

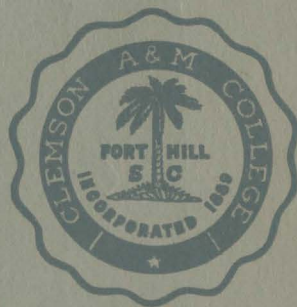
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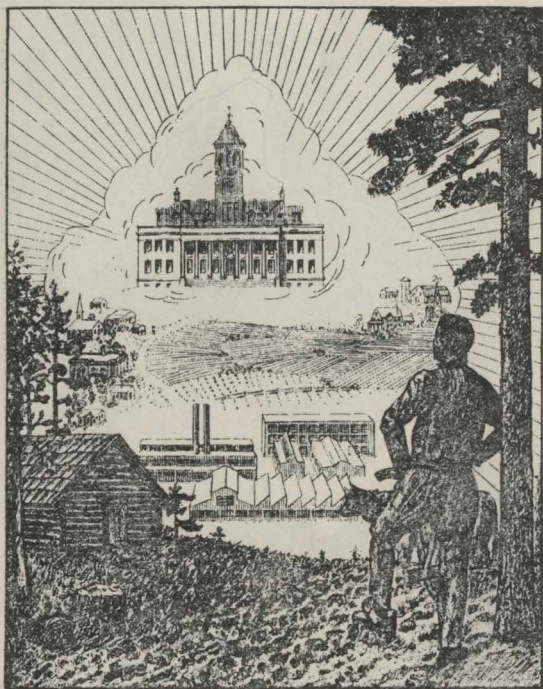
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# MANUAL FOR FACULTY MEMBERS



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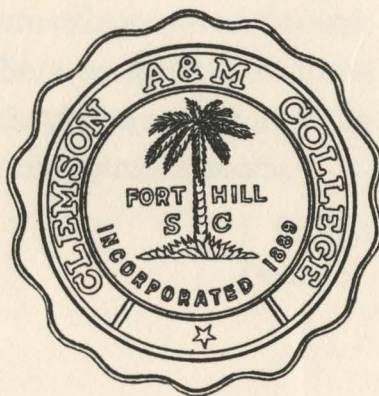
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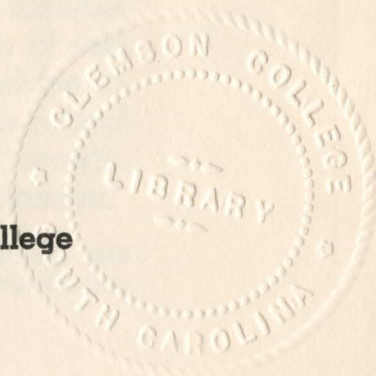


**MANUAL**  
**for**  
**FACULTY MEMBERS**  
**of**  
**CLEMSON COLLEGE**



**Office of the Dean of the College**

**June 1962**



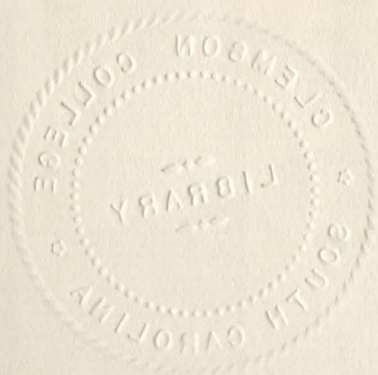
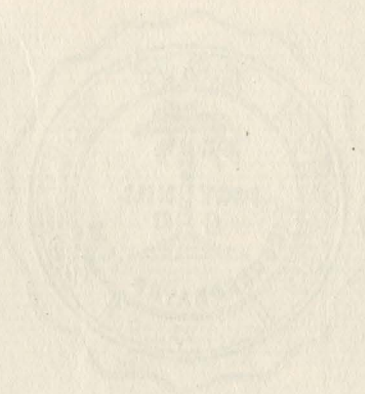
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CLEMSON COLLEGE





# 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. In general 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 college catalog; counseling procedures or class attendance regulations, which are distributed from the office of the Dean of Student Affairs; or fiscal procedures, which are administered through the office of the Comptroller. Where necessary, for these and other matters, assistance should be sought from the offices of deans of the schools or department heads.

