



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: Forestry and Environmental Conservation

College: Agriculture, Forestry and Life Sciences

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

Nov 12, 2020

[checked] Faculty Manual Editorial Consultant

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

Department Chair

[checked] Approved

Signature J. Todd Petty

[] Revision Required (see comments) Name Date 12/09/2020

[Empty box for comments]

Dean

[checked] Approved

Signature Keith Belli

Digitally signed by Keith Belli Date: 2020.12.14 09:58:32 -05'00'

[] Revision Required (see comments) Name Date

[Empty box for comments]

Provost

[X] Approved

Signature Robert J. Jones

March 18, 2021

[] Revision Required (see comments) Name Date

[Empty box for comments]

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

Department: FORESTRY AND ENVIRONMENTAL CONSERVATION

Date

12/9/2020

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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		

Comments

TENURE, PROMOTION, AND REAPPOINTMENT
and
POST-TENURE REVIEW GUIDELINES
FOR THE DEPARTMENT OF FORESTRY
AND ENVIRONMENTAL CONSERVATION

including

BYLAWS and PROCEDURES

Clemson University

Clemson, SC

Department of Forestry and Environmental Conservation
College of Agriculture, Forestry and Life Sciences

Adopted _____

SECTION I. TPR/PTR COMMITTEE BYLAWS

COMMITTEE COMPOSITION

The regular faculty of the Department of Forestry and Environmental Conservation (hereafter, the Department) is the primary judge of the qualifications of its members, and peer evaluation is essential in recommendation for appointment, renewal of appointment, tenure, and promotion. All peer recommendations regarding any individual holding faculty rank in the department shall, therefore, originate within the regular faculty of the Department. Regular faculty of the Department determine the tenure, promotion and reappointment standards, as well as procedures for electing the tenure, promotion and reappointment committee and the procedures the committee must follow.

The Department of Forestry and Environmental Conservation (FEC) Tenure, Promotion and Reappointment Committee (TPR Committee) shall act for the faculty in making peer reviews and recommendations on individuals being considered for tenure, promotion or reappointment. It also serves as the Post-Tenure Review Committee. The committee makes recommendations concerning policies and procedures regarding academic promotion and other relevant issues, subject to provisions stated in the current Faculty Manual. Membership and voting rights on the TPR committee are limited to tenured regular faculty. Voting rights for making tenure recommendations are limited to tenured regular faculty. Voting rights for making a recommendation concerning appointment at rank or promotion to rank are limited to faculty with equivalent or higher rank.

COMMITTEE STRUCTURE

The Department shall have one Tenure, Promotion and Reappointment Committee which is responsible for the evaluation of candidates and which will make the recommendation for tenure, promotion and/or reappointment to the dean of the College of Agriculture, Forestry and Life Sciences (CAFLS). The departmental TPR committee will make the recommendation based on the nominee's original TPR notebook and their own deliberations.

COMMITTEE MEMBERSHIP

The departmental TPR Committee will have five members, elected from the full-time tenured regular faculty members of the department, and elected by the regular tenured and tenure-track faculty of the department. Membership excludes individuals who as administrators, have input into personnel decisions such as appointment, tenure and promotion. No member of the TPR committee may serve during a year in which they or their family member are seeking promotion/tenure. Spouses/relatives or former spouses cannot serve on the committee at the same time. The TPR Committee's members will not be appointed by the department chair. In cases in which the department does not have enough tenured regular faculty members at the necessary ranks to constitute a TPR committee appropriate to evaluate the faculty being reviewed, the full departmental regular faculty will elect regular faculty members at the appropriate levels from other departments who are qualified to serve on the TPR committee.

All terms begin on May 15 and are for three years. A faculty member cannot be reelected to the committee until a lapse of two years following a full term of service or lapse of one year following a partial term of service greater than one year. A member is eligible for immediate reelection following a term of service of one year or less. Terms are staggered so that new members are elected each year.

The committee will elect a new chair each year. No member may serve as the committee chair more than once during his/her three-year cycle of membership. The committee will also elect a secretary. The secretary may serve more than a single year during the membership cycle.

COMMITTEE ELECTION

During the latter part of the spring semester (prior to April 25), and in keeping with established college deadlines, the TPR Committee will preside over an election to replace the member(s) whose term is about to expire. Election can be limited to candidates who have the rank of Professor in so much as it is necessary to assure that the TPR committee has at least three members with rank of Professor if there are any FEC Associate rank Professors who are eligible to apply for promotion. Election will be by written or electronic ballot. It will have the names, location, discipline, and percent appointment of all tenured faculty who are eligible to serve according to the criteria in paragraph two of the committee membership section.

The deadline for return of completed ballots shall not be less than two (2) weeks following their distribution to the faculty. The current committee will act as a tally committee. In the case of tie votes, a runoff election, among those tied, will be held to determine winner(s). See departmental *Bylaws* for voting procedures.

Immediately following each election, the new TPR Committee chair shall notify the faculty of the results of the elections.

If a faculty member is no longer available to serve on the committee, for whatever reason, a special election will be held as soon as is practical to fill the unexpired term.

SECTION II. TPR PROCEDURES

PROCEDURES - OPERATIONS

The TPR committee chair will call and preside at the departmental TPR committee meetings, report to the faculty as needed, and organize and hold elections as indicated above. The TPR committee chair is a full voting member of the committee on all matters. The TPR committee chair is responsible for reporting the committee's recommendation to the dean of CAFLS.

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. The permanent minutes will be available in the department chair's office, for accreditation assessment reviews.

