MANUAL
FOR
FACULTY MEMBERS

Office of the
Dean of the University
JANUARY 1966
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DEDICATION

This Manual is dedicated to the memory of

FRANCIS MARION KINARD

1902-1960

who, at the time of his death, was Professor of
English and Dean of Clemson College. The
Clemson Academic Faculty Senate and Re-
search Faculty Council were organized under
his guidance; and the first Faculty Manual
was published under his direction.
FOREWORD

The purpose of this manual is to assemble in one reference booklet for faculty members formal plans of organization, copies of statements of policy, and informational items of particular interest. The approach is to furnish basic information rather than details on mechanics of administration. Not included are such matters as academic regulations, which are already published in the University Catalog; counseling procedures or class attendance regulations, which are distributed from the office of the Vice President for Student Affairs; or fiscal procedures, which are administered through the office of the Vice President for Business Affairs and Finance. Information about these and similar matters should be sought from the offices of appropriate department heads.

J. K. Williams
Dean of the University and
Vice President for Academic Affairs

January 1966
HISTORICAL STATEMENT

Clemson University is named for Thomas Green Clemson (1807-1888), who left the bulk of his estate to the State of South Carolina for the founding of the institution.

Thomas Clemson was born in Philadelphia in 1807 and educated at the Royal School of Mines in Paris (1828-1832). His early profession was that of a mining engineer; but circumstances diverted his interests into politics and the life of a Southern Planter, and he soon became an enthusiastic advocate of scientific agriculture. He had a career as a diplomat (charge d'affaires to Belgium from 1844-1852), and served as the first superintendent of agricultural affairs in Washington (1860). As a scientist he published numerous articles in the fields of mining, chemistry, and agriculture. His varied activities included his assistance in the founding of the Maryland Agricultural College, his support of the Morrill Act, his leadership in the South after the Civil War, and his part in the founding of Clemson University.

Thomas Clemson was the son-in-law of South Carolina's John C. Calhoun, a political figure of national importance during the first half of the Nineteenth Century. Upon his death, Mr. Calhoun's plantation, Fort Hill, was inherited by Clemson who lived out his last years as a resident of the plantation mansion. His Will stipulated that the plantation and mansion were to be given to the State of South Carolina for the purpose of establishing an agricultural and scientific college.

The Clemson Will was accepted by the State in December, 1889, and within a month the General Assembly passed "An Act to Provide for the Building and Maintenance of the Clemson Agricultural College of South Carolina." This Act transferred to Clemson one-half of the land scrip fund of $191,800 which had been allotted to the University of South Carolina, with the other half remaining to the benefit of the South Carolina Agricultural College and Mechanics' Institute (for Negro students) at Orangeburg. The Act also transferred from the University of South Carolina to Clemson the annual grant by the Congress of the $15,000 Hatch fund, stipulated that the college would receive $15,000 annually from the privilege tax on fertilizers, and appropriated $15,000 to Clemson from the state treasury for the building and maintenance of the institution.
Shortly thereafter the General Assembly passed an Act transferring to Clemson all rights to property of the Experiment Station connected with the University of South Carolina. Almost simultaneously the State accepted the provisions of the Second Morrill Act, which appropriated $25,000, to be divided equally between Clemson and the Agricultural College at Orangeburg. Thus Clemson became in 1890 the Land Grant Institution of South Carolina. As the years passed the name of the institution became generally accepted as “Clemson College.” On July 1, 1964, the name was officially changed to “Clemson University.”

In 1894 the General Assembly of the State granted the institution the powers of a municipal corporation. The geographical limits were designated to “cover all the territory included in a circle formed with the college main building as a center, with a radius of five miles.”

By various acts of the General Assembly certain agricultural programs involving regulatory procedures have also been assigned to the university. These regulatory services currently include the Fertilizer Inspection and Analysis Department, the Livestock and Poultry Health Department, and the Crop Pest Commission. Close-ly associated with this regulatory program (and administered by the university) is the Seed Certification Department.

The South Carolinian who was most active in behalf of Clemson in those early days was Benjamin Ryan Tillman (1847-1918). He was Governor of South Carolina during the years 1890-1894, and was the driving force in obtaining the required legislative support for the new school. The university’s administration building is named in honor of Governor Tillman.

The university enrollment has grown from 446 students in 1893* to 5,024 for the first semester of 1965-1966. Since the opening of the university 48,505 students have attended and of this number 18,128 have earned degrees.

The first Clemson “Prospectus” announced only two four-year curricula, supplemented by two two-year curricula and a pre-

* The Agricultural Experiment Station was established in November 1890; the academic program began in 1893.
paratory course. The major fields announced were “Chemistry and Agriculture” and “Mechanics and Engineering.” The latter of the two had the higher enrollment.

The first graduates in 1896 and 1898 completed the agricultural and mechanical-electrical courses. Next came civil engineering with three graduates in 1899, “textile industry” with four graduates in 1900, and chemistry with one graduate in 1905.

By the 1913-1914 session, architectural engineering had been added, and provision had been made for seven major fields of study in agriculture. Change has continued through the years, and the catalog for 1965-1966 lists thirty-eight undergraduate and thirty-nine graduate curricula. In addition, the university began offering the Bachelor of Arts degree in June 1962 (previously the one standard undergraduate degree at Clemson was the Bachelor of Science.)

The university has seven major academic units. These are the College of Agriculture and Biological Sciences; the School of Architecture; the College of Arts and Sciences; the School of Education; the College of Engineering; the School of Industrial Management and Textile Science; and the School of Graduate Study.

The institution became an accredited member of the Southern Association of Colleges and Schools in 1927. The civil, electrical, and mechanical engineering curricula were accredited by the Engineers’ Council for Professional Development in 1937. Curricula in agricultural, ceramic, and chemical engineering were accredited by ECPD in 1953, 1955, and 1959, respectively.

The chemistry curriculum was first accredited by the American Chemical Society in 1953 and the architectural curriculum by the National Architectural Accrediting Board in 1956. The forestry curriculum was accredited by the Society of American Foresters in 1962.

All accreditations indicated above have continued without interruption.

The historical heart of the university is the Fort Hill Mansion. This building is maintained as a public shrine, and is open to visitors.
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 three times each year, generally in February, May and October.

The presiding officer is the President of the Board and is elected by the Board to serve for a four-year term or until a successor is chosen. The Board is served by a secretary, a non-member who holds a staff position in the institution as Assistant to the President.

There are four standing committees of the Board, including the Executive Committee, the Educational Policy and Student Affairs Committee, the Development and Public Relations Committee, and the Agricultural Regulatory Committee.

The 1966 membership of the Board of Trustees is:

Life Members

R. M. Cooper, President of the Board ______ Wisacky, Lee County
Edgar A. Brown ______________________ Barnwell, Barnwell County
James F. Byrnes ________________________ Columbia, Richland County
Winchester Smith ______________________ Williston, Barnwell County
Robert R. Coker ________________________ Hartsville, Darlington County
James C. Self __________________________ Greenwood, Greenwood County
Frank J. Jervey _________________________ Clemson, Pickens County

Term Expires 1966

A. M. Quattlebaum __________________________ Florence, Florence County
L. D. Holmes ______________________________ Johnston, Edgefield County
E. Oswald Lightsey _________________________ Hampton, Hampton County

Term Expires 1968

W. Gordon McCabe, Jr. ___________________ Greenville, Greenville County
Paul Quattlebaum, Jr. _____________________ Charleston, Charleston County
T. Kenneth Cribb __________________________ Spartanburg, Spartanburg County
The President of the University (Robert Cook Edwards) is the chief executive and administrative officer appointed by the Board of Trustees. The administration of the university is divided into four areas, each headed by an executive officer responsible to the President. The four executive officers are:

Vice President for Academic Affairs and Dean of the University  
J. K. Williams

Vice President for Student Affairs  
W. T. Cox

Vice President for Business and Finance and Comptroller  
M. A. Wilson

Vice President for Development  
W. W. Bryan

An organization chart is presented on the following page. Areas of responsibility assigned to each executive officer are listed on this chart.
ACADEMIC AND RESEARCH 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 four executive officers 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 Academic Vice President and Dean of the University has administrative jurisdiction over academic and research matters and over academic and research personnel. He recommends to the President long-range plans for educational and research development and formulates policies to implement approved plans. He coordinates and furnishes direction and guidance to deans and directors in the development and operation of academic and research programs. He presides at meetings of the academic and research faculties, and serves as liaison officer between the Academic Faculty Senate and Research Faculty Council and the President.

