



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: Genetics and Biochemistry

College: Science

Department Faculty Meeting at which the attached TPR documents were approved: August 18, 2021

[X] 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

[X] Approved

Signature [Handwritten Signature]

[] Revision Required (see comments) Name _____ Date 10/27/2021

Dean

[X] Approved

Signature [Handwritten Signature]

[] Revision Required (see comments) Name [Handwritten Name] Date 11/5/21

Provost

[X] Approved

Signature [Handwritten Signature]

[] Revision Required (see comments) Name _____ Date Dec 2, 2021



Department TPR and PTR Documents Routing Sheet
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Department Chair

Approved

Signature [Handwritten Signature]

Revision Required (see comments) Name _____ Date 10/27/2021

[Empty rectangular box for comments]

Dean

Approved

Signature _____

Revision Required (see comments) Name _____ Date _____

[Empty rectangular box for comments]

Provost

Approved

Signature _____

Revision Required (see comments) Name _____ Date _____

[Empty rectangular box for comments]

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

Department: **Genetics and Biochemistry**

Date

8/25/2021

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

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

Compliance

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

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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

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

9	• Procedures the TPR Committee must follow	Ch V, D1c	X		
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10	• The composition of the TPR committee shall be defined in the TPR document (change from 2018-2019; this committee need not be elected)	Ch V, D1e, i	X		
11	• The TPR committee's members shall not be appointed by the department chair (new in 2019-2020)	Ch V, D1e, i	X		
12	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch V, D1e, ii	X		
13	• The Committee shall be composed of full-time regular faculty members excluding individuals who as administrators, have input into personnel decisions such as appointment, tenure and promotion	Ch V, D1e, ii	X		
14	• Voting rights on a committee making a recommendation concerning promotion to rank or appointment at a rank are limited to regular faculty with equivalent rank or higher	Ch V, D1e, iii	X		
15	• The Committee must have a minimum of three departmental members, and a mechanism to elect additional members from outside the unit if not possible that is consistent with Ch V, D2a, ii	Ch V, D1e, iv	X		
16	• Departmental procedures for peer evaluation shall be in writing in the TPR document and shall be available to the faculty, the chair, the dean, and the Provost	Ch V, D1f, i	X		
Guidelines providing details of the PTR process adhering to <i>Faculty Manual</i> requirements to include at least the following:					
17	Post tenure review criteria and processes are documented in the TPR document	Ch V, G3a	X		
18	• Specific guidelines	Ch V, G3a	X		
19	• Specification of ONE option for external representation	Ch V, G6a	X		
19a	• Process for <i>selecting</i> an external PTR member if this is part of the Post-tenure review process	Ch V, G6a, ii			X
19b	• If external letters are required for post-tenure review, there must be at least four letters, two from list of six submitted by faculty member	Ch V, G6e	X		
19c	• Allow each faculty member under review the option of either having external letters solicited or incorporating the external committee member in the review process	Ch V, G6a, iii			X
20	• Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	Ch V, G4a	X		
21	• Only tenured faculty may serve on the PTR Committee	Ch V, G4b	X		
22	• The PTR Committee shall have a minimum of three members	Ch V, G4c	X		
23	• Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch V, G4d	X		
24	• The PTR Committee shall elect its own chair	Ch V, G4e	X		

TPR Guidelines

Department of Genetics and Biochemistry

College of Science

Clemson University

Approved on August 18, 2021

Reappointment, Tenure, Promotion and Post-Tenure Review Guidelines

Department of Genetics and Biochemistry

I. Introduction

The Tenure, Promotion, and Reappointment (TPR) Committee will carry out the Department's TPR and Post-Tenure Review (PTR) procedures as described in these Reappointment, Tenure, Promotion and Post-tenure Review Guidelines for the Department of Genetics & Biochemistry. The TPR Committee shall be composed of all tenured Regular faculty members in the Department, excluding the Department Chair, who will conduct an independent review in accordance with the Faculty Manual. Committee members can only vote on recommendations for personnel actions at or below their own rank. The TPR Committee will be chaired by a member holding the rank of Professor elected by the full Committee. The duties of the TPR chair will be to call meetings of the Committee, preside over meetings, appoint representatives to subcommittees and ad hoc committees, and serve as liaison between the Departmental TPR Committee and the candidates, Department Chair, and the Dean of the College. The Committee chair also serves as representative to College TPR Advisory committee (when such a committee exists).

