



Department TPR and PTR Documents Routing Sheet
Requirements based on 2021-2022 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:

checkbox

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 __ Valerie Zimany _____ 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 – 2021-2022 *Faculty Manual*

Department: ART

Date

11/15/2021

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*.

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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 <i>Faculty Manual</i> requirements to include at least the following:					
9	• Procedures the TPR Committee must follow	Ch V, D1c	X		
10	• The composition of the TPR committee shall be defined in the TPR document (change from 2018-2019; this committee need not be elected)	Ch V, D1e, i	X		
11	• The TPR committee's members shall not be appointed by the department chair (new in 2019-2020)	Ch V, D1e, i	X		

12	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch V, D1e, ii	X		
13	• The Committee shall be composed of full-time regular faculty members excluding individuals who as administrators, have input into personnel decisions such as appointment, tenure and promotion	Ch V, D1e, ii	X		
14	• Voting rights on a committee making a recommendation concerning promotion to rank or appointment at a rank are limited to regular faculty with equivalent rank or higher	Ch V, D1e, iii	X		
15	• The Committee must have a minimum of three departmental members, and a mechanism to elect additional members from outside the unit if not possible that is consistent with Ch V, D2a, ii	Ch V, D1e, iv	X		
16	• Departmental procedures for peer evaluation shall be in writing in the TPR document and shall be available to the faculty, the chair, the dean, and the Provost	Ch V, D1f, i	X		
Guidelines providing details of the PTR process adhering to <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		

TENURE, PROMOTION, AND REAPPOINTMENT GUIDELINES

DEPARTMENT OF ART

2021

Clemson University College of Architecture, Arts, and Humanities

I. Introduction

Tenure, promotion, and reappointment are regarded by the Art Department as major steps in a faculty member's professional career. The Department of Art Tenure, Promotion and Reappointment (TPR) Guidelines adheres to the Clemson University Faculty Manual, including appendices, as well as other Provost and Faculty Senate approved guidelines and best practices. The Faculty Manual indicates that the academic unit's TPR document specifies criteria for evaluation and promotion, procedures, and TPR and PTR Committee structures, and that this document is internally consistent with, but distinct from Department bylaws.

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. Tenure, Promotion, and Reappointment Committee

Members of the TPR Committee are responsible for peer review of all candidates for reappointment, tenure, and promotion in the Department of Art. The TPR Committee is composed of a minimum of three to five full time tenured Department of Art Regular Faculty members, excluding individuals who as administrators have input into personnel decisions such as appointment, tenure and promotion.

Members are elected for staggered three-year terms and the Committee elects a Chair at the end of the Spring semester in preparation for the next academic year. The Committee Chair has a leadership role in the committee and its operations; however, the Committee Chair is not the sole author of any written evaluations. All committee members have full responsibility for and a function to participate in the peer-review process and the writing of candidates' evaluations.

The TPR 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. The TPR Committee also makes recommendations to the Department Chair on all appointments with immediate tenure, or with probationary periods of two years or less, and on immediate appointments to a rank higher than Assistant Professor.

In matters concerning promotion, only committee members at or above the rank under consideration are eligible to evaluate and vote upon candidates. In matters concerning promotion from Associate Professor to Full Professor, all Full Professors of the committee act as a special standing committee to evaluate and vote on the candidate. As prescribed in the Faculty Manual, in the event that the membership of this special standing committee is less than three, the TPR Committee will invite a Full Professor from outside the department, after consultation with the Department Chair. Only tenured, Regular Faculty are eligible to vote on recommendations concerning tenure, promotion, and reappointment.

When a Lecturer is considered for promotion to or reappointment as Senior Lecturer, or a Senior Lecturer is considered for promotion to or reappointment as Principal Lecturer, the Department of Art TPR Committee is augmented by a Lecturer in the Department of higher rank (or equivalent in the case of Principal Lecturers) in an advisory capacity to provide feedback to the committee. In the case that there is none, the TPR committee will invite a Senior Lecturer or Principal Lecturer from outside the department, after consultation with the Department Chair to serve in the advisory role.

In cases of potential conflict of interest, the Department will follow university policy on definitions and management.

III. Procedures for Reappointment, Tenure, and Promotion

Procedures used in making TPR decisions are those appearing in the Faculty Manual, and faculty are encouraged to review all university policies. For the purposes of academic appointment and reappointment, a one-year term for 9-month faculty begins August 15 and ends May 15. All TPR Committee evaluations are made independently of the Department Chair's evaluations. Only after the Department Chair and the TPR Committee have both conducted their independent evaluations are the respective sets of recommendations made reciprocally available.

