



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 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: **Physics and Astronomy**

Date

3/12/2021

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 8/12/2019.

Compliance

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

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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

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

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

Comments					
23	As long as the subset of TPR committee members used for the PTR committee does not include anyone in Part II of PTR, this requirement is satisfied, though this document does not provide this guidance / reminder.				

Tenure, Promotion and Reappointment Document
Department of Physics and Astronomy Clemson University
(March 8, 2021)

I. Preamble

To fulfill its obligations to the university community, the physics and astronomy faculty must concern itself with the creation, conservation and dissemination of basic scientific knowledge. Guidelines on tenure, promotion and reappointment (TPR) must be consistent with these goals as well as with the professional growth of individual faculty members.

a) *TPR Committee and Membership*

The Tenure, Promotion and Reappointment Committee (TPR Committee) consists of all tenured full professors in the department with the exception of the Department Chair. The department TPR committee and department chair conduct independent reviews of faculty members requesting reappointment, tenure and/or promotion. Since the number of tenured full professors in the department will always be larger than three, Faculty Manual provisions regarding TPR committees with less than three members do not apply. The committee elects its own chair and operates according to the Departmental Tenure, Promotion and Reappointment document. Annually, the committee elects a subcommittee to address the Post Tenure Review (PTR) as described in the Faculty Manual. The PTR subcommittee consists of at least three members (who are not being reviewed that year) and elects its own chair.

b) *Purpose*

This TPR document is guided by a consistent philosophy on tenure, promotion and reappointment. The faculty members within the purview of the TPR committee hold (only) the following appointments: assistant professor (untenured), associate professor (untenured/tenured), full professor (untenured), lecturer, senior lecturer, principal lecturer. The Department of Physics & Astronomy does not have Clinical Faculty, Extension Faculty, or Professors of Practice. The segments of the Faculty Manual pertaining to those ranks are therefore inapplicable here. Research Faculty are usually supported by external grants. They are evaluated annually by the Department Chair. In cases where their grant funding is insufficient to cover 100% of their salary, the Department Chair may choose to use departmental funds to cover the remaining salary. Considerations for support include (but are not limited to) availability of funds, satisfactory performance, and alignment with the strategic priorities of the department. Alternatively, the research faculty member may accept part-time employment at a level commensurate with the availability of funding. The elements to be considered in the process of evaluation and the suggested levels of accomplishment described herein are proposed as items to be examined when an individual is being considered for reappointment, promotion or the award of tenure. A faculty member is not expected to have achieved the same level of accomplishment in all areas. Rather, these elements are to be used to help identify each individual's strong and weak areas, and thus to aid in the overall evaluation by the departmental TPR committee and by the department chair of the faculty member's performance. The TPR document may not contradict the Faculty Manual. In case of a contradiction the Faculty Manual prevails.

c) Responsibilities

The equitable administration of reappointment, tenure and promotion resides with the candidate, peers, department chair, college dean, and higher administrative officers. A candidate's accomplishments should be documented in the confidential department personnel files as described in this document. The department chair should ensure that requirements and procedures for reappointment, tenure and promotion are known and understood by the faculty.

d) Elements to be Considered

The elements listed below are offered as a guide for consideration when evaluating a candidate for either reappointment, tenure, or promotion. It is not expected that a candidate will attain the same level of accomplishment in all areas. Lecturers are expected to excel in teaching, should demonstrate some success in other areas for promotion to senior lecturer, and perform outstandingly in a second area for promotion to principal lecturer. The latter can encompass funded scientific or education research, additional evidence of classroom teaching excellence, research, or service. If the candidate and/or department chair desires any elements to be emphasized, they should be specified in writing at an appropriate time and placed in the candidate's personnel file. For example, on the matter of tenure, agreement should be stated at initial employment, while for promotion to the next level the agreement should be reached several years prior to consideration.

