

Because different promotion categories request different information, the process shows two tracks: tenure eligible, and lecturer and others. Please choose which section to view.

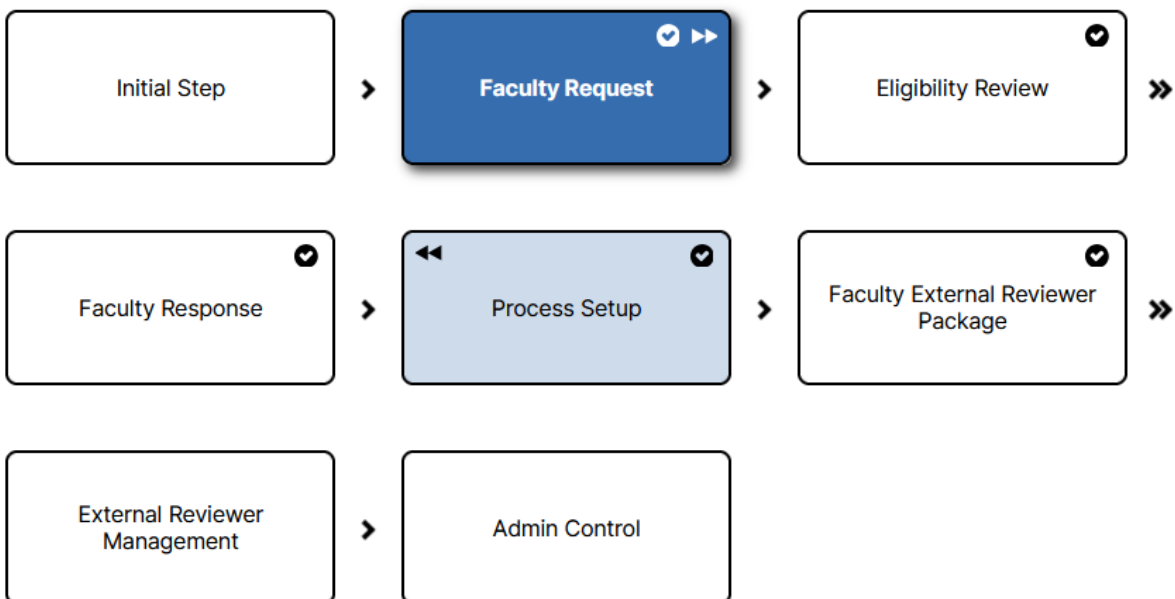
[Pre-Check for Tenure-Eligible Positions](#)

[Pre-Check for Lecturers and Others](#)

Tenure and Promotion Precheck Process Guide for Faculty – Tenure Eligible

This guide is prepared for faculty who are intending to submit materials for promotion or reappointment. This process is launched for all associate professors and assistant professors. Because different promotion processes request different information, the process is segregated into two tracks: tenure eligible, and lecturer and others.

Below is a visual representation of the process. Note that the areas highlighted in blue are linked. TPR Chairs do not need to review eligibility if the faculty member is not requesting a promotion.



Faculty Request Step – Tenure Eligible

If you are requesting a **reappointment**, answer the question reappointment under process requested and choose Request Process Setup.

If you are requesting a **promotion**, follow the detailed steps below.

The table below lists the information needed by type of promotion.

Type of Promotion Requested	Information Needed
Tenure-track faculty requesting promotion to associate professor with tenure. Associate professors requesting tenure review.	<ul style="list-style-type: none">• Date hired as full-time tenure-track faculty.• Details related to tenure-clock extensions Tenure credit at hire (if any).• Penultimate Year.
Associate professors requesting promotion to professor.	<ul style="list-style-type: none">• Date hired into tenure-eligible position.• Date promoted to associate professor.• Date of tenure.

Files requested: Letter, Draft Vita, Proposed list of external reviewers (see guidance below). Requirements may vary by department, so check with your department chair to verify what files should be included. You will have a chance to update your vita in the full promotion process launched in the fall.

Answer the questions requested related to promotion. Promotion and hire dates are requested. If you don't know the exact date, estimate the month and year and use the first day of the month. Under Activities, for some faculty we have loaded promotion dates under permanent data. You can also email dmadmin@clemsn.edu and request those dates.

If you have questions about the process, email dmadmin@clemsn.edu or talk to your department chair or TPR Chair.