A vote on an individual's tenure, promotion or reappointment requires the presence (either in-person or virtually) and action of *all* committee members (i.e., a quorum of the whole). For routine matters involving the TPR Committee, four members will constitute a quorum provided it is presided over by the chair or, in the chair's absence, the secretary.

PROCEDURES – PRELIMINARY INFORMATION

DATES AND DEADLINES

The Provost distributes a Calendar of Dates and Deadlines for the coming year. The current year's deadlines are generally posted on the Provost's webpage: <http://www.clemson.edu/administration/provost/deadlines.html>. This website or document includes specific dates regarding when materials are due to the TPR Committee, the Department Chair, the Dean, and the Provost. Faculty members are responsible for monitoring the dates listed on the Provost's Calendar of Dates and Deadlines, so as to meet any pertinent deadlines.

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).

The deadline for notification of intent to request promotion and/or tenure is generally on or near April 1 of the spring prior to review. It is especially prudent for faculty seeking tenure or promotion to monitor the Provost's Calendar of Dates and Deadlines, so as to meet the deadline to give notice of their intent and to provide any requested documents.

Along with the intent to request promotion and/or tenure, candidates must provide names of 6-8 potential referees from outside the University who can assess the quality and impact of their research. Candidates should include a statement as to why each individual is an appropriate reviewer and disclose any relationship with the potential reviewer. Ideally, these reviewers should be from R1 or research-intensive units, but other referees can be included with appropriate justification. The majority of the requested letters should be from academic entities. These referees may not include colleagues with whom the faculty member has a conflict of interest: relatives, former graduate and post-doctoral advisors, co-authors and co-PIs within the last three years (may be waived if needed and justified by the candidate), and former students or post-docs. The faculty member may also choose to provide names of up to three individuals from whom references should not be solicited. The TPR Committee members also develop a list of 6-8 potential referees and solicits references from 6-8 external referees, at least half of whom are selected from the candidate's list. Each referee receives the candidate's CV, the letter requesting promotion, a Top Achievements Research/Scholarship/Extension/Teaching Activities statement(s), a selection of publications chosen by the promotion candidate, and a copy of the departmental Tenure and Promotion Guidelines (Section IV).

The candidate will prepare their dossier using the Provost's electronic TPR submission system, which will be reviewed by the Department TPR Committee, Department Chair, Dean, and Provost. The required documents will be defined by the Provost through their electronic submission system/other communications and by the FEC TPR committee. At minimum, all candidates for reappointment, tenure, or promotion should upload a Letter Requesting Action, CV, and Top Achievements Research/Scholarship Activities statement.

One area in which the departmental TPR Bylaws require additional documentation is for candidates with partial appointments or for candidates who are members of a REC or Institute. Specifically:

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

The review for tenure and/or promotion (not reappointment) requires the submission of the TPR packet for outside review.

Once submitted, applications for tenure cannot be withdrawn. No one may alter, or ask the candidate to alter, any of the submitted items or the organization of the items after the submission deadline without the written permission of the current FEC TPR chair.

PROCEDURES - EVALUATION

Consideration for tenure, promotion or reappointment will be based on the criteria set forth in the current Faculty Manual and this departmental Tenure, Promotion and Reappointment Guidelines document.

Recommendations for appointment, renewal of appointment, tenure, and promotion are conducted independently by the departmental TPR committee and the department chair. Each entity makes a separate written recommendation, addressed to the dean of CAFLS, which is inserted into the nominee's electronic documentation and submitted to the dean. The TPR committee and the department chair evaluations are independent.

The TPR committee will review the candidate's electronic notebook and any other materials or resources it considers necessary. Additionally, in carrying out the evaluation, the TPR

committee may, as it considers necessary, confer with the candidate, the candidate's co-workers, department chair, dean, students or others. The TPR committee may evaluate teaching by classroom visitation. Such interviews may be conducted by a simple majority of the TPR committee if all members are not available.

A draft letter of recommendation will be written and discussed within the committee. Each candidate being considered for tenure, promotion, or reappointment may be invited to meet with the TPR committee following initial review of the candidate's electronic notebook. 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. A final letter of recommendation addressed to the dean by the TPR committee will be written and signed by the TPR committee chair.

LETTERS OF RECOMMENDATION

Once the TPR committee chair's and department chair's letters of recommendations are completed and inserted into the electronic system, the committee and department chair may view each other's letters. If they basically coincide, no further action is needed. However, if the two sets of evaluations and recommendations differ significantly, the TPR committee and department chair may meet to discuss their individual conclusions, noting that neither conclusion is superior to the other.

DEAN, PROVOST, AND PRESIDENT

Once the electronic notebook has passed through the department-level process, the Dean, Provost, and President participate in the TPR process. The Faculty Manual specifies the processes and procedures in the TPR process at the College and University levels.

SECTION III. GUIDELINES

PURPOSE

These guidelines are provided to foster a consistent philosophy of tenure, promotion and reappointment within the Department of Forestry and Environmental Conservation (FEC) in the College of Agriculture, Forestry, and Life Sciences (CAFLS) at Clemson University. The general procedures, elements to be considered, and expected 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 should be used by faculty members to gauge annual performance and progress toward these goals. Moreover, they should be used to ensure professional development is consistent 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 departmental administrators. The Faculty

Manual describes general qualifications for faculty appointments and descriptions for specific faculty ranks in Chapter IV, Sections A and B. It also describes the policies and procedures for renewal of appointment, tenure and promotion in Chapter V, Sections C and D.

GOVERNING DOCUMENTS

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

- the current Clemson University Faculty Manual;
- the current Department of Forestry and Environmental Conservation Bylaws.

