



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

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

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

Department: _____

College: _____

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

[] Faculty Manual Editorial Consultant

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

Department Chair

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

[Empty box for Department Chair comments]

Dean

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

[Empty box for Dean comments]

Provost

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

[Empty box for Provost comments]

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

Department: **History and Geography**

Date

2/4/2021

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

This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*. Updated 11/24/2020.

Compliance

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

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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

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

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

DEPARTMENT OF HISTORY AND GEOGRAPHY
HIRING PROCEDURES AND STANDARDS FOR TENURE, PROMOTION, AND
POST-TENURE REVIEW

Revision of January 2021

I. Preamble

The Personnel Committee shall consist of all tenured Associate and full Professors, excluding emeritus Faculty and administrators. The Committee shall solicit nominations and self-nominations from its members to be Chairperson, who will be elected from among its members at the end of the Spring semester for the next academic year. The Committee shall make recommendations to the Department Chair and/or the Dean of the College concerning all personnel decisions within the Department, including appointment, reappointment, tenure, and promotion. In accordance with University guidelines, the Departmental procedures for hiring and standards for promotion and tenure must be consistent with the *Faculty Manual* and the Department's By-Laws.

The Department does not have Clinical, Research, or Extension Faculty, or Professors of Practice. The segments of the *Faculty Manual* pertaining to those ranks are therefore inapplicable here.

II. General Criteria

This Department shall base its personnel decisions on the following general considerations:

A. Scholarship

Excellence in research is the fundamental requirement for tenured and tenure-track Faculty at a research institution. The primary responsibility of all Faculty is to make original contributions to knowledge through speaking, research, writing, and publication for the scholarly world and for the general public. Scholarship is an important way of diffusing knowledge to a public of peers capable of judging originality and significance. It ensures that our teaching is informed by the latest research. Finally, it is one of the ways in which the Faculty helps to establish the regional, national, and international reputation of the University.

B. Teaching

Teaching enriched by our research lies at the core of the professional duties of members of this Department. The goal of our teaching is to convey to our students broad historical and geographical knowledge and research methodologies and to impart critical reading and analytical writing and thinking skills. With those ends in mind, we expect all Faculty to be excellent classroom teachers, as judged by the peer evaluation system developed by the Personnel Committee. No candidate whose ability in this area is deemed inadequate will be appointed, reappointed, promoted, or granted tenure.

C. Service

It is expected that Faculty should be self-motivated to create new opportunities for service to the Department, University, profession, and to the community beyond the usual committee assignments and routine duties of everyone.

D. Potential

The Personnel Committee must believe that the individual being considered for appointment, reappointment, promotion, or tenure will continue to grow as a scholar and teacher.

E. Equal Employment Opportunity and Inclusiveness

The Department is committed to equal employment opportunity and inclusiveness, and shall not discriminate on grounds of race, sex, religion, ethnic origin, sexual preference, or physical condition.

III. Reappointment of Non-Tenured and Special Faculty

The Chair of the Department and the Personnel Committee shall make separate reappointment recommendations annually to the Dean of the College according to the procedures set forth in the *Faculty Manual*. Reappointment is not to be construed as promising eventual tenure. The procedures and criteria for reappointment are as follows:

A. Reappointment Procedures

The Personnel Committee shall inform candidates for reappointment when their decisions will be made so that candidates may meet with the Committee to discuss their candidacy and respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

Faculty members will give the Department Chair all material necessary for the Personnel Committee's deliberation, or will ascertain that all such material is in their eTPR files, which are available for inspection by all members of the Personnel Committee.

The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.

A formal vote shall be taken on all reappointment recommendations. The Personnel Committee Chair shall maintain records of the Committee's decisions.

After receiving a recommendation from the Personnel Committee, the Chair shall inform the Personnel Committee of their recommendation. Before the Chair makes their own recommendation to the Dean, the Chair shall inform the candidates for reappointment in writing of their own recommendation and the rationale therefore.

Following the same procedures, the Personnel Committee also makes recommendations to the Dean on the reappointment of Senior Lecturers (every three years) and Principal Lecturers (every five years), and makes recommendations to the Department Chair on the reappointability of Lecturers and adjuncts. In contrast to tenured and tenure-track Faculty, there is no research requirement for Lecturers. For all Lecturer ranks under consideration for reappointment and promotion, the eTPR materials are made available to all Senior and Principal Lecturers. In the case of Senior Lecturer promotion, the dossier is made available to all Principal Lecturers. Senior and Principal Lecturers provide feedback to the Personnel Committee. In case there are no Senior or Principal Lecturers in the Department, at least one Senior Lecturer from an allied department shall be appointed to serve in an advisory role by the Chair of the Personnel Committee.

