



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: General Engineering

College: Engineering, Computing and Applied Sciences

Department Faculty Meeting at which the attached TPR documents were approved on: Jan 21, 2020

Faculty Manual Editorial Consultant

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

Department Chair Richard Watkins Date 3/6/2020

Approved Revision Required (see comments)

Approved Revision Required (see comments) Dean *Thomas Dye* Date 3/7/20

Approved Revision Required (see comments) Provost Robert Jones Date June 17, 2020

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

Department: General Engineering

Date

3/5/2020

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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

Comments

General Engineering does not have regular faculty or special ranks other than the lecturer ranks. Therefore, I have indicated "NA" for the items which do not apply to General Engineering.

Clemson University General Engineering Program
Guidelines, Criteria, and Procedures for Promotion and Reappointment

ⁱ The guidelines, criteria and procedures for promotion and reappointment within the Program are detailed in this Program document Guidelines, Criteria, and Procedures for Promotion and Reappointment. This document is a standing document within the Program and is separate from the General Engineering Bylaws. ⁱⁱ

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1. COMMITTEES

1.1. Promotion and Reappointment Advisory Committee

- 1.1.1. The General Engineering Promotion and Reappointment Advisory (PRA) Committee is responsible for conducting reviews of all Program Faculty who are being considered for promotion or reappointment.
- 1.1.2. The function of the PRA Committee is to (1) serve as an advocate for the faculty candidate in promotion or reappointment considerations, (2) determine if the candidate meets the established criteria for promotion or reappointment consistent with the expectations, goals and vision of both the General Engineering Program and the College of Engineering, Computing and Applied Sciences, and (3) report a recommendation for or recommendation against promotion or reappointment to the Program Tenure, Promotion and Reappointment Committee and to the Program Director.
- 1.1.3. The committee shall be composed of Program Faculty Senior and Principal Lecturers ⁱⁱⁱ and will consist of at least three (3) members nominated and approved by a simple majority vote of a quorum of the Program Faculty. If there are not enough Senior or Principal Lecturers within the Program to constitute the PRA Committee, the Program Faculty will elect Senior Lecturers or Principal Lecturers from other departments who are qualified to serve on the PRA Committee.
- 1.1.4. The Program Director may not serve on the PRA Committee.
- 1.1.5. The Chairperson of the committee shall be selected by the members of the committee.
- 1.1.6. Members of the PRA Committee shall serve three (3) year terms, staggered by one (1) year.

1.2. Tenure, Promotion and Reappointment Committee

- 1.2.1. The General Engineering Program Tenure, Promotion and Reappointment (TPR) Committee is responsible for conducting reviews of all Program Faculty who are being considered for promotion or reappointment, in accordance with the Faculty Manual.
- 1.2.2. The function of the TPR Committee is to (1) serve as an advocate for the faculty candidate in in promotion or reappointment considerations, (2) determine if the candidate meets the established criteria for promotion or reappointment consistent with the expectations, goals and vision of both the General Engineering Program and the College of Engineering, Computing and Applied Sciences, and (3) report a recommendation for or recommendation against promotion or reappointment to the Program Director, who shall forward the recommendation to the Dean of the College.
- 1.2.3. The TPR Committee shall be composed of a minimum of three (3) College of Engineering, Computing and Applied Sciences ^{iv}tenured regular faculty ⁱⁱⁱ and ^v, nominated and approved by a simple majority vote of a quorum of the Program Faculty ^{vi}. The TPR Committee members shall not be appointed by the Program Director. ^{vi}
- 1.2.4. The Program Director may not serve on the TPR Committee. ^{viii}
- 1.2.5. The Chairperson of the committee shall be selected by the members of the committee.
- 1.2.6. Members of the TPR Committee shall serve two (2) year terms.

2. REAPPOINTMENT FOR SPECIAL FACULTY RANKS

2.1. Overview

- 2.1.1. Reappointment of special faculty shall be done in accordance with the procedures in the Faculty Manual.
- 2.1.2. The Program Director, PRA and TPR Committees shall use only the criteria, evaluation, and materials for review relevant to the special faculty member's appointment per the guidelines below for reappointment. If the special faculty member has been engaged in activities applicable to research and scholarship not outlined, their accomplishments may also be considered during the review. These accomplishments must be listed in the official Clemson University faculty activity capture system.
- 2.1.3. Dates for submission of materials and for completing each level of review are determined each year by the University, the College of Engineering, Computing and Applied Sciences, and the General Engineering Program so that adequate time is provided at each level for a thorough and complete review. The Program Director will send an annual notice to faculty stating the schedule and deadlines for the reappointment process.

