

TABLE OF CONTENTS

TABLE OF CONTENTS1

ACADEMIC YEAR2

FACULTY GOVERNANCE2

ANNUAL REVIEW PROCESSES 2023-20243

GOALS 2024-20253

POST-TENURE REVIEW PART I AND PART II4

TPR PRE-CHECK FOR PROMOTION CANDIDATES5

TENURE AND PROMOTION REVIEW6

REAPPOINTMENT REVIEWS – All Non-Tenured Faculty7

DEADLINES - SUMMARY9

SABBATICAL DEADLINES10

PROMOTION TIMELINES – ASSOCIATE PROFESSOR AND PROFESSOR11

PROMOTION TIMELINES – LECTURER TRACK12

EXAMPLES OF EXTENSIONS AND SERVICE CREDIT14

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 2024-2025 will begin with convocation on **August 19, 2024**. 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>

Academic Unit Chair/Directors Retreat – August 7, 2024

New Faculty Orientation – August 15, 2024

General Education Program Retreat – August 20, 2024

General Faculty Meeting – August 20, 2024

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-tp.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>

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

ANNUAL REVIEW PROCESSES 2023-2024

Annual Review Reporting (2023-2024 Review cycle)	
Looking Back – Activities (May 15, 2023 – May 13, 2024) – Submit no later than July 11, 2024	
July 11, 2024	Faculty complete entry of AY2023–24 accomplishments and review/reflect on AY2023–24 goals/workload using Faculty Success https://www.clemson.edu/provost/digital-measures . Faculty should confirm the date for this deadline with their Academic Unit Chairs/Directors as unit-specific deadlines may be earlier.
July 12, 2024 - Sept 11, 2024	Academic Unit Chairs/Directors: Prepare annual review documents and entries in FacultySuccess. This step auto-advances to faculty Sept 17, 2024. Sept 12-16 is considered time for Chairs to confirm and finalize.
10 calendar days after receipt ~ Sept 27, 2024	Faculty members acknowledge receipt of AY2023–24 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 29, 2024	Deans review and sign the AY2023–24 reviews.
10 calendar days after receipt (~ Nov 8, 2024)	Faculty members have five calendar days to file a disclaimer to the Dean annual reviews of AY2023–24 by this date.
~ Nov 25, 2024	Dean responses to all AY2023–24 disclaimers are completed for final faculty receipt acknowledgement.
Dec 17, 2024	Provost acknowledges disclaimers.

GOALS 2024-2025

Goals 2024-2025	
April 30, 2024	2024-25 Goal Approval workflow opens to allow faculty to enter goals and workload information
Oct 16, 2024	Faculty members finalize AY2024-25 goals and workload entry and submit reports of goals to chairs via 2024 Goal Approval workflow
October 29, 2024	Academic Unit Chairs/Directors approve goals.
Jan 10, 2025	Final goals are archived for AY2024-2025.
Faculty hired mid-cycle (after mid-October) should contact dadmin@clemson.edu 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	Before November 30, 2024
Faculty submits materials	Faculty	1/10/2025 – 1/23/2025
Academic Unit Chair/Director loads 5 years of annual reviews	Academic Unit Chair/Director	1/30/2025
PTR Committee Letter	PTR Committee	4/1/2025
Academic Unit Chair/Director Letter	Academic Unit Chair/Director	4/3/2025
Faculty Response Department	Faculty	14 Days *
PTR Committee Rebuttal	PTR Committee	4/22/2025
Academic Unit Chair/Director Rebuttal	Academic Unit Chair/Director	4/24/2025
Dean Review	Dean	5/15/2025 *
Provost Finalize	Provost Office	5/31/2025

* *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 8th 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 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) 2024 *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) 2024 *Promotion of Tenured or Tenure-Track Faculty, Promotion Lecturer-Track. Faculty submit dossier files then review letters and responses are routed.*

2024-2025 Review Cycle PRECHECK (decisions communicated May 2025)	
April 1 - 18, 2024	Candidate files intention to submit in FacultySuccess 2024 Pre-Check All Processes Intention to submit is the request for review and evaluation of dossier for promotion and/or tenure. 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. 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.
April 30, 2024	Academic Unit Chair/Director/TPR chairs approve pre-check processes.
June 24, 2024	Tenure/promotion/reappointment (TPR) committees confirmed as complete and correct. Last minute changes can be made if needed. Contact DMAdmin@clemson.edu.
Aug 14, 2024	Last date for a candidate to change their intention to submit their dossier for review. To withdraw, contact the Academic Unit Chair/Director and dmadmin@clemson.edu.

TENURE AND PROMOTION REVIEW

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

This year we are switching the order of review to allow the tpr committee to submit their recommendation first. The Academic Unit Chair/Director will still not be able to see the recommendation until after submitting their own recommendation. This will hopefully decrease bottlenecks.

