



Department TPR and PTR Documents Routing Sheet
Requirements based on 2020-2021 Faculty Manual

In accordance with the Faculty Manual, each department's TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter V,D1d).

This document is intended to support the documentation of the required approvals.

Department: _____

College: _____

Department Faculty Meeting at which the attached TPR documents were approved:

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Faculty Manual Consultant

I have reviewed this document for conformance to the Clemson University Faculty Manual.
Comments are attached immediately following this cover sheet.

Department Chair

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

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Dean

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

Large empty rectangular box for Dean comments

Provost

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

Large empty rectangular box for Provost comments

Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2020-2021 Faculty Manual

Department: **Agricultural Sciences**

Date

5/18/2021

NOTE: The TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter V, D1d).

This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*. Updated 8/12/2019.

Compliance

NOTE: Principal lecturers must be incorporated into department TPR documents by August 1, 2021

	Requirement	Reference	Yes	No	N/A
0	Consistent otherwise with the <i>Faculty Manual</i> and internally and with departmental bylaws	Ch III, A1c	X		
1	The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
2	Criteria for tenure	Ch V, D1b	X		
3	Process for tenure	Ch V, D1b	X		
4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 <i>Faculty Manual</i>)	Ch V, C3	X		
5	Qualifications (criteria) for reappointment	Ch V, D1c			
5a	* assistant and untenured associate professor	Ch V, D1b	X		
5b	* research faculty	Ch IV, B2e & B2b, i(3)	X		
5c	* extension faculty	Ch IV, B2e & B2b, ii(4)	X		
5d	* clinical faculty	Ch IV, B2e			X
5e	* lecturer	Ch IV, B2e; Ch V, C2b, i	X		
5f	* senior lecturer	Ch IV, B2e; Ch V, C2c	X		
5g	* principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2e; Ch V, C2d	X		
5h	* Professor of Practice	Ch IV, B2e			X
6	Processes for reappointment (annual except as noted below)	Ch V, D1c			
6a	* assistant and untenured associate professor	Ch V, D1b	X		
6b	* research faculty	Ch IV, B2e	X		
6c	* extension faculty	Ch IV, B2e	X		
6d	* clinical faculty	Ch IV, B2e			X
6e	* lecturer	Ch IV, B2e; Ch V, C2b, i	X		
6e, i	* including feedback from senior and principal lecturers	Ch V, D1g	X		
6f	* senior lecturer	Ch IV, B2e; Ch V, C2c	X		
6f, i	* including feedback from senior and principal lecturers	Ch V, D1g	X		
6f, ii	* at least every three years and in penultimate year	Ch V, C2c, i	X		
6g	* principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2e; Ch V, C2d	X		
6g, i	* including feedback from principal lecturers	Ch V, D1g	X		
6g, ii	* at least every five years and in penultimate year	Ch V, C2d, i	X		
6h	* Professor of Practice	Ch IV, B2e			X
7	Qualifications (criteria) for promotion	Ch V, C4a, i			
7a	* to associate professor	Ch IV, B1f, iii	X		
7b	* to full professor	Ch IV, B1f, iv	X		
7c	* research faculty ranks	Ch IV, B1e	X		
7d	* extension faculty ranks	Ch IV, B1e	X		
7e	* clinical faculty ranks	Ch IV, B1e			X
7f	* to senior lecturer	Ch IV, B1e & B2i, iv(3),(b)	X		
7g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B1e & B2i, iv(4),(b)	X		
8	Processes for promotion	Ch V, D1c			
8a	* to associate professor	Ch V, D1c	X		
8b	* to full professor	Ch V, D1c	X		
8c	* research faculty ranks	Ch V, D1c	X		
8d	* extension faculty ranks	Ch V, D1c	X		
8e	* clinical faculty ranks	Ch V, D1c			X
8f	* to senior lecturer	Ch IV, B2i, iv(3),(b)	X		
8f, i	* including feedback from senior and principal lecturers	Ch V, D1g	X		
8g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2i, iv(4),(b)	X		
8g, i	* including feedback from principal lecturers	Ch V, D1g	X		

Procedures and committee structure of departmental TPR committees, adhering to *Faculty Manual* requirements to include at least the following:

9	• Procedures the TPR Committee must follow	Ch V, D1c	X		
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10	• The composition of the TPR committee shall be defined in the TPR document (change from 2018-2019; this committee need not be elected)	Ch V, D1e, i	X		
11	• The TPR committee's members shall not be appointed by the department chair (new in 2019-2020)	Ch V, D1e, i	X		
12	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch V, D1e, ii	X		
13	• The Committee shall be composed of full-time regular faculty members excluding individuals who as administrators, have input into personnel decisions such as appointment, tenure and promotion	Ch V, D1e, ii	X		
14	• Voting rights on a committee making a recommendation concerning promotion to rank or appointment at a rank are limited to regular faculty with equivalent rank or higher	Ch V, D1e, iii	X		
15	• The Committee must have a minimum of three departmental members, and a mechanism to elect additional members from outside the unit if not possible that is consistent with Ch V, D2a, ii	Ch V, D1e, iv	X		
16	• Departmental procedures for peer evaluation shall be in writing in the TPR document and shall be available to the faculty, the chair, the dean, and the Provost	Ch V, D1f, i	X		
Guidelines providing details of the PTR process adhering to <i>Faculty Manual</i> requirements to include at least the following:					
17	Post tenure review criteria and processes are documented in the TPR document	Ch V, G3a	X		
18	• Specific guidelines	Ch V, G3a	X		
19	• Specification of ONE option for external representation	Ch V, G6a	X		
19a	• Process for <i>selecting</i> an external PTR member if this is part of the Post-tenure review process	Ch V, G6a, ii	X		
19b	• If external letters are required for post-tenure review, there must be at least four letters, two from list of six submitted by faculty member	Ch V, G6e			X
19c	• Allow each faculty member under review the option of either having external letters solicited or incorporating the external committee member in the review process	Ch V, G6a, iii			X
20	• Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	Ch V, G4a	X		
21	• Only tenured faculty may serve on the PTR Committee	Ch V, G4b	X		
22	• The PTR Committee shall have a minimum of three members	Ch V, G4c	X		
23	• Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch V, G4d	X		
24	• The PTR Committee shall elect its own chair	Ch V, G4e	X		

1
2 **Department of Agricultural Sciences**
3 **Bylaws for Tenure, Promotion, Reappointment, and Post-Tenure Review**
4

5 The regular faculty of the Department, as represented by the AS TPR Committee, are the
6 primary judges of the qualifications of its members. Peer evaluation is essential in
7 recommendation for tenure, promotion, and reappointment. All peer recommendations
8 regarding any individual holding faculty rank in the Department shall, therefore, originate
9 within the regular faculty of the Department. Regular faculty of the Department determine the
10 tenure, promotion, and reappointment (TPR) standards as well as procedures for electing the
11 TPR committee and the procedures that committee must follow. When not specified in the
12 Department TPR Bylaws, the Department TPR Committee will follow the procedures outlined in
13 the Faculty Manual.

14
15 **Section 1. Tenure, Promotion, and Reappointment (TPR) Committee**
16

17 The Department of Agricultural Sciences TPR Committee shall act for the faculty in making peer
18 reviews and recommendations on individuals being considered for tenure, promotion, or
19 reappointment. The committee makes recommendations concerning policies and procedures
20 regarding academic promotion and other relevant issues, subject to provisions stated in the
21 current *Faculty Manual*. Membership and voting rights on the TPR Committee are limited to
22 tenured, regular faculty. Voting rights for making a recommendation concerning promotion to
23 rank or appointment at rank are limited to faculty with equivalent or higher rank.

24
25 The Departmental TPR Committee is responsible for the evaluation of candidates and will make
26 the recommendation for tenure, promotion, and reappointment to the College Dean. The
27 Departmental TPR Committee will make the recommendation based on the nominee's current
28 electronic TPR system (eTPR) notebook, input from regular faculty with equivalent or higher
29 rank, and their own deliberations.

