



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:

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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 – 2021-2022 Faculty Manual

Department: **Automotive Engineering**

Date

3/20/2022

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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 *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		

Clemson University Department of Automotive Engineering Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment

Article I: Criteria for Tenure, Promotion and Reappointment

The mission of Clemson University comprises three components: teaching, research, and public service. The primary role of the faculty of the University is to seek and communicate knowledge. Thus, the work of each faculty member should be evaluated on the basis of his or her dedication to, and effectiveness in, scholarship, that is, the discovery, synthesis, dissemination and application of knowledge.

This article lists criteria that are used for review of tenure, promotion, and reappointment (TPR) of the Automotive Engineering Faculty and suggests types of evidence that may be used to support accomplishments under each criterion.

Each department or school within the College may consider additional or more restrictive criteria and may suggest alternate supporting evidence for review at the department or school level. Nevertheless, supporting evidence for the indicated criteria will be required at the college level review.

Success in the following categories of academic career progress is necessary (a non-exhaustive lists of measures are given), but it is understood that balance between the accomplishments in each of the categories which demonstrate prominence and leadership in the field will be different in each case. The expectations increase progressively with the years of service (*i.e.*, the standards are higher for promotions to Full than for Associate, including higher weight on international reputation).

1. Research Performance.

- 1.1. Scholarship (refereed scholarly work is weighed much more heavily), as indicated by the following possible supporting evidence:
 - 1.1.1. Publications in journals.
 - 1.1.2. Publications in refereed conference proceedings.
 - 1.1.3. Research monographs.
 - 1.1.4. Published books and book chapters.
 - 1.1.5. Published curriculum materials.
 - 1.1.6. Patents awarded and patents pending.
 - 1.1.7. Presentations at national and international conferences.
 - 1.1.8. Honors and awards based on scholarly achievement.
 - 1.1.9. Impact of scholarship (e.g., literature citations, keynote addresses and invited plenary talks)
- 1.2. Research funding and evidence of thriving independent research program indicated by:
 - 1.2.1. Funding from competitive federal, corporate, and state sources.
 - 1.2.2. History of student support from external sources.
 - 1.2.3. Research impact: *i.e.*, established record of success with federal programs aligned with Automotive Engineering's strategic direction, growth of

industry research in a given field and repeated sponsorship, evidence of special contributions to the research funded by strategic partners in SC, possible tech-transfer endeavors, and other such considerations.

- 1.3. Other funding.
 - 1.3.1. University support.
 - 1.3.2. Non-competitive gifts and donations.
- 1.4. Interdisciplinary collaboration
 - 1.4.1. Research contracts and grants in cooperation with other departments, institutions, and laboratories
 - 1.4.2. Grant proposals in cooperation with other departments, institutions, and laboratories
 - 1.4.3. Scientific and technical papers co-authored in cooperation with other departments, institutions, and laboratories.
2. Teaching Performance. Effective teaching that demonstrates ability and commitment, as indicated by the following possible supporting evidence:
 - 2.1. Development: courses, curricula, pedagogical methods, materials.
 - 2.2. Course evaluations, and one of the following: written comments from students, peer evaluations, alumni evaluations, example of a video recorded lecture, or other means of demonstrating effective teaching.
 - 2.3. Honors and awards: Number and reputation of awards based on teaching.
 - 2.4. Student mentoring: Number of students mentored and graduated, leadership of groups.
 - 2.5. Leadership and engagement in the Deep Orange program.
3. Student Mentoring:
 - 3.1. PhD graduates, and papers authored by those students, with a PhD student in the first author role.
 - 3.2. Master's graduates, number of theses, papers authored by those students.
 - 3.3. Current thesis and dissertation research advisees, papers authored by those students.
 - 3.4. Academic advising of graduate students participating in the Deep Orange projects. This carries significant weight during periods of direct engagement and co-leadership of the particular program.
 - 3.5. Undergraduate research students advised.
 - 3.6. Postdoctoral research students and visiting scholars advised.
4. Service.
 - 4.1. Professional service activities and accomplishments
 - 4.1.1. Elected and appointed leadership positions (e.g., officer, committees, boards).
 - 4.1.2. Service as editor, associate editor, special issue editor, or on editorial boards of professional journals or monographs.
 - 4.1.3. Organization of meetings (conferences, symposia, sessions, programs, proceedings editor).
 - 4.1.4. Reviewer for funding agencies or for technical papers/manuscripts.
 - 4.1.5. Service to governmental agencies on policy issues.

