

**CLEMSON**  
UNIVERSITY

Department TPR and PTR Documents Routing Sheet  
Requirements based on 2019-2020 *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: Food, Nutrition & Packaging Sciences  
College: Agriculture, Forestry and Life Sciences  
Department Faculty Meeting at which the attached TPR documents were  
approved on: Jan 30, 2020

Faculty Manual Editorial Consultant

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

Department Chair Joseph Bertrand Joseph Bertrand (Feb 6, 2020) jkbertr@clemson.edu

Approved  Revision Required (see comments) Feb 6, 2020

Dean Keith L Belli Keith L Belli (Feb 6, 2020) kbelli@clemson.edu

Approved  Revision Required (see comments) Feb 6, 2020

Provost Robert J Jones

Approved  Revision Required (see comments) Date 7/20/21

Approved, with the expectation that the areas noted as inconsistent with the faculty manual (per the consultant's checklist sheet) will be addressed with the requirements in the faculty manual superseding the departmental TPR document (composition of TPR committees). Please be sure to update soon with this revision.

**Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2019-2020 *Faculty Manual***

Department: Food, Nutrition and Packaging Sciences

Date

2/3/2020

*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		*	
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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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		
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 <b>PTR</b> 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	
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		*	

#### Comments

- 0 Article I Description of Committees. D: this section describes how a waiver for a national search can be approved (by a simple majority of the eligible regular faculty); the Faculty Manual requires the approval of the departmental advisory committee and the TPR committee (see page 40 of the 19-20 Faculty Manual Ch V, B5c,ii).

This document indicates the following: "Waiver of national searches. A waiver must be requested by the department chair and approved by the Department Advisory Committee, and by a vote of a simple majority of all eligible regular faculty in the Department (all Assistant Professors, Associate Professors and Professors at the rank or higher than the candidate)."

TPR committees are not composed of all regular faculty but, in accordance with this document, elected. Therefore, this document is not consistent with the Faculty Manual in this regard.

- 24 The DSTPR committees, which are used for PTR, do not elect their own chairs.

#### General Comments

Please note that there is a maximum time-in-rank for assistant extension and assistant research professors. This is not required in the Manual but neither is it forbidden. There is not a university-level mechanism for tracking or enforcing this timeline.

**APPENDIX A  
POLICIES AND PROCEDURES FOR TENURE, PROMOTION, AND  
REAPPOINTMENT  
(TPR) AND POST-TENURE REVIEW (PTR)**

**Department of Food, Nutrition, and Packaging Sciences  
College of Agriculture, Forestry, and Life Sciences  
Clemson University  
Amended January 30, 2020**

**Preamble:**

The aim of these guidelines is to provide a framework to support the success of all faculty. The timeline of events, which differs from the university timeline, aims to maximize a candidate's chance to be successful. Request for exceptions to TPR timeline must be approved by a majority vote from eligible tenured regular faculty in the candidate's discipline.

***Article I – Tenure, Promotion, and Reappointment (TPR) Policies and Procedures***

- A. The tenure, promotion, and reappointment policies and procedures in the Department of Food, Nutrition, and Packaging Sciences (FNPS) shall conform to those outlined in the most current version of the Clemson University Faculty Manual.
- B. All proposed amendments shall be presented to the regular faculty in writing at least ten (10) days prior to the meeting at which there will be a vote on the amendments.
- C. Amendments to these policies and procedures shall be made upon approval by two-thirds of the department's regular faculty.
- D. All amendments must be approved by the Department Chair, College Dean and the University Provost.
- E. Voting on reappointment, tenure and/or promotion shall be conducted by written ballot and if necessary, by electronic ballot. Majority of the eligible faculty shall determine the vote. Minority letters are acceptable but must be signed by all supporters.

**Description of Committees:**

- A. **Chair of the TPR Committee** shall be a tenured professor; shall serve for a maximum of three years; and shall not be eligible to succeed himself/herself for five (5) years after which the service schedule shall recycle. During the first two weeks of January the Department Chair will send out an electronic ballot to all regular faculty listing TPR Chair nominees. The nominees shall consist of the three eligible professors with the most years of service as a professor which includes other institutions. At or by the February FNPS faculty meeting the TPR Chair will be announced. The term of office shall begin March 1. The TPR Chair will serve as the Discipline-Specific Tenure and Promotion

Committee Chair, the chair of the Post Tenure Review Committee and ensure all TPR activities for their three-year term are followed.

- B. Discipline-Specific Review (DSR) Committees** are elected each year by the regular faculty in their discipline (primary and secondary) at the rank of tenured associate professor/ professor. The committee is responsible for reappointments and adjunct requests. Committee consist of three members.
- C. Discipline-Specific Tenure and Promotion Review (DSTPR) Committee** shall be charged with tenure and promotion decisions. The committee shall consist of three tenured regular faculty from the department in the candidate's discipline at a rank greater than the candidate, the TPR Chair and one tenured professor from outside the department in a corresponding discipline.
- D. Waiver of national searches.** A waiver must be requested by the department chair and approved by the Department Advisory Committee, and by a vote of a simple majority of all eligible regular faculty in the Department (all Assistant Professors, Associate Professors and Professors at the rank or higher than the candidate).
- E. Post-tenure Review (PTR) Committee** shall consist of the candidates corresponding elected DSR Committee (three members) and the TPR Chair.
- F. Procedure for determining primary and secondary disciplines for all faculty.** Three distinct disciplines make up the Department of Food, Nutrition, and Packaging Sciences - Food Science and Technology, Human Nutrition, and Packaging Science. Each faculty member shall declare their primary and secondary (if appropriate) discipline to the Department Chair. The criteria for discipline selection shall be based on (1) the Southern Association for Colleges and Schools (SACS) credential requirements for a faculty member to teach in their discipline and/or (2) their teaching assignments, research activities, or extension activities.
- G. Procedure for Granting Graduate Faculty Status.** Requests for nominee for graduate faculty status will be sent to the FNPS Graduate Coordinator via e-mail along with the applicant's CV and a short justification. All regular faculty will be e-mailed a ballot for a vote with the nominee's justification, the applicant's CV and applicant's transcripts. Faculty will have five (5) working days to vote yes or no. The vote total will be reported to all regular faculty by e-mail. Majority of the eligible faculty shall determine the vote for granting Graduate Faculty Status. The Department Chair will inform the Dean by letter of the faculty decision copying the applicant.

### **Discipline-Specific Review Committee**

- A.** The **DSR Committee** shall evaluate regular faculty for reappointment and special faculty seeking reappointment or promotion.
  - a.** Committee consists of tenured associate professor or professor ranked faculty within their specific discipline.

