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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 2025-2026 will begin with convocation on **August 18, 2025**. 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>

### Faculty Events:

Dates of faculty events can be located on the Clemson Events Calendar website:

<https://calendar.clemson.edu/>

Search "faculty" or utilize the filters to locate faculty-specific events, such as the New Faculty Orientation and General Faculty Meeting.

## 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/governance/tpr-college-dept.html>

**Organization of Academic Department Chairs (OADC):** Regular meetings occur on the 4<sup>th</sup> Wed monthly. Exceptions: Nov (Thanksgiving) and March (Spring Break and TPR Roadshows). In September and February, there are two meetings (2<sup>nd</sup> and 4<sup>th</sup> Wednesdays). Contact Faculty Affairs ([APFA@clemson.edu](mailto: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>

Note on "Academic Units" – The term "Academic Unit" and "Academic Unit Chair/Director" is used for "Department" and "School" as relevant.

## ANNUAL REVIEW PROCESSES 2024-2025

<b>Annual Review Reporting (2024-2025 Review cycle)</b>	
<b>Looking Back – Activities (May 16, 2024 – May 15, 2025) – Submit no later than July 10, 2025</b>	
July 10, 2025	Faculty complete entry of AY2024–25 accomplishments and review/reflect on AY2024–25 goals/workload using Faculty Success <a href="https://www.clemson.edu/provost/digital-measures">https://www.clemson.edu/provost/digital-measures</a> . Faculty should confirm the date for this deadline with their Academic Unit Chairs/Directors as unit-specific deadlines may be earlier.
July 11, 2025 - Sept 10, 2025	Academic Unit Chairs/Directors: Prepare annual review documents and entries in Faculty Success. This step auto-advances to faculty Sept 16, 2025. Sept 11-15 is considered time for Chairs to confirm and finalize.
10 calendar days after receipt ~ Sept 26, 2025	Faculty members acknowledge receipt of AY2024–25 annual review from Chairs. Faculty members may file a disclaimer within 10 calendar days of receiving their review. Chairs will respond to any disclaimers and revise evaluations if appropriate. If a Chair submits the evaluation early, the 10-day clock will not begin until after August 15 as some faculty may be away during the summer months.
Oct 28, 2025	Deans review and sign the AY2024–25 reviews.
10 calendar days after receipt (~ Nov 7, 2025)	Faculty members have ten calendar days to file a disclaimer to the Dean annual reviews of AY2024–25 by this date.
~ Nov 24, 2025	Dean responses to all AY2024–25 disclaimers are completed for final faculty receipt acknowledgement.
Dec 16, 2025	Provost acknowledges disclaimers.

## GOALS 2025-2026

<b>Goals 2025-2026</b>	
April 29, 2025	<b>2025-26 Goal Approval</b> workflow opens to allow faculty to enter goals and workload information
Oct 15, 2025	Faculty members finalize AY2025-26 goals and workload entry and submit reports of goals to chairs via <b>2025 Goal Approval</b> workflow
October 28, 2025	Academic Unit Chairs/Directors approve goals.
Jan 22, 2026	Final goals are archived for AY2025-2026.
Faculty hired mid-cycle (after mid-October) should contact <a href="mailto:dmadmin@clemson.edu">dmadmin@clemson.edu</a> to ensure they have a goals process set up.	

## POST-TENURE REVIEW PART I AND PART II

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 Academic Unit Chairs/Directors.

Action	Responsible Party	Dates
Identify faculty needing PTR Part II (Review 5 years of scores)	Academic Unit Chair/Director/ Faculty Success Administrator	At the conclusion of annual review process.
Faculty submits materials	Faculty	1/9/2026 – 1/22/2026
Academic Unit Chair/Director loads 5 years of annual reviews	Academic Unit Chair/Director	1/29/2026
PTR Committee Letter	PTR Committee	3/31/2026
Academic Unit Chair/Director Letter	Academic Unit Chair/Director	4/2/2026
Faculty Response Department	Faculty	14 Days *
PTR Committee Rebuttal	PTR Committee	4/21/2026
Academic Unit Chair/Director Rebuttal	Academic Unit Chair/Director	4/23/2026
Dean Review	Dean	5/15/2026 *
Provost Finalize	Provost Office	5/30/2026

\* *Timeline required by the faculty manual.*

## 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 at penultimate year and 8<sup>th</sup> year promotion to senior lecturer may not be withdrawn per the Faculty Manual.