The following guidelines are intended to supplement the basic principles and requirements described in the current Faculty Manual. The University Faculty Manual shall govern matters not treated in the guidelines and shall take precedence if it conflicts with the guidelines. While conscientious attention to all criteria for performance is expected, it is recognized that an individual may perform to varying degrees in the diverse areas. The intent of such a comprehensive list of criteria is to include most areas in which a faculty member in the Department of Genetics and Biochemistry might devote his/her efforts. This provides the necessary latitude for evaluating individuals who will differ in their goals while at the same time serving to emphasize areas of endeavor that are generally recognized as worthy of consideration.

II. General Procedures

At the beginning of each academic year, all untenured faculty shall be informed of their status by the Department Chair and asked to request in writing consideration for any personnel action for which they are eligible. The Tenure, Promotion, and Reappointment (TPR) Committee, consisting of all full-time tenured voting Regular Faculty will meet to vote on the Candidate's request. Regular Tenured Faculty in administrative positions who provide input into personnel decisions such as appointment, tenure and promotion will be excluded from the TPR committee. The TPR Committee Chair will ensure that meetings of the TPR Committee are scheduled so as to meet yearly deadlines established by the administration for decisions on reappointment, tenure, and promotion.

For each faculty member undergoing review, a subcommittee consisting of at least three members will be chosen by the Committee Chair in consultation with the TPR Committee and the Candidate. Note that the Department does not have Extension Faculty, Clinical Faculty, or Professor of Practice faculty ranks. The Subcommittee will thoroughly review the Candidate's dossier, may solicit written reviews by external evaluators, and perform any other actions to evaluate the

qualifications of the Candidate, following the criteria outlined below. The Subcommittee will write a detailed report of the Candidate's qualifications, for action by the full TPR Committee.

Following the review process, the TPR Committee will receive the report as a draft letter from the Subcommittee, and after discussion/deliberation, will recommend reappointment, tenure, and/or promotion by vote. A two-thirds majority of the TPR committee members who participated in the discussion/deliberation and balloting is required to sustain a motion to reappoint, tenure, or promote. For decisions on tenure and/or promotion, the TPR committee will vote by secret ballot. Participation must be synchronous, whether in person or remotely by technological assistance. For promotion to Associate Professor or Professor, only those Regular Tenured Faculty members of equal or higher rank to that sought by the Candidate are eligible to serve on the Promotion Committee to receive the report, discuss/deliberate, and to vote. If the number of eligible voting faculty should be less than five, additional Regular Tenured Faculty with appropriate rank may be recruited from other departments. The outcome of the vote and the final vote tabulation will be shared with the TPR Committee at the time the vote is taken. Proxy votes will not be allowed.

III. Reappointment of untenured regular faculty, Lecturers (all ranks) and other Special Faculty

The Department Chair conducts annual performance appraisals. In addition, the TPR Committee will conduct a concurrent annual review of Candidates' goals, achievements, and qualifications. The Candidate for reappointment must prepare a dossier for the TPR Committee and Department Chair according to University and departmental guidelines. Untenured Regular Faculty and lecturers are subject to annual reappointment review.

Untenured Regular Faculty. The Candidate for reappointment as Untenured Regular Faculty should prepare a dossier that documents achievements, qualifications and goals according to the University and departmental guidelines as they pertain to the criteria considered for tenure and/or promotion. The primary consideration for reappointment is a Candidate's continuous and sustained effort and demonstrated progress in meeting tenure/promotion criteria described in relevant sections of the guidelines.

Lecturers. The Candidate for reappointment as Lecturer should prepare a dossier that documents achievements, qualifications and goals according to the University and departmental guidelines as they pertain to the criteria considered for promotion to Senior Lecturer. The primary consideration for reappointment is a Candidate's continuous and sustained effort and demonstrated progress in meeting promotion criteria described in relevant sections of the guidelines. Opinions from Senior Lecturers and Principal Lecturers will be solicited for the evaluation of Lecturers.