- 4.1.6. Professional registration or certification.
- 4.2. Service to the University and to the public and private sectors.
 - 4.2.1. Public and private consulting.
 - 4.2.2. Externally delivered courses and short courses.
 - 4.2.3. Technical reports and trade publications.
 - 4.2.4. University, College, and Departmental committee service.
 - 4.2.5. Leadership and engagement in the Deep Orange program.
 - 4.2.6. University, College, and Departmental administration.
 - 4.2.7. Advisor to student organizations.
 - 4.2.8. State and regional recognition.

Article II: Evaluation of Criteria

Reappointment to a tenure-track position will require demonstrable progress toward meeting the criteria noted in Article I.

Promotion to Associate Professor and/or the award of tenure will require consistent and continuous success in meeting the criteria noted in Article I, and the expectation of attaining national and international recognition and prominence for scholarship.

Promotion to Professor will require consistent and continuous success in meeting the criteria noted in Article I and attaining national and international reputation and prominence. The expectations increase progressively with the years of service (*i.e.*, the standards are higher for promotions to Full than for Associate, including higher weight on international reputation).

Article III: Materials to be Submitted

In lieu of writing letters of reappointment for first year faculty, the TPR Committee, Department Chair/Director, and Dean complete a standard Review for Faculty in the First-Year form. For all other faculty, the following materials should be submitted:

1. Letter requesting tenure, promotion, and/or reappointment.
2. Request for Faculty Personnel Action Form and, if appropriate, Granting of Tenure Form
3. Letter of recommendation from the TPR Committee. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the TPR Committee should be inserted in Digital Measures following the current year letter by the Department Chair/Director.
4. Letter of recommendation from the Department Chair or school director, as appropriate. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the Department Chair/Director should be inserted following the current year letter by the Department Chair/Director.
5. Letter of recommendation from the Dean. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the

portfolio is transmitted to the Provost. Copies of all prior year letters of recommendation from the Dean should be inserted following the current year letter by the Dean.

6. Detailed resume in the standard College of Engineering, Computing and Applied Science (CECAS) format; alternately candidates could (potentially) choose their own style as long as it includes (at the minimum) the requisite headings/information requested within the CECAS format.
7. Top achievements: A personal summary of what the candidate considers the top achievements that are pertinent to the TPR Committee decision (3 pages maximum).
8. Teaching:
 - 8.1. Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, and other such considerations (2 pages maximum).
 - 8.2. A summary report of teaching effectiveness evaluation submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics for each course are to be included in addition to the average departmental and college statistics.
 - 8.3. Any other evidence of teaching effectiveness such as written comments from students, peer evaluations, alumni evaluations, example of a video recorded lecture, or other.
9. Research activities not addressed in the resume.
 - 9.1. Research proposal history, which may be documented in letters of recommendation from TPR Committee, Department Chair/Director, and Dean.
 - 9.2. Impact of research/scholarship including literature citations, patents, awards, etc.
 - 9.3. Statement about the major accomplishments in the period since the previous promotion, for faculty going up for promotion.
10. Service activity not addressed in the resume. This may be documented in letters of recommendation from TPR Committee, Department Chair/Director, and Dean.
11. Statement of short (1-year) and long-term (5-year) goals.
12. Three (and preferably five) refereed archival publications.
13. Description of administrative duties, if appropriate.
14. List of senior national and international external referees that were recruited to serve and all external peer review letters (inserted in the portfolio by the TPR Committee; required only for tenure and promotion actions).
 - 14.1. The candidate should compile and provide to the TPR Committee a list of at least four persons from outside the University as suggested external evaluators (close former associates such as dissertation advisors or long-time collaborators are not to be included). These external evaluators must be able to independently evaluate the quality of a faculty member's scholarship and research. For each suggested evaluator, give his or her name, title, address, phone number, e-mail address, why that person should be considered an appropriate external evaluator of the faculty member's performance, and a description of the candidate's

relationship to the suggested evaluator. The list must include at least three names with whom the candidate has not collaborated.

