



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 Scott M. Dutkiewicz

Revision Required (see comments) Name _____ Date Mar. 23, 2022

[Empty box for comments]

Dean

X Approved

Signature Christopher Cox

Revision Required (see comments) Name Christopher Cox Date March 31, 2022

[Empty box for comments]

Provost

Approved X

Signature Robert J. Jones

Revision Required (see comments) Name _____ Date June 14, 2022

[Empty box for comments]

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

Department: Libraries

Date

3/22/2022

NOTE: The TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter V, D1d).This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*.

Compliance

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

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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



*Guidelines for Appointment,
Reappointment, Tenure, and
Promotion of Library Faculty*

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1. Introduction

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The Clemson University Libraries faculty *Guidelines* document is intended to assist library faculty who are preparing for appointment, reappointment, tenure, promotion, and post-tenure review in accordance with the Clemson University *Faculty Manual*. All appointment, reappointment, tenure, promotion, and post-tenure review decisions are subject to the policies and procedures described in the University *Faculty Manual*. These guidelines provide additional information, policy, and procedure relevant to the distinct nature of the library and The Library faculty. Although there should be no conflict between these guidelines and the *Faculty Manual*, it should be understood that the *Manual* contains the official statement of University policy.

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Changes to the *Libraries Guidelines* will not apply to any member of the library faculty who is within three reappointment years of the tenure decision unless the candidate agrees in writing to the changes.

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For the purposes of this document, a library faculty member possesses an American Library Association (ALA)-accredited graduate degree in librarianship (or a foreign equivalent as determined by ALA-recommended procedures) or a relevant, accredited graduate degree in another scholarly field. Only full-time regular faculty are eligible for tenure. The Dean of Libraries shall be referred to hereinafter as Dean, and the Library Chair shall be referred to as Chair.

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2. Library Faculty Review Committees

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2. A. Reappointment Committee

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The Reappointment Committee [RC] will advise the Chair or Dean, as appropriate, on all reappointments. It shall be composed of three tenured regular library faculty members, plus an alternate, and one untenured regular library faculty member to serve in a non-voting advisory capacity. The terms of office shall be three years for the tenured members of the RC, on a rotating basis, and one year for the alternate and for the untenured member. The alternate shall be the immediate past member of the RC and shall serve

111 when a member of the Committee must be absent for a specific review.

112
113 Committee members shall be elected by a secret ballot in the spring of each year with service beginning
114 immediately thereafter. Committee members shall not succeed themselves but may be elected to serve
115 any number of times. A member becomes chair for a year in the second year of service on the Committee.
116

117 **2. B. Tenure and/or Promotion to Associate Committee**

118
119 The Tenure and Promotion to Associate Committee [TPAC] will advise the Library Chair or Dean, as
120 appropriate, on all appointments at, and tenure and promotion to, the rank of Associate decisions. The
121 TPAC shall consist of three tenured regular faculty members of the Library faculty, plus an alternate, all
122 at the rank of Associate Librarian or higher. The terms of office shall be three years for the elected
123 members of the TPAC, on a rotating basis, and one year for the alternate. The alternate shall be the
124 immediate past member of the TPAC. An alternate serves when ones of the TPAC members must be
125 absent for a specific review. Committee members shall be elected by a secret ballot in the spring of each
126 year with service beginning immediately thereafter. Committee members shall not succeed themselves
127 but may be elected to serve any number of times. A member becomes chair for a year in the second year
128 of service on the Committee.

129
130 **2. C. Promotion to Librarian Committee**

131
132 The Promotion to Librarian Committee [PLC] will advise the Library Chair or Dean, as appropriate, on
133 all appointments at and promotions to the rank of Librarian. The PLC will consist of three tenured regular
134 faculty members of the Library faculty, plus an alternate, all at the rank of Librarian. The terms of office
135 shall be three years on a rotating basis: The alternate shall be the immediate past member of the PLC and
136 shall serve when a member of the Committee must be absent for a specific review.

137
138 Committee members shall be elected by a secret ballot in the spring of each year with service beginning
139 immediately thereafter. Committee members shall not succeed themselves but may be elected to serve
140 any number of times. A member becomes chair for a year in the second year of service on the Committee.

141
142 **2. D. Post-Tenure Review Committee**

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144 The Post-Tenure Review Committee [PTRC] shall consist of three tenured regular faculty members of the
145 Library faculty, plus an alternate, excluding the Dean and the Chair. Faculty members in Part II of post-
146 tenure review are not eligible to serve. An external Committee member shall be added if a faculty
147 member under review chooses that option for Part II. The terms of service shall be three years for the
148 internal members with the immediate past member of the PTRC serving one year as the alternate. The
149 alternate shall serve when a member of the Committee is being considered for post-tenure review or when
150 a member must be absent for a specific review.

