

Adopted 14 December 2011

**GUIDELINES AND PROCEDURES FOR TENURE, PROMOTION,  
AND REAPPOINTMENT**

**School of Agricultural, Forest, and Environmental Sciences  
College of Agriculture, Forestry and Life Sciences**

**Clemson University  
Clemson, South Carolina**

## **Purpose**

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

## **Governing Documents**

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

- the current Clemson University Faculty Manual;
- the current College of Agriculture, Forestry and Life Sciences (CAFLS) Guidelines for Reappointment, Promotion, Tenure and Post-tenure Review; and
- the current School of Agricultural, Forest, and Environmental Sciences (SAFEs) Tenure, Promotion and Reappointment Committee Bylaws

## **Responsibilities**

The equitable administration of tenure, promotion, and reappointment resides with the candidate, TPR (peer) Committee, Division Chair, School Director, College Dean, and university administrative officers.

- The Division Chair and/or the School Director should insure that requirements and procedures are known and understood by the faculty, that a procedure for peer evaluation is established, and that the appropriate committees are formed.

The responsibility for providing complete and well documented information in the correct format and meeting published deadlines resides with the candidate. The TPR committee in concert with the candidate and the penultimate year declaration made at hiring (maintained in the dean's office) will ascertain when the candidate is eligible for promotion and tenure. The Faculty Manual describes general qualifications for faculty appointments and descriptions for specific faculty ranks in Part III. It also describes the procedures for renewal of appointment, tenure and promotion in Part IV, Section D.

Tenure policies are contained in Part IV, Section G. These guidelines, by definition, follow the material included in the Faculty Manual.

In general:

1. Promotion to Assistant Professor

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

2. Promotion to Associate Professor

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

3. Promotion to Professor

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

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

- The TPR Committee and Division Chair/School Director evaluations are the core of the process and should be accomplished with objectivity and careful judgment using information which is as complete as possible. Confidential written appraisals of the accomplishments of each candidate may be obtained from qualified persons and considered in the evaluation. While valuable at all levels, this procedure is particularly essential in the consideration for conferring of tenure. The TPR Committee and Division Chair/School Director recommendations should be carefully prepared to present a strong case so the Dean of the college and university administrative officials are provided all information required for equitable action.

## **Procedures - Preliminary**

### **Dates and Deadlines**

Each year at the Provost's Retreat just prior to the beginning of Fall Semester, the Calendar of Dates and Deadlines for the coming year is distributed. This document includes specific dates regarding when materials are due to the TPR Committee, the Division Chair/School Director, the Dean, and the Provost. The calendar is distributed by email to all faculty at the beginning of Fall Semester.

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

By, or before the deadline, the candidate wishing to be considered for tenure, promotion or reappointment should submit one copy of their current TPR Summary Notebook to the TPR Committee Chair to be used in the evaluations.

### **Preparation of the TPR Summary Notebook**

The candidate will prepare one (1) TPR Summary Notebook which will be reviewed by the School TPR Committee, Division Chair/School Director, Dean, and Provost. The University requires all TPR Summary Notebooks to follow a standardized format. The 3-ring binder itself will be provided to the candidate and can be obtained from the administrative assistant for each area of the School.

The TPR Notebook will be divided into sections using specific headings. These headings will be in the form of tabbed pages with a description of each section. The headings that must be used are determined by the Provost's Office and are designed to make all TPR Notebooks follow a standard format.

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

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

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

If the candidate does not have material to include in a particular section, a page saying "Not Applicable" should be included.

One of the tabs is headed "Standard College Resume" and is described as "Updated detailed resume according to standard college format." A CAFLS standard format has not been created. However, the resume is required to have all entries in reverse chronological order, meaning that current activities are presented first and the oldest are presented last.