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

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

TPR deadlines and university guidance are published annually on the Provost's website and may change from year to year. Each year at the appropriate time, the TPR Committee Chair informs candidates of the reappointment, tenure, and promotion procedure and deadlines, so that they may meet with the committee to discuss their candidacy and respond to questions. Either the committee or the candidate may request such a meeting. Early consultation with senior colleagues for faculty considering candidacy is strongly recommended.

Mentoring committees for faculty guidance and support towards reappointment, promotion and tenure are not required but highly recommended. Within one year of their hire date, and in consultation with the Department Chair, each new tenure-track faculty member may assemble a committee consisting of at least two tenured department faculty members. The purpose of this committee is to work closely with the candidate to ensure that they are making satisfactory progress toward achieving goals necessary for reappointment, promotion, and tenure. Junior faculty receive formal guidance through the annual reappointment process.

Associate Professors considering a request for promotion to Full Professor may also select a peer mentoring committee of at least two department Professors by August at least a year prior to candidacy. The members review the candidate's curriculum vita and other materials, as requested, for a discussion of suitability for promotion. After receiving guidance the faculty

member may then enter formal discussion about promotion procedures with the TPR Committee and Department Chair.

It is also highly recommended for full-time Lecturers who have not achieved the status of Senior Lecturer or Principal Lecturer to select a peer mentoring committee of at least one tenured department faculty member and one Senior Lecturer or Principal Lecturer by the end of the first year of their employment. The purpose of this committee is to work closely with the evaluated faculty member to ensure they are making satisfactory progress toward achieving goals necessary for reappointment and promotion. Special Rank faculty receive formal guidance through the annual reappointment process.

Processes for Reappointments:

The TPR committee conducts annual reappointment evaluations of Assistant Professors and Special Faculty, except those Special Faculty who have achieved the rank of Senior Lecturer, who are evaluated on a three-year cycle, and those who have achieved the rank of Principal Lecturer, who are evaluated on a five-year cycle. The review process for Senior Lecturers and other Special Faculty is identical except for the frequency.

In general terms, the candidate, regardless of rank, submits materials to the TPR committee as determined by the University. The TPR committee evaluates materials submitted by the candidate, observes faculty teaching, and collectively generates a letter reflecting the committee's recommendation regarding reappointment. That letter is made available for review by the candidate. The candidate must acknowledge receipt of the letter.

- **Assistant and untenured Associate Professors** are reviewed annually for reappointment.
- **Lecturers** are reviewed annually for reappointment.
- **Senior Lecturers** are reviewed for reappointment in the penultimate year of each three-year appointment
- **Principal Lecturers** are reviewed for reappointment in the penultimate year of each five-year appointment.

All required materials for reappointment, tenure, and promotion by must be submitted in the university's digital system by published deadlines and all information must be represented in an accurate and verifiable manner. In most instances, the work being assessed as the basis for tenure and promotion will have been completed since initial appointment or the last promotion.

In all cases, it is the responsibility of a faculty member to make their best case for reappointment, tenure and/or promotion.

Note: The Appendix following these Guidelines provides performance indicators for excellence in research, teaching, and service. They reflect criteria established by the College Art Association, the art profession's chief academic association. The indicators are provided to assist faculty in producing narratives for reappointment, tenure, and promotion that produce evidence of achievement through a variety of means.

A. Qualifications (Criteria) for Reappointment and Promotion of Special Rank Faculty

For reappointment purposes, Special Rank Faculty submit:

- Letter requesting action
- Current Standard College Curriculum Vitae
- Teaching Statement
- Service Statement
- Student Feedback Forms
- Any supporting materials that they believe make a strong case for their reappointment.

For promotion purposes, Special Rank Faculty submit:

- Intention to submit for promotion
- Letter requesting action
- Current Standard College Curriculum Vitae
- Teaching Statement outlining major teaching achievements, innovations, and activities during the candidate's time as a Lecturer, how these activities qualify as "Excellent" in comparison to the normal expectations of quality teaching and a specific plan for continued growth as a teacher.
- Student Feedback Forms
- Evidence of teaching effectiveness which provides documentation of multiple activities located in the Appendix.
- Service Statement with supporting documentation from the Appendix.
- Any other supporting materials that they believe make a strong case for promotion.

All materials must be submitted by the date specified by the university and all materials must be submitted through Clemson's online portal. In the case of promotion, the candidate must enter initial review materials to the TPR Committee in a "pre-check" process according to the Provost's deadlines. A member of the TPR Committee will also visit one class session of one of the candidate's courses.

Criteria for Reappointment as Lecturer. To sustain status as a Lecturer, demonstrated teaching excellence is paramount and service effectiveness, important.

Criteria for Promotion to Senior Lecturer. To be promoted to Senior Lecturer in the Department of Art, Lecturers must meet all of the following criteria:

Years of service. 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, and faculty may only serve a total of nine years as a lecturer without promotion to Senior Lecturer.).