2.2. Timing for Reappointment

- 2.2.1. In accordance with the procedures in the Faculty Manual, reappointment of special faculty shall be automatically considered each year the reappointment is applicable for the faculty member.
- 2.2.2. Lecturers Reviews for Lecturer reappointment will occur each year until the faculty member is granted promotion or completes their ninth year of service. If a Lecturer fails to achieve promotion to rank of Senior Lecturer within eight years of service, the Lecturer shall not be reappointed following a ninth year of service.
- 2.2.3. Senior Lecturers Reviews for Senior Lecturers will occur every three years during the penultimate year of their appointment ^{lx}.
- 2.2.4. Principal Lecturers Reviews for Principal Lecturers will occur every five years during the penultimate year of their appointment ^x.

2.3. Qualifications (Criteria) for Program Faculty Reappointment ^{xi}

2.3.1. Required Materials for all Candidates The Candidate's materials for review for reappointment must contain:

2.3.1.1. Letter Requesting Action. This letter should state the Candidate's desire to be reappointed at the current faculty rank and does not need to include further justification.

2.3.1.2. Standard College Resume, updated to the date of submission

2.3.1.3. Candidate's Teaching Statement. This is not required after initial submission to be updated for reappointment.

2.3.1.4. Goals Statement

2.3.1.5. Activity Report

2.3.2. Required Materials for Candidates with more than one year of service The Candidate's materials for review for reappointment must contain:

2.3.2.1. Top Achievements

2.3.2.2. Annual Faculty Evaluation by Program Director

2.3.2.3. Evidence of Teaching Effectiveness

2.3.2.3.1. Student Feedback. This must include student assessment of instructors, final course evaluation for all courses. Other evaluations, such as midterm course evaluations, may be included.

2.3.2.3.2. Summary of course grade distribution

2.3.2.3.3. Results of peer observations

2.3.2.3.4. Optional: Support for coordinated courses taught

2.3.2.3.5. Optional: Document professional development

2.3.2.4. Evidence of Service Activity

2.3.2.4.1. Committee work or other service in support of the Program's mission

2.3.2.4.2. Optional: Professional organization participation

2.3.2.4.3. Optional: Active advisor to student organizations

2.3.2.4.4. Optional: Significant contribution to Program, College, or University missions

2.3.2.4.5. Optional: Patents, publications, or presentations

2.3.3. Criteria for Lecturer ^{xii}

- 2.3.3.1. Reappointment for Lecturers shall be based on evidence of effective teaching and on making advancement towards promotion commensurate with the time spent in the position.
- 2.3.3.2. Lecturers with at least one year of service are required to submit the results of their Annual Faculty Evaluation, their Annual Faculty Performance Rating for Teaching, and their Annual Faculty Performance Rating for Service to their Candidate materials for all years they have been in the position of Lecturer.
- 2.3.3.3. For Lecturers, a rating of GOOD on the Annual Faculty Evaluation indicative that the individual is making acceptable progress toward promotion to Senior Lecturer.
- 2.3.3.4. If any criteria on the Annual Faculty Evaluation falls below a rating of GOOD, the Candidate must submit an action plan for improvement of the rating.

2.3.4. Criteria for Senior Lecturer ^{xiii}

- 2.3.4.1. Reappointment for Senior Lecturers shall be based on continued evidence of effective teaching and service.
- 2.3.4.2. For Senior Lecturers to be considered for reappointment, faculty are required to submit results of their Annual Faculty Evaluation, their Annual Faculty Performance Rating for Teaching, and their Annual Faculty Performance Rating for Service to their Candidate materials for all years they have been in the position of Senior Lecturer.
- 2.3.4.3. Candidates may choose to submit additional documentation for research and/or scholarship activities for consideration.
- 2.3.4.4. For Senior Lecturers, a rating of GOOD on the Annual Faculty Evaluation is indicative that the individual is performing at the department norm and is an asset to the department.
- 2.3.4.5. If any criteria on the Annual Faculty Evaluation falls below a rating of GOOD, the Candidate must submit an action plan for improvement of the rating.