The review for tenure and/or promotion (not reappointment) requires the submission of the TPR Notebook for outside review. **This will require the candidate to also submit the final notebook in a digital PDF format.**

#### Current Tabs and Corresponding Description for TPR Summary Notebook

- Letter Requesting Action
  - Letter requesting tenure, promotion, and/or reappointment.
  - Special Note: Additional supporting evidence, not included in this portfolio notebook, may be provided by the candidate in a separate supplementary notebook, which is kept on file at the department level for review, if needed. This supplementary notebook is not forwarded to the College for the Dean's review or for the Provost's review.
- Request for Faculty Personnel Action

- Request for Faculty Personnel Action Form (Routing Slip) (Attachment G) and, if appropriate, Granting of Tenure Form (Attachment H)
- TPR Committee's Letter of Recommendation
  - Letter of recommendation from the TPR Committee. The TPR Peer Review Committee should also insert in reverse chronological order copies of all prior year TPR Peer Review Committee letters of recommendation following the current year letter.
- Department (Division) Chair's Letter of Recommendation
  - Letter of recommendation from the department chair. The department chair should also insert in reverse chronological order copies of all prior year chair letters of recommendation following the current year letter.
- Dean's Letter of Recommendation
  - Letter of recommendation from the Dean. The Dean should also insert in reverse chronological order copies of all prior year dean letters of recommendation following the current year letter.
- Standard College Resume
  - Updated detailed resume according to standard college format.
- Top Achievements
  - Candidate's personal summary of his/her top achievements pertinent to the TPR decision (3 pages maximum).
- Candidate's Teaching Statement
  - Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum).
- Student Feedback Forms
  - Originals of teaching effectiveness evaluation forms submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics and comparisons with department and college averages are to be included.
- Other Evidence of Teaching Effectiveness
  - Any evidence of teaching effectiveness such as senior exit surveys, alumni surveys, in-class peer visitation reports, etc.
- Research/Scholarship Activities
  - Research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc.
- 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 last three years in reverse chronological order. Also included is a spreadsheet of annual evaluation ratings for the past three years including an indication of how the candidate's evaluations compare with other faculty in his/her unit. The department chair inserts these documents into the portfolio.
- Goals Statement
  - Statement of short (1-year) and long-term (5-years) goals.
- Administrative Duties
  - Description of administrative duties, if appropriate.
- External Evaluator Listing
  - Candidate's list of suggested external evaluators including contact information.
- External Evaluator Letters of Reference
  - TPR Committee inserts all external letters of reference for promotion and tenure considerations.
  - Promotion will require at least six external reviews, three of which will be taken from the candidate's list and three that are independently provided by the TPR Committee.
  - Tenure will require at least five external reviews, with a minimum of two taken from the candidate's list and a minimum of two that are independently provided by the TPR Committee.
- Supplementary Information
  - Any clarifying statements or additional information (supplementary to the standard college resume) that a tenure, promotion, or reappointment candidate wishes to have included in the TPR portfolio (5 pages maximum; optional).
- Joint Appointment Agreements
  - A copy of any joint appointment agreement if applicable (Attachment J).
- Tenure Agreement Form
  - A copy of the signed tenure agreement form is inserted by the dean's office (Attachment I).
- Promotion Letters
  - A copy of all promotion letters, as applicable, is inserted by the dean's office.
- Department TPR Guidelines
  - A copy of the department's TPR guidelines is inserted by the department

chair.

- College TPR Guidelines
  - A copy of the college's TPR guidelines is inserted by the dean's office.
- Post-Tenure Review
  - A candidate being considered for Tenure and Promotion (TPR) and Post-Tenure Review (PTR) simultaneously will need to include five additional pieces of information in the Tenure and Promotion Review Executive Summary Notebook (TPR) as defined below.

- (a) *“Two additional years of student evaluations;*
- (b) *two additional years of evaluation Form 3's;*
- (c) *a plan for continued professional growth;*
- (d) *detailed information about any sabbatical outcomes; and*
- (e) *any additional materials deemed necessary for Post-Tenure Review by department by-laws. The time clock for PTR is reset at this time.”*

*“If the applicant is promoted, then the PRT outcome is automatically considered 'satisfactory.' The time clock for PTR is reset at this time.”*

*“ If the individual being considered for promotion is not promoted, s/he will be required to undergo PTR at the time normally assigned or during the 6<sup>th</sup> year after the last PTR.”*

### **Evaluation Elements of the TPR Summary Notebook**

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

A. Possession of Terminal Degree

B. Quality of Educational Contribution

1. Presentation of clear, well-organized information at a level appropriate for the class and demonstration of mastery of the subject matter within the framework of current scientific knowledge.
2. Effectiveness as a teacher in the classroom and laboratory with fair, objective grading and attention to course administration.
3. Effectiveness in teaching methods and improvement of existing courses.



