



Department TPR and PTR Documents Routing Sheet
Requirements based on 2022-2023 Faculty Manual

In accordance with the Faculty Manual, each department's TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter V,D1d).

This document is intended to support the documentation of the required approvals.

Department: _____

College: _____

Department Faculty Meeting at which the attached TPR documents were approved:

[] Faculty Manual Consultant

I have reviewed this document for conformance to the Clemson University Faculty Manual.
Comments are attached immediately following this cover sheet.

Department Chair

Approved Signature _____

Revision Required (see comments) Name Jennifer H. Ogle 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 – 2022-2023 Faculty Manual

Department: Civil Engineering

Date

9/5/2022

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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
Glenn Department of Civil Engineering
Guidelines, Criteria, and Procedures for Tenure, Promotion, and
Reappointment

Article I: Appointment Procedures

The procedures to be followed for the appointment of a new or a replacement Tenured/Tenure-Track or Lecturer/Senior Lecturer/Principal Lecturer faculty member are presented in the Civil Engineering Department By-Laws.

Article II: Tenure, Promotion and Reappointment Procedures

Section 1: An Overview of Review of All Faculty

Each faculty member eligible for review shall be given an opportunity for review in accordance with the Clemson University faculty manual. The timeline and eligibility for regular review for Tenure, Promotion and Reappointment (TPR) are governed by the Calendar of Dates and Deadlines established by the Office of the Provost. However, at the request of the faculty member who is requesting tenure and/or promotion, (i.e., Candidate), an early review process can be initiated for tenure and/or promotion. When a Candidate chooses to go up early for tenure and/or promotion, the review criteria will be equivalent to that of a Candidate going through the regular review process. The department uses the criteria and materials specified in this document in its review of Candidates for tenure, promotion, and reappointment. The university schedule of deadlines for submission of a dossier for all personnel actions will be made available towards the end of the previous academic year.

Peer review of Candidates for tenure, promotion and reappointment will be conducted through the Department TPR Committee. The Committee shall be appointed per this document. The function of the Committee is: (1) to serve as an advocate for the Candidate in tenure, promotion, and reappointment considerations, (2) to determine if the Candidate meets the established criteria for tenure, promotion and/or reappointment consistent with the expectations, goals, and vision of the department, college, and the university, and (3) to report the recommendation of the Committee to the Dean. The Department Chair shall render an independent recommendation and forward it to the Dean. After the submission of the recommendations to the Dean, the recommendations are shared between the parties. The TPR Chair and the Department Chair will ensure that the faculty member under review has read and understands the recommendations of both the TPR Committee and the Department Chair, and the faculty member certifies the recommendation letter by signing the document.

Section 2: Committee Structure

The TPR Committee membership shall be composed of six (6) tenured faculty members with primary appointments in Civil Engineering (CE) and one from each of the six (6) sub-disciplines

of CE. Any CE faculty member can nominate any eligible CE faculty member (including self-nomination) to be a member to serve on the TPR Committee. The tenure-track and tenured faculty of the department must elect the TPR Committee by selecting one faculty member from each of the six (6) sub-disciplines by secret ballot at a faculty meeting. A tie will be broken by a second secret run-off ballot. The election of committee members shall take place by the last faculty meeting in the month of May of the election year. To maintain institutional knowledge about the TPR process every year, two faculty members of the TPR Committee shall rotate off and replaced with two new members from the respective sub-disciplines. The committee member election process should maintain a committee makeup with a majority of its members being full professors, i.e., a minimum of four (4) out of the six (6) elected committee members. Once elected, the TPR Committee members shall serve on the committee for three (3) consecutive years. The TPR Committee shall elect a Chair by a simple majority, who will serve a one (1) year term. In case of a tie, the faculty member with more years of service in the department shall serve as the TPR Committee Chair.

Faculty members who are going through the Part II review in the Post-Tenure Review (PTR) process are not eligible to serve on the TPR Committee, until they have successfully completed the review process. The Department Chair may not serve on this committee. Also, the TPR Committee members shall only participate in the review of a Candidate who is at or below their corresponding rank.