- b. Each discipline shall elect three representatives for a one-year term from the faculty who have declared that discipline as their primary discipline. When there is not three members in the candidate's discipline, a faculty member who has declared a secondary discipline can serve on the DSR Committee.
- c. During the first two weeks of January the Department Chair will distribute an electronic ballot to all discipline members (primary and secondary) to elect the DSR Committee members. By the end of January the members will select a Chair from among the three members of each DSR Committee.
- d. Each DSR Committee shall meet during the first two weeks of September to review the eTPR documents required for all reappointments (regular and special faculty) and promotions for lecturer to senior lecturer and senior lecturer to principal lecturer.
- e. Each DSR Committee shall request input from regular faculty and senior lecturers and/or principal lecturer in their specific discipline for each reappointment of lecturers and promotion to senior lecturer and to principal lecturer.
- f. Each DSR Committee shall request input from regular faculty in their specific discipline for each reappointment of regular faculty.
- g. It is mandatory that lecturer's seeking promotion to senior lecturer and senior lecturer to principal lecturer give an oral presentation describing their Top Achievements to the DSR Committee.
- h. The DSR Committee shall prepare a letter addressed to the Dean through the TPR Chair listing the candidate's strengths and weaknesses based on performance in assigned areas of responsibility.
- i. A majority vote of DSR Committee members is required for all reappointments and promotions of lecturers (senior and principal). Only yes or no votes are counted.
- j. All signed recommendation letters shall be completed by September 30. Letters shall be signed by all members of the DSR Committee.
- k. The DSR Committee letter for reappointment or promotion is reviewed for signature by the candidate with the TPR Chair and their DSR Committee Chair before uploading to eTPR. The Department Chair letter for reappointment or promotion is reviewed for signature by the candidate with the Department Chair before uploading to eTPR.

### **Discipline-Specific Tenure and Promotion Committee**

- A. Upon receiving a letter requesting promotion (required by March 1), the TPR Chair shall schedule a meeting (as soon as possible) of all tenured faculty in the candidate's discipline who hold a rank higher than the candidate to elect the DSTPR Committee. If there are not three faculty members in the discipline who meet this requirement, then the remainder of the DSTPR Committee shall be elected from the remaining qualified tenured faculty members in the department who declared the candidate's discipline as their secondary discipline.
- B. The candidate will meet with the Department Chair and TPR Chair to discuss the tenure and/or promotion process before the final election of the DSTPR Committee.
- C. The DSTPR Committee is responsible for tenure and promotion decisions. This committee shall consist of five members:

- a. Three tenured faculty from the department at a rank higher than the candidate and who have also declared the candidate's discipline shall be nominated by the discipline. [**NOTE:** This is a separate committee from the DSR Committee.] The candidate seeking promotion can replace one of the three tenured faculty from the department who were nominated by the candidate's discipline and replace him/her with any eligible regular faculty member in the department at a rank greater than the candidate seeking promotion before final election. A justification/explanation for the change must be provided by the candidate to the Department Chair and TPR Chair for determination as acceptable or unacceptable.
  - b. The TPR Chair will serve as chair for each DSTPR Committee.
  - c. One professor shall be selected from outside the department in a related discipline. This member is recommended by the candidate but shall be elected by the candidate's discipline. The candidate is encouraged to recommend more than one potential member from outside the department.
  - d. The final DSTPR Committee composition must be approved by a majority vote from all tenured regular faculty in the candidate's primary and secondary discipline.
- D. The DSTPR Committee shall meet the first two weeks of September to review the candidate's dossier. After reviewing the materials, all five DSTPR Committee members shall have a face-to-face meeting with the candidate to ask questions or clarify statements in the dossier. It is mandatory that the candidate give a departmental seminar summarizing their research, teaching and/or extension scholarship.
- E. The DSTPR Committee shall prepare a letter, addressed to the Dean, listing the candidate's strengths and weaknesses based on the candidate's seminar, dossier and interview and a synopsis of the external review letters. A majority vote of the DSTPR Committee is required to recommend promotion/denial and/or tenure, with only yes or no votes counted. The letter, completed by September 30, shall include the ballot results and be signed by all members of the DSTPR Committee. A minority letter can be forwarded to the Dean. The minority letter shall be signed by dissenting committee members.
- F. The DSTPR Committee's letter for tenure and/or promotion is reviewed by the candidate for signature with the TPR Chair before uploading to eTPR. The Department Chair's letter for tenure and/or promotion is reviewed by the candidate for signature with the Department Chair before uploading to eTPR.

#### **Departmental TPR Committee Annual Timeline (see flowchart)**

- A. In **January** the Department Chair will prepare an electronic ballot for each discipline with primary and secondary members for DSR Committee election, and a list of three qualified professors with most years' experience as a professor for a vote by all the regular faculty for TPR Chair election. All balloting must be completed by the end of January.