DEANS OF THE UNDERGRADUATE COLLEGES AND SCHOOLS

Each of the six undergraduate divisions of the university has a dean as its administrative head. Each of these deans is responsible for the personnel and program administration of his division, and each reports to the Dean of the University. Each dean reviews curricula and programs in his area, nominates heads of departments and assigns their duties, supervises the use of funds, space, and equipment allotted to his division, and prepares his division budget. He is the presiding officer of the faculty of his division. A dean may also serve as professor in one of the departments.

DEAN OF THE SCHOOL OF GRADUATE STUDY

Serving as chairman of the Graduate Council, the Graduate Dean establishes and enforces standards of graduate work; recommends
plans for the development of graduate programs and formulates policies to implement such plans; coordinates graduate curricula; controls admission to graduate study; and nominates candidates for graduate degrees.

DIRECTORS

Some of the major teaching, research, and public service units of the university are headed by directors: Resident Instruction in Agriculture, the Agricultural Experiment Station, the Agricultural Extension Service, the Engineering Experiment Station, the Textile Research Department, the Livestock-Poultry Department, the Fertilizer Analysis Department, the Seed Certification Department, the University Computer Center, the Office of Summer Sessions and extended Programs, the Sumter two-year Branch, and the Library. Directors report to appropriate deans or to the academic vice president.

HEADS OF DEPARTMENTS

Department heads have general responsibility for the activities of their departments. They assign duties to their staff members, recommend appointments and changes in rank, make recommendations concerning tenure and salaries, supervise care of equipment and expenditure of departmental funds, and plan the development of their departments.

UNIVERSITY COUNCILS

- - - The Educational Council consists of the President, the four executive officers of the University, the Director of Admissions, the graduate and undergraduate deans, the Director of Summer Sessions and Extended Programs, the Director of Resident Instruction in Agriculture, the President of the Academic Faculty Senate, the Chairman of the Research Faculty Council, the Director of University Public Relations, the Director of the Library, and the Assistant to the President, who serves as secretary of the Council. This Council recommends academic and research policy to the President. The Dean of the University plans the agenda.

- - - The Administrative Council consists of the President, the four executive officers of the university, the heads of all divisions
of the Comptroller's Office, and the Assistant to the President, who serves as secretary. This Council recommends business and non-academic personnel policy to the President. The Comptroller plans the agenda.

- - - The Development Council consists of the President, the four executive officers of the university, the President of the Alumni Association, and the Assistant to the President, who acts as secretary. This Council recommends development, public relations, and alumni policy to the President. The Vice President for Development plans the agenda.

- - - The Graduate Council consists of the Dean of the Graduate School, who acts as chairman, the undergraduate deans (or their designated representatives), and eleven professors nominated for three year terms by the Graduate Dean. This council recommends Graduate School policy to the President via the Dean of the University.

- - - The Honors Program Council consists of nine professors appointed by the Dean of the University. This council recommends policy (including curricula and standards of admission) concerning the University Honors Program. The Director of Summer Sessions and Extended Programs is chairman.

- - - The Athletic Council consists of the President of the Faculty Senate, the university budget officer, the Director of Admissions, who acts as secretary, five professors, and two members of the Alumni Association. The council recommends to the President all policy concerning intercollegiate athletics.

UNIVERSITY STANDING COMMITTEES

Seven of the nine standing committees of the faculty have membership appointed by the Dean of the University on recommendation of the academic deans. Two committees (Ethics and Religion
and Student Social Affairs) are appointed by the Vice President for Student Affairs. Committee members have three year terms, except for members of the Scheduling Committee, the Curriculum Committee, and the Committee on Ethics and Religion. A faculty member interested in serving on a particular committee should indicate his willingness to an appropriate dean. At least one member of the Academic Faculty Senate serves on each regular standing committee.

- - - Admissions. The Director of Admissions serves as chairman ex officio and the Registrar is an ex officio member. The committee makes specific recommendations to the President in cases of individual student petitions. The committee deals not only with original admission problems, but with aspects of continuing enrollment.

- - - Curricula. Ex officio members are the President of the Faculty Senate, the Director of Admissions, and the Dean of the University, who acts as chairman. Faculty members of the committee are chairmen of school or college curriculum committees. The University Curricula Committee recommends to the Educational Council the addition or deletion of existing curricula and specific changes within curricula.

- - - Ethics and Religion. This committee makes recommendations to the President concerning matters of relationship between the student body and campus and community religious organizations. Committee membership includes the Vice President for Student Affairs and his assistants, the ministers of local churches, and the director and associate director of the YMCA. The committee elects its chairman.

- - - Faculty Basic Research. This committee has nine faculty members, and two ex officio members, the Comptroller and the Graduate Dean, who serves as chairman. The committee controls expenditures of funds granted to it for use by the faculty in carrying out basic research. Committee funds include income from a gift to the university by the C. W. Kress Foundation and an annual grant from the Alumni Loyalty Fund. Members of the faculty who wish to apply for research grants may do so directly to the Graduate Dean. Grants may be made for publication as well as for research itself.
- - - Honors and Awards. This committee is composed of eleven members of the faculty and five ex officio members: the chairman of the Honors Program Council, the Director of Admissions, the Dean of Men, the Dean of Women, and the Director of Student Financial Aid. The committee nominates students for special annual awards for academic achievement and arranges the program for the annual University Honors and Awards Day. The chairman of the University Honors Program Council is chairman ex officio of this committee.

- - - Fine Arts Series. This committee plans, coordinates and publicizes the annual program of university concerts, films, lectures, plays and art exhibits. The Director of Summer Sessions and Extended Programs is chairman.

- - - Library. A faculty committee (with the Director of the Library as an ex officio member) which recommends library policy to the Dean of the University. The committee elects its chairman.

- - - Schedule. A committee (with the Director of Admissions as ex officio chairman) which develops each semester the master schedule of courses taught. Each school or college has appropriate representation.

- - - Social Affairs. A large committee of the faculty, with the university executive officers as ex officio members, which works with the Vice President for Student Affairs and the several presidents of student organizations to develop an effective and meaningful program of student social events.
FACULTY ORGANIZATION

In 1956 the Board of Trustees approved the Constitution and By-Laws for the faculty and its executive committees, the Faculty Senate and the Research Council. Since 1956 the faculty, speaking through the Senate and Research Council, has had a decisive and increasingly important role in the development of academic policy and in matters related to faculty welfare.

A table of organization is printed on the following page. The Constitution and By-Laws of the Faculty are printed in the appendix, beginning on page 49.
POLICY STATEMENTS

Each policy statement printed herein was initiated by the Academic Faculty Senate and/or the Research Faculty Council, recommended by the Educational Council, then approved by the President and, when necessary, by the Board of Trustees.

* * * *

POLICY FOR FACULTY APPOINTMENTS AND PROMOTIONS

General Qualifications

In accepting an appointment to the faculty of Clemson University a staff 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, public service or administration.