If a TPR Committee member is unable to fulfill his/her term, then the TPR Committee shall nominate eligible faculty member(s) to serve the remaining term. In this case, the committee shall nominate eligible faculty member(s) based on sub-discipline representation and faculty ranks to maintain the balance of the committee. These nominees shall be elected by a simple majority by the tenure-track and tenured faculty of the department to serve for the remainder of the term of the recused committee member.

If the department does not elect enough regular faculty with primary appointments in Civil Engineering to constitute a TPR Committee, then additional eligible faculty members from Civil Engineering shall be nominated by the TPR Committee to maintain the balance of the committee in terms of sub-discipline representation and faculty ranks. These nominees shall be elected by a simple majority of the tenure-track and tenured members of the faculty. The TPR Committee Chair will conduct the balloting and the election of the TPR Committee members.

When a Lecturer/Senior Lecturer/Principal Lecturer is considered for reappointment or promotion, the committee will include an additional member who is either a Senior Lecturer or a Principal Lecturer in the department. If there are no Senior or Principal Lecturers in Civil Engineering, then one will be appointed from an allied department by the TPR Committee Chair. This person will serve in an advisory role to the TPR Committee.

In the case of other special faculty, the TPR Committee may request the advice of one or more appropriately ranked faculty member(s), upon recommendation of the TPR Committee Chair.

Section 3: Request for Review and Committee Procedures for All Faculty

Tenure/Tenure-Track: Each Tenured/Tenure-Track faculty member requiring or desiring consideration for reappointment, promotion and/or tenure shall submit an electronic written request, via Digital Measures, to the Department Chair by the published deadline per the Provost's calendar. The Department Chair will notify the TPR Committee Chair to initiate the formal review. The faculty member under review is obliged to deliver the supporting materials by the deadlines stated in the schedule for the appropriate review request. The Committee will evaluate the submitted materials and seek additional materials as needed, including external referee reviews. After the review, the TPR Committee will provide an independent written recommendation to the Dean regarding the requested review. The recommendation will be based on the majority vote of the committee. This recommendation document will bear the signatures of each eligible committee member.

Lecturer: Lecturers must request reappointment each year by the date indicated in the Provost's calendar. Following a Lecturer's fourth year of service, the Department Chair and TPR Committee shall conduct a comprehensive review of the Lecturer for promotion or to advise the Lecturer about his/her progress towards promotion to a Senior Lecturer position. 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. Each Lecturer may only request promotion in writing by the published deadline.

Senior Lecturer: Senior Lecturers must request reappointment in the second year of each three-year appointment, by the date indicated in the Provost's calendar.

Principal Lecturer: Principal Lecturers must request reappointment in their fourth year of each five-year appointment, by the date indicated in the Provost's calendar.

The TPR Committee does not evaluate the performance of tenured faculty on an annual basis. Faculty seeking promotion must submit their request and supporting materials to the Department Chair by the appropriate published deadlines, per the Provost's calendar.

The TPR Committee shall conduct its business in accordance with the following general procedures:

- 1) All members of the TPR Committee will have access to the dossier and supporting materials supplied by the Candidate. Each Committee member will be expected to review the Candidate's dossier prior to deliberations.
- 2) The TPR Committee Chair will select one committee member to serve as an Advocate for the Candidate. 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 dossier. 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) External referees are required for both tenure and promotion actions. A qualified external referee is someone knowledgeable of the Candidate's field, has a distinguished record in a related field, and has the necessary and relevant education and experience to offer opinions regarding the suitability of the requested action(s).
- a. The Candidate should compile and provide to the TPR Committee a list of at least six (6) individuals from outside Clemson University as suggested external evaluators. Close associates such as the Candidate's dissertation advisor(s) and collaborators are not to be included. The TPR committee recommends that the Candidate consider using National Science Foundation (NSF) guidelines for who is deemed a Collaborator and for Conflict of Interest, to determine who are appropriate external evaluators. The list must include at least six (6) names with whom the Candidate has not collaborated within the past six (6) years.
 - b. These external evaluators must have an appropriate background to evaluate the quality of a faculty member's scholarship. For each suggested evaluator, the Candidate should provide the name, title, address, phone number, e-mail address, and a statement on why that person should be considered as an appropriate external evaluator of the Candidate's performance, and a description of the Candidate's relationship with the suggested evaluator.
 - c. The Advocate will identify appropriate external referees from the TPR Committee's side and coordinate their contact with the TPR Committee Chair.
 - d. 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.
 - e. The review for tenure and/or promotion to Associate Professor must include at least **four (4)** external peer evaluations with no more than **two (2)** chosen from the Candidate's list. The review for promotion to Professor must include at least **six (6)** external peer evaluations with no more than **three (3)** chosen from the Candidate's list.
 - f. External referees will be sent the Candidate's curriculum vitae and samples of scholarly work. Upon request of the external reviewer and with the Candidate's consent, additional material may be provided to the external reviewer. The Candidate should provide to the TPR Committee at least three (3) refereed journal articles (Candidate's choice) for inclusion in the materials sent to the external evaluators.
 - g. To ensure that external evaluations provide useful and consistent information, the external referees should be requested to comment on:
 - The quality of the Candidate's scholarship as evidenced by the quality and impact of their research and publications.
 - The national and international stature of the Candidate within the profession.
 - The Candidate's research and graduate advising productivity, and professional service activities.
 - h. The external referee letters become part of the Candidate's materials for review and are added to the dossier for administrative review. Due to confidentiality, the external referee letters are not provided to the Candidate. Referees are advised