Lecturer and adjunct appointments shall be for one year or less and may be renewed if the individual is deemed reappointable by the Personnel Committee and Department Chair, on the grounds that their teaching and/or service are of an adequate quality and continue to be necessary and helpful to the Department.

B. Criteria for Reappointment

The criteria for reappointment of non-tenured Faculty are:

1. Service, as indicated by a willingness to serve on committees at the departmental, college, and university levels as well as to professional organizations.
2. Strong teaching, as evidenced by, among other things, peer observations, new class offerings, and new pedagogical techniques. Faculty members are generally expected to develop and sustain a program of courses in their specialty area, though this may not be relevant in all cases. Syllabi of relevant courses and trends in enrollment may provide a measure of performance in this area. Our general expectation is to see not only strong teaching but also evidence of commitment to teaching and innovation in the teaching area. This might take the form of special material prepared for courses, new teaching techniques, development of new courses, direction of a Master's thesis or membership on a Master's committee, or grants for the benefit of teaching. Candidates are encouraged to submit evidence of whatever they have done in teaching that has required extra time and effort.
3. Research, with a steady publication record suggesting progress is being made toward the publication requirements for tenure.

A persistent weakness in any of these three categories will be noted in reappointment letters, which will offer concrete suggestions for improvement. These assessments would not likely lead to failure to reappoint unless the Faculty member failed to address the problems over the course of several years. Annual reappointment does not guarantee tenure, however.

C. Peer Evaluation

The Personnel Committee shall include all candidates for reappointment in the ongoing system of peer evaluation established by the Personnel Committee. As mandated by the *Faculty Manual*, such evaluation procedures shall be in writing and shall be available to the Faculty. Candidates for reappointment shall be informed in writing by the appropriate Personnel Committee members of the results of individual evaluations of teaching based on classroom observations. The Chair of the Personnel Committee shall inform candidates in writing of the Personnel Committee's final recommendation on reappointment.

Procedures for peer evaluation are as follows:

As soon as possible at the beginning of each semester, the Chair of the Personnel Committee will generate a list of Departmental evaluators. The list will be distributed to the entire Personnel Committee, and all those to be observed will be notified in writing of the identity of those scheduled to observe them. Once announced, the Chair will change these assignments only if absolutely necessary.

In general, Faculty members with tenure-track appointments will be observed no more than once by each member of the Personnel Committee. However, there will be the following exceptions to this general practice:

More than one observation per semester may occur when the Personnel Committee is so large that it is not otherwise possible for everyone on the Committee to observe a Faculty member prior to tenure consideration.

At the time of a Faculty member's third-year review, if a vote of the majority of the Personnel Committee indicates there are concerns about the Faculty member's teaching, the Faculty member will be observed once a semester until the Committee has voted on determination of tenure.

The following six-year schedule for Personnel Committee evaluations will be typical (alterations may be made if changes in the size of the Personnel Committee warrant them):

Years 1-2: 2 visits per year

Years 3-6: 1 visit per year (not counting pre-tenure observations by the Department Chair and Dean of the College)

Evaluations will never occur in the first two weeks of the semester or in the last two weeks of the semester.

A mutually agreeable date and time should be chosen by the evaluator and the Faculty member to be observed, at least one week prior to the time of the observation. Rescheduling, if necessary, can occur only within the period

specified for observations in the preceding paragraph.

A draft of the observation will be given to the person observed within one week of the observation. The Faculty member will be given the opportunity to discuss the draft with its author. The Faculty member has the right to attach a response to the final evaluation. The evaluator shall give the observation and any response to the Chair of the Personnel Committee. The Chair of the Personnel Committee shall distribute copies of this material to the Faculty member who has been observed.

Special faculty on visiting appointments, adjuncts, and Lecturers will be observed once each year.

IV. Tenure and Promotion

A. Procedures

Procedures used in making tenure and promotion decisions are those appearing in the *Faculty Manual*. Recommendations on tenure and promotion shall come separately from both the Personnel Committee and the Chair of the Department.

Tenure and promotion decisions are initiated in one of five ways:

1. The Department Chair may forward names to the Personnel Committee for formal consideration, provided that the Chair has secured the written consent of such individuals in advance.
2. The Advisory Committee may forward names to the Personnel Committee for formal consideration, provided that the Advisory Committee has secured the written consent of such individuals in advance.
3. The Personnel Committee may initiate formal consideration of an individual, provided that the Personnel Committee has secured the written consent of such an individual in advance.
4. Any Faculty member may propose their own name for formal consideration.
5. All untenured Faculty in their penultimate year shall be formally considered for tenure. The Personnel Committee will request the Department Chair to provide it with all the information essential to the decision, including the number of years of tenurable service before a Clemson appointment that will be counted toward tenure at Clemson. (This will have been mutually agreed upon by the Chair and the individual Faculty member according to the guidelines specified in the *Faculty Manual*).