J. K. Williams  
Dean of the College

June 1962

"Initial employment as a faculty member marks only a change in the scene of self-education, not a terminal point, and the attainment of permanent tenure marks arrival at self-responsibility for continued growth, not the peak of educational attainment."

—A resolution adopted at the June 1948  
meeting of the Clemson College faculty.

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## HISTORICAL STATEMENT

Clemson College 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 promotional activities included his connections 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 College. Thomas G. Clemson married the daughter of John C. Calhoun, and in 1840 moved to Calhoun's plantation at Fort Hill.

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 college.

Shortly thereafter the General Assembly passed Act No. 446 transferring all rights to property of the Experiment Station connected with the University of South Carolina to Clemson. Almost simultaneously, Act No. 460 was approved accepting the provisions of the Second Morrill Act, with the appropriated sum of \$25,000 to



be divided equally between Clemson and the Colored Agricultural College at Orangeburg. Thus Clemson became in 1890 the Land Grant Institution of South Carolina.

In 1894 the General Assembly of the State granted Clemson College the powers of a municipal corporation. The geographical limits are designated to "cover all the territory included in a circle formed with the college main building as a centre, with a radius of five miles."

By various acts of the General Assembly certain agricultural programs involving regulatory procedures have also been assigned to Clemson College.

These regulatory services currently include the Fertilizer Inspection and Analysis Department, the Livestock and Poultry Health Department, and the Crop Pest Commission. Closely associated with this regulatory program (and administered by the college) is the Seed Certification Department.

The enrollment of Clemson has grown from 446 students at the opening of the college in 1893\* to 4104 for the first semester of 1961-1962. Since the opening of the college 41,917 students have attended and of this number 15,329 have earned degrees.

The first "Prospectus" of the college announced only two four-year curricula supplemented by two two-year curricula and a preparatory course. The major fields announced were "Chemistry and Agriculture" and "Mechanics and Engineering."

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 majors in agriculture. Change has continued through the years, and the catalog for

---

\* The Agricultural Experiment Station was established at the college in November 1890, prior to the opening of the academic program in 1893.



1961-1962 lists thirty undergraduate and twenty-seven graduate curricula. In addition, the college began offering the Bachelor of Arts degree in June, 1962 (previously the one standard undergraduate degree at Clemson was the Bachelor of Science).

The college operates on a university pattern and has five undergraduate schools in addition to a Graduate School. The five schools are Agriculture, Architecture, Arts and Sciences, Engineering, and Industrial Management and Textile Science.

The institution became an accredited member of the Southern Association of Colleges and Secondary Schools in 1927. The civil, electrical, and mechanical engineering curricula were accredited by the Engineers' Council for Professional Development in 1937, during the initial accreditation period of this organization. The curricula in agricultural, ceramic, and chemical engineering were later 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 four-year curriculum in forestry, established in 1957, was organized under a policy of meeting the requirements for accreditation by the Society of American Foresters at the earliest possible date. As Clemson has interpreted the requirements, all standards are being fulfilled and the institution is waiting out the time requirement.

All accreditations indicated above have continued without interruption.

# ORGANIZATION AND GENERAL ADMINISTRATION OF THE COLLEGE

## BOARD OF TRUSTEES

In accord with the Will of Thomas Clemson and the Act of Acceptance by the General Assembly of South Carolina, the College 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 March, June and October.

The presiding officer is the President of the Board (also referred to as Chairman) 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 Committee on Educational Policy and Student Affairs, the Committee on Development and Public Relations, and the Agricultural Regulatory Committee.