Professional competence and leadership may be demonstrated by staff members in a number of ways. There will be those undergraduate teachers of real distinction, whose published research accomplishments may be small, but whose teaching effectiveness is noteworthy and whose scholarly interest is lively. There will be those members of the faculty who, whether appointed for research or for teaching, are primarily scholars and whose principal contributions to the institution will be found in research and in guidance of graduate or advanced undergraduate students. There will also be some members of the staff who, along with effective teaching or effective research, may make their greatest contribution through activities not clearly discernible as either teaching or research but connoted best as creative work.

For a relatively young candidate for appointment or promotion, the strongest evidence usually available to measure a background of integrated fundamental knowledge and probable creative ability in teaching and research is an education which includes graduate
work of high quality resulting in advanced degrees. For experienced persons, evidence of the capacity of the individual for creative teaching and research may be gauged by additional criteria.

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 technical 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 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.

Under the qualifications indicated above, the university does have a guiding policy on training and experience. It is given here as a general policy to which justified exceptions may be made.

For the rank of instructor or the comparable rank in the research faculty, the appointee is expected to have the bachelor's degree, with an undergraduate major in the field in which he is to be employed, and with an intention to pursue graduate work toward an advanced degree. In employment of instructors, preference is given to those with master's degrees or who have begun work on the master's degree.

For the rank of assistant professor or the comparable rank in research, the master's degree is expected along with relevant experience of three years. For those who have the Ph.D. degree, the experience requirement is waived.

For the rank of associate professor or the comparable rank in research, the master's degree is expected along with relevant experience of eight years. For those who have the Ph.D. degree, the experience requirement may be lowered to four years.

For the rank of professor or the comparable rank in research, the master's degree and fifteen years of effective and relevant experience, or the Ph.D. degree and nine years of effective and relevant experience, is expected. Only rarely will this rank be granted to a person not holding the Ph.D. degree or its equivalent.

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. Attention is again called to the fact that the above rank-by-rank specifications are given only as a guiding policy and are not intended as justification for automatic promotion.

As is implied above in the section on "General Qualifications," the qualities to be 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 im-
portant though less tangible factors can be regularly evaluated but can hardly be meaningfully enumerated on a rank-by-rank basis. The omission of such a rank-by-rank statement of policy on intangible factors is not intended in any way, however, to minimize their importance.

Procedures for Appointments and Promotions

Recommendations for appointments and promotions should be initiated at the department level. In cases of original appointments it is suggested that department heads consult with the senior members of their respective departments and wherever feasible permit the senior members to meet the prospective appointee.

In cases of promotions or renewal of appointments it is suggested that department heads consult with the professors within their respective departments. This is especially desirable whenever an appointment or promotion involves granting a faculty member tenure at Clemson.

POLICIES GOVERNING HOURS OF WORK, HOLIDAYS, AND LEAVE FOR ACADEMIC PERSONNEL

Coverage

These policies cover the following professional staff members: the deans of the schools and colleges, heads of teaching or research activities, Director of the Libraries, the academic faculty, the research faculty, and professional librarians.

General Conditions

The deans of the colleges and schools 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 staff members. However, they shall be scheduled by administrators to assure efficient operation.
The granting of leave benefits shall depend upon the availability of funds.

Staff members scheduled to work less than a full-time basis shall have proportionate benefits. A day (or fraction thereof) of leave for any staff member shall be the same length as his scheduled day (or fraction thereof) of work.

Annual leave or sick leave shall be charged only for absence on days when the staff member is scheduled to work.

Normal Work Schedule

Members of the professional staff covered by these policies are employed for full-time service and 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 normal.

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 or part-time teaching and part-time research 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 other professional personnel.

Normal work schedules for each individual and activity will be approved by appropriate deans and directors.

Those offices and operations (exclusive of teaching) which are normally maintained on a scheduled 5½ day work week shall continue full operations Monday through Friday and may operate on skeleton staffing on Saturdays. Each staff member who normally works on a fixed 5½ day work week may be given as many Saturdays off as practicable, provided he is scheduled to work at least one Saturday in each month.
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 falls on Sunday, the Monday following shall be observed.

Normally a holiday occurring at the beginning, at the end, or within a staff 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 deemed 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 as their department heads determine they are not needed for university duties.

Annual Leave (Vacation)

The employment of full-time members of the teaching faculty for the regular academic session presumes ample time for vacation in the summer interval between sessions and at the Christmas season between regular semesters. No additional 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.

For staff members employed for twelve months the following policy statements on annual leave (vacation) will apply:

Annual leave (vacation) with pay shall accrue at the rate of 12 working days per year during the first three years of continuous service and at the rate of 18 working days per year of continuous service thereafter, but not more than 18 days may be carried forward into a new leave year.

The leave year shall begin on January 1 and end on December 31. Normally, annual leave shall not be credited until the completion of the first six months of employment. If it is to the advantage of the university, annual leave may be advanced and taken before the
completion of the first six months of service, upon the prior approval of proper administrative authorities. If the staff member terminates before completing six months of employment, his final pay check shall be reduced by the value of the amount of annual leave taken.

Requests for use of annual (vacation) leave 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 workload 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 staff 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 staff member who resigns, or who is terminated without prejudice, after six months, on continuous employment shall be paid the value of annual leave earned but not taken. This may be accomplished by delaying the official termination date of pay; provided, that persons retiring shall complete their terminal leave prior to the effective date of retirement and, further, that terminal leave shall not extend from one fiscal year to the next without prior approval of the proper administrative authorities.

**Sick Leave**

Sick leave shall accrue at the rate of fifteen working days per year, beginning with the first full month of employment, but no more than ninety days may be carried forward into a new leave year.

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

Sick leave shall be granted to a staff member only when he is incapacitated for performance of duty due to injury or to illness or for medical, dental, or optical examination or treatment or when,
through exposure to contagious disease, the presence of the staff member at work might jeopardize the health of others.

Sick leave shall not be used for a vacation, nor any personal emergency, nor for absence during the three final months of pregnancy (confinement) nor during convalescence therefrom.

Annual leave shall not be granted in cases of absence due to illness or injury while there remains an unused balance of sick leave. When the illness of a staff member extends beyond his available sick leave, annual leave credits may be applied to the extent available. Days lost due to illness after exhaustion of both annual and sick leave credits shall be without pay, provided, however, that upon approval of proper administrative authorities, in highly meritorious cases, and where there is a strong likelihood that the staff member will return to active duty within the near future, he may borrow up to twelve months' accrual of sick leave and up to twelve months' accrual of annual leave after existing credits are exhausted. Should he terminate his employment before earning the leave advanced to him, his final pay check shall be reduced by the value of the amount of excess leave taken.

A staff member absent due to illness or injury shall notify his administrative superior as soon as practicable.

When sickness occurs within a period of annual leave and continues three or more consecutive days, the period of illness may be charged to accumulated sick leave and the charge against the annual leave reduced accordingly. Application for such substitution of sick leave for annual leave shall be made within ten days after return to duty.

A staff member sustaining an employment injury or disease 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 is awarded to the staff member by the Industrial Commission for salary lost during such sick leave period, the university shall be reimbursed in the amount of compensation payable to him by the Industrial Commission 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.
Sick leave shall accrue to a staff member in a leave with pay status provided he returns to duty on schedule. However, sick leave shall not accrue to a staff member on terminal leave, or on leave without pay.

Accrued sick leave is forfeited upon termination of employment with the university.

Leave for Voting

While the university does not observe regular election days as official holidays, each staff member who is eligible to vote in a primary or general election may be authorized time off from his duties, with pay, for the purpose of voting provided it is not possible for him to do so before or after normal working hours. Such authorization must be obtained in advance of actual time off. This absence will not be charged to annual leave, but the maximum allowance for voting shall be one-half day.

