CLEMSON
Office of the PROVOST

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ACADEMIC YEAR

Board of Trustees Meetings: The Board meets on a quarterly basis. Meeting dates can be found on the BOT website: https://www.clemson.edu/administration/bot/

Convocation: Convocation marks the beginning of the academic year and beginning of a student's career. Academic year 2023-2024 will begin with convocation on **August 21, 2023**. For updates, please check: https://www.clemson.edu/registrar/academic-calendars/

Commencement/Graduation:
For details on graduation ceremonies: https://www.clemson.edu/registrar/graduation/
Doctoral Hooding: https://www.clemson.edu/graduate/students/commencement/index.html

Department Chairs Retreat – August 9, 2023

General Education Program Retreat – August 14, 2023

New Faculty Orientation – August 15, 2023

General Faculty Meeting – August 16, 2023

FACULTY GOVERNANCE

Faculty Senate: The Faculty Senate serves as the official representative body of the faculty and it meets monthly. Details on meetings can be found here: https://www.clemson.edu/faculty-staff/faculty-senate/ The Faculty Senate also manages the repository for college and departmental bylaws and TPR documents. Copies of most recent approved TPR documents can be found here: https://www.clemson.edu/faculty-staff/faculty-senate/shared-governance/bylaws-tpr.html

Organization of Academic Department Chairs (OADC): Regular meetings occur on the 4th Wed monthly Exceptions: Nov (Thanksgiving) and March (Spring Break and TPR Roadshows). In September and February, there are two meetings (2nd and 4th Wednesdays). Contact Faculty Affairs (APFA@clemson.edu) to obtain more specific meeting information.

Academic Council - The Academic Council meets after the university curriculum committees have met to review and recommend academic policy to the Provost. Additional information can be found here: https://www.clemson.edu/faculty-staff/faculty-senate/shared-governance/councils/academic.html

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ANNUAL REVIEW PROCESSES 2022-2023

Annual Review Reporting (2023-2024 Review cycle) *Looking Back – Activities (May 16, 2022 – May 15, 2023) – Submit no later than July 15, 2023*	
July 13, 2023	Faculty complete entry of AY2022–23 accomplishments and review/reflect on AY2022-23 goals/workload using Faculty Success https://www.clemson.edu/provost/digital-measures. Faculty should confirm the date for this deadline with their Department Chairs as department-specific deadlines may be earlier.
July 14, 2023 - Sept 13, 2023	Department Chairs: Prepare annual review documents and entries in FacultySuccess. This step auto-advances to faculty Sept 19, 2023. Sept 14-18 is considered time for Department Chairs to confirm and finalize.
10 calendar days after receipt ~ Sept 28, 2023	Faculty members acknowledge receipt of AY2021–22 annual review from Department Chairs. Faculty members may file a disclaimer within 10 calendar days of receiving their review. Department Chairs will respond to any disclaimers and revise evaluations if appropriate. Department chairs should not release the evaluation until after August 15.
Oct 31, 2023	Deans complete and sign the AY2022–23 reviews
5 calendar days after receipt ~ Nov 9, 2023	Faculty members have five calendar days to file a disclaimer to the Dean annual reviews of AY2022–23 by this date
Nov 21, 2023	Dean responses to all AY2022–23 disclaimers are completed for final faculty receipt acknowledgement
Dec 19, 2023	Provost acknowledges disclaimers

GOALS 2023-2024

Goals 2023-2024	
May 2, 2023	2023-24 Goal Approval workflow opens to allow faculty to enter goals and workload information
Oct 18, 2023	Faculty members finalize AY2023-24 goals and workload entry and submit reports of goals to chairs via 2023 Goals and Annual Review workflow
October 31, 2023	Department chairs approve goals.
Jan 12, 2024	Final goals are archived for AY2023-2024.
Faculty hired mid-cycle (after mid-October) should contact dmadmin@clemson.edu to ensure they have a goals process set up.	

POST-TENURE REVIEW

Post Tenure Part I Process	
November 30, 2023	Post Tenure Part I – Department chair reviews report summary for post-tenure part one. **(Identifies those needing part two)**
Post Tenure Part II Process (for cases whose Part I Process began in 2022-2023)	
After consultation with Faculty Senate. Update will be posted	

Post-Tenure Review for part one has changed to look back at the prior five reviews instead of a staged review conducted at five-year intervals. Part One will be automated for department chairs.