30
31 A Chair-elect for the following academic year will be elected by the TPR Committee at their first
32 meeting of each academic year to maintain committee administrative continuity. The Chair will
33 be responsible for coordinating Committee meetings, reviews of faculty for tenure, promotion,
34 and reappointment, and other duties as outlined in the Department of Agricultural Sciences
35 Guidelines and Procedures for Tenure, Promotion, and Reappointment.

36
37 **Election of Members**

38 The TPR Committee shall be composed of five (5) faculty members, elected by the faculty to
39 three (3) year staggered terms. Committee composition shall include at least one
40 representative from agribusiness, at least one from agricultural education, and at least one
41 from agricultural mechanization and business, and members at large. At least one member shall
42 be elected from off-campus, at least one member must have a teaching appointment, and at
43 least one member must have an Extension appointment. Because it is required that the

44 Committee consists of faculty of equal or higher rank to the rank for which a candidate has
45 requested to be considered, the committee must have three (3) members who hold the rank of
46 Professor if a faculty member is going up for promotion to rank of professor. In the event that
47 three Professors are not available to serve, the Department will elect additional members from
48 an allied department with rank of Professor to serve.

49
50 The department chair will hold elections for new TPR Committee members during the spring
51 semester. Candidates for election with the rank of Associate Professor or Professor may be
52 nominated by the departmental faculty or self-nominated.

53
54 **Procedures**

55
56 The TPR Committee Chair will preside at the Department TPR Committee meetings and report
57 to the faculty as needed. All TPR Committee Members may participate in all TPR discussions,
58 except in the case of their own TPR request for action—see below. The TPR Committee Chair is
59 responsible for reporting the committee’s recommendations to the College Dean.

60
61 A vote on an individual's tenure, promotion, or reappointment, requires the action of all
62 committee members (i.e. a quorum of the whole) unless the committee member is not of
63 sufficient rank to vote on the promotion of a particular request for action. No faculty member
64 shall participate as a committee member in evaluation or review of his or her own case.
65 Therefore, if a TPR Committee member is being considered for promotion, the quorum
66 requirement will be reduced by one member, and the member being considered is excused for
67 only that action. For routine matters involving the TPR Committee, a minimum of three
68 members plus the chair or his or her designee will constitute a quorum. Committee
69 considerations for tenure, promotion, or reappointment will be based on the criteria set forth
70 in the current Faculty Manual and these department bylaws.

71
72 During the review process, formal candidate evaluation letters from regular departmental
73 faculty with an equivalent or higher rank may be submitted to the TPR committee but must be
74 submitted by the last Friday in October. Eligible regular faculty writing a formal candidate
75 evaluation letter will have access to the candidate’s full CV beginning one week after the last
76 day a candidate can submit their eTPR packet until the last Friday in October when letter must
77 be submitted to the TPR committee. These letters will be included with the materials that will
78 be reviewed by the Dean and other administrators.

79
80 TPR Committee decisions on recommendations for tenure, promotion, or reappointment will
81 be based on a majority vote of the TPR Committee members. Recommendations from the TPR
82 Committee on tenure, promotion, and reappointment will be transmitted to the CAFLS Dean in
83 writing, including a tally of the Committee’s vote and any supporting data for review at the
84 appropriate administrative levels.

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88 **Special Faculty**

89 Appointments to all special faculty ranks shall be made by the department chair along with
90 approval from appropriate authority as indicated in Table 1 below in accordance with the 2018-
91 2019 Faculty Manual (Chapter III, section D).

92

93 **Table 1.** Special faculty rank and appropriate approval authorities for initial appointment

Special Faculty Rank	Department Chair	TPR Committee	Faculty Sponsor	Faculty Advisory Committee
Visiting Faculty	X		X	
Adjunct Faculty		X	X	
Graduate Faculty		X	X	
Research Faculty	X	X		
Extension Faculty	X	X		
Lecturer	X			X
Temporary Lecturer	X			X
Senior Lecturer	X	X		
Principal Lecturer	X	X		
Post-Doctoral Research Fellow	X		X	
Part-Time Faculty	X			X

94

95

96 The TPR Committee will review requests for Graduate faculty appointment as needed. Request
97 for an Adjunct faculty appointment must be submitted by the first day of class in the fall
98 semester. Information required for approval of Adjunct Faculty appointment must be complete
99 and submitted by this date for the Adjunct request to be considered during the next TPR
100 Committee meeting.

101

102 Recruitment of special faculty will comply with Faculty Manual Affirmative Action Policies and
103 Procedures for the Recruitment and Appointment (Chapter IV, Section D). Evaluation process
104 for special faculty must be outlined in their hiring paperwork.

105

106 **Appointment of Research Faculty and Extension Faculty**

107 Search and screening committees are required for recruitment and evaluation of these special
108 faculty ranks. Search-and-screening committees for special faculty include a minimum of three
109 faculty members, two of which are regular faculty and one of which may be special faculty, and
110 all of whom may vote. The committee elects its own chair, and all regular faculty members of
111 the committee are eligible to serve as committee chair. The search and appointment process
112 followed by the search-and-screening committee should follow the same general steps as
113 outlined for regular faculty.

114

115 The department Chair will make a recommendation to the Dean from the candidates
116 nominated by the search-and-screening committee, indicating the degree of support of the
117 faculty for the recommended candidates, and their suggested rank. Following a decision by the
118 Dean as to which candidate will be made an offer of employment, the TPR committee will be
119 asked to review the candidate's qualifications and recommend a rank. Conditions of
120 appointment shall be fully detailed in the letter of appointment, including the rank, department
121 to which the academic appointment applies, salary, and duration of appointment.

122
123 Special faculty appointments are non-tenure positions. Service in special faculty ranks normally
124 does not count towards a regular faculty rank tenure probationary period. Targeted hires that
125 require waivers of search and screening procedures must follow the process described in
126 Chapter IV. B. of the Faculty Manual.

127
128 **Reappointment and Promotion of Lecturer, Senior Lecturer, and Principal Lecturer**

129 The initial review for appointment for Lecturers are conducted by a Department's search and
130 screening committee. Subsequent reviews for reappointment of Lecturers, Senior Lecturers,
131 and Principal Lecturers are conducted by both the Department Chair and TPR Committee.
132 Frequency of reappointment is rank dependent with Lecturers submitting materials for reappointment
133 each year, Senior Lecturers submitting every three years, and Principal Lecturers submitting every five
134 years according to their penultimate year. Requests for promotion are submitted to the TPR
135 committee chair, at the same appointed time in the TPR cycle, and are accomplished using the
136 eTPR system.

137
138 **Reappointment and Promotion of Research Faculty and Extension Faculty**

139 The initial review for appointment is conducted by the Department's TPR Committee.
140 Subsequent reviews for reappointment of Research Faculty and Extension Faculty are
141 conducted by the Department Chair with input from REC Directors or other administrators as
142 appropriate based on duty location and appointment. Extension Faculty and Research Faculty
143 are required to submit materials for reappointment each year. Requests for promotion are
144 submitted to the TPR committee chair, at the same appointed time in the TPR cycle, and are
145 accomplished using the eTPR system.

146
147 **Evaluation of Research Faculty and Extension Faculty**

148 Individuals appointed to Extension Faculty and Research Faculty ranks shall be evaluated each
149 year. The purpose of the annual evaluation is for the immediate supervisor to document
150 her/his assessment of the annual performance and is independent of reviews for the purpose of
151 reappointment and promotion. The annual performance evaluation shall be conducted on a
152 performance year basis, using Digital Measures. The Department Chair shall be responsible for
153 the annual review of Research Faculty and Extension Faculty with input from REC Directors or
154 other administrators as appropriate based on duty location and appointment. All activities are
155 to be conducted in accordance with the schedule determined and distributed by the Provost's
156 Office.

157
158

159 **Partial Appointments and Members of RECs and Institutes**

160 In the situation where a faculty member holds a partial but majority appointment (greater than
161 50%) in the Department, a letter of review must be provided by the Chair or Director of the
162 minority department or school in the eTPR notebook. The TPR Chair is to request a formal letter
163 of evaluation from the Chair of the minority department or school regarding reappointment,
164 tenure, or promotion, and this letter is to be sent directly to the TPR Committee. In the
165 situation where a faculty member holds an appointment in a center (such as a Research and
166 Education Center) or Institute, a letter of review must be provided by the Director of the Center
167 or Institute in the eTPR notebook. The TPR Chair is to request a formal letter of evaluation from
168 the Director of the minority Center or Institute regarding reappointment, tenure, or promotion,
169 and this letter is to be sent directly to the TPR Committee.

