



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:

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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 _____

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Dean

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

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Provost

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

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

Department: Political Science

Date

5/5/2021

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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	X		
24	• The PTR Committee shall elect its own chair	Ch V, G4e	X		

Annual Evaluation, Promotion, Reappointment, and Tenure Guidelines

Department of Political Science

Clemson University

I. INTRODUCTION

The performance criteria and standards set forth in this document outline the Department's policies with respect to annual evaluations, promotions, reappointments, and tenure decisions. The Department of Political Science offers a doctoral degree in Policy Studies. As a result, departmental expectations of tenured and tenure-track faculty will focus first, and foremost, on achieving high standards in research over teaching and service. Rather than outlining specific measures for excellence in research, teaching, and service, the Department holds a general goal of improving its regional, national, and international prominence within the field of political science. Personnel decisions made in any given year are not based on precedent, and the faculty expects significant productivity and accomplishments in accordance with the evolving standards of the Department.

Measurement of the quality of a university professor is a complex matter that cannot be reduced into a rigid formula. An array of factors is important in this evaluation, including the quality and impact of a faculty member's scholarly activities, departmental and college needs, judgments of a faculty member's future research productivity, quality of teaching, engagement in professional and public service, and collegiality.

The Department's Tenure, Promotion, and Reappointment (TPR) Committee and the department chair will evaluate faculty members seeking reappointment, promotion, and tenure on three broad categories in order to measure their level of success regarding the quality and quantity of their accomplishments. In each evaluation, the faculty member's progress in research, teaching, and service will be rated as excellent, effective, or unsatisfactory. Furthermore, the chair will evaluate the performance of all faculty members' research, teaching, and service each year in compliance with the annual evaluations required by the University. In the case of annual evaluations, the chair will provide an overall rating based on the following categories: excellent, very good, good, fair, marginal, and unsatisfactory. In the next three sections, we provide a non-exhaustive set of criteria by which faculty members seeking promotion, reappointment, and tenure will be evaluated on by the chair and the Department's Tenure, Promotion, and Reappointment (TPR) Committee. These guidelines will also be used by the chair in order to assist him or her in completing annual evaluations of faculty.

II. RESEARCH

Scholarly activities are an essential part of a faculty member's job because these activities advance our academic and applied knowledge. In addition, faculty research serves to keep the content of education current, pertinent, and challenging for students. As such, the advancement of knowledge, the maintenance of awareness of changes and innovations in one's field of expertise, and the dissemination of one's research are cornerstones of the professional reputation of the individual faculty member, the Department, the College, and the University. Scholarship consists of academic publications and presentations intended primarily for the

scholarly world. A faculty member should demonstrate that he or she has established an independent reputation as a scholar by having a substantial scholarly publication record in high quality publication outlets for tenure and promotion. Both quality and quantity of scholarship activities are important. However, the major criterion is the extent to which the faculty member has made substantial and meaningful contributions in his or her area of specialization.

The following comprises a non-exhaustive list of criteria on which faculty members seeking promotion, reappointment, and tenure will be evaluated by the chair and the Department's Tenure, Promotion, and Reappointment (TPR) Committee and rated as excellent, effective, or unsatisfactory regarding progress in scholarship. The chair will also consider the following criteria when completing annual evaluations of all faculty in the department:

Publications of scholarly books;

Publications of peer-reviewed articles in reputable scholarly journals;

Publications of edited volumes by university or other academic presses;

Publications of book chapters in edited books published by university or other academic presses;

Publications of applied research to include widely used or acclaimed sponsored monographs, policy papers, or technical reports for researchers or practitioners;

Evidence of recognition of the significance of a faculty member's research through citations or other metrics;

Funding for research activities (with preference given to awards from external sources);

Special recognitions or awards for research publications or conference papers;

Participation (as author, chair, or discussant) at scholarly or professional conferences;

Invitations to give research presentations in one's area of expertise;

Recognition by state, regional, and national professional associations for scholarly contributions;

Holding academic fellowships;

Appointments as a grant reviewer for national research organizations.

III. TEACHING

Teaching is another responsibility of the faculty. Courses should be academically and intellectually rigorous, challenging, and effectively presented. Their substantive content should be updated and current. Courses should especially be designed to encourage high quality substantive learning and critical thinking among students. Furthermore, the Department serves

a number of constituencies: introductory level students, political science majors and minors, and doctoral students in the Policy Studies graduate program and in a variety of degree programs across the university. A faculty member should strive to meet the needs of the diverse pool of students with whom he or she interacts in the classroom.