Leave for Attendance in Court

When a staff member is subpoenaed 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 staff member appears to testify, or to appear 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.” If such leave is recorded as Court Leave, with pay, the staff member shall refund to the university any compensation (excluding mileage and subsistence allowances) received.

Regardless of the two paragraphs above, a staff member may elect to have such leave of absence charged as annual leave and
thereby not be required to refund to the university the compensation received.

Military Leave

In accordance with state law, a staff member is entitled to a maximum of fifteen calendar days with pay in one year for active duty or training with the Armed Forces of the United States or the South Carolina National Guard. Such duty or training should be so arranged as to be of least interference with regular duties. It is expected that for members of the academic faculty this duty or training would be arranged so as not to interfere with teaching duties.

A staff 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 and 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 qualified for the position.
(c) His application for re-employment is made within sixty (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 staff 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 approved channels for requests for leave without pay shall be the same as for other regular personnel actions. Each request should be studied carefully to insure that the value to the university, or the serious needs of the individual, are sufficient to offset the necessary readjustments within the organization during the staff member's absence and to insure that reinstatement of the staff member upon his return from leave is in the best interests of the long range plans of the university.

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

A member of the academic faculty or research 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. Arrangements must be completed in advance through the university Director of Personnel.

A faculty member who is granted leave 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 members of the academic or research faculties with the rank of associate professor or professor (or a corresponding rank in research) in recognition of outstanding service and scholarly achievement in teaching and/or research. Such leave is to be used for further professional study or improvement.

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 have completed at least six years of full-time service with the university.
Application may be made for sabbatical leave for up to one full year (twelve months) on one-half regular salary, or up to one-half year (six months) on full regular salary.

Granting of sabbatical leave is directly dependent on work loads, budget restrictions or limitations, and other conditions that might prevail. Therefore it is a matter of administrative discretion.

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 calendar year or refund the money received from the university during his leave, if the university so requests.

Leave During Summer Sessions

Due to the varied nature of the employment arrangements, no detailed provision is made for any leave benefits for members of the teaching faculty while teaching in a summer session. In the event of illness or some other emergency causing absence from duty, the determination of the extent of such absence allowed without a reduction in summer compensation shall be made by a committee of five, subject to the approval of the Dean of the University, who shall appoint the committee. The amount of reduction in summer compensation due to excessive absence shall also be determined by this committee, subject to the approval of the Dean of the University.

TENURE POLICY FOR THE ACADEMIC AND RESEARCH FACULTIES

It is the policy of Clemson University to grant certain members of its academic and research faculties tenure status assuring them continuous appointment until resignation or retirement except under conditions explained in this statement. Those eligible for tenure are assistant professors, associate professors, or professors with satisfactory teaching or research experience at Clemson for four years at a rank above instructor and members of the research
faculty with corresponding ranks and experience at Clemson. Tenure is not automatic, but is granted on the basis of appropriate recommendations made at a time after eligibility has been established. A faculty member shall be notified in writing of his having been granted tenure.

Any individual having acquired tenure at a given rank who is promoted to a higher rank shall not acquire tenure at the higher rank during his first year of service but shall retain his tenure at the lower rank during this year. Upon appointment for the second consecutive year, the individual shall acquire tenure at the higher rank. This provision is automatic.

Deans, directors, heads of departments, or other persons appointed to special offices or duties shall not acquire tenure in such special offices or duties but shall continue to have privileges of tenure acquired as members of the teaching or research staff. Military personnel assigned in line of active duty to instruct in ROTC units shall not be eligible for tenure. Lecturers shall not be eligible for tenure.

Once acquired, tenure shall be continuous until retirement or resignation except that it may be terminated for adequate cause. Such cause shall be:

1. Conduct seriously prejudicial to the university through infraction of law or commonly accepted standards.

2. Failure to perform the duties of the position to which the faculty member is assigned, or performances below generally accepted standards expected. This will include physical or mental disability to perform usual duties properly.

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

4. Financial exigencies which are demonstrably bona fide.

Tenure status shall not be impaired by duly granted leave of absence.

Action for termination for cause may be initiated by any supervisory officer and will be handled through the usual administrative channels except that a faculty member with tenure may have the privilege of a hearing before a faculty committee named by the administration for the purpose provided he requests it in
writing within ten days of notice of termination. In case of such a hearing, the committee’s recommendation shall be made to the administration for decision. The faculty member will also have similar privilege of appeal to the Board of Trustees for a final review or hearing at its discretion. Before the faculty committee or before the Board he may have the privilege of an advisor of his own choosing. Pending consideration of his case he may be suspended at the discretion of the President of the University.

A faculty member who has acquired tenure and whose employment is terminated for cause other than misconduct or non-performance of duty shall be given notice to that effect at least twelve months in advance, to the extent that appropriated funds are available and legislation permits.

If a faculty member without tenure is to be discharged, he shall be given written notice of three months in his first year or six months in succeeding years unless he is discharged for misconduct or non-performance of duty.

Faculty members resigning from their positions are expected to give the institution notice corresponding to the notice assured them for termination by the institution.

Note: Members of the academic and research faculties by practice have corresponding rank:

- Research Assistant — Instructor
- Assistant Agronomist — Assistant Professor
- Associate Agronomist — Associate Professor
- Agronomist — Professor

**POLICY CONCERNING ACADEMIC FREEDOM**

A university is a center of learning; a place where teachers-scholars gather to seek, teach, and disseminate the truth—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; that is, freedom to pursue the truth
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:

ACADEMIC FREEDOM

(a) The Clemson University 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.

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

(c) A Clemson University faculty member is a citizen, a member of a learned profession, and an officer of the institution. When he speaks or writes as a citizen, he will 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 Clemson University 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 spokesman.

(d) Any member of the Clemson University faculty who feels that his academic freedom has been infringed upon may make written request of the President of the Faculty Senate that an investigation be made of his case. The request shall set forth in a clear and concise manner the events and circumstances upon which the charge is based. This request shall be submitted within thirty days of the alleged infringement unless the time limit be extended by the President of the Faculty Senate.

The President of the Senate shall form an ad hoc committee of members of the faculty with tenure as follows: two members chosen directly by him; two members chosen by the complainant; and a fifth member chosen by the other four. In no case shall a department head or other administrative officer serve on the committee. The President of the Senate shall preside at the committee's initial session to select the fifth member. The full committee shall establish its own organization and rules of procedure.
Normal and reasonable operating expenses of the committee shall be borne by the university. Should the President of the Senate be involved in the case brought by the complainant, his duties throughout the entire procedure shall devolve upon the Vice-President of the Senate.

The committee shall proceed in an expeditious manner to secure the facts in the case by obtaining oral and written testimony from the principals and their supporting witnesses and shall consult such records as may have bearing on the case. Individuals involved in the case shall have the opportunity for advice of counsel. Upon completion of the investigation the committee shall embody its findings and conclusions in a written report, copies of which shall be sent to the complainant and the Dean of the University. A copy shall be sent to the Senate as information. After allowing a reasonable time for requested clarifications the committee shall discharge itself from the case. The Dean of the University shall report to the Senate the final disposition of the case within ninety days of the receipt of the committee's report.

Nothing in this statement shall be interpreted to negate the privilege of either party to take additional or alternative action.

*The language of this policy is adapted from the 1940 statement on academic freedom issued by the American Association of Colleges and the AAUP.

**STATEMENT OF FACULTY RESPONSIBILITIES AND ETHICS**

As individuals, the faculty of Clemson University have the responsibility to conduct themselves in ways that will promote the achievement of the purposes for which academic institutions exist. And as members of a profession possessed of certain rights of self-government, the University Faculty as a group has a concurrent obligation to assume the responsibilities necessary for the fulfillment of its professional mission.