RESPONSIBILITIES

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

- The Department Chair is responsible to ensure that faculty-approved TPR guidelines are in place and that those procedures are followed.
- The Department Chair is responsible for assuring all submission deadlines are communicated to the candidates.
- The Department Chair shall ensure the TPR committee has a list of candidates for reappointment or promotion that includes their years at Clemson and their approved percentages of appointment (Teaching, Research, Extension, and Service).
- The TPR committee is responsible for conducting the objective review of candidates following these guidelines.
- The candidate is responsible for providing complete and well-documented information in the correct format and for meeting published deadlines.
- The TPR committee will not be able to review the candidate's packet until it is submitted in the correct format, adhering to the requirements and format outlined in these guidelines, and has met published deadlines.
- The candidate will also be responsible for providing a list of peer reviewers following the requirements outlined in this document under Section II.B.1. (**Procedures – Preliminary - Dates and Deadlines**).

INTRODUCTION

These guidelines provide criteria for tenure, promotion, and reappointment considerations for faculty in the Department of Forestry and Environmental Conservation in the College of

Agriculture, Forestry, and Life Sciences at Clemson University. These guidelines are effective upon approval by the FEC regular faculty, FEC Department Chair, CAFLS Dean, and CU Office of the Provost.

Consideration for tenure, promotion, and reappointment shall be based upon each individual's rank and specified appointment among areas such as teaching, research, extension, and service. Performance criteria for individuals seeking promotion are not absolutes, but rather serve as indicators of typical activities expected in teaching, research, extension, and service. Deviations from performance criteria metrics are allowed. Consideration shall be given to both the quantity and quality of performance based on an aggregate of achievements.

Candidates developing dossiers for tenure, promotion, and reappointment should carefully read this document, the Faculty Manual and any additional instructions from the Provost and Dean's offices that may be given on an annual basis; for example, deadline dates, instructions on using the designated electronic document system, etc.

Promotion and tenure are earned through a process of independent peer and administrative evaluations, and the recommendations from these groups are based upon information provided in the candidate's dossier. The candidate is responsible for ensuring the dossier is accurate, complete, and well-organized. The candidate is responsible for being aware of, and following, the applicable Department and University policies and procedures. Failure of the candidate to follow guidelines or to make a strong case for promotion and tenure within the dossier may be cause for a negative recommendation.

Promotion to Associate Professor does not automatically grant tenure (i.e., these are two separate faculty votes).

TENURE TRACK FACULTY

ROLES

Tenure track faculty may be engaged in four principal activity areas: teaching, research, extension, and service. In general, most tenure track faculty are only involved in three out of the four.

Teaching

Teaching inspires students to be lifelong learners and imparts contemporary skills and knowledge while forming the foundation for their careers. A faculty member with a teaching appointment is expected to approach teaching with enthusiasm and to develop their skills over time, seeking and integrating feedback, engaging with teaching scholarship, and innovating the practice of teaching where possible. Faculty teach both formally in the classroom (assigned courses, guest lectures, etc.), in labs, and on field trips; and informally through student advising, undergraduate, graduate and post-doctoral mentoring/research, and by serving as professional role models.

Research

Research is creative, intellectual work characterized by originality and critical thought. A

faculty member with a research appointment is expected to establish a research program, train graduate students, and disseminate research findings. Means of dissemination include, but are not limited to, scholarly books, publications in refereed journals, refereed digital media, presentations at scientific conferences and symposia, and development and maintenance of research databases. Collaborative research is critical to solving big ideas; candidates seeking promotion and tenure should present clear and convincing evidence of their intellectual contributions. Overall, it must be clear that the candidate has an independent research program, demonstrated by, for example, first-authored, last-authored or corresponding-authored publications and publications authored with the candidate's graduate students and postdoctoral scholars.

Extension

As a Land Grant Institution, one of our major responsibilities is Extension, and with it, assisting, serving, and facilitating the economic well-being of the residents of South Carolina. Extension activities serve society by helping to identify, analyze, and seek solutions to problems of citizens, professionals, businesses and governmental units. Tenure-track faculty with Extension appointment components are expected to contribute to the scholarship of Extension. Extension generates educational products that contribute to the economic development and environmental quality of the state, region, and nation. Extension activities include technology and information transfer designed to assist professional and non-professional individuals or groups, as well as facilitating the work of educators and professionals who assist non-professionals. Extension scholarship can be demonstrated by many forms including peer-reviewed journal publications; fact sheet and web-based publications; presentations of educational content at meetings, classes, courses, workshops, and conferences; facilitation of information transfer using oral, written, or electronic methodologies; provision of on-line education via webinars or social media; and service in an educational and leadership capacity to community-based and professional organizations, private and public sector organizations, and individuals.

Service

Service to the Department, College, and University is a responsibility of all faculty members, yet should be monitored by the department chair, faculty member and the TPR committee, lest it overtake other roles, especially for those pre-tenure. The effort and time commitment involved in service facilitates Department, College, and University governance, economic development, positive perceptions of peers, and improves the quality and effectiveness of teaching, research, extension, and outreach programs. Service is performed in two areas:

- a. On-campus service (which includes all research stations) includes active participation and leadership in FEC, REC, CAFLS and University committees, degree and certificate programs, and student organizations.
- b. Professional service includes participation in professional organizations; editorial responsibilities; grant proposal and manuscript evaluation; participation in, or organization of, seminars, conferences and workshops; international development; and government projects, etc. Service to various levels of government can be as an advisor or in other research or outreach capacities.

TENURE, PROMOTION AND REAPPOINTMENT

Faculty members are expected to strive for excellence in all aspects of their university responsibilities. The time allocated to teaching, research, extension, and service varies with each faculty member's negotiated appointment. These assignments may change over one's career in negotiation with the Department Chair. The division of a faculty member's assignment among research, teaching, extension and service activities is considered in the evaluation.