Guidance provided for external reviewers:

Please submit your list of external reviewers. Generally, six proposed names should be included. Please check with your department chair or tpr chair to learn how many you should submit. Not all reviewers will be used. Guidelines can be found here: [Link to External Evaluator Requirements](#)

If needed, make an appointment with the Digital Measures Admin (Melissa Welborn) using this link:
<https://outlook.office365.com/owa/calendar/DMAAdminCalendar@Clemson.onmicrosoft.com/bookings/>

How to Submit

Once you have completed the required fields (marked with an asterisk), go up to the top and click the action button. You will see:

Request Eligibility Review – Choose this if you are requesting promotion.

Request Process Setup – Choose this if you are requesting reappointment. Reappointment processes do not need to be submitted to the department chair. If you are requesting reappointment, you do not need to upload a vita, letter or list of reviewers or provide dates of hire.

No Process Needed – If you are not requesting promotion and do not need reappointment, choose no process needed. This closes the process completely and it cannot be reopened. (For associate professors not requesting promotion to professor)

Process Setup

If no promotion and reappointment is requested, this step is used by Faculty Success administrators to set up processes.

For TPR Chairs/Department Chairs: Eligibility Review

Instructions – Options for Submission in Upper Right Corner

Review the faculty member's eligibility based on time in service. Review for completeness and accuracy. Documents required for promotion may vary by department. If expected documents are not included, please choose the send back option.

Steps:

- 1) Check for Completeness. If the files is incomplete or missing a reviewer list or any other required file, please choose the send back option:

Send Back: If you choose this option, a dialog window will pop up allowing you to explain what is missing. **If you are sending this back after the published deadline for faculty, it may auto-advance.** Please contact DMAdmin@clemsun.edu and request they send it back with a new deadline. Please keep a record of what was requested as this window will not remain part of the record.

- 2) Answer question on tenure or promotion eligibility and reappointment status.

Acceptance of a candidate's Request to Submit does not indicate that a candidate will have a positive review, rather confirms that a candidate has met the minimum time in service. Please help communicate this to the candidate. For candidates requesting review for Professor, acceptance only confirms that a candidate has technically met the

minimum time in service and does not indicate a positive outcome. It is advisable to use this filing as the opportunity to discuss whether a candidate is 'ready' for promotion review as per your departmental TPR criteria.

Provide any comments, if needed in the comments box. Note that comments will eventually be visible by faculty and/or the TPR committee chair.

- 3) Answer the question on the external reviewer process. Do you plan to use the link system in Faculty Success? If so, choose yes. If you plan to have all interactions with reviewers via email, choose no.
- 4) Answer the question related to conflicts in the department, which would be someone in a spousal or partner relationship at the department or college level. This is important because it helps us identify familial or spousal relationships where we need to build an alternate committee or alternate chair structure.

Once the questions are answered, choose one of the following options under Actions:

Submit to Faculty Response: This enables faculty to see the status of their approval.

Process not Needed: If a faculty member did not request a promotion and does not need a reappointment, choose this option. For example, this would apply to associate professors not requesting promotion or senior lecturers not requesting promotion who do not need reappointment.

If you chose the external reviewer option in Faculty Success, the process will come back to you once the promotion request has been noted. If you did not choose that option, this will complete the pre-check process.

Faculty External Reviewer Package

The pre-check process will come back to the department chair or TPR Chair to set up the external reviewer package. If the department is using the link method for external reviewers, either the department chair or tpr chair will load the faculty documents here that will be seen by the external reviewers. A generic deadline is provided in the system, but let faculty know when they should submit those files.

External Reviewer Management

This step is only used if the department chooses to send external reviewers links. Either the tpr chair or department chair will perform this function according to department practices. At this step, the external review manager will enter the names of approved reviewers from either the department list or the faculty list. Reviewers not selected do not need to be entered. As a part of this process, you will generate a link to allow reviewers to load files directly into Faculty Success. You will then email the link to the reviewer.

- View and download external letters submitted through the link.
- Download final letters and transfer them to the promotion process to be viewable by the Dean, College Advisory Committee (if applicable), Provost and President.

