVE FOR ACADEMIC PERSONNEL

General Conditions. The deans of the colleges and the Director of the Library shall be responsible to the Dean of the University for administration of these policies in their respective areas.

As far as possible leaves shall be granted in accordance with preference of individual faculty members. However, they shall be scheduled by administrators to assure efficient operation.

Faculty members scheduled to work less than on a full-time basis shall have proportionate benefits. A day (or fraction thereof) of leave for any faculty member shall be the same length as his scheduled day (or fraction thereof) of work including duties other than teaching.

Inasmuch as a day of leave is equivalent to a day at work, annual leave or sick leave shall be charged only for absence when a covered employee is scheduled to work.
Normal Work Schedule. Members of the Professional staff covered by these policies are expected to give freely of their time, energy, and ability to furthering the aims and purposes of the University and to the accomplishment of their work. Because of the peculiar requirements of various positions, some variation in work schedules is to be expected.

Except for formally scheduled classes and other activities, work schedules of full-time teachers are necessarily flexible, and discretion must guide their use of time in extra-curricular and other duties related to proper professional service as teachers. Similarly, those in administrative positions and those employed for full-time research, full-time extension, part-time teaching, part-time research, and part-time extension, have work demands that do not conform to hourly schedules, and discretion must guide their use of time.

Because of the long schedule of hours the library must operate to render its service, professional librarians must adapt to work loads distributed over a seven-day week. Their total work loads should be compatible with those of similar professional personnel.

Holidays. For all regular employees the University shall observe New Year’s Day, Independence Day, Thanksgiving Day, and Christmas Day as official holidays by closing all offices and suspending all operations except where continuous operation of service is essential.

When an official holiday occurs on Sunday, the Monday following shall be observed.

Normally a holiday occurring at the beginning, at the end, or within a faculty member’s annual leave shall not be charged as a day of leave.

In addition to the four official holidays, special holidays may be proclaimed by the President at such time as he deems appropriate.

Those members of the teaching faculty employed for the regular academic session, and professional librarians, may observe such student holidays listed in the University catalog for the academic year when their department heads determine they are not needed for University duties.

Annual Leave (Vacation). The employment of the teaching faculty for the regular two-semester academic session presumes ample time for vacation in the summer interval between sessions, at the Christmas interval between semesters, and during the spring vacation. No annual leave is provided. Teachers may be called to return to active duty sufficiently in advance of the opening of a new session for preparation for that session. Each academic session officially begins August 15 and ends May 16.

For faculty members employed 12 months the leave year shall begin on January 1 and end on December 31, and the following policy statements on annual leave (vacation) will apply.

Annual leave (vacation) shall accrue at the rate of eighteen (18) working days per year for the first nineteen (19) years of service to Clemson University. Leave during this period accrues continuously at the rate of 1-1/2 days per month.
A maximum of forty-five (45) days of unused leave may be carried forward into the next leave year.

In the twentieth year of service to Clemson University a faculty member employed for twelve months shall be awarded thirty (30) working days per year. Leave during the twentieth year and beyond accrues continuously at the rate of 2-1/2 days per month. However, there is no change in the maximum number of days of unused leave that may be carried forward into the next leave year.

Although all accumulated leave may be used each year, no more than thirty (30) consecutive calendar days of leave may be taken at one time.

Faculty members who are moved from nine (9) months employee status to twelve (12) months employee status shall have leave calculated on the basis of the total number of years service to the University.

Faculty members who are moved from twelve (12) months employee status to nine (9) months employee status will have accumulated leave earned during twelve (12) months status credited to the earning record at the time of retirement.

Emergency leave may be authorized by the Vice President for Academic Affairs, and advance leave up to 9 working days may be taken without loss of pay. In the event a faculty member resigns with a negative leave balance, his final pay check shall be reduced by the value of any leave used in excess of the amount accrued.

Requests for use of annual leave (vacation) must be submitted far enough in advance of actual need to assure prior approval by proper administrative authorities. Vacations shall be scheduled during periods of low workloads to the extent practicable and shall be distributed in a manner to promote efficient operation of each activity.

Annual leave shall not be used for absence due to illness unless all accumulated sick leave has been exhausted, after which accrued annual leave may be utilized.

Annual leave shall accrue to a faculty member while in a leave-with-pay status, provided he returns to duty. Annual leave does not accrue during periods of leave without pay, or during terminal leave.

A regular employee who is separated, regardless of the reason therefor, shall be paid in a lump sum supplement to his final regular payment, the value of annual leave accrued but not taken, as of his final day at work; provided, that the combination of the value of any annual leave taken within the same calendar year plus the value of the final lump sum supplement for unused annual leave shall not exceed the value of the maximum number (45) of days permitted by the State law for State employees who are not teaching personnel or officials of academic rank.

**Sick Leave.** The 1974 Sick Leave Act for state employees, as interpreted by the S. C. Personnel Division, in effect defines faculty members on 12-months appointments as permanent full-time employees and those on 9-months appointments as permanent part-time employees. The broad
benefits are the same for both groups of faculty except that 12-months faculty may accumulate 1-\(\frac{1}{4}\) days of sick leave per month for a total of 15 days per year whereas 9-months faculty may accumulate 1-\(\frac{1}{4}\) days of sick leave per month for a total of 11-\(\frac{1}{4}\) days per academic year. Further, 12-months employees may accumulate sick leave credit to a maximum of 90 days; 9-months faculty may accumulate sick leave credit to a maximum of 67-\(\frac{1}{2}\) days. It should be noted that 9-months faculty, if employed by the University or a state agency for one-half or more of the work days in a given month between May 16 and August 15 will accumulate sick leave proportionate to employment time and will thereby also increase the maximum days of accumulated sick leave.

The remaining provisions of the Sick Leave Policy will apply to both 12-months and 9-months faculty:

In addition to sick leave credit accumulated as previously noted, a faculty member may be granted up to 5 days of additional sick leave in extenuating circumstances. Further sick leave may be advanced with the approval of the State Budget and Control Board (to provide a maximum of 15 advanced days of sick leave in all) with the additional leave granted to be worked off by the faculty member upon return to work at the rate of 1-\(\frac{1}{4}\) days per month until the deficit is erased. Should persons terminate their employment prior to working off advanced sick leave credits, their final pay check shall be proportionately reduced.

Faculty shall be granted sick leave for any of the following reasons:

1. Personal illness or injury incapacitating the faculty member to perform duties of the position.
2. Exposure to a contagious disease such that presence on duty could endanger the health of others at Clemson University.
3. Appointment for medical or dental examination or treatment when such appointment cannot reasonably be scheduled during non-work hours.
4. Sickness or temporary disability due to pregnancy. To the extent permissible, the date on which sick leave for maternity purposes is to begin shall be the determination of the employee and her doctor, but in no event shall such date be prescribed unilaterally by an administrator except on the basis of professional medical opinion that the employee is physically incapable of performing normal duties or that continuing to perform normal duties would be hazardous to the health of the employee or unborn child.
5. Treatment for alcoholism — sick leave may be charged by an employee for the purposes of participating in public and/or private treatment and rehabilitation programs for alcoholics which have been approved by the South Carolina Department of Mental Health.

For any extended illness, disability or maternity leave exceeding the amount of accrued annual and sick leave, the faculty member may apply for leave-without-pay status for a period not to exceed 180 days. The written request for leave-without-pay status shall specify the inclusive dates. The request shall not be denied for bonafide illness or disability for faculty who
have served satisfactorily at Clemson University for a period of six months or more. In extenuating circumstances, Clemson University may extend the period of leave without pay up to a total of 365 days. The faculty member shall have the option of using or retaining accrued annual leave prior to leave without pay but may not use leave without pay in lieu of sick leave. The employee shall use all sick leave before going on leave-without-pay status unless an exception is granted at the faculty member's request.

Upon termination of employment with Clemson University, the faculty member forfeits all accumulated sick leave except in the instance of a transfer to another state agency.

The leave year will begin on January 1 and end on December 31.

Sick leave shall accrue to a faculty member on leave with pay provided he returns to duty on schedule. However, sick leave shall not accrue to a faculty member on terminal leave, or on leave without pay.

A faculty member sustaining an injury or contracting a disease arising out of or in the course of his employment shall have the option to be granted sick leave to the extent of his accumulated total, irrespective of whether or not the disabling condition is compensable under the Workmen's Compensation Act. If in such cases sick leave is granted and if compensation for salary lost during such sick leave period is awarded to the faculty member by the Industrial Commission, the University shall be reimbursed in the amount of that compensation for days of absence for which he was also paid by the University, and sick leave credit shall be restored to the employee's credit in proportion to the amount of reimbursement to the University.

**Leave for Voting.** Each faculty member who is eligible to vote in a primary or general election will be authorized time off from duties, with pay, for the purpose of voting, provided it is not possible to do so before or after normal working hours.

**Leave for Attendance in Court.** When a faculty member is a voluntary witness in litigation as an individual, and not in his official capacity, the time taken from his work shall be charged as annual leave or leave without pay, as appropriate.

When, in obedience to a subpoena or other legal direction by proper authority, a faculty member appears to testify, or to serve as a witness, or to serve on a jury for the Federal Government, for the State of South Carolina, or for one of its political subdivisions, he shall be granted leave with pay for the necessary period of time, which may be recorded as "Court Leave."