The following comprises a non-exhaustive list of criteria on which faculty members seeking promotion, reappointment, and tenure will be evaluated by the chair and the Department's Tenure, Promotion, and Reappointment (TPR) Committee and rated as excellent, effective, or unsatisfactory regarding progress in teaching. The chair will also consider the following criteria when completing annual evaluations of all faculty in the department:

A high level of academic and intellectual rigor in courses;

Chairing doctoral dissertation committees or Master's committees in graduate programs;

Membership on dissertation or thesis committees of graduate students in which the faculty member is not serving as the chair;

Student evaluations of courses based on the complete set of standardized class evaluation surveys along with other surveys or interviews approved by the Department;

Peer evaluations of teaching or teaching portfolios, including classroom observations by the department chair or members of the Department's Tenure, Promotion, and Reappointment (TPR) Committee;

Developing and/or directing undergraduate research teams;

Nominations and/or selections for professional, University, or College teaching or advising awards;

Writing textbooks or producing other instructional materials that are widely adopted or acclaimed;

Generating grants of money and/or equipment for teaching purposes;

Development of new courses, creating study abroad programs, or major revisions of existing courses;

Development of new pedagogical methods;

Contributions to specific student engagement activities such as Model United Nations programs, the South Carolina Student Legislature, study abroad, and internships;

Directing Honors theses, Creative Inquiry research teams, or other research efforts by undergraduates;

Completion of programs or workshops resulting in improved teaching methods;

Directing teaching workshops.

IV. SERVICE

Professional and public service shall include service on University, College, and Departmental committees; public lectures; service to scholarly associations; interviews with members of the media; faculty mentoring of students; service on national, state, or local government bodies; and other appropriate activities. The Department of Political Science serves a number of constituencies and faculty members are expected to contribute in the area of service in ways that are consistent with both their level of appointment and the overall missions of the College and University.

The following comprises a non-exhaustive list of criteria on which faculty members seeking promotion, reappointment, and tenure will be evaluated by the chair and the Department's Tenure, Promotion, and Reappointment (TPR) Committee and rated as excellent, effective, and unsatisfactory regarding progress in professional and public service. The chair will also consider the following criteria when completing annual evaluations of all faculty within the department:

Appointments to University, College, or Departmental committees;

Appointments as editor, guest editor, or book review editor of scholarly journals or academic publishers;

Manuscript reviewers for scholarly journals and book publishers;

Giving interviews to members of the national, state, and local media;

Appointments as officers in academic or professional associations;

Reviewing books for scholarly journals or other academic outlets;

Appointments as program chairs or program committee members for scholarly or professional conferences;

Delivery of public lectures in one's area of expertise;

Service as an outside reviewer for promotion and tenure decisions at other institutions;

Election to the Faculty Senate or other significant leadership posts at the College or University level;

Consulting work for government agencies, nonprofit organizations, or political campaigns;

Appointments to serve on boards of directors for nonprofit organizations;

Serving as an advisor to University student organizations;

Serving on government commissions, task forces, or other governmental bodies.

V. ADMINISTRATIVE ASSIGNMENTS

At times, faculty in the Department of Political Science may hold departmental administrative appointments, such as serving as department chair or as directors of the graduate and undergraduate studies programs. The annual evaluations and promotions of those faculty members that have been appointed to administrative positions will include the evaluation of their administrative work for the department.

VI. STANDARDS FOR REAPPOINTMENT, TENURE, AND PROMOTION

The Department of Political Science is responsible for making tenure, promotion, and reappointment recommendations in accordance with the procedures set forth in the Clemson University *Faculty Manual* and in the Bylaws of the Department of Political Science. As a faculty member's career progresses, it is expected that his or her work will place greater emphasis on excellence rather than effectiveness in relation to research, teaching, and service. It is important that there be continuous, sustained performance as the faculty member's career progresses, culminating in excellence in research at the time of the tenure and promotion review.

For all tenure, promotion, and reappointment decisions, a separate written assessment will be provided by the Department's Tenure, Promotion, and Reappointment (TPR) Committee and the Department's chair. These written assessments will be sent to the Dean and copies will be provided to the faculty member. In each written assessment, research, teaching, and service are to be assessed independently.

A. Reappointment

1. Positive reappointment decisions for tenure-track faculty are based on a judgment that the faculty member is making significant progress toward promotion to associate professor and the granting of tenure. In the early years, reappointment decisions may be made in part on the basis of inputs, activities, and potential. In the later years, potential should be realized and promotion and tenure projectable given trends in research, teaching, and service.