YEARLY REAPPOINTMENT OF ASSISTANT AND UNTENURED ASSOCIATE PROFESSORS

Reappointment to the position of Assistant or untenured Associate Professor is based on sustained effort and demonstrated progress across multiple performance criteria outlined in Section IV, expectations for tenure below. It is expected that these criteria are given to all faculty candidates prior to their hire. However, within one year of his or her hire date, each candidate will meet with the Department and TPR chairs to review these criteria so that they are clearly understood.

PROMOTION TO ASSOCIATE PROFESSOR

FEC expects candidates for promotion to the rank of Associate Professor to have become independent faculty members who have matured beyond the doctoral student and postdoctoral associate level in teaching, research, extension, and/or service.

Candidates must show clear and convincing evidence of impact and an emerging upward trajectory towards Global stature. Global stature is defined as publishing in ISI listed journals, giving invited talks, attending and presenting at national and international conferences, being cited in significant publications and at a promising rate, filling editorships and performing significant peer review. External peer review should recognize the individual's major scholarly work and emerging impact to their field. Strong regional activity may be an indicator of an emerging Global trajectory. Faculty should strive for as large an audience as possible.

For promotion to Associate Professor, the faculty member must demonstrate that their cumulative accomplishments meet or exceed performance in all activity areas of their appointment (research, teaching, extension, and service). The criteria to demonstrate performance for promotion to Associate Professor are described in Section IV below.

PROMOTION TO PROFESSOR

Promotion to the rank of Professor is based upon sustained professional distinction in teaching, research, extension and service. Candidates must show clear and convincing evidence of high and sustained levels of Global impact above and beyond the criteria for promotion to associate professor.

TENURE

The granting of tenure recognizes a candidate's potential long-term value to the University, as determined by professional performance and development. In addition, tenure ensures the academic freedom essential to an atmosphere conducive to the free search for truth and the attainment of excellence in the University.

IV. EVALUATION CRITERIA FOR PROMOTION AND TENURE

The Department of Forestry and Environmental Conservation has expectations regarding teaching, research, extension and service activities. For each activity, there are several components, with associated evaluation criteria, used to characterize satisfactory performance. Where more than one criterion within a component is listed, at least some of the criteria need to be used to characterize performance. The listed criteria are commonly used metrics, but other criteria can be used to document the expected level of performance. It is the responsibility of the candidate to justify the use of different criteria in the dossier. Within an activity, a high level of achievement in one component can partially compensate for a lower level of achievement in another component, if justification is supplied by the candidate, and if deemed sufficient by the TPR committee. Quantitative criteria contribute to, but do not supersede, judgement of the quality of scholarship, instruction, mentoring, service, and outreach.

The promotion dossier should provide cumulative evidence of sustained quality of achievements and impact of scholarly work. A few major achievements, or a collection of many substantial activities, may be used to demonstrate high quality and productivity in an area of emphasis.

It is the responsibility of the candidate for tenure or promotion to address and demonstrate both the quality and quantity of their activities within the promotion dossier.

The following criteria are scaled by FTE (full-time equivalent) in the activity area described. In general, most tenure-track faculty will be 50% research, 45% teaching and 5% service, (all faculty members should include at least 5% service in their appointment); however, other assignments will occur and will be prorated based on the appointment. For an appointment with a different FTE, the expectation level will be linearly pro-rated accordingly.

COMPONENTS AND CRITERIA

RESEARCH @ 0.5 FTE

The candidate must demonstrate excellence in research; meeting or exceeding the quantitative metrics does not supersede judgement regarding the quality and impact of their work.

Promotion to Associate Professor

Component 1. Establish a scholarly publication record that demonstrates emerging global impact in the candidate's research area.

Criterion:

During the evaluation period, produce an overall average of two or more scholarly publications per year in peer-reviewed outlets, with most in well-regarded refereed

journals.

Note:

Faculty members voting on tenure and promotion must consider journal quality and publication strategy in their decision. Tenure, promotion and reappointment review recognizes that the appropriate publication outlets will vary by field and project. Faculty members should strive to publish research in such a way that maximizes the balance between impact/reputation and ability of the scientific community to access research. Faculty members are encouraged to explain their publication strategy and the reputation of their publication outlets in the files they provide to the TPR committee. Consistently publishing in lower tier journals will not be considered sufficient to meet this criterion. Likewise, publications in prestigious journals, or publications of greater length or significance (as evidenced by high numbers of citations or awards), such as monographs, or patents, can justify a lower number of total publications. Publication of other scholarly works (e.g., technical reports, patents, proceedings, etc.) add to the record but should not substitute for journal articles, except in unique situations that must be well-justified by the candidate. In some cases, non-peer reviewed publications can be part of the dossier with justification. It is the responsibility of the candidate to establish that publications are in high quality and appropriate journals for their respective field.

Component 2. Present research at scientific or professional meetings of sufficient quantity and prestige to indicate emerging global stature.

Criteria:

- i. Deliver presentations (oral and/or poster) at scientific or professional meetings;
- ii. Deliver invited presentations at scientific or professional meetings;
- iii. Deliver invited seminars at academic and/or research institutions and agencies;
- iv. Serve as an invited panel member.

Component 3. Obtain sufficient funding, commensurate with your area, to establish an active, independent research program. Commensurate with your area indicates that funding rates are sufficient to support publication and student research/mentorship as in other sections.

Criteria:

- i. Obtain extramural grants and/or contracts;
- ii. Receive grants from external and/or competitive funding sources;
- iii. Secure funding from gifts, consortia, or service fees;
- iv. Provide evidence of sustained effort towards obtaining substantial external funding.