2.3.5. Criteria for Principal Lecturer ^{xiv}

- 2.3.5.1. Reappointment for Principal Lecturers shall be based on continued evidence of effective teaching and service.
- 2.3.5.2. For Principal Lecturers to be considered for reappointment, faculty are required to submit results of their Annual Faculty Evaluation, their Annual Faculty Performance Rating for Teaching, and their Annual Faculty Performance Rating for Service to their Candidate materials for all years they have been in the position of Principal Lecturer.
- 2.3.5.3. Candidates may choose to submit additional documentation for research and/or scholarship activities for consideration.
- 2.3.5.4. For Principal Lecturers, a rating of GOOD on the Annual Faculty Evaluation is indicative that the individual is performing at the department norm and is an asset to the department.
- 2.3.5.5. If any criteria on the Annual Faculty Evaluation falls below a rating of GOOD, the Candidate must submit an action plan for improvement of the rating.

2.4. Committee Procedures for Reappointment of Lecturers ^{xv}

- 2.4.1. Review by PRA then TPR ^{xvi} Lecturers (hereafter referred to as the “Candidate”) to be considered for reappointment shall be reviewed by the Promotion and Reappointment Advisory (PRA) Committee prior to a review by the Tenure, Promotion and Reappointment (TPR) Committee.
- 2.4.2. Written Recommendations ^{xvii} The PRA Committee shall solicit a written recommendation on behalf of the Candidate from each Senior Lecturer and Principal Lecturer in the Program who are not serving on the PRA Committee. The PRA Committee will compile and submit to the Program Director the letters of recommendation to be uploaded to the Candidate’s materials. These letters are confidential and not available for Candidate review.
- 2.4.3. Material Access The Program Director and all members of the PRA and TPR Committees will have access to the materials supplied by the Candidate under review.
- 2.4.4. PRA Committee Review
- 2.4.4.1. Each PRA Committee member shall be expected to review the Candidate’s materials prior to deliberations.
- 2.4.4.2. At the conclusion of review, a vote is executed. Each PRA Committee member shall have one (1) vote and voting is by secret ballot. The PRA Committee Chairperson shall count ballots. The majority vote will rule and shall be recorded as either a “recommendation for” or “recommendation against” reappointment. The actual vote count shall be discarded and will not be recorded.
- 2.4.4.3. The Chair of the PRA Committee will take the lead on preparing a letter with the recommendation of the PRA Committee. In the case of recommendation for reappointment, the letter may simply state the recommendation without requiring further documentation. For the case of recommendation against reappointment, the PRA Committee will provide justification for the recommendation against reappointment. The PRA Committee will agree on the content and wording of the letter. Each PRA Committee member will sign the recommendation letter and forward the letter to the TPR Committee and the Program Director.
- 2.4.5. TPR Committee Review ^{xviii}
- 2.4.5.1. The TPR Committee will review the PRA Committee’s letter. All members of the TPR Committee will have access to the Candidate’s materials; however, they may act solely on the PRA Committee’s recommendation.
- 2.4.5.2. At the conclusion of review, a vote is executed. Each TPR Committee member shall have one (1) vote and voting is by secret ballot. The TPR Committee Chairperson shall count ballots. The majority vote will rule and shall be recorded as either a “recommendation for” or “recommendation against” reappointment. The actual vote count shall be discarded and will not be recorded.

2.4.5.3. The Chair of the TPR Committee will take the lead on preparing a letter with the recommendation of the TPR Committee. The letter may simply state the TPR Committee agrees with the recommendation of the PRA Committee without requiring further documentation. The TPR Committee will agree on the content and wording of the letter. Each TPR Committee member will sign the recommendation letter.

2.4.6. Program Director Review and Candidate Notification

2.4.6.1. The Program Director and the TPR Committee will issue separate recommendations, free from coercion and interference from any parties. The Program Director and the TPR committee shall provide each other with a copy of their recommendations once both have been completed.

2.4.6.2. The Program Director shall ensure the Candidate is informed in writing as to the results of and rationale for both recommendations.

2.4.6.3. At this step, the Candidate may elect to include a letter of response in the materials forwarded to the Dean.

2.4.7. Dean Review and Decision

2.4.7.1. The Program Director shall forward to the Dean the TPR Committee and the Program Director recommendations. Upon request by the Dean, the PRA Committee recommendation, supporting evaluations and the Candidate's materials shall be forwarded to the Dean. Upon request by the Candidate, the letter of response by the Candidate shall be forwarded to the Dean.