The 1961-1962 membership of the Board of Trustees includes the following:

### Life Members

R. M. Cooper, President of the Board	Wisacky, Lee County
Edgar A. Brown	Barnwell, Barnwell County
James F. Byrnes	Columbia, Richland County
Charles E. Daniel	Greenville, Greenville County
Winchester Smith	Williston, Barnwell County
Robert R. Coker	Hartsville, Darlington County
James C. Self	Greenwood, Greenwood County

### Term Expires 1964

Robert L. Stoddard*	Spartanburg, Spartanburg County
Paul Quattlebaum, Jr.	Charleston, Charleston County
W. Gordon McCabe, Jr.	Greenville, Greenville County

### Term Expires 1966

W. A. Barnette	Greenwood, Greenwood County
A. M. Quattlebaum	Florence, Florence County
L. D. Holmes	Johnston, Edgefield County

\*Resigned February 1962.

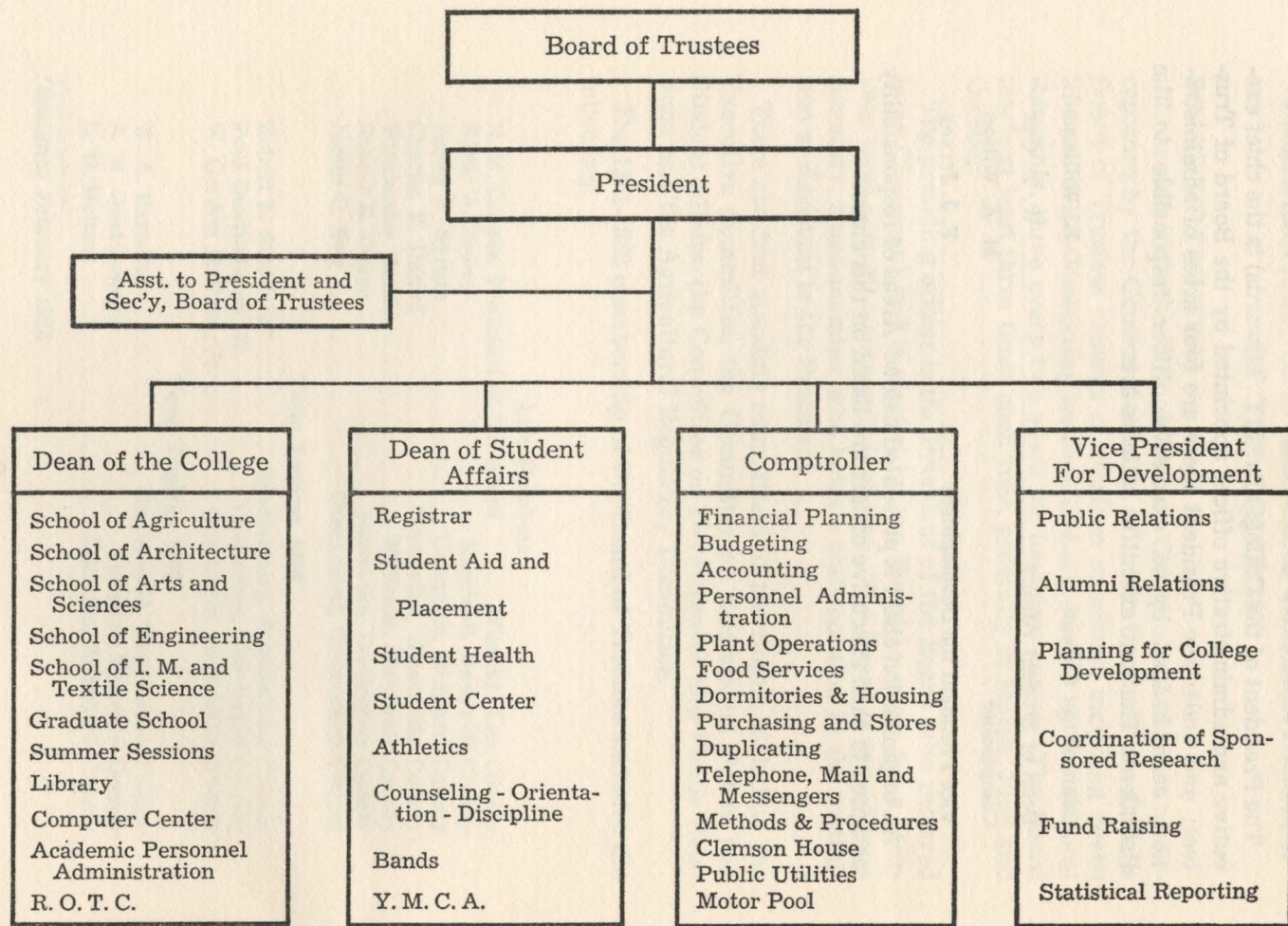


## THE ADMINISTRATION

The President of the College (Dr. R. C. Edwards) is the chief executive and administrative officer appointed by the Board of Trustees; and under the President there are four areas of administration, each headed by an executive officer responsible to the President. The four executive officers are:

Dean of the College	J. K. Williams
Dean of Student Affairs	W. T. Cox
Comptroller	M. A. Wilson
Vice President for Development	F. J. Jervey

An organization chart is presented below. 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 college, 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 college and at commencements. He recommends to the Board of Trustees the appointment of the four executive officers of the college and passes upon all appointments and policy recommendations made by these officers.

### **THE DEAN OF THE COLLEGE**

The Dean of the College 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 reporting to him in the development and operation of the academic and research programs of the college. 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 SCHOOLS**

Each of the five undergraduate schools of the college has a dean as its administrative head. Each of these deans is responsible for the personnel and program administration of his school, and each reports to the Dean of the College. A school 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 school, and prepares his school budget. He is the presiding officer of the faculty of his school. A dean may also serve as professor in one of the departments.

### **DEAN OF THE GRADUATE SCHOOL**

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 programs of the several schools; controls admission to graduate study; and nominates candidates for graduate degrees.