The promotion and tenure review process takes place as two workflows in Faculty Success:

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) 2025 *TPR Precheck of Tenured or Tenure-Track Faculty and TPR Precheck Lecturer-Track. Faculty submit request for promotion process. Academic Unit Chairs/Directors verify eligibility and begin the process of seeking external reviewers for tenure or tenure-track faculty promotions.*

2) 2025 *Promotion of Tenured or Tenure-Track Faculty, Promotion Lecturer-Track. Faculty submit dossier files then review letters and responses are routed.*

2025-2026 Review Cycle PRECHECK (decisions communicated by May 15, 2026)	
April 1 - 17, 2025	<p>Candidate files intention to submit in Faculty Success</p> <p><b>2025 Pre-Check All Processes</b></p> <p>The pre-check process is designed to confirm eligibility for promotion and/or in terms of time-in-service.</p> <p>Tenured or Tenure-Track Faculty: Letter requesting promotion, draft long CV and list of proposed external evaluators. Include the dates of any extensions, extension rescinded, and credit provided at time of hire.</p> <p>Lecturer-Track: Candidates for promotion to Senior Lecturer and Principal Lecturer should check requirements with their TPR Chair and/or Academic Unit Chair/Director. Include the dates of employment in full-time lecturer role at Clemson and dates of prior promotion if applicable.</p>
April 29, 2025	Academic Unit Chair/Director/TPR chairs approve pre-check processes.
June 23, 2025	Tenure/promotion/reappointment (TPR) committees confirmed as complete and correct. Last minute changes can be made if needed. Contact DMAAdmin@clemson.edu.
Aug 15, 2025	Last date for a candidate to change their intention to submit their dossier for review. To withdraw, contact the Academic Unit Chair/Director and DMAAdmin@clemson.edu.

## TENURE AND PROMOTION REVIEW

*(Professor, Associate Professor with Tenure, Tenure Only, Senior Lecturer or Principal Lecturer)*

<b>2025-2026 Review cycle (Begin Fall 2025 for decisions communicated by May 15, 2026)</b>	
Aug 15, 2025	Last date for a candidate to change their intention to submit their dossier for review. *** applications for tenure at penultimate year and 8 <sup>th</sup> year promotion to senior lecturer may not be withdrawn ***
Sept 25, 2025	Candidate promotion files are completed, uploaded, and available to <b>TPR committees</b> and <b>Academic Unit Chairs/Director</b> (4-week dossier upload window).
Dec 2, 2025	TPR committee reviews complete with letters loaded in 2024 promotion-related workflows (10-week review).
Dec 4, 2025	Academic Unit Chair/Director reviews complete with letter loaded in 2024 promotion-related workflows (10-week review)
(5 days after file received) ~ Dec 10, 2025	Candidate has read reviews for Academic Unit Chair/Director and TPR committee chair and signed notebook online, forwarding the dossier <b>to the Dean</b> . Dean can begin review of all TPR dossiers within College.
Jan 27, 2026	TPR Chair advisory committee and/or Academic Unit Chair/Director advisory committee has met with the Dean, as authorized by college bylaws (4-week review)
Feb 11, 2026	Dean reviews are complete with letters uploaded in 2023 promotion-related workflows (8-week review)
(5 days after file received) ~ Feb 16, 2026	Candidates respond if needed and forward to the Provost. *** Applications submitted to the Provost may not be withdrawn.***
Feb 20, 2026	Promotion packages <b>due to the Provost and President for Executive Review</b> .
May 15, 2026*	The outcome of promotion and tenure letters, as denoted by the Provost and the President, are due to faculty members (11+ week review)
May 15, 2026* <b>Hard deadline</b>	Terminal year non-renewal notice should be provided in accordance with the Faculty Manual Chapter V D.5.