Senior Lecturers. The Candidate for reappointment as Senior Lecturer should prepare a dossier that documents achievements, qualifications and goals according to the University and departmental guidelines. Senior Lecturers are subject to reappointment review at least at the penultimate year of every three-year cycle. Opinions from Senior Lecturers and Principal Lecturers will be solicited for the evaluation of Senior Lecturers. The primary consideration for reappointment is a Candidate's continuous and sustained effort in maintaining satisfactory

performance as a Senior Lecturer (IV.A).

Principal Lecturers. The Candidate for reappointment as Principal Lecturer should prepare a dossier that documents achievements, qualifications and goals according to the University and departmental guidelines. Principal Lecturers are subject to reappointment review at least at the penultimate year of every five-year cycle. Opinions from Principal Lecturers will be solicited for the evaluation of Principal Lecturers. The primary consideration for reappointment is a Candidate's continuous and sustained effort in maintaining satisfactory performance as a Principal Lecturer (V.A).

Other Special Faculty. The Candidate for reappointment should prepare a dossier that documents achievements, qualifications and goals according to the University and departmental guidelines. The Candidate also needs to justify the need of the reappointment. The primary consideration for reappointment is a Candidate's continuous and sustained effort in the capacity as a Special Faculty and the need of the reappointment. Note that the Department does not have Extension Faculty, Clinical Faculty, or Professor of Practice faculty ranks.

The TPR Committee will notify the Candidate annually in writing of its opinion of the Candidates' progress. All evaluations are considered confidential and will not be released to anyone except as required by law or duly promulgated University administrative requirements. The TPR Committee and the Department Chair will provide independent evaluations. Negative or adverse recommendations must be particularly well documented.

When it is apparent that there is a substantial disagreement between the Department Chair and the TPR Committee on reappointment, the Department Chair will make the Dean aware of the disagreement. The Dean will meet with the Department Chair and with the TPR committee to discuss reasons for the discrepancy. The Candidate is not entitled to be present at these meetings, but is entitled to be notified of any changes to his/her evaluation.

IV. Promotion from Lecturer to Senior Lecturer

After four full academic years of service, a Lecturer may apply for promotion to Senior Lecturer, but must apply no later than after eight full years of service in order to retain an appointment. The Senior Lecturer appointment is intended to recognize the efforts, contributions, and performance of lecturers who combine effective instruction with additional significant contributions to the mission of the University.

A. Criteria for Promotion

Teaching

- Development of courses or curricula.
- Clear and logical organization of course materials.
- Demonstration of effective and well-organized delivery of lectures with appropriate depth for the class, and a demonstration of mastery of the subject matter within the framework of current scientific knowledge.

- Positive interactions with students in the classroom and effective course administration.
- Continuous pedagogical improvement and/or innovation.

Service

- Conscientious participation on committees and other service activities.
- Contribution to and cooperation with Departmental and University programs

Other

- Demonstration of the Candidate's positive interactions with members of the University community, particularly as these characteristics relate to: (a) ability to work constructively with others to achieve common goals and, (b) maintenance of high ethical standards in all aspects of the Candidate's professional life.

B. Procedures and Evaluation

All procedures will follow the University and the Departmental schedules and TPR guidelines.

At the penultimate year, the Candidate must submit a written request to be considered for promotion to the Department Chair and TPR Committee Chair at a predetermined date during the year prior to the year in which the change in status would be effective. After the University established deadline, the Candidate may submit updated information in consultation with the TPR Chair. The Candidate must not rely on the Committee to establish the Candidate's suitability for advancement. The TPR Committee will appoint a subcommittee of at least three Tenured Regular Faculty members, two of which must hold majority appointment in the Department, for gathering information required for review. The Candidate for promotion must prepare a dossier and upload necessary documents through the University TPR system for the TPR Committee and Department Chair. The dossier shall demonstrate achievements and qualifications as they pertain to the criteria above, including a complete record of all courses taught, a statement of teaching goals and philosophy and materials representative of each course taught including a syllabus and summaries of the Clemson University Evaluation of Teaching (with departmental means, if applicable). Additional supporting materials may be supplied by the Candidate or requested by the Committee. Classroom visitations may be requested by the Candidate or used by the TPR Committee to provide further assessment of teaching effectiveness. The TPR Committee will evaluate the quality and impact of the Candidate's professional and University service activities. Opinions from Senior Lecturers and Principal Lecturers will be solicited.

