

## 2022 TPR Process Guide for Department Chairs and TPR Chairs

This guide is prepared for individuals serving in the roles of Department Chair, Division Chair, School Director, and TPR Chair. For clarity, the term Department Chair also covers Division Chair and School Director, as the Division Chair and School Director actions have been combined into one step in the Faculty Success workflow.

### Promotion Process Schedule:

Step Name	Owner/Others with Access	Due Date	Notification
Faculty Submits	Faculty	<b>9/28/2022</b>	Email
Review for Completeness	TPR Chair/Chair/School Director*	10/15/2022	Email
External Reviewer Step	TPR Chair/Chair/School Director*	11/1/2022	
Faculty Update	Faculty	3 days Autoadvance	Email
All Reviewers Access	Chair/TPR Chair/TPR Comm/Adv Comm/School Dir*	11/11/2022	Email
Chair Letter	Chair / Admin / School Director*	<b>12/7/2022</b>	
TPR Chair letter	TPR Chair/TPR Committee	<b>12/9/2022</b>	Email
Letters Released	TPR Chair/Chair/School Director*	2 days Autoadvance	Email
Faculty Response Dept	Faculty (Autoadvance)	12/19/2022	Email
Dean Office Access	Dean	1/17/2023	
College Advisory Comm	Committee (Autoadvance)	1/31/2023	
Dean Review	Dean	<b>2/14/2023</b>	
Faculty Response Dean	Faculty (Autoadvance)	<b>2/24/2023</b>	Email
Executive	Executive Team	<b>5/16/2023</b>	

## Faculty Submits Step

### First Notification

It is time to submit documents for your promotion process. The due date is September 28, 2022. If you have questions about the process, email [dmadmin@clemson.edu](mailto:dmadmin@clemson.edu) or talk to your department chair or TPR Chair. If needed, make an appointment with the DMAdmin (Melissa Welborn) using this link:

<https://outlook.office365.com/owa/calendar/DMAAdminCalendar@Clemson.onmicrosoft.com/bookings/>

### Final Reminder Email:

As a reminder, you must submit documents for your promotion process. The due date is September 28. If you have questions about the process, email [dmadmin@clemson.edu](mailto:dmadmin@clemson.edu) or talk to your department chair or TPR Chair.

If needed, make an appointment with the DMAdmin (Melissa Welborn) using this link:

<https://outlook.office365.com/owa/calendar/DMAAdminCalendar@Clemson.onmicrosoft.com/bookings/>

### Overdue Emails: (Every three days)

As a reminder, documents for your promotion are now late. The due date was September 28. If you have questions about the process, email [dmadmin@clemson.edu](mailto:dmadmin@clemson.edu) or talk to your department chair or TPR Chair.

If needed, make an appointment with the DMAdmin (Melissa Welborn) using this link:

<https://outlook.office365.com/owa/calendar/DMAAdminCalendar@Clemson.onmicrosoft.com/bookings/>. If you want to cancel this process and not submit for promotion this year, please notify your department chair as soon as possible. (Candidates for tenure cannot cancel in their penultimate year.)

## Review for Completeness Step

Department chairs and TPR chairs receive an email when a faculty member submits their materials. The primary purpose of this step is to review the files that were submitted and check for completeness. If something is missing, the TPR Chair should choose the **Send Back** option as soon as possible to get faculty to either change existing files or add files that were missing. Note that there will be another faculty update step where faculty can add documents, but in that step, they will not be able to change existing dossier documents. The only opportunity to change existing dossier documents is if the process is sent back from this step. The text of the email that will be sent follows.

### Notification Email

You are receiving this email because you are either the TPR Chair or Department Chair for a process that has been submitted. The purpose of this step is to review the faculty member's submitted materials for completeness.

Please examine the materials to make sure that the faculty member has submitted everything that is expected at this stage. If something is missing, please send the process back to the faculty to add the missing document(s). They will then need to resubmit.

In general, the **TPR CHAIR** is the person responsible for checking for completeness and submitting the process further; however, the Department Chair have access so they can also review the materials for completeness, if needed. If you need to change who takes the lead on this process, please email [dmadmin@clermson.edu](mailto:dmadmin@clermson.edu) and indicate which process or faculty member needs the change and who should be responsible for the submit action.

**DO NOT LOAD** external reviewer letters, the Department Chair letter or the TPR committee letter at this step.

*Note that the deadline of October 15 is a recommended deadline to stay on track and is not a deadline set by the Provost's Office.*

After the materials are examined for completeness, the TPR Chair will choose the action Advance to External Reviewer Step.

#### **Future Steps:**

**External Reviewer Step** – This step is when external reviewer letters are loaded and has a soft deadline of 11/1/2022.

**Faculty Update Step if needed** – If needed, faculty can update their materials in this 3-day window after the external reviewer letters have been uploaded. This auto-advances after those 3 days.

**All Reviewers Access** – This step is when all members of the relevant TPR Committee have access to the candidate's files. This *step has a soft deadline of 12/1/2022.*

**DChair Ltr** –The deadline for the Department Chairs to upload their letter is **December 7.**

**TPRChair Ltr** – The deadline for the Department Chairs to upload their letter is **December 9.**

A detailed guide for each step can be found at <https://www.clemson.edu/provost/digital-measures/resources.html> in the document titled **2022 TPR Process Guide for Department Chairs and TPR Chairs.**

Email [DMAdmin@clermson.edu](mailto:DMAdmin@clermson.edu) if you have questions or concerns.