**Military Leave.** In accordance with State law, a faculty member is entitled to a maximum of 15 calendar days with pay in any one year for active duty or training with the Armed Forces of the United States or the South Carolina National Guard. These 15 days need not be consecutive and may involve more than one tour of active duty. Such duty or training should be arranged to be of least interference with regular duties. It is expected that, for teaching members of the faculty, duty or training would be arranged not to interfere with teaching duties.
A faculty member is normally entitled to leave without pay during a period of mandatory extended active military duty. In such cases, if the State Retirement Board approves, the member may continue to make contributions to the South Carolina Retirement System through the University. He may return to active employment with the University in a comparable position to that held at the time such leave was granted, provided:

(a) His separation from service was under honorable conditions.
(b) His physical and mental capacities remain adequate for the position.
(c) His application for re-employment is made within 60 days after his release from service.

Extended Leave Without Pay. Extended leaves of absence without pay may be granted by the President of the University under circumstances wherein the best interests of the University would be served through granting such leave. Authorization may be considered in such cases as:

(a) Absence due to mandatory service in the Armed Forces of the United States.
(b) Absence for advanced academic training, research, or other experience which leads to increased competence and promotes the interests of the University as well as those of the faculty member.
(c) Absences necessary due to prolonged illness or for personal reasons when such absences extend beyond available annual leave or sick leave.

The granting of leave without pay is a matter of administrative discretion. The approval channels for request for leave without pay shall be the same as for other regular personnel actions.

Although annual leave and sick leave do not accrue during periods of leave without pay, accumulated totals are not forfeited.

A member of the faculty who has acquired tenure shall retain his tenure status during any period of leave; however, time on leave without pay may not be counted toward acquiring tenure.

If the State Retirement Board approves, the member may continue to make contributions to the South Carolina Retirement System through the University while on extended leave without pay. Appropriate contributions, if made quarterly while on leave, will continue the protection of the "Pre-Retirement Death Benefit" granted all employees after 12 months of membership in the South Carolina Retirement System. Arrangements must be completed in advance through the University Director of Personnel.

A faculty member who is granted an extended leave of absence and who decides not to return to Clemson University has an obligation to give the University at least six months' notice of this fact.

Sabbatical Leave. Sabbatical leave may be granted by the President of the University to a member of the faculty with the rank of associate professor or professor in recognition of outstanding service and scholarly achievement
in teaching, research, or extension. Such leave is to be used for further professional improvement which may include such experiences as formal study or research, related industrial experience, or informal means of improving one's competence.

A request for sabbatical leave shall be made in writing through regular channels and shall be accompanied by a statement of the purpose for which leave is requested.

Applications for sabbatical leave will be considered only from faculty members who will have completed at least six years of full-time service with the University.

Applications for sabbatical leave by persons serving nine months' appointments may be made for one semester at full pay or two successive semesters at half pay. Applications for sabbatical leave by persons serving twelve months' appointments may be made for periods of up to six months at full pay or for periods from over six months to one calendar year at half pay.

Granting of sabbatical leave is directly dependent on work loads, budget restrictions or limitations, and other conditions that might prevail.

Sabbatical leaves of absence when approved are granted in good faith. A faculty member is expected to return to active service with the University when such leave has ended. Following a sabbatical leave of absence with pay the faculty member shall return to active service with the University for at least one contract year or refund the money received from the University during his leave, if the University so requests.

FACULTY APPOINTMENTS AND PROMOTIONS

General Qualifications. In accepting an appointment to the faculty of Clemson University, a faculty member must realize that to be worthy of his appointment and to merit advancement he must have notable intellectual capacity and sustained interest in a life of study for continuous mastery of his field, whether he is appointed primarily for teaching, research, extension, librarianship, or administration.

The effectiveness of the individual's work is influenced by his knowledge of subject matter, intellectual capacity, judgment, professional and personal stature, qualities of leadership, productivity in research and other creative areas, professional development, publications, professional interest in his professional societies, and by the nature and responsibility of his services to other areas of the University. While the scheduled instructional program and the organized research project are of vital importance, effective teaching extends beyond the classroom and the scientific approach extends beyond the laboratory and research project.

All faculty members are expected to keep abreast of current professional developments in their respective fields, to take part in committee work and student counseling, and to perform administrative duties as may be assigned to them. Moreover, many faculty members will be encouraged to perform certain public service functions.
It is the responsibility of department heads to keep all members of their respective staffs clearly informed at all times of the duties required or expected of them.

**Bases for Appointments and Promotions.** Appointments to the faculty or promotion from one academic rank to another shall be based primarily on education, experience, effectiveness of performance, and on recognition of special merit in some or all of the activities listed above under "General Qualifications." Nonetheless, promotion may be prejudiced by undesirable demeanor and traits of personality and character. The criteria for recognition and evaluation of merit shall become progressively more exacting from lower to higher academic ranks. Promotion to the rank of professor shall be reserved to those members who have demonstrated outstanding performance in their respective fields.

Training and experience are rather generally recognized in the educational world as basic requirements for appointments and promotions. They are also recognized by Clemson but not with the rigidity so often found in automatic promotion plans. The plan at Clemson is not automatic but the University does subscribe to the belief that the alert and progressive faculty member will benefit from his experience, and that graduate study gives the faculty member increased knowledge of his subject matter and broadened perspective of his field. Although it is not an all-important factor in promotions, it is definitely expected that each faculty member will endeavor to earn the terminal degree in his respective field.

For the rank of instructor, the appointee is expected, as a general rule, to have the master's degree. In employment of instructors, preference is given to those possessing or actively pursuing the terminal degree.

For the rank of assistant professor, the terminal degree is generally expected. The master's degree plus significant progress toward the terminal degree may be substituted.

For the rank of associate professor, the terminal degree is generally expected along with not less than four years of relevant experience. Promotion to this rank usually requires scholarly or creative publication, outstanding contributions to the department or the University, and conspicuous success as a teacher, researcher, or extension worker.

For the rank of professor, the terminal degree is generally expected along with relevant experience of not less than nine years. Only those associate professors whose performance is superior will be considered. The term "relevant experience" may be broadly interpreted to include factors such as previous teaching, research, and professional experience.

The experience requirement may be lowered because of illustrious achievement or professional activity of regional, national or international recognition.

To meet the requirements for appointment and promotion, faculty members should have earned degrees from institutions of recognized standing and should hold degrees in subject fields properly associated with the curriculum area in which they teach or work.
As is implied above in the section on "General Qualifications," such qualities, recognized through appointments and promotions, extend far beyond, and in some cases may be independent of, the possession of advanced degrees and years of experience. These and similar intangible factors will be considered in an evaluation, but their number and complexity precludes rank-by-rank enumeration here.

**Personnel Evaluation Program.** Each faculty member is evaluated annually in the general areas of teaching, research, librarianship, service, and extension. This evaluation concentrates upon areas in which the staff member is notably superior or in which deficiencies limit professional advancement.

Under the program, the department head completes a personal evaluation on each faculty member. The department head discusses the evaluation with the faculty member who shall have the right to append to the evaluation form a personal statement which shall permanently remain with said form. The faculty member shall have the right to examine the official file upon request.

The evaluation form is then transmitted to the dean of the college for review in consultation with the department head, after which the dean will indicate any differences of opinion on the original ratings. Should there be such differences, the dean shall so inform the faculty member, who shall again have the right to append a personal statement.

The faculty member shall see and sign the final form and shall be provided one (1) copy for personal files.

Final forms are then transmitted to the Dean of the University for examination, after which they become part of a confidential file kept by the dean of the college.

One standard form is used for the evaluation of all faculty personnel.

**Procedures for Appointments and Promotions.** Recommendations for promotions, renewal of appointments, or granting of tenure shall originate with the department head. He will appoint a faculty advisory committee to include minority representation when appropriate to assist him in reviewing the qualifications of departmental personnel on an annual basis. He shall then be responsible for advising the committee of the nature and outcome of his recommendations.

Department heads shall have conferences with faculty members to discuss their professional development. These conferences will allow individuals to become aware of their strengths and weaknesses and to plan constructively their future development.

**RETIREMENT**

It is the policy of the Board of Trustees of Clemson University that all employees of the University, both academic and non-academic, shall be retired at age 65.
In the operation of this policy an employee who has reached the age of 65 may be retained in service beyond age 65 under the following conditions:

1. Upon his request for and the endorsement of his department head and dean, with the approval of the appropriate cabinet member and the President, he may be continued in service beyond age 65 until the end of the calendar quarter, or the end of the semester in which he becomes fully insured under the Old Age and Survivors Insurance provisions of Title II of the Federal Social Security Act, as amended.

2. An employee may be continued through the end of the fiscal year in which he attains the age of 65 years, subject to recommendation of his supervisor and concurrence of proper administrative authorities. The employee will be informed by his dean or director in writing at least 90 days before his sixty-fifth birthday as to whether or not his employment will continue past his sixty-fifth birthday.

3. With the approval of the Board of Trustees, an employee may be continued in service until he reaches the age of 70, upon written justification for each year of continued service.

Faculty members wishing to continue their teaching, research or extension duties, full or part time, for one year after their normal retirement date should so notify their dean or director in writing no later than 12 months in advance of such date.

The employee will be notified in writing of the final action on his request at least 90 days prior to his normal retirement date.

Individuals who have requested a continuance of duties after 65, and who have been granted such a continuance by the University on the basis of mutually agreed upon conditions of work load and remunerations, should be subject to no other restrictions or limitations than those which pertain to annual appointments.

NOTE: For additional information including retirement before age 65 see sections of this manual on the State Retirement System or on Clemson participation in Social Security. If an employee becomes severely disabled, the Personnel Director should be advised without delay.