\* Date determined by Clemson University Faculty Manual

## REAPPOINTMENT REVIEWS – All Non-Tenured Faculty

Reappointment schedules below are governed by section V D.5 of the Faculty Manual. The schedules below apply to all faculty who have not yet received tenure (pre-tenure, lecturers, and special faculty who need annual reappointment).

First-year reappointment schedules are assigned to lecturers, assistant professors and other non-tenured faculty hired after October of the prior year. Notice of non-reappointment must be provided not less than three months in advance of the appointment's expiration if the faculty member is in the first year of service.

Second-year reappointment schedules are assigned to lecturers, assistant professors and other non-tenured faculty who had a first year process the prior year. Notice of non-reappointment must be provided not less than six months in advance if in the second year of service.

Reappointments for all other non-tenured faculty will be categorized by job title, such as Reappointment Assistant Professor, Reappointment Lecturer. Notice of non-reappointment must be provided at least twelve months before the expiration of an appointment for non-tenured faculty.

Senior Lecturers apply for reappointment in the second year of the 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. Timeline for reappointment for senior and principal lecturers is demonstrated on pages 12 and 13.

Process Step	1 <sup>st</sup> year Reappt	2 <sup>nd</sup> year Reappt	Reappointment (not in other two categories)
Reappointment Files Due	Oct 9, 2025	Sep 18, 2025	Sep 25, 2025
TPR Committee Review Due	Nov 4, 2025	Oct 2, 2025	Dec 4, 2025
Academic Unit Chair/Dir. Review Due	Nov 6, 2025	Oct 7, 2025	Dec 12, 2025
Faculty Response	5 Days	5 Days	5 Days
Files due to Dean	Nov 14, 2025	Oct 15, 2025	Dec 19, 2025
<b><i>If Dean recommends non-reappointment:</i></b>			
Negative Reviews Due	Jan 9, 2026	Oct 23, 2025	Feb 13, 2026
Faculty Response	5 Days	5 Days	5 Days
<b><i>Provost Review (do not miss these dates)</i></b>			
9-month faculty	<b>Feb 14, 2026 *</b>	<b>Nov 14, 2025 *</b>	<b>May 15, 2026 *</b>
12-month faculty	<b>Mar 28, 2026 *</b>	<b>Dec 20, 2025 *</b>	<b>Jun 29, 2026 *</b>
<b><i>If Dean recommends reappointment:</i></b>			
Final process ( <i>no later than</i> )	May 15, 2026	May 15, 2026	May 15, 2026

\* Date determined by Clemson University Faculty Manual

ACADEMIC AFFAIRS  
CALENDAR OF DATES AND DEADLINES 25-26

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Special Rank Faculty on Academic Year Contracts	
Feb 12, 2026	It is <b>highly recommended</b> that courtesy letters be sent to special faculty not being renewed by this date. (see the Faculty Manual for exceptions on special faculty ranks)
<b>Jun 13, 2026</b> <b>Do not miss this deadline.</b>	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).