151
152 Internal members of the PTRC shall be elected by a secret ballot in the spring of each year with service
153 beginning immediately thereafter. The(se) member(s) shall be elected on a rotating basis and shall not
154 succeed themselves. The PTR committee will elect its own chair.

155 **2. E. Lecturer Review Committee**

156
157 The Lecturer Review Committee [LRC] will advise the Library Chair or Dean, as appropriate, on all reappointments
158 and promotions of Lecturers, Senior Lecturers, and Principal Lecturers. The Committee shall consist of any
159 combination of these three special ranks and Regular Faculty members of the Library faculty, plus an alternate. The
160 committee shall be elected by the Library faculty, electronically, via secret ballot within 10 business days of the
161 Library Chair announcing the names of candidates up for reappointment or promotion. The Committee shall select
162 its own chair.
163

164 **2.F. Committee Members from Outside the Library Faculty**

165
166 If there are not enough regular library faculty members of eligible rank on a library faculty review
167 committee, the library faculty will elect regular faculty members of equivalent rank from other university
168 departments. External members, if required, will serve for a specific review.
169
170

171 **3. General Criteria**

172 **3. A. Librarianship**

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174
175 Clemson University Libraries faculty are an essential part of the academic community, teaching in both
176 formal and informal settings and presenting information to students, faculty, staff, and the public at large
177 in a systematic and organized fashion through the selection, curation, provision, and creation of resources.
178 They are partners and collaborators with other academic faculty in promoting intellectual freedom and
179 critical thinking, creating new knowledge, and fulfilling the mission of a land-grant university.
180 Librarianship is demonstrated by the performance of one's professional responsibilities. Librarianship is a
181 diverse, applied, experimental, and cooperative discipline, and professional effectiveness is evidenced
182 through a wide range of library services.
183

184 Professional effectiveness is the cornerstone in the evaluation of faculty for appointment, reappointment,
185 tenure, and promotion. Excellent librarianship should include, but is not limited to, the following:

- 186
- 187 • High level of performance, working independently with initiative and creativity. Demonstrated
188 skill in performing one's assigned responsibilities. This includes effective judgment and decision-
189 making, quality of completed work assignments, and the demonstrated ability to set and
190 accomplish appropriate performance goals
 - 191 • Evidence of general knowledge of the profession, including trends, issues, new ideas, and
192 technological changes affecting librarianship. This may include a demonstrated effectiveness in
193 applying one's expertise to bibliographic techniques; developing timely access to research-level
194 information resources; offering user-centered library services to support research and teaching in
195 order to meet the needs of the university community.
 - 196 • Engaging in professional development activities such as enrollment in, and completion of,
197 continuing education courses and professional certification programs in order to stay relevant in
198 the profession's rapidly changing environment
199
200

- Regular development of products, completion of projects, or changes in process that have a demonstrable impact.
- Promotion of collaboration and demonstrated ability to work cooperatively and collegially at all levels: interdepartmental, interdivisional, institutional, and interagency
- Initiative and creativity in improving service to users or in developing programs

3.B. Research, Scholarship, and Creative Activities

Research and creative work further the profession of librarianship and enhance the effectiveness of the librarian. Moreover, the librarian's research and creative activities demonstrate the capacity for independent thought and originality while encouraging innovation in the execution of his or her professional responsibilities. To excel, one must demonstrate a focused program of high-quality research and creative accomplishments, consistent with his or her professional responsibilities and the Libraries' mission and goals, but beyond those called forth by routine daily assignments. The quality of this research program will not be determined by the quantity of outputs and no single type of creative work is to be considered inherently more significant than any other. Quality is to be determined through an inclusive evaluation of the librarian's research program.

Research, scholarship, and creative accomplishments may take, but are not limited to, the following forms:

- Grant applications and research awards
- Authored, refereed, or edited scholarly works
- Significant refereed contributions to monographs
- Published conference proceedings
- Significant professional presentations
- Published professional reports
- Poster presentations
- Significant web-based resources
- Book and media reviews of scholarly sources
- Scholarly bibliographies and indexes
- Software programs
- Scholarly exhibits

3.C. Service

As a member of the University and the profession, a librarian is expected to attend appropriate campus functions, maintain memberships in relevant professional organizations, and attend professional meetings or conferences. To merit distinction, one must actively participate and demonstrate leadership in a range of professional responsibilities beyond the requirements of a given position. Total service to the institution, profession, or community will be determined by the depth and breadth of experience and

244 progressively increased responsibility. Since the ability to represent Clemson University and the Libraries
245 conscientiously is expected, any noteworthy provision of services to the community that draw upon a
246 faculty member's profession or academic specialty will also be examined.

