



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:** ENVIRONMENTAL ENGINEERING AND EARTH SCIENCES

**Date**

3/22/2022

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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

**Comments**

14, 23 As long of the slate of members proposed for election to the TPR committee is composed of the appropriate rank, this requirement will be satisfied.

# ENVIRONMENTAL ENGINEERING AND EARTH SCIENCES (EEES)

## CLEMSON UNIVERSITY

### Guidelines for Tenure, Promotion, Reappointment and Post-Tenure Review

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#### **I. Preamble**

The University is a community of scholars, dedicated to the generation, organization, dissemination, and application of knowledge. When a faculty member is granted tenure, they are given lifetime membership in that community. Consequently, the tenure decision is very important to both the University and the faculty member. For the University, the decision to grant tenure represents a long-term commitment to the employment of the faculty member. For the faculty member, the acceptance of tenure represents a dedication of oneself to a life of scholarship. The probationary period (commonly referred to as the tenure track) is a period during which the University and the faculty member may assess the faculty member's dedication to and effectiveness in scholarship, with the expectation that only those faculty judged to be high in these qualities will be deemed worthy of tenure, with the resultant opportunity for promotion to the highest academic ranks.

Because of the importance of the tenure decision to both the University and the faculty member, it is important that the criteria upon which it will be made be fully articulated. This is particularly important when one considers that those criteria will also be applicable for reappointment while a faculty member is in the tenure track and for promotion to higher rank once tenure is granted. Therefore, the purpose of this document is to articulate those criteria.

The generation, organization, dissemination, and application of knowledge within the University can be distilled into two activities, teaching and scholarship. Strongly related to scholarship is an ability to acquire research funding, which hinges on the ability to submit competitive research proposals. Consequently, these represent the major activities that will be judged relative to the tenure decision.

Every faculty member in EEES should be a dedicated and competent classroom teacher. Consequently, effective teaching is considered to be a necessary, although not sufficient, criterion for promotion and tenure. It is expected that a teacher will do more than present material available in a textbook. Rather, they will supplement textbook material with new information. If no text is available, the faculty member will draw material together, organize it, and synthesize it into a form that is comprehensible to the student.

A particularly important aspect of teaching in EEES is mentoring of graduate students. Evidence for a commitment to this aspect of the teaching function may be obtained from three areas. First is the quality of research direction and teaching. A faculty member should strive to develop within their students those characteristics that allow them to perform independent work of a high quality; they should challenge them in a nurturing and helpful way. Second is the quantity. Although it is difficult to assign a fixed number, each faculty member is expected to carry their "fair share" of the Department's advising responsibilities. Third is the provision of financial support for graduate students. Since recruitment of quality graduate students depends upon the availability of funds for stipends, EEES requires a continuous commitment on the part of all faculty to the support of graduate student research. The ability to support graduate students hinges on the ability to write competitive research proposals.

Scholarship involves a continuous commitment to the pursuit and application of knowledge, and an ability and willingness to share that knowledge with the broader community. Publications, end products of scholarship, offer evidence of such commitment and provide a means of evaluating the quality of scholarship. These publications may result from theoretical, experimental, field, and applied research; from synthesizing the published research of others; from professional experience; or from the development of pedagogical materials and techniques. Although publications may take many forms, refereed papers and reviews published in recognized national/international journals, and books are preferable because of their permanence and wide availability to both researchers and practitioners. However, in the dissemination of pedagogical materials, nontraditional means of publication may be more appropriate.

Another component of a land-grant university is service, which is of lesser importance in the tenure decision, but which may be given greater importance for some individuals once tenure has been granted. Every faculty member is expected to be a good citizen of the University, participating in its governance through activities at the Departmental, College, and University levels. Some may appropriately invest a portion of their time in service to professional societies, the city, the state, the nation, or international non-governmental organizations, particularly as they become more senior.

