



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 rectangular box for Department Chair comments

Dean

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

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

Empty rectangular box for Dean comments

Provost

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

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

Empty rectangular box for Provost comments

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

Department: School of Computing, Division of Visual Computing

Date

3/10/2022

*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*. Updated 8/12/2019.

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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

**Comments**

Note The School of Computing has 4 divisions and all lecturer ranks and Professors of Practice are in the Faculty of Instruction. The TPR documents for the other divisions contain details for other ranks. In light of this, is the retention of Professors of Practice in pages 6-7 appropriate?

# Tenure, Promotion, and Retention (TPR) Guidelines<sup>1</sup>

## Division of Visual Computing School of Computing, Clemson University

### **I. General**

The guidelines and procedures given here apply to the faculty of the Division of Visual Computing (the Division, or VC) in the School of Computing at Clemson University. The objective of the Guidelines is to present general criteria for promotion and retention decisions. Individuals with unique collection of strengths and weaknesses will be evaluated on a case-by-case basis to determine their overall accomplishments and contributions to the evolving set of goals of the School, the College and the University.

Authority to the VC TPR Committee is granted by the School of Computing Bylaws (Article VII.C.a). Except as noted, per expectations of Clemson University's Faculty Manual, the VC TPR guidelines within this document are distinct from School bylaws.

### **II. Tenure, Promotion and Retention Committee Membership**

Per the School of Computing Bylaws, the Division TPR Committee consists of the tenured faculty who have a primary appointment in the Division and who hold the rank of Professor, exclusive of the School Director and the Division Chair. If there are fewer than three Professors eligible to serve on the TPR Committee, then faculty at the rank of Professor (or Associate Professor, if the case only involves tenure and/or promotion to Associate Professor) in any School Division or University Department may be nominated and elected, by all Professors of the School, to serve on the TPR Committee for one year. The TPR Committee will elect its Chair from the members of the Committee who have a primary appointment in the Division. Should no Professors have a primary appointment in the Division, Chair candidates are not restricted.

### **III. Areas of Evaluation**

Consistent with the mission of Clemson University, faculty of the Division have four primary responsibilities: teaching, research, service, and mentorship. These responsibilities are considered met according to the criteria outlined below. Success in meeting the criteria is necessary for promotion or tenure.

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<sup>1</sup> Approved by the faculty of the Division of Visual Computing, School of Computing as of March 09, 2022.

## 1 *Teaching*

2  
3 Teaching is one of the essential responsibilities of all faculty members. Promotion to any rank  
4 and/or tenure requires demonstrated effectiveness as a teacher. Evaluation will use evidence of the  
5 following major activities among others:  
6

- 7 • development of courses, curricula, pedagogical methods, program, or materials,
- 8 • honors and awards related to teaching,
- 9 • directing lab assistants,
- 10 • experimenting with innovative teaching methods, and
- 11 • participating in university-sponsored teaching development activities.

12  
13 An effective teacher has a good grasp of the subject, makes efforts to organize and present lectures  
14 in a manner useful to students, is responsive to student questions and difficulties and is reasonably  
15 available to students outside classroom hours. Teaching effectiveness will be assessed by  
16 measures such as student evaluations, exit interviews of graduates, alumni evaluations, peer  
17 evaluations of instruction, seminar talks, classroom visits, quality of student project work, and  
18 course portfolios consisting of syllabus, tests, quizzes, handouts, lab or studio exercises, web  
19 resources, representatives of student work. Course assignments, jointly taught courses, course  
20 loads and faculty areas of expertise will be factored into evaluation of teaching.  
21

## 22 *Research, Scholarly, & Artistic Activities*

23  
24 A fundamental criterion to be considered in retention, tenure and promotion decisions is a faculty  
25 member's performance in, and commitment to, scholarship, including research and other creative  
26 and/or artistic endeavors. Artwork, for reference in the remainder of this document, may include  
27 visual, physical, screened, or interactive works such as films, games, installations, XR simulations,  
28 3D prints, etc. that are evidence of thoughtfully developed digital productions. The measure of  
29 performance in this category is the significance of the contributions to the discipline as judged by  
30 peers. For promotion to any level a faculty member should have a record of producing original  
31 work of quality and quantity comparable to that of colleagues of the same rank or higher ranked  
32 peer institutions.  
33