170

171 **Interaction with the Department Chair**

172 The TPR Committee and the Department Chair conduct recommendations for appointment,
173 renewal of appointment, tenure, and promotion independently. Each entity makes a separate
174 written recommendation that is attached to the candidate's TPR documentation and submitted
175 to the Dean. There is no interaction or discussion between the TPR Committee and any
176 administrator(s) prior to the independent evaluations. Once both evaluations are completed
177 and the eTPR notebook has been forwarded to the Dean, the two entities may exchange letters
178 and engage in discussions.

179

180 **Section 2. Post-Tenure Review Committee**

181 The period for Post-Tenure Review is every five years after tenure, and coincides with the first
182 year of the next five-year cycle. The first five-year period begins at the time that tenure is
183 granted. The Post-Tenure Review Committee shall conduct post-tenure reviews of all tenured
184 faculty in accordance with guidelines contained in the *Faculty Manual* (Chapter IV, Section F)
185 and in compliance with Department *AS Bylaws for Tenure, Promotion, Reappointment, and*
186 *Post-Tenure Review*.

187

188 Only tenured regular faculty members are eligible for election to the Post-Tenure Review
189 committee. The committee will only be elected in years in which it is needed. Before the end of
190 each spring semester, the Department Chair will determine need and elections of faculty
191 representatives for the upcoming academic year (*Faculty Manual Chapter IV, Section F*). The
192 committee will be comprised of no less than three and up to five members, after determining
193 the discipline and appointment areas (teaching, research and extension) of the faculty to be
194 reviewed.

195 Term of service on the committee will be one year beginning August 15 of year elected. A
196 member can serve two consecutive terms of service and then must rotate off for one term
197 before serving again. If three members cannot be identified, then a candidate to serve as an
198 external committee member will be nominated by the two PTR committee members, and
199 approved by the Department Chair. The Post-Tenure Review committee will elect its own chair.

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201 **Amended 2/1/2021.**

202 **Amended 5/11/2021.**

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GUIDELINES AND PROCEDURES FOR TENURE, PROMOTION,
AND REAPPOINTMENT

Department of Agricultural Sciences
College of Agriculture, Forestry and Life Sciences

Clemson University
Clemson, South Carolina

37 **Purpose**

38
39 These guidelines are provided to foster a consistent philosophy of tenure, promotion and
40 reappointment within the Department of Agricultural Sciences. The general procedures, elements
41 to be considered, and suggested levels of accomplishment and methods of documentation
42 provided herein should be used by the Faculty Tenure, Promotion, and Reappointment (TPR)
43 Committee to provide a policy for fair, objective, and consistent evaluation of a faculty member
44 for either tenure, promotion, or reappointment. Faculty members can use these guidelines to
45 gauge performance and progress toward these goals and to insure professional development
46 consonant with the objectives and priorities of Clemson University. These guidelines are a
47 requirement of the University and are provided in order to improve the tenure, promotion, and
48 reappointment process and to serve as an operational procedure for the candidate, committee,
49 and administrators.

50
51 **Governing Documents**

52
53 This publication of guidelines and procedures is subject to the provisions stated in two governing
54 documents. No interpretation presented in these guidelines may violate policies and procedures
55 included in:

- 56
57 • the current Clemson University Faculty Manual; and
58
59 • the current Department of Agricultural Sciences (AS) Tenure, Promotion and Reappointment
60 Committee Bylaws

61
62 **Responsibilities**

63
64 The equitable administration of tenure, promotion, and reappointment resides with the candidate,
65 TPR (peer) Committee, Department Chair, College Dean, and university administrative officers.

- 66
67 • The Department Chair should ensure that requirements and procedures are known and
68 understood by the faculty, that a procedure for peer evaluation is established, and that the
69 appropriate committees are formed.

70
71 The responsibility for providing complete and well-documented information in the correct
72 format and meeting published deadlines resides with the candidate. The TPR committee in
73 concert with the candidate and the penultimate year declaration made at hiring (maintained in
74 the dean's office) will ascertain when the candidate is eligible for promotion and tenure. The
75 Faculty Manual (2018-2019 – hereafter all reference to the Faculty Manual refers to this
76 document) describes general qualifications for faculty appointments and descriptions for
77 specific faculty ranks in Chapter III, Sections C and D. It also describes the procedures for
78 renewal of appointment, tenure and promotion in Chapter IV, Sections C and D. These
79 guidelines, by definition, follow the material included in the Faculty Manual.

80
81
82

83 In general:

84
85 *1. Promotion of Lecturer Ranks*

86 Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
87 Post-Tenure Review.

88
89 *2. Promotion of Extension Faculty*

90 Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
91 Post-Tenure Review.

92
93 *3. Promotion of Research Faculty*

94 Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
95 Post-Tenure Review.

96
97 *4. Promotion of Clinical Faculty*

98 Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
99 Post-Tenure Review.

100
101 *5. Review of Professor of Practice*

102 Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
103 Post-Tenure Review.

104
105 *6. Promotion to Assistant Professor*

106 Since this promotion would be from a non-tenure track position, the candidate should
107 demonstrate the potential for satisfying the tenure evaluation outlined in the Faculty
108 Manual. Requirements for this promotion usually include a doctoral or terminal degree
109 and promise in teaching, research, extension, or public service. Colleagues of the
110 candidate from other organizations should be aware of the candidate's achievements and
111 should be able to provide testimony for his significant achievements from their
112 viewpoint. The opinions of these colleagues should be solicited in evaluating the
113 eligibility of an individual for promotion to this rank.

114
115 *7. Promotion to Associate Professor*

116 The rank of associate professor acknowledges a faculty member's valuable contribution
117 to the university, potential for greater contribution, and mature professional standing.
118 Promotion to this rank will be considered only after an individual has clearly
119 demonstrated competence in teaching, research, extension, or public service. Normally,
120 the terminal degree and relevant experience are required. A good reputation outside of the
121 university must have been earned through publication and through presentation of
122 scholarly results at meetings of regional and national educational or scientific
123 organizations. The candidate must have displayed a willingness to perform service on
124 behalf of the university. Successful efforts in acquiring funding from outside sources in
125 support of departmental programs are expected. Colleagues of the candidate from other
126 organizations should be aware of the candidate's achievements and should be able to
127 provide testimony of the candidate's significant achievements from their viewpoint. The

128 opinions of these colleagues should be solicited in evaluating the eligibility of an
129 individual for promotion to this rank.

130
131 *8. Promotion to Professor*

132 The rank of professor is the highest academic rank conferred by the university and
133 provides recognition of expectation of broadened contribution, achievement in research,
134 teaching, extension, or public service, and the attainment of national recognition in one or
135 more of these areas. The terminal degree, relevant experience, and continued significant
136 scholarly/creative accomplishment are required. These achievements will be most visible
137 in the publication record of the individual as found in major professional journals, books,
138 and monographs and in departmental publications, trade magazines, lay publications, and
139 newspapers. This publication record is expected for research and extension. It often is
140 less visible for the individual who has responsibility primarily in teaching, though efforts
141 in this direction are expected. Research projects should have received favorable reviews
142 by peers as evidenced by continued support and publication.

143
144 Further evidence for nationally recognized achievements may be available from invited
145 participation in conferences, study panels, review boards, editorial duties, administrative
146 assignments, or office in professional societies. Emphasis is given to excellence in
147 teaching, research, or extension relative to the candidate's appointment because
148 continuing leadership within the various units of the university and in other organizations
149 is expected. Colleagues of the candidate from other organizations should be aware of the
150 candidate's responsibilities and achievements and should be able to provide testimony of
151 the candidate's significant achievements from their viewpoint. The opinions of these
152 colleagues should be solicited in evaluating the eligibility of an individual for promotion
153 to this rank.