## **II. Composition of TPR and PTR Committees**

### **A. Tenure, Promotion and Reappointment Committee**

Each academic year in which there is a faculty member being reviewed for reappointment, tenure, or promotion, a Tenure, Promotion and Reappointment (TPR) Committee will be elected by the faculty using the procedures below. The committee will consist of tenured faculty members who hold full-time appointments in the department and will

have at least five (5) members. The Department Chair shall propose a slate of members to the faculty at least three (3) days before the election taking into account continuity over time and appropriate representation of faculty areas of specialization. If the composition of the Committee does not represent the diversity of the Department, an external Committee member will be sought. The faculty will vote to accept or reject the slate, with a two-thirds majority required for acceptance. In the event the faculty rejects the Department Chair's slate, the process will be repeated until a slate is accepted. The committee will elect a chair. The committee shall carry out its responsibilities as delineated in Section 2 of Article VI of the department's bylaws.

#### **B. Post-Tenure Review Committee**

Each academic year in which there is a faculty member being reviewed for Post-Tenure Review, a Post-Tenure Review (PTR) Committee will be elected by the faculty using the procedures below. The committee will consist of five elected tenured faculty members who hold full-time appointments in EEES plus any outside members appointed by the Committee as outlined in Section 3 of Article VI. In the event five members are not available from EEES, procedures for appointing outside members outlined in the Clemson University Faculty Manual will be followed. Faculty being reviewed in a given year will not be eligible to serve that year on the Post-Tenure Review Committee. The Department Chair shall propose a slate of members to the faculty at least three (3) days before the election taking into account continuity over time and appropriate representation of faculty areas of specialization. If the composition of the Committee does not represent the diversity of the Department, an external Committee member will be sought. The faculty will vote to accept or reject the slate, with a two-thirds majority required for acceptance. In the event the faculty rejects the Department Chair's slate, the process will be repeated until a slate is accepted. The committee will elect a chair. The committee shall carry out its responsibilities as delineated in Section 3 of Article VI of the department's bylaws.

### **III. Tenure, Promotion, and Reappointment of Regular Faculty**

#### **A. Criteria for Tenure, Promotion, and Reappointment**

The general procedures and criteria for tenure, promotion, and reappointment are as set forth in the Clemson University Faculty Manual. The specific criteria applied by EEES include teaching performance, research performance, student mentoring, and service. Candidates for tenure, promotion, and reappointment will be evaluated on their level of success in meeting each of these criteria which is described further in the next section.

#### **Teaching Performance:**

Teaching that demonstrates ability, commitment, and effectiveness, as indicated by the following possible supporting evidence:

1. Course evaluations, exit interviews, peer evaluations, classroom visits, alumni evaluations,
2. Development of courses, curricula, pedagogical methods, and educational materials,
3. Honors and awards based on teaching.

#### **Research Performance:**

Activities that demonstrate important contributions to new knowledge, as indicated by the following possible supporting evidence:

1. Scholarship (refereed scholarly publications on work conducted at Clemson University with students is weighed most heavily), as indicated by the following possible supporting evidence:
  - 1.1. Publications in refereed journals,
  - 1.2. Books and book chapters,
  - 1.3. Published curriculum materials,
  - 1.4. Published computer software,

- 1.5. Patents awarded,
  - 1.6. Research monographs,
  - 1.7. Presentations at national and international conferences,
  - 1.8. Conference proceedings,
  - 1.9. Honors and awards based on scholarly achievement,
  - 1.10. Impact of scholarship (literature citations, keynote addresses, etc.).
2. Research funding from competitive federal, corporate, or state sources
    - 2.1. as principal investigator,
    - 2.2. as co-principal investigator,
    - 2.3. as co-investigator,
    - 2.4. for student (only) support.
  3. Consistent submittal of research proposals to competitive federal, corporate, or state sources
    - 3.1. as principal investigator,
    - 3.2. as co-principal investigator,
    - 3.3. as co-investigator,
    - 3.4. for student (only) support.