34 Research and scholarly activities include any activity that extends the body of knowledge in visual  
35 computing and application disciplines. These activities should be evidenced by the following  
36 activities:  
37

- 38 • refereed publications in journals or professional peer-reviewed conference proceedings,
- 39 • monographs, books, or book chapters,
- 40 • artwork juried or curated into reputable venues,
- 41 • gallery exhibition or screening of work at major venues,
- 42 • solo or small group shows of artwork at major venues,
- 43 • significant commissions or inclusion of work in collections,

- 1 • published curriculum materials,
- 2 • potentially collaborative projects integrating art and other disciplines,
- 3 • media coverage,
- 4 • presentations at national or international conferences,
- 5 • invited presentations,
- 6 • honors or awards based on scholarly achievement,
- 7 • development of innovative and widely used software systems or patents awarded.

8  
9 It is important to point out that proper evaluation by the TPR Committee requires the results of the  
10 research or scholarly activity to be available in a complete and carefully written form.

11  
12 Because the evaluation of research and scholarly publications is based on their significance to the  
13 discipline, as judged by peers, the value of different publications will not be considered equally by  
14 the TPR Committee. In the absence of evidence to the contrary, a research or scholarly paper will  
15 be valued according to the characteristics of the publication in which it appears. In this regard, the  
16 highest level of peer evaluation is usually associated with the refereed research journals and  
17 conference proceedings of the discipline. While both the quantity and quality of publications will  
18 be considered, quality will be the primary consideration. The quality of a publication can be  
19 measured by acceptance rate of journal and conference, number of co-authors of scientific and  
20 technical papers, number of citations of the work, and other means that can be used to demonstrate  
21 the importance and impact of the publication or work, as evidenced by honors or awards or by  
22 literature citations, invited talks or keynote addresses.

23  
24 Research activities include the effort to obtain external funding to support research and  
25 collaboration. The evaluation is based on the following evidence:

- 26 • amount of award funding from federal, corporate, or state sources,
- 27 • the purpose of the funding (e.g., research, equipment, or travel),
- 28 • student support generated,
- 29 • level of collaboration, including joint research, grant proposals, contracts, and grants,
- 30 • whether the funding is competitive and student support is generated.

### 31 32 *Service*

33  
34 All faculty members will normally have a service obligation as a part of their assigned duties.  
35 Service includes activities rendered to professional service activities as well as to the University  
36 and to the public and private sectors:

- 37  
38 • elected and appointed leadership positions (officer, committees, boards, etc.),
- 39 • service as editor or on editorial boards of professional journals or monographs,
- 40 • service as juror or curator for artistic venues or collections,
- 41 • organization of meetings (sessions, programs, symposia, proceedings editor),
- 42 • participation as a reviewer or editor of professional publications,
- 43 • service to governmental agencies on funding or policy issues, etc.,

- 1 • professional registration,
- 2 • participation in professional organizations, special lectures, workshops, or
- 3 demonstrations,
- 4 • public and private consulting,
- 5 • externally delivered courses, short courses, and workshops,
- 6 • reviewer of technical reports and trade publications,
- 7 • professional registration,
- 8 • outreach that promotes computing or application disciplines at the local or national level,
- 9 • any activity related to Division and School of Computing committee service (expected
- 10 both pre- and post-tenure),
- 11 • any activity related to College, University, and School of Computing or other
- 12 administrative work including committee service (expected post-tenure),
- 13 • advisor to student organizations (expected post-tenure),
- 14 • service to the State of South Carolina and the United State of America.

15  
16 In general, service contributions beyond those assigned, especially those that lead to a high level  
17 of external peer recognition, are more important in establishing an excellent record of service.

### 18 19 *Student Mentoring*

20  
21 Mentorship is an important duty and an expectation of all faculty. While all faculty are primarily  
22 expected to mentor graduate students in their research endeavors, mentorship effort at the  
23 undergraduate and postdoctoral levels also contribute positively towards a faculty member's  
24 mentorship portfolio.