154
155 *9. Endowed Chairs and Titled Professorships*

156 These positions are established in recognition of exceptional levels of achievement. The
157 priorities placed on excellence in teaching, research, and public service vary with the
158 purposes of the particular professorship or chair. A University chair is normally funded
159 by an endowment which is the sole or primary source of the holder's remuneration.
160 Holders of titled professorships are remunerated with state funds, but receive salary
161 supplements from endowments or from annual grants to the University. Procedures for
162 appointment, requirements for retention of the titled professorship or endowed chair, and
163 review cycle of those appointed to titled professors and endowed chairs are subject to
164 Faculty Manual guidelines (Chapter III, Section D.3).

165
166 The TPR Committee and Department Chair evaluations are the core of the process and should be
167 accomplished with objectivity and careful judgment, using information that is as complete as
168 possible. Confidential written appraisals of the accomplishments of each candidate may be
169 obtained from qualified persons and considered in the evaluation. While valuable at all levels,
170 this procedure is particularly essential during considerations for conferring tenure. The TPR
171 Committee and Department Chair recommendations should be carefully prepared to present a
172 strong case so the Dean of the college and university administrative officials are provided all
173 information required for equitable action.

174 **Procedures – TPR Committee Governance**

175
176 TPR committee composition, election, voting rights, and procedures are detailed in the
177 Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and Post-
178 Tenure Review.

179
180 **Procedures - Preliminary**

181
182 **Dates and Deadlines**

183
184 Each year at the Provost’s Retreat just prior to the beginning of Fall Semester, the Calendar
185 of Dates and Deadlines for the coming year is distributed. This document includes specific
186 dates regarding when materials are due to the TPR Committee, the Department Chair, the
187 Dean, and the Provost. The calendar is distributed by email to all faculty at the beginning of
188 Fall Semester.

189
190 Deadlines differ for tenure and promotion review, reappointment (first year candidates),
191 reappointment (second year candidates), and reappointment (third year, fourth year, and fifth
192 year candidates). Please check the Calendar carefully.

193 By, or before the deadline, the candidate wishing to be considered for tenure, promotion or
194 reappointment should upload information to and sign their current electronic TPR system
195 (eTPR) Notebook for use during evaluations.

196
197 **Preparation of the eTPR Notebook**

198
199 The candidate will submit all TPR materials online using the eTPR Notebook portal
200 (<https://etpr.app.clemson.edu/etpr/index.php>). Materials supplied will be reviewed by the
201 TPR Committee, Department Chair, Dean, and Provost.

202
203 The eTPR Notebook is divided into specific headings using tabs. Each specific heading tab
204 when selected, provides a description of the section and opportunity to upload materials,
205 when appropriate. The headings used are determined by the Provost’s Office and are
206 designed to make all TPR Notebooks follow a standard format.

207
208 Tabs may be neither deleted nor added to. However, the TPR Committee and administrators
209 recognize that the candidate may have to find a “best fit” for activities that do not fall neatly
210 into one heading. One area in which the Department Bylaws require additional
211 documentation is for candidates with either partial appointments or members of
212 RECs/Institutes. Specifically:

213
214 “In the situation where a faculty member holds a partial but majority appointment
215 (greater than 50%) in the Department, he/she is required to include a letter of review by
216 the chair/director of the minority department/school in the submitted TPR notebook. The
217 TPR chair is to request a formal letter of evaluation regarding reappointment, promotion
218 and/or tenure to be sent directly to the TPR Committee.

219

220 In the situation where a faculty member holds an appointment in a center (such as a
221 Research and Education Center) or Institute, he/she is required to include a letter of
222 review by the director of the center or institute in the submitted TPR notebook. The TPR
223 Committee chair is to request a letter of review regarding reappointment, promotion,
224 and/or tenure to be sent directly to the TPR Committee.”
225

226 If the candidate does not have material to include in a particular section, a document titled
227 “Not Applicable” should be uploaded to that specific section.
228

229 One of the tabs is headed “Standard College Resume” and is described as “Updated
230 detailed resume according to standard college format.” A CAFLS CV standard format
231 template is available for download from the CAFLS employee resources website
232 (https://www.clemson.edu/cafls/employees/CV%20Stndrd%20format_CAFLS.pdf)
233 by selecting the link for CV Standard Format. All candidates MUST have their CV in this
234 format.
235

236 The review for tenure and/or promotion (not reappointment) requires submission of the eTPR
237 Notebook for outside review.
238

239

240 **Specific Heading Tabs and Corresponding Description for eTPR Notebook**

241

242 Letter Requesting Action

- 243 • Letter requesting tenure, promotion, and/or reappointment.
- 244 • The Provost asks that you "tell your story" here in narrative form (5-pages maximum).
- 245 • First, state what policy action you are requesting and then provide a summary of what
246 justifies this action. This provides the candidate the opportunity to make a compelling
247 case from their point of view. The candidate's departmental TPR guidelines may have
248 more specific requirements for structure and content of this letter.
249

250 Request for Faculty Personnel Action

- 251 • Request for Faculty Personnel Action Form (Routing Slip) (Attachment G) uploaded by
252 the department chair, TPR chair, dean, or Provost.
253

254 TPR Committee’s Letter of Recommendation

- 255 • TPR committee chair's letter of recommendation uploaded here, which should explain the
256 rationale behind the TPR committee's recommendation. The tab provides the candidate
257 the option to upload a response to the TPR letter of recommendation letter, which will be
258 forwarded to the dean along with the recommendation letter to help the dean make his/her
259 decision.
260

261 Department Chair’s Letter of Recommendation

- 262 • Upload the Department Chair's letter of recommendation here, which should explain the
263 rationale behind the recommendation. The candidate again has the option to upload a
264 response to the Chair’s letter in this Tab. The candidate’s response will be used to help
265 the dean complete the evaluation.

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Dean's Letter of Recommendation

- Dean's letter of recommendation, which should explain the rationale behind the Dean's recommendation is uploaded to the candidate's eTPR packet using this tab. The candidate has the option to upload a response to the Dean's letter in this Tab.

Standard College Resume

- The candidate's up-to-date detailed resume in standard college format. The candidate has the option to include a link to their CV published in Digital Measures, and/or upload files.

Top Achievements

- The candidate provides evidence to support the case made in the Letter Requesting Action.
- Candidate's personal summary of his/her top achievements pertinent to the tenure and/or promotion decision(s) (3 pages maximum).

Candidate's Teaching Statement

- The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, effectiveness, challenges, how student feedback was used to improve teaching, and other relevant information (3 pages maximum).

Student Feedback Forms

- The candidate must provide links to the student evaluation system, and/or upload evaluations from the relevant time period in reverse chronological order.
- Summary instructor statistics and comparisons with department and college averages are to be included.

Other Evidence of Teaching Effectiveness

- Any other evidence of teaching effectiveness, not provided in the prior two sections. This can include evidence such as senior exit surveys, alumni surveys, in-class peer visitation reports, and other relevant information.

Research/Scholarship Activities

- Research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc. may be reported under this tab.

Service Activity

- Service activity not addressed in the standard college resume. May be documented in letters of recommendation from TPR Committee, department chair, and dean.

Faculty Evaluation Form 3

- Copies for previous years (up to 6) in reverse chronological order.

- 312 Goals Statement
- 313 • Statement of short (1-year) and long-term (5-years) goals.
- 314
- 315 Administrative Duties
- 316 • Description of administrative duties, if applicable.
- 317
- 318 External Evaluator Listing
- 319 • Candidate’s list six (6) suggested external evaluators including contact information.
- 320 • This section is only necessary for faculty seeking promotion and/or tenure.
- 321
- 322 External Evaluator Letters of Reference
- 323 • TPR Committee inserts all external letters of reference for promotion and tenure
- 324 considerations.
- 325 • Promotion will require at least six external reviews, three of which will be taken from the
- 326 candidate’s list and three that are independently provided by the TPR Committee.
- 327 • Tenure will require at least six external reviews, with a minimum of three taken from the
- 328 candidate’s list and a minimum of three that are independently provided by the TPR
- 329 Committee.
- 330
- 331 Supplementary Information
- 332 • Any clarifying statements or additional information (supplementary to the standard
- 333 college resume) that a tenure, promotion, or reappointment candidate wishes to have
- 334 included in the TPR portfolio (optional).
- 335
- 336 Joint Appointment Agreements
- 337 • A copy of any joint appointment agreement, if applicable (Attachment J).
- 338
- 339 Employment Offer Letter
- 340 • A copy of the original Offer of Employment letter.
- 341
- 342 Tenure Agreement Form
- 343 • A copy of the signed tenure agreement form (Attachment I).
- 344
- 345 Promotion Letters
- 346 • A copy of all promotion letters, as applicable.
- 347
- 348 Department TPR Guidelines
- 349 • A copy of the department’s TPR guidelines is inserted by the department.
- 350
- 351 Internal Evaluator Letters
- 352 • Letter(s) of reference from the internal evaluator(s) are posted here, if applicable. The
- 353 Candidate will not be able to view documents in this tab nor in the Notebook file they
- 354 download.
- 355
- 356 Faculty Activity System Reports
- 357 • Candidates have the option to provide links to their FAS reports, and/or to upload files.