The responsibilities of a Clemson faculty member may be divided into four main areas: (1) to his subject matter field; (2) to his students; (3) to the institution; and (4) to his profession and to the community at large.

(1) The faculty member's primary responsibility is to his subject matter field. In exercising this responsibility, the faculty member should guard his freedom to seek and state the truth not only against outside interference, but against personal commitments which prove incompatible with that freedom.
The preservation of integrity and vitality in his subject may require the faculty member to comment on the work of colleagues and to advise his own or other institutions concerning the appointment, retention, or promotion of individual scholars. Such responsibilities may best be fulfilled by judging colleagues primarily upon their contributions, actual or potential, to intellectual pursuits.

(2) The faculty member’s responsibility to his students is to teach them effectively in accord with the best standards of scholarship in his discipline. Hence, it is the duty of the faculty member to keep himself abreast of developments in his field. A further obligation is to conduct his classes in an atmosphere of free and unhampered inquiry. The faculty member should guard the classroom against all pressures which may result in fear by a student that what he says or does in honest intellectual pursuits may affect unfairly his class-standing, future chances of employment, or later standing in the community. Additionally, the faculty member is expected to make available to students a reasonable amount of time for academic counseling and guidance.

The faculty-student relationship also has dimensions that reach beyond the classroom. The faculty member’s influence is projected, not only through the presentation of subject matter, but also through his personal and intellectual deportment. It is incompatible with proper professional and personal behavior for the faculty member to use his position for the exploitation of any student.

(3) Professionally, the university exists for one purpose: the advancement of learning. Accordingly, the principal obligation of the faculty member of the university is the fulfillment of responsibilities to his own field of knowledge and to his students. Administrative work, curriculum studies, committee service, and the like are reasonable duties of every faculty member; nonetheless the university should not permit these duties to fall so heavily on any individual that he finds it difficult to discharge his responsibilities to subject matter and students. The faculty member should not sacrifice any one major area of work in an excessive concern with others.

(4) There should be no attempt by any authority to impose a single code of personal behavior on all faculty members or to negate rights and liberties enjoyed by other citizens. As the faculty member’s rights within the community are not less than those of other responsible citizens, neither are his obligations. As a citizen and as a member of a profession which depends upon freedom for its health, vitality and success, the individual has a further obligation to maintain and advance the conditions of free inquiry. Such obligations reach beyond the classroom and laboratory and should always be executed in such a manner as to bring credit to the individual, to the university and to the teaching profession.

* Initiated and adopted by the Faculty Senate on September 11, 1962.
POLITICAL ACTIVITIES OF FACULTY AND STAFF

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 rule related to such matters is that any faculty or staff member who seeks election to state or federal government political office must first submit his resignation to the university. This ruling applies solely to state and federal government elective offices; it does not apply to municipal or to purely local offices.

RETIREMENT POLICY

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 sixty-five.

In the operation of this policy an employee who has reached the age of sixty-five may be retained in service beyond age sixty-five under the following conditions:

1. Upon his request for and the endorsement of his dean or director, and with the approval of the appropriate executive officer and the President, he may be continued in service beyond age sixty-five until the end of the calendar quarter, or, in the case of a teacher, 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 academic or fiscal year in which he attains the age of sixty-five years;

3. With the approval of the Executive Committee of the Board of Trustees, an employee may be continued in service upon written justification for each year of continued service under the following conditions:

   (a) Where active recruitment has been pursued for one year in advance of the pending retirement of an employee without resulting in the location of a suitable replacement; or

   (b) Where conditions of the labor market are such that the skills possessed by the employee are in such demand that a replacement is not feasible; or
(c) Where the over-all interests of the university can best be served by retaining the employee.

Written justification for retention of any individual beyond age sixty-five shall be made by the employee's dean or director, endorsed by the appropriate executive officer and the President, and submitted to the Board of Trustees for action not later than sixty days prior to the normal pending retirement date of the employee concerned. As a corollary to the policies on retirement, a person over age sixty-five may be hired only in these cases where a suitable replacement under that age cannot be found to fill the position.

Note: For information on the State Retirement System or on Clemson participation in Social Security see sections of this manual on these items.

**POLICY ON CONFERRING TITLES OF EMERITUS**

In recognition of faithful service Clemson University shall confer the title of Emeritus on professors, associate professors, and assistant professors who, at the time of their retirement from the university, are serving in that capacity and who shall have had a minimum of fifteen years academic service, ten of which shall have been served at Clemson. In further recognition, a scroll expressing the appreciation of the university for his faithful service shall be given to the individual, and his name shall appear in the university catalog under a separate heading.

Similarly the university shall confer the title of Emeritus on any member of the research faculty with the rank of associate or higher research rank and on any professional member of the Agricultural Extension Service, who at the time of his retirement is serving in that capacity and who shall have had a minimum of fifteen years of service, ten of which shall have been served for Clemson. In further recognition a scroll expressing the appreciation of his faithful service shall be given to the individual, and his name shall appear in the university catalog under a separate heading.

In case an individual has a combination of service in two or more of the areas of teaching, extension, and research which would qualify him for emeritus recognition but does not meet the re-
quirements of either of the above statements, he shall be regarded as deserving emeritus recognition, and the administration shall designate the emeritus title most appropriate to his service.

There shall be no distinction between retirement for age, length of service, or disability as long as the required minimum length of service is met, nor will the conferring of this title be subject to any recommendation or approval.

POLICY FOR AWARDING OF HONORARY DEGREES

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.

Nominations may be made by any interested person. A narrative letter setting forth the accomplishments of the nominee should be submitted to any member of the Board of Trustees, the President of the University, or the President of the Faculty Senate. The person receiving the nomination will forward it to the Clemson Faculty Senate via the President of the University. Normally, October 1, will be the deadline date for submission of nominations. The Senate will gather additional information from within and outside the university as deemed necessary.

A committee consisting of three members of the Board to be appointed annually by the President of the Board at the fall meeting, two members of the Academic Faculty Senate, the President of the Faculty Senate, and the President of the University will meet at the convenience of the committee to consider all nominations. The Senate President will act as secretary of the committee and will present the nominees. The President of the University will act as committee chairman. The committee will forward its recommendations to the full Board of Trustees for final action.

It is the policy of the Board to limit the number of honorary degrees to a maximum of five during any one academic year.
POLICY GOVERNING 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, or new products, or new scientific apparatuses 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 regulation 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.

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 consent and approval of his immediate supervisor and executive officer.

2. Outside employment must not interfere with full and proper performance of university duties, and shall not in any way militate against the best interests 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 for pay except in highly unusual cases and following approval by appropriate administrative officials and written approval by the President.
PATENT POLICY FOR CLEMSON UNIVERSITY

I. PREAMBLE

Clemson University recognizes that research and scholarship should be encouraged as such without regard to potential gain from 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.

II. PATENT POLICY

A. Patent Committee

A Patent Committee shall be appointed by the President of Clemson University and it shall consist of nine or more members, at least half of whom shall be from the teaching and research faculty and the remaining from administrative personnel. All members except ex-officio members shall be appointed for three-year terms. The original appointments to the Committee shall be made in such a manner that the term of office for an equal number of members, except ex-officio members, will expire each year. The functions of the Committee shall be three-fold.

(1) It shall evaluate each patent proposal prepared by a staff member and then recommend whether the institution should accept the proposal and attempt to obtain the patent.

(2) It shall recommend the equity of the institution and the inventor within the limits specified below in Section II, B.