Teaching

- High quality presentation of subject matter at a level appropriate for the class and demonstration of mastery of the subject matter within the framework of current scientific knowledge.
- High quality as a teacher in the classroom and laboratory with fair grading and attention to course administration.
- Innovation in teaching methods and improvement of existing courses.
- Development of new courses or curricula.
- Publication of textbooks and/or papers concerning teaching in appropriate journals.
- Direction and supervision of graduate student research with an appropriate level of PhD mentoring activity.

Research

- Publication of research in professional journals of global impact and/or books in the field of specialization.
- Initiation of original research and presentation of research results at professional meetings, at national and international level.
- Development and submission of research proposals and acquisition of research grants or contracts from external agencies.
- Reputation within the global scientific community for research contributions.
- Some evidence of international scientific collaboration, which may include, for example, hosting international visitors.

Service

- Active membership in departmental, college, and university committees
- Student academic advising.
- Participation in professional organizations.
- Service to the department, university, and community through the presentation of lectures, seminars, workshops, demonstrations, planetarium presentations, or other outreach activities.
- Participation as a referee, reviewer, or editor for professional publications and/or as a referee for research proposals.
- Organization of conferences or workshops.
- Participation as officers of professional societies.

Other

- Possession of advanced degrees.
- Additional meritorious accomplishments, awards, honors, invitations, etc.

II. Procedural Matters

a) *Dossier*

To ensure that all pertinent information is available for consideration, the faculty member who desires to be considered should have a current resume complying with the departmental standard to be used in the evaluations that includes all education, professional appointments, professional service, awards, publications, presentations, sponsored projects, mentored students and postdoctoral advisees, courses taught, major committee assignments, and other significant service. The candidate should also provide the documents required in Clemson University's electronic Tenure, Promotions, and Reappointment portfolio (eTPR) system or any system that replaces eTPR.

b) *Reappointment*

All non-tenured regular faculty and lecturers shall be evaluated annually by the TPR committee and must receive annual letters of reappointment or termination at a time each year as determined by the Faculty Manual. The TPR committee shall solicit a written recommendation from at least one senior or principal lecturer for the reappointment review of a lecturer, with comments about teaching strengths and weaknesses and other areas of interest as specified in the Preamble.

Notices of non-reappointment for senior lecturers and principal lecturers must be given at a time as determined by the Faculty Manual. Senior lecturers shall be evaluated by the TPR committee once every three years and in their penultimate year, and principal lecturers once every five years and in their penultimate year. Other special faculty shall be evaluated at a time specified in the Faculty Manual. The TPR committee shall solicit a written recommendation from at least one senior or principal lecturer for the reappointment review of a senior lecturer or a principal lecturer, with comments about teaching strengths and weaknesses and other areas of interest as specified in the preamble.

c) *Tenure*

The timeline for tenure and promotion applications is set each year by the Provost's office. This calendar will be announced in a timely manner to the faculty by the TPR Chair. Tenure decisions may be considered prior to end of the probationary period consistent with the regulations in and amendments to the Faculty Manual. A tenure application, once submitted, cannot be withdrawn.

The non-tenured regular faculty member will be evaluated by the TPR committee of the department. In accord with the Faculty Manual, this committee will recommend for or against tenure or reappointment, in writing to the Dean. The committee will inform the department chair of its decision once the chair has submitted his/her final decision to the Dean.

The department chair will consider the faculty member portfolio and recommend for or against tenure or reappointment, in writing to the Dean. The chair and the TPR committee make separate recommendations to the Dean, as specified by the Faculty Manual. Each may serve as a resource for the other. The recommendations are shared once each is submitted to the Dean, and the chair shall provide copies of both recommendations to the candidate.

The Dean of the college reviews the complete file and renders a separate recommendation. The complete file, including all recommendations and supporting evaluations (whether positive or negative), is then forwarded to the Provost. The Provost reviews the complete file and forwards a recommendation to the President of the University.

d) *Promotion*

Any faculty member may request to be considered for promotion by submitting a formal letter of intent at the beginning of the academic year. Prior meetings with the department chair and TPR chair are recommended to discuss the timeliness and suitability of the application in the light of the appropriate performance guidelines. Lecturers may apply for promotion to senior lecturer after at least four full academic years of service. Senior lecturers may apply for promotion after at least four full years of service as a senior lecturer.