358 **Evaluation Elements of the eTPR Notebook**

359
360 At the time of hiring, particular elements to be emphasized by the faculty member and
361 any specific requirements should be documented in writing. Consideration and evaluation
362 of the faculty member will be based primarily on assigned responsibilities, performance
363 and accomplishments since employment with Clemson University, and performance of
364 each candidate since last promotion. Level I Evaluation elements that may be considered,
365 if applicable, are:

366
367 A) Quality of Educational Contribution

- 368 1) Presentation of clear, well-organized information at a level appropriate for the class
369 and demonstration of mastery of the subject matter within the framework of current
370 scientific knowledge.
- 371 2) Effectiveness as a teacher in the classroom and laboratory with fair, objective
372 grading and attention to course administration.
- 373 3) Effectiveness in teaching methods and improvement of existing courses.
- 374 4) Development of new courses or curricula.
- 375 5) Participation in student advising.
- 376 6) Direction of student research (when appropriate).
- 377 7) Serving on graduate committees.
- 378 8) Development of a scholarly rapport with the students.
- 379 9) Reputation in the academic community.
- 380 10) Publication relative to teaching methodology, effectiveness, or course content.
- 381 11) Professional growth and development through educational meetings, workshops,
382 formal courses, and constructive sabbaticals.

383
384 B) Research Accomplishment

- 385 1) Regular submission, approval, and initiation of research proposals for state, federal,
386 or grant funding.
- 387 2) Timely progress in accomplishment of research schedules in approved projects.
- 388 3) Involvement of graduate and/or undergraduate students in research.
- 389 4) Publication of research information in professional journals and books in the field of
390 specialization and citation of that published research by other scientists.
- 391 5) Presentation of research results at professional meetings.
- 392 6) Importance of research as evidenced by patents, released varieties, use in cultural
393 practice, etc.
- 394 7) Reputation within the scientific community, as indicated by service as reviewer,
395 referee, editor, lecturer, officer in professional societies, awards, or other public or
396 professional recognition.
- 397 8) Development of the research profession such as articles on research ethics, etc.
- 398 9) Professional growth and development through educational meetings, workshops,
399 formal courses, and constructive sabbaticals.
- 400 10) Every faculty member is expected to practice ethical behavior in the publication of
401 research including the listing of authors on publications. Only individuals who
402 contributed in a meaningful way to the writing, research design, data analysis, or other
403 duties that were essential to conducting and reporting the work should be included. In

404 addition, it is expected that one of the ways that an individual demonstrates leadership
405 and cooperation in research is in the order of the authors of a publication. If the faculty
406 member being evaluated, or their graduate student, is listed as the first author it is
407 generally assumed that faculty member provided the leadership in conducting the
408 research and writing the publication. Being listed as a co-author is generally considered
409 to be indication that the individual being evaluated played an essential role in the success
410 of the publication. In some cases, the authors maybe listed in alphabetical order or as the
411 corresponding author to indicate a level of shared leadership in the work. In such cases
412 the faculty member is encouraged to develop a means to make it clear to the reviewers
413 that was the case. It also may be helpful to be able to describe the essential contribution
414 provided.

415
416 C) Extension Effectiveness

- 417 1) Demonstrated capacity for developing, initiating, and directing effective extension
418 programs.
- 419 2) Developing, coordinating, or teaching in continuing education, professional
420 development, and workshops, symposiums, short courses, training meetings, or
421 commodity meetings.
- 422 3) Establishing and maintaining effective relationships with public agencies and private
423 organizations in providing extension services to enhance agriculture, forestry, and
424 natural resources.
- 425 4) Providing information and interpretation of research results through appropriate
426 media.
- 427 5) Delivering presentations as requested on a state, regional, national, and international
428 level within the area of expertise.
- 429 6) Acquisition of extramural funds for extension programs.
- 430 7) Professional growth and development through educational meetings, workshops, and
431 formal courses.
- 432 8) Commendations by county agents and others who use the services of Extension
433 specialists as an information resource.
- 434 9) Development of the extension profession (e.g., by articles on extension methods or
435 philosophy).

436
437 Level II: Success in meeting the following criteria will be considered but is secondary to the
438 criteria in Level I.

439
440 D) Involvement in the University, Community, and Profession

- 441 1) Willingly sharing in special assignments (e.g., acting head) or other duties that arise
442 beyond assigned duties and responsibilities.
- 443 2) Contributing to harmonious relationships within the Department/College.
- 444 3) Membership on department, college, and university committees, and professional
445 society committees.
- 446 4) Serving as a professional resource to local, state, national, or international
447 communities.
- 448 5) Participation and membership in professional societies.

- 449 6) Serving as an editor of publications related to the profession, as an officer of
450 organizations related to the profession, etc.
451 7) Participation in community service activities.
452 8) Serve as advisor to student organizations.
453
454 E) Administrative Responsibilities. This includes such things as supervision of personnel,
455 coordination of activities, etc.
456
457 F) Meritorious Accomplishments. This includes awards, honors, and invitations within the
458 University, profession or community.
459
460 G) Consulting Activities. Provide a summary of consulting activities whether paid or unpaid.
461

462 **Procedures - Evaluation**

463
464 The AS Department's TPR Committee and Department Chair independently conduct evaluations
465 and make recommendations for appointment, renewal of appointment, tenure, and promotion.
466 Each entity makes a separate written recommendation that is attached to the nominee's eTPR
467 documentation and submitted to the Dean. There is no interaction or discussion between the TPR
468 Committee and the Chair prior to these independent evaluations. Consideration for tenure,
469 promotion or reappointment will be based on the criteria set forth in the current Faculty Manual
470 and the AS Department's Tenure, Promotion and Reappointment Bylaws.
471

472 **Evaluation Criteria for All Regular Faculty Positions**

473 Reappointment to a tenure-track position will require demonstrable progress toward meeting
474 the criteria of Level I Evaluation Elements Categories A-C (above) based on assigned
475 appointment.
476

477 **TPR Committee**

478
479 A vote on an individual's tenure, promotion or reappointment requires the presence and
480 action of all committee members (i.e., a quorum of the whole). For routine matters involving
481 the TPR Committee, three members will constitute a quorum provided it is presided over by
482 the chair or, in his/her absence, the vice-chair, or, in the event both are absent, by an acting
483 chair provided the appointment is for no more than one meeting and that it is made by the
484 elected chair during a regular meeting of the committee.
485

486 The TPR Committee will review the candidate's eTPR Notebook and any other materials or
487 resources it considers necessary. TPR Committee members may, as they consider necessary,
488 confer with a candidate's co-workers, students or others. A draft letter of recommendation
489 will be written and discussed by the AS Committee. Committee decisions on
490 recommendations for tenure, promotion or reappointment will be based on a majority vote. A
491 final Letter of Recommendation addressed to the Dean by the TPR Committee will be written
492 and signed by the Committee Chair and retained by the Chair while the eTPR Notebook is
493 passed on to the Department Chair for the next step of the review.
494

495 **Department Chair**

496

497 The AS Department Chair is responsible for writing an independent letter of recommendation
498 for tenure, promotion and reappointment. This letter is to be addressed to the Dean through
499 the Department.