**Student Mentoring:**

Student mentoring that demonstrates ability and commitment to directing research projects with teams of undergraduate and graduate students as well as postdoctoral associates, research faculty, and visiting scholars as evidenced by:

1. Serving as primary academic and/or research advisor for graduate students and facilitating their graduation,
2. Supervise and mentoring of postdoctoral associates, research faculty, and visiting scholars,
3. Serving as research advisor for undergraduate students,
4. Serving on graduate students' thesis and dissertation committees,
5. Serving as academic advisor for undergraduate students.

**Service:**

Service that demonstrates ability and commitment to the profession, the University, and to the general public as evidenced by:

1. Professional service activities and accomplishments (weighed more heavily after tenure has been awarded) such as:
  - 1.1 Elected and appointed leadership positions (officer, committees, boards, etc.),
  - 1.2 Service as editor or on editorial boards of professional journals or monographs,
  - 1.3 Organization of meetings (sessions, programs, proceedings editor),
  - 1.4 Reviewer for funding agencies or for technical papers/manuscripts,
  - 1.5 Service to governmental agencies on policy issues, etc.,
  - 1.6 Professional registration.
2. Service to the University and to the public and private sectors
  - 2.1 Public and private consulting.
  - 2.2 Externally delivered courses and short courses.
  - 2.3 Technical reports and trade publications.
  - 2.4 University, College, and Departmental administration (weighed more heavily after tenure has been awarded).

- 2.5 University, College, and Departmental committee service (weighed more heavily after tenure has been awarded).
- 2.6 Advisor to student organizations (weighed more heavily after tenure has been awarded).

## **B. Evaluation**

Evaluation of the documents submitted by the candidate will be done by the Tenure, Promotion, and Reappointment (TPR) Committee and the Chair of EEES. The evaluations shall be done separately, and both shall be addressed to the Dean of the College of Engineering, Computing, and Applied Sciences.

- i. **Reappointment** to a tenure-track position will require demonstrable progress toward meeting the criteria for teaching performance, research performance, student mentoring, and service.
- ii. **Promotion to Associate Professor and/or the Award of Tenure** will require consistent and continuous success in meeting the criteria for teaching performance, research performance, student mentoring, and service, and attainment of a reputation for scholarship outside of the University. Also required will be a high likelihood of continued success in meeting the criteria for teaching performance, research performance, student mentoring, and service and the expectation of attaining national recognition and prominence for research performance.
- iii. **Promotion to Professor** will require consistent and continuous success in meeting the criteria for teaching performance, research performance, student mentoring, and service and the attainment of national recognition and prominence for research performance.

## **C. Materials to be Submitted for Reappointment, or Tenure and/or Promotion**

### Reappointment

For first year faculty, the TPR Peer Review Committee, Chair of EEES, and Dean complete a standard "Review for Faculty in the First Year Form" (Attachment A).

Tenure-track faculty being considered for reappointment beyond their first year must submit the following materials into the University digital TPR platform as designated below:

1. Letter requesting action (e.g., tenure, promotion, and/or reappointment).
2. Detailed resume in the standard College of Engineering, Computing, and Applied Sciences format. The refereed journal publications should list the journal impact factor, and student co-authors should be highlighted. Research grant awards should show the total dollar amount, and the dollar amount assigned to the faculty member.
3. Top achievements -- Personal summary of what the candidate considers the top achievements that are pertinent to the TPR decision (3 pages maximum).
4. Teaching.
  - 4.1. Provide a teaching statement;
  - 4.2. Provide student feedback forms of their courses. Submittal of numerical evaluations is required; submittal of student written comments is encouraged but not required; and
  - 4.3. Provide other evidence of student learning as indicated in the Faculty Manual (CHAPTER VI K.) (optional).
5. Research/Scholarship Activities.
  - 5.1. Research proposal history.
  - 5.2. Impact of research/scholarship including literature citations (excluding self-citations), patents, awards, etc.