Excellence in teaching. Teaching that shows a commitment to and success in preparing students for professional careers and/or lifelong learning informed by the creation and/or interpretation of the visual arts.

Significant service contribution. Service that shows a commitment to the mission of the department, college, and university.

Consistently positive annual reviews. Annual reviews must be positive (Very Good or Excellent) for years prior to the application for promotion to Senior Lecturer. Research is not a requirement for promotion to Senior Lecturer but may be demonstrated by the candidate.

Criteria for Reappointment as Senior Lecturer. To sustain status as a Senior Lecturer, Senior Lecturers must maintain and demonstrate teaching excellence and service effectiveness consistent with that which led to their promotion to Senior Lecturer.

Criteria for Promotion to Principal Lecturer. To be promoted to Principal Lecturer in the Department of Art, Senior Lecturers must meet all of the following criteria:

Years of service. At least four full consecutive academic years of employment (regular nine-month annual appointment) as a full-time Senior Lecturer in the department.

Excellence in teaching. When compared to expectations for promotion to Senior Lecturer, the teaching expectations for promotion to Principal Lecturer change primarily in terms of quality, not necessarily quantity. Applicants must demonstrate further developments in teaching that amplify a commitment to and success in preparing students for professional careers and/or lifelong learning informed by the creation and/or interpretation of the visual arts.

Significant service contribution. When compared to expectations for promotion to Senior Lecturer, the service expectations for promotion to Principal Lecturer change primarily in terms of quality, not necessarily quantity. Applicants must demonstrate a significant and consistent program of service that shows a commitment to the mission of the department, college, and university.

Consistently positive annual reviews. Annual reviews should be positive (Very Good or Excellent) for years prior to the application for promotion to Principal Lecturer. Research is not an expectation for promotion to Principal Lecturer but may be demonstrated by the candidate.

Criteria for Reappointment as Principal Lecturer. To sustain status as a Principal Lecturer, Principal Lecturers must maintain and demonstrate teaching excellence and service effectiveness consistent with that which led to their promotion to Principal Lecturer.

Note: As outlined in Section II, for all Lecturer ranks under consideration of reappointment or promotion, the TPR Committee is augmented by Lecturer of higher rank in the Department (or equivalent in the case of Principal Lecturers) in an advisory capacity to provide feedback to the committee.

B. Qualifications (Criteria) for Reappointment, Tenure and Promotion of Regular Rank Faculty

The TPR Committee considers the quality and scope of a faculty member's professional activities and the quality and reputation of exhibitions, galleries, competitions, journals and publications. The Committee seeks outside professional opinions to ensure that informed evaluations are made. Completed work selected by acknowledged experts or work exhibited or published at a national or international level will be considered to have greater significance. When the nature of a faculty member's research or creative activity does not permit traditional assessment, the faculty member being considered will provide a context and criteria to facilitate the evaluation.

Promotion is never granted routinely for solely satisfactory performance or for length of service but reflects progressively higher professional competence and accomplishment. Promotion from assistant professor to associate professor, or from associate professor to professor, will normally only be considered after a faculty member has served the requisite years in rank so that sustained productivity at Clemson can be demonstrated. Rank should reflect comparable stature with others in similar disciplines at peer institutions.

Candidates for Tenure and Promotion to Associate Professor, as well as Promotion to Full Professor present their case in a dossier consisting of:

- Intention to submit for promotion with curriculum vitae and external evaluators list
- Letter Requesting Action
- Standard College curriculum vitae documenting accomplishments and pursuits
- The Provost's "Workload Table" documenting years in rank and workload prepared by the candidate and verified by the TPR chair and the Department chair
- Top Achievements (summary of research, teaching and service)
- Teaching Statement on philosophies and practices
- Student Feedback Forms
- Other Evidence of Teaching Effectiveness
- Research Statement that contextualizes the candidate's research within the field and provides a narrative connecting the components of their research productivity.
- Service Statement summarizing the candidate's contributions to the department, university, and profession
- Goals Statement (Short and Long Term)
- External Evaluator List Submitted by Candidate
- Activity Reports (university digital system for Annual Reporting)
- Supplementary Information (i.e. letters verifying special recognitions or scholarly pursuits, and any other relevant supplementary information as indicated in the digital system.)

All materials must be submitted by the date specified by the university and all materials must be submitted as per instructions from the Provost office or the university administration. In both cases (of tenure and promotion or for promotion), the candidate must enter initial review materials to the TPR Committee in a "pre-check" process according to the Provost's deadlines. A

member of the TPR Committee will also visit one class session of one of the faculty member's courses.