25  
26 Mentorship is assessed with measurements such as:

- 27 • current MFA, PhD, and Masters students for whom a faculty member serves as research
- 28 advisor or member of an advisory committee,
- 29 • current thesis and dissertation research advisees,
- 30 • number of MFA or PhD graduates,
- 31 • publications co-authored with students as primary contributor,
- 32 • artwork produced by students as primary creators,
- 33 • supervision of student project teams (e.g., Creative Inquiry, or student research
- 34 competitions),
- 35 • supervision of undergraduate research (e.g., honors theses),
- 36 • honors and awards earned by student mentees and their projects,
- 37 • leadership in advising student organizations.

### 38 39 **IV. Guidelines for Retention Decisions**

40  
41 A decision to retain an untenured faculty member indicates satisfactory job performance and, for  
42 faculty at the rank of Assistant Professor or above, the potential for having tenure awarded at the

1 end of the probationary period. A decision to retain an untenured faculty member is the result of  
2 a less than satisfactory evaluation and will be accompanied by a list of specific deficiencies and  
3 recommendations for improvement. A decision to not retain a non-tenured faculty member will  
4 be made in cases where performance is below expectations for two or more years, convincing the  
5 Committee that a successful case for tenure within the prescribed period is unlikely.  
6

### 7 *Reappointment of Professor of Practice*

8  
9 A Professor of Practice may be evaluated for successful reappointment exclusively under the  
10 stipulated teaching requirements. In a case-by-case basis, their scholarship and service in addition  
11 to teaching may be given consideration in support of reappointment.  
12

## 13 **V. Guidelines for Tenure Decisions**

14  
15 In order to be awarded tenure, a faculty member should have made significant accomplishments  
16 and contributions to the School, College, and University, consistent with their distribution of  
17 assigned responsibilities, attaining reputation outside the University for scholarship or artistic  
18 achievement. Contributions in areas that go beyond the assigned responsibilities are recognized as  
19 positive factors but do not reduce the obligations that form the basic assignment. Normally, in  
20 order to be awarded tenure, a faculty member should have attained the level of achievement usually  
21 required for promotion to Associate Professor. Those receiving tenure should also be judged to  
22 have strong potential for eventual promotion to Professor.  
23

## 24 **VI. Guidelines for Promotion Decisions**

### 25 26 *Promotion to Assistant Professor*

27  
28 Promotion to the rank of Assistant Professor is given in recognition of performance that is  
29 considered to be comparable to that of assistant professors who are being hired at the same or  
30 higher ranked peer institutions. It is expected that such a promotion would occur only in the case  
31 of a faculty member being hired at the rank of Instructor pending completion of a final requirement,  
32 such as the Doctoral or Masters of Fine Arts (MFA) degree. Per the faculty manual, “Instructors  
33 are eligible for promotion to Assistant Professor only if ... a position becomes available, and the  
34 department has conducted or conducts a national search for that position.”  
35

### 36 *Promotion to Associate Professor*

37  
38 Promotion to the rank of Associate Professor is given in recognition of performance that is  
39 considered to be comparable to that of assistant professors who are being promoted to associate  
40 professor at same or higher ranked peer institutions. Sustained performance is expected of an  
41 assistant professor to be retained at that rank. Promotion to Associate Professor requires  
42 effectiveness in teaching and research, a reputation outside the University for scholarship or artistic



1 achievement, and, in general, national peer recognition of scholarly and professional  
2 accomplishments.

3  
4 Performance in teaching/mentorship and research/scholarly activity is normally weighted much  
5 more heavily than performance in service activities in the evaluation of a candidate's overall  
6 performance. It is important that the TPR Committee be presented with a clear record that will  
7 enable members to evaluate the candidate's performance in each of these areas.

8  
9 Evidence of effectiveness in teaching may include consistently high ratings on student course  
10 evaluations and peer/administrative teaching evaluations, the design and implementation of new  
11 courses, authorship of textbooks, and special awards of teaching recognition.

12  
13 A successful candidate is expected to show evidence of effective student mentorship, particularly  
14 at the graduate level. Specifically, the candidate should show evidence of success in graduating  
15 Ph.D. or M.F.A. students or advising Ph.D. or M.F.A. students who are making good progress  
16 towards graduation, as measured by publications and completion of program milestones such as  
17 the portfolio and dissertation or thesis proposal requirements.