that in the event of any grievance actions, the Candidate may gain access to the letters as allowed by Law.

- 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 and other relevant information. The TPR Committee will deliberate and base its opinion on the dossier that includes the Candidate's materials, external referee letters and any additional materials 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 Committee.
- 5) After deliberating on a Candidate's requested action and the supporting documentation, the TPR Committee will conduct a vote to determine if a Candidate meets the requirement for a positive recommendation. Requests for tenure, promotion and reappointment are considered as separate actions, each requiring a separate vote. Each Committee member shall have one vote on each action and voting is executed by a secret ballot. The TPR Committee Chair shall count ballots. The majority vote on each requested action will rule and will be recorded as either a "recommendation for" or "recommendation against" the requested action. In case of a tie, the TPR Committee shall indicate as such in the recommendation to the Dean.
- 6) The Advocate will take the lead on preparing 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 opinions based on specific observations such as existing strengths and weaknesses, and suggested areas for improvement.
- 7) The Committee will agree on the content and wording of the recommendation letter. Each voting Committee member will sign the recommendation letter. The letter will be sent to the Dean, and a copy of the letter will be sent to the Department Chair after the Chair has completed and submitted the Chair's recommendation letter to the Dean.
- 8) The TPR Committee Chair shall act as the committee representative in any deliberations regarding tenure and promotion decisions at college-level meetings.

All internal documents generated by the Committee in its deliberations are considered confidential and shall be destroyed immediately following the conclusion of its deliberations on a Candidate.

Article III – Criteria for Tenure, Promotion and Reappointment for Regular Faculty Appointments (Tenure-Track and Tenured Faculty)

The mission of Clemson University comprises four components: teaching, research & scholarship, student advising & mentoring and public & professional service. To accomplish the university's mission, the primary role of the faculty of the university is to seek, create, and communicate knowledge. Thus, the work of each faculty member should be evaluated based on his or her dedication to and effectiveness in each of the four areas.

This article lists criteria that are used at the department-level review for tenure, promotion, and

reappointment of regular faculty and suggests types of evidence that may be used to support accomplishments under each criterion. The relative importance of satisfactorily meeting these criteria is guided by the nature of the request, such as for tenure and/or promotion and/or reappointment. The criteria for review for tenure, promotion and reappointment are:

A. TEACHING

Effective teaching that demonstrates ability and commitment, as indicated by supporting evidence such as:

1. Development: courses, curricula, pedagogical methods, and materials
2. Evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, and alumni evaluations
3. Efficient engagement with students both inside and outside of classrooms
4. Academic advising of undergraduate and graduate students
5. Honors and Awards
6. National, State and Regional Recognition

B. RESEARCH & SCHOLARSHIP

Success in research and scholarship, as indicated by supporting evidence such as:

1. Scholarship:
 - 1.1. Publications in refereed journals
 - 1.2. Publications in refereed conference proceedings
 - 1.3. Research monographs
 - 1.4. Books
 - 1.5. Published curriculum materials
 - 1.6. Original software development
2. Research funding:
 - 2.1. Sponsored-research funding from competitive federal, corporate, and state sources
 - 2.2. Student support generated
 - 2.3. Other funding:
 - 2.4. University support
 - 2.5. Non-competitive gifts and donations
3. Honors and Awards
4. Invited Talks and Keynote Addresses
5. National, State and Regional Recognition
6. Patents, Awarded and Ideas Commercialized

C. STUDENT ADVISING & MENTORING

Success in student advising, as indicated by supporting evidence such as:

1. Undergraduate-level students through Research Experiences for Undergraduates (REU) and Creative Inquiry (CI)
2. Masters-level graduate students with thesis option
3. PhD-level graduate students; at minimum, having graduated one Ph.D. student is necessary for promotion to Associate Professor with tenure

D. PUBLIC & PROFESSIONAL SERVICE

Active participation in services to professional societies and organizations, and University, such

as:

1. Service to professional organizations:
 - 1.1. Presentations at professional meetings
 - 1.2. Organization of professional meetings (sessions, programs, tracks, proceeding's editor)
 - 1.3. Elected and appointed to leadership positions (officer, committees, boards, etc.)
2. Service to the university and to professional, public, and private sectors:
 - 2.1. Externally delivered courses, short courses, media appearances
 - 2.2. Activities influencing public policy
 - 2.3. Reviewer for funding agencies
 - 2.4. Reviewer of manuscripts for publication
 - 2.5. Technical reports and trade publications
 - 2.6. University, College, and Departmental administration (not expected from tenure-track faculty)
 - 2.7. University, College, and Departmental committees (not generally expected from tenure-track faculty)
 - 2.8. Advisor to student organizations
3. Editorial service:
 - 3.1. Service as an editor of a peer-reviewed journal
 - 3.2. Service on editorial boards and as associate editors of peer-reviewed journals
4. Honors and Professional-Service Recognition Awards
5. Professional registration

Article IV – Criteria for Promotion and Reappointment for Lecturer, Senior Lecturer and Principal Lecturer Appointments

The primary role of Lecturers is to support the instructional mission of the department. Reappointment to the position of Lecturer is based on the fulfillment of criteria stated below, understanding that an individual's job duties may not encompass all the evaluation criteria.

Promotion and/or Reappointment to Senior Lecturer is based primarily on meeting and/or exceeding the majority of the criteria. Deficiencies in criteria that are central to the role of instructor, i.e., effective instruction and mentoring cannot be compensated by accomplishments in other criteria. Promotion to Senior Lecturer is intended to recognize the efforts, contributions, and performance of Lecturers who combine effective instruction with additional significant contributions to the mission of the department, college and/or university. Length of service as a Lecturer, in itself, is not a sufficient criterion for promotion to Senior Lecturer.

Promotion and/or Reappointment to Principal Lecturer is based on exemplary teaching and service to the department, college and/or university and will require exceeding the expectations for the majority of the criteria. Candidate seeking promotion to Principal Lecturer is expected to distinguish himself/herself with his/her teaching and service and contributions to the department, college and/or university missions. Length of service as a Senior Lecturer, in itself, is not sufficient for promotion to Principal Lecturer.

Duties that support the department's teaching mission include:

1. Effective classroom instruction that demonstrates both expertise and commitment

2. Effective lab coordination and preparation activities that support high quality lab-based instruction
3. Effective mentoring and supervision of Graduate Teaching Assistants
4. Effective mentoring and supervision of undergraduates, including student workers and undergraduate advisees
5. Effective evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, and alumni evaluations
6. Efficient engagement with students: Availability to students both in and out of classroom
7. Effective departmental service as assigned by the Department Chair
8. Development of new courses, curricula, pedagogical methods, or instructional materials.
9. Coordination of large, multi-section course(s)
10. Teaching a genuine breadth of courses at a variety of levels, potentially including Honors courses
11. Preparation of educational materials that support lab instruction
12. Leadership in Creative Inquiry classes, undergraduate research projects and service-learning courses
13. Teaching award(s) and other recognitions of excellence
14. Advising graduate and/or undergraduate students
15. Publication(s) in refereed journals or conference proceedings, presentations at professional meetings, and participation in relevant professional societies
16. Submission of external grants and their subsequent approval or favorable review
17. Conscientious service to the department, college, university and/or community (ex: outreach activities, consulting, academic advising, and committee service)
18. Advisor to student organizations