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

B. Rights of the Institution in Patents

The rights of the institution in patents arising from research will vary depending on the proportionate contribution of the institution to the performance of the research project or the type of contract agreed upon with cooperating agencies. The research project will
vary from projects wholly financed by the institution or institution-administered funds to projects which receive no significant support from the institution.

1. **Projects Financed by the Institution**

Patents which arise from research projects financed wholly by university-administered funds (except those described in II, B, 2) shall be the complete property of the institution and subject to such negotiation or transfer of ownership as the institution desires. If the Committee decides to recommend the pursuit of a patent, the inventor shall assign the patent or invention to the university or its agent and the Committee shall, unless there are unusual equities, recommend that arrangements be made for fifteen per cent of the gross income from the patent or invention to be paid directly to the inventor or inventors.

In the event that a patent proposal is not accepted by the institution in a reasonable period of time as determined by the Patent Committee, the Committee shall recommend that the rights to the possible patent be released by the university to the individual inventor.

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 will be notified that he has no equity.

2. **Projects Financed by Sponsored Research**

Certain sponsored research may be covered by contracts which provide that all patent rights belong to the sponsor. If the sponsoring agencies do not wish to retain the patent rights, they may release all or any portion of the rights to the university in which case the policies outlined under II, B, 1 will apply.

3. **Projects in which the University may have no Claim**

(a) The University may have no claim to inventions and/or patents produced solely by a member of the staff or by a student who has made no significant use of university equipment and has received no financial support from university-administered funds in
the research on which the proposed patent is based. Payment of salary for normal academic work including graduate fellowships, or provision of normal academic environment, cannot be claimed as grounds for equity by the university in such inventions and/or patents.

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

(c) Special cases arising which are not covered by the above statements or which arise because of a conflict of interest under statement II, B or otherwise, shall be considered by the Patent Committee and an appropriate recommendation submitted to the university administration.

III. RESEARCH FOUNDATION

The university may assign all patents in which it has 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 moneys 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 furtherance of research.

The research foundation* shall finance and conduct the necessary proceedings for obtaining the patents.

*The Research Corporation of New York is designated as the corporation acceptable to the university for this assignment.
INFORMATIONAL ITEMS

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 academic and research 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 through regular academic administrative channels. When approved by the final approving authority, these actions are recorded by the Personnel Director.

The Board of Trustees is the final approving authority for personnel actions involving the positions of President, administrative officers reporting to the President, deans, directors, and heads of teaching and research departments. The President is the final approving authority for personnel actions concerning other teaching and research faculty personnel, professional librarians, and graduate assistants.

PERSONNEL EVALUATION PROGRAM

In 1955, the Board of Trustees directed the initiation of a program of annual evaluation of the instructional staff, the research staff, and the administrative staff in academic and research areas.

Under the program, the department heads complete personnel evaluation forms on all members of their staffs annually. These are reviewed by the deans of the colleges and schools (and direc-
tors where appropriate) who indicate any differences of opinion on the original ratings. Completed forms are transmitted to the office of the Dean of the University where they become part of a confidential personnel information file. Separate forms are used for instructional staff, research staff, and administrative staff.

Deans and department heads are encouraged to have conferences with staff members for discussions of evaluations so that individuals may be acquainted with their strengths and weaknesses and may be given suggestions for improvement.

Each year the evaluation precedes by a few weeks the annual intensive attention to staff and budget planning for the following year. Administrators find the systematic process and record of evaluation invaluable as they face consideration of renewing appointments, merit recognition in rank or salary, granting of tenure, and other matters pertaining to personnel.

**FACULTY RESEARCH ASSISTANCE**

Individual faculty members who desire to carry on research projects for which a sponsoring agency is not readily available may request funds from the Faculty Basic Research Committee.

This committee receives applications from faculty in all departments of the university for grants in specific amounts in support of basic research. Committee funds may be used for supplies, wages to research assistants, essential travel, and costs of publication. The only limitations imposed by the committee are: (1) work toward a degree is excluded from the list of acceptable projects; and (2) none of the funds awarded may be used to pay salaries or wages to the grantee, or to any other university faculty member.

Projects which are approved draw money from grants which have been made to the committee from the Kress Fund,* The Alumni Loyalty Fund, and other sources. Applicants for committee research grants should address a letter to the Graduate Dean, briefly outlining the plan of work, the methods to be used, and the estimated cost.

Information about research grants from sponsoring agencies (e.g., The National Science Foundation, The Atomic Energy Com-

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*The will of Paul W. Kress provided an endowment to the university. The Kress Fund at the disposal of the faculty committee on research consists of income which has accrued from this endowment.
mission, and industrial foundations) is available at the Graduate School office. This office will also supply information about competitive fellowships available to faculty members for study and/or research.

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 has loan privileges which permit 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 needs in mind. As a depository for the Army Map Service the library is assembling a map collection which numbers about 40,000 individual maps.
Library service is maintained for at least 93 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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>8:00 A.M. to 11:00 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 A.M. to 5:00 P.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 P.M. to 11:00 P.M.</td>
</tr>
</tbody>
</table>

**FACULTY ENROLLMENT IN THE GRADUATE SCHOOL**

With the approval of his Dean and the Dean of the Graduate School, a qualified employee of Clemson University may pursue graduate work for credit. However, no member of the faculty or staff who has a rank higher than Instructor or its equivalent may be considered as a candidate for an advanced degree at this institution.

The Extension Service uses classifications that vary somewhat from those used in the teaching faculty and the following rules apply to members of that Service.

1. All Extension staff members except specialist leaders, supervisors, and administrators may, if otherwise qualified, be admitted to a Master's degree program at Clemson.

2. All Extension staff members except assistant specialists, associate specialists, specialists, specialist leaders, and administrators may, if otherwise qualified, be admitted to a Doctoral program at Clemson.

3. County agents, associate and assistant agents may, if otherwise qualified, be admitted to either degree program.

**WORKMEN’S COMPENSATION PROTECTION**

Every faculty member is an employee of Clemson University and 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 appropriate forms and forward it 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.

For more detailed information, a faculty member should consult Personnel Letters 14-57 in the office of his department head or dean.

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 make regular contributions to Social Security through withholding from salary checks.

Information on Social Security contributions, regulations, and benefits is available on request at the Personnel Office in a booklet, “Your Social Security.” The district office of the Social Security Administration which serves employees living at Clemson is located at 114 West Greenville Street, Anderson, South Carolina.

SOUTH CAROLINA RETIREMENT SYSTEM
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 considered as permanent. (This applies to any position which has existed and/or is expected to exist for four months or more.)

Under provisions of the State Retirement Act, each employee contributes to state retirement four per cent 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 per cent.

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, each retiring member will be eligible for an annual retirement allowance calculated as follows: (a) His “average final
"salary" is the average of his five highest-paid consecutive fiscal years within the last ten years of covered employment. (b) Up to $4800, this average is multiplied by 1%. (c) Any amount in excess of $4800 is multiplied by 1½%. (d) The sum of "b" and "c" is multiplied by the number of years of creditable service in South Carolina. (The annual retirement allowance is paid in twelve monthly installments.)

Annual statements of individual accounts are distributed by the South Carolina Retirement System.

Any member may retire and apply for benefits upon attaining age 60, or upon completing 35 years of creditable service, but members retiring prior to age 65 do not receive the full benefits indicated by the formula above.

Any member who leaves state employment prior to his retirement may withdraw his own contribution without interest; however, an employee who completes 20 years of creditable service prior to age 60 may leave his contribution with the system and qualify for a deferred retirement annuity when he attains age 60.

Any member who becomes permanently disabled after completing 10 years of creditable service may apply for disability retirement benefits.

Upon retirement, each employee has the option of selecting one of four optional retirement plans to suit his individual preference, or may withdraw his own contributions without interest.