247
248 Service may take, but is not limited to, the following forms:
249

- 250 • holding an elected or appointed office in the Libraries, at the University, or in a professional
251 organization
- 252 • serving on or chairing a Libraries, University, or professional committee or task force not
253 mandated by job description or duties
- 254 • serving on a scholarly or professional journal's editorial board
- 255 • serving as a referee for a professional publication or scholarly journal
- 256 • serving as moderator of an electronic bulletin board or Web site manager for an external
257 professional organization
- 258 • planning, organizing, or conducting professional seminars, workshops, conferences, or programs
- 259 • writing reports of organizational activities as service publications, such as meeting minutes, task
260 force reports, annual committee reports
- 261 • program participation as a facilitator, moderator, or recorder
- 262 • volunteer consulting in a professional capacity
- 263 • serving on a thesis or dissertation committee
- 264 • reviewing grant proposals
- 265 • serving as an external reviewer for faculty promotion and tenure at other institutions
- 266 • participating in University or Library initiatives not mandated by job description or duties

267 268 269 270 **4. Appointment, Reappointment, Tenure, Promotion, and Post-Tenure Review Process**

271 272 **4. A. Appointment**

273
274 It is the prerogative of the Library faculty to exercise shared governance in the selection of new faculty
275 members in accordance with the University's *Faculty Manual*. The process relies upon the inclusion and
276 responsible participation of all regular faculty.
277

278 The appropriate terminal degree for academic librarians is an American Library Association (ALA)-
279 accredited graduate degree in librarianship (or a foreign equivalent as determined by ALA- recommended
280 procedures) or a relevant, accredited graduate degree in another scholarly field. Such a degree shall be
281 required of all those who are appointed as librarians.

282
283 Appointees to the regular library faculty must meet the requirements of the rank to which appointed and
284 must show promise of meeting the requirements for tenure. Letters of reference, transcripts, and the
285 record of previous work experience will be considered indicators of the individual's potential.
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Appointments to the regular faculty and special faculty shall be conducted in accordance with the *Faculty Manual* and the *Bylaws of the Faculty of the Clemson University Libraries*.

Library faculty will be appointed to ranks as described below.

Ranks

Assistant Librarian: This is the initial rank of appointment for tenure track faculty. Library faculty at this rank should have demonstrated academic excellence and the potential for advancement to higher ranks.

Associate Librarian: Library faculty at this rank must have demonstrated advanced professional expertise and knowledge and must have taken the initiative in developing or advancing new programs, services, processes, or policies. The faculty members must have excelled in Librarianship, have excelled in Research, Scholarship, and Creative Activities, and made substantial contributions in Service.

Librarian: Library faculty at this rank must have continued to excel in Librarianship. The rank of Librarian is reserved for faculty members who excelled in Research, Scholarship, and Creative Activities and merited distinction in Service. Regional or national recognition should reflect their superior achievements and leadership.

Special Ranks: The Libraries will appoint the following special faculty ranks: Temporary Lecturer and Lecturer. Senior Lecturer and Principal Lecturer are reserved as promotion ranks for Lecturers. The Libraries will not hire any other special ranks. For the definitions, qualifications, appointment, evaluations, reappointment, and promotion of special faculty ranks, see Section 6.

4.B. Administrative Appointments

Administrative appointments shall be conducted in accordance with the *Faculty Manual*.

5. General Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review of Regular Faculty

The following procedures are followed for all reappointment, tenure, promotion, and post-tenure reviews of regular faculty. Additional procedures applying to a review will be found under the procedures section for that review. All personnel matters are confidential and a matter of trust.

In accordance with the Provost's calendar and in consultation with the Dean, the Chair shall provide written notice to the committees and to the library faculty of the dates recommendations are due.

The Chair shall notify the committees of faculty up for review. The committees shall give written notice to all faculty being reviewed and shall specify dates for documentation to be submitted.

Each candidate shall submit to the appropriate committee a dossier that will include any information the

334 individual faculty member feels will help present the best possible case for reappointment, tenure,
335 promotion or part II post-tenure review. The appropriate committee shall inform the library faculty when
336 one of their peers is being reviewed and shall make appropriate documentation from the candidate
337 available. The committees may solicit other information as required to carry out their functions.
338

339 The appropriate committee reviews each case in accordance with departmental procedures and policies,
340 and renders a written recommendation. The committee shall submit its recommendation, with justification
341 and all documentation, to the Chair. The Chair does not participate in the deliberations of the committee,
342 but may, upon request of the committee, serve as a resource for the committee. In addition, the committee
343 may, upon the request of the Chair, serve as a resource for the Chair. The Chair and the committee issue
344 separate recommendations, free from coercion and interference from any parties. The Chair and the
345 committee shall view a copy of each other's recommendation once both have been completed. Prior to
346 reviewing the committee's recommendation, the Chair shall render a separate and independent
347 recommendation. The Chair shall ensure that the affected faculty member is promptly informed as to the
348 results of and rationale for both recommendations.
349

