



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:

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 \_\_\_\_\_

Empty box for Department Chair comments

Dean

Approved Signature \_\_\_\_\_

Revision Required (see comments) Name \_\_\_\_\_ Date \_\_\_\_\_

Empty box for Dean comments

Provost

Approved Signature \_\_\_\_\_

Revision Required (see comments) Name \_\_\_\_\_ Date \_\_\_\_\_

Empty box for Provost comments

**Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2021-2022 *Faculty Manual***

Department: **Engineering and Science Education**

Date

3/20/2022

*NOTE:* The TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter V, D1d).

This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*.

Compliance

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

	Requirement	Reference	Yes	No	N/A
0	Consistent otherwise with the <i>Faculty Manual</i> and internally and with departmental bylaws	Ch III, A1c	X		
1	The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
2	Criteria for tenure	Ch V, D1b	X		
3	Process for tenure	Ch V, D1b	X		
4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 <i>Faculty Manual</i> )	Ch V, C3	X		
5	Qualifications (criteria) for reappointment	Ch V, D1c			
5a	* assistant and untenured associate professor	Ch V, D1b	X		
5b	* research faculty	Ch IV, B2e & B2b, i(3)	X		
5c	* extension faculty	Ch IV, B2e & B2b, ii(4)			X
5d	* clinical faculty	Ch IV, B2e			X
5e	* lecturer	Ch IV, B2e; Ch V, C2b, i	X		
5f	* senior lecturer	Ch IV, B2e; Ch V, C2c	X		
5g	* principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2e; Ch V, C2d	X		
5h	* Professor of Practice	Ch IV, B2e	X		
6	Processes for reappointment (annual except as noted below)	Ch V, D1c			
6a	* assistant and untenured associate professor	Ch V, D1b	X		
6b	* research faculty	Ch IV, B2e	X		
6c	* extension faculty	Ch IV, B2e			X
6d	* clinical faculty	Ch IV, B2e			X
6e	* lecturer	Ch IV, B2e; Ch V, C2b, i	X		
6e, i	* including feedback from senior and principal lecturers	Ch V, D1g	X		
6f	* senior lecturer	Ch IV, B2e; Ch V, C2c	X		
6f, i	* including feedback from senior and principal lecturers	Ch V, D1g	X		
6f, ii	* at least every three years and in penultimate year	Ch V, C2c, i	X		
6g	* principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2e; Ch V, C2d	X		
6g, i	* including feedback from principal lecturers	Ch V, D1g	X		
6g, ii	* at least every five years and in penultimate year	Ch V, C2d, i	X		
6h	* Professor of Practice	Ch IV, B2e	X		
7	Qualifications (criteria) for promotion	Ch V, C4a, i			
7a	* to associate professor	Ch IV, B1f, iii	X		
7b	* to full professor	Ch IV, B1f, iv	X		
7c	* research faculty ranks	Ch IV, B1e	X		
7d	* extension faculty ranks	Ch IV, B1e			X
7e	* clinical faculty ranks	Ch IV, B1e			X
7f	* to senior lecturer	Ch IV, B1e & B2i, iv(3),(b)	X		
7g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B1e & B2i, iv(4),(b)	X		
8	Processes for promotion	Ch V, D1c			
8a	* to associate professor	Ch V, D1c	X		
8b	* to full professor	Ch V, D1c	X		
8c	* research faculty ranks	Ch V, D1c	X		
8d	* extension faculty ranks	Ch V, D1c			X
8e	* clinical faculty ranks	Ch V, D1c			X
8f	* to senior lecturer	Ch IV, B2i, iv(3),(b)	X		
8f, i	* including feedback from senior and principal lecturers	Ch V, D1g	X		
8g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2i, iv(4),(b)	X		
8g, i	* including feedback from principal lecturers	Ch V, D1g	X		

Procedures and committee structure of departmental TPR committees, adhering to *Faculty Manual* requirements to include at least the following:

9	• Procedures the TPR Committee must follow	Ch V, D1c	X		
---	--	-----------	---	--	--

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  
Engineering and Science Education  
Guidelines, Criteria, and Procedures for Tenure, Promotion,  
and Reappointment**

**Preamble:**

The vision of Engineering and Science Education (ESED) is to be an international leader in science, technology, engineering, and mathematics (STEM) education through STEM education research, preparation of future faculty and practitioners, and translation of inclusive, evidence-based curricula, policy, and practice to the STEM fields.