FACULTY PARTICIPATION IN THE SELECTION OF ACADEMIC ADMINISTRATORS

When an appointment to an academic administrative position is to be made, an appropriate faculty committee shall be formed to recommend the selection of the person to fill the position. The search committee will submit a list of candidates for the position in alphabetical order from which the appointment will be made. If a selection cannot be made from this list, additional nominations will be made by the committee.

1. For the selection of an academic department head or other academic administrators within a department, a committee shall be appointed by the dean of the college from the faculty within that college; at least ¾ of the members will be from the affected department. It will be the duty of the
college dean to appoint academic department heads or other academic administrators within a department, subject to the approval of the Dean of the University and the President of the University.

2. For the selection of an assistant dean, associate dean, or director within a college, the members of the committee shall be appointed by the dean of the college from the faculty within that college. It will be the duty of the dean of the college to appoint an assistant dean, associate dean, or director within a college, subject to the approval of the Dean of the University and the President of the University.

3. For the selection of an academic administrator of an off-campus program, the dean of the college shall appoint a faculty committee which shall represent both the off-campus program and the appropriate on-campus academic areas. It will be the duty of the dean of the college to appoint an off-campus administrator, subject to the approval of the Dean of the University and the President of the University.

4. For the selection of the dean of a college, the members of the committee shall come from the faculty within a college and may also come from the faculty of other colleges within the University. The Dean of the University shall appoint the members of the search committee. It will be the duty of the Dean of the University to appoint the dean of a college, subject to the approval of the President of the University and the Board of Trustees.

5. For the selection of an academic dean, other than a college dean or Dean of the University, the members of the committee shall come from the faculty within the University. The Dean of the University shall appoint the members of the search committee. It will be the duty of the Dean of the University to appoint an academic dean, other than a college dean, subject to the approval of the President of the University and the Board of Trustees.

6. For the selection of the Dean of the University, the President shall appoint the members of the committee from the faculty. The President will appoint the Dean of the University, subject to the approval of the Board of Trustees.

7. Each search committee shall have among its membership representation of minorities and females at least to the extent of their presence in the unit from which the members of the committee are chosen.

When a President of the University is to be selected, the Board of Trustees will recognize the interests of the faculty by appointing the President of the Faculty Senate as a full-fledged participant in the selection process.

**POLITICAL ACTIVITIES OF THE FACULTY**

As responsible members of their community, Clemson employees naturally undertake civic duties and participate in community political life. The University is pleased that they do. The University policy related to such matters is that any faculty or staff member who seeks election to state or federal government political office shall be granted and shall take leave without pay commencing on or before the date on which he officially be-
comes a candidate. Candidacy is official when a filing fee is paid or a selection is made in a convention. If elected, then the individual must submit his resignation to the University.

This policy also applies to any faculty or staff member who seeks election to county, municipal, or other local offices, the duties of which vest in the office holder an exercise of control over the University or any of its activities through financial support, direction of academic research or extension functions, or employment of personnel. Thus the holding of county, municipal, and other local offices is permitted with the above exceptions. The holding of such an office must not conflict with the performance of the faculty or staff member's assigned University duties. (See section on Outside Work by Faculty Members.)

OUTSIDE WORK BY FACULTY MEMBERS

Each full-time faculty member at Clemson accepts his appointment with the understanding that his primary employment responsibility is to the University. The University encourages faculty members to offer professional advice concerning the development of the natural resources of the State, new products, or new scientific apparatus and techniques; to conduct research and to prepare and publish results of their studies; to make addresses on subjects in which they are qualified and which are of interest to the public; and to serve as officers or as members of committees of learned and scientific societies. Such activities are not normally considered as outside work.

Ordinary private business of members of the faculty, such as the investing of money or the hiring of labor in private undertakings, is not considered to fall within the purview of regulations by the University, provided the business is of such a character as not to damage in any way the prestige of the University, and provided it entails no loss of time or efficiency in the performance of University duties. (See Conflict of Interest.)

Occasions may arise when it will be mutually beneficial to the University and to the faculty member for the latter to accept remunerative part-time employment on or off the campus. The purpose of this policy statement is to establish principles which will guide faculty members when cases of this nature arise. The principles are:

1. A member of the faculty who desires to engage in work outside his regular duties shall do so only after obtaining the written approval of his immediate supervisor and the dean of the respective college.

2. Outside employment must not interfere with full and proper performance of University duties and shall not in any way militate against the best interest of the University.

3. The University cannot accept legal responsibility for privately initiated work.

4. University equipment and supplies, and University clerical service, may not be used in the furtherance of outside work except in highly unusual cases and following approval by appropriate administrative officials.
CONFLICT OF INTEREST

When a faculty member engaged in either sponsored or University-supported research or other activity as a paid or unpaid consultant, a part-time employee of any organization or agency, or owner of a significant interest in a private business, his conduct may be subject to the provisions of the Conflict of Interest Statute (Title 18 USC 202-209 as presently constituted) and other guidelines (AAUP Policy Documents and Reports, pp76 and 77; associated memoranda and illustrative personnel documents) on file and available in the Office of the Assistant Dean of University Research.

The University assumes that all faculty members having a significant interest in a private business, engaging in activities under the University outside work policy, or engaging in any type of consulting relationship, are aware of the possibility of actual or potential conflicts of interest when the faculty member is also involved in sponsored activities of the University.

It is the responsibility of the faculty member to make known to his department head, prior to initiation of sponsored activity and in an appropriate manner, all actual or potential conflicts of interest and of the department head to forward, in writing, a statement of all such cases to the Dean of the University or his designee. A written statement that conflict of interest does or does not exist will be forwarded to the faculty member.

COMPENSATION FOR SIX-WEEKS SUMMER SESSION

Compensation for a full-time load for a six-weeks summer session shall not exceed fifteen (15) percent of the employee's base pay for the immediately preceding academic year.

COMPENSATION FOR THE SUMMER PERIOD

Compensation for teaching, sponsored research, and/or extension activity performed during the summer months (between academic years), and not related to a regular six-weeks summer session for an employee whose base period is a semester or academic year, shall be at the same rate as for his base period for the immediately preceding academic year.

(Base period means either (a) a semester or (b) the academic year. Base pay means the compensation allowed for full-time employment during a base period.)

1. Calculate a daily compensation rate for the faculty member by dividing the number of working days during the summer period (May 17 through August 14), inclusive into one-third of the faculty member's base pay for the immediately preceding academic year. The faculty member is then paid at this rate for each working day that he is employed by the University during the summer period. If he is employed for each working day during the entire summer period, he would earn a full one-third of his preceding academic year's salary. If he is employed for less than full-time or for only a part of the summer period, his compensation would be proportionately less.
2. Where a legal or declared holiday happens to fall on a work day during the summer period, it should be considered as a paid holiday if the individual concerned has been or is to be employed for a minimum of thirty continuous working days which includes the holiday(s) in the summer period.

If the period of employment is less than thirty continuous working days, the holiday shall not be considered as a paid holiday.

3. Summer compensation at the daily rate as calculated above is to be paid to each academic year faculty member for the actual days employed. Time off from working days shall be considered as the individual's free time for which he shall not receive compensation from the University.

TITLES OF EMERITUS

In recognition of faithful service, Clemson University shall confer the appropriate Emeritus title on faculty members who, at the time of their retirement from the University, shall have had a minimum of 15 years of academic service, ten of which shall have been served at Clemson. In further recognition, a scroll expressing the appreciation of the University for faithful service shall be given to the individual, and the person's name shall appear in the University Catalog under a separate heading.

In the event an individual has a combination of service on the faculty and in the extension service which would qualify for Emeritus recognition but does not meet the requirements of the above paragraph, such an individual shall be regarded as deserving Emeritus recognition, and the Administration shall designate the Emeritus title most appropriate to their service.

POLICY AND PROCEDURES FOR SELECTING HONORARY DEGREE RECIPIENTS

Honorary degrees will be conferred in recognition of eminent achievement in scholarship or of high distinction in public service. The awarding of honorary degrees will be regarded as a method by which the University expresses its ideals and recognizes exceptional attainments.

Nomination of candidates for honorary degrees may be made by any interested person to the President of the University by submitting in written form the accomplishments of the nominee.

A committee is established consisting of the President of the University who shall serve as Chairperson; the President of the Faculty Senate, who shall serve as Secretary; and the two immediate past presidents of the Faculty Senate, currently in the employ of Clemson University. The Committee shall be subject to the call of the President of the University, and shall submit its recommendations for the awarding of honorary degrees to the Board of Trustees for approval. Consideration for the awarding of honorary degrees will be limited to occasions of special significance to the University, when the awarding would clearly express the ideals of the University or recognize exceptional attainment.
PATENT POLICY

Clemson University recognizes that research and scholarship should be encouraged as such without regard to potential gain from licensing fees, royalties or other such income; however, the University also recognizes that patentable inventions and discoveries may arise from staff research. The policies governing the administration of such inventions should provide adequate recognition and incentive to inventors and at the same time assure that the University will share in the rights pertaining to inventions in which it has an equity.

A. Basic Objectives. The basic objectives of Clemson University's policy regarding patents include the following:

1. To maintain Clemson University's academic policy of encouraging research and scholarship as creative endeavors, while at the same time recognizing that commercially exploitable inventions may be by-products of such endeavors;
2. To delineate procedures to encourage inventors to report discoveries with patent potential, and to assist them while safeguarding the interests of all concerned parties;
3. To make inventions developed in the course of University research available to the public under conditions that will promote their effective utilization and development;
4. To assure that inventions developed in the course of University research will not be used to the detriment of the public interest by the unnecessary exclusion of any qualified user or by any other means;
5. To provide adequate recognition and incentive to inventors through a share in any proceeds from their inventions since, unlike common commercial practices, university charges and salary scale are not based on the expectation of income by the University from inventions;
6. To advance and encourage research within the University with the funds accruing to the University from its equity in those inventions which are developed in the course of research supported by funds or utilizing facilities administered by the University, or other inventions which are handled through the University;
7. To recognize the equity of any outside sponsor by allowing reasonable and equitable provisions for the granting of limited patent rights to the sponsor, consistent with the University's basic objectives above outlined.