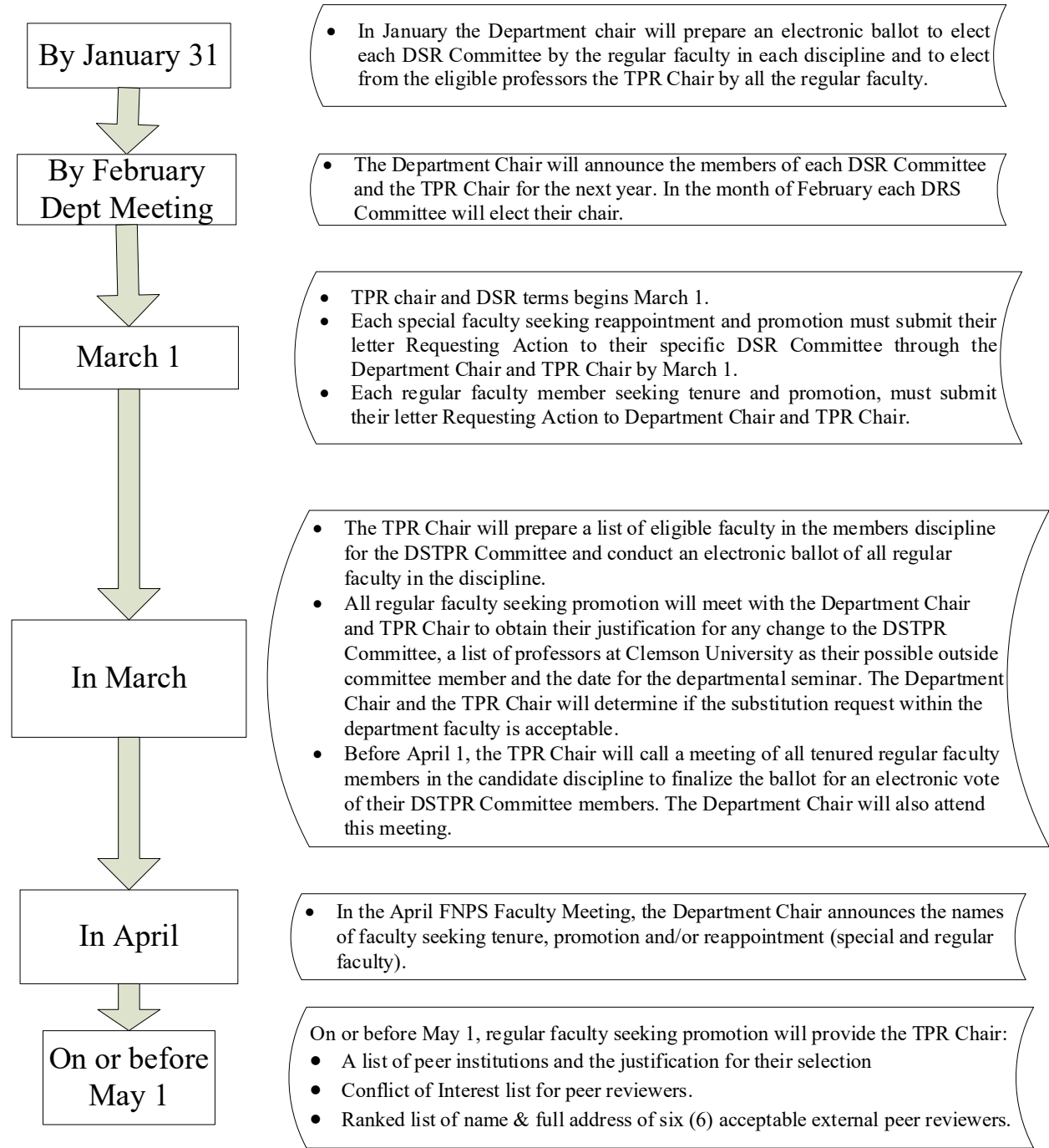
- B. At or by the February FNPS faculty meeting the Department Chair will announce the members of each DSR Committee and the TPR Chair. By March 1 each DSR Committee will elect their chair. The term of office shall begin March 1.
- C. Each candidate seeking reappointment (regular faculty and lecturers) or promotion (lecturer to senior lecturer or tenure and/or promotion for regular faculty) shall submit their letter Requesting Action letter to their specific DSR Committee through the Department Chair and TPR Chair by **March 1**. Letters of intent templates are provided (Appendix B)
- D. In **March**, the TPR Chair will prepare a list of eligible faculty in the members discipline for the DSTPR Committee and conduct an electronic ballot of all regular faculty in the discipline.
- E. After the election of the DSTPR, all regular faculty seeking promotion will meet with the Department Chair and TPR Chair to obtain their justification for any change to the DSTPR Committee (if needed). The Department Chair and the TPR Chair will determine if the substitution request is acceptable and must be completed by the end of **March**.
- F. The candidate will provide a list of professors (at least two) at Clemson University as their possible outside committee member and determine the date for the departmental seminar.
- G. By **April 1** the TPR Chair will call a meeting of all tenured regular faculty members in the candidate discipline for final vote of their DSTPR Committee members. The Department Chair will also attend this meeting.
- H. In the **April** FNPS Faculty Meeting, the Department Chair announces the names of faculty seeking tenure, promotion and/or reappointment (regular and special faculty).
- I. By **May 1** the candidate seeking promotion shall provide the TPR Chair:
  - a. A list of peer institutions and the justification for their selection as peer reviewers.
  - b. Conflict of Interest list for peer reviewers. (Appendix C)
  - c. Ranked list of name and contact information of six external peer reviewers.
- J. By **May 16** the candidate seeking promotion shall submit to the TPR chair their Top Achievements (20-page max) and Standard College Curriculum Vitae in the CAFLS Standard Format, which shall be reviewed by at least two professors within the department before submission to external peer reviewers. This is to ensure the most complete, and most accurate document is being submitted to external and internal peer reviewers. The candidate must clearly state in the dossier, any professional activity that is pending at the time the dossier is submitted by the candidate. This provides a mechanism to include pending professional activities that were accepted during the review process as part of the candidate's body of work. The DSTPR Committee shall compile an independently-ranked list of at least six (6) external peer reviewers who are not on the candidates list or conflict of interest list. **FNPS Department Chair** shall seek six (6) external peer reviews for each candidate seeking promotion [three (3) from the candidates list and three (3) from the



DSTPR Committee list]. All external peer review letters should be secured by **August 15** (Appendix B).

- K. By **May 16** special faculty with request for promotion submitted the previous year and who were unsuccessful are required to submit their letter for Requesting Action for reappointment and can resubmit for promotion. Special faculty submit to their specific DSR Committee through the Department Chair and TPR Chair.
- L. By **September 1** all external peer review letters and CV's shall be added to the candidate's eTPR Notebook by the TPR Chair. See eTPR Notebook Table of Contents.
- M. During the first two weeks of **September** the DSR and DSTPR Committees shall meet with candidates. The DSTPR Committee shall prepare a list of strengths and weaknesses for the candidate seeking promotion. For Assistant Professor and special faculty seeking reappointment and for Lecturer seeking promotion to Senior Lecturer or Senior Lecturer to Principal Lecturer the DSR Committee shall prepare a list of the candidate's strengths and weaknesses.
- N. By **September 30** each DSR and DSTPR Committee shall have a reappointment or promotion letter prepared and signed by all committee members. The letter shall include the candidate's strengths and weakness and ballot results. (Appendix B.)
- O. All members of the DSR and the DSTPR Committee shall vote yes or no. Abstentions are not allowed.
- P. This time line will be adjusted appropriately to meet any change in the College of Agriculture, Forestry, and Life Science and University timelines in the future.

**Exhibit A**  
**Department TPR Committee Annual Timeline**



***Article II – Criteria for Peer Evaluation, Promotion, and Reappointment of Special Faculty***

- A. Special faculty consist of research, extension, clinical, lecturer, senior lecturer, principal lecturers, professor of practice, post-doctoral research fellow, part-time, visiting, ROTC and adjunct faculty.
- B. Evaluations shall be based on the percentage of effort or emphasis by each individual faculty member as provided by the Department Chair, and recommendations made accordingly.
- C. Reappointments and promotions for all special faculty shall be by their respective DSR Committee.
- D. **Annual Review for Reappointment of Special Faculty.** The DSR Committee shall review the eTPR Notebook of special faculty before meeting with the faculty member to discuss progress. The DSR Committee shall prepare a written summary letter of the faculty member's progress toward promotion. This annual review shall follow the same timeline and format for regular review using eTPR.