The mission of ESED is to prepare doctoral and certificate students who will inspire the next generation of engineers, mathematicians, and scientists and to create new knowledge for STEM education primarily at the university level.

The ESED TPR Guidelines should be viewed as one means of achieving the vision and mission as we aim to be inclusive, equity-minded, student-centered, interdisciplinary, and knowledge creators. We envision the ESED TPR Guidelines to be formative, rather than only summative, and to provide guidance and support for professional development. Given the interdisciplinary nature of ESED, there is more than one pathway to success and no faculty member is expected to provide evidence for every item in the list below. For example, the importance and relevance of different journals and conferences varies across science, engineering, and mathematics education. The expectation is that the ESED faculty will have a broad range of talents, skills, interests, expertise, and contributions. Opportunities for self-assessment, reflection, and continuous improvement will be important throughout the process. Feedback and guidance from the TPR Committee and Department Chair will be tailored to the individual faculty member.

**Article I: Reappointment, Promotion and Tenure Procedures**Section 1: Preface for Annual Review for All Faculty

Each faculty member eligible for review shall be given an opportunity for review in accordance with the Clemson University Faculty Manual. ESED uses the criteria and materials specified in this document in its review for Reappointment, Promotion, and Tenure. The University schedule for the reappointment, promotion, and tenure process deadlines will be made available at the start of each academic year.

The ESED Chair will conduct the annual review for tenured and research faculty, according to the Calendar of Dates and Deadlines issued annually by the Provost Office (<https://www.clemson.edu/provost/faculty-affairs/deadlines.html>). The review criteria and merit pay criteria are available to every ESED faculty member (refer to Section IV - Criteria for Annual Faculty Performance Review Rating and Section V - Criteria for

Merit Pay Rating).

Peer review for reappointment, promotion and/or tenure will be conducted through the ESED Tenure, Promotion and Reappointment Committee. The Committee shall be appointed per this document. The function of the TPR Committee is to (1) serve as an advocate for the faculty candidate in reappointment, tenure, and promotion considerations, (2) determine if the candidate meets the established criteria for reappointment, tenure, or promotion consistent with the expectations, goals and vision of both ESED and College, and (3) report the recommendation of the TPR Committee to the Dean of the College. The ESED Chair shall render a separate and independent recommendation and forward it to the Dean of the College. After the Dean of the College has received the recommendations of the TPR Committee and the ESED Chair, the recommendation is shared between the parties. The Department Chair will ensure that the faculty member under review has read and understands the recommendations both of the Committee and of the Chair and certifies this by signature.

### Section 2: Committee Structure

Faculty who are subject to post-tenure mediation are not eligible for service on TPR committees.

The committee membership will be composed of at least three tenured regular faculty and at least 50% with primary appointment in ESED for tenure, reappointment and/or promotion review. Each jointly appointed faculty has a TPR committee composition outlined in a memorandum of understanding. The regular primary faculty of the department must elect, by secret ballot, the members of the TPR committee at a faculty meeting or via an electronic ballot. The election should take place in March to allow the new committee time to deal with intent to submit actions by candidates going up for tenure and/or promotion in the fall.

In the case that there are not enough tenured, regular faculty with primary appointments in ESED to constitute a TPR committee, additional members shall be nominated by the ESED Chair in consultation with the TPR Chair and elected by a simple majority of the faculty who are eligible to vote according to the ESED by-laws. The ESED Chair may not serve on this committee. The TPR chair shall be appointed by the ESED Chair from the faculty who were elected to serve as the committee.

In the case of research faculty, the TPR committee may request the advice of one or more appropriately ranked faculty member(s), upon recommendation of the TPR chair.

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

Each faculty member requiring or desiring consideration for reappointment, promotion and/or tenure shall offer a written request to the ESED Chair by the request deadline. The ESED 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 TPR Committee will evaluate the review materials and seek additional materials as needed,

including external referee reviews. At the conclusion of its review, the TPR Committee will provide a written independent recommendation to the Dean regarding the requested review. The recommendation will be based on the majority vote of the TPR Committee. This recommendation document will bear the signatures of TPR Committee members.