2.4.7.2. In cases in which there is a discrepancy in the recommendation for reappointment between TPR Committee and the Program Director, the Program Director shall make the Dean aware of the discrepancy. The Dean will meet with the Program Director, with the TPR Committee, and possibly with the PRA Committee, to discuss reasons for the discrepancy and render a decision.

2.4.7.3. In all cases of non-reappointment, the file shall be forwarded to the Provost for final decision.

2.5. Committee Procedures for Reappointment of Senior Lecturers ^{xix}

2.5.1. Review by PRA then TPR ^{xvi} Senior Lecturers (hereafter referred to as the “Candidate”) to be considered for reappointment shall be reviewed by the Promotion and Reappointment Advisory (PRA) Committee prior to a review by the Tenure, Promotion and Reappointment (TPR) Committee.

2.5.2. Written Recommendations ^{xx} The PRA Committee shall solicit a written recommendation on behalf of the Candidate from each Senior Lecturer and Principal Lecturer in the Program who are not serving on the PRA Committee. The PRA Committee will compile and submit to the Program Director the letters of recommendation to be uploaded to the Candidate’s materials. These letters are confidential and not available for Candidate review.

2.5.3. Material Access The Program Director and all members of the PRA and TPR Committees will have access to the materials supplied by the Candidate under review.

2.5.4. PRA Committee Review

2.5.4.1. Each PRA Committee member shall be expected to review the Candidate’s materials prior to deliberations.

2.5.4.2. At the conclusion of review, a vote is executed. Each PRA Committee member shall have one (1) vote and voting is by secret ballot. The PRA Committee Chairperson shall count ballots. The majority vote will rule and shall be recorded as either a “recommendation for” or “recommendation against” reappointment. The actual vote count shall be discarded and will not be recorded.

2.5.4.3. The Chair of the PRA Committee will take the lead on preparing a letter with the recommendation of the PRA Committee. In the case of recommendation for reappointment, the letter may simply state the recommendation without requiring further documentation. For the case of recommendation against reappointment, the PRA Committee will provide justification for the recommendation against reappointment. The PRA Committee will agree on the content and wording of the letter. Each PRA Committee member will sign the recommendation letter and forward the letter to the TPR Committee and the Program Director.

2.5.5. TPR Committee Review ^{xviii}

2.5.5.1. The TPR Committee will review the PRA Committee’s letter. All members of the TPR Committee will have access to the Candidate’s materials; however, they may act solely on the PRA Committee’s recommendation.

2.5.5.2. At the conclusion of review, a vote is executed. Each TPR Committee member shall have one (1) vote and voting is by secret ballot. The TPR Committee Chairperson shall count ballots. The majority vote will rule and shall be recorded as either a “recommendation for” or “recommendation against” reappointment. The actual vote count shall be discarded and will not be recorded.

2.5.5.3. The Chair of the TPR Committee will take the lead on preparing a letter with the recommendation of the TPR Committee. The letter may simply state the TPR Committee agrees with the recommendation of the PRA Committee without requiring further documentation. The TPR Committee will agree on the content and wording of the letter. Each TPR Committee member will sign the recommendation letter.

2.5.6. Program Director Review and Candidate Notification

2.5.6.1. The Program Director and the TPR Committee will issue separate recommendations, free from coercion and interference from any parties. The Program Director and the TPR committee shall provide each other with a copy of their recommendations once both have been completed.

2.5.6.2. The Program Director shall ensure that the Candidate is informed in writing as to the results of and rationale for both recommendations.

2.5.6.3. At this step, the Candidate may elect to include a letter of response in the materials forwarded to the Dean.

2.5.7. Dean Review and Decision

2.5.7.1. The Program Director shall forward to the Dean the TPR Committee and the Program Director recommendations. Upon request by the Dean, the PRA Committee recommendation, supporting evaluations and the Candidate's materials shall be forwarded to the Dean. Upon request by the Candidate, the letter of response by the Candidate shall be forwarded to the Dean.

2.5.7.2. In cases in which there is a discrepancy in the recommendation for reappointment between TPR Committee and the Program Director, the Program Director shall make the Dean aware of the discrepancy. The Dean will meet with the Program Director, with the TPR Committee, and possibly with the PRA Committee, to discuss reasons for the discrepancy and render a decision.