After appraising the Candidate's file and reviewing that Subcommittee's report, the TPR Committee members will meet, discuss, and vote on the Candidate's acceptability for advancement. A two-thirds majority is required for an affirmative recommendation. The written recommendation that will include comments that any Committee member may wish to enter, will be entered to the University TPR system. The Department Chair will render a separate and independent recommendation.

V. Promotion from Senior Lecturer to Principal Lecturer

After four full academic years of service, a Senior Lecturer may apply for promotion to Principal

Lecturer. Length of service as a senior lecturer is, itself, not a sufficient criterion for promotion to principal lecturer. The Principal Lecturer appointment is intended to recognize the performance and achievements of Senior Lecturers who made outstanding contribution to instructional activities and excellent scholarly and/or other significant contributions to the mission of the University.

A. Criteria for Promotion

Teaching

- Sustained and consistent effective delivery of instructional content.
- Consistent demonstration of pedagogical improvement and/or innovation.
- Engagement in research and publication in high quality peer-reviewed scholarly journals.
- Recognition by receiving university and outside teaching awards.
- Other evidence of leadership roles in teaching and instructional activities, and in program development.

Service

- Conscientious participation and playing a leading role on committees and other service activities.
- Contribution to and cooperation with Departmental and University programs

Other

- Demonstration of the Candidate's positive interactions with members of the University community, particularly as these characteristics relate to: (a) ability to work constructively with others to achieve common goals, (b) engagement in significant research and discovery activities, and (c) maintenance of high ethical standards in all aspects of the Candidate's professional life.

B. Procedures and Evaluation

All procedures will follow the University and the Departmental schedules and TPR guidelines.

After at least four full academic years of service, the Candidate will submit a written request (letter requesting action) to be considered for promotion to the Department Chair and TPR Committee Chair at a predetermined date during the year prior to the year in which the change in status would be effective. After the University established deadline, the Candidate may submit updated information in consultation with the TPR Chair. The Candidate must not rely on the Committee to establish the Candidate's suitability for advancement. The TPR Committee will appoint a subcommittee of at least three Tenured Regular Faculty members, two of which must hold majority appointment in the Department, for gathering information required for review. The Candidate for promotion must prepare a dossier and upload necessary documents through the University TPR system for the TPR Committee and Department Chair. The dossier shall demonstrate achievements and qualifications as they pertain to the criteria above, including a complete record of all courses taught, a statement of teaching goals and philosophy and materials representative of each course taught including a syllabus and summaries of the Clemson University Evaluation of Teaching (with departmental means, if applicable), and reprints of peer-reviewed publications. Additional supporting materials may be supplied by the Candidate or requested by the Committee. Classroom

visitations may be requested by the Candidate or used by the TPR Committee to provide further assessment of teaching effectiveness. The subcommittee may solicit letters from external evaluators. The TPR Committee will evaluate the quality and impact of the Candidate's professional and University service activities. Opinions from Principal Lecturers will be solicited.

After appraising the Candidate's file and reviewing that Subcommittee's report, the TPR Committee members will meet, discuss, and vote on the Candidate's acceptability for advancement. A two-thirds majority is required for an affirmative recommendation. The written recommendation that will include comments that any Committee member may wish to enter, will be uploaded to the University TPR system. The Department Chair will render a separate and independent recommendation.

VI. Promotion from Assistant to Associate Professor and/or Granting Tenure

A. Criteria for Promotion and/or Tenure

Research

- Establishment of independent research endeavors and reputation in the Candidate's research area as demonstrated in research direction, funding, publication, student training and professional responsibilities.
- Regular submissions of grant proposals outside the University and successful acquisition of significant external funding to support the Candidate's research.
- Publication of original research articles (beyond post-doctoral research) in peer review journals, book chapters, or other formats recognized by the scholar's community.
- Indication of successful mentoring of graduate students, undergraduate students, and/or other researchers in research and scholarship.
- Presentation of research seminars at another research institution or professional meeting.

Teaching

- Development of courses or curricula.
- Clear and logical organization of course materials.
- Demonstration of effective and well-organized delivery of lectures with appropriate depth for the class, and demonstration of mastery of the subject matter within the framework of current scientific knowledge.
- Positive interactions with students in the classroom and effective course administration.
- Demonstration of pedagogical improvement and/or innovation.