## **DIRECTORS**

Some of the major teaching, research, and public service units of the College are headed by directors: Agricultural teaching, the Agricultural Experiment Station, the Agricultural Extension Service, the Engineering Experiment Station, the Textile Research Department, the Livestock-Poultry Health Department, the Fertilizer Analysis Department, the Seed Certification Department, the College Computer Center, the Office of Summer Sessions and Extended Programs, and the Library. Directors report to appropriate deans.

## **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 of faculty members, make recommendations concerning tenure and salaries, supervise care of equipment and expenditure of departmental funds, and plan the development of their departments.

## **COLLEGE COUNCILS**

- - - **The Educational Council** consists of the President, the four executive officers of the college, the Director of Admissions, the deans of the five undergraduate schools and the Graduate School, the Director of Summer Sessions and Extended Programs, the Director of Agricultural Teaching, the President of the Academic Faculty Senate, the Director of College 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 College is chairman.

- - - **The Administrative Council** consists of the President, the four executive officers of the college, 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 is chairman.

- - - **The Development Council** consists of the President, the four executive officers of the college, 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 is chairman.

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

- - - **The Honors Program Council** consists of nine professors appointed by the Dean of the College. This council recommends policy (including curricula and standards of admission) concerning the College Honors Program. Dr. C. B. Green, Professor of English and Director of Summer Sessions and Extended Programs, is chairman.

- - - **The Athletic Council** consists of the President of the Faculty Senate, the college 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. The chairman is R. R. Ritchie, professor of animal husbandry.

## **COLLEGE STANDING COMMITTEES**

Seven of the nine standing committees of the faculty have membership appointed by the Dean of the College on recommendation of the academic deans. Two committees (Ethics and Religion and Student Social Affairs) are appointed by the Dean of Student Affairs. Committee members have three year terms, except for members of the Scheduling Committee, the Curricula Committee, and the Committee on Ethics and Religion. A faculty member inter-



ested 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 standing committee.