TPR PRE-CHECK FOR PROMOTION CANDIDATES

Precheck starts the conversation for cross-checking eligibility and dates and serves the TPR committees by providing time to secure external evaluator commitment to review final dossier.

Note that faculty that have the option to not move forward for review can withdraw their promotion request early at the start of the Fall semester (see below note). Applications for tenure and 8th year promotion to senior lecturer may not be withdrawn.

The promotion and tenure review process takes place as two workflows in FacultySuccess**:**

All dates below are designed to stay on track to ensure the files reach the Provost Office and President in a timely manner. Please refer to departmental guidelines which may be earlier.

1) 202*3 TPR Precheck Regular Faculty and TPR Precheck Lecturer-Track.* **Faculty submit request for promotion process. Department chairs verify eligibility and begin the process of seeking external reviewers for regular faculty promotions.**

2) 2022 Promotion *Regular Faculty, Promotion Lecturer-Track.* **Faculty submit dossier files and review letters and responses are routed.**

2023-2024 Review Cycle PRECHECK (decisions communicated May 2024)	
April 3 - 18, 2023	Candidate files intention to submit in FacultySuccess **2023 Pre-Check All Processes** Intention to submit is the request for review and evaluation of dossier for promotion and/or tenure. Regular Faculty: Letter requesting promotion, draft long CV and list of proposed external evaluators Lecturer Track: Candidates for promotion to Senior Lecturer and Principal Lecturer should check requirements with their TPR Chair and/or Department Chair.
May 2, 2023	Department Chairs/TPR chairs approve pre-check processes.
June 26, 2023	Tenure/promotion/reappointment (TPR) committees confirmed as complete and correct. Last minute changes can be made if needed. Contact DMAdmin@clemson.edu.
Aug 16, 2023	Last date for a candidate to change their intention to submit their dossier for review. To withdraw contact department chair and dmadmin@clemson.edu.

TENURE AND PROMOTION REVIEW

(Promotion to Professor, Associate Professor, Senior Lecturer or Principal Lecturer)

2023-2024 Review cycle (Begin Fall 2023 for decisions communicated by May 16, 2024)	
Aug 16, 2023	Last date for a candidate to change their intention to submit their dossier for review. *** applications for tenure and 8th year promotion to senior lecturer may not be withdrawn
Sept 28, 2023	Candidate promotion files are completed, uploaded, and available to **department chairs** and **TPR committees** *(4 week dossier upload window)*
Dec 6, 2023	Department chair review complete with letter loaded in 2023 promotion-related workflows *(10 week review)*
Dec 8, 2023	TPR committee reviews complete with letters loaded in 2023 promotion-related workflows *(10 week review).*
(5 days after file received)	Candidate has read reviews for department chair and TPR committee chair and signed notebook online, forwarding the dossier **to the Dean**. Dean can begin review of all TPR dossiers within College.
Feb 14, 2024	Dean reviews are complete with letters uploaded in 2023 promotion-related workflows *(8 week review)*
(5 days after file received)	Candidates respond if needed and forward to the Provost.
Feb 23, 2024	Promotion packages **due to the Provost and President for Executive Review**.
May 16, 2024*	The outcome of promotion and tenure letters, as denoted by the Provost and the President, are due to faculty members *(11+ week review)*
May 16, 2024* **Hard deadline**	Terminal year non-renewal letters are due to non-tenured regular faculty after 2 or more years of service (including those in the penultimate year not granted tenure). Termination letters are due to faculty having completed 2 or more years of service at least 12 months before the appointment expiration.