Service

- Conscientious participation on Departmental or other committees.
- Active participation in professional service such as manuscript review, grant review, editorial service, and scientific organizations and meetings.
- Contribution to and cooperation with Departmental and University programs.
- Other service activities.

Other

- Demonstration of the Candidate's positive interactions with members of the University community, particularly as these characteristics relate to: (a) ability to work constructively with others to achieve common goals and, (b) maintenance of high ethical standards in all aspects of the Candidate's professional life.
- Active participation in global engagement activities in teaching, research collaboration and study abroad programs.

B. Procedures and Evaluation

All procedures will follow the University and the Departmental schedules and TPR guidelines.

The Candidate must submit a written request to be considered for promotion and/or tenure and a list of external evaluators to the TPR Committee Chair at a predetermined date during the year prior to the year in which the change in status would be effective. After the University established deadline, the Candidate may submit updated information in consultation with the TPR Chair. The Candidate must not rely on the Committee to establish the Candidate's suitability for advancement. The TPR Committee will appoint a subcommittee of at least three Tenured Regular Faculty members, two of which must hold majority appointment in the Department, for gathering information required for review. The Candidate for tenure and promotion must prepare a dossier and upload necessary documents through the University TPR system for the TPR Committee and Department Chair. While promotion with tenure to the rank of Associate Professor with tenure is considered normally at the Candidate's penultimate year, the Candidate may be recommended for an early promotion with tenure upon demonstrating an exceptional record of accomplishments and substantial evidence of scholarship with excellence. Once a tenure application is submitted, it cannot be withdrawn at a later time.

Letters that express the opinion of peers from the academic community outside Clemson University regarding the Candidate's research and scholarship will be requested for evaluation. The Candidate will recommend at least six evaluators and if desired, up to three names to be excluded as evaluators with justification. Former graduate and postdoctoral advisors shall not be considered as external evaluators. Three letters from external evaluators will come from the Candidate's list and three come from the Subcommittee's list. The Subcommittee will make every effort to obtain an equal number of letters from the Candidate's and Subcommittee's lists.

The Subcommittee will solicit an opinion by the external evaluators about the quality and impact of research and scholarship but will specifically not request an opinion as to whether the Candidate should be tenured or promoted. The evaluators must be apprised of the confidentiality procedures in effect at the time of the review. Other sources of information for evaluation of the Candidate's scholarship could include letters from faculty (or others) at Clemson University who have collaborated with the Candidate or who have special knowledge of their scholarship. Performance in research and scholarship is the primary focus of evaluation.

Evaluation of Research

A judgment by the committee will be made on the quality of research, as determined by support of research and dissemination of research results, including but not limited to record of publication,

patent development, regular presentation of research findings at professional meetings, successful acquisition of external funding to support the Candidate's research and impact on their discipline. The Candidate's record since joining Clemson University as a tenure-track faculty will carry considerably more weight during evaluation. The Candidate will submit a statement of research that provides a narrative of their research program, objectives, activities, and achievements. The Candidate will also provide pdf reprints of publications that represent their contribution to the research field while at Clemson University. The weight research carries in the overall evaluation depends on the nature of the appointment and candidate's responsibilities in research and teaching.

Evaluation of Teaching

The TPR Committee will examine a complete record of all courses taught. A successful Candidate will demonstrate clear evidence of teaching effectiveness. Specifically, the Candidate will submit a statement of teaching philosophy and materials representative of each course taught including a syllabus and summaries of the Clemson University Evaluation of Teaching (with departmental means, if applicable). Additional supporting materials may be supplied by the Candidate or requested by the Committee. Classroom visitations may be requested by the Candidate or used by the TPR Committee to provide further assessment of teaching effectiveness.

Evaluation of Service

The Candidate will provide a statement of service that summarizes their professional and University service activities. The TPR Committee will evaluate the quality and impact of the Candidate's professional and University service activities. Such activities include service on Departmental, College, and University committees, as a grant or manuscript reviewer, as an editor, or in professional organizations.

After appraising the Candidate's file and reviewing that Subcommittee's report, the TPR Committee members will meet, discuss, and vote on the Candidate's acceptability for tenure and promotion. A two-thirds majority is required for an affirmative recommendation. The written recommendation, which will include comments that any Committee member may wish to enter, will be uploaded to the University TPR system. The Department Chair will render a separate and independent recommendation.