Individuals who submit their own names for consideration must do so in writing in the first half of the penultimate year and should explain the request in as much detail as is necessary. Faculty members will give the Department Chair, at the time of the request, all material necessary for the Personnel Committee's deliberation, or will ascertain that all eTPR files are up to date. The Personnel Committee Chair and the

Department Chair will make all pertinent materials available to members of the Personnel Committee.

Professors on the Personnel Committee shall be responsible for making recommendations regarding the promotion of Associate Professors to the rank of Professor. As per the *Faculty Manual*, there must be a minimum of three Full Professors from the Department's Personnel Committee who participate in making those recommendations; if there are not enough Full Professors on the Personnel Committee, the Chair of the Personnel Committee will invite a Full Professor from an outside department to make up the difference, after consultation with the Department Chair.

The Chair of the Personnel Committee shall inform any member of the Department being considered for tenure or promotion when the procedure begins, so that they may meet with the committee to discuss their candidacy and respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

The dossier of each candidate for tenure or promotion shall include at least three and if possible six letters from persons with expertise in the candidate's field who are not affiliated with Clemson University. The names of three outside referees will be furnished by the candidate, while three will be chosen by the Department Chair and the Personnel Committee. For Faculty working in Digital and/or Public History, the outside referees must be chosen in their respective fields.

The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.

A formal vote shall be taken on all tenure and promotion decisions. The Personnel Committee's Chair shall maintain records of the committee's decisions.

The Personnel Committee will transmit its written recommendations along with supporting evaluations to the Chair of the Department not later than two weeks before the time final departmental recommendations are due in the office of the Dean of the College. With written consent of the candidate (except in a tenure recommendation in the sixth year of tenurable service), the Personnel Committee will also transmit the same materials to the Dean for informational purposes consistent with the procedures outlined in the *Faculty Manual*.

The Department Chair and the chair of the Personnel Committee shall inform in writing the Faculty member being considered for promotion or tenure of their respective recommendations and the rationales therefore.

The Department Chair shall forward their separate recommendation in each tenure and promotion case to the Dean of the College along with the Personnel Committee's recommendation, all supporting evaluations, and the candidates' dossier. The Chair shall also inform the Personnel Committee of their recommendation before the recommendation is forwarded to the Dean.

B. Tenure and Promotion to Associate Professor

1. Research

Each untenured Faculty member must submit a research plan to the Personnel Committee on a yearly basis for the purposes of annual reappointment.

The general expectation is that the candidate for tenure/promotion will have published a book (or the equivalent) in their field and, in addition, showed in some way (e.g. new publications and research projects) an ongoing commitment to research in that field. In some cases, other types of publications can substitute for a book--see below.

The expectation is that the book will represent an original contribution to scholarship and be published by a prominent academic press or a commercial publisher with a record of publishing peer-reviewed volumes. Once a scholarly monograph has been accepted for publication by a press with a record of peer-reviewed volumes, it is considered complete. The Personnel Committee generally regards it as sufficient that the manuscript has been accepted for publication by a reputable press that has put it through the standard peer-review process and has scheduled a publication date. This requires a letter from the editor stating that the manuscript has been through all the stages, including acceptance by the governing board if such is required for publication, that no further revisions will be required, and that the book is scheduled by the press to appear at a date specified in the letter. A manuscript that is not this far along does not count for research production (though it counts as evidence of an ongoing commitment to research).

Any publishing arrangement which does not put a manuscript through a standard peer-review process before publication would have to receive positive reviews in the recognized journals of the field before it could be considered scholarship worthy of tenure.

Textbooks will be held to the same standard as other books, but cannot be used as the initial demonstration of scholarship necessary for tenure and promotion to Associate Professor.

In fields where co-authorship is the norm, the default method of counting co-authored publications for tenure and promotion purposes will be to divide them by the number of authors, so that an article with two authors counts as one-half of a publication, one with three counts as a third, and so forth. If, however, the Faculty member feels that they have contributed more than that share to a publication, or if the project itself should be counted as more than the equivalent of an article, they may make a case to the Personnel Committee that the publication should count for more than the default share, and the Personnel Committee shall make a determination as to how much the publication should count.

While book publication is preferred, articles may be substituted for the publication of a book in research areas where book publication is not the norm. An article counts if it has reached the stage of being accepted for publication (with no further revisions requested) in a refereed journal or peer-reviewed edited book. Electronic publication is equally acceptable if it involved a peer-review process equivalent to that for a reputable journal.