6. Service Activities.
7. Statement of short (1 year) and long-term (5 years) goals.
8. Annual Activity Reports and Faculty Evaluation Form 3. Include the most recent up to the last five years.
9. Supplementary Information/History.
  - 9.1. Metrics table summary of accomplishments (Attachment D) is required and should be submitted as Supplementary Information.
  - 9.2. In addition, faculty are encouraged to submit other statements, reports, etc., that are pertinent to the TPR decision as prompted by the digital TPR platform.
10. A copy of the original letter of offer of employment to be submitted under "Employment Documents". Letters indicating a change to the penultimate year should also be included.

Note the following materials will be submitted into the University digital TPR platform by others:

11. Request for Faculty Personnel Action Form (Attachment B).
12. Letter of recommendation from the TPR Peer Review Committee. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with them before the portfolio is transmitted to the Dean. Copies of all prior year letters of recommendation from the TPR Peer Review Committee should be inserted following the current year letter by the Chair of EEES.
13. Letter of recommendation from the Chair of EEES. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with them before the portfolio is transmitted to the Dean. Copies of all prior year letters of recommendation from the Chair of EEES should be inserted following the current year letter by the Chair of EEES.
14. Letter of recommendation from the Dean. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with them 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 Chair of EEES.

#### Tenure and/or Promotion

In addition to the materials designated above, tenure-track faculty being considered for tenure and/or promotion to Associate Professor, and tenured faculty being considered for promotion to Professor must submit the following materials into the digital TPR platform as designated below:

15. Other Evidence of Teaching Effectiveness

Perform any two of the following options for evaluating teaching (materials should be completed within the previous two years for faculty applying for promotion from Associate to Full Professor):

- 15.1. Evidence of Student Learning: Provide evidence-based measurements of student learning that are consistent with learning outcomes defined in the syllabus for at least one course being taught. This could include a comparison of student survey results from early in the course to results from the final exam. It could also include samples of student work. A narrative describing the methods used to obtain the data and the evidence of student learning should be included in the TPR file.
- 15.2. Course Material: Conduct a discussion of course materials with the faculty member's mentor. This could include a review and discussion of the syllabus, learning outcomes, handouts and exams, class notes or slides, previous student evaluations, or other material. The faculty mentor should provide the TPR committee with a written summary of their review. An evaluation of course material should be submitted for at least one course as part of the documentation provided for tenure or promotion.

Course materials can be evaluated by someone other than the faculty mentor after approval by the TPR committee.

- 15.3. Classroom Visit: Arrange for a classroom visit to be conducted by either a member of the TPR committee, or an alternate approved by the TPR committee. The Office of Teaching Effectiveness and Innovation provides classroom visits with a written summary that can be used for this purpose. If classroom visitation is selected as an option for evaluating teaching, a minimum of one classroom visit with associated evaluation is required for application for tenure. It is the responsibility of the faculty member to arrange the classroom visits by a suitable evaluator. Additional classroom visits may be requested by the TPR committee.
  
16. External Evaluators.
  - 16.1. The candidate should compile and provide to the TPR Peer Review Committee a list of at least five persons from outside the University as suggested external evaluators (close former associates such as dissertation advisors are not to be included). These external evaluators must be able to evaluate the quality of a faculty member's scholarship. For each suggested evaluator, give their 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.
  - 16.2. The TPR Committee may solicit evaluations from any name on the list submitted by the candidate, and **must** independently solicit at least two 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.
  - 16.3. In an attempt to ensure that external evaluations provide useful and consistent information, the letters from the TPR Peer Review Committee to the external evaluators should address the three issues identified below. The tenure and/or promotion candidate should provide to the TPR Peer Review Committee a sufficient number of reprints of at least three refereed journal articles (candidate's choice) for inclusion in the mailing to the external evaluators.
    - 16.3.1. 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.
    - 16.3.2. External evaluators should comment on the national and international stature of the candidate within the profession.
    - 16.3.3. External evaluators may comment on the candidate's research and graduate advising productivity, and professional service activities, if deemed appropriate.
  