- - - **Admissions.** The Director of Admissions serves as chairman ex officio and the Registrar is an ex officio member. The committee recommends general admissions policy to the Educational Council and 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 College who acts as chairman. Faculty members of the committee are chairmen of school curriculum committees. The College 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 Dean of 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 seven faculty members, and two ex officio members, the Graduate Dean and the Comptroller. 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 College 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 ten members of the faculty and four ex officio members: the chairman of the Honors Program Council, the Director of Admissions, the Assistant to the Dean of Student Affairs, and the Director of Student



Aid and Placement. The committee nominates students for special annual awards for academic achievement and arranges the program for the annual College Honors and Awards Day. The chairman of the College Honors Program Council is chairman ex officio of this committee.

- - - **Lecture Series.** A committee of the faculty (with the Dean of the College as an ex officio member) which arranges for the annual college-wide series of four to six lecturers. The committee welcomes suggestions from interested members of the faculty and staff.

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

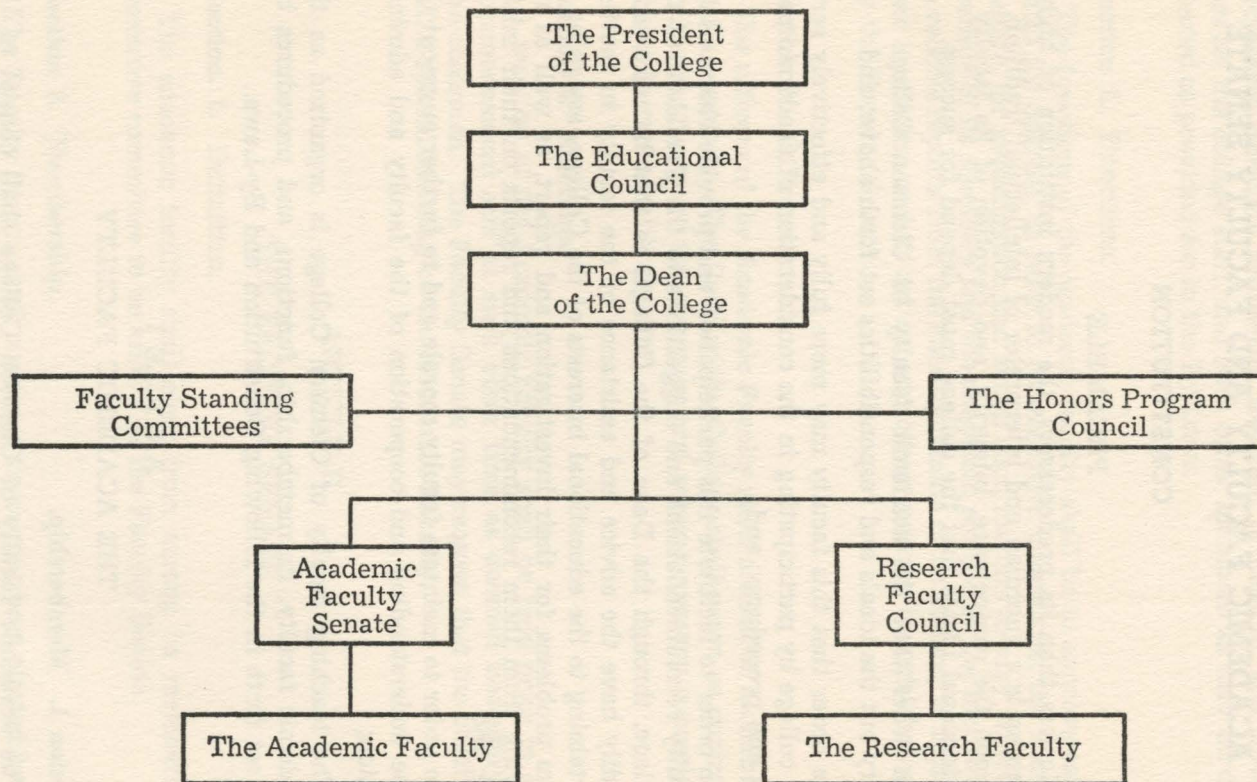
- - - **Schedule.** A committee (with the Director of Admissions as ex officio chairman) which develops each semester the master schedule of courses taught. Each school has appropriate representation.