18  
19 Evidence of effectiveness in research includes publications in refereed journals, conference  
20 proceedings, books, book chapters, juried artwork, commissions, or inclusion of work in major  
21 venues. Theses and dissertations from supervised masters and doctoral students, the issuance of  
22 patents, the achievement of special awards, and citations of one's research are also considered. It  
23 is expected that the typical successful candidate will have multiple refereed publications in most  
24 years. Both singly and co-authored publications are encouraged. It is important for a faculty  
25 member to co-author publications with their students.

26  
27 An essential component of evidence of effectiveness in research includes funding of research  
28 proposals by external funding agencies. It is expected that the typical successful candidate will  
29 have secured external research funding as a PI or co-PI with other faculty.

30  
31 Recognition of an established base of scholarly contribution should extend nationally and  
32 internationally. External letters of evaluation from senior researchers at same or higher rank peer  
33 institutions are required, from institutions that carry national or international rankings at least  
34 comparable to Clemson's. Letters from researchers in the private sector (industry) or artists are  
35 also helpful, provided the authors thereof have themselves made significant original contributions  
36 to the field.

### 37 38 *Promotion to Professor*

39  
40 Promotion to Professor is based on excellent performance as a leader in one or more visual  
41 computing disciplines, attaining national or international prominence and recognition of  
42 scholarship or artistic achievement. As with promotion to Associate Professor, promotion to the  
43 rank of Professor is based primarily on performance that is comparable to that of Associate

1 Professors who are being promoted to Professor at same or higher rank peer institutions. Letters  
2 of recommendation by senior researchers outside Clemson University are required.

3  
4 A candidate will have achieved recognition for an international reputation in research through a  
5 significant leadership role in the development of a field of study or creative endeavor and related  
6 applied disciplines, as evidenced by publications, literature citations, published reviews of one's  
7 work, invited presentations, memberships on national level committees or advisory panels, juries,  
8 curatorial boards, or editorships of professional publications. It is expected that the successful  
9 candidate will have numerous, fully refereed publications or juried works of art that have appeared  
10 in the top venues of the field, where venue quality is gauged by acceptance rate and externally  
11 rated impact.

12  
13 It is expected that a candidate for promotion for Professor will have a demonstrated record of  
14 leadership in obtaining competitive external funding for research. This record should include  
15 evidence of the ability to obtain funding through multiple awards over multiple years, but this  
16 record will also be evaluated relative to whether the faculty member primarily advises M.F.A.  
17 students or Ph.D. students as a principal focus. Consistent with the leadership emphasis, it is  
18 expected that the candidate will have served as PI on funded proposals or been the recipient of  
19 notable fellowships or awards.

20  
21 It is expected that a candidate for promotion for professor will attract graduate students, new  
22 faculty and visiting scholars to the School for collaborative work. It is expected that they will have  
23 excelled in the mentoring of Ph.D. students and/or M.F.A. students, the direction of graduate  
24 students on research projects, leadership of seminar groups or leadership in some field of study on  
25 a national level.

26  
27 It is expected that a candidate for promotion to Professor will have established a record of  
28 consistently high quality in teaching. Normally, the candidate will have also participated in the  
29 creation and implementation of one or more new courses and will have played a role in the  
30 development of new curricula and/or new programs of study. The evaluation of teaching  
31 performance for promotion to Professor will include the same student, peer, and administrative  
32 evaluations as for other TPR actions.

33  
34 Moreover, promotion to Professor requires a consistent record of service, either to the School, the  
35 College, the University, the State, and the Nation or to their international scholarly or artistic  
36 community.

37  
38 *Promotion to Research Assistant Professor, Associate Professor and Professor*

39  
40 Promotion to research faculty is given in recognition of research performance that is considered to  
41 be comparable to that of tenure track/tenured faculty members with the same rank.

1 **VII. Changing Guidelines**

2  
3 It is important to recognize that as the School, College and the University change their goals over  
4 time these Guidelines for Tenure, Promotion and Retention must also change to better reflect  
5 current realities. Consequently, these Guidelines represent a moving and evolving target. The  
6 standards that may have existed at the time a faculty member was hired are not frozen in time for  
7 that person. Rather, it is expected that the faculty member will similarly change with the times  
8 and keep current as well as possible with this moving target. However, all evaluations for tenure,  
9 promotion and retention must take into account the conditions that existed at the time the faculty  
10 member was hired and during the first several years of employment.