17. Any clarifying statements or additional information (supplementary to the standard resume) that a tenure, promotion, or reappointment candidate wishes to have included in the TPR portfolio (5 pages maximum). Upload into "Supplementary Information" of the University digital TPR platform. This is optional.
  
18. Internal Evaluator Letters (if required).

Note the following materials will be submitted into the university digital TPR platform by others:

19. Request for Faculty Personnel Action Form (Attachment B), and, if appropriate, Granting of Tenure Form (Attachment C).
20. List of senior national and international external referees and all external peer review letters.

#### **E. Completion Dates**

Dates for completing each level of review in the tenure, promotion, and reappointment process shall be consistent with the schedule mandated by the University.

#### **F. Processes for Tenure, Promotion, and Reappointment**

The TPR committee will meet during the fall semester to review materials submitted for tenure, promotion, and reappointment. The committee will vote to recommend or not recommend each candidate's request. A memo addressed to the Dean will be submitted that provides the decision and the basis for the decision, using the criteria outlined in Section III. A member of the TPR committee will meet with the candidate to review their memo. Independent of the TPR committee, the Department Chair will also review submitted documents and make their assessment to recommend or not recommend each candidate's request. A memo addressed to the Dean will be submitted that supports their decision. The Department Chair will meet with the candidate to review their memo.

### **IV. Post-Tenure Review**

All tenured faculty members are subject to post-tenure review (PTR) at five-year intervals. The first five-year period begins at the time that tenure is granted. PTRs are conducted during the fall semester.

Individual faculty members need not take action to initiate their periodic PTR. The College maintains records of each faculty member's PTR schedule and notifies the Department Chair of that schedule. For candidates who have received a rating of "good" or higher on at least four of the five most recent annual evaluations, the PTR outcome is Satisfactory and no further action is required. The PTR chair uploads a recommendation letter to the PTR system, and the PTR clock is reset.

If the candidate has received two or more ratings of "fair" or below during the five most recent annual evaluations, a Part II PTR is initiated. The faculty member under PTR review must provide, at a minimum, the following documents to the PTR committee and the department chair:

- a. A cover letter requesting action
- b. A current CV
- c. A summary of student teaching evaluations for the past five years
- d. A plan for continued professional growth
- e. Detailed information on the outcomes of any sabbatical leave awarded during the past five years
- f. The names of six potential referees outside the department. These referees may not include colleagues with whom the faculty member has previously collaborated with or has directly or indirectly supported the faculty members research. The faculty member may also choose to provide names of up to three individuals from whom references should not be solicited.

In addition to materials provided by the faculty member, the PTR committee will also review:

- a. Four or more external reference letters, including at least two letters from referees on the faculty member's list. Letters are solicited by the PTR committee as described for promotion to Associate Professor.
- b. Copies of the faculty member's five most recent annual performance reviews which will be provided by the department chair.

Tenured faculty members are expected to demonstrate a sustained record of excellence across multiple performance criteria outlined for promotion to their current rank. The PTR committee uses these criteria as the basis for a thorough review of the faculty member's past performance and future potential. The PTR committee assigns the faculty member a rating of Satisfactory or Unsatisfactory and provides a written justification for this rating. The PTR committee chair signs the PTR committee's recommendation and submits it to the faculty member. The

Department Chair also renders a separate and independent recommendation which is submitted to the faculty member. The faculty member may provide written responses to one or both recommendations within two weeks, after which time the recommendations and responses are forwarded to the Dean.