- - - **Social Affairs.** A large committee of the faculty, with the college executive officers as ex officio members, which works with the Dean of Student Affairs and the several presidents of student organizations to develop an effective and meaningful program of student social events.

# FACULTY ORGANIZATION

The Clemson College Faculty existed without formal organization until 1956. The Board of Trustees approved that year a 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.





# 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 college must depend for success.

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

In order that this faculty may more fully and effectively serve the college 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 College, through the Dean of the College, so that he may more readily have the advice and assistance of the faculty in matters pertaining to the educational interests of the College, 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 further augment the close understanding and cooperation of the faculty and administration;

The teaching faculty of Clemson College 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 College shall consist of the President of the College, the Dean of the College, the deans of the



teaching schools, directors of teaching, the professional librarians, professors, associate professors, assistant professors, and instructors on the college 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 College 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 time 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 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 college, faculty welfare, administration, scholarship, awarding of degrees, and such other matters as may maintain and promote the best interests of the college. The Faculty Senate shall recommend to the Dean of the College 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.
4. Committee on Policies.

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 college 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 schools, for a term of three years, representation being based in part upon the number of full-time faculty equivalents in that school. Each 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 College shall notify the Dean of each school as to the total number of Faculty Senate members to which that 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 College in March of the calendar years divisible by the number three.



This new allocation shall be based on both semesters of that academic year. This allocation shall be given to the Dean of each 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 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 school concerned as soon as the vacancy occurs.

Each school is authorized to hold a special election for the purpose of selecting temporary replacements for any of the school's 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 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 regular meeting of the Faculty Senate shall be held on the second Tuesday of the month at 4:00 p.m.

### **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 college. 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 College, or the President of the College 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 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-college 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 college, 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 school 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 college 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 College.

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 judgement 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 College 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 College shall consist of the President, the Dean of the College, the dean of each 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. 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 College 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 4. 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 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 at least three times each year at such times as specified in the By-Laws. Special meetings may be called by the 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 college authorities.

## BY-LAWS

### ARTICLE I

#### THE RESEARCH FACULTY

##### **Section 1. Membership.**

To be eligible for membership to 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 College.

2. He must be certified by the Dean of his 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 schools. Elections shall be by secret ballot.

The number of representatives from each school shall be determined by the number of members on the research faculty. Each school in which two or more staff members qualify for membership on the research faculty shall be entitled to one member on the Research Faculty Council, and one additional Council 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 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 College shall notify the dean of each school as to the number of Council members to which that 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 school. No member of the Research Faculty Council may succeed himself except in cases where no other member of the faculty in his 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 out 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 each year in October, January, and April. 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.



## 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.

c. Report of the Research Faculty Council.

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 college authorities.

# 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.

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## POLICY FOR FACULTY APPOINTMENTS AND PROMOTIONS

### General Qualifications

In accepting an appointment to the faculty of Clemson College, the 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, judgement, 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 college. 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 college does subscribe to the be-



lief that the alert and progressive faculty member will benefit from his experience, and that graduate study gives the faculty member an 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 all faculty members will endeavor to earn the terminal degree in their respective fields.

Under the qualifications indicated above, the college 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.

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 "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 important, 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 the Graduate School, heads of teaching on research activities, Director of the Libraries, the academic faculty, the research faculty, and professional librarians.