Article V – Criteria for Promotion and Reappointment for other Special Rank Faculty Appointments

The primary role of special rank faculty is to conduct and support departmental activities consistent with their rank described in the faculty manual. Evaluation criteria for reappointment and promotion will depend on the special rank and the responsibilities assigned. In the Glenn Department of Civil Engineering, most special rank faculty will be evaluated based on some combination of research, scholarship, and teaching. The specific duties and evaluation criteria should be included in the appointment letter and are subject to review by the TPR Committee as guided by the faculty manual.

Criteria relative to research expectations may include:

1. Fulfillment of research contract obligations
2. Additional funding (outside the university's E&G budget) obtained from federal, corporate, and/or state sources
3. Participation in collaborative research contracts and grants
4. Collaborative research contracts and grants initiated
5. Publications in refereed journals and other appropriate media

Criteria relative to teaching expectations may include:

1. Effective teaching that demonstrates ability and commitment, as indicated by the following

possible supporting evidence:

- 1.1. Development: courses, curricula, pedagogical methods, materials
- 1.2. Evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, alumni evaluations
- 1.3. Honors and awards based on teaching
- 1.4. Graduate and Undergraduate Student mentoring

Other criteria may include:

1. Honors and Awards at all levels – Department, College, University, National, Professional Society
2. Participation in technical committees of professional societies
3. Service on research advisory boards and review panels
4. Support and advising of graduate and undergraduate students
5. Patents and licenses awarded

Article VI – Evaluation of Candidates

Reappointment in a tenure-track position will require demonstrable progress toward meeting the criteria A through C of Article III as well as potential for success in meeting sub-criteria in Criterion D.

Promotion to Associate Professor and/or the award of tenure will require consistent and continuous success in meeting criteria A through C of Article III, and evidence to show success in meeting some of the additional sub-criteria listed in criterion D of Article III, and a reputation outside the university for scholarship. Success in meeting Criterion D, or any subset thereof is not sufficient in the presence of deficiencies in meeting criteria A through C for promotion to the rank of Associate Professor.

Promotion to Professor will require consistent and continuous success in meeting criteria A through C of Article III, within the five years preceding the promotion application, along with sustained success in meeting several of the additional sub-criteria listed in Criterion D in Article III, and the attainment of national prominence and recognition for scholarship. Success in meeting Criterion D, or any subset thereof is not sufficient in the presence of deficiencies in meeting criteria A through C for promotion to the rank of Professor.

Reappointment to a Lecturer position will require demonstrable progress towards meeting Criteria 1 through 7 of Article IV, and potential for success towards meeting Criteria 8 through 18 in Article IV.

Promotion and reappointment to a Senior Lecturer position will require consistent and continuous success in meeting Criteria 1 through 7 of Article IV, and evidence of significant progress towards meeting Criteria 8 through 18 in Article IV.

Promotion and reappointment to a Principal Lecturer position will require consistent and sustained success in meeting criteria 1 through 7 of Article IV, along with proven success in meeting the majority of criteria 8 through 18 of Article IV.

Reappointment to any other entry level special rank will require demonstrable progress toward meeting the criteria of Article V.

Promotion and reappointment in a non-entry level special rank will require consistent and sustained success in meeting the criteria of Article V.

Article VII – Materials to be Submitted when Seeking Tenure, Promotion and/or Reappointment

Section 1: Tenure / Tenure-Track Faculty

As part of the tenure, promotion, and reappointment process, a TPR dossier is to be compiled by the Candidate and submitted via Digital Measures for review at the departmental, college, and university levels.

In lieu of writing letters of reappointment for first-year tenure-track faculty, the TPR Committee, Department Chair, and Dean will complete a standard “Review for Faculty in the First Year Form”.