If the faculty member is rated Satisfactory by the PTR committee, the Chair, or both, then the faculty member's final rating is Satisfactory. The Dean forwards this information to the Provost in summary form without appending additional candidate materials. If both the PTR committee and the Chair rate the faculty member as Unsatisfactory, then the faculty member's final rating is Unsatisfactory and the Dean forwards all candidate materials to the Provost.

Faculty members who receive an Unsatisfactory rating are subject to a three-year remediation program overseen by the Department chair (see details in the Faculty Manual Chapter V.G.6). The 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. During the remediation period, the faculty member is reviewed annually by the PTR committee and the chair, both of whom supply separate and independent evaluations. At the end of the three-year period, another Part II PTR is conducted as outlined above. If the outcome is again Unsatisfactory, the faculty member is subject to dismissal for unsatisfactory performance. If the review is Satisfactory, then the normal five-year annual performance review cycle resumes.

See the Faculty Manual (Chapter V, Section G) for detailed University policies regarding post-tenure review.

## **V. Reappointment and Promotion of Lecturers**

### **A. Reappointment Criteria and Processes**

Lecturers are evaluated annually for reappointment. Reappointment will be based on documentation of teaching effectiveness submitted for each course and a summary of all service activities submitted into the University digital TPR platform, along with any additional materials that the candidate may wish to submit for consideration. The documentation of teaching effectiveness includes student generated teaching evaluations as well as items suggested in Section III. C. 15. The TPR committee and the Department Chair will independently review these materials and submit a memo that provides the decision and the basis for the recommendation. A member of the TPR committee and the Department Chair will meet individually with the candidate to review their memo.

Senior Lecturers are evaluated in the second year of each three-year appointment. At that time, reappointment will be based on teaching evaluations submitted for each course and a summary of all service activities submitted in the University digital TPR platform, along with any additional materials that the candidate may wish to submit for consideration. The TPR committee and the Department Chair will separately review these materials and submit a memo that provides the decision and the basis for the recommendation. A member of the TPR committee and the Department Chair will meet individually with the candidate to review their memo.

Principal Lecturers are evaluated in the fourth year of each five-year appointment. At that time, reappointment will be based on teaching evaluations submitted for each course and a summary of all service activities submitted in the University digital TPR platform, along with any additional materials that the candidate may wish to submit for consideration. The TPR committee and the Department Chair will separately review these materials and submit a memo that provides the decision and the basis for the recommendation. A member of the TPR committee and the Department Chair will meet individually with the candidate to review their memo.

The TPR committee shall solicit recommendations (written and/or verbal) from senior lecturer(s) in the reappointment review of lecturers (section IV.A in this document), the promotion review of lecturers to senior lecturers (section IV.B), and the reappointment review of senior lecturers (section IV.A in this document). Similarly, the TPR committee shall solicit written and/or verbal recommendations from principal lecturer(s) in the

reappointment review of senior lecturers (section IV.A in this document), the promotion review of senior lecturers to principal lecturers (section IV.C in this document), and the reappointment review of principal lecturers (section IV.A in this document).

## **B. Promotion to Senior Lecturer**

Persons wishing to request promotion from the position of Lecturer to Senior Lecturer must submit the following materials into the University digital TPR platform:

- a) A current resume in the College of Engineering, Computing, and Applied Sciences format*
- b) Complete copies of all teaching evaluation materials from the past two years*
- c) A brief summary of teaching accomplishments, and any other accomplishments that the candidate wishes to be considered in the promotion evaluation.*

The committee may request additional information and seek external review (i.e., external to Clemson University) from an instructor with a comparable technical background. The evaluation will include teaching performance, based in part on student evaluations, classroom visit(s), and evidence of innovation. The TPR Committee will transmit its evaluation and recommendation concerning promotion to the EEES Department Chair, who will make the final recommendation to the Dean on granting the promotion.

## **C. Promotion to Principal Lecturer**

Principal Lecturer is the special faculty rank that may be applied for after four full academic years of service as a Senior Lecturer. Equivalent experience at Clemson University may be counted towards the four-year service requirement. Principal Lecturers shall have no administrative duties inconsistent with those of regular faculty.