11  
12 **VIII. Procedures**

13  
14 The School procedures for tenure, promotion and retention decisions are as follows. Each  
15 candidate is responsible for furnishing up-to-date information in support of tenure, promotion or  
16 retention in the format specified by the University and the College. Each faculty member needs  
17 to follow the University timeline to submit request files to initial the procedures.

18  
19 *Retention and Evaluation of Untenured Tenure-Track Faculty*

20  
21 A recommendation on the retention of each untenured tenure-track faculty member will be made  
22 each year, except during the penultimate year of the probationary period, when a tenure  
23 recommendation and promotion must be made. The annual evaluation will conclude with an  
24 indication as to what further accomplishments and improvements are necessary for a positive  
25 tenure recommendation. In the penultimate year, based on a comprehensive portfolio, the Division  
26 Chair, School Director and the TPR Committee will make independent evaluations and make their  
27 recommendations to the Dean of the College.

28  
29 *Tenure and Promotion of Faculty*

30  
31 A faculty member who wishes to be considered for tenure and/or promotion during a particular  
32 academic year must notify the Division Chair, School Director and TPR Committee Chair by end  
33 of July of the previous academic year. Each candidate will submit a comprehensive portfolio and  
34 names of their chosen external reviewers to the TPR Committee by the end of July before the  
35 academic year when they wish to be considered for tenure or promotion. Each candidate will  
36 follow the timeline specified by School, College and University every year.

37  
38 Each candidate is responsible for furnishing up-to-date information in support of tenure, promotion  
39 or retention in the format specified in the College guidelines. All relevant information considered  
40 by the TPR Committee will be made available to the candidate for inspection and, if so desired by  
41 the candidate, for comment. The only exceptions to this policy are letters of recommendation,  
42 which are confidential.

1 The TPR Committee will seek evaluations from sources outside of the University, in accordance  
2 with College guidelines. Note that the candidate is responsible for supplying a list of potential  
3 reviewers. The School Director will supply the Committee with the annual evaluations of the  
4 candidate, including the scale mapping to University ratings in force at the time of each evaluation.  
5

6 The Committee will conduct a detailed evaluation of each non-tenured, tenure-track faculty  
7 member. These evaluations will conclude with an indication as to what further accomplishments  
8 and improvements are necessary for a positive tenure recommendation.  
9

### 10 *Tenure and Appointment of New Faculty at the Rank of Associate Professor or* 11 *Professor*

12  
13 It is expected that newly hired faculty will satisfy the tenure and promotion expectations in this  
14 document, at a minimum, to be appointed with or without tenure at the rank of Associate Professor  
15 or Professor.

16  
17 For newly hired faculty, the Division Chair and the TPR Committee will make independent  
18 evaluations and make their recommendations to the School Director.  
19

### 20 *Appointment and Retention of Professors of Practice*

21  
22 Per the faculty manual, “The title of Professor of Practice designates persons eminently qualified,  
23 experienced, and distinguished in their professions, but whose career paths and experiences have  
24 not been or are not primarily in the academy.” The intent is that a Professor of Practice will  
25 contribute to the School’s academic mission by sharing professional experiences through teaching  
26 and, as described above, optionally through service and research activities. Initial appointment as  
27 Professor of Practice must be approved by the TPR committee, taking into account expected duties  
28 as communicated by the Division Chair. Performance will be reviewed annually by the TPR  
29 committee, considering the assigned duties specified in the letter of appointment. Performance  
30 with regard to the relevant responsibilities in all criteria will be considered.  
31

32 This document does not speak to processes for extension or clinical faculty or to lecturers (any  
33 rank). If such individuals were to join the Division, their TPR processes would defer to School  
34 and/or Faculty of Instruction policies, until such revisions were integrated and ratified within  
35 Division TPR Guidelines.  
36

### 37 *Promotion of Research Faculty*

38  
39 The candidate who would like to be promoted to a higher rank will notify the TPR Committee  
40 Chair, the Division Chair, and the School Director. The Division Chair and the TPR Committee  
41 will independently evaluate the package and make the recommendation to School Director, who  
42 will make the final decision.  
43  
44