- 14.2. The TPR Committee may solicit evaluations from any name on the list submitted by the candidate and must independently solicit additional external evaluations from persons not on the candidate's list. The review for tenure and/or promotion to Associate Professor must include at least four external peer evaluations with at least two chosen from the candidate's list. The review for promotion to Professor must include at least six external peer evaluations with at least three chosen from the candidate's list.
- 14.3. In an attempt to ensure that external evaluations provide useful and consistent information, the letters of request to the external evaluators should solicit feedback at a minimum on the three issues identified in Article VI. The tenure and/or promotion candidate should provide to the TPR Committee at least three and preferably five refereed archival articles (candidate's choice) for inclusion in the mailing to the external evaluators.
15. Any clarifying statements or additional information (supplementary to the standard resume and the statement about the major accomplishments) that a tenure, promotion, or reappointment candidate wishes to have included in the TPR portfolio (5 pages maximum). This is optional.
16. A copy of the original letter of offer of employment (inserted in the portfolio by the Dean's Office).
17. A copy of the signed Tenure Agreement Form (inserted in the portfolio by the Dean's Office).
18. A copy of all promotion letters, as applicable (inserted in the portfolio by the Dean's Office).
19. Copy of Department Guidelines for TPR (inserted in the portfolio by the Department Chair/Director).

Article IV: Completion Dates

Dates for completing each level of review in the tenure, promotion and reappointment process are determined each year by the University, the College of Engineering, Computing and Applied Science, and each department or school so that adequate time is provided at each level for a thorough and complete review.

Article V: Tenure, Promotion and Reappointment Committee

The Department of Automotive Engineering Tenure, Promotion and Reappointment Committee (TPR Committee) is responsible for conducting peer reviews of all faculty who are being considered for tenure, promotion, or reappointment and for providing written recommendations to the Dean on its findings. The TPR Committee shall be elected by secret ballot of the regular faculty at a faculty meeting. The three (3) full professors receiving the highest number of votes will serve on the committee. In the event that there are not enough qualified faculty in the Department of Automotive Engineering for appointment to the TPR Committee, nominations of qualified faculty from outside the Department will be solicited and appointments made upon a two-thirds majority vote of

the regular faculty of the Department. The Department Chair may not serve on this committee. The 3 elected TPR Committee members will self-nominate a TPR Committee Chair, who shall then be appointed by the Department Chair. Each member of the committee will be (re-) elected on a rolling basis one at a time to serve a nominal 3 year term on the committee.

Article VI: Procedures for Reappointment, Tenure and Promotion

The Tenure, Promotion, and Reappointment Committee shall conduct its business in accordance with the following general procedures.

1. All members of the TPR Committee will have access to the portfolio and supporting materials supplied by the faculty member under review (heretofore referred to as the “Candidate”). Each committee member will be expected to review the Candidate’s portfolio prior to deliberations.
2. One member of the TPR Committee will be selected to act as an advocate for the Candidate by the TPR Committee members. The advocate will organize information and prepare materials for TPR Committee deliberations. The advocate will review supporting materials to ensure these are consistent with the information in the portfolio. The advocate will lead discussions relative to the requested action(s). The other committee members are expected to critique the case consistent with their evaluation of the supporting materials.
3. The Candidate should compile and provide to the TPR Committee a list of persons from outside the University as suggested external evaluators (close former associates such as dissertation advisors are not to be included). See details in Article III – 14.1.
 - 3.1. These external evaluators must be able to evaluate the quality of a faculty member’s scholarship and research. For each suggested evaluator, give his or her name, title, address, phone number, e-mail address, why that person should be considered an appropriate external evaluator of the faculty member's performance, and a description of the candidate's relationship to the suggested evaluator.
 - 3.1.1. The advocate will identify appropriate external referees outside of the list provided by the candidate and coordinate their contact with the TPR Committee Chair.
 - 3.1.2. The TPR Committee may solicit evaluations from any name on the list submitted by the candidate and must independently solicit additional external evaluations from persons not on the Candidate's list. Please see the information about the required split between the number of referees selected from the Candidate’s list and outside of that list in Article III. All letters that have been gathered will be included in the final package.
 - 3.2. External referees will be sent the Candidate’s CECAS resume and samples of scholarly work, *e.g.* at least three, and preferably five refereed archival publications. A statement about the top achievements should also be included. Upon request of the external reviewer and with the consent of the Candidate, additional material may be provided to the external reviewer.

3.2.1. In an attempt to ensure that external evaluations provide useful and consistent information, the letters from the TPR Committee to the external evaluators should be requested to address the three criteria:

- External evaluators should comment first and foremost on the quality of the Candidate's scholarship as evidenced by the quality and impact of their research and publications.
- External evaluators should comment on the national and international stature of the Candidate within the profession (less important for tenure and promotion to associate professor, required for promotion to full).
- External evaluators should comment on the Candidate's research and graduate advising productivity and impact, and professional service activities.