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 earning $3000 or more are $3.00 per year, 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. Meetings are held quarterly, and a number of committees are active in programs de-
signed to promote employee welfare by interpreting the work of state employees to the public.

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) Group insurance programs.*
(b) Cooperative credit union.
(c) Discount purchase plan.

Any new employee who joins the Association and makes application for insurance within the first 31 days of his or her employment is accepted without being asked to provide any evidence of insurability. After the first 31 days, the employee and any adult dependent must have medical histories satisfactory to the company.

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 Personnel Office in Tillman Hall.

OFFICE OF PUBLIC AND ALUMNI RELATIONS

A division of the Department of Development, this office serves the public relations and the alumni relations interests of the university. Its services are available in the areas of university publications, newspaper-radio-television “coverage,” and special events. The alumni section 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 educational programs of the university. The Alumni Office maintains all alumni records, coordinates the activities of local alumni clubs, arranges the annual class reunion functions, and conducts the service program of the Clemson Alumni Association. All public and alumni relations services are available to the faculty and staff, and non-alumni faculty and staff may become Associate Members of the Alumni Association by making annual gifts to the Alumni Loyalty Fund.

*There is no authorized plan of group insurance at Clemson which affects all employees. Payroll deductions may be authorized for State Employees’ group insurance, for Blue Cross-Blue Shield premiums, or for an income-protection plan offered by the Travelers Insurance Company, on a monthly basis. A faculty member who is interested in a particular type of coverage should consult with his department head, or inquire at the Personnel Office.
APPENDIX

CONSTITUTION AND BY-LAWS OF THE ACADEMIC 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 academic 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 academic policies and procedures; 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 educational 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 teaching faculty of Clemson University is organized as the academic faculty, its membership, functions, and procedures being set forth in the following Constitution and By-Laws.

ARTICLE I

THE ACADEMIC FACULTY

Section 1. Membership.

The academic faculty of Clemson University shall consist of the President of the University, the Dean of the University, the deans
of the teaching colleges and schools, directors of teaching, the professional librarians, professors, associate professors, assistant professors, and instructors on the university staff, and such other members as may be duly elected as provided for in the By-Laws.

Section 2. Functions.

The functions of the academic 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 policies of the institution; to receive reports from the Faculty Senate of its actions; to approve new members; and to act on any other matters brought before it by the Faculty Senate.

Section 3. Officers.

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

Section 4. Meetings.

A meeting of the Academic Faculty shall be held prior to each commencement and at such other times as deemed necessary by the chairman. The Faculty Senate may request that the chairman call a special meeting of the Academic Faculty.

ARTICLE II

THE FACULTY SENATE

Section 1. Definition.

The academic 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 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 report its actions to the academic faculty.

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. Committee on Committees.
2. Welfare Committee.
3. Admissions and Scholarship Committee.

Special committees of the Faculty Senate may be appointed by the Committee on Committees 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 during the months of September through May 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, including June, July and August, provided a majority of the members of the Committee on Committees, or their replacements, deem it necessary.
Except for executive sessions, all meetings of the Faculty Senate shall be open to any member of the academic faculty. Such visitors may be invited by a member of the Committee on Committees to participate in particular discussions.

Any member of the academic 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 like to appear.

The Faculty Senate may go into executive session by approval of the members present.

ARTICLE III

RULES OF ORDER

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

ARTICLE IV

AMENDMENT

The academic 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 academic 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 academic faculty in writing 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 academic faculty and the proper university authorities.
BY-LAWS

ARTICLE I

THE ACADEMIC FACULTY

Section 1. Membership.

A petition for the election to membership in the academic 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 academic 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 academic 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 academic faculty, voting by colleges or schools, for a term of three years, representation being based in part upon the number of full-time faculty equivalents in that college or school. Each college or school shall have two members on the Faculty Senate and an additional member for every twelve full-time faculty equivalents, or major fraction thereof, exclusive of graduate assistants.

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 for the first election. This original allocation shall continue for three years. Thereafter, the
President of the Faculty Senate shall obtain the new allocation from the Dean of the University in March of the odd-numbered calendar years. This new allocation shall be based on both semesters of that academic year. This allocation shall be given to the dean of each college or school in time for the April election and will control the number 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.

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. No elections shall be held the first April after organization: members of the Senate shall serve for the remainder of the first year in addition to the term for which elected. Subsequent elections shall be held in April of each year, terms of office to begin with the May meeting of the Senate. The election of members to the Faculty Senate shall be by secret ballot.

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.

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 three or more consecutive months.

No member of the Faculty Senate may succeed himself.

Any member of the faculty of a college or school holding the rank of instructor through department head may be eligible for membership on the Faculty Senate.

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 May of each year.
Election of officers shall be by a simple majority vote.

No officer 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 should elect at the next regular meeting a successor for the unexpired term.

The retiring officers shall serve at the May meeting, and the retiring president shall give the Senate report at the spring meeting of the academic faculty.

Section 3. Meetings.

The Faculty Senate shall hold its first regular monthly meeting on the first Thursday in September at 4:15 p.m. and shall hold its regular meetings thereafter at such times as designated by the Committee on Committees. The Committees will announce the schedule of meetings for the year at the September meeting.

Section 4. Quorum.

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

Section 5. Committees.

The chairman 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 academic faculty. The basic functions of the committees shall be to investigate and recommend changes in matters pertaining to the academic 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 academic faculty, the Dean of the University, or the President of the University to investigate and report on any academic 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 Committee on Committees. The Committee on Committees shall be composed of the officers of the Faculty Senate and one member from each college or school elected by the Faculty Senate. The President of the Faculty Senate shall be the chairman of this committee. It shall be the function of this committee to serve as an executive committee for the Faculty Senate. It shall name the members of the other standing committees and any special committees and shall designate the chairmen thereof.

The Welfare Committee. The Welfare Committee shall be concerned with policies which affect the individual faculty member directly. This committee should make recommendations relative to such policies as qualifications for promotion, tenure, retirement, research, teaching 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, and student counseling and placement.

The Committee on Policies. The Committee on Policies shall maintain a continuing study of the future academic requirements of the university, both for development and expansion, and consider such problems as space needs and utilization, curricula, budget requirements, and the allocation of special funds.

ARTICLE III
ORDER OF BUSINESS

Section 1. The Academic Faculty.

Call to order, reading and approval of minutes.
Unfinished business

Reports from the Faculty Senate.

New business.

Section 2. The Faculty Senate.

Call to order, reading and approval of minutes.

Unfinished business.

New business.

ARTICLE IV

AMENDMENT

The academic 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 academic 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 academic 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 academic faculty and the proper university authorities.
CONSTITUTION AND BY-LAWS OF THE
RESEARCH FACULTY

PREAMBLE

The scholarly achievement of its faculty is of prime importance in evaluating the success and effectiveness of a responsible institution of higher learning. The faculty of such institutions must constantly add to the pool of human knowledge as well as disseminate knowledge to others. The discovery of knowledge is recognized as a prime responsibility of the research faculty of Clemson University.

In order for the Research Faculty to discharge most effectively its obligations to the institution, and in order for the institution to employ the services of the faculty most successfully; and,

In order to facilitate the use of the best thinking and judgment of the research faculty in the consideration of policies, procedures and practices; and in order to facilitate participation of the faculty in this consideration by providing channels for recommendations to and from the administration, and thus augment close understanding and cooperation between the faculty and the administration;

The professional research staff of Clemson University is organized as the research faculty and as a unit of the general faculty. Its membership, functions, and procedures are set forth in the following Constitution and By-Laws:

ARTICLE I

THE RESEARCH FACULTY

Section 1. Functions.