The TPR Committee does not evaluate the performance of tenured faculty on an annual basis; however, the ESED Chair provides an annual review of all faculty. Faculty seeking promotion must submit their request and supporting materials to the ESED Chair by the appropriate published deadlines.

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

- 1) All members of the Tenure, Promotion, and Reappointment Committee will have access to the submitted materials (see Article VII) and supporting materials supplied by the faculty member under review (heretofore referred to as the "Candidate"). Each Committee member will be expected to review all the Candidate's materials prior to deliberations.
- 2) The Chair of the TPR Committee will act as an advocate for the Candidate. The TPR Chair will organize information and prepare materials for Committee deliberations. The TPR Chair will lead discussions relative to the requested action(s). The other Committee members are to evaluate and situate the case within the departmental TPR guidelines.
- 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, or has the necessary and relevant experience to offer opinion regarding the suitability of the requested action(s).
  - a. The candidate should compile and provide to the TPR 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). The list must include at least three names with whom the candidate has not collaborated.
  - b. 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.
  - c. The TPR Chair will identify appropriate external referees and coordinate their contact with the Department Chair.
  - d. The review for tenure and/or promotion to Associate Professor/Professor must include at least **six** external peer evaluations with at least **three** chosen from the Candidate's list. All letters that have been gathered will be included in the final package.
  - e. External referees will be sent the Candidate's curriculum vitae and samples of scholarly work. Upon request of the external reviewer and with the consent of the Candidate, additional material may be provided

to the external reviewer. The Candidate should provide to the TPR Committee sufficient access to scholarly work of the Candidate's choice (e.g., at least three pieces of refereed journal articles, refereed conference proceedings, book chapters, etc.) for inclusion in the distribution to the external evaluators.

- f. To ensure that external evaluations provide useful and consistent information, the letters from the TPR Committee to the external evaluators should address the issues below.
    - External evaluators should comment first and foremost on the quality of the candidate's scholarship as evidenced by the quality and impact of their research and publications.
    - External evaluators should comment on the candidate's promotion of inclusive excellence in their research, mentoring, or teaching.
    - External evaluators should comment on the national and international stature of the candidate within the profession (less important for tenure and promotion to associate professor, required for promotion to full).
    - External evaluators may comment on the candidate's research and graduate advising productivity, and professional service activities, (less important for tenure and promotion to associate professor, required for promotion to full).
  - g. These letters of opinion from the external reviewers become part of the Candidate's materials for review and are added to the materials submitted for administrative review. Due to confidentiality, the external referee letters are not provided to the Candidate, but referees are advised that in the event of any grievance actions the Candidate may gain access to the letters.
- 4) The TPR Chair will carefully delineate the performance and accomplishments of the Candidate in a presentation to the Committee based on the materials provided, as well as any other relevant information. The Committee will deliberate on the materials and request that additional materials be provided as needed to form their opinion. When such additional materials are needed, the TPR Chair will notify the ESED Chair who will obtain the materials from the Candidate in an expedient manner and forward them to the Committee.
  - 5) At the conclusion of deliberation of a Candidate's requested action, a vote is executed. Requests for reappointment, for tenure, and for promotion are considered as separate actions requiring a separate vote. Each Committee member shall have one vote on each action and voting is by secret ballot. The TPR 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. The actual vote count will be discarded and will not be recorded.
  - 6) The TPR Chair will take the lead on preparing a letter consistent with the requested action and recommendation(s) of the Committee. The letter will highlight the accomplishments and recognition of the Candidate and provide arguments in support of the recommendation. In the case of reappointment, the

- Committee will offer an opinion as to observations, to existing strengths, and to suggested areas for improvement for the Candidate.
- 7) The Committee will agree on the content and wording of the letter. Each Committee member will sign the recommendation letter. The letter will be sent to the Dean of the College of Engineering, Computing and Applied Sciences; a copy of the letter will be sent to the ESED Chair after the ESED Chair has completed the ESED Chair's recommendation letter.
  - 8) The TPR Chair shall act as Committee representative and advocate in any College deliberations regarding tenure and promotion decisions.