2.5.7.3. In all cases of non-reappointment, the file shall be forwarded to the Provost for final decision.

2.6. Committee Procedures for Reappointment of Principal Lecturers ^{xxi}

- 2.6.1 Review by TPR ⁱⁱⁱ Principal Lecturers (hereafter referred to as the “Candidate”) to be considered for reappointment shall be reviewed by the Tenure, Promotion and Reappointment (TPR) Committee.
- 2.6.2 Written Recommendations ^{xxi} The Program Director shall solicit a written recommendation on behalf of the Candidate from each Principal Lecturer in the department. The Program Director will compile and upload the letters of recommendation to the Candidate’s materials. These letters are confidential and not available for Candidate review.
- 2.6.3 Material Access The Program Director and all members of the TPR Committee will have access to the materials supplied by the Candidate under review.
- 2.6.4 TPR Committee Review ^{xviii}
- 2.6.4.1 Each TPR Committee member shall be expected to review the Candidate’s materials prior to deliberations.
 - 2.6.4.2 At the conclusion of review, a vote is executed. Each TPR Committee member shall have one (1) vote and voting is by secret ballot. The TPR Committee Chairperson shall count ballots. The majority vote will rule and shall be recorded as either a “recommendation for” or “recommendation against” reappointment. The actual vote count shall be discarded and will not be recorded.
 - 2.6.4.3 The Chair of the TPR Committee will take the lead on preparing a letter with the recommendation of the TPR Committee. In the case of recommendation for reappointment, the letter may simply state the recommendation without requiring further documentation. For the case of recommendation against reappointment, the TPR Committee will provide justification for the recommendation against reappointment. The TPR Committee will agree on the content and wording of the letter. Each TPR Committee member will sign the recommendation letter.
- 2.6.5 Program Director Review and Candidate Notification
- 2.6.5.1 The Program Director and the TPR Committee will issue separate recommendations, free from coercion and interference from any parties. The Program Director and the TPR Committee shall provide each other with a copy of their recommendations once both have been completed.
 - 2.6.5.2 The Program Director shall ensure that the Candidate is informed in writing as to the results of and rationale for both recommendations.
 - 2.6.5.3 At this step, the Candidate may elect to include a letter of response in the materials forwarded to the Dean.

2.6.6 Dean Review and Decision

- 2.6.6.1 The Program Director shall forward to the Dean the TPR Committee and the Program Director recommendations. Upon request by the Dean, supporting evaluations and the Candidate's materials shall be forwarded to the Dean. Upon request by the Candidate, the letter of response by the Candidate shall be forwarded to the Dean.
- 2.6.6.2 In cases in which there is a discrepancy in the recommendation for reappointment between TPR Committee and the Program Director, the Program Director shall make the Dean aware of the discrepancy. The Dean will meet with the Program Director and with the TPR Committee to discuss reasons for the discrepancy and render a decision.
- 2.6.6.3 In all cases of non-reappointment, the file shall be forwarded to the Provost for final decision.

3. PROMOTION FOR SPECIAL FACULTY RANKS

3.1. Overview

- 3.1.1. Promotion of special faculty ranks shall be done in accordance with the procedures in the Faculty Manual.
- 3.1.2. The Program Director, PRA and TPR Committees shall use only the criteria, evaluation, and materials for promotion relevant to the special faculty rank member's appointment per the guidelines below for promotion. These accomplishments must be listed in the official Clemson University faculty activity capture system.
- 3.1.3. Dates for submission of materials and for completing each level of review are determined each year by the University, the College of Engineering, Computing and Applied Sciences, and the General Engineering Program so that adequate time is provided at each level for a thorough and complete review. The Program Director will send an annual notice to faculty stating the schedule and deadlines for the promotion process.

3.2. Request for Promotion for Special Faculty Ranks

3.2.1. Lecturers

- 3.2.1.1. In accordance with the procedures in the Faculty Manual, following the Lecturer's fourth year of service and upon written request from the Lecturer, a Lecturer shall be given a comprehensive review for promotional consideration to Senior Lecturer.
- 3.2.1.2. Equivalent experience at Clemson may be considered toward the four-year service requirement at the written request of the faculty member and agreement by the TPR Committee.

3.2.2. Senior Lecturers

- 3.2.2.1. In accordance with the procedures in the Faculty Manual, following the Senior Lecturer's fourth year of service and upon written request from the Senior Lecturer, a Senior Lecturer shall be given a comprehensive review for promotional consideration to Principal Lecturer.
- 3.2.2.2. Equivalent experience at Clemson may be considered toward the four-year service requirement at the written request of the faculty member and agreement by the TPR Committee.