* Date determined by Clemson University Faculty Manual

REAPPOINTMENT REVIEWS

(9- and 12-month non-tenured regular and lecturer faculty, senior lecturers and principal lecturers)

Process Step	1st year Reappt	2nd Year Reappt	Reappt All Others (Lect., Sr. Lect., Princ. Lect.)[1]
Reappointment Files Due	Oct 12, 2023	Sep 28, 2023	Sep 28, 2023
Department Chair Review Due	Nov 8, 2023	Oct 12, 2023	Dec 8, 2023
TPR Committee Review Due	Nov 10, 2023	Oct 13, 2023	Dec 15, 2023
Faculty Response	5 Days	5 Days	5 Days
Files due to Dean	Nov 17, 2023	Oct 20, 2023	Dec 22, 2023
If Dean recommends non-reappointment:			
Negative Reviews Due	Jan 5, 2024	Oct 26, 2023	Feb 16, 2024
Faculty Response	5 Days	5 Days	5 Days
Provost Review (do not miss these dates)			
9-month faculty	**Feb 16, 2024 ***	**Nov 16, 2023 ***	**May 16, 2024 ***
12-month faculty	**Mar 29, 2024 ***	**Dec 29, 2023 ***	**Jun 30, 2024 ***
If Dean recommends reappointment:			
Final process (no later than)	May 16, 2024	May 16, 2024	May 16, 2024

[1] Senior Lecturers apply for reappointment in the second year of contract and Principal Lecturers apply for reappointment in their fourth year of reappointment; this allows for a terminal year in the event of non-reappointment.

* Date determined by Clemson University Faculty Manual

Special Rank Faculty on Academic Year Contracts	
Feb 15, 2024	It is **highly recommended** that courtesy letters be sent to special faculty not being renewed by this date. (see the Faculty Manual for exceptions on special faculty ranks)
Jun 15, 2024 Do not miss this deadline.	Non–renewal letters are due to special rank faculty lecturers (including temporary / visiting) after four or more years of continuous employment. The letter must be approved before the faculty member enters the 4th year beginning August 15 (9–month contract) or July 1 (12–month contract).

DEADLINES - SUMMARY

Summary by Process/Responsible Party

Role	Process/Step	Date
Faculty (All)	TPR Pre-Check 22/23 Annual Review Submission Annual Review Disclaimer / Dept 23/24 Goal Submission Annual Review Disclaimer / Dean	4/18/2023 7/13/2023 ~ 9/28/2023 (10 days) 10/18/2023 ~ 11/9/2023 (5 days)
Faculty Seeking Promotion	Promotion processes due Respond to dept recommendations Respond to dean recommendations	9/28/2023 ~ 12/13/2023 (5 days) ~ 2/19/2024 (5 days)
Faculty (1st year)	Reappointment files due Respond to dept recommendations Respond to dean recommendations	10/12/2023 ~ 11/15/2023 (5 days) ~ 1/10/2024 (5 days)
Faculty (2nd year)	Reappointment files due Respond to dept recommendations Respond to dean recommendations	9/28/2023 ~ 10/19/2023 (5 days) ~ 10/31/2023 (5 days)
Faculty (Other reappts)	Reappointment files due Respond to dept recommendations Respond to dean recommendations	9/29/2023 ~ 12/20/2023 (5 days) ~ 2/21/2024 (5 days)
Department Chairs	Resolve Pre-check requests Prepare Annual Review Reappt 2nd year review 23/24 Goal Approval Reappt 1st year review Reappt all others review Promotion review	5/2/2023 9/18/2023 10/12/2023 10/31/2023 11/8/2023 12/8/2023 12/6/2023
TPR Chairs and Committee	Reappt 2nd year review Reappt 1st year review Promotion review Reappt all others review	10/13/2023 11/10/2023 12/8/2023 12/15/2023
Deans and/or Associate Deans as delegated	Reappt 2nd year review Acknowledge Annual Review Reappt 1st year review Promotion review Reappt all others review Reappt 1st year review Reappt 2nd year review Reappt all others review	10/26/2023 (negative) 10/31/2023 1/5/2024 (negative) 2/14/2024 2/16/2024 (negative) 5/16/2024 (positive) 5/16/2024 (positive) 5/16/2024 (positive)
Positive Reappointments: Positive reappointment decisions are final at Dean's Office.		
Provost/President	Reappt 2nd year review // 9 month Reappt 2nd year review // 12 month Reappt 1st year review // 9 month Reappt 1st year review // 12 month Reappt all others // 9 month Promotion review Reappt all others // 12 month	11/16/2023 (negative) 12/29/2023 (negative) 2/16/2024 (negative) 3/29/2024 (negative) 5/16/2024 (negative) 5/16/2024 6/30/2024 (negative)