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 II – Criteria for Tenure and Promotion and Reappointment for Regular Faculty Appointments**

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

This article lists criteria that are used at the departmental level review for tenure, promotion, and reappointment of Clemson University ESED regular faculty and suggests types of evidence that may be used to support accomplishments under each criterion. There are four areas of evaluation (Research Performance, Teaching Performance, Student Mentoring, and Service and Leadership) that are weighted equally in the review process. Note that it is not expected that each candidate will have every piece of evidence listed.

### 1. Research Performance

1.1 Scholarship (refereed scholarly work preferred), as indicated by the following possible supporting evidence:

- 1.1.1 Publications in journals.
- 1.1.2 Publications in conference proceedings.
- 1.1.3 Research monographs.
- 1.1.4 Books.
- 1.1.5 Published curriculum materials and propagation of innovative pedagogy (for example but not limited to facilitating professional development or workshops)
- 1.1.6 Other publications
- 1.1.7 Original software development.

### 1.2 Research funding

- 1.2.1 Submission of proposals to merit-based federal etc.
- 1.2.2 Funding obtained from merit-based federal, foundation, corporate, and/or state sources.
- 1.2.3 Funding in support of graduate and undergraduate research assistants including



## University support.

1.3 Non-competitive gifts and donations.

1.4 Research direction as major advisor: PhD dissertation, and postdoctoral.

1.4.1 PhD graduates, papers with students as first author.

1.4.2 Postdoctoral research scholars and visiting scholars advised.

1.5 Interdisciplinary Collaboration

1.5.1 Joint research contracts and grants.

1.5.2 Joint research and grant proposals.

1.5.3 Co-authored scientific and technical papers.

## 2 Teaching Performance

2.1 Effective teaching that demonstrates ability and commitment, as indicated by the following supporting evidence:

2.1.1 Teaching narrative that includes self-reflection on how feedback (for example but not limited to student evaluations, peer reviews, professional development, etc.) was used to improve teaching.

2.1.1.1 Evidence of student learning (student work samples with commentary from faculty member)

2.1.1.2 Course materials (syllabus, learning objectives, class plans, assignments, projects, exams)

2.1.1.3 Observation of classroom teaching (i.e., classroom observation by peer/administrator)

2.1.1.4 Teaching awards or recognition

2.1.1.5 Development of innovative pedagogy (for example but not limited to new course creation or curriculum development)

2.1.1.6 Jointly taught courses

2.1.1.7 Peer feedback on one or more of the above items

2.1.1.8 Additional materials as appropriate for individual faculty members 1.3. Student evaluations including a set of agreed-upon department-level questions.

## 3 Student Mentoring

3.1 Material related to the process of advising or mentoring undergraduate and graduate students, and postdoctoral scholars

3.1.1 Successful completion of graduate and undergraduate theses by advisees,

3.1.2 Chairing or serving on thesis and dissertation committees,

3.1.3 Mentees as first author of submitted and published manuscripts,

3.1.4 Accomplishments of mentees or advisees

3.2 Mentoring awards or recognition

3.3 Postdoctoral scholars advised

3.4 Undergraduate research students advised

3.5 High school research students advised

## 4 Service and Leadership

4.1 Professional service activities and accomplishments (more important after tenure has

been awarded).

4.1.1 Elected and appointed leadership positions (officer, committees, boards, etc.).

4.1.2 Service as editor or on editorial boards of professional journals or monographs.

4.1.3 Organization of meetings (sessions, programs, proceedings editor).

4.1.4 Reviewer for funding agencies or for technical papers/manuscripts.

4.1.5 Service to governmental agencies on policy issues, etc.

4.2 Service to the University and to the public and private sectors.

4.2.1 Public and private consulting.

4.2.2 Externally delivered courses and short courses.

4.2.3 Technical reports and trade publications.

4.2.4 University, College, and Departmental administration (post-tenure evaluations only).

4.2.5 University, College, and Departmental committee service (post-tenure evaluations only).

4.2.6 Advisor to student organizations (post-tenure evaluations only).

### **Article III– Criteria for Promotion and Reappointment for Research Faculty Appointments**

The primary role of Research Faculty is to conduct and support departmental activities consistent with their rank described in the faculty manual. For ESED, most Research Faculty will be evaluated based on some combination of research, scholarship, and mentoring of students. The specific duties and evaluation criteria should be included in the appointment letter and are subject to review by the TPR committee.