Articles in a volume of conference proceedings may be acceptable if peer review took place: i.e. either participation in the conference was selective or the volume was published by an academic press after peer review, or the conference proceedings are a selected collection of the best articles from a conference. Encyclopedia articles, book reviews, and non-peer-reviewed publications will not normally count as full articles, but may depending on length and quality (e.g., review essays).

Accepted applications for National Historic Registry status that are reviewed at the local and national level count as publications equivalent to articles. Applications rejected for National Historic Registry and co-authored applications will be evaluated by the Personnel Committee case by case.

Writing a substantial research grant or fellowship proposal that is selected for funding by a major outside granting agency would count as equivalent to publishing an article. Internal Clemson University grants and failed grant proposals do not usually count as a full article, but provide evidence of continuing research activity.

Faculty who engage in interdisciplinary project-focused work may produce scholarship that takes a form other than an article or monograph. Moreover, long-term, multi-faceted projects may be seen as platforms for generative digital scholarship and therefore may be submitted more than once over the course of time. This may include online books, documentaries, oral-history repositories, archaeological field reports, software tools and packages, scholarly editions, scholarly translations, digital textbooks, or other recognized forms of publication from other disciplines.

If this product did not undergo a formal peer review (before or after publication), the Department may solicit a peer review of the work. For Public History and Digital History projects and exhibits, a distinction will be made between production and consultation. For example, researching, writing, and producing a historical podcast requires more effort than being interviewed or conducting an interview for a podcast. The former would be considered a form of historical scholarship, while the latter would be service to the community.

Faculty members taking part in substantial community engagement by conducting Public History projects can request that the Department solicit a peer-review report from the community with which they engaged. For tenure and promotion, the expectation is that Faculty members who choose the non-book route will produce the equivalent of a book, that is, six articles, publications, or digital projects as defined above.

Research is measured on the basis of the candidate's total career, not just years at Clemson. But if a large part of the research was produced before coming to Clemson, evidence of continued scholarly productivity is necessary.

2. Teaching

The minimum expectation is that the candidate be a good teacher who has

developed a program of courses in their area of specialty that is of value to students. Teaching is measured by peer evaluation, student evaluation, and course development.

It is the policy of the Department to evaluate teaching first and foremost by peer evaluation. In a tenure decision, the Personnel Committee normally looks at all the peer-evaluation reports collected during the candidate's time at Clemson and considers the overall pattern.

3. Service

Service falls into a number of different categories. The minimum requirement is adequate service to the Department, but the general expectation is that service will be either outstanding in one area or substantial in at least two areas.

Service to the Department consists of service on committees and other elected or appointed tasks, including official advising duties. The minimum requirement is that each member of the Department should have at least one such obligation every year except the first.

Service to the College and University consists primarily of committee membership, organizing special programs, and involvement in collaborative programs with people from other departments.

Service to students involves working with student organizations and organizations that provide services to students. It also includes helping students with internships, study-abroad programs, and grant or fellowship opportunities. (Official departmental advising is not included in this category, but in the category of service to the Department because it is a critical academic function.)

Service to the profession includes committee work for professional societies, organizing meetings, and organizing or moderating newsletters or email discussion lists. Officership in a significant professional society or editing a journal normally constitutes outstanding service. Not all Faculty members are expected to become involved in service to their profession, but substantial service in this area is valued. Attendance at professional meetings is expected.

Service to the community includes offering lectures or organizing programs in the community that are relevant to the candidate's professional work, or speaking to the press when such opportunities arise. It also includes service projects, such as working with local museums or historical societies. Other service may be justified by the candidate and considered by the Personnel Committee.

C. Promotion to Full Professor

1. Research

The general expectation is that after becoming Associate Professor, the candidate for promotion to Full Professor will have published a second

monograph in their field. The book should represent an original contribution to scholarship and be published by a prominent academic press or a commercial publisher with a record of publishing peer-reviewed volumes. Co-authored books, edited or co-edited books, textbooks, and articles count less than a single-author scholarly monograph. In research areas where book publication is not the norm, a substantial body of work in these other forms may be accepted as equivalent to the single-author scholarly monograph.

2. Teaching

The Personnel Committee expects the candidate to be a good teacher who has continued to offer and develop an array of courses in their area of specialization.

3. Service

The Personnel Committee expects on the part of the candidate at least a reasonable level of involvement in the affairs of the Department, the College or University, and the wider profession.