The functions of the research faculty shall be to make recommendations to the administration concerning research policies, practices, and procedures which affect the welfare or interest of the faculty, the people of the state, or the general public. It may refer to its executive committee, the Research Faculty Council, certain matters and authorize that committee to act for the faculty.
Section 2. Membership.

The research faculty of Clemson University shall consist of the President, the Dean of the University, the dean of each college or school which has two or more other staff members qualifying for membership, the directors of research, the professional staff members, and other individuals who may be elected to membership. The eligibility of the professional staff members and other individuals is further defined in the By-Laws.

Section 3. Definition of Research.

Research consists of any activity which is undertaken with the objective of "pushing back the frontiers of knowledge." It involves the diligent seeking after new facts and/or principles through investigation, inquiry, scrutiny, examination, and interpretation. This includes the consideration of areas not previously investigated and the re-examination of basic concepts of principles for application to new processes. The term thus implies a degree of originality in the investigator's approach to a problem.

Section 4. Officers

The officers of the Research Faculty shall consist of a chairman, a vice chairman, a secretary, and a Research Faculty Council. The Dean of the University will serve as chairman and will appoint the secretary. The Chairman of the Research Faculty Council will serve as vice chairman of the research faculty.

Section 5. Meetings

The research faculty shall meet once each year in May. Other meetings will be held at such times as deemed desirable by the chairman. The Research Faculty Council may request the chairman to call a special meeting of the research faculty.

ARTICLE II

THE RESEARCH FACULTY COUNCIL

Section 1. Functions.

The Research Faculty Council shall formulate recommendations to be considered by the research faculty and act as the executive body of the research faculty. The Council shall make a written annual report to the research faculty and make such special reports as it deems necessary to keep the faculty adequately informed.
Section 2. Membership.

The Research Faculty Council shall consist of those members who are elected by the research faculties of the colleges or schools as provided for in the By-Laws.

Section 3. Officers.

The Officers of the Research Faculty Council shall consist of a chairman, a vice chairman, and a secretary, elected by the Research Faculty Council from among its members. The election of officers shall be as provided in the By-Laws.

Section 4. Committees.

The research faculty shall appoint such committees as it deems necessary to perform the functions of the faculty and the Council. It shall designate these committees as standing committees or as ad hoc committees. Committees shall normally be appointed from the Research Faculty Council, but may include other members of the faculty.

Section 5. Meetings.

The Research Faculty Council shall meet monthly at such times as specified in the By-Laws. Special meetings may be called by chairman.

All meetings of the Council, except executive sessions, shall be open to all members of the research faculty. The Council may go into executive session by approval of three-fourths of the members present. Special executive meetings may be called if approved by the officers and so announced to the other members of the Council in advance.

Any member of the research faculty may present items for consideration by the Council if presented in the manner provided in the By-Laws.

ARTICLE III

RULES OF ORDER

The research faculty and the Research Faculty Council shall conduct all parliamentary procedure in accord with Robert’s Rules of Order.
ARTICLE IV

AMENDMENT

The Constitution of the research faculty may be amended by a two-thirds majority vote of the members present at the annual May meeting. An amendment to the Constitution may be proposed by the Research Faculty Council or by any member of the research faculty. A proposed amendment must be endorsed by the Research Faculty Council or by at least ten members of the research faculty and submitted to the faculty in writing at least ten days prior to the meeting when action is to be taken.

An amendment shall become effective when approved by the research faculty and the proper university authorities.

BY-LAWS

ARTICLE I

THE RESEARCH FACULTY

Section 1. Membership.

To be eligible for membership in the research faculty, any staff member other than those named by title in the Constitution shall meet the following requirements:

1. He shall be working under an appointment as an employee of Clemson University.

2. He must be certified by the dean of his college or school as being actively engaged in research on an officially approved research project. Supervising research of graduate students is considered to be an instructional function.

3. He must have been awarded a baccalaureate degree.

4. His rank shall be equivalent to or higher than that of instructor. (Graduate assistants or graduate research assistants are not eligible for membership.)

Persons who are not eligible for membership under this section may petition for election to membership through the Research Faculty Council. If approved by the Council, election to membership
will be by majority vote of the members present at any research faculty meeting.

**Section 2. Quorum.**

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

**ARTICLE II**

**THE RESEARCH FACULTY COUNCIL**

**Section 1. Membership.**

Members of the Research Faculty Council shall be elected for three-year terms by members of the research faculty, voting by colleges or schools. Election shall be by secret ballot.

The number of representatives from each college or school shall be determined by the number of members on the research faculty. Each college or school in which two or more staff members qualify for membership on the research faculty shall be entitled to one member on the Research Council, and one additional member for each twenty research faculty members, or major fraction thereof.

In addition to the qualifications specified for membership on the research faculty, each member of the Research Faculty Council shall have an earned doctor's degree and one year's professional experience at Clemson or have a master's degree and three year's professional experience, of which at least one year must have been at Clemson.

To be eligible for membership on the Research Faculty Council a research faculty member must devote at least twenty per cent of his time to research and shall have a rank no higher than department head.

The first election shall be held as soon as practicable after organization, lots being drawn within each college or school for three-year, two-year, and one-year terms in order to determine the order of rotation. Subsequent elections shall be held in April of each year, with terms of office to begin in July. With the exception of elections to fill unexpired terms, all elections after the first year shall be for three-year terms.
The Dean of the University shall notify the dean of each college or school as to the number of Council members to which that college or school is entitled. This allocation shall continue for three years. The allocation shall be based on the number of persons certified as members of the research faculty by the dean of each college or school. No member of the Research Faculty Council may succeed himself except in cases where no other member of the faculty in his college or school is eligible for membership.

Section 2. Election of Officers.

The initial election of officers of the Research Faculty Council shall be held at the first meeting of the Council. Elections thereafter shall come at the first meeting after July 1 of each year. No officer may succeed himself, except those elected at the organizational meeting or those who are elected to fill unexpired terms.

In case of the withdrawal of an officer, by resignation or other cause, the Research Faculty Council shall elect at the earliest practicable opportunity a successor for the unexpired term.

Section 3. Meetings.

The Research Faculty Council shall meet on the third Tuesday of each month. At the first meeting after organization it shall establish the exact time of meetings and shall announce the dates and places through such communications as seem appropriate.

The chairman is authorized to call special meetings at his discretion, and must call a special meeting upon the written request of four Council members. When such meetings are called adequate publicity should be arranged to provide opportunity for faculty members other than those on the Council to participate.

Section 4. Quorum.

A majority of the elected members of the Research Faculty Council shall constitute a quorum for the transaction of all business.

Section 5. Committees

The following standing committees shall be established:

a. Executive Committee—This committee shall be composed of the officers of the Research Faculty Council; the Chairman of the Research Faculty Council shall chair the committee. The commit-
tee shall name the members and designate the chairmen of other standing committees and special committees.

b. **Policy Committee**—This committee shall maintain a familiarity with present and future research policies of the University and shall bring to the attention of the Research Faculty Council any recommendations for changes.

c. **Personnel Relations Committee**—This committee will be concerned with policies affecting the individual researcher.

**ARTICLE III**

**ORDER OF BUSINESS**

**Section 1. The Research 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.


d. New business.

**Section 2. The Research Faculty Council.**

The Chairman of the Research Faculty Council shall prepare an agenda for each meeting. Members of the research faculty having items for consideration at a council meeting should notify the chairman at least one week before the meeting.

**ARTICLE IV**

**AMENDMENT**

The research faculty may amend these By-Laws at any announced meeting by a simple majority of the members present. A proposed amendment must be endorsed by the Research Faculty Council or by ten members of the research faculty and submitted to the members in writing at least ten days prior to the meeting when action is to be taken.

An amendment shall become effective when approved by the research faculty and the proper university authorities.