Criteria for Reappointment as Assistant or untenured Associate Professor: To sustain status as an Assistant or untenured Associate Professor, candidates must present evidence of progress across multiple performance indicators listed in the Appendix, and an emerging national standing in their discipline with promise of continued contributions in the future. Demonstrated research excellence, teaching excellence, and service effectiveness are required. Appointment requires earned MFA for Studio Art and a PhD or PhD candidate (ABD, All But Dissertation).

Probationary Period: All regular faculty appointments are made on a year-to-year probationary basis until tenure is granted. A persistent weakness in any of the three categories of research, teaching and service will be noted in reappointment letters, which will offer concrete suggestions for improvement. The probationary period for full-time regular faculty does not normally exceed six years. See the Faculty Manual for University policies regarding tenure clock extensions during the probationary period.

Third Year Review: By the end of a tenure-track faculty member's second academic year of service, the department chair will inform the faculty member that in the following year he/she must submit tenure progress files to both the department chair and the department's TPR Committee. The faculty member must be explicitly informed that the review process does not positively or negatively affect the institution's ultimate decision in connection with the faculty member's future application for tenure. The faculty member must document their progress in all three areas of teaching, research, and service, and supportive evidence of potential for academic and professional growth.

A third-year progress review of a tenure-track faculty member is intended to ensure that the faculty member, the academic unit, and the college are aware of the progress of the faculty member relative to the unit's criteria for awarding tenure. This review allows the faculty member to take corrective action before the tenure decision year and ensures that he/she gains familiarity with the process of application for tenure. It also allows the department chair, the TPR committee and the dean to more fully consider whether the faculty member is making satisfactory progress towards tenure.

The items to be submitted to the department chair, the TPR committee, and the dean, should include:

1. Letter Requesting Action
2. Teaching Statement
3. Research Statement
4. Service Statement
5. Student Feedback Forms, framed in relation to class level and size
6. Up-to-date Curriculum Vitae

The above items will be uploaded into the university digital system.

Criteria for Tenure and Promotion to Associate Professor: Candidates must present evidence of maturing national and preferably international standing in their discipline, with demonstrated status as a prominent contributor and potential for making sustained contributions to the university and the discipline. Demonstrated research excellence is paramount; teaching excellence, critical; and service effectiveness, important. Candidates must present evidence of achievement or progress across multiple performance indicators listed in the Appendix. Ph.D. candidates (ABD, or All But Dissertation) in Art History must have completed all degree requirements and have the terminal degree in hand as detailed in the candidate's letter of offer, prior to making the application for promotion and tenure.

Years of service. Six full, consecutive academic years of employment (regular nine-month annual appointment) as a full-time Assistant Professor in the department. See the Faculty Manual for University policies regarding tenure clock extensions. Credit toward tenure clock from prior employment elsewhere must be clearly outlined in the Letter of Offer and Tenure Agreement. Assistant Professors may apply for Associate Professor during their penultimate probationary year.

Excellent research. Research that shows national and preferably international impact on Studio Art or Art History disciplines through innovative creation and/or interpretation of the visual arts. Research is scholarship or creative practice realized in the form of print and electronic publications, group and solo exhibitions, performances, screenings, commissions, and/or presentations given at conferences, invited lectures, or workshops, as well as other established or emerging professional activity recognized within the discipline. Research will have been presented in a variety of venues and forms on an ongoing yearly basis.

Candidates must present evidence of achievement across multiple performance indicators listed in the Appendix. In sum, the candidate must articulate and contextualize the importance of all aspects of the creative or scholarly practice, bearing in mind that further qualitative evaluation will be provided by departmental and external reviewers.

Studio Art research will have been curated, solicited, juried, commissioned or peer reviewed for regional, national, or international forms deemed significant to the field by the peer group. **Art History** research will have been peer-reviewed for regional, national, and international presentations and publications. Grants, awards, fellowships, commissions, and other forms of external funding are additional indications of excellence.

For Art History, tenure and promotion to the rank of Associate Professor research should include a single-authored book published by a reputable scholarly press (a robust and high-impact combination of the following benchmarks may substitute for a book as per CAA guidelines available in the appendix), and one or more peer-reviewed, scholarly product(s) from the following categories:

- Published articles in tier one journals and anthologies
- Curatorial work on significant exhibitions or collections resulting in a sole-authored

published catalogue or major essay in a published catalogue with multiple author contributions

- Published articles in proceedings from significant academic conferences
- Published edited anthologies
- Published essays and substantial entries in museum collections or exhibition catalogues
- Substantial contributions to significant digital humanities projects resulting in digital publication
- Panels organized for and presentations at significant academic conferences

For Studio Art, promotion to the rank of Associate Professor research record should include, at minimum, at least five examples from the following benchmarks:

- Solo exhibition or multiple works in a group exhibition at a significant gallery or museum, or equivalent.
- Peer-reviewed or invited professional commission(s) or award(s).
- Innovative production in the commercial or public realm.
- Production in emerging formats within disciplinary practice. Might include but are not be limited to exhibitions, collections, performances, commissions, publications, conference proceedings, presentations, symposia, or broadcasts.
- National or international juried exhibition with reputable juror and venue with national or international reach.