B. Rights of Clemson University in Patents. The rights of Clemson University in patents arising from research will vary depending on the proportionate contribution of the institution to the performance of the research projects, or the type of contract agreed upon with cooperating agencies. The research project will vary from projects wholly financed by the University, or University-administered funds, to projects which received no significant support from the University.
C. Patent Committee. A Patent Committee shall be appointed by the President of the University; its membership is set forth on page 28 of this Manual. The functions of the Committee shall be threefold:

1. It shall evaluate each patent proposal prepared by a member of the faculty, staff, or student body and then recommend whether the University should accept the proposal and attempt to obtain the patent; and

2. It shall recommend the equity of the University and inventor within the limits specified in the policy statements outlined below; and

3. It shall recommend how the patents of Clemson University shall be assigned.

D. Evaluation Procedures. Faculty members, employees and students who believe they have patentable inventions (ideas, concepts, methods, materials, processes) shall bring them to the attention of the Patent Committee in accordance with the following guidelines:

1. Any faculty member, employee, or student may refer any invention to the Patent Committee or may apply for a patent on individual initiative. (It is advisable that any discovery which is deemed to be patentable be discussed with a member of the Patent Committee to ensure that it is referred to the Committee in every instance in which the University is regarded as having some equity in the invention.) If an invention is referred to the Committee, the inventor(s) will agree to follow its recommendations as to how the invention should be handled and to execute all necessary papers to handle the invention as decided by the Committee. If an invention is not referred to the Committee and a patent is applied for on that invention, a copy of the patent application, when filed, shall be furnished to the Committee.

2. When an invention is referred to the Committee, it will review the merits of the invention and will decide whether to recommend the pursuit of a patent. Additionally, it will decide whether the invention should be referred to a research corporation* acting as agent for the University or whether other steps should be taken to patent, assign, or license the invention. In the latter event, the Committee may return the invention to the inventor(s) to handle on individual initiative, relinquishing any equity the University may have in the invention, but reserving the right to approve any assignment or license as covered below (paragraph 4).

3. If the Committee decides to recommend University pursuit of a patent, the inventor(s) shall assign the patent or invention to the University or its agent and, unless there are unusual equities, the Committee shall establish the equity of the University as follows:

   (a) Patents which arise from research projects financed wholly by University-administered funds shall be the complete property of the University and subject to such negotiation and transfer as the University desires. In this situation, (1) if the patent is obtained through a research foundation acting as agent for the University, the Committee will recommend that

*The Research Corporation of New York is designated as the corporation acceptable to the University for this assignment.
allowance be made for 15% of the gross income of the patent or invention be paid to the inventor(s); or (2) if the patent is obtained by the University through a patent attorney employed by the University, the Committee will recommend that, after cost of securing the patent has been recovered by the University, an amount not to exceed 50% of the net receipts received by the University be paid by the University to the inventor or inventors.

(b) Since Clemson University is a public institution, it must be recognized that certain inventions should be public property and not subject to private development. In such cases the Patent Committee will so recommend and after proper approval the individual inventor or inventors will be notified that there is no individual entitlement to equity.

(c) The University will consider that it has no equity in inventions which are patented by the inventor on his own initiative and which are not developed (even though intellectually conceived) in the course of research supported by funds or utilizing facilities administered by the University. The payment of salary, scholarships, and fellowships, or similar stipends will not of themselves constitute any basis for an equity by the University in an invention.

(1) If it is determined that the University has no claim to equity in the invention, the Committee will assist the inventor to the extent mutually agreeable to the parties concerned.

(2) Special cases arising which are not covered by the above statements or which arise because of conflict of interest shall be considered by the Patent Committee and an appropriate recommendation submitted to the University Administration.

4. No assignment or license, or agreement to assign or license, any invention developed in the course of research supported by funds or utilizing facilities administered by the University may be entered into by any faculty member, employee, or student without the written consent of the University. The University shall have the ultimate right to resolve any conflict of interest arising in this connection with third parties or organizations. The basic objectives of the patent policy stated above will serve as the criteria for approval of assignments, licenses, and agreements to assign or license.

E. Research Foundation. The University may assign all patents in which it has an equity to a non-profit research foundation or corporation* and this foundation will be responsible for ownership and management of the inventions and/or patents. The research foundation shall agree to pay the inventor an agreed-upon percentage of monies received as a result of ownership and management of any invention, patent, or patent application. Any profits accruing to the University shall be used in the furtherance of research. The research foundation* shall finance and conduct the necessary proceedings for obtaining the patents and proper licensing thereof.

*The Research Corporation of New York is designated as the corporation acceptable to the University for this assignment.
Faculty members are provided with several procedures for handling grievances. The following procedures may be elected, or the faculty member may wish to use the procedures outlined under "Academic Freedom."

PROVISION FOR PROMPT PROCESSING OF COMPLAINTS
ASSURING NO LESS THAN MINIMUM RIGHTS

A. Provisions for the Protection of Complainants, Employees, and Witnesses from Interference, Harassment, Intimidation and Reprisal.
Each employee shall be free from any or all restraint, interference, coercion or reprisal on the part of associates or supervisors in making any complaint or appeal, in accompanying a complainant, in appearing as a witness, or in seeking information in accordance with the procedures described herein. The above principles apply with equal force after a complaint has been adjudicated. Should these principles be violated, the employee is strongly encouraged to bring the facts to the attention of the cognizant Vice President or his designated representative for appropriate remedial action.

B. Procedure for Informal Resolution of Complaints.
It is hoped that complaints can be resolved generally at the immediate supervisory level in an informal manner.

When the informal procedure is followed, the complaint will initially be heard and a decision will be made by the supervisor within five workdays after receipt of the complaint. If no decision is rendered to the complainant within this time limit, or if the complainant is not satisfied with the decision, it shall constitute justification for the complainant to file a formal complaint.

C. Procedure for Consideration of Formal Complaints.
If the informal procedures do not produce a result satisfactory to the complainant, or if the complainant does not desire to follow the informal procedure, a formal complaint may be filed.

1. Who May File. A formal complaint may be filed by any employee or former employee, of any division of the University, who feels aggrieved by some action on the part of the University arising out of employment. Grievances may include, but are not necessarily limited to, classification, dismissal, suspension, involuntary transfer, promotion or demotion. Classification and compensation will not be deemed a proper subject for consideration under the grievance procedure except as it applies to alleged inequities to an individual within a particular agency.

2. When Filed. A formal complaint must be submitted within ninety (90) calendar days of the conduct giving rise to the complaint.

3. Right of Assistance. A complainant may designate in writing an individual to serve as counsel at any stage in the proceeding. If the individual designated by the complainant is an employee of the University, such employee, as well as an employee-complainant, shall have a reasonable amount of official time off with pay, if in pay status, for the purpose of preparing for or appearing at any hearing on the complaint or conciliation.
effort. The rights and privileges set forth in this paragraph shall also be available to any person whose alleged conduct is the cause of the complaint. In no case will Clemson University be responsible for the cost of legal counsel.

4. **Time Limits.** The complainant and the University are bound by the time limits established in each step of the procedure. Failure by the complainant to comply with the prescribed time limits may result in forfeiture of the right of further appeal. Failure to comply by the University with the prescribed time limit at any step, will enable the complainant to carry the appeal to the next step immediately. Time limits may be altered under extenuating circumstances only by agreement of both parties. It is the University’s responsibility to process a grievance within forty-five (45) calendar days from the date the formal grievance is initiated. Failure to do so will give the complainant the right to appeal directly to the State Employee Grievance Committee.

5. **Steps for Filing a Formal Grievance**

   **Step 1.** A formal complaint by any current or previous permanent employee of the University, should be delivered, in writing, to the office of the Personnel Director of Clemson University. The Personnel Director, within three (3) calendar days after its receipt, shall forward a copy of such complaint to the appropriate Vice President.

   **Step 2.** The Vice President, or his designee, will within eight (8) calendar days, conduct a hearing, review the facts, conduct any necessary investigation, reach a finding, and render, in writing, a decision. If the complainant is not satisfied with the decision or if a decision is not received within thirteen (13) calendar days, the complainant may proceed to Step 3.

   **Step 3.** If the complainant wishes to continue the appeal at Step 3, a written request must be submitted to the President of the University for a hearing before a Grievance Committee within eight (8) calendar days after receipt of the Step 2 decision.

   **Step 3A.** Upon receipt of the request, the President, or his designee, shall appoint a Grievance Committee. The Grievance Committee appointed for any hearing shall be composed of five (5) employees, and shall include representation from among the peers of the complainant, when possible. Such a hearing shall be scheduled by the Personnel Director and conducted within ten (10) calendar days after receipt of the request by the President’s Office.

   **Step 3B. Hearing Date and Notice.** The hearing shall be conducted during regular working hours in the county or vicinity where the alleged grievance occurred, or at a time and place agreed to by complainant, the appropriate Vice President, or his designee, and the President. The complainant and the immediate supervisor, shall be notified at least five (5) calendar days in advance of the time and place of the hearing before the Grievance Committee.