500

501 **Inserting the Letters into the eTPR Notebook**

502

503 Once the TPR Committee's Letter of Recommendation and the Department Chair's Letter of
504 Recommendation are completed and inserted into the eTPR Notebook, the Notebook is
505 forwarded to the Dean. At this time the Committee and administrators may exchange letters.
506 If they basically coincide, no further action is needed. However, if the two sets of evaluations
507 and recommendations differ significantly, the AS Department TPR Committee and the AS
508 Department Chair may meet to discuss their individual conclusions, noting that neither
509 conclusion is superior to the other. After this exchange of letters, copies are to be given to the
510 candidate.

511

512 **Dean and Provost**

513

514 Once the eTPR Notebook has passed through the Departmental process, it is forwarded to the
515 Dean who will consider the recommendations and the qualifications of the candidate. The
516 Dean may wish to consult further with the candidate, Committee members, Department
517 Chair, or with others before formulating his recommendation.

518

519 The Dean will forward the eTPR Notebook, along with his (her) Letter of Recommendation,
520 to the Provost. The Provost reviews the TPR Summary Notebook and forwards a
521 recommendation for final action to the President of the University. Notification of promotion
522 or non-promotion will conform with Faculty Manual requirements (Chapter IV, Section D).

523

524

525 **Criteria for Post Tenure Review**

526 The faculty recognizes that Post Tenure Review differs in both intent and spirit from review
527 for promotion, reappointment, and tenure. Those latter reviews are designed to assess the
528 potential for consistent performance at or above a well-accepted norm, to provide reward and
529 recognition accordingly. Post Tenure Review, on the other hand, is intended to ensure that a
530 faculty member is maintaining a pattern of performance at a level acceptable for continued
531 employment and consistent with rank and assigned duties.
532

533 Post Tenure Review evaluation shall be based on the performance and activity
534 appropriate to the current rank. In addition, consideration shall be given to achievement of
535 individual goals established to further the Department strategic plan. The context of the
536 review, however, must always be consistent with assigned duties and direction provided
537 through annual evaluations during the review period. The review will be consistent with the
538 rules and guidelines as set forth in the University Faculty Manual. A rating of “Satisfactory”
539 will require a consistent record of demonstrable performance that is at least acceptable for a
540 peer in that rank. Failure to achieve the level required for a “Satisfactory” rating will result in
541 a rating of “Unsatisfactory.”
542

543 **Procedures for Post Tenure Review**

544 The Department will follow Chapter V Personnel Practices Part G. Post Tenure Review
545 sections 5 and 6 as it pertains to Post Tenure Review parts I and II.

546 **1. Committee:**

547 The committee shall be nominated and elected as set forth in the Department Bylaws. Upon
548 election of its chair, the committee shall notify the Department Chair of its readiness to
549 perform. While the committee may initiate gathering of information at any time, it may not
550 begin the formal review process until it notifies the Department Chair.

551 **2. Committee Meetings:**

552 For faculty under review who meets requirements as set forth under Review 1 Criteria as
553 stated in the faculty manual, only the Chair needs to write a letter of support stating he/she
554 acknowledges the faculty member has met set criteria and recommends him/her be
555 reappointed with no further review. Otherwise, committee meetings are called at the direction
556 of the committee chair. Committee deliberations and working documents are deemed
557 confidential.

558 **3. Faculty Member Subject to Review:**

559 Annually, the Department Chair shall inform the TPR Chair of the members subject to Post
560 Tenure Review in the coming academic year, in accordance with the guidelines in the
561 Faculty Manual.

562 **4. The procedures pertaining to Documents for Review, Committee Reports, Department**
563 **Chair Action and Report, Report Reconciliation, Faculty Rights and Remediation are**
564 **delineated in the University Faculty Manual. Other policies, Procedures, Criteria,**
565 **Guidelines, including all actions and deliberations shall be consistent with University,**
566 **College, and Department policies and procedures. This includes the review deadlines**
567 **established by the University and/or College, and Department criteria for faculty**
568 **performance.**
569

570 5. For Part II reviews, the Post-Tenure Review Committee will select one reviewer based on
571 three names submitted by the faculty member under review to serve as the external reviewer
572 from outside the Department. The external reviewer should be of equivalent rank or higher.
573 The Post-Tenure Review Committee will provide information to the external reviewer. Note:
574 Faculty members in Part II of PTR are not eligible to serve on the PTR committee.

575

576 **Amendment or Revision**

577

578 An amendment or revision shall become effective when approved by the faculty.

579

580 These guidelines may be amended or revised according to the following sequence of procedures.

581

- 582 • A proposal for amendment or revision may come from the AS Department TPR
583 Committee or by recommendation from four faculty members, submitted to the
584 Committee during the Spring semester and must be approved by May 1.
- 585 • The AS Department TPR Committee will circulate the proposed changes to the faculty at
586 least two (2) weeks prior to their scheduled discussion at a regular Department faculty
587 meeting.
- 588 • Proposed changes cannot be altered in the faculty meeting unless unanimously agreed to
589 by the initiators. The initiators must be present at the faculty meeting or they waive their
590 right to approve the change.
- 591 • Within 2 weeks following the faculty meeting, the Committee's secretary will distribute a
592 ballot giving the proposed changes to the faculty. Voting may be carried out by e-mail or
593 other confidential digital means.
- 594 • The ballot will clearly state the date when the ballots must be returned to the TPR
595 Committee's chair to be counted. The Committee will count the ballots.
- 596 • An amendment, or revision, will be adopted if it is approved like other matters of by-laws
597 and will become effective for the next academic year.

APPENDIX 1

The Clemson University Faculty Manual (Chapter IV, Section 3.C) states:

iii. The probationary period for all regular nine-month faculty begins August 15th of the calendar year in which the individual is officially added to the faculty roster.

(1) Nine-month faculty officially joining the University after October 1st of a calendar year shall have their probationary period begin on August 15th following their appointment.

iv. The probationary period for regular twelve-month faculty begins July 1st of the calendar year in which the individual is officially added to the faculty roster.

(1) Twelve-month faculty officially joining the University after October 1st of a calendar year shall have their probationary period begin on the July 1st following their appointment.

Four scenarios based on the above language are included:

Scenario #1: 9-month faculty member hired August 15, 2018

Scenario #2: 9-month faculty member hired after October 1, 2018

Scenario #3: 12-month faculty member hired July 1, 2018

Scenario #4: 12-month faculty member hired after October 1, 2018

Defining the Year 1 starting date that identifies the beginning of the probationary period for tenure-track faculty members can be confusing. There are two considerations:

- The date the probationary period begins may be different from the actual date of hire. If a faculty member is hired such that the candidate begins on the customary starting date (August 15 for 9-month and July 1 for 12-month) the probationary period also begins on that date. However, if the faculty member is hired after October 1, the probationary period doesn't begin until the following year (either August 15 or July 1).
 - 9-month faculty member hired on August 15, 2018 will have a Year 1 reappointment review in October, 2018, approximately two months after hiring date.
 - A 9-month faculty member hired on October 20, 2018 will have a Year 1 reappointment review in October, 2019, approximately twelve months after hiring date.

In both cases above, the Candidate is in Year 1 and is required to submit a complete eTPR notebook.

- 643 • The status is always “in Year #”, not “completed Year #.” So, a faculty member hired on
644 August 15, 2018 will be reviewed for reappointment in October, 2018 – *in Year 1*. The next
645 year (October, 2019) the Candidate will be *in Year 2*. And so on.

Scenario #1: 9-month faculty hired August 15, 2018

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is...
October 2018	Probationary period begins August 15, 2018 1 st year of tenure service 8/15/2018 to 5/16/2019	In year 1
October 2019	2 nd year of tenure service 8/15/2019 to 5/16/2020	In year 2
October 2020	3 rd year of tenure service 8/15/2020 to 5/16/2021	In year 3
October 2021	4 th year of tenure service 8/15/2021 to 5/16/2022	In year 4
October 2022	5 th year of tenure service 8/15/2022 to 5/16/2023	In year 5
October 2023 Tenure Decision	6 th year of tenure service 8/15/2023 to 5/16/2024	In year 6 Penultimate Year
Visit the Provost website https://www.clemson.edu/provost/faculty-affairs/deadlines.html to find dates and deadlines for submitting your eTPR packet. You will need to click on: Dates and Deadlines Document to see current academic year deadline for submitting your eTPR packet.		