Studio Art and Art History research/creative activity considered reputable and significant, and therefore at peer level, may include but is not limited to the following criteria:

- Prestige of the venue's permanent collection.
- Prestige of the venue as evidenced through exhibition review(s) in a national level art journal, or exhibition(s) review in a regional publication with a regular art critic.
- Reputation of other artists who have exhibited in the venue.
- Juror/curator's experience and/or position being at a level comparable to that of university level faculty or above.
- Juror/curator possesses a national or international reputation as an artist, curator, critic or scholar in any of the visual arts fields.
- Opportunity for participation in a venue is competitive and offered by any representative of a professional art organization, members of whom are at the university faculty level or above.
- Opportunity is competitive and awarded by a granting agency, comparable to a state university or above.
- Prestige of the press, journal, conference proceedings, anthology contributors, and/or digital humanities project.

Excellence in teaching. Teaching that demonstrates a commitment to and success in preparing students for professional careers and/or lifelong learning informed by the creation and/or interpretation of the visual arts.

Significant service contribution. Service that demonstrates a commitment to the mission of the department, college, and university.

Consistently positive annual reviews. Annual reviews must be positive (Very Good or Excellent) for years prior to the application for promotion.

External Peer Review: Tenure and Promotion to Associate Professor requires at least six external reviews, three of which are taken from a list provided by the candidate, and three that are independently provided by the TPR Committee. Qualified reviewers are those individuals distinguished in their discipline with no personal relationship or close professional relationship to the candidate (the latter characterized by shared research projects; business partnerships; and similar circumstances wherein the evaluator has a vested interest in the work of the candidate). External reviewers must hold a rank at or above the rank for which the candidate is applying and preferably be employed at a peer or peer-aspirant program or university.

External reviewers are contacted by the TPR Committee Chair or Department Chair and requested to outline their perception of the candidate's scholarship and accomplishments as they relate to their discipline, and within the context of the Department's and Clemson University's promotion and tenure criteria (a copy is included with the letter of request). The reviewer is provided with the candidate's dossier with an emphasis on research, and complementary materials regarding teaching and service. Reviewers are requested to include a copy of their most recent curriculum vitae, and to identify their professional relationship, if any, to the candidate.

Recommendations: The Department Chair and the TPR Committee render separate and independent recommendations to the Dean. Tenure applications, once submitted, cannot be withdrawn.

Criteria for Promotion to Professor

Candidates must present evidence of matured national, if not international, standing in their discipline, with recognized status as a prominent contributor to the university and to the discipline. Significant impact and accomplishment is expected, as measured by the depth and breadth of reputation, dissemination, and influence in rank. Attention is also paid to evidence of leadership within the department, college, or university, as well as external leadership activities. Candidates must present evidence of achievement across multiple performance indicators listed in the Appendix.

Years of service. Five full, consecutive academic years of employment (regular nine-month annual appointment) at minimum as a full-time Associate Professor in the department is strongly recommended at the university level. There is no maximum time for application to full rank, although most Associate Professors seek full rank within ten years after promotion to associate.

Excellence in research. When compared to expectations for promotion to Associate Professor, the research expectations for promotion to Full Professor concern further

impact and reach: applicants should demonstrate amplified and consistent contributions to their field with national as well as international bearing. The research should further Studio Art or Art History disciplines through innovative creation and/or interpretation of the visual arts.

Research is scholarship or creative practice realized in the form of print and electronic publications, group and solo exhibitions, performances, screenings, commissions, and/or presentations given at conferences, invited lectures, or workshops, as well as other established or emerging professional activity recognized within the discipline. Research will have been presented in a variety of venues and forms on an ongoing yearly basis.

The faculty member shall provide documentation of their research record. In sum, the candidate must articulate and contextualize the importance of all aspects of the creative or scholarly practice, bearing in mind that further qualitative evaluation will be provided by departmental and external reviewers.

Studio Art research will have been curated, solicited, juried, commissioned or peer reviewed for regional, national, or international forms deemed impactful to the field by the peer group. **Art History** research will have been peer-reviewed for regional, national, and international presentations and publications. Grants, awards, fellowships, commissions, and other forms of external funding are additional indications of excellence.