2024-2025 Review cycle (Begin Fall 2024 for decisions communicated by May 15, 2025)	
Aug 14, 2024	Last date for a candidate to change their intention to submit their dossier for review. *** applications for tenure at penultimate year and 8 th year promotion to senior lecturer may not be withdrawn ***
Sept 26, 2024	Candidate promotion files are completed, uploaded, and available to Academic Unit Chairs/Director and TPR committees (4 week dossier upload window).
Dec 4, 2024	TPR committee reviews complete with letters loaded in 2024 promotion-related workflows (10 week review).
Dec 6, 2024	Academic Unit Chair/Director reviews complete with letter loaded in 2024 promotion-related workflows (10 week review)
(5 days after file received) ~ Dec 11, 2024	Candidate has read reviews for Academic Unit Chair/Director and TPR committee chair and signed notebook online, forwarding the dossier to the Dean . Dean can begin review of all TPR dossiers within College.
Jan 29, 2025	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 12, 2025	Dean reviews are complete with letters uploaded in 2023 promotion-related workflows (8 week review)
(5 days after file received) ~ Feb 17, 2025	Candidates respond if needed and forward to the Provost. *** Applications submitted to the Provost may not be withdrawn.***
Feb 21, 2025	Promotion packages due to the Provost and President for Executive Review .
May 15, 2025*	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, 2025* Hard deadline	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.

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	1st year Reappt (Lecturer-Track/Tenure-Track)	2nd year Reappt (Lecturer-Track/Tenure-Track)	Reappointment (Lecturer-Track/Tenure-Track)
Reappointment Files Due	Oct 10, 2024	Sep 26, 2024	Sep 26, 2024
TPR Committee Review Due	Nov 6, 2024	Oct 10, 2024	Dec 6, 2024
Academic Unit Chair/Director Review Due	Nov 8, 2024	Oct 11, 2024	Dec 13, 2024
Faculty Response	5 Days	5 Days	5 Days
Files due to Dean	Nov 15, 2024	Oct 18, 2024	Dec 20, 2024
If Dean recommends non-reappointment:			
Negative Reviews Due	Jan 3, 2025	Oct 24, 2024	Feb 14, 2025
Faculty Response	5 Days	5 Days	5 Days
<i>Provost Review (do not miss these dates)</i>			
9-month faculty	Feb 14, 2025 *	Nov 14, 2024 *	May 15, 2025 *
12-month faculty	Mar 28, 2025 *	Dec 27, 2024 *	Jun 29, 2025 *
If Dean recommends reappointment:			
Final process (no later than)	May 15, 2025	May 15, 2025	May 15, 2025

* Date determined by Clemson University Faculty Manual

Special Rank Faculty on Academic Year Contracts	
Feb 13, 2025	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 14, 2025 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 23/24 Annual Review Submission Annual Review Disclaimer / Dept 24/25 Goal Submission Annual Review Disclaimer / Dean	4/16/2024 7/11/2024 ~ 9/27/2024 (10 days) 10/16/2024 ~ 11/8/2024 (10 days)
Faculty Seeking Promotion	Promotion processes due Respond to dept recommendations Respond to dean recommendations	9/26/2024 ~ 12/11/2024 (5 days) ~ 2/17/2025 (5 days)
Faculty (1 st year)	Reappointment files due Respond to dept recommendations Respond to dean recommendations	10/10/2024 ~ 11/13/2024 (5 days) ~ 1/8/2025 (5 days)
Faculty (2 nd year)	Reappointment files due Respond to dept recommendations Respond to dean recommendations	9/26/2024 ~ 10/17/2024 (5 days) ~ 10/29/2024 (5 days)
Faculty (Other reappointments)	Reappointment files due Respond to dept recommendations Respond to dean recommendations	9/27/2024 ~ 12/18/2024 (5 days) ~ 2/19/2025 (5 days)
TPR Chairs and Committee	Reappt 2nd year review Reappt 1st year review Promotion review Reappt all others review	10/10/2024 11/6/2024 12/4/2024 12/6/2024
Academic Unit Chair/Director	Approve Pre-check requests Prepare Annual Review Reappt 2nd year review 24/25 Goal Approval Reappt 1st year review Reappt all others review Promotion review	4/30/2024 9/16/2024 10/11/2024 10/29/2024 11/8/2024 12/13/2024 12/6/2024
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	10/24/2024 (negative) 10/29/2024 1/3/2025 (negative) 2/12/2025 2/14/2025 (negative) 5/15/2025 (positive) 5/15/2025 (positive) 5/15/2025 (positive)
<i>Positive Reappointments: Positive reappointment decisions are final at Dean's Office.</i>		
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	11/14/2024 (negative) 12/27/2024 (negative) 2/14/2025 (negative) 3/28/2025 (negative) 5/15/2025 (negative) 5/15/2025 6/29/2025 (negative)