B. Tenure and Promotion to Associate Professor

1. Successful candidates for tenure and promotion to associate professor must, in general:
 - a. Hold the Ph.D. or other appropriate terminal degree in political science, public policy, or public administration, as appropriate;
 - b. Have at least six years of total experience in a baccalaureate institution, at least four of which must be in a tenure-track position;

- c. Have a documented record of excellence in research;
 - d. Must have a documented record of effectiveness or excellence in teaching and service;
 - e. Contribute to the productivity of the faculty as a whole.
2. Requests for tenure must be accompanied and supported by external reviews from faculty at peer institutions. The purpose of these reviews is to obtain an independent, outside evaluation of the quality of the faculty member's research/publication outputs from scholars in his or her area of specialization. External reviews are required in accordance with University and College policies.

C. Promotion to Professor

1. Successful candidates for promotion to professor must, in general:
- a. Hold the Ph.D. or other appropriate terminal degree in political science, public policy, or public administration, as appropriate;
 - b. Have at least ten years total experience in a baccalaureate institution, at least four of which must be as an associate professor;
 - c. Have a documented record of excellence in research;
 - d. Have a documented record of at least consistent effectiveness in teaching and in service;
 - e. Contribute to the productivity of the faculty as a whole.
2. Requests for promotion to professor must be accompanied and supported by reviews from faculty at peer institutions. The purpose of the reviews is to obtain an independent, outside evaluation of the quality of the faculty member's research/publication outputs by other scholars in his or her area of specialization. External reviews are required in accordance with University and College policies.

VII. DOCUMENTATION FOR REAPPOINTMENT, PROMOTION, AND TENURE COMMITTEE DECISIONS

- A. Documentation Package. Each candidate for tenure, promotion, or reappointment must provide the Department's Tenure, Promotion, and Reappointment (TPR) Committee with a Documentation Package that contains at least the following items:
- 1. A letter requesting tenure, promotion, and/or reappointment;
 - 2. A detailed professional vita;
 - 3. Specific evidence in support of research, teaching, and service activities including the following, as well as other materials as appropriate:
 - a. Copies of all publications;
 - b. A summary of the candidate's major achievements in research, teaching, and service;
 - c. A statement of the candidate's teaching philosophy;

- d. A copy of all teaching evaluation forms for all classes;
 - e. A copy of a recent syllabus from each course taught;
 - f. Other evidence of teaching success, such as senior exit survey results, alumni surveys, faculty peer review comments, etc.
4. Evidence of research activities not addressed in the detailed vita, such as a copy of a letter from a journal indicating receipt of a manuscript submission or a revision;
 5. Evidence of service activities not addressed in the detailed vita;
 6. Where candidates believe it appropriate and helpful, a summary of their linkage between a dimension of performance (research, teaching, and service) and a successful measurement;
 7. Statements of one-year and five-year goals regarding research, teaching, and service.
- B. The candidate may provide other documentation in the Documentation Package. Here are examples of other documentation for each of the performance dimensions:
1. Research:
 - a. Reviews or critiques written by others of the faculty member's journal publications and scholarly books;
 - b. Reprint requests or unsolicited letters that evaluate research and publications;
 - c. Information on journals in which the faculty member has published (e.g., topical content, scope, editorial policies, and acceptance rates);
 - d. Self-evaluation and summary of future directions;
 - e. Other information that documents research and publication productivity and impact (e.g., citation analyses).
 2. Teaching:
 - a. Letters documenting teaching awards or honors;
 - b. Self-evaluation and summary of future directions;
 - c. Other documentation of teaching success that the faculty member believes is relevant.
 3. Service:
 - a. A listing of academic and other professional organizations in which the faculty member has held office;
 - b. Documentation of awards or honors received for service efforts;
 - c. Published reviews or critiques written by the faculty member on the scholarly works of others;
 - d. A listing of activities undertaken at national, regional, and state meetings;
 - e. Identification of work performed as a committee chair or member (e.g., how often the committee met, work done outside of the committee meeting, work done in the committee meeting, required time commitments, and copies of

- committee minutes);
- f. Self-evaluation and summary of future directions;
- g. Other documentation of service to the profession, institution, and the public.

VIII: ANNUAL EVALUATION OF FACULTY

The annual evaluation of faculty shall be conducted within the framework of the policies set forth in the *Faculty Manual* and by the Provost of Clemson University, and by the Dean of the College of Behavioral, Social and Health Sciences.