In Art History, for promotion to the rank of Full Professor, the candidate must provide evidence of sustained and robust research production. The annual reviews are key indicators of progress. The candidate's research record should display an increased impact in their field since promotion to Associate Professor. Promotion to the rank of Full Professor research should include another single-authored book published by a reputable scholarly press (a robust and significant combination of the following benchmarks may substitute for a book as per College Art Association guidelines available in the appendix), and one or more peer-reviewed, scholarly product(s) from the following categories:

- Published articles in top tier peer reviewed journals and anthologies
- Curatorial work on significant exhibitions or collections resulting in a sole-authored published catalogue or major essay in a published catalogue with multiple author contributions
- Published articles in proceedings from significant academic conferences
- Published edited anthologies
- Published essays and substantial entries in museum collections or exhibition catalogues
- Substantial contributions to significant digital humanities projects resulting in digital publication
- Panels organized for and presentations at significant academic conferences

In Studio Art, for promotion to the rank of Full Professor, the candidate must provide evidence of sustained and robust research production. The annual reviews are key indicators of progress. The candidate's research record should display an increase in impact in their field since

promotion to Associate Professor. At a minimum, the candidate's research record must include at least five examples from the following benchmarks to qualify for promotional consideration:

- Solo exhibition or multiple works in a group exhibition at a significant gallery or museum, or equivalent.
- Peer-reviewed or invited professional commission(s) or award(s)
- Innovative production in the commercial or public realm
- Production in emerging formats within disciplinary practice. Might include but not be limited to exhibitions, collections, performances, commissions, publications, conference proceedings, presentations, symposia, or broadcasts.
- National or international juried exhibition with reputable juror and venue with national or international reach.

Studio Art and Art History research/creative activity considered reputable and significant, and therefore at peer level, may include but is not limited to the following criteria:

- Prestige of the venue's permanent collection.
- Prestige of the venue as evidenced through exhibition review(s) in a national level art journal, or exhibition(s) review in a regional publication with a regular art critic.
- Reputation of other artists who have exhibited in the venue.
- Juror/curator's experience and/or position being at a level comparable to that of university level faculty or above.
- Juror/curator possesses a national or international reputation as an artist, curator, critic or scholar in any of the visual arts fields.
- Opportunity for participation in a venue is competitive and offered by any representative of a professional art organization, members of whom are at the university faculty level or above.
- Opportunity is competitive and awarded by a granting agency, comparable to a state university or above.
- Prestige of the press, journal, conference proceedings, anthology contributors, and/or digital humanities project.

Excellence in teaching. When compared to expectations for promotion to Associate Professor, the teaching expectations for promotion to Full Professor change primarily in terms of quality, not necessarily quantity. Applicants must demonstrate further developments in teaching that amplify a commitment to and success in preparing students for professional careers and/or lifelong learning informed by the creation and/or interpretation of the visual arts.

Significant service contribution. When compared to expectations for promotion to Associate Professor, the service expectations for promotion to Full Professor change primarily in terms of quality, not necessarily quantity. Applicants should demonstrate further leadership in a significant and consistent program of service that is strategically selected and builds on the missions and collective excellence of the Department, College, and University. Tenured faculty seeking promotion to Professor are expected to have participated in a wider range of

service activities at the college or university level and/or to have increased their level of responsibility or leadership within the department and the discipline.

Consistently positive annual reviews. Annual reviews must be positive (Very Good or Excellent) for years prior to the application for promotion to Full Professor.

External Peer Review: Promotion to Full Professor requires at least six external reviews, three of which are taken from a list provided by the candidate, and three that are independently provided by the TPR Committee. Qualified reviewers are those individuals distinguished in their discipline with no personal relationship or close professional relationship to the candidate (the latter characterized by shared research projects; business partnerships; and similar circumstances wherein the evaluator has a vested interest in the work of the candidate). External reviewers for Full Professor must be at Professor rank and employed at peer or peer-aspirant programs or universities.

External reviewers are contacted by the TPR Committee Chair or Department Chair and requested to outline their perception of the candidate's scholarship and accomplishments as they relate to their discipline, and within the context of the Department's and Clemson University's promotion criteria (a copy is included with the letter of request). The reviewer is provided with the candidate's dossier with an emphasis on research, and complementary materials regarding teaching and service. Reviewers are requested to include a copy of their most recent curriculum vitae, and to identify their professional relationship, if any, to the candidate.

Recommendations: The Department Chair and the TPR Committee render separate and independent recommendations to the Dean in the TPR system.

IV. Post-tenure Review

Post-Tenure Review Committee Composition

The department chair in consultation with the Personnel Committee will annually appoint a three- person Post-Tenure Review Committee in the spring of the academic year, with responsibilities beginning on July 1 for a one-year term. The PTR Committee will rotate annually, including at least one person of rank at Associate Professor and one person of rank at Professor. The committee excludes those who are under consideration, who are currently under remediation, or who are on leave. One of the members serving on this committee can be from outside the department. Faculty members on the PTR Committee may be reappointed to serve sequential terms. The members of the PTR Committee will elect its own chairperson. The PTR Committee will conduct an evaluation, prepare a written report, and forward the report and its recommendation to the faculty member undergoing post tenure review, copied to the department chair and to the dean of the college.