3.3. Qualifications (Criteria) for Program Faculty Promotion ^{xxiii}

3.3.1. Required Materials The Candidate's materials for review for reappointment must contain:

3.3.1.1. Letter Requesting Action. This letter should state the Candidate's desire to be promoted to the next faculty rank and a brief justification for the request. The justification should include length of time at the current position and top achievements the Candidate wishes to highlight. This letter should not be longer than two pages.

3.3.1.2. Standard College Resume, updated to the date of submission

3.3.1.3. Candidate's Teaching Statement. This should be updated to reflect the current philosophy and how this may have changed during the time the faculty member has spent at their current faculty rank.

3.3.1.4. Goals Statement

3.3.1.5. Activity Report

3.3.1.6. Top Achievements

3.3.1.7. Annual Faculty Evaluation

3.3.1.8. Evidence of Teaching Effectiveness

3.3.1.8.1. Student Feedback Forms. This must include student assessment of instructors, final course evaluation for all courses. Other evaluations, such as midterm course evaluations, may be included.

3.3.1.8.2. Summary of course grade distribution

3.3.1.8.3. Results of peer observations

3.3.1.8.4. Optional: Support for coordinated courses taught

3.3.1.8.5. Optional: Document professional development

3.3.1.9. Evidence of Service Activity

3.3.1.9.1. Committee work or other service in support of the Program's mission

3.3.1.9.2. Optional: Professional organization participation

3.3.1.9.3. Optional: Active advisor to student organizations

3.3.1.9.4. Optional: Significant contribution to Program, College, or University missions

3.3.1.9.5. Optional: Patents, publications, or presentations

3.3.2. Required Materials for Senior Lecturers

- 3.3.2.1. Full curriculum vitae spanning entire career
- 3.3.2.2. Documentation of distinguished scholarly work and/or contributions to the Program, College and/or University missions

3.3.3. Criteria for Promotion from Lecturer to Senior Lecturer ^{xxiv}

- 3.3.3.1. Promotion to Senior Lecturer shall be based on effective teaching and service.
- 3.3.3.2. For Lecturers to be considered for promotion to Senior Lecturer, faculty are required to submit the results of their Annual Faculty Evaluation, their Annual Faculty Performance Rating for Teaching, and their Annual Faculty Performance Rating for Service to their Candidate materials for all years they have been in the position of Lecturer.

3.3.4. Criteria for Promotion from Senior Lecturer to Principal Lecturer ^{xxv}

- 3.3.4.1. Promotion to Principal Lecturer shall be based on exemplary teaching and service. Candidates for promotion to Principal Lecturer are expected to have distinguished themselves with their teaching and/or made significant contributions to the Program, College and/or University missions.
- 3.3.4.2. For Senior Lecturers to be considered for promotion to Principal Lecturer, faculty are required to submit the results of their Annual Faculty Evaluation, their Annual Faculty Performance Rating for Teaching, and their Annual Faculty Performance Rating for Service to their Candidate materials for all years they have been in the position of Senior Lecturer.
- 3.3.4.3. In addition, faculty are required to submit documentation of their distinguished scholarly work and/or their contributions to the Program, College and/or University missions during their entire career. Work completed at Clemson University shall be given priority in the decision for promotion, but faculty are encouraged to include activity completed outside of Clemson University inasmuch as it would be relevant to their promotional materials.