4. Development of new courses or curricula.
5. Participation in student advising.
6. Direction of student research (when appropriate).
7. Serving on graduate committees.
8. Development of a scholarly rapport with the students.
9. Reputation in the academic community.
10. Publication relative to teaching methodology, effectiveness, or course content.
11. Professional growth and development through educational meetings, workshops, formal courses, and constructive sabbaticals.

#### C. Research Accomplishment

1. Regular submission, approval, and initiation of research proposals for state, federal, or grant funding.
2. Timely progress in accomplishment of research schedules in approved projects.
3. Involvement of graduate and/or undergraduate students in research.
4. Publication of research information in professional journals and books in the field of specialization and citation of that published research by other scientists.
5. Publication of information in departmental publications, trade journals, lay publications, and newspapers.
6. Presentation of research results at professional meetings.
7. Importance of research as evidenced by patents, released varieties, use in cultural practice, etc.
8. Reputation within the scientific community, as indicated by service as reviewer, referee, editor, lecturer, officer in professional societies, awards, or other public or professional recognition.
9. Development of the research profession such as articles on research ethics, etc.
10. Professional growth and development through educational meetings, workshops, formal courses, and constructive sabbaticals.

#### D. Extension Effectiveness

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

E. Involvement in the University, Community, and Profession

1. Willingly sharing in special assignments (e.g., acting head) or other duties that arise beyond assigned duties and responsibilities.
2. Contributing to harmonious relationships within the School and Division.
3. Membership on department, college, and university committees, and professional society committees.
4. Serving as a professional resource to local, state, national, or international communities.
5. Participation and membership in professional societies.
6. Serving as an editor of publications related to the profession, as an officer of organizations related to the profession, etc.
7. Participation in community service activities.

8. Serve as advisor to student organizations.
- F. Administrative Responsibilities. This includes such things as supervision of personnel, coordination of activities, etc.
- G. Meritorious Accomplishments. This includes awards, honors, and invitations within the university, profession or community.
- H. Consulting Activities. Provide a summary of consulting activities whether paid or unpaid.

### **Procedures - Evaluation**

Recommendations for appointment, renewal of appointment, tenure, and promotion are conducted independently by the School's TPR Committee and the School's administrators (Division Chair and School Director). Each entity makes a separate written recommendation which is attached to the nominee's TPR documentation and submitted to the Dean. There is no interaction or discussion between the committee and the administrator(s) prior to the independent evaluations. Consideration for tenure, promotion or reappointment will be based on the criteria set forth in the current Faculty Manual, the College's Guidelines for Reappointment, Promotion, Tenure and Post-Tenure Review and the School's Tenure, Promotion and Reappointment Bylaws.

### **TPR Committee**

The TPR Committee meetings will be closed and minutes shall not be available outside of the TPR Committee. The secretary will keep a full written record of all meetings of the committee, including supporting materials obtained relative to consideration of individuals for tenure, promotion or reappointment. The permanent minutes will be available in the Director's office for accreditation assessment reviews.

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

Each candidate being considered for tenure, promotion, or reappointment will be invited to meet with the Committee following initial review of the candidate's TPR Summary Notebook. Additionally, in carrying out the evaluation, the TPR Committee may, as it considers necessary, confer with a candidate's co-workers, division chair, school director, dean, students or others. The Committee may evaluate teaching by classroom visitation.

The TPR Committee will review the candidate's TPR Summary Notebook and any other materials or resources it considers necessary. A draft letter of recommendation will be written and discussed. The candidate may be allowed to read the draft letter for the purpose of assuring that there are no factual errors. Committee decisions on

recommendations for tenure, promotion or reappointment will be based on a majority vote by secret ballot. A final Letter of Recommendation addressed to the Dean by the TPR Committee will be written and signed by the Committee Chair and retained by the Chair while the TPR Summary Notebook is passed on to the Division Chair for the next step of the review.

### **Division Chair / School Director**

The Division Chair is responsible for writing an independent letter of recommendation for tenure, promotion and reappointment. This letter is to be addressed to the Dean through the School Director. The School Director may co-sign the letter with endorsement, without endorsement, or may include a separate letter addressed to the Dean.

### **Inserting the Letters into the TPR Summary Notebook**

Once the TPR Committee's Letter of Recommendation and the Division Chair's / School Director's Letter(s) of Recommendation are completed and inserted into the TPR Summary Notebook, the Notebook is forwarded to the Dean. At this time the Committee and administrators may exchange letters. If they basically coincide, no further action is needed. However, if the two sets of evaluations and recommendations differ significantly, the School TPR Committee and the School administrators may meet to discuss their individual conclusions, noting that neither conclusion is superior to the other. After this exchange of letters, copies are to be given to the candidate.