Post-Tenure Review Process

All tenured regular faculty members are subject to post-tenure review (PTR) at five-year

intervals. The first PTR is conducted by the PTR Committee during the fall semester of the sixth year following granting of tenure, and subsequent reviews are conducted every fifth year thereafter.

If a faculty member is on leave during the academic year in which the PTR is scheduled, the PTR will be postponed until the faculty returns to full-time service at the institution. Year(s) in which a faculty member was granted a sabbatical leave, unpaid leave, or extended sick leave, are not counted toward seniority in the rank ordering of faculty for post-tenure review.

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 member is thereby exempt from PTR, Part II.

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. Candidates will also produce complete sets of student evaluations from at least three classes in the previous five years.
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 described in the Faculty Manual for such cases will apply.

APPENDIX

Performance Indicators

This Appendix is a guideline of materials typically submitted by candidates in the Department of Art who are applying for reappointment, tenure and/or promotion.

The department expects its members will remain actively engaged in high-quality, comprehensive creative work or scholarly research and publication; the level of such activity will be considered in all promotion and tenure decisions and is especially pertinent to promotion. Scholarship and creative activity will be evaluated in terms of continuing activity as well as the contribution of already completed scholarly activity, including exhibitions, research, and publications since appointment or last promotion. Evaluation will include judgments about the quality of all professional contributions. The relative weight of professional contributions will be assessed in each individual case through a process of discussion and deliberation among TPR committee members.

This section includes examples of indicators of quality performance. Candidates shall be evaluated in light of assigned workload, and support provided by the institution. Research activities may be either individual or collaborative. For collaborative efforts the role of the candidate should be clearly documented.

The following includes some excerpted performance indicators and evaluation criteria recommended by the College Art Association (CAA), the primary professional organization for Studio Artists and Art Historians. Research conducted in Studio Art is very different from that in other disciplines; evaluators outside the discipline should familiarize themselves with its complex nature before assessing it.

Representative indicators of excellence in scholarly and creative RESEARCH might include:

STUDIO ART

- *Documentation of work products* might include but not be limited to artworks, media works, design works, client-based consulting, commissions, retainers, consultancies, art or design articles, papers, books, book chapters, reports, inventions, discoveries, presentations, demonstrations, workshops, exhibits, grant applications, fellowships, residencies, situated art and/or design works, online work, curatorial work, etc. When documenting collaborative art and/or design works, and if applicable, materials should be consistent with institutional guidelines for presentation and include clarification and identification about the candidate's role in the collaborative efforts. Such clarification may take the form of letters submitted by collaborators to the applicant and/or unit administrator, defining each participant's contribution to a particular project.
- *Documentation of dissemination* might include but not be limited to exhibitions, collections, performances, commissions, publications, conference proceedings, presentations, symposia, broadcasts, marketplace data, academic and/or popular press

accounts, etc.

- *Documentation of quality, significance, scope, complexity, and/or impact might include but not be limited to awards, citations, client-based work, collections, commercial successes, commercial work, curatorial letters, data about viewers/users, funding/grant awards, human welfare data, impact studies, legislation, licensing, peer reviews, periodical references, press releases and/or media attention, policies, prizes, quality of life measures, regulations, etc. In some fields of art and design, paid professional practice—and in particular, client-based commissions resulting in widely produced and/or viewed work—is considered an indicator of quality and significance.*
- *Documentation about selection processes (e.g., peer reviewed, juried, blind reviewed, editor reviewed, invited, nominated, commissioned, crowd-sourced, competitive, self-initiated, etc.), when available, might include measures of the quantitative selectivity (e.g., an acceptance rate of ten out of one hundred). It should be noted that the majority of dissemination opportunities in art and design are within venues wherein impact is determined by numerous, varied, and nuanced considerations. Accordingly, venues are not ranked in a manner consistent with or parallel to scholarly publications in certain academic disciplines where widely accepted and distinctly ranked orders of importance and impact might exist. (As an example, there is no accepted preeminent art/design award or gallery in the United States.) Pertinent factors for evaluating the impact of an art/design venue should align with the unit's and the institution's mission, be written into pertinent promotion and tenure documents, and might include but not be limited to: its role in shaping contemporary critical discourse and/or practice in the field; the opportunities for significant, critical peer review; a record of advancing a particular form of art and/or design production; the ability to attract regional, national, and/or international public audiences; a reputation for innovation and originality in exploring new ideas and modes of production; a resonant and/or imaginative geographic or cultural context for the project; etc.*