3.2.2. The external referee letters become part of the Candidate's materials for review and is added to the portfolio for administrative review. Due to confidentiality, the external referee letters are not provided to the Candidate, but referees are advised that in the event of any grievance actions the Candidate may gain access to the letters.

4. The advocate will carefully delineate the performance and accomplishments of the Candidate in a presentation to the TPR Committee based on the materials provided, as well as any other relevant information. The TPR Committee will deliberate on the materials package and request that additional materials be provided as needed to form their opinion. When such additional materials are needed, the TPR Committee Chair will notify the Department Chair who will obtain the materials from the Candidate in an expedient manner and forward them to the TPR Committee.
5. At the conclusion of deliberation of a Candidate's requested action, the TPR Committee members will vote. Requests for reappointment, for tenure, and for promotion are considered as separate actions requiring a separate vote. Each TPR Committee member shall have one vote on each action. The majority vote on each requested action will rule and will be anonymously recorded as either a "recommendation for" or "recommendation against" the requested action, unanimous or with a dissenting vote.
6. The advocate will prepare a letter consistent with the requested action and recommendation(s) of the TPR Committee. The letter will highlight the accomplishments and recognition of the Candidate and provide argument in support of the recommendation. In the case of reappointment, the TPR Committee will offer opinion as to observations, to existing strengths, and to suggested areas for improvement for the Candidate.
7. The TPR Committee will agree on the content and wording of the letter. Each TPR Committee member will sign the recommendation letter. The letter will be sent to the Dean of the College of Engineering, Computing and Applied Sciences; a copy

of the letter will be sent to the Department Chair after the Department Chair has completed the Department Chair's recommendation letter.

8. The TPR Committee Chair shall act as the committee representative in any college deliberations regarding tenure and promotion decisions. All draft documents generated by the TPR Committee in its deliberations are considered as confidential.

Clemson University Department of Automotive Engineering Guidelines for Post Tenure Review

Article I: Criteria for Post Tenure Review

The faculty recognize that Post Tenure Review (PTR) differs in both intent and spirit from review for promotion, reappointment and tenure. These latter reviews are designed to assess the potential for consistent performance at or above a well-accepted norm, so as to provide reward and recognition accordingly. Post Tenure Review, on the other hand, is intended to ensure that a faculty member is maintaining a pattern of performance at a level acceptable for continued employment and consistent with rank and assigned duties. All tenured faculty members receiving two or more annual performance ratings of Fair, Marginal or Unsatisfactory in the previous five years will be reviewed under the PTR procedures described here. If any such faculty are identified in a calendar cycle, a PTR committee will be formed according to Article III.

Article II: Post Tenure Review (PTR) Committee

A Department of Automotive Engineering Post-Tenure Review Committee (PTR Committee) shall consist of three (3) tenured faculty and is responsible for conducting reviews of tenured faculty identified through the provisions of Article II. A PTR committee will be constituted for each faculty under review. Candidates for PTR Committee membership shall be nominated by the Department Chair and voted on by the faculty; the top 3 receiving votes will be empaneled. The Department Chair and other administrative officials of the department may not serve on this committee. Faculty who are subject to post-tenure mediation are not eligible for service on the PTR committee. If a faculty under review selects to replace a PTR committee member, then that oncoming member shall hold faculty appointment outside of the Department. The PTR Committee will elect its own Chair. Upon election of its Chair, the PTR Committee shall notify the Department Chair of its readiness to perform. While the PTR Committee may initiate gathering of information at any time, it may not begin the formal review process until it notifies the Department Chair and receives it charge.

Article III: Evaluation of Criteria: Post-Tenure Review Part I

Post Tenure Review evaluation shall be based on the performance and activity appropriate to the current rank. Explicit consideration shall be given to achievement of individual goals established pursuant to the department strategic plan. The context of the review, however, must always be consistent with assigned duties and direction provided through annual evaluations during the review period.

Annually the Department Chair or designated staff member, *e.g.* Office Manager with Digital Measures privileges, will identify faculty members subject to Post Tenure Review in the coming academic year. No faculty member shall be selected for review until they have completed five years of tenured service, exclusive of leaves or sabbaticals. The designated staff member shall review eForm 3 ratings for the past five (5) years and

indicate to the Department Chair whether any faculty members are subject to the Part II PTR review in a given year.

All tenured faculty members receiving no more than one (1) of five consecutive annual performance ratings of Fair, Marginal or Unsatisfactory in Part I of the Post-tenure Review process receive a Post Tenure Review rating of Satisfactory. These faculty members are thereby exempt from Part II of the Post-tenure Review as stated in the Faculty Manual. The letter shall be signed by the Department Chair.