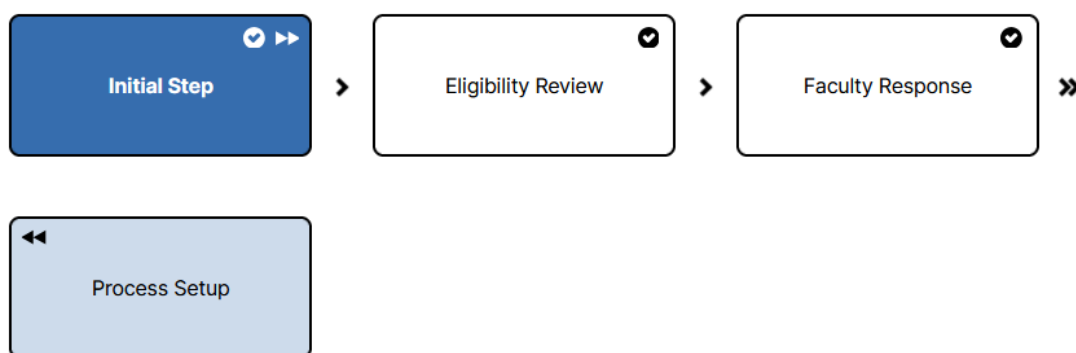
Admin Control

This is the final step and can be used as a holding area.

Tenure and Promotion Precheck Process Guide for Faculty – Lecturers and Others

This guide is prepared for faculty who are intending to submit promotion materials or who need reappointment. This process is launched for lecturers and other faculty. Because different promotion categories request different information, the process is segregated into two tracks: tenure eligible, and lecturer and others.

Below is a visual representation of the process. Note that the areas highlighted in blue are linked. TPR Chairs do not need to review eligibility if the faculty member is not requesting a promotion.



Faculty Request Step – Lecturers and Others

If you are requesting a reappointment, answer the question reappointment under process requested and choose Request Process Setup.

If you are requesting a promotion, follow the detailed steps below.

The table that follows lists the information needed by type of promotion. Requirements may vary by department, so check with your department chair to verify what files are expected. You will have a chance to update your vita in the full promotion process launched in the fall.

Type of Promotion Requested	Information Needed
Lecturer-track faculty requesting promotion to senior lecturer	<ul style="list-style-type: none"> • Date hired as a full-time lecturer • Account for any breaks in service in the comments. (longer than summer)
Senior Lecturers requesting promotion to principal lecturer	<ul style="list-style-type: none"> • Date hired as a full-time lecturer • Account for any breaks in service in the comments. (longer than summer) • Date of promotion to senior lecturer
Other Faculty Ranks (Research or Clinical)	<ul style="list-style-type: none"> • Date hired into current rank • Date of promotions (if any)

How to Submit

Once you have completed the required fields (marked with an asterisk), go up to the top and click the action button. You will see:

Request Eligibility Review – Choose this if you are requesting promotion.

Request Process Setup – **Choose this if you are requesting reappointment.** Reappointment processes do not need to be submitted to the department chair. If you are requesting reappointment, you do not need to upload a vita or letter.

No Process Needed – If you are ***not requesting promotion and do not need reappointment***, choose no process needed. This closes the process completely and it cannot be reopened. (For senior lecturers or principal lecturers not requesting promotion and not needing reappointment this cycle)

If you have questions about the process, email dmadmin@clermson.edu or talk to your department chair or TPR Chair.

For TPR Chairs/Department Chairs: Eligibility Review

Instructions – Options for Submission in Upper Right Corner

Review the faculty member's eligibility based on time in service. Review for completeness and accuracy. Documents required for promotion may vary by department. If expected documents are not included, please choose the send back option.

Send Back: If you choose this option, a dialog window will pop up allowing you to explain what is missing. **If you are sending this back after the published deadline for faculty, it may auto-**

advance. Please contact DMAdmin@clermson.edu and request they send it back with a new deadline. Please keep a record of what was requested as this window will not remain part of the record.

If the file is complete, answer required questions and choose one of the following options under Actions:

Submit to Faculty Response: This enables faculty to see the status of their approval.

Process not Needed: If a faculty member did not request a promotion and does not need a reappointment, choose this option. For example, this would apply to senior lecturers not requesting promotion who do not need reappointment this cycle.

Potential Conflicts – This is important because it helps us identify familial or spousal relationships where we need to build an alternate committee or alternate chair structure.

Acceptance of a candidate's Request to Submit does not indicate that a candidate will have a positive review, rather confirms that a candidate has met the minimum time in service. Please help communicate this to the candidate.

Provide any comments, if needed in the comments box. Note that comments will eventually be visible by faculty and/or the TPR committee chair.

Faculty Response

This step enables the faculty to see the reviewer's selections. Faculty do not need to take action here. If there is no promotion or reappointment process needed, faculty can choose the action process not needed. Comments can be provided below in explanation.

After five days, the process will advance to Process Setup to facilitate getting ready for fall processes.

Process Setup

This step is used by Faculty Success administrators to set up processes.