SABBATICAL DEADLINES

	Fall 2023	*Spring 2024*	*Fall 2024*	*Spring 2025*
Sabbatical leave request in full due to elected departmental committee, chaired by department chair	Jan 31, 2023*	May 1, 2023*	Jan 31, 2024*	May 1, 2024*
Departmental committee submits leave evaluation to the Dean, copy to applicant	Feb 14, 2023*	May 15, 2023*	Feb 14, 2024*	May 15, 2024*
Dean submits approved leave to the Provost	Feb 28, 2023*	June 1, 2023*	Feb 28, 2024*	June 1, 2024*
Provost submits leave to the President	March 15, 2023*	June 15, 2023*	March 15, 2024*	June 15, 2024*
President approval deadline	March 29, 2023*	June 29, 2023*	March 29, 2024*	June 29, 2024*
HR review deadline: Provost delivers formal notification by this date	April 1, 2023	July 1, 2023	April 1, 2024	July 1, 2024

* Dates determined by Clemson University Faculty Manual

PROMOTION TIMELINES – ASSOCIATE PROFESSOR AND PROFESSOR

Promotion from Assistant Professor to Associate Professor with Tenure
(Minimum years of service before considered early)

Timeline for Promotion from Assistant Professor to Associate Professor with Tenure		
Academic Year	**Year of Service**	**Steps/Timeline**
2018–19	Year1	**1st year of service as Assistant Professor (if no reduction in probationary period)**
2019–20	Year2	2nd year of service
2020–21	Year3	3rd year of service
2021–22	Year4	4th year of service
2022–23	Year5	5th year of service
2023–24	Year6	***Submit dossier for promotion to Associate in this year** (for the 2023-24 review cycle year)
2024–25	Year7	*For successful promotion candidates, expected **effective date** as Associate Professor is August 15th of this year

Timeline: Promotion from Associate Professor with tenure to Professor
(minimum years of service before considered early)

Timeline for Promotion from Associate Professor with Tenure to Professor		
Academic Year	**Year of Service**	**Steps/Timeline**
2019–20	Year1	**1st year of service as Associate Professor with tenure**
2020–21	Year2	2nd year of service
2021–22	Year3	3rd year of service
2022–23	Year4	4th year of service
2023–24	Year5	***Earliest to submit dossier for promotion to Professor is this year** (for the 2023-24 review cycle year)
2024–25	Year6	*Earliest possible **effective date** as Professor is August 15th of this year

*Please refer to your departmental TPR guidelines which may have a longer time in service at rank requirement.

PROMOTION TIMELINES – LECTURER TRACK

SENIOR LECTURERS

		Promotion from Lecturer to Senior Lecturer
Academic Year	**Year at Clemson**	**Step/Timeline**
2019–20	Year 1	**1st year of service as Lecturer** (Effective date August 15th)
2020–21	Year 2	2nd year of service
2021–22	Year 3	3rd year of service
2022–23	Year 4	4th year of service
2023–24	Year 5	***Earliest to submit dossier for promotion to Senior Lecturer** (for the 2023-24 review cycle year)
2024–25	Year 6	*Earliest possible **effective date** as Senior Lecturer is August 15th of this year

		Reappointment Timeline - Senior Lecturers
Academic Year	**Year at Clemson**	**Steps/Timeline**
2023–24	Year1	**Senior Lecturer effective date August of this AY (August 2023)**
2024–25	Year2	Penultimate year, Submit materials for review this AY
2025–26	Year3	
2026–27	Year4	Year1
2027–28	Year5	Year2 Penultimate year of 2nd contract, **submit materials** this AY
2028–29	Year6	Year3
2029–30	Year7	Year1
2030–31	Year8	Year2 Penultimate year of 3rd contract, **submit materials** this AY
2031–32	Year9	Year3
2032–33	Year10	Year1
2033–34	Year11	Year2 Penultimate year of 4th contract, **submit materials** this AY
2034–35	Year12	Year3