# ACADEMIC AFFAIRS

## CALENDAR OF DATES AND DEADLINES 25-26



### DEADLINES - SUMMARY

#### Summary by Process/Responsible Party

Role	Process/Step	Date
Faculty (All)	TPR Pre-Check 24/25 Annual Review Submission Annual Review Disclaimer / Dept 25/26 Goal Submission Annual Review Disclaimer / Dean	4/17/2025 7/10/2025 ~ 9/26/2025 (10 days) 10/15/2025 ~ 11/7/2025 (10 days)
Faculty Seeking Promotion	Promotion processes due Respond to dept recommendations Respond to dean recommendations	9/25/2025 ~ 12/10/2025 (5 days) ~ 2/16/2026 (5 days)
Faculty (1 <sup>st</sup> year)	Reappointment files due Respond to dept recommendations Respond to dean recommendations	10/9/2025 ~ 11/12/2025 (5 days) ~ 1/7/2026 (5 days)
Faculty (2 <sup>nd</sup> year)	Reappointment files due Respond to dept recommendations Respond to dean recommendations	9/18/2025 ~ 10/16/2025 (5 days) ~ 10/28/2025 (5 days)
Faculty (Other reappointments)	Reappointment files due Respond to dept recommendations Respond to dean recommendations	9/25/2025 ~ 12/17/2025 (5 days) ~ 2/18/2026 (5 days)
TPR Chairs and Committee	Approve Pre-check requests (Chair only) Reappt 2nd year review Reappt 1st year review Promotion review Reappt all others review	4/29/2025 10/2/2025 11/4/2025 12/2/2025 12/4/2025
Academic Unit Chair/Director	Approve Pre-check requests Prepare Annual Review Reappt 2nd year review 25/26 Goal Approval Reappt 1st year review Reappt all others review Promotion review	4/29/2025 9/15/2025 10/10/2025 10/28/2025 11/7/2025 12/12/2025 12/4/2025
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	10/23/2025 (negative) 10/28/2025 1/9/2026 (negative) 2/11/2026 2/13/2026 (negative) 5/15/2026 (positive) 5/15/2026 (positive) 5/15/2026 (positive)
<i>Positive Reappointments: Positive reappointment decisions are final at Dean's Office.</i>		
Provost/President	Non-Reappt 2nd year // 9 month/12 month Non-Reappt 1st year // 9 month/12 month Non-Reappt all others // 9 month/12 month Promotion review Reappt all others	11/14/2025 / 12/20/2025 2/14/2026 / 3/28/2026 5/15/2026 / 6/29/2026 5/15/2026 N/A

**SABBATICAL DEADLINES**

	<b><i>Fall 2025</i></b>	<b><i>Spring 2026</i></b>	<b><i>Fall 2026</i></b>	<b><i>Spring 2027</i></b>
Sabbatical leave request in full due to elected departmental committee, chaired by Academic Unit Chair/Director	Jan 30, 2025*	April 29, 2025*	Jan 30, 2026*	April 30, 2026*
Departmental committee submits leave evaluation to the Dean, copy to applicant	Feb 13, 2025*	May 13, 2025*	Feb 12, 2026*	May 14, 2026*
Dean submits approved leave to the Provost for Executive Review by Provost and President	Feb 27, 2025*	May 30, 2025*	Feb 27, 2026*	May 31, 2026*
HR review deadline: Provost delivers formal notification of Executive review outcomes by this date	March 29, 2025	June 28, 2025	March 30, 2026	June 29, 2026

*\* 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
2020–21	Year1	<b>1st year of service as Assistant Professor (if no reduction in probationary period)</b>
2021–22	Year2	2nd year of service
2022–23	Year3	3rd year of service
2023–24	Year4	4th year of service
2024–25	Year5	5th year of service
2025–26	Year6	<b>*Submit dossier for promotion to Associate in this year</b> (for the 2025-26 review cycle year)
2026–27	Year7	*For successful promotion candidates, expected <b>effective date</b> 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
2021–22	Year1	<b>1st year of service as Associate Professor with tenure</b>
2022–23	Year2	2nd year of service
2023–24	Year3	3rd year of service
2024–25	Year4	4th year of service
2025–26	Year5	<b>*Earliest to submit dossier for promotion to Professor is this year</b> (for the 2025-26 review cycle year)
2026–27	Year6	*Earliest possible <b>effective date</b> 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
2021–22	Year 1	<b>1st year of service as Lecturer</b> (Effective date August 15 <sup>th</sup> )
2022–23	Year 2	2nd year of service
2023–24	Year 3	3rd year of service
2024–25	Year 4	4th year of service
2025–26	Year 5	<b>*Earliest to submit dossier for promotion to Senior Lecturer</b> (for the 2025-26 review cycle year)
2026–27	Year 6	<b>*Earliest possible <u>effective date</u></b> as Senior Lecturer is August 15th of this year