C. Probationary period and extensions of probationary period

The Candidate will follow the policies outlined in Faculty Manual with regard to probationary period and extensions of probationary period.

VII. Promotion from Associate Professor to Professor

A. Criteria for Promotion

Research

- Continued dissemination of research. Activities include regular and distinguished scholarly or creative publication in peer review journals, delivery of invited presentations.
- Acquisition of sustained research support from external funding agencies.

- Continued successful mentoring of graduate students, undergraduate students, and/or other researchers.
- Establishment of strong reputation in the Candidate's research area that is recognized by the scholar's peers nationally and internationally, as appropriate.

Teaching

- A sustained record of effective teaching as demonstrated in organization of course materials, delivery of lectures, and class evaluation.
- Demonstration of pedagogical improvement and/or innovation.
- Other notable and significant teaching/scholarly activities.

Service

- Active participation and leadership role on Departmental, College, or University committees.
- Continued contribution to and cooperation with Departmental and University programs.
- Active participation in professional service such as manuscript review, grant review, editorial service, and scientific organizations and meetings.
- Leadership in scientific organizations and/or professional conferences.
- Other notable and significant service activities.

Other

- Continued demonstration of the Candidate's positive interactions with members of the University community, particularly as those characteristics relate to: (a) ability to work constructively with others to achieve common goals and, (b) maintenance of high ethical standards in all aspects of the Candidate's professional life.
- Active participation in global engagement activities in teaching, research collaboration and study abroad programs.
- Overall, a higher expectation of contributions in research, teaching and service than that for tenure and promotion to Associate Professor.

B. Procedures and Evaluation

All procedures will follow the University and the Departmental schedules and TPR guidelines.

The Candidate must submit a written request to be considered for promotion and a list of external evaluators to the TPR Committee Chair at a predetermined date during the year prior to the year in which the change in status would be effective. After the University established deadline, the Candidate may submit updated information in consultation with the TPR Chair. The Candidate must not rely on the Committee to establish the Candidate's suitability for advancement. The TPR Committee Chair will appoint a subcommittee of three Regular Faculty members at the rank of Professor for gathering the information required for review. The Candidate for promotion must prepare a dossier and upload necessary documents through the University TPR system for the TPR Committee and Department Chair. While promotion to the rank of Professor is considered normally after the fifth year in the rank of Associate Professor, a tenured faculty may be recommended for an early promotion upon demonstrating an exceptional record of accomplishments and substantial evidence of continuous scholarship with excellence. Faculty members intend to apply early are encouraged to consult with the department chair, TPR chair

and/or the dean prior to submitting applications.

Letters that express the opinion of peers from the academic community outside Clemson University regarding the Candidate's research and scholarship will be requested for evaluation. The Candidate will recommend at least six evaluators and if desired, up to three names to be excluded as evaluators with justification. Former graduate and postdoctoral advisors shall not be considered as external evaluators. Three of the letters from external evaluators will be from the Candidate's list and three come from the Subcommittee's list. The Subcommittee will make every effort to obtain an equal number of letters from the Candidate's and from the Subcommittee's lists.

The Subcommittee will solicit an opinion by the evaluator about the quality and impact of research and scholarship but will specifically not request an opinion as to whether the Candidate should be promoted. The evaluator's will be asked to comment on the standing of the Candidate in the research field. The external evaluators must be apprised of the confidentiality procedures in effect at the time of the review. Other sources of information for evaluation of the Candidate's scholarship could include letters from faculty (or others) at Clemson University who have collaborated with the Candidate or who have special knowledge of their scholarship. Performance in research and scholarship is the primary focus of evaluation.

Evaluation of Research

A judgment by the Promotion Committee with all members at Professor rank will be made on the sustained quality of research and scholarship, as determined by continued support of research and dissemination of research results, including but not limited to record of publication, patent development, regular presentation of research findings at professional meetings, and continued acquisition of external funding to support the Candidate's research and impact on the Candidate's research field. The Candidate's record as a tenured Associate Professor at Clemson University will carry considerably more weight during evaluation. The Candidate will submit a statement of research that provides a narrative of their research program, objectives, activities and achievements. The Candidate will also provide pdf reprints of publications that represent their contribution to the research field as a tenured Associate Professor at Clemson University. The weight research carries in the overall evaluation depends on the nature of the appointment and candidate's responsibilities in research and teaching.