   **Step 3C. Hearing.** The Grievance Committee will conduct the hearing and make any necessary investigation. It will reach its findings and make
its recommendation within seven (7) calendar days to the President of Clemson University.

Step 3D. President's Review and Final University Decision. The President will review the facts, the committee's recommendation, and render a final decision for the University within seven (7) calendar days. The President may request any participant in the grievance appeal to clarify or amplify any information he may have before him. The President's decision will be transmitted, in writing, to the complainant, members of the Grievance Committee, the appropriate Vice President, and other parties directly concerned.

EMPLOYEE'S RIGHT OF APPEAL TO THE STATE GRIEVANCE COMMITTEE

In the event a complainant is not satisfied with the University's final decision, the appeal may be taken to the State Grievance Committee. Such an appeal must be filed with the State Personnel Director within ten (10) calendar days after receipt of the final decision of Clemson University.
INFORMATIONAL ITEMS

THE FACULTY AND THE LIBRARY

The Clemson University Library is a research library available for faculty research, study, and teaching. Members of the library staff who are trained and experienced in the organization and extraction of information from complicated research collections will help faculty members and their students make effective use of library resources through individual assistance and through formal classroom instruction.

The materials in the library are purchased with faculty needs in mind and are arranged for their convenience and use. Recommendations for purchase may be submitted to a librarian or given to the faculty member who acts as departmental library representative. Books needed from libraries in other institutions may be requested through the library's interlibrary loan facilities. A special form is provided for this purpose. In most cases the material is borrowed and returned by the Clemson University Library without cost to faculty members.

Some of the services provided by the library for the convenience of and assistance to the faculty include the following: the faculty and staff have loan privileges which permit, under certain conditions, borrowing books for extended periods of time; books needed for consultation by classes or groups of students will be placed on reserve and circulated for limited periods of time; microfilm readers are provided for consulting material that is available in microtext form; and books and journals in branch libraries are catalogued and classified in the main library.

Attention of the faculty is drawn to the fact that, in addition to the books and journals which are purchased by the library, the collections include material that is received from many other sources. As a partial depository for government publications the library receives annually thousands of bulletins, reports, journals, hearings, etc. — all selected with Clemson's needs in mind. The Library serves as a depository for the Army Map Service.

Library service is maintained for at least 96 hours a week in the main library, and with the exception of adjustments in the schedule during the holiday periods, the library hours are as follows:

Monday through Friday ..............7:45 a.m. to 11:00 p.m.
Saturday ................................8:00 a.m. to 6:00 p.m.
Sunday ..................................1:00 p.m. to 11:00 p.m.

The Library remains open until 1:00 a.m. during Examination Period.

FACULTY RESEARCH ASSISTANCE

Faculty members desiring to pursue research for which a sponsoring agency is not readily available may request funds from the Faculty Research Committee of the University Research Council.

This Committee receives applications from faculty members in all de-
partments of the University for grants, in specific amounts, in support of research. Committee awards may be used for equipment, expendable supplies, travel, publication costs, and other Committee-approved expenditures. The Committee will not support research to be used in satisfying requirements for a degree and will not approve funds for salaries or wages of any University employee. The Committee makes awards to new faculty members initiating research; faculty members initiating research in a new area; faculty members who are initiating research or whose research is in an area where other sources of support are inadequate or nonexistent.

Awards are made from Kress Endowment investment returns, Alumni Loyalty Fund allocations, and other funds available to the Committee. Grant applications may be obtained in the Office of Graduate Studies and University Research. Applications are solicited annually during the months of September and October through announcements in the Clemson Newsletter.

Information concerning, and assistance with, applications for research support from federal and state agencies, industrial organizations, foundations, and institutes is available in the Office of Graduate Studies and University Research. Information pertinent to fellowships for faculty members is also available from this source.

FACULTY ENROLLMENT IN GRADUATE STUDIES

With the approval of appropriate administrative officials and the Dean of Graduate Studies and University Research, a qualified employee of Clemson University may pursue graduate work for credit. However, no member of the faculty with a rank higher than instructor may be considered as a candidate for an advanced degree at this institution.

PERSONNEL ADMINISTRATION

As the official table of organization of the University indicates, there are two offices with responsibilities for personnel administration. Both have functions relating to academic personnel (members of teaching, research, and extension faculties and professional librarians).

The Dean of the University is responsible to the President for the formulation and administration of standards and policies for academic personnel. The Personnel Director, a member of the staff of the Vice President for Business and Finance, is responsible for maintaining employee records for all University employees including academic personnel and for supplying benefit information to all employees. For matters of policy, academic personnel deal with the office of the Dean of the University. For information on their employment records or on benefits such as retirement or Workmen's Compensation, they may deal with the office of the Personnel Director.

Personnel actions concerning academic personnel must be approved in advance through established administrative channels. When approved by the final authority, these actions are recorded by the Personnel Director.

The Board of Trustees elects the President of the University to serve at its
pleasure. The Board reserves to itself final review authority over the appointment and dismissal of officers of the University who report directly to the President and of the twelve deans of the University. The President is the final approving authority for all other personnel actions.

WORKMEN'S COMPENSATION PROTECTION

Every faculty member of Clemson University is an employee of the State of South Carolina and therefore has certain benefits under the South Carolina Workmen's Compensation Act if he sustains an accidental injury or contracts an occupational disease while performing his official duties as a University employee.

All faculty members should be familiar with three principles in procedures for claiming benefits:

(1) An injured employee should receive prompt medical care, preferably at the University Health Service when practicable.

(2) An injured faculty member's department head or dean should be notified as soon as possible after an accident.

(3) The department head or dean should prepare a complete report without delay on official forms and forward it, in quadruplicate, to the Personnel Office, which processes all such papers for the University. Any delay in following these procedures could result in the loss or reduction of benefits.

Faculty members employing students or others should note that these employees are also protected by Workmen's Compensation if actively employed by the University at the time the injury is sustained, and, if the injury arises out of or is sustained while performing his assigned duties.

For more detailed information, a faculty member should consult the Clemson University Personnel Manual in the office of his department head or consult the Personnel Director.

FEDERAL SOCIAL SECURITY PROGRAM

Clemson University began participation in the OASI Program of the Social Security (F.I.C.A.) on July 1, 1955. Faculty members, other than those participating in the Federal Civil Service Retirement Program, make regular contributions to Social Security through withholding from salary checks.

Information on Social Security contributions, regulations and benefits is available on request to any district office of the Social Security Administration. For those faculty members living at Clemson, the nearest district office is located at 2706 North Main Street, Anderson, South Carolina 29621.

SOUTH CAROLINA RETIREMENT SYSTEM

The South Carolina Retirement System is designed to provide income to members who retire at age 65 or after completing 30 years of creditable service. It is not intended to meet all needs of later years but supplements other benefits such as Social Security or Federal Retirement (in which some
Clemson employees participate). Membership in the South Carolina Retirement System is a condition of employment for any appointee to a position in the Clemson University organization which is expected to last for at least four months.

Under provisions of the State Retirement Act, each employee contributes to state retirement four percent of his gross earnings by deductions from each pay check on earnings which total $4800 or less in any calendar year. The rate of employee contributions on gross earnings in excess of $4800 per year is six percent. Annual statements of individual accounts showing contributions on deposit are distributed by the South Carolina Retirement System, through Clemson University.

Employee contributions are matched by contributions from the State of South Carolina as the employer to produce an annuity at the employee’s retirement.

At age 65 or after completing 30 years of creditable service, each retiring member will be eligible for an annual retirement allowance calculated as follows: (a) His “average final salary” is the average of his three highest paid consecutive fiscal years any time within his years of covered employment. (b) Up to $4800, this average is multiplied by 1.25%. (c) Any amount in excess of $4800 is multiplied by 1.65%. (d) The sum of “b” and “c” is multiplied by the number of years and months of creditable service to produce the maximum annual retirement allowance. Checks are issued each month.

Any member may retire and apply for benefits upon attaining age 60, or upon completing 30 years of creditable service, but members retiring prior to age 65 do not receive the full benefits indicated by the formula above unless they have credit for 30 years of membership. (The service retirement allowance shall be reduced by five-twelfths of one percent thereof for each month—5% per year—by which his retirement date precedes the first day of the month coincident with or next following his sixty-fifth birthday.)

Any member who leaves state employment prior to his retirement may withdraw his own contribution plus regular interest; however, an employee who completes 15 years of creditable service prior to age 60 may leave his contribution with the system and qualify for a deferred retirement annuity after he attains age 60.

Any member who becomes permanently disabled after completing 5 years of creditable service may apply for disability retirement benefits. Such income includes a special supplement by the State in addition to contributions of record at the onset of disability. Disability payments are influenced by salary at the onset of disability, the attained age of the employee and the number of years of creditable service. Application for disability benefits must be on file 30 days prior to becoming effective. If the member should die during this 30 day period, the pre-retirement death benefit would be paid instead of disability income. If death occurs after the effective date of disability retirement, designated survivors receive benefits if elected by the employee.
Upon retirement, each employee has the option of selecting one of four optional retirement and/or annuity plans to suit his individual preference, or may withdraw his own employee contributions plus regular interest (currently 4%).

A Pre-Retirement Death Benefit covers each Clemson University employee after completing 12 months of membership in the South Carolina Retirement System. In the event of death while an active member, the designated beneficiary, or the estate, of the deceased employee is paid a cash benefit equal to “the annual contract compensation of the member at the time his death occurs,” unless he shall have retired. This death benefit is provided without cost to the employee and is payable in addition to a full refund of the accumulated contributions (plus interest) of the member who dies in active service.