### **General Conditions**

The deans of the schools and the Director of the Library shall be responsible to the Dean of the College 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 college 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 the 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**

The college 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 on the college catalog for the academic year as their department heads determine they are not needed for college 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 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 college, 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 shall 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 twelve months of 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.

Irrespective of any other provisions, sick leave shall not be used for a vacation, 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 college 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 college, and sick leave credit shall be restored in proportion to the amount of reimbursement to the college.



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 college.

A staff member whose illness continues beyond the period for which sick leave is granted may be granted an extended leave of absence without pay under policies and procedures provided for extended leave without pay.

### **Leave for Voting**

While the college 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 college 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 college 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.

All staff members are 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 college and may return to active employment with the college 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 College under circumstances wherein the best interests of the college 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 college 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.



Normally the granting of leave without pay is a matter of administrative discretion. The approval 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 college, 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 college.

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 college while on extended leave without pay.

### **Sabbatical Leave**

Sabbatical leave may be granted by the President of the College to members of the academic or research faculties with the rank of associate professor or professor (or a corresponding rank) 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.

Request for sabbatical leave shall be made in writing through regular channels and shall be accompanied by a complete 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 college.

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 college when such leave has ended. Following a sabbatical leave of absence with pay the faculty member shall return to active service with the college for at least one calendar year or refund the money received from the college during his leave, if the college 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 school compensation shall be made by a committee of five, subject to the approval of the Dean of the College, who shall appoint the committee. The amount of reduction in summer school compensation due to excessive absence shall also be determined by this committee, subject to the approval of the Dean of the College.

## **TENURE POLICY FOR THE ACADEMIC AND RESEARCH FACULTIES**

It is the policy of Clemson College 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.

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\*Tenure is not automatic, but is granted on the basis of appropriate recommendations made at a time after eligibility has been established.



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.

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.

When a member of the academic faculty or research faculty becomes eligible for tenure, if his appointment is continued, he shall be notified that he has acquired tenure under the terms of this policy.

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 college 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, 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 superior officer or the Board and will be handled through 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 College.

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:

Assistant Agronomist — Assistant Professor

Associate Agronomist — Associate Professor

Agronomist — Professor

The research rank corresponding to instructor is research assistant.

## **POLICY CONCERNING ACADEMIC FREEDOM\***

A college or university is a center of learning; a place where teacher-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 college or 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 College to defend academic freedom by vigorously resisting all efforts from whatever source to encroach upon or restrict it. The college, therefore, adopts the following Statement on Academic Freedom:

### **ACADEMIC FREEDOM**

(a) The Clemson College 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 relation to his subject.

(c) A Clemson College 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 College 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 College faculty who feels that his academic freedom has been infringed upon may make a 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.



The operating expenses of the committee shall be borne by the college. 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 College. A copy shall also 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 College 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.

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

## **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 college is pleased that they do. The college 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 college. 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 College that all employees of the college, 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 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. A teacher may be continued through the end of the academic year (September to June) 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 college can best be served by retaining the employee for a short period until a suitable replacement can be trained and promoted from within the organization.

Written justification for retention of any individual beyond age sixty-five shall be made by the employee's dean or director, endorsed by the President, and submitted to the Executive Committee of 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 those 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 College shall confer the title of Emeritus on professors, associate professors, and assistant professors who, at the time of their retirement from Clemson College, 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 College. In further recognition, a scroll expressing the appreciation of the college for this faithful service shall be given to the individual, and his name shall appear in the college catalog under a separate heading entitled Emeritus Faculty, under which all emeritus faculty shall be listed.

Similarly the college shall confer the title of Emeritus on any member of the research faculty with the rank of associate or higher research rank who at the time of his retirement is serving in that capacity and who shall have had a minimum of fifteen years of research service, ten of which shall have been served for Clemson College. In further recognition a scroll expressing the appreciation of this faithful service shall be given to the individual, and his name shall appear in the college catalog along with any listing of the research faculty but under a separate heading entitled Research Emeriti, under which all research emeriti shall be listed. Members of the Agricultural Extension Service shall be similarly recognized.