The Principal Lecturer appointment 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 is, itself, not a sufficient criterion for promotion to Principal Lecturer.

Success in meeting the criteria for Effective Teaching is required for promotion from Senior Lecturer to Principal Lecturer. In addition, success in meeting at least one of the following areas is required: Scholarship and Research Proposals, Research Funding, Research Direction, Interdisciplinary Collaboration, Professional Service, Service to the University, and Academic Advising.

## **VI. Research Faculty and Other Special Faculty**

Research Faculty appointments can be made at the rank of Research Assistant Professor, Research Associate Professor, and Research Professor. Research Faculty are nominated for appointment by a member of the regular faculty, and the nomination is approved by a majority vote of the faculty. Appointments are initially made for one year. The appointment can be continued after the initial appointment based on satisfactory performance, and availability of funds and space, as indicated in the Faculty Manual.

Evaluating the performance of Research Faculty for each project is the responsibility of the Principal Investigator for that project, and should be done in consultation with the department chair. Ultimately, the department chair will upload the Research Faculty review into university digital TPR platform.

Promotion in rank of Research Faculty is done by nomination from a regular faculty member and approval by a majority vote of the faculty.

For the purposes of this document, post-doctoral assistants are not considered to be special faculty. This definition is different from that which appears in the Faculty Manual.

The Department does not have Clinical Faculty, Extension Faculty, or Professors of Practice. The segments of the Faculty Manual pertaining to those ranks are therefore inapplicable here.

ATTACHMENT A



REVIEW FOR  
FACULTY IN FIRST YEAR

\_\_\_\_\_ 0000 \_\_\_\_\_ Engineering &  
Science  
Name Position No. Department College

Reappointment: Yes  No

Comments:

**Reappointment for First Year Faculty**

**Peer Review Committee**

\_\_\_\_\_ \_\_\_\_\_  
Chair, Peer Review Committee Date  
Reappointment: Yes  No

Comments:

**Department Chair / School Director**

\_\_\_\_\_ \_\_\_\_\_  
Dept. Chair / School Director Date  
Reappointment: Yes  No

Comments:

**Dean / School Director**

\_\_\_\_\_ \_\_\_\_\_  
Dean / School Director Date

# ATTACHMENT B



## REQUEST FOR FACULTY PERSONNEL ACTION

This form shall accompany each personnel file being reviewed. After review at the departmental level, the department chair should present this form to the faculty member for signature and then return it to the file.

Name \_\_\_\_\_ Position / Dept. No. \_\_\_\_\_ Department Unit \_\_\_\_\_ Engineering and Science  
College

### PERSONNEL ACTION BEING CONSIDERED

Reappointment       Promotion to Associate Professor       Tenure

### REVIEW OF FILE AT THE DEPARTMENTAL LEVEL

#### Peer Review Committee

Reappointment: Yes  No  NA   
Promotion: Yes  No  NA   
Tenure: Yes  No  NA

#### Department Chair / School Director

Reappointment: Yes  No  NA   
Promotion: Yes  No  NA   
Tenure: Yes  No  NA

Chair, Peer Review Committee \_\_\_\_\_ Date \_\_\_\_\_

Department Chair / School Director \_\_\_\_\_ Date \_\_\_\_\_

On the basis of the review at the departmental level, I (do) (do not) wish to have this file forwarded to the Dean or Director for further consideration.

Signature of the Applicant \_\_\_\_\_ Date \_\_\_\_\_

Note: If this is the penultimate year for the applicant and his/her file is not forwarded to the Dean, a letter of resignation identifying the appropriate date for termination must be submitted.