The complete dossier and any required letters of recommendation should be made available to the TPR committee by the date indicated in the Provost's calendar. The committee should deliberate and make its recommendation known by the deadline indicated in the Provost's calendar in writing, to the Dean. The department chair will consider the faculty member portfolio and formulate his/her own recommendation to the Dean by the deadline indicated in the Provost's calendar.

The chair and the TPR committee make separate recommendations to the Dean, as specified by the Faculty Manual. Each may serve as a resource for the other. The recommendations are shared once each is submitted to the Dean, and the chair shall provide copies of both recommendations to the candidate. At that time, the chair will offer the candidate the opportunity to withdraw her/his request for promotion, unless s/he has

applied for tenure.

If the candidate chooses to proceed or is in the penultimate year of tenure track, the complete file will be forwarded to the Dean who then renders a separate recommendation. The candidate is then again offered the opportunity to withdraw his/ her candidacy at this stage, unless s/he has applied for tenure. The candidate may also provide a letter of response in the materials forwarded to the Provost.

If the candidate agrees or is in the penultimate year of tenure track, the complete file, including all recommendations and supporting evaluations (whether positive or negative), is then forwarded to the Provost. The Provost reviews the complete file and, in all cases, forwards a recommendation to the President of the University. In cases where the application for promotion is denied, the chair or the TPR committee may choose to supplement a negative decision with a written summary of areas in which improvement will enhance promotability. The summary will be included in the candidate's file.

e) Letters of recommendation

- **Promotion to Senior Lecturer.** The TPR committee will solicit letters of recommendation from one senior or principal lecturer and one faculty member in the department with comments about teaching strengths and weaknesses and other areas of interest as specified in the Preamble.
- **Promotion to Principal Lecturer.** The TPR committee will solicit a letter of recommendation from one principal lecturer (or senior lecturer if no principal lectures are available) and one faculty member in the department with comments about teaching strengths and weaknesses and other areas of interest as specified in the Preamble.
- **Promotion of regular faculty.** The candidate should compile and provide to the TPR Committee a list of at least five names from outside the University as suggested external evaluators from research intensive institutions (close former associates such as dissertation advisors are not to be included). These external evaluators must be able to evaluate the quality of a faculty member's scholarship. For each suggested evaluator, the candidate should provide the name, title, address, phone number, e-mail address, and an indication of why that person should be considered an appropriate external evaluator of the faculty member's performance, and a description of the candidate's relationship to the suggested evaluator. The list must include at least three names with whom the candidate has not collaborated.

The TPR Committee may solicit evaluations from any name on the list submitted by the candidate and must independently solicit at least two additional external evaluations from persons at research intensive institutions not on the candidate's list. For tenure and/or promotion to Associate Professor the TPR expects four external peer evaluations with at least two chosen from the candidate's list. For promotion to Professor, the TPR expects six external peer evaluations with at least three chosen from the candidate's list.

In an attempt to ensure that external evaluations provide useful and consistent information, the cover letter from the Department Chair to the external evaluators

should address the three issues identified below. The tenure and/or promotion candidate should provide to the TPR Peer Review Committee a sufficient number of reprints of at least three refereed journal articles (candidate's choice) for inclusion in the mailing to the external evaluators.

External evaluators should comment first and foremost on the quality of the candidate's scholarship as evidenced by the quality and impact of their research and publications.

External evaluators should comment on the national and international stature of the candidate within the profession.

External evaluators may comment on the candidate's research and graduate advising productivity, and professional service activities, if deemed appropriate.

***f*) Post Tenure Review**

The Purpose of Post-Tenure Review (PTR) is to periodically evaluate a faculty member's professional contributions. PTR extends to all faculty members holding a tenured faculty position except for a faculty member planning to retire by August 15 of the same academic year in which the PTR would occur, providing that a binding letter of intent to retire is signed thereby waiving the PTR. PTR occurs every five years, the first review period beginning at the time when tenure is granted. The review schedule is not altered by a promotion.