SABBATICAL DEADLINES

	Fall 2024	Spring 2025	Fall 2025	Spring 2026
Sabbatical leave request in full due to elected departmental committee, chaired by Academic Unit Chair/Director	Jan 30, 2024*	April 29, 2024*	Jan 29, 2025*	April 30, 2025*
Departmental committee submits leave evaluation to the Dean, copy to applicant	Feb 13, 2024*	May 13, 2024*	Feb 12, 2025*	May 14, 2025*
Dean submits approved leave to the Provost for Executive Review by Provost and President	Feb 27, 2024*	May 30, 2024*	Feb 26, 2025*	May 31, 2025*
HR review deadline: Provost delivers formal notification of Executive review outcomes by this date	March 30, 2024	June 29, 2024	March 31, 2025	June 30, 2025

** 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
2019–20	Year1	1st year of service as Assistant Professor (if no reduction in probationary period)
2020–21	Year2	2nd year of service
2021–22	Year3	3rd year of service
2022–23	Year4	4th year of service
2023–24	Year5	5th year of service
2024–25	Year6	*Submit dossier for promotion to Associate in this year (for the 2024-25 review cycle year)
2025–26	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
2020–21	Year1	1st year of service as Associate Professor with tenure
2021–22	Year2	2nd year of service
2022–23	Year3	3rd year of service
2023–24	Year4	4th year of service
2024–25	Year5	*Earliest to submit dossier for promotion to Professor is this year (for the 2024-25 review cycle year)
2025–26	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
2020–21	Year 1	1st year of service as Lecturer (Effective date August 15 th)
2021–22	Year 2	2nd year of service
2022–23	Year 3	3rd year of service
2023–24	Year 4	4th year of service
2024–25	Year 5	*Earliest to submit dossier for promotion to Senior Lecturer (for the 2024-25 review cycle year)
2025–26	Year 6	*Earliest possible <u>effective date</u> as Senior Lecturer is August 15 th of this year

Reappointment Timeline - Senior Lecturers		
Academic Year	Year at Clemson	Steps/Timeline
2024–25	Year1	Senior Lecturer effective date August of this AY (August 2024)
2025–26	Year2	Penultimate year, Submit materials for review this AY
2026–27	Year3	
2027–28	Year4	Year1
2028–29	Year5	Year2 Penultimate year of 2 nd contract, submit materials this AY
2029–30	Year6	Year3
2030–31	Year7	Year1
2031–32	Year8	Year2 Penultimate year of 3 rd contract, submit materials this AY
2032–33	Year9	Year3
2033–34	Year10	Year1
2034–35	Year11	Year2 Penultimate year of 4 th contract, submit materials this AY
2035–36	Year12	Year3

PRINCIPAL LECTURERS

Promotion from Senior Lecturer to Principal Lecturer		
Academic Year	Year of Contract	Steps/Timeline
2020–21	Year1	1st year of service as Senior Lecturer (Effective date August 15 th)
2021–22	Year2	2nd year of service
2022–23	Year3	3rd year of service
2023–24	Year4	4th year of service
2024–25	Year5	*Earliest to submit for promotion to Principal Lecturer is this year
2025–26	Year6	*Earliest possible effective date as Principal Lecturer is August 15th

Reappointment Timeline – Principal Lecturers		
Academic Year	Year of Contract	Steps/Timeline
2024–25	Year1	1st year of service as Principal Lecturer (Effective date August 15 th of this year)
2025–26	Year2	2nd year of service
2026–27	Year3	3rd year of service
2027–28	Year4	4th year of service (submit materials for review this AY)
2028–29	Year5	
2029–30	Year6	Year1 of renewed contract
2030–31	Year7	Year2
2031–32	Year8	Year3
2032–33	Year9	Year4 new contract as Principal Lecturer *Submit dossier for review this year (for the 2032-33 review cycle)
2033–34	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 5th 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 4th year and submit dossier fall of 5th year.

Example for Tenure-Clock Extensions			
Academic Year	Original Timeline	New Timeline	Probationary Period Notes
2019-20	Year1	Year1	
2020-21	Year2	Year2	
2021-22	Year3	Year3	Extension granted for 1 year, effective 2022-2023 review cycle
2022-23	Year4	Year3	Extension granted for 1 year, effective 2023-2024 review cycle
2023-24	Year5	Year3	
2024-25	Year6*	Year4	
2025-26	Year7	Year5	
2026-27	Year8	Year6	Penultimate year for 5 years probation, 6 years employment contract; submit Fall 2026
2027-28	Year9	Year7	Eff. date for promotion to Assoc. Prof August 2027/Year1-Assoc.
2028-29	Year10	Year8	Year2 as Associate Prof
2029-30	Year11*	Year9	Year3 as Associate Prof
2030-31	Year12	Year10	Year4 as Associate Prof
2031-32	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
2020-21	Year1	Year2	1 year of service at contract credit
2021-22	Year2	Year3	
2022-23	Year3	Year4	
2023-24	Year4	Year5	
2024-25	Year5	Year6	Submit for review in fall of this year
2025-26	Year6*	Year7	First year as tenured Associate Professor
2026-27	Year7	Year8	
2027-28	Year8	Year9	
2028-29	Year9	Year10	
2029-30	Year10*	Year11	Fifth year as tenured Assoc. Prof. / earliest to submit for promotion to professor

* Original penultimate dates without service credit at hire