In general, the annual evaluation focuses on the faculty member's record in research, teaching, and service. The chair may consider information not furnished by the faculty member in the annual evaluation process when he or she considers it relevant to the faculty member's performance. The use of such information will be disclosed fully to the faculty member.

- A. Goal-Setting. The purposes of the goal-setting process are to: (i) establish a balance between the needs of the university and the interests of the faculty member; (ii) identify performance expectations using performance criteria consistent with the Department's bylaws, the Department's *Annual Evaluation, Promotion, Reappointment, and Tenure Guidelines*, the *Faculty Manual*, and the policies set forth by the Provost and the Dean; (iii) serve as a framework for completing the goal-setting portion of the University's personnel evaluation system; and (iv) provide an additional formal opportunity for the Chair to advise the faculty member regarding progress toward the goals of tenure and promotion. Evaluations of cumulative accomplishments (e.g., reappointment evaluations) made by the chair and the Department's Tenure, Promotion, and Reappointment (TPR) Committee in previous years may be reviewed at this time as appropriate.
- B. In the course of the annual evaluation process, the chair shall take steps to:
 1. Ensure that the faculty member's goals and proposed distribution of effort are balanced with respect to the needs of the University, the Department, and the interests of the faculty member. The goals must also be consistent in spirit and letter with the *Faculty Manual*;
 2. Ensure that scholarly activities supporting the instructional mission as well as the publication of basic and applied research are represented in the scholarship goals of the faculty member;
 3. Ensure that an individual faculty member's goals are reasonable and appropriate;
 4. Ensure that professional development activities are represented in the faculty member's goals;
 5. Clarify the extent to which the resource needs of the faculty member can be met by the University, and review alternative sources for support of the faculty member's goals;
 6. Disclose fully to the faculty member the basis for all performance evaluations.

- C. In the course of the annual evaluation process, each faculty member shall take steps to:
1. Pursue the types of research, teaching, and professional development activities that lead to fulfillment of the University, College, and Department missions;
 2. Approach the goal setting process in good faith with reasonable, yet challenging goals that reflect a commitment to his or her professional responsibilities;
 3. Ensure that his or her goals and distribution of effort are consistent in letter and spirit with the *Faculty Manual*;
 4. Provide appropriate documentation to support reported accomplishments and submit all materials by the established deadlines.

IX: POST-TENURE REVIEW

- A. Post-tenure review of faculty shall be conducted by the Department's Tenure, Promotion, and Reappointment (TPR) Committee. The work of this committee will be guided by the policies set forth in the *Faculty Manual*, by the Provost of Clemson University, by the Dean of the College of Behavioral, Social and Health Sciences, and they must be based on a faculty member's annual reviews.
- B. The tenured faculty members serving on the Department's Tenure, Promotion, and Reappointment (TPR) Committee also will sit as the Department's Post-Tenure Review Committee.
- C. The Department's Post-Tenure Review Committee's post-tenure review process includes the following:
1. Post-tenure review will focus on the faculty member's yearly evaluations in Digital Measures that are based on his or her record in research, teaching, and service. This evaluation process will include the evaluation criteria for the Department of Political Science provided earlier in this document and on the *Faculty Manual's* appendix on "Best Practices for Post-Tenure Review".
 2. The Department's Post-Tenure Review Committee will produce a written evaluation of each faculty member undergoing post-tenure review. A faculty member will receive a satisfactory post-tenure review outcome if during the past five years of annual evaluations, that faculty member has received no more than one satisfactory, marginal, or unsatisfactory rating.