350 Both recommendations are made available to the Dean along with the supporting evaluations, all
351 documentation, and the candidate's dossier. The faculty member may elect to include a letter of response
352 in the materials forwarded to the Dean, if there is a discrepancy in the rationale for retention, tenure, or
353 promotion between a faculty member's peer committee and that of the Chair, the Dean will meet with the
354 Chair and with the peer committee to discuss reasons for the discrepancy.
355

356 In the event that the Chair is being reviewed, the recommendation is sent directly to the Dean. In the
357 event that the Dean is being reviewed, the recommendation is sent directly to the Provost.
358

359 The committee shall provide a written report to the faculty member and to the Dean. The Chair shall
360 submit a separate, independent recommendation to the Dean and shall provide a copy to the faculty
361 member.
362

363 The Dean shall review the recommendations by the committee(s) and the Chair and make a separate
364 recommendation. The Dean shall forward the recommendations to the Provost, as outlined in the
365 *Faculty Manual*, and the faculty member may elect to include a letter of response in the materials
366 forwarded to the Provost. If the Dean's recommendation differs from those of the appropriate committee
367 and/ or the Chair, the differences shall be discussed with them prior to informing the candidate.
368

369 **5. A. Reappointment**

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371 Every non-tenured, regular faculty member shall be reviewed for reappointment each year. Every tenure-
372 track faculty member must show progress toward meeting all requirements for tenure.
373

374
375 While rates of improvement will vary with levels of experience, an increasing level of competence will be
376 expected each year.
377

378 **5. A. 1. Dossier**

379

380 Each candidate for reappointment shall upload the materials specified by the university's electronic
381 reappointment/tenure/promotion system into that system. It is the Reappointment Committee's [RC]
382 responsibility to ascertain what documentation is necessary and communicate that to the candidate.
383

384 **5. A. 2. Specific Procedures**

385 The Dean shall notify non-tenured faculty members of the terms and conditions of the renewal according
386 to the timetable established by the Provost to comply with the *Faculty Manual*.
387

388 As indicated in the *Faculty Manual*, "Regardless of the stated term or other provisions of any regular
389 appointment, written notice that a non-tenured appointment is NOT to be renewed shall be given to the
390 faculty member in advance of the expiration of the appointment, according to the following schedule: 1)
391 not less than three months in advance of the appointment's expiration if the faculty member is in the first
392 year of service; 2) not less than six months in advance if in the second year of service; 3) at least twelve
393 months before the expiration of an appointment after two or more years of service."
394

395 **5. B. Tenure and/ or Promotion to Associate Librarian**

396 All tenure-track faculty in their penultimate year of tenure-track service, including any tenure- track
397 credit, must be considered for tenure. Faculty with the rank of Assistant Librarian or higher are eligible
398 for tenure.
399

400 Tenure constitutes more than recognition of past professional experience and accomplishments. The
401 granting of tenure indicates strong potential for continued growth at Clemson and in the library
402 profession. To be granted tenure, other than at initial appointment, library faculty must have proven
403 professional effectiveness while a member of the Clemson University Libraries faculty, regardless of
404 rank, both by excelling in Librarianship and by developing or advancing new programs, services,
405 processes, or policies. In addition, they must have excelled in Research, Scholarship, and Creative
406 Activities and have made substantial contributions in Service. Faculty members may include in the
407 dossiers any information they feel supports the application, regardless of when or, where it
408 occurred.
409

410 A tenure application, once submitted, may not be withdrawn. For information on issues such as early
411 tenure and notice of tenure denial, see the *Faculty Manual*.
412
413

414
415
416 **5. B. 1. *Dossier***

417 Each candidate for tenure and/ or promotion to Associate shall upload the materials specified by the
418 university's electronic reappointment/tenure/promotion system into that system except external reviewer
419 lists and letters. It is the Tenure and/or Promotion to Associate Committee's [TPAC] responsibility to
420 ascertain what documentation is necessary and communicate that to the candidate. The candidate should
421 submit to the TPAC the names and contact information for three (3) external peers; the TPAC will add
422 the names and contact information for three (3) additional external peers and upload the list into the
423 university's RTP system.
424

425 Samples of such works as copies of publications and presentations may be included, along with other
426 documents the faculty member deems relevant to the review. Sample dossiers and the standard format for
427 resumes are available from the Chair.
428
429

430 **5. B. 2. *Specific Procedures***

431 The TPAC is responsible for obtaining for each candidate a minimum of four (4) letters from peers
432 external to the Clemson Libraries, at least two of which must come from the list of names submitted by
433 the candidate. No more than 50% of the external peers can be from Clemson University. External
434 evaluators should be asked to review scholarship and service only. These letters shall become part of the
435 dossier.
436