1 *Post-Tenure Review (PTR)*  
2

3 Post tenure review serves to rigorously evaluate professional contributions of tenured faculty,  
4 ensures that all faculty members serve the needs of the students and the institution, and that  
5 excellent faculty members are identified and rewarded.  
6

7 Whenever any faculty member is scheduled for regular post-tenure review or in a period of post-  
8 tenure review remediation, a PTR Committee separate from the regular TPR Committee will be  
9 constituted. The PTR Committee will be composed of all tenured faculty members with a primary  
10 appointment in the Division of Visual Computing and who are not being reviewed in the current  
11 year, excluding School Officers. If fewer than three members are eligible to serve on the PTR  
12 Committee then tenured faculty from any School Division or University Department will be  
13 nominated and elected to serve on the PTR Committee for one year at a meeting of all tenured  
14 Voting Faculty in the School, so that the committee consists of three members. This committee  
15 functions in accordance with the Guidelines and Procedures for PTR and makes recommendations  
16 to the Division Chair, School Director and the Dean on the professional contributions of each  
17 Faculty member undergoing post-tenure review. The PTR Committee will elect its Chair from the  
18 members of the Committee.  
19

20 Procedures for PTR shall follow these guidelines:  
21

- 22 • All faculty members who hold a tenured faculty position shall be subject to PTR generally  
23 every five years, beginning at the time that tenure is granted. Promotion during that period  
24 does not alter the schedule for review. PTR covering the five-year period is conducted  
25 during the Fall semester of the sixth year, when one or more faculty members is scheduled  
26 for review. The year or years in which a faculty member is on sabbatical, unpaid leave,  
27 and/or extended sick leave shall not be counted in the review period.  
28
- 29 • Post tenure reviews are linked to the Annual Reviews and goals outlined by the Division  
30 Chair, but the Division Chair, School Director, and the Dean must not be involved directly  
31 in the peer review process at the Division level.  
32
- 33 • The PTR committee reviews the ratings received on the most recent available series of five  
34 years of annual performance reviews. All tenured faculty members receiving no more than  
35 one (of five) annual performance rating of “fair,” “marginal,” or “unsatisfactory” in Faculty  
36 Manual’s Part I of the Post Tenure Review process receive a Post-Tenure Review rating of  
37 “satisfactory.” These faculty members are thereby exempt from Part II of Post-Tenure  
38 Review. All tenured faculty members receiving two or more annual performance ratings  
39 of “fair,” “marginal,” or “unsatisfactory” will be reviewed under the Faculty Manual’s Part  
40 II of PTR.  
41
- 42 • To ensure adequate external representation in the Part II PTR process, the PTR Committee  
43 will solicit four (4) reference letters submitted from outside of Clemson University on each  
44 individual under Part II review. The faculty under Part II review will be requested to

1 provide a list of at least four references familiar with their work. Two of these references  
2 will be requested to provide letters for PTR review by the chair of the PTR Committee.  
3 Two (2) other letters will be solicited by the Chair of the PTR Committee from the  
4 individuals outside of Clemson University who have a similar expertise to that of the  
5 faculty subject to the Part II review. The academic rank of these references should not be  
6 lower than that of the individual subject to Part II PTR. Part II PTR and evaluations should  
7 be performed in accordance with the procedures outlined in the Faculty Manual. With  
8 these reference letters as guidance, the PTR Committee will assign the faculty subject to  
9 Part II review a rating of “satisfactory” or “unsatisfactory” based on expectations in  
10 research, teaching, service, and mentoring commensurate with the expectations associated  
11 with promotion to the faculty’s current rank.  
12

- 13 • Individuals who receive a rating of “unsatisfactory” must be given a period of remediation  
14 to correct deficiencies detailed in the PTR reports. The Division Chair, in consultation with  
15 the PTR committee and the faculty member, shall provide a list of specific goals and  
16 measurable outcomes that the faculty member should achieve in each of the three calendar  
17 years following the date of formal notification of the unsatisfactory outcome. The School  
18 Director has the option of endorsing the recommendation of the Chair or adding a separate  
19 review and recommendation.  
20

## 21 **IX. Emendation of the Guidelines**

22 These guidelines may be amended by a majority vote of the Division faculty.  
23