CLEMSON
U N I V E R S I T Y

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** _____

Dean

Approved   Signature _____

Revision Required (see comments) Name _____ **Date** _____

Provost

Approved   Signature _____

Revision Required (see comments) Name _____ **Date** _____

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

Department: School of Computing, Faculty of Instruction   Date   4/28/2021

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.

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

Compliance

	Requirement	Reference	Yes	No	N/A
0	Consistent otherwise with the *Faculty Manual* 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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 *Faculty Manual*)	Ch V, C3			X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:

		Reference	Yes	No	N/A
9	• Procedures the TPR Committee must follow	Ch V, D1c	X		

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

Comments

Note   The School of Computing has 4 divisions and all lecturer ranks and Professors of Practice are in the Faculty of Instruction. The TPR documents for the other divisions contain details for other ranks.

Reappointment and Promotion Guidelines

Faculty of Instruction
School of Computing, Clemson University

As passed by the Faculty: 9 April 2021

I. General:

The guidelines and procedures given here apply to the members of the Faculty of Instruction (FOI) of the School of Computing ("School") at Clemson University. These faculty all have the rank of Lecturer, Senior Lecturer, Principal Lecturer, or Professor of Practice. The information contained in these guidelines is intended to be supplemental to the University Faculty Manual; the University Faculty Manual shall take precedence if they conflict with these Guidelines.

The development of a set of strict guidelines for promotion or reappointment is an almost impossible task. Individuals will necessarily present unique collections of strengths and weaknesses that must be evaluated on a case-by-case basis to determine the quality and impact of their overall accomplishments and contributions to the evolving set of goals of the School, the College and the University. Nevertheless, a written set of general guidelines is certainly in everyone's interest, as long as these are not construed as lending algorithmic structure to the decision processes.

II. Chair and RP Committee

The Chair of the FOI is appointed according to the School Bylaws. The Chair will perform the annual evaluation of effectiveness of each member of the FOI, and make annual recommendations on promotion and reappointment.

The RP Committee is composed of three tenured Faculty members of the School and is elected annually by the Faculty of the FOI. The committee makes recommendations on promotion and reappointment in the FOI and shall consult with the Senior and Principal Lecturers, as appropriate. The RP Committee will elect its Chair from the members of the Committee.

III. Areas of Evaluation

Teaching

Teaching is the primary responsibility of all faculty members in the FOI. Reappointment and promotion requires demonstrated effectiveness as a teacher. In addition to classroom teaching, teaching activities include any activity related to teaching, such as writing textbooks, lab manuals, lecture notes or class materials, developing new courses or curricula, directing lab assistants, advising students, directing student research, experimenting with innovative teaching methods, or participating in university-sponsored teaching development activities.

An effective teacher has a good grasp of basic computing course content, makes diligent efforts to organize and present classes in a manner useful to students, is responsive to student questions and difficulties and is reasonably available to students outside classroom hours. Although evidence of teaching effectiveness is difficult to obtain, it is essential, and will be assessed by such measures as student evaluations, exit interviews of graduates, peer evaluations of seminar talks, classroom visits, grade distributions, and, for promotion, course portfolios. A course portfolio documents the course content and organization, and should include such things as a syllabus, tests, quizzes, handouts, and any information about the course that is available on the web.

Service

Service activities include any activity related to School, College or University committees or other administrative work, participation and leadership in professional organizations, special lectures, workshops, or demonstrations, as well as additional activities that provide service to the State of South Carolina. Participation as a referee, reviewer or editor of a professional publication as a referee for research proposals is also considered to be a service activity.

All faculty members will normally have a service obligation as part of their assigned duties. In general, service contributions beyond those normally assigned, especially those that lead to a high level of external peer recognition, are most important in establishing an excellent record of service.

IV. Appointment

Faculty in FOI are appointed according to the School Bylaws.

V. Reappointment

Special Faculty appointments, such as Lecturer, Senior Lecturer, Principal Lecturer and Professor of Practice, do not accrue tenure. Thus, there are no guaranteed expectations of reappointment implicit in such an appointment. Also, non-reappointment may be predicated by existing and anticipated teaching needs within the unit. Because the FOI primarily focuses on the instructional mission of the School, the Annual Performance Guidelines infer high expectations of accomplishments in that activity area. Performance solely at the satisfactory level does not guarantee reappointment, and annual performance reviews are not of themselves the sole determinant of an individual's suitability for reappointment.

1. *School Mission Adjustment:* Faculty in the FOI are appointed to assist in meeting the instructional mission of the School. As needs change, the nature of such appointments made also may change. As a consequence, individuals currently holding appointments may no longer hold the needed background, training, and experience for reappointment. Annual budget of the School may also preclude reappointment; even when mission needs do not change. Because these considerations bear on the issue of reappointment, failure to be reappointed should not automatically be construed to indicate a failure to meet performance expectations for reappointment.

2. *Anticipated Teaching Needs:* The Associate Director of the School will annually review the teaching needs for the School in light of curricula, enrollments, faculty retirements and sabbaticals, etc., and will communicate to the faculty the anticipated teaching needs for the next year.