If the member should die before actual retirement and has either (1) attained age 65, (2) has 35 years of creditable service or (3) attained age 60 and has 20 years of creditable service, the retirement annuity option offering the highest benefits to survivors (option 2) will be available to his designated beneficiary.

Under certain conditions, credit for service in other states as an employee of a state, county, municipality, or school district, may be registered with the South Carolina Retirement System. Also active military duty not to exceed six years may be established as creditable service for retirement if performed prior to July 1, 1974.

Faculty members will find additional helpful information in bulletins which have been supplied to heads of departments by the Personnel Director.

SOUTH CAROLINA STATE EMPLOYEES' ASSOCIATION

As employees of Clemson University and of the State of South Carolina, full-time faculty members are eligible for membership in the South Carolina State Employees' Association. Dues for employees vary from $3 to $21 per year according to annual salaries and are payable with application for membership and on July 1 of each year thereafter.

The Association is governed by officers and directors elected annually from the membership. Members at Clemson University are represented by three directors on the board. Board meetings are held quarterly, and a number of committees are active in programs designed to promote employee welfare before the General Assembly.

In addition to the benefits of group membership in an association of people with a common interest, there are three special advantages open to members of the S.C.S.E.A.

(a) The South Carolina State Employees' Association offers by payroll deduction several types of life insurance through their membership. (See section of "Group Insurance Benefits and Voluntary Deductions" for details.)

(b) S. C. State Employees' Credit Union. (See "Group Insurance Benefits and Voluntary Deductions" for details.)
(c) Discount purchase plan.

Complete information about the Association, its insurance programs, the credit union, and the names of merchants who extend discounts to members can be obtained at the Insurance Office.

GROUP INSURANCE BENEFITS AND VOLUNTARY DEDUCTIONS

A. South Carolina State Health Insurance Program. The State of South Carolina has made available a basic group medical insurance plan to its eligible employees and their dependents plus limited life and long-term disability benefits for employees. The carrier for the medical insurance is Blue Cross-Blue Shield of South Carolina, and the carrier for the life insurance and long-term disability insurance is the Liberty Life Insurance Company.

1. Coverage Available:
   The State provides the standard medical coverage, $3000 life insurance, and long-term disability (beginning with the 91st day of disability 60 percent of your basic monthly salary, but not more than $600/month) at no cost for eligible employees. Dependent coverage for medical insurance, dependent life, extended health insurance, weekly indemnity and catastrophic health benefits, and group survivor's income insurance are available at the option and cost of the employee.

2. Eligibility Requirements:
   (a) You must complete an election form no later than 31 days from the date your employment begins.
   (b) You must work 30 hours or more per week for five or more months per year.
   (c) No Clemson University student, graduate or undergraduate, is eligible for this insurance program.
   (d) Federal Extension employees who hold Civil Service appointments are not eligible for the state insurance program.

3. Insurance Coverage Changes:
   (a) Changes to increase insurance coverage may be made only during the annual rework period. (This date will be announced each year.)
   (b) Decreases in coverage may be made at any time.
   (c) Insurance changes due to marriage must be made within 31 days from the date of marriage. The addition of dependent children must be made within 31 days of the birth or adoption.
   (d) If a spouse (who may or may not be a Clemson University employee) loses insurance coverage due to job change or termination of employment, the other spouse (who is a Clemson University employee) may add those members of the family whose insurance coverage terminated provided such additions are made within 31 days of the loss of insurance coverage.
4. **Claims Problems:**

For information concerning insurance claims or problems, call 656-2000 or contact Clemson University, Insurance Office, G16 Sikes Hall, Clemson, South Carolina 29631.

5. **Continuous Protection:**

Employees who are approved for leave without pay may continue their insurance coverage by paying in advance their regular monthly premium plus the state's portion.

Employees who have retired on disability or service retirement may continue their insurance coverage by transferring to the State Retiree Insurance Program. For information and enrollment, call 656-2000 or contact the Insurance Office, Clemson University, G16 Sikes Hall.

Employees who terminate their employment with the University may continue their hospitalization insurance coverage at individual rates by filling out a Certificate of Transfer which is available in the Insurance Office.

**B. Travelers Insurance Program.** The Travelers Insurance Program is completely voluntary with all cost being borne by the individual employee.

1. Salary continuation policies are available with either seven, fifteen, thirty, or ninety days waiting period. The amount of the salary continuation available is based on your gross annual income.

2. Blanket medical expense insurance is available for the employee and/or his dependents covering charges incurred as a result of an accident.

3. Insurance covering accidental loss of life is available in varying amounts through the Travelers Insurance Program.

To enroll in the Travelers Insurance Program, contact the Insurance Office, G16 Sikes Hall, Clemson University (656-2000).

**C. South Carolina State Employees' Association Insurance Program.**

The South Carolina State Employees' Association offers several types of life insurance through their membership. This program is completely voluntary with all cost being borne by the individual employee.

1. The basic life insurance plan offers $1000 on the employee or $1000 on the employee and $1000 on each dependent. The member pays the entire premium.*

2. The supplemental life plan offers $5000 on the employee.*

3. The hospital indemnity plan offers the employee an additional benefit for each day of hospital confinement. The plan will pay $10/day of hospital confinement up to 70 days per year. This coverage is available for the employee and dependents up to age 65.

4. The State Service Life Plan provides varying amounts of group life insurance depending on the employee's age and salary. This insurance

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*This coverage may be continued after retirement to age 70.*
plan terminates when the employee terminates employment with the University. The employee may request transfer of coverage if done within 30 days after termination.

5. A Salary Continuation Plan is available to any active full-time state employee under age 65, who is a member, subject to acceptance by Pilot Life Insurance Company. A choice of thirty, sixty, and ninety days waiting period is offered. Benefits in this plan are subject to coordination of benefits (COB) with the long-term disability provisions of the South Carolina State Health Insurance Program. This means that the 60% must first be paid from the State Program and other coordinated benefits and the 15% will be paid from the State Employees' Association salary continuation plan. The combination of 60% and 15% makes up the maximum of 75% of your salary which can be insured under this Salary Continuation Plan.

Information and applications for the South Carolina State Employees' Association and life insurance programs offered are available in the Insurance Office, Clemson University, G16 Sikes Hall, Clemson, South Carolina 29631.

D. **South Carolina State Employees’ Credit Union.** Voluntary deductions for savings in the South Carolina State Employees’ Credit Union is available to all full-time employees of Clemson University.

**Qualifications to Join the S. C. State Employees’ Credit Union**
1. You must be employed by Clemson University (the state of S. C.).
2. Be a spouse or dependent of a Clemson University employee.
3. Pay a one-dollar membership fee.
4. Deposit five dollars in savings.
5. Complete an application form and attach a check for $6 made payable to the S. C. State Employees’ Credit Union.

**Clemson University Qualifications for Voluntary Payroll Deductions**
1. Voluntary payroll deductions will be made in minimum amounts of $5 per payday or in multiples of $5 per payday for any amount you wish deducted.
2. If you discontinue payroll deductions, there will be a six months’ waiting period before you may have deductions made again.
3. Deductions will be made from the first and second pay dates each month.
4. If you wish payroll deductions for savings, you must complete an authorization for payroll deduction form and leave it in the Insurance Office. Authorizations received by the 15th of each month will be effective the first of the following month.

Additional information on the S. C. State Employees’ Credit Union, applications for membership, authorizations for payroll deductions, and loan applications are available in the Insurance Office in Sikes Hall, telephone 656-2000.
**Tort Liability Protection.** Tort liability insurance has been secured by the University for the benefit and protection of all faculty, staff, and student employees who may be legally liable to third persons who are injured or killed or whose property is damaged as a result of actual or alleged negligence of the employee in the performance of his or her regularly assigned duties. Additionally, coverage is provided against false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation, violation of right of privacy, wrongful entry or eviction or other invasion of right of private occupancy. Coverage is also provided to those who may become liable in the handling of fissionable materials. Although coverage for medical malpractice and automobile liability is excluded in this policy the University has protection for these exposures under separate policies.

Faculty and staff members should be aware that the protection provided does not include second party (or fellow employee) coverage. Students (when not in employee status) and non-University employees are considered as third parties and coverage is provided against loss from suit by these persons. The limit of liability is $300,000.

**THE TAX-DEFERRED ANNUITY PROGRAM**

Eligible Clemson University Employees may authorize a salary reduction for the purchase of a tax-deferred (tax-sheltered) annuity in any of the months from August each year through March 15 of the following year. Authorizations for a salary reduction received in the Insurance Office, G16 Sikes Hall, by the fifteenth of the month will be reflected by an appropriate deduction on the first two salary checks of the following and succeeding months. The effective date of a tax-deferred annuity will be the first day of the month following the month in which the payroll deduction is made.

No Federal or State income tax is currently payable on budgeted salary which an employee has requested the University to divert (reduce) to make regular payments on the purchase of a tax-deferred annuity contract. Proceeds from such annuities, when received, will be "reportable income" for Federal and State income tax. However, an employee's total compensation (gross before salary reduction) will continue to be subject to contributions to the State Retirement System and to appropriate deductions for Social Security or Federal Retirement.

FOR EXAMPLE, if an employee whose budgeted salary is $12,000 requests the institution to divert $360 to the purchase of a tax-deferred annuity, Federal and State income tax would be withheld only on the remaining $11,640. After the end of the year, when filing tax returns, $11,640 would be the "reportable income" to the Internal Revenue Service and the South Carolina Tax Commission. The diverted $360 would be paid to the appropriate insurance company, or similar organization, selected by the employee. Except for TIAA, the contracting agency must be licensed to operate in South Carolina. The entire $12,000 is subject to State Retirement and Social Security (or Federal Retirement) provisions.