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PRINCIPAL LECTURERS

<table>
<tr><td colspan="3" align="center">Promotion from Senior Lecturer to Principal Lecturer</td></tr>
<tr><td>Academic Year</td><td>Year of Contract</td><td>Steps/Timeline</td></tr>
<tr><td>2019–20</td><td>Year1</td><td>1st year of service as Senior Lecturer (Effective date August 15th)</td></tr>
<tr><td>2020–21</td><td>Year2</td><td>2nd year of service</td></tr>
<tr><td>2021–22</td><td>Year3</td><td>3rd year of service</td></tr>
<tr><td>2022–23</td><td>Year4</td><td>4th year of service</td></tr>
<tr><td>2023–24</td><td>Year5</td><td>*Earliest to submit for promotion to Principal Lecturer is this year</td></tr>
<tr><td>2024–25</td><td>Year6</td><td>*Earliest possible <u>effective date</u> as Principal Lecturer is August 15th</td></tr>
</table>

<table>
<tr><td colspan="3" align="center">Reappointment Timeline – Principal Lecturers</td></tr>
<tr><td>Academic Year</td><td>Year of Contract</td><td>Steps/Timeline</td></tr>
<tr><td>2023–24</td><td>Year1</td><td>1st year of service as Principal Lecturer (Effective date August 15th of this year)</td></tr>
<tr><td>2024–25</td><td>Year2</td><td>2nd year of service</td></tr>
<tr><td>2025–26</td><td>Year3</td><td>3rd year of service</td></tr>
<tr><td>2026–27</td><td>Year4</td><td>4th year of service (submit materials for review this AY)</td></tr>
<tr><td>2027–28</td><td>Year5</td><td></td></tr>
<tr><td>2028–29</td><td>Year6</td><td>Year1 of renewed contract</td></tr>
<tr><td>2029-30</td><td>Year7</td><td>Year2</td></tr>
<tr><td>2030-31</td><td>Year8</td><td>Year3</td></tr>
<tr><td>2031-32</td><td>Year9</td><td>Year4 new contract as Principal Lecturer
*Submit dossier for review this year (for the 2031-32 review cycle)</td></tr>
<tr><td>2032-33</td><td>Year10</td><td>Year 5</td></tr>
</table>

EXAMPLES OF EXTENSIONS AND SERVICE CREDIT

TENURE and Promotion to ASSOCIATE PROFESSOR:
Unless written differently in hiring contract, assistant professors are on a six-year timeline and should file intention to submit in the spring of their 5th year and submit full dossier by fall of sixth year. If there is an extension, the timeline should be adjusted to reflect the revised timeframe for promotion.

Promotion to PROFESSOR requires five years of service minimum following effective date of promotion to Associate Professor and Tenure. File intention to submit spring of 4th year submit full dossier fall of 5th year.

Example for Tenure-Clock Extensions			
Academic Year	**Original Timeline**	**New Timeline**	**Probationary Period Notes**
2018-19	Year1	Year1	
2019-20	Year2	Year2	
2020-21	Year3	Year3	Extension granted for 1 year, effective 2021-2022 review cycle
2021-22	Year4	Year3	Extension granted for 1 year, effective 2022-2023 review cycle
2022-23	Year5	Year3	
2023-24	Year6*	Year4	
2024-25	Year7	Year5	
2025-26	Year8	Year6	Penultimate year for 5 years probation, 6 years employment contract; submit Fall 2025
2026-27	Year9	Year7	Eff. date for promotion to Assoc. Prof August 2026/Year1-Assoc.
2027-28	Year10	Year8	Year2 as Associate Prof
2028-29	Year11*	Year9	Year3 as Associate Prof
2029-30	Year12	Year10	Year4 as Associate Prof
2030-31	Year13	Year11	Year5 as Associate Prof, Post-tenure review or earliest up for promotion to Professor

* Original penultimate date without extensions

Example for Tenure Service Credit at Hire			
Academic Year	**Original Timeline**	**New Timeline**	**Probationary Period Notes**
2019-20	Year1	Year2	1 year of service at contract credit
2020-21	Year2	Year3	
2021-22	Year3	Year4	
2022-23	Year4	Year5	
2023-24	Year5	Year6	Submit for review in fall of this year
2024-25	Year6*	Year7	First year as tenured Associate Professor
2025-26	Year7	Year8	
2026-27	Year8	Year9	
2027-28	Year9	Year10	
2028-29	Year10*	Year11	Fifth year as tenured Assoc. Prof. / earliest to submit for promotion to professor

* Original penultimate dates without service credit at hire