Component 4. Provide graduate student mentorship.

Criteria:

- i. Graduate at least two MS graduate students as Committee Chair during the evaluation period; substantial progress of PhD students toward their graduation will also be considered.

- ii. Co-author publications and presentations with graduate students;
- iii. Serve as Committee Chair to graduate students who receive awards or recognitions;
- iv. Serve on graduate advisory committees at Clemson and/or other universities;
- v. Provide successful graduate student professional career development.

Component 5. Additional evidence of excellence in research

Criteria: (examples include)

- i. Awards received from the college, university, outside agencies or professional societies;
- ii. Other evidence of recognition.

Promotion to Professor

Component 1. Scholarly publication record with an upward trajectory that demonstrates global stature in the candidate's research area.

Criterion:

Sustain and improve a scholarly publication record over what is expected for promotion to Associate Professor.

Component 2. Present research at scientific or professional meetings of sufficient quantity and prestige to demonstrate global stature.

Criteria:

- i. Sustain and improve activities as described for promotion to Associate Professor;
- ii. Deliver invited seminars;
- iii. Serve as an invited panel member.

Component 3. Obtain sufficient extramural funding to maintain support of an active research program.

Criteria:

- i. Sustain and improve activities over what is described for promotion to Associate Professor;
- ii. Secure nationally competitive funding;
- iii. Provide leadership of nationally competitive funding submissions;
- iv. Provide leadership of competitive student/postdoctoral training grants and/or infrastructure funding (i.e. program development).

Component 4. Advise, mentor, and graduate an adequate number of graduate students to demonstrate that an active research program has been maintained.

Criteria:

- i. Demonstrate a sustained record of graduating M.S. and Ph.D. students and/or mentoring of postdoctoral scholars as major professor during the evaluation period;
- ii. Sustain and exceed other activities as described for promotion to Associate Professor.

Component 5. Additional evidence of excellence in research

Criteria:

- i. Awards received from the college, university, outside agencies or professional societies;
- ii. Other evidence of recognition.

TEACHING @ 0.45 FTE

The candidate must demonstrate excellence in teaching; meeting the quantitative metrics does not supersede judgement regarding the quality and impact of their work.

Promotion to Associate Professor

Component 1. Demonstrate excellence in instructional activities.

Criteria:

- i. Significantly update or revise assigned existing courses or potentially create new courses;
- ii. Develop and implement innovative teaching approaches in assigned courses;
- iii. Earn high ratings on student evaluations, including notable student comments on evaluations, and responses to evaluations that show improved teaching practice. (The TPR committee acknowledges issues with implicit bias with these.)
- iv. Seek peer review as through teaching observation;
- v. Participate in faculty development activities (e.g., on-campus training opportunities, educational conferences)
- vi. Obtain fellowships or grants related to instructional activities;
- vii. Publish pedagogical-related materials/methods in peer reviewed outlets;
- viii. Develop instructional material (e.g., lab manuals);
- ix. Give invited guest lectures at Clemson and/or other universities.

Component 2. Perform appropriate levels of instructional activity.

Criteria:

- i. Teach assigned courses with current state of knowledge, appropriately and fully;
- ii. Teach at both the graduate and undergraduate level, if assigned;
- iii. Direct undergraduate students in research;
- iv. Strive to participate in experiential education (e.g., study abroad programs or field courses);
- v. Advise students in undergraduate and graduate programs, certificate programs, senior projects, or senior thesis or honor students;
- vi. Chair and serve on graduate student committees within the department and across the university;
- vii. Mentor students in extracurricular educational activities.

Promotion to Professor

Component 1. Demonstrate excellence and leadership in instructional activities.

Criteria:

- i. Sustain and show leadership at teaching excellence as described for promotion to Associate Professor;
- ii. Receive teaching honors, awards, or fellowships;
- iii. Co-teach with junior faculty;
- iv. Mentor junior faculty in teaching;
- v. Participate in scholarship of teaching and learning (e.g., research on teaching and learning, publications on teaching and learning, leadership in Faculty Learning Communities or workshops on teaching innovations);
- vi. Complete multiple masters- and doctoral-level graduate students;
- vii. Show evidence of graduate student career success and impact.
- viii. Becoming trained in and performing teaching evaluations

EXTENSION @ 0.95 FTE (AVERAGE ANNUAL PERFORMANCE CRITERIA)

The candidate must demonstrate excellence in extension; meeting the quantitative metrics does not supersede judgement regarding the quality and impact of their work.

Promotion to Associate Professor

Component 1. Conduct an adequate number of educational events in the designated program area. This should include 10 or more lectures and/or presentations and the development of at least 1 major needs-based workshop or short course.

Criteria: (examples include)

- i. Lectures or talks to professional and/or non-professional audiences in seminars, conferences, or workshops, with an emphasis on research information synthesis and transfer;
- ii. Field days or expos;
- iii. Interactive online events (e.g., webinars, hosting of formal Q&A events on social media).

Component 2. Develop, author, produce, and disseminate educational products for clients in the designated program area.

Criterion:

- i. Generate and publish 6 educational products (journal, trade, symposium articles; fact sheets; on-line publications; proceedings; books; book chapters; mobile apps; CDs; websites; information cards; etc.). Products of greater effort and impact can justify a lower number of total products.

Component 3. Develop, author, produce, and disseminate information and papers at scientific or professional meetings of sufficient quantity or prestige (such as invited presentations) that indicate emerging stature in the designated program area.

Criteria: (examples include)

- i. Presentations at local, regional, national, or international meetings;
- ii. Invited presentations at local, regional, national or international meetings;
- iii. Invited seminars at Clemson University or other Colleges and Universities;
- iv. Keynote presentations.