Scenario #2: 9-month faculty hired after October 1, 2018

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is...
October 2019	Probationary period begins August 15, 2019 1 st year of tenure service 8/15/2019 to 5/16/2020	In year 1
October 2020	2 nd year of tenure service 8/15/2020 to 5/16/2021	In year 2
October 2021	3 rd year of tenure service 8/15/2021 to 5/16/2022	In year 3
October 2022	4 th year of tenure service 8/15/2022 to 5/16/2023	In year 4
October 2023	5 th year of tenure service 8/15/2023 to 5/16/2024	In year 5
October 2024 Tenure Decision	6 th year of tenure service 8/15/2024 to 5/16/2025	In year 6 Penultimate Year
Visit the Provost website https://www.clemson.edu/provost/faculty-affairs/deadlines.html to find dates and deadlines for submitting your eTPR packet. You will need to click on: Dates and Deadlines Document to see current academic year deadline for submitting your eTPR packet.		

Scenario #3: 12-month faculty hired July 1, 2018

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is...
October 2018	Probationary period begins July 1, 2018 1 st year of tenure service 7/1/2018 to 6/30/2019	In year 1
October 2019	2 nd year of tenure service 7/1/2019 to 6/30/2020	In year 2
October 2020	3 rd year of tenure service 7/1/2020 to 6/30/2021	In year 3
October 2021	4 th year of tenure service 7/1/2021 to 6/30/2022	In year 4
October 2022	5 th year of tenure service 7/1/2022 to 6/30/2023	In year 5
October 2023 Tenure Decision	6 th year of tenure service 7/1/2023 to 6/30/2024	In year 6 Penultimate Year
Visit the Provost website (https://www.clemson.edu/provost/faculty-affairs/deadlines.html) to find dates and deadlines for submitting your eTPR packet. You will need to click on: Dates and Deadlines Document to see current academic year deadline for submitting your eTPR packet.		

Scenario #4: 12-month faculty hired after October 1, 2018

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is...
October 2019	Probationary period begins July 1, 2019 1 st year of tenure service 7/1/2019 to 6/30/2020	In year 1
October 2020	2 nd year of tenure service 7/1/2020 to 6/30/2021	In year 2
October 2021	3 rd year of tenure service 7/1/2021 to 6/30/2022	In year 3
October 2022	4 th year of tenure service 7/1/2022 to 6/30/2023	In year 4
October 2023	5 th year of tenure service 7/1/2023 to 6/30/2024	In year 5
October 2024 Tenure Decision	6 th year of tenure service 7/1/2024 to 6/30/2025	In year 6 Penultimate Year
Visit the Provost website (https://www.clemson.edu/provost/faculty-affairs/deadlines.html) to find dates and deadlines for submitting your eTPR packet. You will need to click on: Dates and Deadlines Document to see current academic year deadline for submitting your eTPR packet.		

Appendix 2

Reappointment and Promotion Guidelines for Special Faculty and Extension Faculty

Lecturer, Senior Lecturer, and Principal Lecturer

Lecturer is assigned to persons who have teaching as their primary job assignment in cases where the assignment of regular faculty ranks is not appropriate. Individuals having initial lecturer appointments shall have no administrative duties inconsistent with those of regular faculty. Lecturer is assigned to individuals and these appointments shall be annually reappointed. Appointment to the rank of lecturer shall be for one-year terms and may be renewed for a maximum of nine full academic years. Following a lecturer's fourth year of service, the department chair and the unit TPR committee shall conduct a comprehensive review of the lecturer either in response to a request for promotion to senior lecturer or to advise the lecturer of progress towards promotion to senior lecturer.

Senior Lecturer is the special faculty rank that may be applied for after four full academic years of service by a lecturer; equivalent experience at Clemson may be counted towards the four-year service requirement. Senior lecturers shall have no administrative duties inconsistent with those of regular faculty. The senior lecturer appointment is intended to recognize the efforts, contributions, and performance of lecturers who combine effective instruction with additional significant contributions to the mission of the University. Senior lecturers shall be offered three-year contracts with the requirement of one year's notice of non-reappointment before July 15 of the penultimate year. Senior Lecturers shall be evaluated during the penultimate year of their appointments.

Following a senior lecturer's fourth year of service, the department chair and the unit TPR committee shall conduct a comprehensive review of the senior lecturer either in response to a request for promotion to principal lecturer or to advise the senior lecturer of progress towards promotion to principal lecturer.

Principal Lecturer is the special faculty rank that may be applied for after four full academic years of service, by a senior lecturer; equivalent experience at Clemson University may be counted towards the four-year service requirement. Principal lecturers shall have no administrative duties inconsistent with those of regular faculty. The principal lecturer appointment is intended to recognize the efforts, contributions, and performance of senior lecturers who combine effective instruction with additional significant contributions to the mission of the University. For example, development of materials and texts for textbooks, lab manuals, extraordinary innovation in classroom teaching and participation in research/extension publications, as well as professional leadership are among the contributions expected. Principal lecturers shall be offered five-year contracts with the requirement of one year's notice of non-reappointment before July 15 of the fifth year. Principal Lecturers shall be evaluated during the penultimate year of their appointments

Criteria for Promotion and Reappointment for Lecturer, Senior Lecturer, and Principal Lecturer Appointments

The primary role of lecturers is to provide instruction within the Agricultural Sciences Department. Length of service as lecturer is, itself, not enough criterion for promotion to senior lecturer nor is length of service as a senior lecturer itself, a sufficient criterion for promotion to principal lecturer. Evaluation criteria for reappointment and promotion should include, but are not limited to:

A. Effective teaching that demonstrates ability and commitment, as indicated by the following possible supporting evidence:

1. Development: courses, curricula, pedagogical methods, materials.
2. Evaluations: course evaluations, exit interviews, peer evaluations, and classroom visits, .
3. Honors and awards based on teaching.
4. Student mentoring as evidenced by the support and advising of graduate and/or undergraduate students

B. Departmental service as assigned by the department chair (e.g., undergraduate curriculum committee or the student scholarships, awards and honors committee). For promotion to Senior Lecturer, additional service to the University representing the Department is desired. In addition, for those Senior Lecturers who are pursuing principal lecturer, additional service to professional organizations or similar at the national/international level is also desired.

C. Scholarly Output.

Scholarly output can be but is not limited to peer reviewed journal articles, reviewed conference proceedings/abstracts, conference proceedings, Extension fact sheets/bulletins, and presentations to educator peers at various national/international meetings/conferences. It is expected that the primary focus of scholarly work should be on effective teaching methodology and/or measurement/assessment techniques. Such work can be on the discovery of new knowledge, development of new technologies, methods, measurements, assessment techniques or course/curriculum materials, and /or integration of how knowledge leads to new understanding.

When a lecturer is being considered for reappointment or promotion to senior lecturer or a senior lecturer is being considered for reappointment, the committee will be augmented by a senior lecturer in the department serving in an advising capacity; in the case that there are none, a senior lecturer from an allied department shall be appointed to serve in an advisory role by the chair of the TPR committee. Similarly, When a senior lecturer is being considered for reappointment or promotion to principal lecturer or a principal lecturer is being considered for reappointment, the committee will be augmented by a principal lecturer in the department serving in an advising capacity; in the case that there are none, a principal lecturer from an allied department shall be appointed to serve in an advisory role by the chair of the TPR committee

Reappointment to a lecturer position will require demonstrable progress toward meeting the criteria of Categories A-B above. Reappointment and promotion to a senior or principal lecturer position will require demonstrable progress toward meeting the criteria of Categories A and C above with emphasis on additional service to Department for senior lecturers and additional service to professional organizations or similar at the national/international level as found in Category B above. For promotion to senior or principal lecturer, length of service is, itself, not enough criterion for promotion.