Article IV: Procedures for Post Tenure Review Part II

Adequate external representation is required in the PTR Part II process. Therefore, each faculty member under review will be allowed to choose one of the following two options, and the choice will affect the final makeup of the PTR Committee:

1. Utilize reference letters submitted from outside the department (in which case the PTR committee stands as elected), or
2. Replace one internal member of the PTR Committee with a tenured faculty member or professional equivalent from outside the department with commensurate expertise.

If the faculty under review selects to replace a member of the committee, the PTR member to be replaced and the external member to join the committee will be decided by the PTR committee. The PTR committee will then elect a committee chair who will oversee the activities. Meetings of the PTR Committee are called at the direction of the PTR Committee Chair. PTR Committee deliberations and working documents are deemed confidential.

The faculty member undergoing Part II of PTR must provide, at a minimum, the following documents to the PTR Committee and the Department Chair:

1. Detailed resume in the standard College of Engineering, Computing and Applied Science format (CECAS Resume);
2. A summary of student assessment of instruction for the last 5 years including a summary of statistical ratings from student assessments of instruction (if appropriate to the individual's duties), and other evidence of teaching effectiveness as stated in the TPR guidelines;
3. A plan for continued professional growth;
4. Detailed information about the outcomes of any sabbatical leave awarded during the preceding five years;
5. In case the faculty member under review selects the option for using external reference letters, the names of six referees outside the Department whom the PTR Committee could contact for references.

Department Chair must provide the PTR Committee with copies of the faculty member's annual performance reviews covering the preceding five years.

The PTR Committee shall review faculty contribution and performance since the Candidate's last Tenure or Post-Tenure Review (as noted below).

If the faculty member under review selects the option to use external reference letters, the PTR committee will solicit such letters from outside the Department. In this case, the PTR committee will select two (2) from the list submitted by the faculty. The PTR Committee requires at a minimum of four (4) letters; therefore, the remaining two or more referees will be proposed independently by the Committee.

The PTR Committee will provide a written report to the faculty member. The faculty member should be given at least two weeks to provide a written response to the PTR Committee. Both the PTR Committee's initial report and the response of the faculty member will be given to the Dean of the academic unit.

The Department Chair will submit an independent written report to the faculty member who will then have two weeks to provide a written response. The Department Chair's original report and the faculty member's response will be forwarded to the Dean.

The ratings of either Satisfactory or Unsatisfactory will be used in all stages of the review by the PTR Committee and the Department Chair.

1. If both the PTR Committee and the Department Chair, or either the PTR Committee or the Department Chair, rates the Candidate as Satisfactory, the Candidate's final rating shall be Satisfactory.
 - 1.1 If the Candidate's final rating is Satisfactory, the Dean will forward that information to the Provost in summary form without appending any candidate materials.
2. If both the PTR Committee and the Department Chair rate the Candidate as Unsatisfactory, the Candidate's final rating shall be Unsatisfactory. In this case,
 - 2.1. The Dean will forward all materials to the Provost.
 - 2.2. Remediation must occur, within the three-year period leading to another Post-tenure Review, to correct deficiencies detailed in the PTR reports.
 - 2.3. The Department Chair in consultation with the PTR committee and the faculty member will provide a list of specific goals and measurable outcomes the faculty member should achieve in each of the next three calendar years following the date of formal notification of the unsatisfactory outcome.
 - 2.4. The University will provide reasonable resources (as identified in the PTR reports and as approved by the Department Chair and the Dean) to meet the deficiencies.
 - 2.5. The Department Chair will meet at least twice annually with the faculty member to review progress.
 - 2.6. The faculty member will be reviewed each year by the originally-constituted PTR Committee and the Department Chair, both of whom shall supply written evaluations, similar to reappointment letters, to the faculty member on progress toward goals.
 - 2.7. At the end of the three-year period, another Post-Tenure Review will be conducted.
 - 2.8. If the outcome is again Unsatisfactory, the faculty member may be recommended for dismissal for unsatisfactory performance.

- 2.9. Dismissal for Unsatisfactory Professional Performance, when recommended, will be subject to the rules and regulations outlined in *CHAPTER V H.2-3* of the Faculty Manual.
- 2.10. If the candidate's final rating is Satisfactory, then the normal five-year annual performance review cycle will resume.