D. Special Faculty

1. Lecturer

Lecturers are individuals who receive limited-duration appointments. Serving four years in that capacity may allow them to be considered for promotion to Senior Lecturer.

2. Senior Lecturer

Senior Lecturer is the special faculty rank that may be applied for after four full academic years of service by a Lecturer; equivalent experience at Clemson may be counted toward the four-year service requirement. Senior lecturers shall have no administrative duties inconsistent with those of regular Faculty. The Senior Lecturer appointment is intended to recognize the efforts, contributions, and performance of Lecturers who combine effective instruction with additional significant contributions to the mission of the University. Length of service as Lecturer is, itself, not a sufficient criterion for promotion to Senior Lecturer. For promotion to this rank, the History Department requires a track record of excellent teaching and service, as indicated by yearly evaluations written by members of the departmental Personnel Committee.

3. Principal Lecturer

Principal Lecturer is the Special Faculty rank that may be applied for after four full academic years of service by a Senior Lecturer; equivalent experience at Clemson University may be counted toward the four-year service requirement. Principal lecturers shall have no administrative duties inconsistent with those of regular Faculty. The Principal Lecturer appointment is intended to recognize the efforts, contributions, and performance of Senior Lecturers who combine effective and creative instruction with additional significant contributions to the mission of the University. Length of service as a Senior Lecturer is, itself, not a sufficient criterion for

promotion to Principal Lecturer. For promotion to this rank, the faculty must have served four years as Senior Lecturer and have a track record of extraordinary teaching and service, as indicated in the evaluations of the Personnel Committee, with additional significant contributions to the mission of the Department and the University.

For all Lecturer ranks under consideration for promotion, the eTPR materials are made available to all Senior and Principal Lecturers. In the case of Senior Lecturer promotion, the dossier is made available to all Principal Lecturers. Senior and Principal Lecturers provide feedback to the Personnel Committee. In the case that there are no Senior or Principal Lecturers in the Department, at least one Senior Lecturer from an allied department shall be appointed to serve in an advisory role by the Chair of the Personnel Committee.

V. Post-Tenure Review (PTR)

A. Persons Under Review

In accordance with the *Faculty Manual*, all tenured professors will go through post-tenure review on a five-year rotating basis and every five years thereafter regardless of promotion to a new rank.

B. Composition of the PTR Committee

The Chair will inform the Department at the first meeting of the year as to the constitution of the three-person departmental PTR Committee for that year according to the following guidelines. The PTR Committee will rotate annually, excluding those who are under consideration, who are currently under remediation, or who are on leave. Member of the PTR Committee will be drawn alphabetically from the ranks of all tenured Professors, with the exception that the committee must at all times include at least one person at the rank of Full Professor and one at the rank of Associate Professor. If one of these ranks is missing, the next person on the list who holds this rank will substitute for one of those persons. Persons who do not have a PTR assignment one year according to one of the exceptions above will go back to the top of the list for the following year.

C. Part I of PTR

If a tenured Faculty member, during the five years preceding the PTR, has received no more than one annual performance rating by the Department Chair of “fair,” “marginal,” or “unsatisfactory,” the tenured Faculty member shall receive a PTR rating of “satisfactory.” The Faculty members is thereby exempt from Part II of PTR.

D. Part II of PTR

If a tenured Faculty member, during the five years preceding the PTR, has received more than one annual performance rating of “fair,” “marginal,” or “unsatisfactory,” the Faculty member will be required to submit the following:

1. External references: each Faculty member undergoing PTR will submit a

list of six referees outside the Department (though not necessarily outside the University) whom the PTR Committee can contact for references. The PTR Committee is required to obtain a minimum of four reference letters, of which at least two must come from the list of six submitted by the Faculty member.

2. Summaries of teaching evaluations. In addition to the summaries of teaching evaluations which a Faculty member must provide for PTR, all members of the PTR committee will submit written evaluations of the Faculty member's teaching based on classroom observations. A candidate shall have the opportunity to discuss a preliminary draft of the observation with the observer and will receive a copy of the final version. Candidates will also produce complete sets of student evaluations from at least three classes in the previous five years, if they teach.

3. A current curriculum vitae.

4. A plan for continued professional growth.

5. A detailed account of the outcome of any sabbatical leave during the review period.

6. Any other documents relevant to the review.

On the basis of these six categories of documentation, the PTR Committee and the Department Chair will assess whether the Faculty member in Part II of the PTR process will receive ratings of "satisfactory" or "unsatisfactory." The basis for making that assessment will be the same scale applied to Faculty in their annual evaluation but applied to the five-year PTR cycle. If a Faculty member receives a rating of "unsatisfactory," procedures laid out in the *Faculty Manual* for such cases will apply.