3. A faculty member that receives two or more ratings of satisfactory, marginal, or unsatisfactory during the past five years of evaluations for the post-tenure review evaluation process will proceed through “Part II” of the post-tenure review process outlined in the *Faculty Manual*. Faculty members who are undergoing a Part II post-tenure review process are not eligible to sit nor participate on the Department’s Post-Tenure Review Committee. The Department’s Post-Tenure Review Committee will allow each faculty member undergoing the Part II post-tenure review process to be evaluated either by external evaluations or by seeking an external committee member to participate in the post-tenure review process.
 - a. If a faculty member under Part II of the post-tenure process review prefers to rely on external letters, the Department’s Post Tenure-Review Committee either will solicit four external letters from tenured faculty members in other Departments outside of the Department of Political Science at Clemson University or from tenured faculty members at other universities or colleges. The faculty member undergoing post-tenure review will submit a list of six names of potential external reviewers to the Department’s Post-Tenure Review Committee. The Department’s Post-Tenure Review committee will select two individuals from that list and will select the remaining two external reviewers on its own based on a majority vote of the committee members.
 - b. If a faculty member that is undergoing Part II of the post-tenure review process prefers to rely on an external committee member to participate in the review process, that faculty member will submit a list to the Post-Tenure Review Committee of six tenured faculty members in other departments at Clemson University as possible candidates to serve as external reviewers. The Department’s Post-Tenure Review Committee will select one candidate from that list to be appointed as the external reviewer that is acceptable to a majority of the members serving on the Post-Tenure Review Committee. That external reviewer will serve temporarily on the Department’s Post-Tenure Review process in accordance with the *Faculty Manual*.
 - c. Faculty members that are being reviewed under Part II of post-tenure review must provide the Department’s Post-Tenure Review committee with a copy of their most recent vita, a summary of student course evaluations during the past five years, their plan for professional growth, a detailed description of any sabbatical activities that were undertaken during the past five years that cover the post-tenure review evaluation process, along with a list of six tenured faculty members in departments outside of Political Science at Clemson University or at other universities. Those six members will serve as general references for that particular faculty member, and they will comprise the list that the Department’s Post-Tenure Review Committee will use as potential reviewers for writing external letters, or for serving as an external committee member on the Department’s Part II post-tenure review process.
 - d. The Department’s Post-Tenure Review Committee will review all of the information provided by a faculty member undergoing a Part II post-tenure review process, along with either the external review letters or input from an external reviewer on this committee and will write a recommendation letter. The committee also will provide an overall satisfactory or unsatisfactory rating for that faculty member.

X: ANNUAL EVALUATION, REAPPOINTMENT, AND PROMOTION OF NON-TENURE-TRACK FACULTY, LECTURERS, SENIOR LECTURERS, PRINCIPAL LECTURERS, AND OTHER SPECIAL FACULTY

- A. Annual evaluation of lecturers, senior lecturers, principal lecturers, and other special faculty shall be conducted by the chair and the Department's Tenure, Promotion, and Reappointment (TPR) Committee within the framework of the policies set forth in the *Faculty Manual*, the Provost of Clemson University, and by the Dean of the College of Behavioral, Social and Health Sciences. These procedures are outlined in Article VIII.
- B. Reappointment of Lectures, Senior Lecturers, Principal Lecturers, and Other Special Faculty:
1. These types of faculty are reappointed in accordance with the guidelines established in the Clemson University *Faculty Manual* and in the teaching criteria section of this document. For lecturers, senior lecturers, principal lecturers, and other special faculty requesting reappointment, the primary considerations will be the needs of the Department, the faculty member's contributions to the overall academic environment at Clemson University, and the quality of the educational experience that they provide to their students.
 - a. Lecturers will be reviewed for reappointment annually separately by the Department Chair and the Tenure, Promotion, and Reappointment Committee and when seeking promotion to Senior Lecturer and Principal Lecturer.
 - b. Senior lecturers will be reviewed for reappointment at least every three years and in the penultimate year of their appointment as described by the *Faculty Manual*.
 - c. Principal lecturers will be reviewed for reappointment at least every five years and in the penultimate year of their appointment as described by the *Faculty Manual*.
 2. It is important that there be continuous, sustained performance as the faculty member's work progresses, culminating in excellence in teaching by the time of his or her promotion review. Written reappointment reviews shall provide clear feedback on the lecturer's progress toward promotion to the next rank (see Section C below).
 - a. To maintain their status as a Lecturer in the Department of Political Science, Lecturers must maintain effectiveness in teaching. This means a continued demonstration of evidence of effective teaching, which may include contributions to other important missions of the department, as evidenced by annual evaluations by the Department Chair and annual reappointment reviews.
 - b. To maintain their status as a Senior Lecturer in the Department of Political Science, Senior Lecturers must maintain consistent excellence in teaching, as well as significant contributions to the mission of the Department, as laid out below in qualifications for promotion.
 - c. To maintain their status as a Principal Lecturer in the Department of Political Science, Principal Lectures must maintain consistent excellence in teaching, as well as significant contributions to the mission of the Department, as laid out below in qualifications for promotion.