Clemson University Department of Automotive Engineering Guidelines for Appointment, Reappointment, and Promotion of Research Faculty

Research Faculty ranks, which include the titles of Research Professor, Research Associate Professor, and Research Assistant Professor are assigned to persons who have research as their principal assignment and are supported primarily from external funds or foundation accounts. This faculty appointment is a professional career track without tenure considerations, but with parity regarding the individual unqualified faculty ranks (Assistant/Associate/Full) as indicated in Article I.

The expectation is that 100% of salary support (including fringe benefits) is derived from grant and contract funds obtained by the research faculty member consistent with the terms of appointment. However, there may be a mutual interest to involve a particular research professor in other components of department's mission, such as teaching. In such cases a fraction of the appointment may be covered by department funds.

These positions are contingent upon the availability of external funds and adequate space; positions may be terminated upon expiration of external funding per the terms of the appointment letter. Reappointment takes place every year. Reappointment criteria are based on sustained effort across specific performance criteria that are relevant to the nature of the candidate's appointment.

The unit does not utilize extension or clinical faculty.

Article I: Qualifications

Research faculty will possess the earned doctor's degree consistent with the normal disciplines that are associated with the Department of Automotive Engineering and qualifications in the research field consistent with expectations of rank.

Article II: Appointment, Reappointment and Promotion

Appointments will conform to University policies governing position searches, hiring, and other personnel matters. Consideration of reappointment and promotion will be conducted through the department Tenure, Promotion and Reappointment (TPR) Committee. For reappointments, the research-faculty member will be asked to submit documents commensurate with requirements of equivalently ranked faculty. The TPR Committee will ensure that appropriate department standards for position and rank are maintained.

The criteria and required documents for promotion considerations of Research Faculty are aligned with those detailed in Article I for Regular Faculty except for service and teaching categories. Consideration of teaching and service contributions can be included for individual cases. The TPR Committee shall request the advice of one or more appropriately ranked research faculty member(s) from within or outside the department. Nominations for the additional TPR Committee member may be solicited from Research Faculty in the Department.

Article III: Annual Performance Evaluation

The Department Chair will conduct annual performance evaluations of Research Faculty with input from research collaborators.

Article IV: Procedures

Policies, procedures, criteria and guidelines for reappointment, including all actions and deliberations shall be consistent with the University, College, and Department policies and procedures. This includes the review deadlines established by the University and/or College, and Department criteria for faculty performance.

Article V: Participation in Related Departmental Activities

Research faculty may participate in departmental activities, including:

1. Service on Graduate Research and Curriculum committees, either as a research advisor or as a member,
2. Advising undergraduate students who are involved in research,
3. Graduate and undergraduate teaching on an as-needed/as-available basis,
4. Advising of students on the Deep Orange project
5. Full participation in deliberations and voting on departmental matters but without voting privileges on tenure or curriculum matters, and
6. Other activities directly supporting the research mission of the Department of Automotive Engineering.

All such activities must be consistent with the contract obligations to research sponsor(s).

Article VI: Guidelines for Reappointment and Promotion

Evaluation criteria for reappointment and promotion will include, but not be limited to the following:

1. Fulfillment of research contract obligations,
2. Funding obtained from federal, corporate and state sources,
3. Participation in individual and collaborative research contracts and grants,
4. Participation in the Deep Orange effort as a student advisor,
5. Initiation of individual and collaborative research contracts and grants,
6. Honors or awards received.
7. Publications in archival journals and other appropriate media,
8. Participation in professional societies,
9. Service on research advisory boards and review panels,
10. Support of graduate and undergraduate students,
11. Support of economic development activities, and
12. Patents and licenses awarded.

**Clemson University Department of Automotive Engineering
Guidelines for Appointment, Reappointment and Promotion
of Lecturer/Senior Lecturer/Principal Lecturer**

Article I: General Procedures for appointment, reappointment and promotion of Lecturer / Senior Lecturer / Principal Lecturer

When a new or replacement lecturer rank position has been approved, the Department Chair shall initiate a search process. The Department Chair will appoint an *ad hoc* Faculty Search Committee to prepare the advertisement, to review and screen applications, to check references, to make recommendations for on-campus interviews, to be actively involved in interviews, and to compile information and recommendations from department faculty regarding interviewees. The Chair of the *ad hoc* Faculty Search Committee shall be responsible for overseeing advertising the position, communicating with applicants and arranging for interviews.