**Lecturer, Senior Lecturer, and Principal Lecturer**

- A. The DSR Committee shall review lecturer, senior lecturer and principal lecturer, as defined by the Faculty Manual qualifications pertaining to reappointment. DSR Committee shall be responsible for presenting its recommendations on these matters to the Dean of the College.
- B. After the fourth year of service, the department chair and the DSR Committee shall conduct a comprehensive review of each lecturer. Each DSR Committee shall request input from regular faculty, senior lecturers and principal lecturers in their specific discipline for each reappointment and promotion to senior lecturer.
- C. Lectures seeking promotion to senior lecturer after their fourth year shall follow the procedure outlined in Article I. Lecturers who have completed seven years of service must submit a letter requesting promotion to Senior Lecturer and must be promoted to senior lecturer by the end of their eighth year.
- D. Criteria for promotion from lecturer to senior lecturer. The candidate is evaluated based on their specific appointment.
  - a. Teaching
    - i. Scholarly achievement
      - 1. Demonstration of improvement and progress toward excellence in undergraduate teaching.
      - 2. Demonstration of successful guidance of undergraduate students through completion of their programs.

3. Timely development or revision of courses and curricula in area(s) of specialty.
- ii. Professional development
  1. Demonstration of participation in programs designed to improve teaching skills and teaching methods.
  2. Demonstration of efforts to learn current information in course subject matter.

### **Principal Lecturer**

- A. In addition to continuing to meet all the above criteria for promotion to senior lecturer the following criteria must be met.
- B. Distinguished reputation as a national leader in his/her assigned field is required.

### **Three-year reappointment review for Senior Lecturers**

- A. The DSR Committee shall review the annual performance ratings for the penultimate year which is year two (2). All senior lecturers receiving an annual performance rating of good, very good, or excellent during their three-year reappointment period shall not be formally reviewed by the DSR Committee.
- B. Senior lecturer receiving an annual performance rating of “fair,” “marginal,” or “unsatisfactory” during their three-year reappointment period shall be evaluated by their DSR Committee. DSR Committee shall request input from regular faculty, senior lecturers and principal lecturers in their specific discipline for this reappointment review.
- C. All senior lecturers are required to upload their eTPR documentations during their penultimate year by the university.

### **Five-year reappointment review for Principal Lecturers**

- A. The DSR Committee shall review the annual performance ratings for the penultimate year which is year four (4). All principal lecturers receiving an annual performance rating of good, very good, or excellent during their five-year reappointment period shall not be formally reviewed by the DSR Committee.
- B. Principal lecturer receiving an annual performance rating of “fair,” “marginal,” or “unsatisfactory” during their five-year reappointment period shall be evaluated by their DSR Committee. DSR Committee shall request input from regular faculty and principal lecturers in their specific discipline for this reappointment review.

### **Extension Assistant Professor or Research Assistant Professor**

- A. The DSR Committee shall review Extension Assistant Professor or Research Assistant Professor as defined by the Faculty Manual qualifications pertaining to reappointment.

DSR Committee shall be responsible for presenting its recommendations on these matters to the Dean of the College.

- B. This title is reserved for those individuals who have a terminal degree in their assigned field from an accredited University. [**Note:** A terminal degree is defined as the highest academic degree in a particular field of study from an accredited university.]
- C. Faculty members who hold this rank are expected to provide leadership and effective transfer of knowledge on issues related to their assignment.
- D. A documented record of consistent productivity and demonstrated impact and active participation on committee assignments or other activities in his/her assigned field.
- E. A documented record of collaboration (e.g., faculty/staff, government agencies and/or stakeholders) is expected. These collaborations should be utilized in attempts to seek extramural funding.
- F. A documented record of professional growth and development is required.
- G. Appointment at this rank cannot exceed seven years (counted from the academic year as defined by the Faculty Manual of his/her appointment or last promotion to the rank of Extension Assistant Professor or Research Assistant Professor, including the current year). [**Note:** Under special circumstances and with the approval of the Department's Faculty Advisory Committee, CAFLS Administrators (i.e. Dean, Extension Director or Experiment Station Director) may decide to continue an individual's appointment at the Extension Assistant Professor rank or Research Assistant Professor rank for a total of eight (8) years from the date of hire or promotion to this rank provided the Candidate is making progress toward promotion.]

### **Three-year reappointment review for Extension Associate and Full Professor or Research Associate and Full Professor**

- A. The DSR Committee shall review the annual performance ratings for the penultimate year which is year two (2). All Extension Associate and Full Professor or Research Associate and Full Professor receiving an annual performance rating of good, very good, or excellent during their three-year reappointment period shall not be formally reviewed by the DSR Committee.
- B. Extension Associate and Full Professor or Research Associate and Full Professor receiving an annual performance rating of "fair," "marginal," or "unsatisfactory" during their three-year reappointment period shall be evaluated by the DSR Committee.

### **Extension Associate Professor or Research Associate Professor**

- A. In addition to continuing to meet all the above criteria, for promotion to Extension Associate Professor or Research Associate Professor the following criteria must be met. Distinguished reputation as a national leader, with an emerging international reputation, in his/her assigned field is required.
- B. Evidence of ability to obtain extramural funding is required.

#### *Extension Professor or Research Professor*

- A. In addition to continuing to meet all the above criteria, for promotion to Extension Professor or Research Professor, one must have a distinguished reputation as an international leader in his/her assigned field is required.

#### *Article III – Criteria for Peer Evaluation, Tenure, Promotion and Reappointment of Regular Faculty*

##### **Evaluation criteria for tenure, promotion and reappointment**

- A. Evaluations shall be based on the percentage of effort (teaching, research, extension, and service) by each individual faculty member as provided by the Department Chair.
- B. **Annual Pre-tenure Review for Reappointment of non-tenured regular faculty.** The DSR Committee shall review the eTPR Notebook of non-tenured regular faculty before meeting with the faculty member to discuss progress. The DSR Committee shall prepare a written summary letter of the faculty member's progress toward tenure and promotion. This annual pre-tenure review shall follow the same timeline and format for regular review using eTPR.
- C. **Promotion from Instructor to Assistant Professor.** Promotion to assistant professor, as presented in the Clemson University Faculty Manual may be recommended by their respective DSR Committee: (a) when the candidate achieves the terminal degree, and (b) when the candidate shows evidence of the ability to meet the requirements for advancement in rank.
- D. **Promotion from Assistant Professor to Associate Professor.** Promotion to associate professor shall be recommended when the candidate satisfies the qualifications required by the current Clemson University Faculty Manual with a high standard of excellence in his or her area(s) of assigned workload. The general criteria, which shall be modified, based on the terms and nature of the individual's appointment, and the expectations of the Department Chair, as provided to the Committee, are:
  - a. Teaching
    - i. Scholarly achievement
      - 1. Demonstration of improvement and progress toward excellence in undergraduate and graduate teaching.