### **Dean and Provost**

Once the TPR Summary Notebook has passed through the School process, it is forwarded to the Dean who will consider the recommendations and the qualifications of the candidate. The Dean may wish to consult further with the candidate, Committee members, Division Chair, School Director, or with others before formulating his recommendation.

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

## **Amendment or Revision**

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

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

- A proposal for amendment or revision may come from the School TPR Committee or by recommendation from four faculty members, submitted to the Committee.
- The School TPR Committee will circulate the proposed changes to the faculty at least 2 weeks prior to their scheduled discussion at a regular School faculty meeting.
- Proposed changes cannot be altered in the faculty meeting unless unanimously agreed to by the initiators. The initiators must be present at the faculty meeting or they waive their right to approve the change.
- Within 2 weeks following the faculty meeting a ballot giving the proposed changes will be distributed to the faculty by the Committee's secretary. Voting may be carried out by e-mail or other confidential digital means.
- The ballot will clearly state the date when the ballots must be returned to the Committee's secretary to be counted. The Committee will count the ballots.
- An amendment, or revision, will be adopted if it is approved by two-thirds of the regular faculty and will become effective immediately.

## APPENDIX

The Clemson University Faculty Manual (Part IV, Section G) states:

“The probationary period for all regular nine-month faculty begins August 15<sup>th</sup> and for regular twelve-month faculty, July 1<sup>st</sup> of the Calendar year in which the individual is officially added to the regular faculty roster. However, nine month faculty officially joining the faculty after October 1<sup>st</sup> of a calendar year shall have their probationary period begin on the August 15<sup>th</sup> and twelve-month faculty on July 1<sup>st</sup> following their appointment.”

Four scenarios based are included:

Scenario #1	9-month faculty member hired August 15, 2011
Scenario #2	9-month faculty member hired after October 1, 2011
Scenario #3	12-month faculty member hired July 1, 2011
Scenario #4	12-month faculty member hired after October 1, 2011

Dates dictating which year a tenure-track faculty member are sometimes confusing. There are two considerations:

- The date the probationary period begins. This may be different from the actual date of hire. If a faculty member is hired such that s/he 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).
  - A 9-month faculty member hired on August 15, 2011 will have a Year 1 reappointment review in October, 2011, approximately two months after hiring date.
  - A 9-month faculty member hired on October 20, 2011 will have a Year 1 reappointment review in October, 2012, approximately twelve months after hiring date.

In both cases above, the Candidate is in Year 1 and is required to submit a CV with appropriate routing forms, not a TPR Summary Notebook in a 3-ring binder. However, a faculty member with more than two months' worth of activities may wish to expand the CV appropriately. This should be discussed with the TPR Committee prior to developing the CV.

- The status is always “in Year #”, not “completed Year #.” So, a faculty member hired on August 15, 2011 will be reviewed for reappointment in October, 2011 – *in Year 1*. The next year (October, 2012) the Candidate will be *in Year 2*. And so on.

**Scenario #1:**

**9-month faculty**

**hired August 15, 2011**

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is ....	Format	Due to TPR Committee (based on 2011 published dates)
October 2011	Probationary period begins August 15, 2011 1 <sup>st</sup> year of tenure service: 8/15/2011 to 5/16/2012	In year 1	CV with routing forms in simple binder (not a 3-ring binder)	October 20 (reappointment materials for 9/12 month - 1 <sup>st</sup> year regular faculty)
October 2012	2 <sup>nd</sup> year of tenure service: 8/15/2012 to 5/16/2013	In year 2	TPR Executive Summary Notebook	~ September 8 (reappointment materials for 9/12 month - 2 <sup>nd</sup> year regular faculty)
October 2013	3 <sup>rd</sup> year of tenure service 8/15/2013 to 5/16/2014	In year 3	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2014	4 <sup>th</sup> year of tenure service 8/15/2014 to 5/16/2015	In year 4	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2015	5 <sup>th</sup> year of tenure service 8/15/2015 to 5/16/2016	In year 5	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2016 <b>Tenure Decision</b>	6 <sup>th</sup> year of tenure service 8/15/2016 to 5/16/2017	In year 6 Penultimate Year	TPR Executive Summary Notebook	~ October 6 (promotion and tenure materials for regular faculty)