In case an individual has a combination of service in teaching and research which would qualify him for emeritus recognition but does not meet the requirements 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**

### **Principles.**

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 college expresses its ideals and recognizes exceptional attainments.

#### **Procedures for Nominating Candidates.**

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 or to the President of the College. The person receiving the nomination will forward it to the Clemson Faculty Senate via the President of the College. Normally, October 15 will be the deadline date for submission of nominations. The Senate will gather additional information from within and outside the college as deemed necessary.

#### **Procedures for Selecting Candidates.**

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 College 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 College 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 college. The college 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 college, provided the business is of such a character as not to damage in any way the prestige of the college, and provided it entails no loss of time or efficiency in the performance of college duties.

Occasions may arise when it will be mutually beneficial to the college 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.
2. Outside employment must not interfere with full and proper performance of college duties, and shall not in any way militate against the best interests of the college.
3. The college cannot accept legal responsibility for privately initiated work.
4. College equipment and supplies, and college 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.

# INFORMATIONAL ITEMS

## PERSONNEL ADMINISTRATION

As the official table of organization of the college 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 College 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 Comptroller, is responsible for maintaining employee records for all college employees including academic personnel and for supplying benefit information for all employees. For matters of policy, academic personnel deal with the office of the Dean of the College. For information on their employment records or on benefits such as retirement or workmen's compensation, they 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 schools (and directors where appropriate) who indicate any differences of opinion on the original ratings. Completed forms are transmitted to the office of the Dean of the College 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 college 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 college 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 committee chair-

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\*The will of Paul W. Kress provided an endowment to the college. The Kress Fund at the disposal of the faculty committee on research consists of income which has accrued from this endowment.



man, or 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 Commission, 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 College 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 College 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 col-



lections 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 will eventually number about 40,000 individual maps.

Library service is maintained for 87 hours a week in the main library, and with the exception of adjustments in the schedule during the holiday periods, the library hours are as follows:

Monday through Friday	8:00 A.M. to 10:00 P.M.
Saturday	8:00 A.M. to 5:00 P.M.
Sunday	2:00 P.M. to 10:00 P.M.

## **WORKMEN'S COMPENSATION PROTECTION**

Every faculty member, along with all other state employees, 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 college 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 College 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 college. 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 while actively employed by the college.

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



## **FEDERAL SOCIAL SECURITY PROGRAM**

Clemson College began participation in the Social Security Program (F.I.C.A.) on July 1, 1955. Faculty members make regular contributions to Social Security through withholding from salary checks. The present rate of employee contribution, scheduled to continue through December 31, 1962, is three per cent of gross earnings up to \$4800 for the calendar year.

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 College 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 who also is participating in the Social Security program (F.I.C.A.) contributes to state retirement three 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 five per cent.

A member employee of the State Retirement System who is ineligible to participate in Social Security contributes a flat four per cent of his total compensation to the Retirement System.

Employee contributions are matched by equal contributions from the State of South Carolina and the employer, and the whole amount is invested to produce an annuity at the employee's retirement. Annual statements of individual accounts are distributed by the State Retirement System.



Any member may retire and apply for benefits upon attaining age 60, or upon completing 35 years of creditable service.

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 a booklet, "Facts About Your Retirement System," published by the State Budget and Control Board. Copies have been supplied to heads of departments by the Personnel Director.

## **SOUTH CAROLINA STATE EMPLOYEES' ASSOCIATION**

As employees of Clemson College 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. Clemson College has three directors on the board at present. Meetings are held quarterly, and a number of committees are active in programs designed 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 segment of the Department of Development, this office serves the public relations and the alumni relations interests of the college. Its services are available in the areas of college 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 college. 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.

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\*There is no authorized plan of group insurance at Clemson College which affects all employees. Payroll deductions may be authorized for State Employees' group insurance or for Blue Cross-Blue Shield premiums 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.