Because all annuity programs are long-range programs, investment
counselors agree that the amounts diverted to pay these premiums should be conservative. The University will accept minimum authorizations of $240.00 per year, and larger authorizations in multiples of $120.00 per year. Only one authorization for the establishment of a tax-deferred annuity program, or for a dollar amount change in an established program can be made in a tax (calendar) year. For academic year appointment faculty (after the initial cycle is completed) eight (8) payroll deductions for premium payments will be made each academic year. For fiscal year appointment staff, a premium payment deduction will be made each month. To illustrate, a “year-round” employee could authorize diversion of $20, $30, $40, $50, etc., each month. The corresponding schedule for academic year faculty would be $30, $45, $60, $75, etc., each month for the months of September through April.

The maximum amount which any employee may have diverted is determined by a complicated formula established by law and Internal Revenue Service regulations. It is the responsibility of the individual participating employee and the representative of his deferred annuity organization to make certain the authorization for salary diversion does not exceed the maximum permitted for purpose of a tax-sheltered annuity. Each representative should have a table of legal maximum amounts. Each employee’s maximum is affected by (a) total budgeted salary, (b) years of prior service, (c) prior years, if any, in which the employee has authorized similar reductions and (d) other funds which have been paid into any retirement system by the employer (funds which the State of South Carolina has paid into the State Retirement System for the participating employee must be considered in applying the formula).

Any portion of an annuity (package) contract which includes an amount for life insurance does not qualify for tax deferred treatment under the Internal Revenue Service regulations. The cost of life insurance is “reportable income” and must be reported by the employer on the employee’s Form W-2. It is the responsibility of the contracting deferred annuity organization (company) to furnish the employer (Clemson University) the cost of insurance for each participating employee.

Clemson University does not suggest, endorse, or recommend an insurance company or any other organization which sells “tax-sheltered” annuities.

A list of companies to whom tax-deferred annuity payments are currently being sent is available in the Insurance Office, G16 Sikes Hall. If more detailed information relating to the Tax-Deferred Annuity Program at Clemson is desired, please call telephone extension 2000 or come by Room G16, Sikes Hall.

**FACULTY AND STAFF HOUSING**

Clemson University provides 100 faculty and staff apartments and 12 three-bedroom faculty and staff homes conveniently located on campus within easy walking distance of all local activities. The apartments consist
of 10 three-bedroom duplexes, 54 two-bedroom duplexes, and 36 two-bedroom, two-story units. Rental fee includes heat, water, garbage removal, and grounds maintenance. Floors are asphalt tile and wood, except bathrooms which are ceramic tile. These accommodations are quite comfortable, convenient, and economical for pleasant living.

Each apartment will be furnished with an electric range and electric refrigerator, if desired, at no extra cost. All units have venetian blinds. Kitchens are equipped with connections for a washing machine. Air conditioners may be installed in all units by University repairmen or qualified electricians at the tenant's expense. The tenant is responsible for removing the appliance and repairing the window.

The three-bedroom brick, one-story faculty and staff homes are equipped with electric baseboard heaters, 40-inch electric range, 14 cu.-ft. refrigerator, electric water heater, venetian blinds, and connections for washing machine. The rental fee includes water, garbage removal and grounds care. The tenant pays for electricity. Eligibility for the three-bedroom homes requires a head of the household with three dependents.

An application for housing may be obtained from the Family Housing Office, Clemson University, Clemson, S. C. 29631. Priority is established on a first-come, first-served basis and names will be added to waiting lists as applications are received at the Family Housing Office. Applications may be made for any or all types of units. You must mark your choice on the application. If more than one type is desired, indicate your preference by number (1st, 2nd, 3rd). Your name will appear on the waiting lists for the types of units specified on the application. You will be notified by letter or phone when a unit is available. Once a unit is assigned to the applicant, a new application must be submitted if another type is desired thereafter. Moving from one unit to another must be held to a minimum, and only for the purpose of obtaining a different type of unit or a larger dwelling to meet family needs.

OFFICES OF PUBLIC RELATIONS
COMMUNICATIONS CENTER AND ALUMNI RELATIONS

These offices are components of the Office for Development, and as such, serve the public relations, communications, and the alumni relations interests of the University. Public Relations is located in the Trustee House, the Communications Center in the basement of the Plant & Animal Science Building, and the Alumni Relations in the Alumni Center. Public Relations provides services in publications, newspaper feature stories and news releases, special projects and events. In addition to preparing news releases for the electronic media, the Communications Center also provides instructional support for teaching, research, and extension faculty in the form of photographic services, television services, and audio-visual services and equipment loans. The using department is charged only for the supplies required to meet its request. Information on charges for various services may be obtained from the Communications Center. Alumni Rela-
tions has as its principal project the development of an alumni annual giving program through the Alumni Loyalty Fund. This living endowment project is dedicated to the continuing improvement of the University's educational programs. Alumni Relations maintains all alumni records, coordinates the activities of local alumni clubs, arranges the annual class reunion activities, conducts the service program of the Clemson Alumni Association, and publishes *The Clemson World*, a news publication about University and alumni programs and activities. Services of these three offices are available to the faculty and staff.
APPENDIX

CONSTITUTION AND BY-LAWS OF THE
FACULTY AND FACULTY SENATE

CONSTITUTION

PREAMBLE

No less than its predecessors, the modern institution of higher learning is a guardian and interpreter of intellectual tradition. It is upon the competence, integrity, and devotion of its faculty to professional ideals that the University must depend for success.

In order that the faculty of Clemson University may carry out the ideals and responsibilities set forth above; and

In order that this faculty may more fully and effectively serve the University by participating in the consideration of policies, procedures and practices; and

In order to facilitate this participation and provide channels for faculty recommendations and suggestions to the President of the University, through the Dean of the University, so that he may more readily have the advice and assistance of the faculty in matters pertaining to the academic, research, and extension interests of the University, assigning to them problems for their investigation and report, as well as receiving from them recommendations and reports on their initiative; and

In order to maintain faculty morale and to augment further the close understanding and cooperation of the faculty and administration,

The faculty of Clemson University is organized as set forth in the following Constitution and By-Laws.

Article I

THE FACULTY

Section 1. Membership.

The faculty of Clemson University shall consist of the President of the University; the Dean of the University; the deans and directors of the colleges and schools; professional librarians; the teaching, research, and
extension faculty with rank of professor, associate professor, assistant professor, or instructor; and such other members as may be duly elected as provided for in the By-Laws.

Section 2. Functions.
The functions of the faculty shall be to approve candidates for degrees; to refer to its executive committee, the Faculty Senate, for investigation and action, such matters as may affect the welfare of its members and the academic, research, and extension policies of the institution; to receive reports from the Faculty Senate of its actions; to approve new members as provided for in the By-Laws; and to act on any other matters brought before it by the Faculty Senate.

Section 3. Officers.
The officers of the Faculty shall consist of a chairperson and a secretary. The Dean of the University shall serve as chairperson, and he shall appoint the secretary and, when necessary, a presiding officer to serve in his absence.

Section 4. Meetings.
A meeting of the Faculty shall be held prior to each commencement except the August one, and at such other times as deemed necessary by the chairperson. The Faculty Senate may request that the chairperson call a special meeting of the Faculty.

Article II
THE FACULTY SENATE

Section 1. Definition
The faculty shall elect from among its members an executive committee to be known as the Faculty Senate.

Section 2. Membership
The Faculty Senate shall consist of those members elected by the faculties of the colleges and schools as provided for in the By-Laws.

Section 3. Functions
The functions of the Faculty Senate shall be to consider policies affecting the academic, research, and extension activities of the University, faculty welfare, administration, scholarship, awarding of degrees, and such other matters as may maintain and promote the best interests of the University. The Faculty Senate shall recommend to the Dean of the University the
establishment of new policies or changes in existing policies. It shall make a written annual report to the faculty and make such special reports as it deems necessary to keep the faculty adequately informed.

Section 4. Officers.
The officers of the Faculty Senate shall consist of a president, a vice-president, and a secretary elected by the Faculty Senate from among its members. The election of officers shall be as provided for in the By-Laws.

Section 5. Committees
The standing committees of the Faculty Senate shall be:
1. Advisory Committee
2. Welfare Committee
3. Admissions and Scholarship Committee
4. Research Committee
5. Policy Committee
Special committees of the Faculty Senate may be appointed by the Advisory Committee of the Faculty Senate or by the President of the Faculty Senate with consent of the Faculty Senate.
The composition of the standing and special committees and the duties of the former shall be as provided for in the By-Laws.

Section 6. Meetings.
The Faculty Senate shall hold one regular meeting each month at such times as specified in the By-Laws.
Special meetings of the Faculty Senate may be called by the presiding officer at any time, provided a majority of the members of the Advisory Committee, or their replacements, deem it necessary.
Except for executive sessions, all meetings of the Faculty Senate shall be open to any member of the faculty. Such visitors may be invited by a member of the Advisory Committee to participate in particular discussions.
Any member of the faculty may present any problem or suggestion to the Faculty Senate for its consideration, provided the member notifies the President of the Senate at least one week prior to the meeting at which he would appear.
The Faculty Senate may go into executive session by simple majority approval of the members present.