### REVIEW BY DEAN OR SCHOOL DIRECTOR

Reappointment: Yes  No  NA   
Promotion: Yes  No  NA   
Tenure: Yes  No  NA

Dean / School Director \_\_\_\_\_ Date \_\_\_\_\_

On the basis of the review at the Dean or Director level, I (do) (do not) wish to have this file forwarded to the Provost for further consideration.

Signature of the Applicant \_\_\_\_\_ Date \_\_\_\_\_

### REVIEW BY PROVOST

Reappointment: Yes  No  NA   
Promotion: Yes  No  NA   
Tenure: Yes  No  NA

### REVIEW BY THE PRESIDENT

Reappointment: Yes  No  NA   
Promotion: Yes  No  NA   
Tenure: Yes  No  NA

Provost \_\_\_\_\_ Date \_\_\_\_\_

President of the University \_\_\_\_\_ Date \_\_\_\_\_

This form should be included in the applicant's permanent personnel file.



# ATTACHMENT C



## GRANTING OF TENURE

In accordance with the Tenure Policy for faculty members adopted by the Board of Trustees of Clemson University on 16 January 1981,

\_\_\_\_\_  
First Name                      Middle Name                      Last Name

is eligible to acquire tenure. It is recommended that in recognition of his loyal and efficient service he be granted tenure. The faculty member's service record is shown below

\_\_\_\_\_  
Department Chair Signature                      Date

\_\_\_\_\_  
Department Chair Printed Name                      Dept Name

### I. TENURED OR TENURE-TRACK POSITIONS HELD AT OTHER UNIVERSITIES:

1. \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ to \_\_\_\_\_

### II. POSITIONS HELD AT CLEMSON UNIVERSITY:

1. \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ to \_\_\_\_\_
4. \_\_\_\_\_ to \_\_\_\_\_

III. EFFECTIVE DATE OF TENURE: \_\_\_\_\_

### IV. GRANTING OF TENURE IS APPROVED BY:

\_\_\_\_\_  
College Dean                      Date

\_\_\_\_\_  
Provost                      Date

\_\_\_\_\_  
President                      Date

Submit only the original form. The Office of the Vice-President for Academic Affairs and Provost will reproduce sufficient copies and distribute them to the individual concerned, the Department Chair, the School Director, the College Dean, and the Human Resource Office.

# ATTACHMENT D

Starting year	2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	Total (2017 - 2023)
<b>Teaching (add more course rows as needed)</b>									
Course number 1 (credit hours/enrollment)									NA
Course number 2 (credit hours/enrollment)									NA
Course number 3 (credit hours/enrollment)									NA
Course number 4 (credit hours/enrollment)									NA
# of U.G. advisees or employees									0
# of M.S. advisees									0
# of Ph.D. advisees									0
# of postdoctoral or research associate advisees									0
# of M.S. graduates									0
# of Ph.D. graduates									0
<b>Scholarship<sup>1</sup></b>									
# of peer-reviewed journal publications									0
# of conference proceedings									0
# of other publications									0
# of Prof. Present. (Invited)									0
Google Scholar H-index									MAX = 0
Web of Science H-index									MAX = 0
Citations									0
Citations (excluding self-citations)									0
<b>Research</b>									
# of pre-proposals/white papers submitted									0
# of proposals submitted									0
# of awards									0
Directly attributed dollar value of awards <sup>3</sup>									\$ -
Research Expenditures <sup>4</sup>									\$ -
<b>Service</b>									
Reviewed papers									0
Reviewed Proposals									0
Professional Service									0
Departmental Committees <sup>5</sup>									NA
College Committees <sup>5</sup>									NA
University Committees <sup>5</sup>									NA
<sup>1</sup> Excluding EE&S 8910, 9910									
<sup>2</sup> Use of calendar year beginning the academic year is acceptable means of tracking									
<sup>3</sup> Sum of awards * % credit									
<sup>4</sup> Sum of research expenditures (direct+indirect) * % credit									
<sup>5</sup> Enter acronym for committees or provide list of committee names below, enter "see list" if provided below.									