3. Any service and research activities, such as leading undergraduate research teams, undertaking program development, and working with study abroad programs, may be considered during the reappointment review process.
4. For reappointment purposes, lecturers of all ranks must provide documentation in accordance with Article VII above, with an appropriate emphasis on evidence for teaching effectiveness.
5. In accordance with the *Faculty Manual*, reappointment decisions for Lecturers shall include written recommendations from current Senior and Principal Lecturers in the Department. Reappointment decisions for Senior Lecturers shall include written recommendations from current Principal Lecturers in the Department. Should the Department lack special faculty in each of those more senior ranks, the Tenure, Promotion, and Reappointment Committee shall seek recommendations from at least one faculty member of the appropriate rank(s) in the College of Behavioral, Social and Health Sciences.

C. Promotion of Lecturers to Senior Lecturers and Senior Lecturers to Principal Lecturers:

1. Lecturers are to be promoted in accordance with the guidelines and procedures established in the Clemson University *Faculty Manual*. Of primary consideration is the annual teaching evaluations, faculty class observations, quality of course content, and other evidence of teaching effectiveness, using the teaching criteria section of this document (Article III).
2. Qualifications for promotion to Senior Lecturer and to Principal Lecturer. Promotion of lecturers requires minimum times of service in rank that must first be met, as outlined in the *Faculty Manual*. To be promoted from Lecturer to Senior Lecturer or from Senior Lecturer to Principal Lecturer, the faculty member must be consistently excellent in their teaching, based on the teaching criteria established above and positive annual reviews. Additionally, other significant contributions to the department's mission shall be considered during the promotion review, which could include, but are not limited to:
 - a. The establishment or significant contribution to co-curricular programs, student engagement, curriculum development or other significant contributions to teaching;
 - b. Scholarship and applied research, as outlined above in the research criteria section;
 - c. Significant contributions in the area of service, as outlined above in the service criteria section.
3. For promotion to Senior Lecturer, a Lecturer must have served at least four full academic years of employment (regular nine-month annual appointment) as a full-time lecturer in the Department (lecturers may apply for Senior Lecturer status during their fifth year). For promotion to Principal Lecturer, a Senior Lecturer must have served at least four full consecutive academic years of employment (regular nine-month annual appointment) as a full-time Senior Lecturer in the Department.
4. For promotion purposes, lecturers of all ranks must provide documentation in accordance with Article VII above, with an appropriate emphasis on evidence for teaching excellence.

5. In accordance with the *Faculty Manual*, promotion decisions for Lecturers shall include written recommendations from current Senior and Principal Lecturers in the Department. Promotion decisions for Senior Lecturers shall include written recommendations from current Principal Lecturers in the Department. Should the Department lack special faculty in each of those more senior ranks, the Tenure, Promotion, and Reappointment Committee shall seek recommendations from at least one faculty member of the appropriate rank(s) in the College of Behavioral, Social and Health Sciences.
- D. The Department does not have Research, Clinical or Extension Faculty, or Professors of Practice. The segments of the *Faculty Manual* pertaining to those ranks are therefore inapplicable here.

XI. TENURE, PROMOTION, AND REAPPOINTMENT (TPR) COMMITTEE

- A. All of the tenured members of the Faculty, with the exception of the department chair, shall comprise the Department's Tenure, Promotion, and Reappointment (TPR) Committee. The Committee shall have a minimum of three members and it shall elect one member to serve as chair. The chair of the Committee or his or her designee shall serve as secretary. The Committee may, at its discretion, establish subcommittees and/or delegate specific responsibilities to the chair of the Committee or to such subcommittees, provided that the requirements of the *Faculty Manual* are met.
- B. The Department's Tenure, Promotion, and Reappointment (TPR) Committee shall make recommendations to the Dean regarding reappointment, tenure, and promotion of faculty members in accordance with the *Faculty Manual* and the Department's *Annual Evaluation, Promotion, Reappointment, and Tenure Guidelines*.
- C. Any Committee member under consideration for promotion shall be ineligible to participate in any consideration of his or her own case, and only those persons above the rank of a candidate for promotion shall participate in evaluating applications for such promotion. If there are fewer than three members of the Department's Tenure, Promotion, and Reappointment (TPR) Committee eligible to participate in a particular case, the tenured Faculty shall elect additional members, up to a total of three, from outside the Department, to serve on an *ad hoc* basis.

XII. CONCLUSION

The criteria in this document constitute the annual evaluation, promotion, reappointment, and tenure standards of the Department of Political Science. In addition, they communicate specific examples of research, teaching, and service activities that the department will use as guidelines in order to evaluate its faculty members.

UNANIMOUSLY APPROVED by the Faculty of the Department of Political Science on 19 April 2021.