3.4. Committee Procedures for Promotion of Lecturers to Senior Lecturers ^{xxvi}

- 3.4.1. Review by PRA then TPR ^{xvi} Lecturers (hereafter referred to as the “Candidate”) to be considered for promotion to Senior Lecturer shall be reviewed by the Promotion and Reappointment Advisory (PRA) Committee prior to a review by the Tenure, Promotion and Reappointment (TPR) Committee.
- 3.4.2. Written Recommendations ^{xxvii} The PRA Committee shall solicit a written recommendation on behalf of the Candidate from each Senior Lecturer and Principal Lecturer in the Program who are not serving on the PRA Committee. The PRA Committee will compile and submit to the Program Director the letters of recommendation to be uploaded to the Candidate’s materials. These letters are confidential and not available for Candidate review.
- 3.4.3. Material Access The Program Director and all members of the PRA and TPR Committees will have access to the materials supplied by the Candidate under review.
- 3.4.4. PRA Committee Review
- 3.4.4.1. Each PRA Committee member shall be expected to review the Candidate’s materials prior to deliberations.
- 3.4.4.2. At the conclusion of review, a vote is executed. Each PRA Committee member shall have one (1) vote and voting is by secret ballot. The PRA Committee Chairperson shall count ballots. The majority vote will rule and shall be recorded as either a “recommendation for” or “recommendation against” promotion. The actual vote count shall be discarded and will not be recorded.
- 3.4.4.3. The Chair of the PRA Committee will take the lead on preparing a letter with the recommendation of the PRA Committee. In the case of recommendation for promotion, the letter may simply state the recommendation without requiring further documentation. For the case of recommendation against promotion, the PRA Committee will provide justification for the recommendation against promotion. The PRA Committee will agree on the content and wording of the letter. Each PRA Committee member will sign the recommendation letter and forward the letter to the TPR Committee and the Program Director.
- 3.4.5. TPR Committee Review ^{xviii}
- 3.4.5.1. The TPR Committee will review the PRA Committee’s letter. All members of the TPR Committee will have access to the Candidate’s materials; however, they may act solely on the PRA Committee’s recommendation.
- 3.4.5.2. At the conclusion of review, a vote is executed. Each TPR Committee member shall have one (1) vote and voting is by secret ballot. The TPR Committee Chairperson shall count ballots. The majority vote will rule and shall be recorded as either a “recommendation for” or “recommendation against” promotion. The actual vote count shall be discarded and will not be recorded.

3.4.5.3. The Chair of the TPR Committee will take the lead on preparing a letter with the recommendation of the TPR Committee. The letter may simply state the TPR Committee agrees with the recommendation of the PRA Committee without requiring further documentation. The TPR Committee will agree on the content and wording of the letter. Each TPR Committee member will sign the recommendation letter.

3.4.6. Program Director Review and Candidate Notification

3.4.6.1. The Program Director and the TPR Committee will issue separate recommendations, free from coercion and interference from any parties. The Program Director and the TPR committee shall provide each other with a copy of their recommendations once both have been completed.

3.4.6.2. The Program Director shall ensure that the Candidate is informed in writing as to the results of and rationale for both recommendations.

3.4.6.3. In cases of promotion consideration, the Candidate may withdraw from further consideration at this point or the Candidate may elect to include a letter of response in the materials forwarded to the Dean.

3.4.7. Dean Review and Decision

3.4.7.1. The Program Director shall forward to the Dean the TPR Committee and the Program Director recommendations. Upon request by the Dean, the PRA Committee recommendation, supporting evaluations and the Candidate's materials shall be forwarded to the Dean. Upon request by the Candidate, the letter of response by the Candidate shall be forwarded to the Dean.

3.4.7.2. In cases in which there is a discrepancy in the recommendation for reappointment between TPR Committee and the Program Director, the Program Director shall make the Dean aware of the discrepancy. The Dean will meet with the Program Director, with the TPR Committee, and possibly with the PRA Committee, to discuss reasons for the discrepancy and render a decision.

3.5. Committee Procedures for Promotion of Senior Lecturers to Principal Lecturers ^{xxviii}

- 3.5.1. Review by TPR ⁱⁱⁱ Senior Lecturers (hereafter referred to as the “Candidate”) to be considered for promotion to Principal Lecturer shall be reviewed by the Tenure, Promotion and Reappointment (TPR) Committee.
- 3.5.2. Written Recommendations ^{xxix} The Program Director shall solicit a written recommendation on behalf of the Candidate from each Principal Lecturer in the Program. The Program Director will compile and upload the letters of recommendation to the Candidate’s material. These letters are confidential and not available for Candidate review.
- 3.5.3. Materials Access The Program Director and all members of the TPR Committee will have access to the materials supplied by the Candidate under review.
- 3.5.4. TPR Committee Review ^{xviii}
- 3.5.4.1. Each TPR Committee member shall be expected to review the Candidate’s materials prior to deliberations.
- 3.5.4.2. At the conclusion of review, a vote is executed. Each TPR Committee member shall have one (1) vote and voting is by secret ballot. The TPR Committee Chairperson shall count ballots. The majority vote will rule and shall be recorded as either a “recommendation for” or “recommendation against” promotion. The actual vote count shall be discarded and will not be recorded.
- 3.5.4.3. The Chair of the TPR Committee will take the lead on preparing a letter with the recommendation of the TPR Committee. In the case of recommendation for promotion, the letter may simply state the recommendation without requiring further documentation. For the case of recommendation against promotion, the TPR Committee will provide justification for the recommendation against promotion. The TPR Committee will agree on the content and wording of the letter. Each TPR Committee member will sign the recommendation letter.
- 3.5.5. Program Director Review and Candidate Notification
- 3.5.5.1. The Program Director and the TPR Committee will issue separate recommendations, free from coercion and interference from any parties. The Program Director and the TPR committee shall provide each other with a copy of their recommendations once both have been completed.
- 3.5.5.2. The Program Director shall ensure that the Candidate is informed in writing as to the results of and rationale for both recommendations.
- 3.5.5.3. In cases of promotion consideration, the Candidate may withdraw from further consideration at this point or the Candidate may elect to include a letter of response in the materials forwarded to the Dean.