2. Demonstration of successful guidance of undergraduate and graduate students through completion of their programs.
3. Timely development or revision of courses and curricula in area(s) of specialty.
- ii. Professional development
  1. Demonstration of participation in programs designed to improve teaching skills and teaching methods.
  2. Demonstration of efforts to learn current information in course subject matter.
- b. Research
  - i. Scholarly achievement
    1. Establishment and/or participation area in an identifiable research area.
    2. Publication of research (conducted since the Ph.D. research) in peer-reviewed journals, books, proceedings, or other scholarly research publications.
    3. Active solicitation of competitive extramural grants in support of research.
    4. Presentation of research findings at scientific meetings and in seminars.
    5. Reviewing of manuscripts for peer-reviewed journals or other similar activities such as grant reviews.
  - ii. Professional development
    1. Demonstration of efforts to improve research knowledge and skills.
    2. Participation in opportunities (i.e., videoconferences, seminars, workshops, etc.) regarding grantsmanship or other research enhancing projects.
- c. Public Service
  - i. Scholarly achievement
    1. Establishment and/or participation in an identifiable public service program area targeting the development and enhancement of individuals, groups, and/or industries.
    2. Publication, by all effective means, of information needed by citizens, groups, and/or industries, with evidence of the sizes and diversity of audiences reached.
    3. Active solicitation of competitive extramural grants or contracts in support of public service.
    4. Evidence of rapport with clients in area(s) of specialty.
    5. Presentation of public service development projects or program activities at professional and technical meetings and in seminars.
    6. Evidence of having increased knowledge or of having changed attitudes and practices among citizens, groups, and/or industries.
  - ii. Professional development
    1. Demonstration of participation in programs designed to improve public service skills and methods.
    2. Demonstration of efforts to improve knowledge in specialty areas.

- d. General Professional Service and Professional Characteristics/Collegiality
  - i. General professional service
    - 1. Evidence of favorable presentation of appropriate (discipline) or related subject matter among non-student or non-professional individuals or audiences in the community or state.
    - 2. Active participation in departmental, school, college or university committees, programs, or other duties that contribute to the efficient and effective functioning of those units.
    - 3. Active participation in professional society committees, programs, or other duties that contribute to the efficient and effective functioning of those organizations.
  - ii. Professional characteristics
    - 1. Evidence that demonstrates the ability to work constructively with others to achieve common departmental goals.
    - 2. Maintenance of high ethical standards in professional life.
- E. **Criteria for Tenure.** Tenure, as provided in the current Clemson University Faculty Manual is to be awarded when a candidate:
  - a. Meets the general criteria for the rank of associate professor, and
  - b. Demonstrates that his or her level of productivity and excellence shall likely be sustained or improved.
- F. **Promotion from Associate Professor to Professor.** Consistent with the current Clemson University Faculty Manual criteria seeking promotion to professor are as those required seeking promotion to associate professor, but with evidence of substantially increased professional growth, effectiveness and maturity. Improvements in effectiveness should be measurable and constructive. In addition, the individual shall be acknowledged by peer professionals at other universities throughout the U.S. Examples may include the following:
  - a. Teaching
    - i. Recognition for teaching excellence.
    - ii. Publication of textbooks or laboratory manuals or acknowledged substantial contribution thereto.
    - iii. Invitations to teach in workshops, guest lecture in courses or serve in a visiting teaching position.
    - iv. Successful graduates in the candidate's specialty area.
  - b. Research
    - i. Leadership role in interdisciplinary research.
    - ii. Recognition for research excellence.
    - iii. Obtain competitive extramural grants and/or contracts on a regular basis.
    - iv. Invitations to present research in professional symposia, seminars, or other forums outside the University.
    - v. Reviewer of grant proposals and journal articles.
  - c. Public Service
    - i. Leadership role in interdisciplinary public service programs.
    - ii. Recognition for program excellence.



- iii. Obtain competitive extramural grants and/or contracts on a regular basis.
- iv. Receive invitations to present public service materials in professional symposia, seminars, workshops or other forums outside the University.
- v. Reviewer of public service proposals and publications.
- d. General Professional Service and Professional Characteristics/Collegiality
  - i. Demonstration of leadership in professional society committees and/or programs.
  - ii. Demonstration of leadership in department, school, college and/or university committees or programs.

#### ***Article IV – Evaluation Criteria for Post-tenure Review***

##### **Endowed Chairs and Titled Professorships**

- A. Endowed Chairs and Titled Professorships shall be reviewed according to the Post-tenure Review process.

##### **Post-tenure Review**

- A. For Post-tenure Review the appropriate DSR Committee and the TPR Chair shall review faculty contributions and performance since the candidate's last tenure or Post-tenure Review and shall present its recommendations to the Dean.
- B. A letter from the Post-Tenure Review Committee shall be completed and signed by all members by September 30.

##### **Post-tenure Review Policies and Procedures**

- A. The Post-tenure Review policies and procedures in the Department of Food, Nutrition, and Packaging Sciences shall conform to those outlined in the most current version of the Clemson University Faculty Manual; and schedules for notifications and actions shall conform to those in this manual.
- B. Evaluations shall recognize the percentage of effort or emphasis by each individual faculty member as provided by the Department Chair, and recommendations made accordingly.
  - a. Post-tenure Review serves to rigorously evaluate a faculty member's professional contributions. The review should be used to ensure that all faculty serve the needs of the students and the institution and that excellent faculty are identified and rewarded. Although the focus of Post-tenure Review is on the performance of the individual since his or her last tenure or Post-tenure Review, the overall contribution of the individual faculty member to Clemson University should not be neglected.

##### **Application for Post-tenure Review**

- A. The Post-tenure Review (PTR) Committee which consists of the faculty members corresponding DSR Committee (three members) and TPR Chair shall review eForm 3 ratings for the past five (5) years. All tenured faculty members receiving no more than one (1) (of five (5)) annual performance rating 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 as stated in the faculty manual. Letter shall be signed by all four members of the PTR Committee.
- B. If a faculty member has received more than one Annual Form 3 with “Fair,” “Marginal,” or “Poor” performance evaluations, the faculty member will undergo a Full Post-Tenure Review.

### **Full Post-tenure Review (PTR) Committee Schedule**

- A. The Department Chair shall inform each faculty member of his/her need for Full Post-tenure Review no later than March 1 of the appropriate academic year before the required review.
- B. Faculty members being considered for **Full Post-tenure Review** shall follow the TPR timeline and have all materials in place by September 1 of the appropriate academic year.
- C. A DSTPR Committee will be established for the faculty member being considered for Full Post-tenure Review. The DSTPR Committee shall meet the first two weeks in September to prepare the formal letter stating the candidate’s strengths and weaknesses, the recorded vote (abstention is not allowed), and the committee’s recommendation. The committee shall submit its recommendation to the Dean by the end of September.
- D. All committee members shall sign the recommendation report.
- E. A minority recommendation report may be forwarded to the Dean, and committee members filing such reports shall be required to be signed by all.
- F. The Department Chair shall ensure that the affected faculty member is promptly informed in writing as to the results of and rationale for the department chairs and the committee’s recommendations.
- G. The Department Chair shall make a copy of the committee's report available to the affected faculty member upon written request from that faculty member.