In Part I of PTR, the committee reviews the previous five year ratings and issues a rating of "satisfactory" if it finds no more than one (of five) annual performance rating of "fair", "marginal", or "unsatisfactory". If this condition is not satisfied, the tenured faculty member undergoes Part II of the PTR review.

In Part II of PTR, the PTR committee will add a fourth member to the committee from among full professors in science or engineering at Clemson. The PTR committee will decide on a candidate to approach about serving, and the chair of that committee will request their service. The process will continue until a suitable candidate is found. The faculty member under review will submit:

- i. A recent copy of the curriculum vita (paper or electronic);
- ii. A summary of student assessment of instruction for the last 5 years including a summary of statistical ratings from student assessments of instruction (if appropriate to the individual's duties);
- iii. A plan for continued professional growth;
- iv. Detailed information about the outcomes of any sabbatical leave awarded during the preceding five years.

The PTR committee will review the full portfolio and find the faculty member's performance "acceptable" or "unacceptable".

III. Criteria for the Award of Tenure

The award of tenure is made after the faculty member's probationary period has allowed the department to evaluate the candidate's achievements. It affirms that the high caliber of a faculty member's contribution to the department warrants the continued service of the

candidate as a permanent member of the department and carries the expectation of sustained contribution to the aims and goals of the department. The evaluation of tenure must include the requirements prescribed in the Faculty Manual. The elements in Section I of these guidelines are to be considered in the evaluation. The level of accomplishment required for a positive tenure decision depends on the academic rank at which the candidate was hired. For an untenured assistant professor, the criteria are those for promotion to the associate professor. For an untenured associate professor or an untenured full professor, the criteria are those for promotion to the full professor rank.

IV. Criteria for Promotion

The promotion of a faculty member from one academic rank to another shall be based on education, experience and effectiveness of performance. In every case, all requirements of the Faculty Manual must be satisfied. The elements listed in Section I of these guidelines will be considered in the evaluation of the candidate.

a) Promotion to Associate Professor

The rank of associate professor acknowledges a faculty member's valuable contributions to the university and mature professional standing. Promotion to this rank will be considered after an individual has demonstrated quality as a teacher, displayed a willingness to perform service in behalf of the university and shown promise of continued productivity in scholarly activities. A good reputation outside the university must have been earned through publications and presentations of the results of scholarly activities at meetings of regional and national scientific organizations. In addition, the candidate must show evidence that he/she can obtain the support required to substantially meet the direct costs of an active research program.

b) Promotion to Professor

The rank of professor is the highest academic rank conferred by the university and provides recognition for superior performance at the associate professor level. The candidate should have achieved national recognition in scholarly activities as might be expected in a peer institution. This achievement is most evident in the publication record of the candidate, including refereed journals, books, and monographs, in honors and awards for research and teaching, and in a record of attracting the continuing support required to pursue an active research program. High quality teaching and continued leadership in the university and other organizations is expected. The record of achievement at Clemson University should also demonstrate the successful mentoring of graduate students in Master thesis and PhD dissertation research.

c) Promotion to Senior Lecturer

The rank of senior lecturer is the second highest academic rank conferred by the university to a lecturer and provides recognition for superior performance at the lecturer level. This performance should be most evident in the teaching evaluations by students and other evidence of teaching effectiveness, such as outlined in the Faculty Manual. In addition to teaching effectiveness, the successful candidate for promotion will have accomplishments in one or more areas of research and/or service as outlined in the Preamble (I.d).

d) Promotion to Principal Lecturer

The rank of principal lecturer is the highest academic rank conferred by the university to a lecturer and provides recognition for superior performance at the senior lecturer level. This performance should be most evident in the teaching evaluations by students and other evidence of teaching effectiveness, such as outlined in the Faculty Manual. In addition to teaching effectiveness, the successful candidate for promotion will excel in obtaining funded scientific or education research, or will provide additional evidence of classroom teaching excellence, research, or service outlined in the Preamble (I.d).

Amendments

These guidelines may be amended by majority vote of the faculty.
Approved by the faculty on

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Brittain
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