ART HISTORY

The general expectation is that the candidate for tenure/promotion will have published a book in their field and, in addition, demonstrated in some way (i.e. 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 College Art Association advises academic institutions that the well-documented “crisis” in scholarly publishing in the humanities is especially acute for art historians, and “threatens the integrity and continuity of the discipline if Colleges and universities continue to insist on books as the chief criterion for tenure and promotion”. CAA recommends that Colleges and Universities consider combinations of the following forms of publication (whether in print or electronic format) equivalent to single-authored books as vehicles of scholarly productivity:

- Top tier peer reviewed journal articles
- Essays and substantial entries in museum collections or exhibition catalogues
- Articles in conference proceedings

Further, CAA advises that qualifications for tenure and promotion in Art History cannot be judged purely on the basis of English-language publications and publication venues. Art History is an international discipline, and American Art Historians routinely publish their work on other continents and often in other languages. As a consequence, the association strongly recommends against the practice of measuring the value of scholarship in Art History by the number of its citations (as in science), because existing citation indexes do not reliably report citations of works published outside the United States.

In addition, CAA observes that many journals published outside the United States have selection procedures that do not match the American system of peer review. This is true of even the most highly regarded and prestigious journals and does not by itself suggest that the journal is any less rigorous or selective than its American counterparts. In the absence of homogeneous procedures, it is impossible to rank journals for the purpose of assessing the quality of scholarship published in them. CAA “recommends that judgments of the quality of a candidate’s publications should be based on the assessment of expert reviewers who have read the work and can compare it to the state of scholarship in the field to which it contributes.”

Representative indicators of excellence in TEACHING might include:

- Documentation of teaching effectiveness may include, but not be limited to:
 - Above average teaching evaluations, considered in relation to class level and size
 - Peer evaluations of teaching
 - Chair’s evaluation of teaching
 - Letters from students concerning teaching
 - Regular service on undergraduate theses committees, BFA senior review committees, and honor committees
 - Regular service as chair or member on MFA thesis committees, team-taught MFA reviews and open studios, and other graduate level contributions (i.e. dissertation committees).
 - Selection for professional, university or college teaching awards and grants
 - Development of innovative pedagogical methods and materials
 - As demonstrated by the submission of syllabi and other course materials (portfolios of student work, assignment handouts, digital lectures, reading lists, etc.)
 - Publication of textbooks or other instructional materials
 - Significant contributions to curriculum development
 - Development of new courses or major revision of existing courses
 - Development of instructional facilities
 - Extracurricular teaching, guest lectures, and workshops
 - Directing innovative, group and/or independent student projects
 - Initiation of collaborative courses across departmental lines
 - Organizing field trips to regional and local galleries and museums, and initiation of extracurricular activities of an academic nature.
 - Success in writing and/or administering grants that improve teaching in a unit
 - Administrative oversight and training of teaching assistants and/or other fixed-term faculty in a unit, etc.

- Art History faculty should also be given the opportunity to present the reviewing body with any syllabi, examinations, examples of student papers, descriptions of museum-based assignments, and other material relevant to his or her teaching.

Some indicators of excellence in SERVICE to the University, the profession, and to the public might include:

- Documentation to be included might typically include, but not be limited to:
 - University service award
 - Chair of University, College, or departmental commissions, task force or committees
 - Service as departmental undergraduate advisor
 - Administrative functions within the department, such as Graduate Coordinator or Associate Chair
 - Service on the Faculty Senate and/or its sub-committees
 - Service on college and university committees
 - Chairing departmental committees
 - Participate in and/or coordinate special projects at departmental, college, or university level
 - Membership on the advisory board of a professional organization
 - Officer in a regional, national, or international professional organization
 - Program chair for a national or international conference
 - Service on a governmental commission, task force, or board
 - Juror for a regional, national, or international exhibition
 - Invitations for speaking engagements at other institutions of higher learning,
 - Community projects related to the profession
 - Advisor to student organizations
 - Collaborative service projects across departmental lines
 - Other documentation of service to the unit, institution, community, and/or profession at the local, regional, state, national, and/or international levels including meeting minutes demonstrating contributions, written products of service activities, data on outcomes of service activities, and/or letters from individuals or agencies benefitting from such service.

While service to the department and institution may be expected of even the most junior faculty, it is desirable to avoid making substantial demands on early career teachers and scholars; it would be helpful to limit the amount of service to permit those at the start of their careers to concentrate most of their attention on improving their teaching and, if regular faculty, establishing their research direction.

*Recommendations from College Art Association. "Standards and Guidelines: Guidelines for Retention and Tenure of Art and Design Faculty." College Art Association. College Art Association, 1 May 2016