437
438 **5. C. Promotion to Librarian**

439 While there may occasionally be exceptions, it is typically expected that a library faculty member will serve at
440 least five full years at the rank of Associate Librarian before applying for promotion to Librarian.
441

442 Faculty at this rank must have continued to excel in Librarianship. The rank of Librarian is reserved for
443 faculty members who excelled in Research, Scholarship, and Creative Activities and merited distinction
444 in Service. Regional or national recognition should reflect their superior achievements and leadership.
445 Only those faculty members who have discharged their responsibilities with distinction and demonstrated
446 continued growth in their other professional activities while employed by the Libraries will be promoted.
447 Promotion will be based solely on activities performed while an employee of the Libraries and is not
448 automatic. Primary consideration shall be given to accomplishments since appointment/promotion. Any
449 associate librarian may submit a written request or nomination for a promotion review to the Chair at any
450 time.
451

452
453 **5. C. 1. *Dossier***

454 Each candidate for promotion to Librarian shall upload the materials specified by the university's
455 electronic reappointment/tenure/promotion system into that system except external reviewer lists and
456 letters. It is the Promotion to Librarian Committee's [PLC] responsibility to ascertain what documentation
457 is necessary and communicate that to the candidate. The candidate should submit to the PLC the names
458

459 and contact information for three (3) external peers; the PLC will add the names and contact information
460 for three (3) additional external peers and upload the list into the university's RTP system. There should
461 be a minimum of four (4) letters from external peers, at least two (2) of which must come from the list of
462 names submitted by the candidate.

463 Samples of works such as copies of publications and presentations may be included, along with other
464 documents the faculty member deems relevant to the review. Sample dossiers and the standard format for
465 resumes are available from the Chair.
466
467

468 **5. C. 2. Specific Procedures**

469
470 The Chair shall call for nominations for promotion. Nominations may originate with the individual or
471 with any other faculty member with the written approval of the nominee. The nomination should be
472 submitted by memorandum to the Chair or the Dean, as appropriate, who will ask the PLC to begin the
473 review.

474 The PLC is responsible for obtaining for each candidate a minimum of four (4) letters from peers external
475 to the Clemson Libraries, at least two of which must come from the list of names submitted by the
476 candidate. No more than 50% of the external peers can be from Clemson University. External evaluators
477 should be asked to review scholarship and service only. These letters shall become part of the dossier.
478

479 After a review by the Chair or Dean, a candidate being considered for promotion may withdraw from
480 further consideration.

481 **5. D. Post-Tenure Review**

482
483 All tenured faculty members except those in university administrative positions or whose retirement is
484 imminent shall be reviewed every five years. Academic administrators will undergo a separate periodic review
485 as outlined in the *Faculty Manual*. Tenured faculty who have submitted a binding letter of intent to retire on or
486 before August 15 of the academic year for which their PTR is scheduled may be exempted from the PTR
487 process.
488

489 For information on exclusions of time periods from the review period (ex. sick leave, sabbatical leave,
490 leave without pay, birth/adoption), please consult the *Faculty Manual*.
491

492 **5. D. 1. Specific Procedures**

- 493
494
495 a. **Part I Post-Tenure Review.** According to the University timeline, the Chair will forward to the Post-
496 Tenure Review Committee [PTRC] the names of faculty members scheduled for post-tenure review along
497 with their five past annual review ratings. The PTRC will review the ratings received on the most recent
498 available series of five years of annual performance reviews, as specified in the *Faculty Manual*. All tenured
499 faculty members receiving no more than one (of five) annual performance ratings of less than "good" in part
500 I of the post-tenure review process receive a post-tenure review rating of "Satisfactory." The PTRC will
501 report their findings to the faculty member, the Chair, and the Dean, who forwards the "Satisfactory"
502 review to the Provost. These faculty members are exempt from part II post-tenure review.
503

504 b. **Part II Post-Tenure Review.** Upon receiving the written notice of review, the faculty members under
505 review shall have one week to respond in writing to the PTRC stating under
506 which system they wish to be evaluated. The choices are to: a) solicit letters from external peers, as
507 established in the tenure and promotion guidelines, or b) have an external representative serve on their
508 PTRC. Whichever choice is made, the written response must also include the name(s) and contact
509 information of (the) external peer(s) appropriate to the choice made.