#### Criteria relative to research and scholarship expectations include

1. Fulfillment of research contract obligations.
2. Additional funding (outside the University's E&G budget) obtained from federal, foundation, 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 mentoring expectations include

1. Effective mentoring that demonstrates ability and commitment, as indicated by the following possible supporting evidence:
  - 1.1. Student advisory committee service.
  - 1.2. Research experiences for undergraduates.
  - 1.3. Honors and awards based on 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 IV– Evaluation of Criteria for All Faculty Positions**

**Reappointment** to a tenure-track position will require demonstrable progress toward meeting the criteria of Article II.

**Promotion** to Associate Professor and/or the award of tenure will require consistent and continuous success in meeting, the criteria of Article II, and a reputation outside the University for scholarship. Also required will be a high likelihood of continued success in meeting the criteria and the expectation of attaining national recognition and prominence for scholarship.

**Promotion** to Professor will require consistent and continuous success in meeting the criteria of Article II, and the attainment of national/international prominence and recognition for scholarship.

**Reappointment** to Research Faculty will require demonstrable progress toward meeting the criteria of Article III.

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

## **Article V– Materials to be Submitted**

### Section 1: Tenured/Tenure-Track Faculty

As part of the tenure, promotion, and reappointment process, the faculty member will compile materials in the faculty member's individual electronic dossier and submit for review at the departmental, college, and Provost levels.

In lieu of writing letters of reappointment for first year faculty, the TPR Committee, department chair, and dean 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 that are pertinent to the TPR decision (3 pages maximum). This is the opportunity for the Candidate to present their case in summary fashion.
5. Teaching effectiveness evidence (examples in Section II.2)

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.
  - 6.3. Reviews of proposals and reflections (optional)
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 (1 year) and long-term (5 years) goals.
9. Description of administrative duties, if appropriate.
10. List of senior national and international external referees and all external peerreview letters that are to be inserted in the portfolio 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 tenure, promotion, or reappointment candidate wishes to have included in the TPR portfolio (5 pages maximum). This is optional.

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

1. Letter of recommendation from the TPR 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 Committee should be made available for review.
2. Letter of recommendation from the department chair. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the department chair should be made available for review.
3. Letter of recommendation from the dean. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with them before the portfolio is transmitted to the Provost. Copies of all prior year letters of recommendation from the dean should be made available for review.
4. Copies of Faculty Evaluation Form 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 their unit (completed by the department chair).
6. A copy of the original letter of offer of employment (inserted in the portfolio by the Dean's Office).
7. A copy of the signed Tenure Agreement Form (inserted in the portfolio by the Dean's Office).
8. A copy of all promotion letters, as applicable (inserted in the portfolio by the Dean's Office).
9. Copy of Department Guidelines for TPR (inserted in the portfolio 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 for the purpose of soliciting the required external evaluations. Candidates for tenure or promotion in regular ranks decisions will provide a CV, list of potential external referees and access to at least three scholarly works. This subset will be due to the Chair on the specified date of the year in which tenure promotion is being requested.

### Section 2: 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 (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.
6. Research Activities (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 (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 portfolio (5 pages maximum).

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

1. Letter of recommendation from the TPR Committee. This letter is provided by the Chair of the TPR Committee. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the TPR Committee should be made available for review.
2. Letter of recommendation from the department chair. This letter is provided by the

Department Chair. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the department chair should be made available for review.

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

#### **Article VI– 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 and complete review.

Each faculty member in a special rank must request reappointment annually in writing. Requests for reappointment are due to the Chair by the same date as Reappointment files for First Year 9-month Regular Faculty.