Lecturers, Senior and Principal Lecturers will possess a minimum of a Masters degree consistent with the normal disciplines that are associated with the Automotive Engineering Department and qualifications in the research field consistent with expectations of rank. Following a search for a lecturer position, the Faculty Search Committee shall provide recommendations to the Department Chair. The Department Chair shall make appointments for these personnel actions. At all stages of the search, Department faculty will have access to the credentials of each applicant. Appointment will conform to university policies governing position searches, hiring, and other personnel matters. The appointment terms are consistent with the Faculty Manual and documented in the appointment letter.

Each person in a lecturer rank eligible for review shall be given an opportunity for review in accordance with the Clemson University Faculty Manual. The University schedule for the reappointment, promotion, and tenure process deadlines will be made available at the start of each academic year. All reviews for reappointment and promotion of lecturer ranks will be conducted through the TPR Committee.

Senior Lecturers must request reappointment in the second year of each three-year appointment. When a Lecturer is being considered for reappointment or promotion to Senior Lecturer or a Senior Lecturer is being considered for reappointment, all Senior and Principal Lecturers in the Department of Automotive Engineering will join the TPR committee in an advisory capacity; in the case that there are none, at least one Senior or Principal Lecturer from an allied department shall be appointed to serve in an advisory role by the TPR Committee Chair.

Following a Lecturer's fourth year of service, the Department Chair and TPR Committee shall conduct a comprehensive review of the Lecturer in response to either a written request for promotion or to advise the Lecturer with respect to progress towards promotion to

Senior Lecturer. Equivalent experience at Clemson may be considered toward the four-year service requirement at the written request of the faculty member and agreement by the TPR Committee. Annual reappointment reviews will occur for the Lecturer each year until the Lecturer is granted promotion or completes their ninth year of service. If a Lecturer fails to achieve promotion to Senior Lecturer within eight years of service, the Lecturer shall not be reappointed following a ninth year of service.

Senior Lecturers with four or more years of completed service may apply for promotion to Principal Lecturer. Principal Lecturers must request reappointment in the fourth year of each five-year appointment.

When a Senior Lecturer is being considered for reappointment or promotion to Principal Lecturer or a Principal Lecturer is being considered for reappointment, all Principal Lecturers in the Department of Automotive Engineering will join the TPR committee in an advisory capacity; in the case that there are none, at least one Principal Lecturer from an allied department shall be appointed to serve in an advisory role by the TPR Committee Chair.

Article II: Criteria for Promotion and Reappointment for Lecturer / Senior Lecturer / Principal Lecturer Appointments

The primary role of people in lecturer ranks is to provide instruction within the Department of Automotive Engineering.

Reappointment to the position of Lecturer is based on fulfillment of criteria from Level I, below, bearing in mind that an individual's job duties may not encompass all the criteria listed.

Promotion and Reappointment to the position of Senior Lecturer is based on Primary Criteria, but also includes Secondary Criteria. Secondary Criteria contributions do not compensate for a deficiency in Primary Criteria contributions. Promotion to Senior Lecturer is intended to recognize the efforts, contributions, and performance of Lecturers who combine effective instruction with additional contributions to the mission of the University. Length of service as a Lecturer is not in itself a sufficient criterion for promotion to Senior Lecturer.

Primary Criteria: Appointment to lecturer ranks is granted to individuals whose primary responsibility is teaching. Duties that support the Department's teaching mission would include:

1. Classroom instruction that demonstrates both expertise and commitment
2. Lab coordination/preparation activities to support high quality lab instruction.
3. Effective mentoring and supervision of Graduate Laboratory Assistants

Performance of these duties should be supported by quantitative/qualitative metrics as available and appropriate (e.g., course evaluations, exit interviews, peer evaluations, classroom visits, alumni evaluations).

Secondary Criteria: Additional contributions from the list below that are consistent with the teaching and research mission of the University include:

1. Development of new courses, curricula, pedagogical methods, or instructional materials;
2. Coordination of large, multi-section courses;
3. Direct contributions to the Department's Deep Orange Program;
4. Teaching award(s) and other recognitions of excellence;
5. Publication(s) in refereed journals or conference proceedings, presentations at professional meetings, and participation in relevant professional societies;
6. Effective departmental service as assigned by the Department Chair;
7. Service to the College, University and professional societies.

Article III: Materials to be submitted for Lecturers Promotion to Senior Lecturers or Reappointment of Senior Lecturers

Written requests for promotion to Senior Lecturer, or reappointment of Senior Lecturers should be accompanied by supporting documentation related to evaluation criteria above.