Component 4. Publish peer-reviewed scholarly articles in extension and in the designated program area.

Criteria:

- i. Publish 1 peer-reviewed journal article on the scholarship of extension each year;
- ii. Publish 1 peer-reviewed journal article in the designated program area every other year.

Component 5. Achieve recognition by relevant groups and organizations that indicates emerging stature and expertise in the designated program area.

Criteria: (examples include)

- i. Appointments to Boards of Directors, Advisory Councils;
- ii. Requests to assist with program development;
- iii. Development of partnerships, or other related contributions.

Component 6. Develop a reputation as an accessible and knowledgeable expert in the designated program area and provide consistent and timely assistance to professionals and non-professionals.

Criteria:

- i. Be responsive to requests for information and assistance via email, other online means, phone, or in-person visits;
- ii. Communicate effectively and professionally while building positive relationships for Clemson and the designated program area.

Component 7. Participate in research-based content development activities in the designated program area.

Criterion:

- i. Design and actively participate in research-based content development and delivery for professional, public sector, and private clients.

Component 8. Obtain funding to support an active outreach program.

Criterion:

- i. Secure funding through extramural grants, contracts, gifts, revenue-generating workshops and training events, and other sources.

Component 9. Additional evidence of excellence in outreach

Criteria: (examples include)

- i. Awards received from the university, outside agencies, or professional societies;
- ii. Other evidence of recognition.

Promotion to Professor

Component 1. Make an adequate number of lectures and presentations in the designated program area.

Criterion:

- i. Sustain and improve a program delivery record that is over what is needed

for promotion to associate professor, and which demonstrates global stature in the designated program area.

Component 2. Participate in research-based content development activities in the designated program area.

Criterion:

- i. Provide global leadership and actively participate in research-based content development activities delivery for professional, public sector and private clients.

Component 3. Maintain development of educational products demonstrating national/international stature for clients in the designated program area.

Criterion:

- i. Produce educational products that demonstrate excellence in quality and quantity as assessed by colleagues and peers in the field.

Component 4. Obtain funding to support an active outreach program.

Criterion:

- i. Secure funding through extramural grants, contracts, gifts, revenue-generating workshops and training events, and other sources.

Component 5. Develop, author, produce, and disseminate information and papers at scientific or professional meetings of sufficient quantity or prestige (such as invited presentations) that indicate national/international stature.

Criteria: (examples include)

- i. Presentations at regional, national or international meetings;
- ii. Invited presentations/seminars at regional, national or international meetings;
- iii. Keynote presentations.

Component 6. Additional evidence of excellence in outreach.

Criteria: (examples include)

- i. Awards received from the university, outside agencies, or professional societies;
- ii. Other evidence of recognition.

SERVICE @ 0.05 FTE

Promotion to Associate Professor

Component 1. Complete service activities specific to the candidate's teaching, research, and/or extension appointment.

Criterion:

- i. Specific service responsibilities completed.

Component 2. Engage in service activities specific to the needs of our students, the department, the college or the university.

Criteria:

- i. Advise student clubs and/or student professional organizations;
- ii. Participate on department, college or university committees.
- iii. Support, participate, and demonstrate practice of university and department diversity, inclusion, and equity programs

Component 3. Engage in professional service activities.

Criteria:

- i. Hold membership in professional societies;
- ii. Participate on professional society committees;
- iii. Review manuscripts and grant proposals;
- iv. Organize seminars, conferences or workshops;
- v. Serve as session chair;
- vi. Regularly participate in professional organization activities.

Promotion to Professor

Component 1. Complete and lead service activities specific to the candidate's teaching, research, and/or extension appointment.

Criterion:

- i. Specific service responsibilities completed.

Component 2. Engage and lead university service-level activities.

Criteria:

- i. Advise student clubs and/or student professional organizations at a higher level of engagement than that described for promotion to Associate Professor;
- ii. Lead/chair department, college and university committees.
- iii. Lead university and department diversity, inclusion, and equity programs

Component 3. Engage and lead in professional service activities.

Criteria:

- i. Engage in professional service activities as described for promotion to Associate Professor;
- ii. Complete editorial responsibilities;
- iii. Review for significant journals;
- iv. Participate on proposal review panels;
- v. Hold membership on program review panels;
- vi. Participate in international capacity development;
- vii. Serve as an officer in professional or learned societies;
- viii. Advise entities in government and private sector.

SPECIAL RANK FACULTY – EXTENSION PROFESSOR OR RESEARCH PROFESSOR LINE

EXTENSION ASSISTANT PROFESSOR OR RESEARCH ASSISTANT PROFESSOR

- a. This title is reserved for those individuals who have a terminal degree in their assigned field. A terminal degree is defined as the highest academic degree in a particular field

- of study from an accredited university. In many instances, a terminal degree is a PhD; however, there are fields of study where a PhD is not the terminal degree.
- b. To ensure appropriate progress in this position, an in-depth 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.
 - c. The evaluation criteria for promotion is identical to the tenure track Assistant Professor rank as described in this document and the Clemson Faculty Manual. Evaluation for reappointment should reference criteria in the hiring letter.

EXTENSION ASSOCIATE PROFESSOR OR RESEARCH ASSOCIATE PROFESSOR

- a. This title is reserved for those individuals who have a terminal degree in their assigned field. A terminal degree is defined as the highest academic degree in a particular field of study from an accredited university. In many instances, a terminal degree is a PhD; however, there are fields of study where a PhD is not the terminal degree.
- b. The evaluation criteria for promotion is identical to the tenure track Associate Professor rank as described in this document and the Clemson Faculty Manual. Evaluation for reappointment should reference criteria in the hiring letter.