510 *(1) Dossier*

511
512 Each person undergoing Part II post-tenure review shall submit to the Committee a dossier
513 including the following:
514

- 515
- 516 • detailed resume according to the standard format
- 517 • statement of progress covering the period since the most recent peer review
- 518 • plan for continued professional growth
- 519 • summary sheet of accomplishments for the period since the most recent peer review
- 520 • detailed information on the outcomes of any sabbatical leave awarded since the last peer review
- 521 • copy of the faculty activity system goals for the years under review
- 522

523 Samples of works such as copies of publications may be included, along with other documents
524 the faculty member deems relevant to the review. Sample dossiers and the format for resumes are
525 available from the Chair.

526
527 The Chair shall provide to the PTRC the faculty member's annual performance reviews for the five
528 years under consideration. These performance evaluations shall become part of the documentation.

529
530 *(2) Specific Procedures --Option A --External Review Letters*

531
532 The faculty member shall submit to the PTRC the names, addresses and telephone numbers of
533 six (6) external peers. The PTRC shall obtain at least four (4) letters for each faculty member
534 under review, at least two (2) of which must come from the list of names submitted by the
535 candidate and two (2) from peers identified by the review committee. External in this case may
536 be either external to the Libraries or external to the institution, depending upon each situation.
537 The letters should address the role and function of the faculty member as appropriate from the
538 reviewer's perspective. These letters shall become part of the documentation.

539
540 *(3) Specific Procedures --Option B--External Representation on the PTRC*

541
542 A faculty member from outside the PTRC, nominated and elected according to the *Bylaws of the*
543 *Faculty of the Clemson University Libraries*, will be added to the Committee.

544
545 The external committee member will serve as a full member of the PTRC for that individual,
546 evaluating the faculty member's documentation in its entirety, If the external committee member
547 is external to Clemson University, the Libraries shall bear the costs of bringing this committee
548 member to campus.

549
550 ***(4) Further Part II Post-Tenure Procedures***

551
552 Although the focus of post-tenure review is on the performance of the individual since his/her last
553 tenure, promotion or post-tenure review, the overall contributions of the individual faculty
554 member to Clemson University should not be neglected. These contributions shall be judged in
555 accordance with the criteria established for tenure.

556
557 Upon completing its evaluation, the PTRC shall provide a written report to the faculty member.
558 The faculty member shall have two weeks to provide a written response to the PTRC. The PTRC's
559 initial report, the faculty member's response (if any), and any addendum as appropriate (which
560 must also be given to the faculty member) shall be given to the Dean along with the dossier and
561 all documentation.

562
563 The Chair shall make an independent review and shall provide the faculty member with a written
564 report. The Chair may have access to the faculty member's dossier and documentation from the
565 PTRC, but not the PTRC's recommendation, since the Chair's review is to be independent. The
566 faculty member shall have two weeks to provide a written response to the Chair. The Chair's
567 initial report, the faculty member's response, and any further report from the Chair (which must
568 also be given to the faculty member) will be given to the Dean.

569
570 The Dean shall review the reports, dossier, and documentation and shall write a report, providing
571 a copy to the faculty member, the PTRC, and the Chair. If both the PTRC and the Chair, or either
572 the PTRC or the Chair, rates the candidate as "Satisfactory," the candidate's final rating shall be
573 "Satisfactory." If both the PTRC and the Chair rate the candidate as "Unsatisfactory," the
574 candidate's final rating shall be "Unsatisfactory."

575
576 If the candidate's rating is "Satisfactory," the Dean will forward that information to the Provost in summary
577 form without appending any candidate materials. If the candidate's final rating is "Unsatisfactory," the Dean
578 will forward all materials to the Provost.

579 ***5. D. 2. Outcomes***

580
581 The following rating system shall be used:

- 582
583 1. Satisfactory: The faculty members in this category are performing adequately for
584 continuation at Clemson University. There is neither correction nor reward, other than
585 continued employment attached with this rating.
- 586
587 2. Unsatisfactory: The faculty members in this category are not performing adequately
588 according to Clemson University's expectations and must go through a remediation period.

589
590 In cases involving a rating of "Unsatisfactory," the burden of proving unsatisfactory performance is on
591 the University. To receive an "Unsatisfactory" as the final rating, both the PTRC and the Chair must so
592 recommend.

593 ***5. D. 3. Remediation***

594
595 Individuals who receive a rating of "Unsatisfactory" must be given a period of remediation to correct
596 deficiencies detailed in the PTRC reports. The Chair, in consultation with the PTRC and the faculty
597 member, will provide a list of specific goals and measurable outcomes the faculty member should achieve
598 in each of the next three calendar years following the date of formal notification of the "Unsatisfactory"
599 outcome. The university will provide reasonable resources (as identified in the PTRC reports and as
600 approved by the Chair and the Dean) to meet the deficiencies. The Chair will meet at least twice annually
601 with the faculty member to review
602
603

604 progress. The faculty member will be reviewed each year by the PTRC and the Chair, both of whom shall
605 supply written evaluations. At the end of the three-year period, another post-tenure review will be
606 conducted. If the outcome is again "Unsatisfactory," the faculty member will be subject to dismissal for
607 unsatisfactory performance. If the review is "Satisfactory," then the normal five-year annual performance
608 review cycle will resume.