3. *Application for Reappointment:* By the date specified by the university calendar, the current faculty will inform the Director in writing about their desire to be reappointed for another year and provide materials appropriate for consideration of their reappointment. These materials should usually include:

   (a) A current CV,

   (b) A self-assessment statement describing the candidate's accomplishments during the past year and their suitability/competency to teach current and anticipated courses,

   (c) Student evaluation summaries and representative student comments.

   (d) Evidence of professional development

   (e) Evaluation by peers and/or administrators of course material, learning objectives, and examinations.

4. *Evaluation Process:* The RP committee shall consult and get feedback from FOI members of the appropriate rank for their opinion on the reappointment. The RP Committee will also consider the performance reviews during the period of appointment provided to the committee by the Chair of the FOI. Upon consideration of these annual performance reviews and other evaluative information, the RP Committee will forward to the Director in writing a recommendation on reappointment. Independently, the Chair of the FOI will provide their own recommendation. The Director will review these recommendations and all evaluative materials. The Director will then inform the individual in writing of the final decision on reappointment; in case the Director does not agree with these recommendations, the entire package is forwarded to the College Dean.

5. *Fourth-Year Review of Lecturers:* Following a lecturer's fourth year of service, the RP Committee will conduct a comprehensive review of the lecturer either in response to a request for promotion to senior lecturer or to advise the lecturer of the lecturer's progress towards promotion to senior lecturer.

6. *Eight-Year Time Limit of Lecturers:* If a lecturer (a) fails to request promotion to senior lecturer by the Fall semester deadline during the lecturer's eighth year of service, or (b) requests promotion and is not promoted to senior lecturer before or during the eighth year of service, then the lecturer shall not be reappointed following a final ninth year of service.

7. *Reappointment of Senior and Principal Lecturers:* Senior Lecturers and Principal Lecturers will be evaluated once every three and five years respectively, during the penultimate year of their appointments.

VI. Promotion to Senior Lecturer

Criteria

Promotion to Senior Lecturer may be attained after four full academic years of service by a lecturer who applies for promotion to senior lecturer; equivalent experience at Clemson may be counted towards the four-year service requirement. The successful candidate must be an outstanding teacher in computing and must have demonstrated leadership in the School's educational mission. The candidate must also have a record of exemplary service. A master's degree in computing or a related discipline is expected; a PhD or MFA degree is preferred. Length of service as lecturer is, by itself, not a sufficient criterion for promotion to senior lecturer.

Process

1. The lecturer, desiring promotion to senior lecturer shall inform the School Director by the University's calendar deadline via a request letter. The RP Committee will be entered into the university system, and the candidate should complete the necessary entries in the system by the date indicated for the current year by the Provost. The data should usually include:

    (a) The letter requesting the promotion.

    (b) A current vitae in the standard college format

    (c) A description of the candidate's top achievements;

    (d) A course portfolio including statement of teaching philosophy;

    (e) Multiple years of Student Feedback Forms and other evidence of teaching effectiveness, including evidence of participation in School's assessment activities

    (f) A description of research/scholarship activities, if applicable;

    (g) A description of the candidate's service activities;

    (h) A description of advising activities, if applicable;

    (i) The candidate's statement of goals;

    (j) A description of the candidate's administrative duties, if applicable;

    (k) Two confidential letters of recommendation from School faculty members of appropriate rank who have observed the candidate's teaching. (It is the candidate's responsibility to identify those School members and ask them to provide these letters of recommendation to the RP committee by the specified date);

    The entire process of promotion to senior lecturer will be conducted via the university system.

2. The RP committee shall consult and get feedback from FOI members of the appropriate rank for their opinion on the promotion. Taking into consideration all available evidence of the strengths and weaknesses of the candidate's record as documented in the file, the RP Committee will decide whether to recommend the candidate for promotion, and will prepare a summary statement for the College. Independently, the Chair of the FOI and School Director together will decide whether to recommend the candidate for promotion and prepare a summary statement providing the rationale for this decision. The candidate's full submission of materials, and the recommendations of the RP Committee, FOI Chair, and School Director, will be considered by the College Dean and then the Provost.

VII. Promotion to Principal Lecturer

Criteria

Senior Lecturers may request promotion to Principal Lecturer after their fourth year of service as a Senior Lecturer. Promotion to Principal Lecturer is intended to recognize the efforts, contributions, and performance of Senior Lecturers who combine effective instruction with additional significant/distinguished contributions to the mission of the University. Length of service as a Senior Lecturer, in itself, is not a sufficient criterion for promotion to Principal Lecturer.

To be promoted to Principal Lecturer, a Senior Lecturer is expected to demonstrate the same level of excellence in teaching, scholarship, and service as in promotion to Senior Lecturer. A candidate for Principal Lecturer should teach a genuine breadth of courses at a variety of levels and should also have participated in the teaching and coordination of a large or multi-section introductory-level course.

In addition, leadership contributions that are consistent with the teaching and research mission of the University are expected. Job duties vary and it is recognized that no individual will meet all these criteria, but a demonstrated record of exceptional and significant contribution in at least one area is expected. Example areas include: (a) Delivery of online courses, service learning, and/or study-abroad courses; (b) Development of multiple courses and instructional materials; (c) Teaching awards; (d) Undergraduate research; (e) Leadership, mentoring, and support of other faculty; (f) Service to the School, College, and University; or (g) Appropriate scholarship and research including publications and grants.

Process

The promotion process is identical to that for promotion to Senior Lecturer.