Extension Professor or Research Professor

- a. This title is reserved for those individuals who have a terminal degree in their assigned field. A terminal degree is defined as the highest academic degree in a particular field of study from an accredited university. In many instances, a terminal degree is a PhD; however, there are fields of study where a PhD is not the terminal degree.
- c. Faculty members who hold this rank are expected to provide leadership and effective transfer of knowledge on issues related to their assignment.
- d. Tangible evidence of contributions to the body of knowledge or practice in his/her assigned field is required. See examples listed in sections on extension or research above.
- e. A documented record of consistent productivity of superior quality and demonstrated impact is required.
- f. 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) is required.
- g. 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.
- h. 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 events, 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.
- i. A documented record of professional growth and development is required.
- j. Ability to mentor other faculty, associates, Extension agents, students (graduate, undergraduate or youth) is required.

- k. Demonstrated university service relevant to location (e.g., university committee assignments) is required.
- l. 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.

Extension Scholarship Defined

As a Land Grant Institution, one of our major responsibilities is Extension and with it, assisting, serving, and facilitating the economic well-being of the residents of South Carolina. Extension activities serve society by helping to identify, analyze, and seek solutions to problems of citizens, professionals, businesses and governmental units. Faculty with Extension appointment components are expected to contribute to the scholarship of the practice of Extension. Extension generates educational products that contribute to the economic development and environmental quality of the state, region, and nation. Extension activities include technology and information transfer designed to assist professional and non-professional individuals or groups, as well as facilitating the work of educators and professionals who assist non-professionals. Extension can take many forms including peer-reviewed journal publications; traditional fact sheet and web-based publications; presentations of educational content at meetings, classes, courses, workshops, and conferences; facilitating information transfer using oral, and/or written and/or electronic methodologies; providing on-line education via webinars or social media; and serving in an educational and leadership capacity to community-based and professional organizations, private and public sector organizations, and individuals.

SPECIAL RANK FACULTY – LECTURERS, SENIOR LECTURERS, AND PRINCIPAL LECTURERS

REAPPOINTMENT AND PROMOTION OF LECTURERS, SENIOR LECTURERS AND PRINCIPAL LECTURERS

- a. Reappointment to the position of Lecturer is based on fulfillment of criteria from Level I below, bearing in mind that an individual's job duties may not encompass all the criteria listed. Reappointment and Promotion to the position of Senior Lecturer is based primarily on Level I criteria, but also includes Level II criteria. Level II contributions do not compensate for a deficiency in Level I criteria. Reappointment and Promotion to the position of Principal Lecturer is based primarily on Level I and II criteria, but also includes Level III criteria. Level III contributions do not compensate for a deficiency in Level I or II criteria.
- b. Lecturers will be evaluated annually following the standards and procedures in this document.

Senior lecturers will be evaluated every three years and in the penultimate year, following the standards and procedures in this document.

Principal lecturers will be evaluated every five years and in the penultimate year, following the standards and procedures in this document.

- c. The TPR committee will solicit recommendations from senior lecturers and principal lecturers in CAFLS for lecturer reappointment review and lecturer promotion to senior lecturer.

The TPR committee will solicit recommendations from senior lecturers and principal lecturers in CAFLS for senior lecturer reappointment review; the committee will solicit recommendations from principal lecturers in CAFLS for senior lecturer promotion to principal lecturer.

The TPR committee will solicit recommendations from principal lecturers in CAFLS for principal lecturer reappointment review.

- d. Promotion to Senior Lecturer 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. Length of service as a Lecturer, in itself, is not a sufficient criterion for promotion to Senior Lecturer.

Lecturers may request promotion to Senior Lecturer after their fourth year of service and *must* request promotion to Senior Lecturer by their eighth year of service. Equivalent experience at Clemson may be counted towards the four-year service requirement. If a Lecturer fails to request promotion to Senior Lecturer by their eighth year or is not promoted to Senior Lecturer following a request in their eighth year, they will not be reappointed after a final ninth year of service. See the Faculty Manual for full details of the University's Senior Lecturer promotion policy.

- e. Promotion to Principal Lecturer 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**. Length of service as a Senior Lecturer, in itself, is not a sufficient criterion for promotion to Principal Lecturer. Senior Lecturers may request promotion to Principal Lecturer after their fourth year of service as a Senior Lecturer. See the Faculty Manual for full details of the University's Principal Lecturer promotion policy.

CRITERIA FOR REAPPOINTMENT AND PROMOTION OF LECTURERS, SENIOR LECTURERS, AND PRINCIPAL LECTURERS

- a. **Level I:** Appointment to the rank of Lecturer is granted to individuals whose primary responsibility is teaching. Duties that support the department's teaching mission include:
 - i. Effective classroom instruction that demonstrates both expertise and commitment
 - ii. Effective lab coordination and preparation activities that support high quality lab-based instruction
 - iii. Effective mentoring and supervision of Graduate Teaching Assistants
 - iv. Effective mentoring and supervision of undergraduates, including student workers and undergraduate advisees
- b. **Level II** criteria describe additional contributions that are consistent with the teaching

and research mission of the University:

- i. Development of new courses, curricula, pedagogical methods, or instructional materials
 - ii. Coordination of large, or multi-section course(s)
 - iii. Teaching a genuine breadth of courses at a variety of levels, potentially including Honors courses
 - iv. Preparation of educational materials that support lab instruction
 - v. Leadership of creative inquiry classes, undergraduate research projects and service-learning courses
 - vi. Teaching award(s) and other recognitions of excellence
 - vii. Publication(s) in refereed journals or conference proceedings, presentations at professional meetings, and participation in relevant professional societies
 - viii. Submission of external grants and their subsequent approval or favorable review
 - ix. Conscientious service to the department, college, university and community (ex: outreach activities, consulting, academic advising, and committee service)
- c. **Level III:** Substantial additional contributions that are consistent with the teaching and research mission of the University. Job duties vary. It is recognized that no individual will meet all these criteria, but a demonstrated record towards fulfilling at least one is expected. This list highlights some important activities and also provides necessary latitude for evaluating lecturers with differing goals and appointments.
- i. Design/instruction of online courses, service learning, and/or study-abroad courses
 - ii. Design of comprehensive educational materials to support lecture and/or laboratory instruction
 - iii. Teaching award(s) and other recognitions of excellence
 - iv. Exceptional service to the Department, College, and University (e.g.: development of core instructional and curricular programs, extensive committee service, outreach and engagement activities)
 - v. Conscientious participation in relevant professional societies, presentations at professional meetings or publication(s) in refereed journals or conference proceedings
 - vi. Significant contribution to the success of students in creative inquiry classes and undergraduate research projects
 - vii. Evidence of scholarship appropriate to the position, including production and publication of learning materials online and in print for local, regional, and national audiences, or submission/receipt of external grants
 - viii. Significant leadership, mentoring, and support of other faculty, peers, and students

SPECIAL RANK FACULTY - CLINICAL FACULTY

The Department of Forestry & Environmental Conservation will not have members of Clinical Faculty.

SPECIAL RANK FACULTY – PROFESSOR OF PRACTICE

Professors of practice will be evaluated annually based on the contribution to FEC's academic mission through teaching, programmatic, and research activities and as otherwise specified in the Faculty Manual. Professors of Practice may or may not have a terminal degree.

Given that the major contribution of a Professor of Practice is knowledge gained through experience, review will focus on the degree to which the candidate has used their experiential knowledge to enhance the curriculum.

Enhancing the curriculum can be evidenced through effectively teaching courses; participation in other classes; advising faculty on practical content in their courses; obtaining funding for curricular enhancements, experiential learning opportunities and career enhancement for students; and other tangible outcomes related to practice.

Professors of Practice may have experience in research of a practical nature that would not have lead to a Research faculty position. For example, they might have had more experience in the promotion and management of research, than in conducting research. Should this be relevant, specific research goals should be set with the Department Chair and communicated to the TPR committee, and used in review.

Other aspects of a Professor of Practice's professional experience that are part of their position should be specified by the Department Chair and communicated to the TPR committee to be used in review.

SECTION V. POST TENURE REVIEW PROCEDURES

The post-tenure review must be linked to the annual reviews and shall consist of two parts (Part I and Part II).

PART I:

Post-tenure review consists of TPR committee review of the ratings received on the most recent available series of five years of annual performance reviews. All tenured faculty members receiving no more than one (of five) annual performance ratings of "fair," "marginal," or "unsatisfactory" in Part I of the post-tenure review process receive a post-tenure review rating of "satisfactory." These faculty members are thereby exempt from Part II of post-tenure review.

PART II:

Post-tenure review consists of additional review by the TPR committee and the department chair, of those identified in Part I as subject to further review. All tenured faculty members receiving two or more annual performance ratings of "fair," "marginal," or "unsatisfactory" will be reviewed under Part II of post-tenure review. If a member of the TPR committee or a member's spouse/partner/former spouse is undergoing PTR, then that member must recuse themselves from all PTR discussions and actions. A quorum for post tenure review is three members.

The faculty member undergoing Part II of PTR must provide the following documents to the PTR committee and the department chair: (1) a complete and total electronic review notebook, including documentation for all appropriate categories/tabs; (2) A summary of student assessment of instruction for the last 5 years, including a summary of statistical ratings from student assessments of instruction (if appropriate to the individual's duties); (3) A plan for continued professional growth; (4) Detailed information about the outcomes of any sabbatical leave awarded during the preceding five years; and (5) The names of six referees outside the department whom the PTR committee could contact for references.

In order to ensure adequate external representation in the Part II PTR process, the TPR committee will use reference letters submitted from outside the department on each individual under review. The TPR committee is required to obtain a minimum of four reference letters, of which at least two must come from the list of six referees submitted by the faculty member.

CRITERIA FOR PART II PTR

Criteria for PTR evaluation will be the same as used in TPR at the faculty member's current rank and appointment as noted in section IV above, taking into account any shifts in duties that have occurred over the last 5 years and scaling for those changes.

For a complete description of the Part II Post-Tenure Review process, please refer to the Faculty Manual, Part V.G.

SECTION VI. ACCEPTANCE, AMENDMENT OR REVISION

This document and discipline-specific criteria must be accepted by the faculty within the Department of Forestry and Environmental Conservation and must be approved by the FEC Department Chair, Dean of the College of Agriculture, Forestry, and Life Sciences and the Office of the Provost. New faculty members must be provided with this document at the time of their hire.

Any amendment or revision to this document shall become effective when approved by the faculty, FEC Department Chair, CAFLS Dean and the Office of the Provost. All revisions and approval dates must be listed in this document.

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

- A proposal for amendment or revision may come from the departmental TPR committee or by recommendation from four faculty members, submitted to the TPR committee.
- The departmental TPR committee will circulate the proposed changes to the faculty at least 2 weeks prior to their scheduled discussion at a regular departmental 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 TPR committee's secretary. Voting may be carried out by confidential digital means.

- The ballot will clearly state the date when the ballots must be returned to the TPR 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 upon approval by the FEC Department Chair, CAFLS Dean, and Office of the Provost.

F E M I N A L