609 **5. D. 4. Dismissal**

611 If after the subsequent post-tenure review, dismissal for unsatisfactory professional performance is
612 recommended, the case will be subject to the rules and regulations for dismissal outlined in the *Faculty*
613 *Manual*.
614

615 **6. Special Faculty**

616 This section provides the definitions of special faculty ranks, and their qualification, appointment, annual
617 evaluation, reappointment, and promotion. Special faculty are appointed in cases in which appointment of
618 regular faculty ranks is not appropriate.
619
620
621

622 **6.A. Temporary Lecturer**

623 **6. A. 1. Definition**

624 A Temporary Lecturer is a non-tenure track position that is assigned to individuals who receive limited
625 duration appointments and whose primary job assignment is Librarianship.
626
627
628

629 **6.A.2. Qualifications**

630 This rank normally requires a Master's degree or equivalent from an accredited institution of higher
631 education in library and information science or a relevant scholarly field. The appointee also needs to
632 demonstrate particular expertise clearly needed by the Libraries.
633

634 **6.A.3. Appointment**

635 Candidates for appointment to special faculty ranks should be appointed following the process for regular faculty as
636 stated in Section 4.A.

637 The selection of faculty for special appointments to meet temporary or short-notice needs requires that a waiver of

638 search and screening procedures is obtained as described in the Faculty Manual.

639 These appointments may be renewed on an annual basis up to the length defined by the offer letter, but in no case
640 should exceed four years in length.

641

642 **6.A.4. Annual Evaluation**

643 Temporary Lecturers shall be evaluated annually by the Chair and the supervising Unit Head using the university's
644 faculty activity system and following Bylaws Article XII according to the criteria for librarianship as outlined in
645 Section 3.A. Temporary Lecturers are not reviewed by the Lecturer Review Committee (LRC).

646 **6.A.5. Reappointment**

647 Temporary Lecturers are reappointment based on the results of their annual evaluation.

648 The Dean shall notify Temporary Lecturers of the terms and conditions of the renewal according to the timetable
649 established by the Provost to comply with the Faculty Manual.

650

651 **6.B. Lecturer**

652

653

654 **6.B.1. Definition**

655

656 A Lecturer is a non-tenure track position that is assigned to individuals whose primary job assignment is
657 librarianship.

658

659 **6.B.2. Qualifications**

660 This rank normally requires a Master's degree or equivalent from an accredited institution of higher
661 education in library and information science or a relevant scholarly field. The appointee also needs to
662 demonstrate particular expertise clearly needed by the Libraries.

663 **6.B.3. Appointment**

664 Candidates for appointment to special faculty ranks should be appointed following the process for regular faculty as
665 stated in Section 4.A.

666 Appointment to the rank of Lecturer shall be for one-year terms and may be renewed for a maximum of nine full
667 academic years.

668 **6.B.4. Annual Evaluation**

669 Lecturers shall be evaluations annually by the Chair and the supervising Unit Head using the university's faculty
670 activity system and following Bylaws Article XII according to the criteria for librarianship as outlines in Section
671 3.A.

672 **6.B.5. Reappointment**

673 Lecturers are reviewed for reappointment annually by the Lecturer Reappointment Committee (LRC) according to
674 the criteria for librarianship as outlined in Section 3A. The intention of these reviews is to provide feedback on
675 progress towards promotion. During the reviews the LRC shall solicit feedback from the library faculty with special
676 attention to the participation of Senior and/or Principal Lecturers.

677
678 Following a Lecturer's fourth year of service, the LRC shall conduct a comprehensive review, either as a matter of
679 course or as a response to the Lecturer's request for promotion to Senior Lecturer. As stated in the Faculty Manual,
680 "equivalent experience at Clemson or another institution may be counted towards this four-year service
681 requirement." If a Lecturer has not requested such a promotion during the eighth year or has been denied such a
682 promotion to Senior Lecturer, the Lecturer shall not be reappointed after the ninth year.
683

684 The Dean shall notify non-tenured faculty members of the terms and conditions of the renewal according to the
685 timetable established by the Provost to comply with the Faculty Manual.
686

687 **6.B.6. Promotion**

688

689 Candidates may be considered for promotion to Senior Lecturer after a minimum of four (4) years of service as a
690 Lecturer. Procedures for promotion follow the procedures in Section V. Length of service as Lecturer is, itself, not a
691 sufficient criterion for promotion to Senior Lecturer.
692

693 The criteria for promotion to Senior Lecturer is a combination of excellence in librarianship according to the criteria
694 in Section 3.A. along with areas where the candidate has exceeded established goals and clearly demonstrated
695 contributions to unit, library, and university initiatives.
696