### ***Article V – Application and Review for Adjunct Faculty Appointments.***

- A. Adjunct Faculty appointments are on a five (5) year basis with reappointment opportunities. All reappointments decision for Adjunct Faculty are performed by their corresponding DSR Committee. Appointments are considered effective for the period August 1 - July 31 of any five (5) year period. Peer review for purposes of reappointment shall consider contributions to programs of the department teaching, research and public

service. Each Adjunct Faculty Appointment requires a nomination letter from a regular faculty member describing their expected role, the applicant resume, applicant official-transcript, and any additional supporting materials.

- B. All adjunct application materials shall be submitted by May 1 of each year.
- C. Each applicant shall be reviewed by the corresponding DSR Committee who shall vote on their appointment or reappointment, and vote on their graduate faculty status. The Committee shall be obligated to consider each application in a fair and just manner and may conduct additional appraisals of the applicant's past performance and potential in teaching, research and/or public service when deemed appropriate. Electronic balloting is allowed (abstention is not allowed).

### **Procedure for Adjunct Appointment**

- A. The DSR Committee approved individual(s) and provides written recommendation for adjunct appointment to the Dean through the Department Chair. The written recommendation from the DSR Committee should include the recommended appointment level (Assistant, Associate, Full Professor or Instructor) based on the individual's credentials and qualifications, a current vita and original transcript of highest degree earned.
- B. Department Chairs shall prepare an offer letter to briefly describe the expectation of duties and responsibilities of the adjunct faculty member and include a signature line indicating approval by the Dean. An adjunct letter template is provided in these Guidelines. Department Chairs then complete and sign a Certification of Credentials Form, as required by SACS, attach the current vita and copy of the transcript of the adjunct faculty member. A background check request form <http://www.clemson.edu/employment/forms/background/index.html> shall be completed and sent to CAFLS Human Resources Manager. The Human Resource Manager shall notify the department assistant when this has been approved.
- C. Forward the items on the **checklist** below to the CAFLS Office of the Dean, Administrative Assistant, for final signatures. Once approved, the letters and non-tenure agreement form shall be returned to the departmental assistant.

**The original signed letters and non-tenure agreement form are to be maintained in the department file.** Provide a copy of the original signed letters and non-tenure agreement form to the CAFLS Human Resources Manager.

#### **Checklist:**

1. Letter from Discipline-Specific Review Committee through the Department Chair to the Dean, recommending type and level of appointment.
2. Letter signed by the Chair with approval line for the Dean
3. Non-Tenure Agreement Form signed by the Chair. (Initial Appointment to a Non-Tenure Track Position)
4. Certification of Credentials Form prepared by and signed by the Department Chair.

5. Current Vita
6. Copy of Transcripts. Note that the original transcripts of the highest degree earned shall be taken directly to the CAFLS Deans Office, upon receipt.

**Non-reappointments**: Courtesy letters should be prepared for adjunct faculty who shall not be renewed. A non-reappointment letter template is included in Appendix B.

**Appendix B (Letter Formats)****Sample Letter for External Peer Evaluator – Departmental letterhead**

July 1, 20\*\*

Dear Dr. <XXX>:

Dr. <YYY>, an Assistant Professor in the Department of Food, Nutrition, and Packaging Sciences in the College of Agriculture, Forestry and Life Sciences (CAFLS) at Clemson University, is seeking tenure and promotion to Associate Professor. According to the tenure and promotion guidelines, the departmental Tenure and Promotion Committee solicits an objective external evaluation of the candidate's qualifications and accomplishments. Based upon your reputation as a researcher and educator, Dr. <YYY's> tenure and promotion subcommittee has identified you as a potential external evaluator.

As per our earlier email communication, I would like to thank you for agreeing to assist us in our deliberations. We appreciate that you are willing to provide a letter evaluating the candidate's professional standing, research accomplishments, and other achievements that may contribute to his/her national and international stature as a scientist.

Dr. <YYY's> position is a combination of research and teaching with a normal teaching load being \_\_\_\_\_ per semester. The applicant has a <\*>% Teaching, <\*>% Research, and <\*>% Extension appointment in CAFLS. I have attached the applicant's Achievements Dossier and Curriculum Vita as a pdf document containing information for consideration in your evaluation. I have also included copies of the tenure and promotion guidelines for the Department of Food, Nutrition, and Packaging Sciences. It is important to emphasize that your evaluation should be based on the requirements set forth in the enclosed guidelines and not those of your home institution. We specifically request external evaluators **not** to make promotion and tenure recommendations. Instead, we ask external evaluators to assess the candidate's contributions to and scholarly standing in the areas of research and teaching as a peer reviewer.

The deadline for external evaluators to return their evaluations is no later than August 15, 20\*\*. Your prompt return of your evaluation is essential for us to meet subsequent departmental, college and university deadlines. Please email me a scanned signed copy on letterhead of your evaluation to < [\\_\\_\\_\\_\\_@clemsun.edu](mailto:_____@clemsun.edu) > Please also include a pdf of your current CV. If you have any questions or wish to receive any additional information on the applicant, please feel free to contact me.

We sincerely appreciate your willingness to participate in this important academic personnel matter. Although faculty members do not normally have access to letters of external evaluation, Clemson University is a public state agency subject to the South Carolina Freedom of Information Act, therefore, we cannot guarantee that such letters shall remain confidential. Your input is an integral component of our deliberations and we thank you in advance for your thoughtful evaluation.

Best regards,

<\*\*\*>  
Chair and Professor  
<email address>

<\*\*\*>  
TPR Chair and Professor  
<email address>

**Letter Requesting Reappointment format for Lecturer, Senior Lecturer, Principal Lecturer, and Assistant Professor – Departmental letterhead**

**To:** Discipline-Specific Review Committee for (Food Science and Technology, Human Nutrition and Dietetics, or Packaging Science)  
Department of Food, Nutrition, and Packaging Sciences

**Through:** Department Chair  
TPR Chair

**From:** Your name here  
Your title here

**Date:** Date

**Subject:** Letter Requesting Reappointment for 20xx-20xx Academic Year(s)

Please accept this request of consideration for reappointment for the 20xx-20xx academic year(s) as an (insert title here) in the Department of Food, Nutrition, and Packaging Sciences.

(Thoroughly describe your position and statement of mutual expectation here).

All Teaching, Advising and Service achievements for the Discipline Specific Review Committee evaluation shall be uploaded to e-TPR before September 1.