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

1. Letter requesting tenure, promotion, and/or reappointment
2. Request for Faculty Personnel Action Form, and, if appropriate, Granting of Tenure Form
3. Detailed resume in the standard college format
4. Top achievements -- Personal summary of what the Candidate considers the top achievements pertinent to the TPR decision (3 pages maximum). This is the opportunity for the Candidate to present their case in a summary fashion.
5. Teaching-related documents:
 - 5.1. Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum)
 - 5.2. The original Student Feedback Form (teaching effectiveness evaluation form) including student comments submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics provided by the college for each course are to be included in addition to the average departmental and college statistics.
 - 5.3. Any other evidence of teaching effectiveness such as senior exit surveys, alumni surveys, in-class peer visitation reports, etc.
 - 5.4. A self-reflection statement on how the Candidate addressed the comments and feedback received from students, peers, and other evaluators.
 - 5.5. Samples of course materials for each course taught over the past two years, including syllabus, mid-term and final tests, teaching material such as PowerPoint slides, handouts, etc.
 - 5.6. Grade distributions in courses taught over the past two years
6. Research activities (not addressed in the resume)
 - 6.1. Research proposal history (required for reappointment and tenure decisions)
 - 6.2. Impact of research/scholarship including literature citations (excluding self-citations), patents, awards, etc.
7. Service activity (not addressed in the resume may be documented in letters of recommendation)

from TPR Committee, Department Chair/Director, and Dean)

8. Statement of short-term (1 year) and long-term (5 years) professional goals
9. Description of administrative duties, if appropriate
10. List of national and international external referees and all external peer review letters that are inserted in the dossier by the TPR Committee. (Required for tenure and promotion actions only).
11. Any clarifying statements or additional information (supplementary to the standard resume) that a Candidate wishes to have included in the TPR dossier (5 pages maximum). This is optional.

The following items are provided by parties other than the Candidate and may require Candidate action. Each letter must be signed and certified by the Candidate, acknowledging the letter was discussed with him/her before it is transmitted to the Dean and Provost. All prior letters of recommendation from each entity should be available for review.

1. Letter of recommendation from the TPR Committee
2. Letter of recommendation from the Department Chair
3. Letter of recommendation from the Dean
4. Copies of Faculty Annual Evaluation Form (eForm 3), or similar forms, for the last five years or since initial hire, whichever is less
5. Spreadsheet of annual evaluation ratings for the past three years including an indication of how the Candidate's evaluations compare with other faculty in that rank in his/her unit (completed by the Department Chair)
6. A copy of the original letter of offer of employment (inserted in the dossier by the Dean's Office)
7. A copy of the signed Tenure Agreement Form (inserted in the dossier by the Dean's Office)
8. A copy of all promotion letters, as applicable (inserted in the dossier by the Dean's Office)
9. Copy of department guidelines for TPR (inserted in the dossier by the Department Chair)

The department requires that Candidates for tenure and/or promotion in regular ranks submit a subset of materials before the university deadline to solicit the required external evaluations. Candidates for tenure and/or promotion in regular ranks decisions will provide a CV, a list of potential external referees and access to at least three scholarly works. This subset is due to the Department Chair on the specified date of the calendar year in which tenure and/or promotion is requested.

Section 2: Lecturers, Senior Lecturers and Principal Lecturers

Written requests for reappointment for Lecturers, Senior Lecturers, Principal Lecturers or promotion to Senior Lecturer and Principal Lecturer should be accompanied by supporting documentation related to the evaluation criteria above as described:

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 format
4. Top achievements -- Personal summary of what the Candidate considers the top achievements

that are pertinent to the Promotion / Reappointment decision (3 pages maximum)

5. Teaching-related documents:
 - 5.1. Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum)
 - 5.2. The original Student Feedback Form (teaching effectiveness evaluation form) including student comments submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics provided by the college for each course are to be included in addition to the average departmental and college statistics.
 - 5.3. Any other evidence of teaching effectiveness such as senior exit surveys, alumni surveys, in-class peer visitation reports, student letters, etc.
 - 5.4. A self-reflection statement on how the Candidate addressed the comments and feedback received from students, peers, and other evaluators
 - 5.5. Samples of course materials for each course taught over the past two years, including syllabus, mid-term and final tests, teaching material such as PowerPoint slides, handouts, etc.
 - 5.6. Grade distributions in courses taught over the past two years
6. Research Activities-related documents (optional):
 - 6.1. Research proposal history
 - 6.2. Impact of research/scholarship including literature citations (excluding self-citations), patents, awards, etc.
7. Service Activity
8. Statement of short-term (1 year) and long-term (5 years) goals
9. Any clarifying statements or additional information (optional and supplementary to the standard resume) that a Candidate wishes to have included in the dossier (5 pages maximum)

The following items are provided by parties other than the Candidate and may require Candidate action. Each letter must be signed and certified by the Candidate, acknowledging the letter was discussed with him/her before it is transmitted to the Dean and Provost. All prior letters of recommendation from each entity should be available for review.