697 **6.C. Senior Lecturer**

698

699 **6.C.1. Definition**

700

701 A Senior Lecturer is a non-tenure track rank that may be applied for after four full years of academic service as a
702 Lecturer (equivalent experience at Clemson may be counted towards the four-year service requirement). The Senior
703 Lecturer appointment is intended to recognize the efforts, contributions, and performance of Lecturers who combine
704 effective librarianship with additional significant contributions to the mission of the University.
705

706 **6.C.2. Appointment**

707

708 There is no appointment process as the Libraries only hires Lecturers. The position of Senior Lecturer is reserved for
709 promoted Lecturers. Senior Lecturers shall be offered three-year contracts with the requirement of one year's notice
710 of non-reappointment before July 15 of the penultimate year.
711

712 **6.C.3. Annual Evaluation**

713

714 Senior Lecturers shall be evaluated annually by the Chair and the supervising Unit Head using the university's
715 faculty activity system and following Bylaws Article XII according to the criteria for librarianship as outlined in
716 Section 3.A.
717

718 **6.C.4. Reappointment**

719

720 Every three years, the Lecturer Review Committee (LRC) evaluates the reappointment of the Senior Lecturer
721 according to the criteria for librarianship as outlined in Section 3.A. During the reviews the LRC shall solicit
722 feedback from the library faculty with special attention to the participation of Senior and Principal Lecturers.
723

724 The intention of these reviews is to provide feedback on progress towards promotion. After the fourth year of
725 service, the Chair and the LRC will conduct a comprehensive review. At this time, the Senior Lecturer has the
726 option to request promotion to Principal Lecturer. As stated in the Faculty Manual, "equivalent experience at

727 Clemson or another institution may be counted towards this four-year service requirement.” If the Senior Lecturer
728 does not wish to be promoted to Principal Lecturer at that time, the comprehensive review will advise them of their
729 progress toward promotion to Principal Lecturer.
730

731 Senior Lecturers shall be evaluated during the penultimate year of their appointments.
732

733 The Dean shall notify non-tenured faculty members of the terms and conditions of the renewal according to the
734 timetable established by the Provost to comply with the Faculty Manual.
735

736 **6.C.5. Promotion**

737
738 Candidates may be considered for promotion to Principal Lecturer after a minimum of four (4) years of service as a
739 Senior Lecturer. Procedures for promotion follow the procedures in Section V. Length of service as Senior Lecturer
740 is, itself, not a sufficient criterion for promotion to Principal Lecturer.
741

742 The criteria for promotion to Principal Lecturer is a combination of excellence in librarianship according to the
743 criteria in Section 3A along with areas where the candidate has exceeded established goals and clearly demonstrated
744 contributions to unit, library, and university initiatives.
745

746 **6.D. Principal Lecturer**

747 **6D.1. Definition**

748
749 A Principal Lecturer is a non-tenure track rank that may be applied for after four full years of academic service as a
750 Senior Lecturer (equivalent experience at Clemson may be counted towards the four-year service requirement). The
751 Principal Lecturer appointment is intended to recognize the efforts, contributions, and performance of Senior
752 Lecturers who combine effective librarianship with additional significant contributions to the mission of the
753 University.
754
755

756 **6.D.2. Appointment**

757
758 There is no appointment process as the Libraries only hires Lecturers. The position of Principal Lecturer is reserved
759 for promoted Senior Lecturers. Principal Lecturers shall be offered five-year contracts with the requirement of one
760 year’s notice of non-reappointment before July 15 of the penultimate year.
761

762 **6.D.3. Annual Evaluation**

763
764 Principal Lecturers shall be evaluated annually by the Chair and the supervising Unit Head using the university's faculty activity
765 system and following Bylaws Article XII according to the criteria for librarianship as outlined in Section 3.A.
766

767 **6.D.4. Reappointment**

768
769 Every five years, the Lecturer Review Committee (LRC) evaluates the reappointment of the Principal Lecturer
770 according to the criteria for librarianship as outlined in Section 3.A. During the reviews the LRC shall solicit
771 feedback from the library faculty with special attention to the participation of Principal Lecturers.
772

773 Principal Lecturers shall be evaluated during the penultimate year of their appointments.
774

775 The Dean shall notify non-tenured faculty members of the terms and conditions of the renewal according to the
776 timetable established by the Provost to comply with the Faculty Manual.
777

778 **6.D.5. Promotion**
779

780 Principal Lecturer is a terminal rank.
781

782 **7. Grievances**

783 All reviews, whether for reappointment, tenure, promotion, or post-tenure review, are grievable according
784 to the procedures outlines in the *Faculty Manual*.

785
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