**DSR Committee Reappointment letter format for Special Faculty , and Assistant Professor – Departmental letterhead****MEMORANDUM**

**TO:** Dean <XXX>  
College of Agriculture, Forestry and Life Sciences

**THROUGH:** TPR Chair

**FROM:** Discipline-Specific Review Committee for (Food Science and Technology, Human Nutrition and Dietetics, or Packaging Science)

**DATE:** Date

**SUBJECT:** Reappointment of (Candidate)

The Food, Nutrition, and Packaging Sciences (FNPS) DSR Committee recommends NAME be reappointed as a POSITION TITLE in the FNPS Department. The voting results were X in favor of reappointment, and X not in favor of reappointment. This is NAME X year at Clemson University, start date of DATE. NAME appointment was % teaching, % research, % extension, and % service.

**ACCOMPLISHMENTS****Teaching:**

- Courses taught during the 20XX-20XX academic year included LIST COURSES. Summarize highlights associated with courses, such as reworked course, converted it to online, teaching award.
- Advising X students. Summarize highlights associated with advising.
- Mentoring X honors students. Summarize highlights associated with mentoring honors students, such as research completed, papers prepared, and posters presented.
- Hosts X Creative Inquiry teams. Summarize highlights, i.e., research/activities completed, papers prepared, posters presented, protocols developed.

**Research:**

- Summarize noteworthy accomplishments, such as grant activity, papers submitted, papers accepted, posters, oral presentations.
- Summarize work in progress, such as manuscripts in preparation, grants under review. State the number of papers that are co-authored/led by students who he/she mentors.
- State the number of graduate committees (NUMBER of PhD and NUMBER of MS)
- State the number of externally-funded post-doctorates/visiting scientists/project staff and summarize their work.



**Service:**

- Summarize departmental, college, university, and national service activities.

**SUGGESTED AREAS TO IMPROVE PERFORMANCE:** The DSR Committee recognizes the accomplishments of NAME during X years at Clemson University and appreciates the work he/she has put into reworking his courses and advancing his/her research efforts. Suggestions for long-term teaching and research success include:

- LIST ACTIONABLE ITEMS.

We are pleased to have NAME as a member of our faculty and encourage him/her to work with tenured faculty to guide his/her continued success.

By signing below, I'm indicating that have read the Discipline Specific Review Committee recommendation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(FNPS Administrative Assistant must produce the final format for signatures.)

**Sample Letter for appointment of Adjunct Faculty – Departmental letterhead**

Date

Title. First Last Name

Address 1

Address 2

City, State ZIP

Dear Title. Last Name:

The Discipline-Specific Review Committee for (Food Science and Technology, Human Nutrition and Dietetics, or Packaging Science) in the Department of Food, Nutrition, and Packaging Sciences has recommended that you be (re)appointed as an Adjunct (XX) for (month date, 20XX through the (20XX-XX) academic years.

Your primary role as an adjunct faculty member includes (XX). Be assured that the administration of the College of Agriculture, Forestry and Life Sciences at Clemson University and the Department of Food, Nutrition, and Packaging Sciences are ready to assist you so that your efforts shall be fruitful and rewarding.

As you are aware, adjunct faculty receive no remuneration and are not eligible for tenure. This (re)appointment is offered subject to the policies and regulations of the University Trustees, to appropriation acts, and laws and regulations of State and Federal Governments. In connection with this offer of (re)appointment, Clemson University requires a background investigation before being entered into the university system. All offers of appointment are contingent upon favorable results of a background check.

Please sign below indicating your action on this (re)appointment, whether you accept or decline, and if required, sign the enclosed *Initial Appointment to a Non-Tenure Track Position* form. Keep copies for your records. Return the original signed document(s) to the following address: (XX).

Sincerely,

Approved,

Department Chair Name, Ph.D.  
Department Chair

Dean's Name, Ph.D.  
Dean

---

I (accept) (decline) the above appointment under the terms and conditions set.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Sample Letter for termination of Adjunct Faculty – Departmental letterhead**

Date

Title. First Last Name  
Address 1

Address 2  
City, State ZIP

Dear Title. Last Name:

We would like to take this opportunity to thank you for serving as an Adjunct (XX) in the Department of Food, Nutrition, and Packaging Sciences over the past several years. Your willingness to share your research/knowledge with our students and department is greatly appreciated. Your adjunct appointment shall end on (XX).

We hope that in the future there shall be another opportunity for mutually beneficial collaboration.

Once again, I appreciate your contributions to our department.

Department Chair Name, Ph. D.  
Department Chair

Approved:

\_\_\_\_\_

Dean’s Name, Ph. D.  
Dean, College of Agriculture, Forestry and Life Sciences

**Appendix C (Conflict of interest format)**

**CONFLICT OF INTEREST DISCLOSURE**

**Name:** \_\_\_\_\_

**INSTRUCTIONS:**

Who completes this template? Each candidate for tenure or promotion should fill out this form.

How this template is completed?

- List alphabetically - with last name first - the full names of the following individuals:
  - All co-authors on publications within the past three years, including pending publications and submissions
  - All collaborators on projects within the past three years, including current and planned collaborations
  - All thesis or postdoctoral *advisees/advisors*
  - All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years
  - Indicate the person's relationship to you (Co-Author, Collaborator, etc.) with an "x".

Additional pages may be used as necessary.

Name	Co- Author	Collaborat or	Advisee/ Advisor	Other-Specify Nature

**Appendix D (Workload metric)**

<b>Departmental Workload Metric</b>
-------------------------------------

**Food, Nutrition, and Packaging Sciences workload metric guidelines.**

**All are expected to do 4 blocks (12 credits) of work each semester. Regular faculty are expected to dedicate 1 block (3 credits equivalent) of their time to service.**

**Special Faculty Ranks****100% teaching and advising appointment (24 credits per 9-month appointment or 30 credits per 12-month appointment)**

- 0.5 Credit/semester for advising 15 undergraduate students
- 1 Credit/extra lab section per semester if the lecturer teaches the lab and 0.25 credit for managing with the Graduate Teaching Assistant managing the lab section
- 1 Credit more is awarded for every 50 students over 50 in lecture sections
- 1 Credit per creative inquiry section faculty mentor
- For courses first time taught, faculty shall receive an additional 50% of the total course credits

**100% research appointment (24 credits per 9-month appointment or 30 credits per 12-month appointment)**

- **Workload**
  - Students graduated (allowed for only one section teaching or research and not both):
    - 0.5 Credits per MS student graduated and faculty member is their Major Advisor
    - 1 Credit per PhD student graduated and faculty member is their Major Advisor
  - Faculty is major advisor (allowed for only one section teaching or research and not both):
    - 0.5 Credits per graduate student (MS & PhD) per semester enrolled and faculty member is their Major Advisor (this does not include non-thesis graduate students without a creative component)
  - Faculty supported graduate students
    - 0.5 Credits per graduate student per semester funded on faculty research grants and faculty revenue accounts (department GTA are not included)
  - 2 Credits per research technician, post-doc, or visiting scientist funded on faculty research grants or faculty revenue accounts
  - 1 Credit per peer-reviewed publication; no publication credits are awarded for conference abstracts
  - 1 Credit per awarded patent
  - Automatically 3 blocks for Assistant Professors and Instructors for the first three years to allow their research program to develop