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

Approved by ESED Faculty: March 8, 2022  
Approved by Provost: TBD

**Clemson University  
Engineering and Science Education  
Guidelines for Post Tenure Review**

**Article I: Criteria for Post Tenure Review**

The faculty recognize that Post Tenure Review differs in both intent and spirit from review for promotion, reappointment and tenure. Those latter reviews are designed to assess the potential for consistent performance at or above a well-accepted norm, so as to provide reward and recognition accordingly. Post Tenure Review, on the other hand, is intended to ensure that a faculty member is maintaining a pattern of performance at a level acceptable for continued employment and consistent with rank and assigned duties.

**Article II. Post Tenure Review Committee Structure**

The Post-tenure Review (PTR) Committee membership will be composed of three (3) full professors with primary appointment in ESED for reappointment review. All full professors will be required to be on the ballot. If a full professor has been given time off from committee work by the ESED Department Chair due to a sabbatical, FMLA, imminent retirement or other personnel reasons, this will be noted by the ESED Department Chair and that individual(s) will be removed from the ballot. The regular primary faculty of the department must elect, by secret ballot, the members of the PTR committee at a faculty meeting. Each faculty member will select their top three picks. A tie will be broken by a second secret runoff ballot. This election should take place in March.

In the case that the department does not have enough regular faculty with primary appointments in ESED to constitute a PTR committee, additional external members shall be nominated by the Department Chair and elected by a simple majority of the regular primary members of the faculty. The Department Chair may not serve on this committee. The PTR committee shall elect the chair.

Faculty members in Part II of Post Tenure Review are not eligible to serve on the PTR Committee.

**Article III: Evaluation of Criteria**

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

The Post-tenure Review policies and procedures in ESED shall conform to those



outlined in the most current version of the Clemson University Faculty Manual.

#### **Article IV: Procedures for Part I-Post-Tenure Review**

The PTR Committee shall evaluate annual reviews for the past five (5) years. All tenured faculty members receiving no more than one (1) of five annual performance ratings of “Fair”, “Marginal” or “Unsatisfactory” will receive a Post-tenure Review rating of “Satisfactory.” These faculty members are thereby exempt from Part II of the Post-tenure Review as stated in the Faculty Manual. The letter shall be signed by members of the PTR committee.

If a faculty member has received more than one annual review with “Fair”, “Marginal” or “Unsatisfactory” performance evaluation, then the faculty member will undergo a full Post-Tenure Review (Part II of the Post-Tenure Review).

#### **Article IV: Procedures for Part II-Post Tenure Review**

1. Upon establishing the PTR committee, the committee shall notify the Department Chair of its readiness to perform. While the committee may initiate gathering of information at any time, it may not begin the formal review process until it notifies the Department Chair.
2. Committee Meetings: Meetings of the committee are called at the direction of the committee chair. Committee deliberations and working documents are deemed confidential.
3. Faculty Member Subject to Review: Annually the Department Chair shall inform the Faculty of the Department of the members subject to Post Tenure Review in the coming academic year, in accordance with the guidelines in the Faculty Manual.
4. The PTR committee shall review faculty contribution and performance since the candidate’s last tenure or Post-Tenure Review.
5. The PTR committee will present the option to the faculty member under review of either i) reference letters from outside of the department or ii) a mutually agreed-upon additional member of the PTR committee who is a faculty member or professional equivalent from outside of the department. For the letter option, the faculty member under review will submit a list of six external reviewers of which the PTR committee will select two from the list. The committee requires a minimum of four letters.
6. A letter from the PTR committee shall be completed and signed by all members and present its recommendation to the Department Chair and Dean.
7. The Department Chair shall ensure that the affected faculty member is promptly informed in writing as to the results of and rationale for the Department Chair and committee’s recommendations.
8. The Department Chair shall make a copy of the committee’s report available to the affected faculty member upon written request from the faculty member.
9. The procedures pertaining to Documents for Review, Committee Reports, Department Chair Action and Report, Report Reconciliation, Faculty Rights and Remediation are delineated in the University Faculty Manual. Other policies, Procedures, Criteria, Guidelines, including all actions and deliberations shall be consistent with University, College, and Department policies and procedures. This includes the review deadlines

established by the University and/or College, and Department criteria for faculty performance.

Approved by ESED Faculty: March 8, 2022  
Approved by Provost: TBD