**Scenario #2:**

**9-month faculty**

**hired after October 1, 2011**

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is ....	Format	Due to TPR Committee (based on 2011 published dates)
October 2012	Probationary period begins August 15, 2012 1 <sup>st</sup> year of tenure service: 8/15/2012 to 5/16/2013	In year 1	CV with routing forms in simple binder (not a 3-ring binder)	October 20 (reappointment materials for 9/12 month - 1 <sup>st</sup> year regular faculty)
October 2013	2 <sup>nd</sup> year of tenure service: 8/15/2013 to 5/16/2014	In year 2	TPR Executive Summary Notebook	~ September 8 (reappointment materials for 9/12 month - 2 <sup>nd</sup> year regular faculty)
October 2014	3 <sup>rd</sup> year of tenure service 8/15/2014 to 5/16/2015	In year 3	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2015	4 <sup>th</sup> year of tenure service 8/15/2015 to 5/16/2016	In year 4	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2016	5 <sup>th</sup> year of tenure service 8/15/2016 to 5/16/2017	In year 5	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2017 <b>Tenure Decision</b>	6 <sup>th</sup> year of tenure service 8/15/2017 to 5/16/2018	In year 6 Penultimate Year	TPR Executive Summary Notebook	~ October 6 (promotion and tenure materials for regular faculty)



**Scenario #3:**

**12-month faculty**


**hired July 1, 2011**

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is ....	Format	Due to TPR Committee (based on 2011 published dates)
October 2011	Probationary period begins July 1, 2011 1 <sup>st</sup> year of tenure service: 7/1/2011 to 6/30/2012	In year 1	CV with routing forms in simple binder (not a 3-ring binder)	October 20 (reappointment materials for 9/12 month - 1 <sup>st</sup> year regular faculty)
October 2012	2 <sup>nd</sup> year of tenure service: 7/1/2012 to 6/30/2013	In year 2	TPR Executive Summary Notebook	~ September 8 (reappointment materials for 9/12 month - 2 <sup>nd</sup> year regular faculty)
October 2013	3 <sup>rd</sup> year of tenure service 7/1/2013 to 6/30/2014	In year 3	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2014	4 <sup>th</sup> year of tenure service 7/1/2014 to 6/30/2015	In year 4	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2015	5 <sup>th</sup> year of tenure service 7/1/2015 to 6/30/2016	In year 5	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2016 Tenure Decision	6 <sup>th</sup> year of tenure service 7/1/2016 to 6/30/2017	In year 6 Penultimate Year	TPR Executive Summary Notebook	~ October 6 (promotion and tenure materials for regular faculty)


**Scenario #4: 12-month faculty hired after October 1, 2011**

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is ....	Format	Due to TPR Committee (based on 2011 published dates)
October 2012	Probationary period begins July 1, 2012 1 <sup>st</sup> year of tenure service: 7/1/2012 to 6/30/2013	In year 1	CV with routing forms in simple binder (not a 3-ring binder)	October 20 (reappointment materials for 9/12 month - 1 <sup>st</sup> year regular faculty)
October 2013	2 <sup>nd</sup> year of tenure service: 7/1/2013 to 6/30/2014	In year 2	TPR Executive Summary Notebook	~ September 8 (reappointment materials for 9/12 month - 2 <sup>nd</sup> year regular faculty)
October 2014	3 <sup>rd</sup> year of tenure service: 7/1/2014 to 6/30/2015	In year 3	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2015	4 <sup>th</sup> year of tenure service: 7/1/2015 to 6/30/2016	In year 4	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2016	5 <sup>th</sup> year of tenure service: 7/1/2016 to 6/30/2017	In year 5	TPR Executive Summary Notebook	~ October 13 (reappointment materials for regular faculty not in the 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year)
October 2017 Tenure Decision	6 <sup>th</sup> year of tenure service: 7/1/2017 to 6/30/2018	In year 6 Penultimate Year	TPR Executive Summary Notebook	~ October 6 (promotion and tenure materials for regular faculty)

**Administrative Approvals**

  
Patricia A. Layton, Director  
School of Agricultural, Forest, and Environmental  
Sciences

12-22-2011  
Date

  
Thomas R. Scott, Dean  
College of Agriculture, Forestry and Life Sciences

1/10/12  
Date

  
Doris R. Helms, Provost & VP Academic Affairs

2/6/13  
Date