Evaluation of Teaching

The Promotion Committee with all members at Professor rank will examine a complete record of all courses taught for promotion to Professor. A successful Candidate will demonstrate clear evidence of continued teaching effectiveness. Specifically, each faculty member desiring promotion will submit a statement of teaching philosophy and materials representative of each course taught including a syllabus and summaries of the Clemson University Evaluation of Teaching (with departmental means, if applicable). Additional supporting materials may be supplied by the Candidate or requested by the Committee.

Evaluation of Service

The Candidate will provide a statement of service that summarizes their professional and University service activities. The Promotion Committee with all members at Professor rank will

evaluate the quality and impact of the Candidate's professional and University service activities. Such activities include service on Departmental, College, and University committees, on grant review, in manuscript review, and in professional organizations.

After appraising the Candidate's file and reviewing that Subcommittee's report, the Promotion Committee with all members at Professor rank will meet, discuss, and vote on the Candidate's acceptability for advancement. A two-thirds majority is required for an affirmative recommendation. The written recommendation, which will include any comments that a Committee member may wish to enter, will be uploaded to the University TPR system. The Department Chair will render a separate and independent recommendation.

In the event that a Candidate is denied promotion, the Candidate will have the opportunity to reapply in any subsequent year. This subsequent application will be made at the Candidate's discretion, when that Candidate considers the reasons for denying promotion, as provided in the documentation for the decisions of the Promotion Committee with all members at Professor rank, the Department Chair and/or the Dean, have been adequately addressed.

VIII. Promotion of other Special Faculty

Research Faculty. The Candidate for promotion should prepare a dossier that documents achievements, qualifications and goals according to the University and departmental guidelines. The primary consideration is a Candidate's continuous and sustained effort in the capacity as a Research Faculty and the promotion criteria described in the guidelines relevant to the nature of the Candidate's appointment. Relevant procedures described in the guidelines will be used as a guide to conduct the evaluation.

Adjunct Faculty. The Candidate for promotion should prepare a dossier that documents achievements, qualifications and goals according to the University and departmental guidelines. The primary consideration for promotion is a Candidate's continuous and sustained effort in the capacity as an Adjunct Faculty and the promotion criteria described in the guidelines relevant to the nature of the Candidate's appointment. Relevant procedures described in the guidelines will be used as a guide to conduct the evaluation.

IX. Post-Tenure Review (PTR)

The TPR Chair will appoint a Post-Tenure Review (PTR) committee consisting of at least three Tenured Regular Faculty with equivalent or higher rank for each Candidate who is up for review. Faculty members in Part II of PTR are not eligible to serve on the PTR committee. The PTR Committee shall elect its own chair.

A. Part I

All tenured faculty members receiving no more than one (of five) annual performance rating of "fair," "marginal," or "unsatisfactory" in Part I of the PTR process receive a PTR rating of "satisfactory." These faculty members are thereby exempt from Part II of PTR.

B. Part II

All tenured faculty members receiving two or more annual performance ratings of “fair,” “marginal,” or “unsatisfactory” will be reviewed under Part II of PTR.

a. Criteria

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.

b. Procedures and Evaluation

All procedures will follow the University and the Departmental schedules and TPR guidelines.

The Candidate must submit a letter requesting action summarizing performance in the past five years and the following items:

- A current CV
- A summary of student assessment of instruction for the last 5 years including a summary of statistical ratings from student assessments of instruction (if appropriate to the individual’s duties)
- A plan for continued professional growth including a summary of any mitigating factors contributing to the faculty member's inability to perform as expected, and what steps (if any) are being taken to address these factors
- Detailed information on the outcomes of any sabbatical leave awarded during the past five years
- Copies of the faculty member’s five most recent annual performance reviews (provided by the faculty member or the Department Chair)

The faculty member will recommend at least six external evaluators without conflict of interest and if desired, up to three names to be excluded as evaluators with justification. The PTR committee will solicit at least four external letters with two coming from the faculty member’s list. After appraising all the documents, the PTR committee will meet, discuss, and vote on the rating. A simple majority is required for an affirmative recommendation. The Department Chair also renders a separate and independent recommendation. The Post-Tenure Review will follow other policies and procedures specified in the Faculty Manual.