3.5.6. Dean Review and Decision

3.5.6.1. The Program Director shall forward to the Dean the TPR Committee and the Program Director recommendations. Upon request by the Dean, supporting evaluations and the Candidate's materials shall be forwarded to the Dean. Upon request by the Candidate, the letter of response by the Candidate shall be forwarded to the Dean.

3.5.6.2. In cases in which there is a discrepancy in the recommendation for reappointment between TPR Committee and the Program Director, the Program Director shall make the Dean aware of the discrepancy. The Dean will meet with the Program Director and with the TPR Committee to discuss reasons for the discrepancy and render a decision.

4. AMENDMENT

4.1. Procedure

- 4.1.1. This document may be amended at a meeting of the Program Faculty by a two-thirds (2/3) majority vote of the total Program Faculty.
- 4.1.2. The proposed amendments must be recommended by at least two (2) members of the Program Faculty and distributed to the Program Faculty at least five (5) working days prior to the scheduled meeting.

4.2. Effective Date

- 4.2.1. Amendments to this document shall take effect at the start of the next academic year (fall term) when ratified by at least a two-thirds (2/3) affirmative vote of the total Program Faculty and upon approval by the Provost or designee for alignment with the Faculty Manual.

Explanation of Footnotes

Roman number = footnote location in this TPR document

Number = Faculty Manual Checklist requirement as of 2019-2020

- i All endnote numbers refer to the Departmental TPR 2019-2020 Checklist to conform with the Faculty Manual. *Any item on the Faculty Manual Checklist not listed below does not apply (N/A) at this time to this department.*
- ii 1 The TPR document is distinct from the department bylaws
- iii 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
- iv 15 The Committee must have a minimum of three department members, and a mechanism to elect additional members from outside the unit if not possible that is consistent with Ch V, D2a, ii
- v 12 Voting rights on a committee making tenure recommendations are limited to tenured regular faculty
- vi 10 The composition of the TPR committee shall be defined in the TPR document
- vii 11 The TPR committee's members shall not be appointed by the department chair
- viii 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
- ix 6f,ii Processes for reappointment for senior lecturer at least every three years and in penultimate year
- x 6g,ii Processes for reappointment for principle lecturer at least every three years and in penultimate year
- xi 5 Qualifications for reappointment
- xii 5e Qualifications for reappointment for lecturers
- xiii 5f Qualifications for reappointment for senior lecturers
- xiv 5g Qualifications for reappointment for principal lecturers
- xv 6e Processes for reappointment for lecturer
- xvi 16 Department 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
- xvii 6e,i Processes for reappointment for lecturer include feedback from senior lecturers
- xviii 9 Procedures the TPR Committee must follow
- xix 6f Processes for reappointment for senior lecturer
- xx 6f,i Processes for reappointment for senior lecturer include feedback from senior and principal lecturers
- xxi 6g Processes for reappointment for principal lecturer
- xxii 6g,i Processes for reappointment for principal lecturer include feedback from principal lecturers
- xxiii 7 Qualifications for promotion
- xxiv 7f Qualifications for promotion to senior lecturer
- xxv 7g Qualifications for promotion to principal lecturer
- xxvi 8f Process for promotion to senior lecturer
- xxvii 8f,i Process for promotion to senior lecturer include feedback from senior and principal lecturers
- xxviii 8g Process for promotion to principal lecturer
- xxix 8g,i Process for promotion to principal lecturer include feedback from principal lecturers