Article III
RULES OF ORDER

The faculty and the Faculty Senate shall conduct all parliamentary procedure in accordance with Robert's Rules of Order.
Article IV

AMENDMENT

The faculty may amend this Constitution at either of the scheduled meetings prior to commencement during the regular school session by a two-thirds majority vote of the members present. A proposed amendment must be recommended by at least ten members of the faculty, submitted to the Faculty Senate at a regular meeting of that body, voted on by the Faculty Senate at their next regular meeting, and submitted with the recommendations of the Faculty Senate to the members of the faculty in writing at least ten days prior to the next meeting at which action on the amendment could be taken.

Any amendment shall become effective when approved by the faculty.

BY-LAWS

Article I

THE FACULTY

Section 1. Membership.

A petition for the election to membership in the faculty of any person who is not automatically a member as prescribed in Article I, Section 1 of the Constitution, must be submitted to the Faculty Senate and referred by this body, with its recommendation, to the faculty for action at the next regular meeting. Election to membership shall be by a simple majority vote of the members present.

Section 2. Quorum

A quorum for any meeting of the faculty shall be that number of members deemed necessary by the presiding officer to transact any business.

Article II

THE FACULTY SENATE

Section 1. Membership

Members of the Faculty Senate shall be elected by the members of the faculty, voting by colleges or schools, for a term of three years.
For purposes of allocation of Senate seats and all other provisions of this Article, the professional librarians will be considered as faculty representing a school.

As a rule there will be thirty-five (35) members. The Senate seats shall be allocated according to the ratio of the number of faculty members in the college or school to the total number of faculty members in the University, with each college or school having at least one (1) member and no college or school having more than twenty-five (25) percent of the total representation of the Senate. If the ratio of faculty members in a college or school to the total number of faculty members in the University exceeds twenty-five (25) percent, that college or school is assigned eight (8) Senate members. The remaining Senate seats are allocated on the ratio of faculty members in the remaining colleges or schools to total faculty members in the remaining colleges or schools. The above ratios are multiplied by the number of unallocated seats. The remaining colleges or schools shall have as many members as are in the largest whole number when its ratio was multiplied by the number of unallocated seats.

If the total number of members allocated thus far is less than thirty-five (35), the remaining seats are allocated to the colleges or schools with the larger fractions until there is a total of thirty-five (35) members. If this formula produces an exact tie for a seat, each college and/or school involved will be awarded a seat. Thus, in rare cases, the Faculty Senate may have more than thirty-five (35) members.

For the first election, the Dean of the University shall notify the dean of each college or school as to the total number of Faculty Senate members to which that college or school is entitled. Thereafter, the President of the Faculty Senate shall obtain a new allocation from the Dean of the University in February of the second academic year after organization and every second year after the most recent allocation. This allocation shall be given to the dean of each college or school in time for the March election and will control the numbers elected to the Faculty Senate at that time. If one member is gained, he shall be elected for a term of three years; if two members are gained, one shall be elected for three years and one for two years, etc. If one member is lost in the new allocation, one less member shall be elected to the Faculty Senate at that election. As a rule, new allocations shall be based on both semesters of the academic year.

The first election shall be held as soon as possible after organization, lots being drawn within each college or school for one-year, two-year, and three-year terms to determine the initial order of rotation. Subsequent elections shall be held in March of each year, terms of office to begin with the April meeting of the Senate. The election of members to the Faculty Senate shall be by secret ballot.

When a new school or college is officially established it shall be entitled to representation in the Faculty Senate as soon as an election can be held. A new school or college shall have one (1) member in the Faculty Senate until the next allocation of seats. Whenever a new school or college is estab-
lished, the next allocation of seats shall be obtained in the February following official establishment.

Vacancies created on the Faculty Senate for any cause shall be filled for the unexpired term by supplementary elections within the college or school concerned as soon as the vacancy occurs.

Colleges or schools with only one regular Senate member shall elect an alternate on a yearly basis. The alternate shall have the status of a full member at any Senate meeting attended in the stead of the regular member.

Departments shall elect summer alternate members of the Faculty Senate to replace elected senators from that department who are on nine-month appointments and not employed by the University during one or both summer sessions. A Senate member who will not be employed by the University during one or both summer sessions shall inform the President of the Faculty Senate who his alternate will be during his absence. The alternate shall have the status of a full member during the designated period. If a department is unable to elect an alternate, the department head shall enlist the aid of his dean in selecting an alternate from the college or school involved.

Each college or school is authorized to hold a special election for the purpose of selecting temporary replacements for any Senate members who will not be in residence for more than three consecutive months.

No member of the Faculty Senate may succeed himself.

Any member of the faculty of a college or school may be eligible for membership on the Faculty Senate excluding regular administrative personnel. Senators appointed to a temporary or interim administrative position for a period of three or more months or of longer indeterminant duration shall request a leave of absence from the Senate; and, a temporary substitute shall be appointed by the appropriate Dean of the College concerned.

Section 2. Officers

The initial election of officers of the Faculty Senate shall be held at the first meeting after organization. Elections thereafter shall come at the regular meeting held in March of each year.

Election of officers shall be by secret ballot, a simple majority required for election.

A nominating committee, consisting of the Advisory Committee, shall submit to the Senate no less than two nominees for each elective office.

No officer who has served a full term may succeed himself, except those elected at the first organizational meeting.

In the case of the withdrawal of an officer by resignation or other cause, the Faculty Senate shall elect at the next regular meeting a successor for the unexpired term.

The retiring officers shall serve at the April meeting, and the retiring president shall give the Senate report at the spring meeting of the faculty.
Section 3. Meetings

The date and time of each regular monthly meeting of the Faculty Senate shall be determined by the Advisory Committee elected for each year. The schedule of the meetings for the year shall be announced by the first day in May through such communications as seen appropriate.

Section 4. Quorum

Two-thirds of the elected members of the Faculty Senate or their alternates shall constitute a quorum for the transaction of all business.

Section 5. Committees.

The chairperson and at least a majority of the members of all committees of the Faculty Senate shall be members of that body, and any other members shall be members of the faculty. The basic functions of the committees shall be to investigate and recommend changes in matters pertaining to the academic and research affairs of the University. They may do this either on their own initiative or on instruction from the Faculty Senate. The committees, through the Faculty Senate, may be requested by the faculty, the Dean of the University, or the President of the University to investigate and report on any academic or research matter. It is not envisioned that these committees shall operate in any administrative capacity; they will report only to the Faculty Senate.

The composition and duties of the standing committees of the Faculty Senate shall be as follows:

The Advisory Committee. The Advisory Committee shall be composed of the officers of the Faculty Senate and one member from each college or school elected by the Faculty Senate at the April meeting. The President of the Faculty Senate shall be the chairperson of this committee. It shall be the function of this committee to advise the President of the Faculty Senate and to serve as the nominating committee for the Faculty Senate. In no case shall nominations by the Advisory Committee preclude nominations from the floor. The Advisory Committee shall name the members of the other standing committees and any special committees and shall designate the chairman thereof. The chairmen of the standing committees shall as a rule be from different colleges and/or schools.

The Welfare Committee. This committee shall make recommendations relative to such policies as qualifications for promotion, tenure, retirement, work loads, extracurricular assignments, summer employment, non-university employment, salaries, leaves of absence, sabbatical leaves, travel, dissemination of information to and from the faculty, public relations, and such other related policies as affect faculty welfare and morale.

The Admissions and Scholarship Committee. The Admissions and Scholarship Committee shall be concerned with all policies of an academic nature which pertain to the individual student. Such policies include recruitment, entrance requirements, transfer credits, class standing requirements, graduation requirements, class attendance regulations, student counseling and placement, and such other related policies.
The Research Committee. The function of the Research Committee shall be to study and make recommendations on policies, procedures and practices that are related primarily to research.

The Policy Committee. The Policy Committee shall concern itself primarily with general policies of the University, particularly as they relate to the faculty. Matters of overall faculty interest, which are not within the purview of the other standing committees and which are not of such a specialized nature as to justify ad hoc committees, would normally be referred to the Policy Committee.

Section 6. Council of Off-Campus Faculty

The chairperson of the council shall be the vice-president of the Faculty Senate. The council shall consist of members of the Clemson off-campus faculty, elected for a one-year term in March or April by the faculties at appropriate off-campus locations. It shall be the duty of this council to consider and make recommendations to the Faculty Senate for action on all matters peculiar to those faculty whose duties are primarily away from the main campus. The council shall be the chief liaison instrument between Clemson's main campus and such faculty, keeping both the Senate and the off-campus faculty fully informed of all matters that concern either group.

Article III

ORDER OF BUSINESS

Section 1. The Faculty.

a. Call to order, reading and approval of minutes. If the minutes have been duplicated and distributed by the secretary, the reading of the minutes may be dispensed with upon the approval of the membership.

b. Unfinished business.

c. Reports from the Faculty Senate.

d. New business.

Section 2. The Faculty Senate.

The President of the Faculty Senate shall prepare an agenda for each meeting. Members of the faculty having items for consideration at a Senate meeting should notify the chairperson at least one week before the meeting.

The order of business shall be:

a. Call to order, reading and approval of minutes.

b. Unfinished business.

c. New business.
Article IV

AMENDMENT

The faculty may amend these By-Laws at either of the scheduled meetings prior to commencement during the regular University session by a simple majority vote of the members present. A proposal for amendment must be recommended by at least five members of the faculty, submitted to the Faculty Senate at a regular meeting of that body, voted on by the Faculty Senate at their next regular meeting, and submitted in writing with the recommendation of the Faculty Senate to the members of the faculty at least ten days prior to the next meeting at which action on the amendment could be taken.

An amendment shall become effective when approved by the faculty.

PROCEDURAL ADDENDUM

A roll call vote may be called for as a motion from the floor, seconded from the floor, and passed if 20 percent of the senators present vote in support of the motion.