Extension Assistant Professor or Research Assistant Professor

1. This title is reserved for those individuals who have a terminal degree in their assigned field from an accredited University.¹ (See *Note 1*). In many instances, a terminal degree is a Ph.D.; however, there are fields of study where a Ph.D. is not the terminal degree.
2. Faculty members who hold this rank are expected to provide leadership and effective transfer of knowledge on issues related to their assignment.
3. Tangible evidence of contributions to the body of knowledge or practice in his/her assigned field is required. See examples on page 5.
4. A documented record of consistent productivity of superior quality and demonstrated impact is required.
5. Ability to serve Extension or the Experiment Station through active participation on committee assignments or through other Service Activities (such as participating in Field Days, Alumni Celebrations/Demonstrations, Stakeholder Tours, Research demonstrations, Statewide meetings and related activities).
6. A documented record of collaboration with other faculty, University personnel, government agencies or stakeholders is expected. These collaborations should be utilized in attempts to seek extramural funding.
7. A minimum of five years at the Extension Assistant Professor or Research Assistant Professor rank is usually expected, but appointment at this rank cannot exceed seven years (counted from the date of his/her appointment or last promotion to the rank of Extension Assistant Professor or Research Assistant Professor, including the current year).^{2,3} (See *Notes 2 and 3*).

Extension Associate Professor or Research Associate Professor

1. This title is reserved for those individuals who have a terminal degree in their assigned field. In many instances, a terminal degree is a Ph.D.; however, there are fields of study where a Ph.D. is not the terminal degree. (*Note 1*).
2. Extension Assistant Professors or Research Assistant Professors are eligible for promotion to the Associate Professor rank after 5 years of service (counted from the date of his/her hiring, reassignment or last promotion to the Assistant Professor

¹ Note 1: A terminal degree is defined as the highest academic degree in a particular field of study from an accredited university.

² Note 2: Under special circumstances and with the approval of the Department's Faculty Advisory Committee, CAFLS Administrators (i.e. Dean, Extension Director or Experiment Station Director) may decide to continue an individual's appointment at the Extension Assistant Professor rank or Research Assistant Professor rank for a total of 8 years from the date of hire or promotion to this rank provided the Candidate is making progress toward promotion.

³ Note 3: To ensure appropriate progress in this position, a review must occur in the employee's third year (counted from the date of hire or promotion to this rank) to determine progress toward promotion. The third year review process must follow candidate's department by-laws.

Rank) at the Assistant rank⁴ (*See Note 4*)

3. Faculty members who hold this rank are expected to provide leadership and effective transfer of knowledge on issues related to their assignment.
4. Tangible evidence of contributions to the body of knowledge or practice in his/her assigned field is required. See examples on page 5.
5. A documented record of consistent productivity of superior quality and demonstrated impact is required.
6. Ability to serve Extension or the Experiment Station through active participation on committee assignments or through other Service Activities (such as participating in Field Days, Alumni Celebrations/Demonstrations, Research Demonstrations, Stakeholder Tours, Statewide Meetings, and related activities).
7. A documented record of various combinations of collaboration with other faculty, University personnel, government agencies or stakeholders is expected, clearly specifying the level of the candidate's contribution.
8. Distinguished reputation as a national leader, with an emerging international reputation, in his/her assigned field is required. Recognition as a leader in an assigned field may be documented by invitations to speak in assigned field of study during national/international meetings, workshops or similar, co-authorships with primary author originating outside of Clemson University, service on regional or national committees, requests for expertise at national/international level, and other examples of leadership outside of Clemson University.
9. A documented record of professional growth and development is required.
10. Demonstrated University Service relevant to location. (For Example, University Committee assignments)
11. Evidence of ability to obtain extramural funding is required. Some examples include but are not limited to: federal, state or local grants, fee-for-service projects in assigned area, Extension Workshops/Trainings (where applicable), in-kind gifts or other revenue generating activities related to assignment.

⁴ Note 4: The required 5-years of service at the Assistant Professor Rank may be waived by the Department Chair with agreement from the Department's Faculty Advisory Committee.

Extension Professor or Research Professor

1. This title is reserved for individuals who have a terminal degree in their assigned field from an accredited University. In many instances, a terminal degree is a Ph.D.; however, there are fields of study where a Ph.D. is not the terminal degree. (Note 1).
2. Extension Associate Professors or Research Associate Professors are eligible for promotion to Full Professor after 4 years of service (counted from the date of his/her hiring, reassignment or last promotion to the Associate Professor Rank) at the Associate Professor rank⁵.
3. Faculty members who hold this rank are expected to provide leadership and effective transfer of knowledge on issues related to their assignment.
4. Tangible evidence of contributions to the body of knowledge or practice in his/her assigned field is required. See examples listed on page 5.
5. A documented record of consistent productivity of superior quality and demonstrated impact is required.
6. Ability to serve Extension or the Experiment Station through participation on committee assignments or other Service Activities (such as Field Days, Alumni events, Stakeholder Tours, Research Demonstrations, Statewide Meetings, and related activities).
7. A documented record of various combinations of collaboration with other faculty, University personnel, government agencies or stakeholders is expected, clearly specifying the level of the candidate's contribution.
8. Distinguished reputation as a national and international leader in his/her assigned field is required. Recognition as a leader in an assigned field may be documented by invitations to speak in assigned field of study during national/international meetings, workshops or similar, co-authorships with primary author originating outside of Clemson University, service on National Committees, requests for expertise at national/international level, and other examples of leadership outside of Clemson University.
9. A documented record of professional growth and development is required.
10. Ability to mentor other Faculty, Associates, Extension Agents, students (graduate, undergraduate or youth) or similar.
11. Demonstrated University Service relevant to location. (For Example University Committee assignments)
12. Evidence of ability to obtain extramural funding is required. Some examples include but are not limited to: federal, state or local grants, fee-for-service projects in assigned area, Extension Workshops/ Trainings (where applicable), in-kind gifts or other revenue generating activities related to assignment.

⁵ Note 5: The required 4-years of service at the Associate Professor Rank may be waived by the Department Chair with agreement from the Department's Faculty Advisory Committee.

Extension Scholarship Defined

Extension scholarship is broadly defined as creative activity in the development and/or application of Extension educational products. Examples of Extension educational products include:

Curricula/programs	Digital publications
Websites	Mobile apps
Social media	E-Newsletters
YouTube and videos	Online courses

Extension scholarship goes beyond the delivery of prepared extension programs or resources. It involves a measure of needs assessment, establishment of clear objectives, either the development of new educational products or the significant adaptation of existing educational products, appropriate delivery, thorough evaluation of outcomes, and continued reassessment and revision as warranted.

A primary means of demonstrating scholarship will be through peer-reviewed Extension educational products. Moreover, the originality and quality of Extension educational products can be validated by peers and end-users.

Examples of tangible contributions of Extension scholarship include, but are not limited, to the following:

- Adoption and use of Extension educational products by other extension personnel;
- Peer-reviewed Extension educational products targeted to clientele;
- Author or co-authored published abstract, conference proceedings, white paper, journal article, field study, books or book chapter, technical manuals, policy notes, monographs, case reports, Extension Bulletins, Extension Fact Sheets, training or workshop manuals;
- Invited presentations at regional or national meetings;
- Professional society honors, awards, fellowships;
- Evidence that work that has been referenced in the published literature or adopted outside his/her geographic work area;
- Reviewer or guest editor for peer-reviewed journal and/or peer-reviewed Extension publications, such as bulletins, fact sheets, manuals and similar publications;
- Participating as a discussant or expert authority for regional and national forums;
- Developing electronic programs or websites that have been routinely accessed;
- Evidence of candidate's work picked up by regional or national press.
- Publication of Extension educational product implementation success and impacts in scholarly and professional journals, especially those involving collaborative efforts;
- Awards for excellence in Extension educational product creation or implementation;
- Measurable changes in policy, systems, or environment resulting from use or delivery of Extension educational products;

- External funding to support Extension educational products;
- Presentations of Extension educational products at professional and scientific meetings;
- Collaboration at regional, multi-state, or national level on projects to develop Extension educational products.

Reappointment to a specified Extension or Research position will require demonstrable progress toward meeting the criteria based on specific position as noted above.

For our Department, we do not have any Clinical or Professor of Practice ranks and this document does not provide guidance for such ranks.

Amended October 12, 2020.

Revised/Amended and Approved February 1, 2021.

Revised/Amended and Approved May 11, 2021.