Reappointment Timeline - Senior Lecturers		
Academic Year	Year at Clemson	Steps/Timeline
2025–26	Year1	<b>Senior Lecturer effective date August of this AY (August 2025)</b>
2026–27	Year2	Penultimate year, submit materials for review this AY
2027–28	Year3	
2028–29	Year4	Year1
2029–30	Year5	Year2 Penultimate year of 2 <sup>nd</sup> contract, <b>submit materials</b> this AY
2030–31	Year6	Year3
2031–32	Year7	Year1
2032–33	Year8	Year2 Penultimate year of 3 <sup>rd</sup> contract, <b>submit materials</b> this AY
2033–34	Year9	Year3
2034–35	Year10	Year1
2035–36	Year11	Year2 Penultimate year of 4th contract, <b>submit materials</b> this AY
2036–37	Year12	Year3

PRINCIPAL LECTURERS

Promotion from Senior Lecturer to Principal Lecturer		
Academic Year	Year of Contract	Steps/Timeline
2021–22	Year1	<b>1st year of service as Senior Lecturer</b> (Effective date August 15 <sup>th</sup> )
2022–23	Year2	2nd year of service
2023–24	Year3	3rd year of service
2024–25	Year4	4th year of service
2025–26	Year5	<b>*Earliest to submit for promotion to Principal Lecturer is this year</b>
2026–27	Year6	*Earliest possible <b>effective date</b> as Principal Lecturer is August 15th

Reappointment Timeline – Principal Lecturers		
Academic Year	Year of Contract	Steps/Timeline
2025–26	Year1	<b>1st year of service as Principal Lecturer</b> (Effective date August 15 <sup>th</sup> of this year)
2026–27	Year2	2nd year of service
2027–28	Year3	3rd year of service
2028–29	Year4	4th year of service ( <b>submit materials</b> for review this AY)
2029–30	Year5	
2030–31	Year6	Year1 of renewed contract
2031–32	Year7	Year2
2032–33	Year8	Year3
2033–34	Year9	Year4 new contract as Principal Lecturer <b>*Submit dossier for review this year</b> (for the 2033-34 review cycle)
2034–35	Year10	Year 5

## 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 5<sup>th</sup> year and submit 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 5 years of service minimum following effective date of promotion to Associate Professor and Tenure. File intent to submit spring of 4<sup>th</sup> year and submit dossier fall of 5<sup>th</sup> year.

Example for Tenure-Clock Extensions			
Academic Year	Original Timeline	New Timeline	Probationary Period Notes
2020-21	Year1	Year1	
2021-22	Year2	Year2	
2022-23	Year3	Year3	Extension granted for 1 year, effective 2023-2024 review cycle
2023-24	Year4	Year3	Extension granted for 1 year, effective 2024-2025 review cycle
2024-25	Year5	Year3	
2025-26	Year6*	Year4	
2026-27	Year7	Year5	
2027-28	Year8	Year6	Penultimate year for 5 years probation, 6 years employment contract; submit Fall 2027
2028-29	Year9	Year7	Eff. date for promotion to Assoc. Prof August 2028/Year1-Assoc.
2029-30	Year10	Year8	Year2 as Associate Prof
2030-31	Year11*	Year9	Year3 as Associate Prof
2031-32	Year12	Year10	Year4 as Associate Prof
2032-33	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
2021-22	Year1	Year2	1 year of service at contract credit
2022-23	Year2	Year3	
2023-24	Year3	Year4	
2024-25	Year4	Year5	
2025-26	Year5	Year6	Submit for review in fall of this year
2026-27	Year6*	Year7	First year as tenured Associate Professor
2027-28	Year7	Year8	
2028-29	Year8	Year9	
2029-30	Year9	Year10	
2030-31	Year10*	Year11	Fifth year as tenured Assoc. Prof. / earliest to submit for promotion to professor

\* Original penultimate dates without service credit at hire