1. Letter of recommendation from the TPR Committee
2. Letter of recommendation from the Department Chair
3. Letter of recommendation from the Dean
4. Copies of Faculty Annual Evaluation Form (eForm 3), or similar forms, for the last five years or since initial hire, whichever is less
5. Spreadsheet of annual evaluation ratings for the past three years including an indication of how the Candidate's evaluations compare with other faculty in that particular rank in his/her unit (completed by the Department Chair)
6. A copy of the original letter of offer of employment (inserted in the dossier by the Dean's Office).
7. A copy of all promotion letters, as applicable (inserted in the dossier by the Dean's Office)
8. Copy of department guidelines for TPR (inserted in the dossier by the Department Chair)

Section 3: Other Special Faculty

Written requests for reappointment for other special faculty or promotion in other special faculty ranks should be accompanied by supporting documentation related to the evaluation criteria above as described:

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 format
4. Top achievements -- Personal summary of what the Candidate considers the top achievements that are pertinent to the Promotion / Reappointment decision (3 pages maximum).
5. Teaching-related documents (if appropriate):
 - 5.1. Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum)
 - 5.2. The original Student Feedback Form (teaching effectiveness evaluation form) including student comments submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics provided by the college for each course are to be included in addition to the average departmental and college statistics.
 - 5.3. Any other evidence of teaching effectiveness such as senior exit surveys, alumni surveys, in-class peer visitation reports, student letters, etc.
 - 5.4. A self-reflection statement on how the Candidate addressed the comments and feedback received from students, peers, and other evaluators
 - 5.5. Samples of Course Materials for each course taught over the past two years, including syllabus, mid-term and final tests, teaching material such as PowerPoint slides, handouts, etc.
 - 5.6. Grade distributions in courses taught over the past two years
6. Research Activities-related documents (if appropriate):
 - 6.1. Research proposal history
 - 6.2. Impact of research/scholarship including literature citations (excluding self-citations), patents, awards, etc.
7. Service Activity
8. Statement of short-term (1 year) and long-term (5 years) goals
9. Any clarifying statements or additional information (optional and supplementary to the standard resume) that a Candidate wishes to have included in the dossier (5 pages maximum).

The following items are provided by parties other than the Candidate and may require Candidate's action. Each letter must be signed and certified by the Candidate, acknowledging the letter was discussed with him/her before it is transmitted to the Dean and Provost. All prior letters of recommendation from each entity should be available for review.

1. Letter of recommendation from the TPR Committee
2. Letter of recommendation from the Department Chair
3. Letter of recommendation from the Dean
4. Copies of Annual Faculty Evaluation Form 3 (eForm 3), or similar forms, for the last five years or since initial hire, whichever is less.
5. Spreadsheet of annual evaluation ratings for the past three years including an indication of how the Candidate's evaluations compare with other faculty in that rank in his/her unit (completed by the Department Chair).
6. A copy of the original letter of offer of employment (inserted in the dossier by the Dean's Office)

7. A copy of all promotion letters, as applicable (inserted in the dossier by the Dean's Office)
8. Copy of department guidelines for TPR (inserted in the dossier by the Department Chair)

Article VIII – 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, and each department or school so that adequate time is provided at each level for a thorough review.

Each faculty member in a special rank, except Senior Lecturer and Principal Lecturer, must request reappointment annually in writing. Requests for reappointment are due to the Department Chair by the same date as requests for reappointment for the first year Tenure-Track Faculty.

Requests for promotion for faculty members in special ranks are due to the Department Chair by the same date as requests for promotion for Regular Faculty.

Reappointment for Senior Lecturers and Principal Lecturers shall occur during the penultimate year of their current appointment.

Approved February 21, 2022
Reorganized May 15, 2022
Reapproved with Revisions August 29, 2022