The following items are the responsibility of the Candidate to provide:

1. Letter requesting promotion and/or reappointment.
2. Request for Faculty Personnel Action form.
3. Detailed resume in the standard College of Engineering, Computing and Applied Science format (CECAS resume).
4. Top achievements:
 - 4.1. Personal summary of what the Candidate considers the top achievements that are pertinent to the Promotion / Reappointment decision (3 pages maximum).
5. Statement of short-term (1 year) and long-term (5 year) goals.
6. Teaching
 - 6.1. Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum).
 - 6.2. The original teaching effectiveness evaluation form submitted by all students for all courses taught during the preceding two regular semesters.
 - 6.3. Other evidence of teaching effectiveness such as written comments from students, peer evaluations, alumni evaluations, example of a video recorded lecture, or other means of demonstrating effective teaching.
7. Service Activity.
 - 7.1. Description to the department, college, university, professional societies or the community.
8. Any clarifying statements or additional information (optional and supplementary to the standard resume) that a candidate wishes to have included (5 pages maximum).

The following items are provided by parties other than the candidate and may require candidate action:

1. Letter of recommendation from the TPR Committee. This letter is provided by the TPR Committee Chair. The Candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the Dean. Copies of all prior year letters of recommendation from the TPR Committee should be made available for review.
2. Letter of recommendation from the Department Chair. The Candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the Dean. Copies of all prior year letters of recommendation from the Department Chair should be made available for review.
3. Letter of recommendation from the Dean. The Candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the Provost. Copies of all prior year letters of recommendation from the Dean should be made available for review.
4. A copy of all promotion letters, as applicable (inserted in the portfolio by the Dean's Office).
5. Copy of Department Guidelines for TPR (inserted in the portfolio by the Department Chair).

Article IV: Promotion and Reappointment to Principal Lecturer

Promotion to Principal Lecturer is intended to recognize the efforts, contributions, and performance of Senior Lecturers who combine effective instruction with additional significant 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. Senior Lecturers may request promotion to Principal Lecturer after their fourth year of service as a Senior Lecturer. See the Faculty Manual for full details of the University's Principal Lecturer promotion policy.

Promotion and reappointment to the position of Principal Lecturer is based primarily on Level I and II criteria (see Article II), but also includes additional criteria shown below bearing in mind that an individual's job duties may not encompass all the criteria listed. Additional contributions do not compensate for a deficiency in Level I or II criteria.

Substantial additional contributions that are consistent with the teaching and research mission of the University: it is recognized that no individual will meet all these criteria, but a demonstrated record towards fulfilling at least one is expected. This list highlights some important activities and also provides necessary latitude for evaluating lecturers with differing goals and appointments.

1. Design of comprehensive educational materials to support lecture and/or laboratory instruction;
2. Exceptional service to the Department, College, and University (e.g.,

development of core instructional and curricular programs including special online or continuing education offerings, extensive committee service, outreach and engagement activities);

3. Evidence of scholarship appropriate to the position, including production and publication of learning materials online and in print for local, regional, and national audiences, or submission/receipt of external grants;
4. Significant leadership, mentoring, and support of the Deep Orange program or other strategic activities.

**Clemson University Department of Automotive Engineering
Guidelines, Criteria, and Procedures for
Appointment, Reappointment and Promotion of Professor of Practice**

The title of Professor of Practice designates persons eminently qualified, experienced and distinguished in their professions, but whose career paths and experiences have not been, or are not primarily in academia.

Professors of Practice may participate in departmental activities, including:

1. Advising undergraduate or graduate students who are involved in research,
2. Graduate and undergraduate teaching on an as-needed/as-available basis,
3. Advising of students on the Deep Orange project
4. Participation in deliberations and voting on departmental matters but without voting privileges on tenure matters, and
5. Other activities directly supporting the research mission of the Department of Automotive Engineering.

All such activities must be consistent with the contract obligations to research sponsor(s).

Article I: Qualifications

The appointment and criteria for evaluation will be based on the needs of the Department, desired qualifications, and the expertise of the candidate. Recommendations for appointment shall be initiated by the nominating faculty member of the Department, or by the search committee.

The duties, terms of appointment, and salaries of such persons will be specified in the letter of appointment, and such appointments must be approved by the Dean and Provost.

Article II: Appointment, Reappointment and Promotion

The appointment must be approved by the TPR Committee, and the appointee's performance must be reviewed annually by the TPR Committee. The TPR Committee may request the advice of one or more appropriately ranked faculty member(s), upon recommendation of the TPR Committee Chair.

Reappointments for Professors of Practice will be yearly and based on expectations delineated in their hiring letters, goals and workload distributions, and any subsequent contracts.

Adopted in March 2022.