- **Scholarship expectation (average value over 3-5 years; from the following list of scholarly activities each faculty member shall determine what constitutes a 100% research appointment with their responsibilities with his/her department chair)**
  - 3 refereed publications per year (recognized profession journals)
  - \$100,000/year expenditures
  - Submission of competitive grants is expected

**100% extension appointment (24 credits per 9-month appointment or 30 credits per 12-month appointment)**

- **Workload**
  - Extension activities such as training programs, web site development, extension publications and producer meetings shall count proportionally to efforts, quality and impact
  - 0.1 to 0.5 Credits per extension publications (depends on size and if new or revised)
  - 0.5 to 1 Credits per conference and workshop organized (depends on role and support) (maximum of 1 block per semester)
  - 0.5 to 3 Credits per web site training program developed (depends on size and if new or revised) (maximum of 1 block per semester)
  - 1 Credit per completed process authority letter or documents
  - 1 Credit per 100 personal contacts (phone, e-mail, face-to-face, etc.)
- **Scholarship expectation (average value over 3-5 years; from the following list of scholarly activities each faculty member shall determine what constitutes a 100% extension appointment with their responsibilities with his/her department chair) (This represents a partial list of potential scholarship examples)**
  - 2/year Conference proceedings published
  - 1-2/ year Book chapters published
  - 2/ year Primary workshops organized
  - 2/year Primary organizer for PSA presentations
  - 2/ year Presentations at region, state and national meetings
  - 12/ year Extension publications
  - 10/ year Service projects for industry
  - 2/ year Other training programs
  - 300 Personal contacts per year
  - \*\*/ year Completed process authority letters

**Regular Faculty Ranks**

**100% teaching and advising appointment**

- **Workload (18 credits per 9-month appointment)**
  - 0.5 Credit/semester for advising 15 undergraduate students

- 1 Credit/extra lab section per semester if the professor teaches the lab and 0.25 credit for managing with the Graduate Teaching Assistant managing the lab section
- 1 Credit more is awarded for every 50 students over 50 in lecture sections
- 0.25 Credits per graduate student and honors student in dual list courses (up to 1 additional credit per course)
- 1 Credit per creative inquiry section faculty mentor
- For courses first time taught, faculty shall receive an additional 50% of the total course credits
- Students graduated (allowed for only one section teaching or research and not both):
  - 0.5 Credits per MS student graduated and faculty member is their Major Advisor
  - 1 Credits per PhD student graduated and faculty member is their Major Advisor
- Faculty is major advisor (allowed for only one section teaching or research and not both):
  - 0.5 Credits per graduate student (MS & PhD) per semester enrolled and faculty member is their Major Advisor (this does not include non-thesis graduate students without a creative component)

### **100% research appointment**

- **Workload (18 credits per 9-month appointment)**
  - Students graduated (allowed for only one section teaching or research and not both):
    - 0.5 Credits per MS student graduated and faculty member is their Major Advisor
    - 1 Credit per PhD student graduated and faculty member is their Major Advisor
  - Faculty is major advisor (allowed for only one section teaching or research and not both):
    - 0.5 Credits per graduate student (MS & PhD) per semester enrolled and faculty member is their Major Advisor (this does not include non-thesis graduate students without a creative component)
  - Faculty supported graduate students
    - 0.5 Credits per graduate student per semester funded on faculty research grants and faculty revenue accounts (department GTA are not included)
  - 2 Credits per research technician, post-doc, or visiting scientist funded on faculty research grants or faculty revenue accounts
  - 1 Credit per peer-reviewed publication; no publication credits are awarded for conference abstracts
  - 1 Credit per awarded patent
  - Automatically 3 blocks for Assistant Professors and Instructors for the first three years to allow their research program to develop



- **Scholarship expectation (average value over 3-5 years; from the following list of scholarly activities each faculty member shall determine what constitutes a 100% research appointment with their responsibilities with his/her department chair)**
  - 3 refereed publications per year (recognized profession journals)
  - \$100,000/year expenditures
  - Submission of competitive grants is expected

#### **100% extension appointment**

- **Workload (18 credits per 9-month appointment)**
  - Extension activities such as training programs, web site development, extension publications and producer meetings shall count proportionally to efforts, quality and impact
  - 0.1 to 0.5 Credits per extension publications (depends on size and if new or revised)
  - 0.5 to 1 Credits per conference and workshop organized (depends on role and support) (maximum of 1 block per semester)
  - 0.5 to 3 Credits per web site training program developed (depends on size and if new or revised) (maximum of 1 block per semester)
  - 1 Credit per completed process authority letter or documents
  - 1 Credit per 100 personal contacts (phone, e-mail, face-to-face, etc.)
- **Scholarship expectation (average value over 3-5 years; from the following list of scholarly activities each faculty member shall determine what constitutes a 100% extension appointment with their responsibilities with his/her department chair) (This represents a partial list of potential scholarship examples.)**
  - 2/year Conference proceedings published
  - 1-2/ year Book chapters published
  - 2/ year Primary workshops organized
  - 2/year Primary organizer for PSA presentations
  - 2/ year Presentations at region, state and national meetings
  - 12/ year Extension publications
  - 10/ year Service projects for industry
  - 2/ year Other training programs
  - 300 Personal contacts per year
  - \*\*/ year Completed process authority letters

#### **Service/citizenship (chair vs. member)**

**(Regular faculty are expected to commit one block or 3 credits of activity in service each semester)**

- **Workload**
  - Meeting weekly (3 credits)
  - Meeting biweekly (2 credits)
  - Meeting monthly (1 credit)
  - Meeting once per semester (0.5 credits)

- Meeting once per year (0 credits)

**This represents a partial list of potential service examples.**

- Professional societies (serving as an officer)
- Department committees
- College committees
- University committees
- Special taskforce
- Grant review panels
- Science advisory boards

**Service credits (limited to one block [3 credits] per semester)**

- Each substantial Department, College, and University service activity counts as 1 credit (Search and screening committees, chair of tenure and promotion committee, IACCUC, IBC, IRB, etc.)
- Each substantial professional service activity counts as 1 credit (grant review panel, editorship of journal, officer of a society, science advisory board, organization of a meeting or symposium)
- Automatically 2 blocks for Assistant Professors and Instructors each year; committee assignments are kept low to allow them to develop their courses and research

**Leadership examples**

- TPR Chair
- Program Director
- Faculty Professor-in-Charge
- Center/Institute Director
- Associate Director
- Graduate Admission Chair
- Curriculum Chair
- Chair of Search or other Service Committee
- Program Assessment Chair

Leadership Credits (limited to one block per semester)

Leadership (major committee chair, center director) one block per semester