*Recap: At this point, please review the candidate's materials, **send it back** if it is missing files, or **Advance to External Reviewer Step** if all materials have been loaded.*

## External Reviewer Step

*– soft deadline of 11/1/2022*

Emails are not sent for this step. Keep an eye on external letter submissions to stay on track. This step is when external letters and evaluator summary sheet are loaded by the **TPR CHAIR** to the system. This is a required field, and the package cannot advance without it.

Take the action **Skip to All Reviewers Access** if there is no faculty update needed or **Submit to Faculty Update**. Please check with the faculty member before skipping the update step.

## Faculty Update Step

*– auto-advance after 3 days*

Faculty are alerted that their files can be updated. This process auto-advances 3 days after the external reviewer step if the faculty member takes no action.

**Text on the screen:** This is the last step where faculty can add documents before review by the Department Chair or TPR Chair. If you have no files to add, choose the action **Submit to All Reviewers Access** to keep the process moving. This gives the full TPR Committee access to the files. **This step will auto-advance after three days.**

### Notification Email

Your promotion package is in process and returning to you for the faculty update step. If you have additional documents to add, please enter the system and submit them now. If you do not have additional documents to add, enter the system and choose the action **Submit to All Reviewers Access**. This advances the process to the TPR chair, TPR committee, and Department Chair. **This step will auto-advance after three days.**

## All Reviewers Access Step

*– soft deadline of 12/1/2022*

At this step, the TPR Committee and advisory committee have access to the files. The Department Chair can load any files pertinent to the review, but not the Department Chair/TPR Committee's letter. Files such as classroom observations can be uploaded now. After loading, or if there are no files to be loaded here, the department chair can take the action called **Advance to DChair Ltr.**

### Notification Email

You are receiving this email because you are a reviewer for a promotion package. All files have been submitted and the process is ready for your review. You can access the files by clicking on the link below, or by going to Workflow/Tasks/Inbox. If the process has advanced to the next step, you can view it in Workflow/Tasks/History. Action is not taken at this time. The

Department Chair may load additional files here, such as classroom observations, but action is not required by committee members.

## **DChair Ltr Step (Also known as DivChair Ltr)**

*– official deadline of 12/7/2022*

The Department Chair or Division Chair loads their letter at this step. For Schools with Divisions, the School Director collaborates on this step. Answer all questions as appropriate. For reappointment, if the candidate has tenure, choose “N/A - Candidate has tenure.” Enter the Department Chair’s name as the official signature. Once the letter is loaded, choose the action **Advance to TPR Chair Ltr**.

If this process is delayed, make sure you are in communication with the Dean’s office in terms of timeline.

## **TPR Ltr Step**

*– official deadline of 12/9/2022*

The TPR Committee Chair loads the TPR Committee’s letter at this step. Answer all questions as appropriate. For reappointment, if the candidate has tenure, choose “N/A - Candidate has tenure.” Enter the TPR chair’s name as the official signature. Once the letter is loaded, choose the action **Advance to Letters Released**. Advisory committee members do not have access at this step and will not see the final letter loaded.

If this process is delayed, make sure you are in communication with the Dean’s office in terms of timeline.

## **Notification Email**

You are receiving this letter because you are on the TPR Committee for this promotion process. The TPR Chair will upload the letter and make recommendations for promotion in consultation with the committee. Committee members do not need to take action, other than reviewing files as appropriate. The official deadline is December 9, 2022.

## **Letters Released**

*– auto-advance after 2 days*

The **Letters Released** step is important because it is the first opportunity for the Department Chair and TPR Chair to view the other’s letter. This allows the Department Chair or TPR Chair to catch errors in letters, such as incorrect name spelling or mis-gendered pronouns. If an error is caught, now is the time to send it back to fix. This step does not go to the full TPR committee. The TPR Chair is the owner of

the step, but the Department Chair also has access. This step is a quick turnaround and will auto-advance after two days.

### **Notification Email**

You are receiving this email because the final letters for this faculty have been released. This is your opportunity to catch any errors in spelling of the faculty member's name, or an accidental mis-gendering of the faculty, such as referring to a female faculty member with him or his. Please review the letters, proofing for these issues. Note that the recommendations should not change at this point unless it is documented one way in the letter and entered incorrectly on the form. If an error is found, choose the option **Send Back**. This step will auto-advance after two days. If you have difficulty sending back, contact [DMAdmin@clermson.edu](mailto:DMAdmin@clermson.edu).

## **Faculty Response Dept**

*– Official Deadline 12/19/2022*

Instructions on screen: The candidate has the option to upload a response to the Department Chair and/or TPR Chair before the dossier goes to the Dean before the deadline. If a candidate uploads a response letter, it will be forwarded to the Dean along with the recommendation letter to help the Dean make their decision. If the candidate chooses not to upload a response, they should indicate below. Occasionally faculty may want to provide additional information here, either as part of a rebuttal or to provide clarification. Although the Department Chair and TPR Committee will be able to see documents added here, it will be in their history and not their inbox, so they may not see it. Faculty submitting rebuttals may want to let them know.

### **Notification Email**

Letters have been loaded by the Department Chair and TPR Chair. Please log into Faculty Success and view the letters. You may upload a response that will be submitted to the Dean along with the department letters. Please respond before the official deadline of 12/19/2022. This process will auto-advance after this date.

## **Dean Office Access**

*– Soft deadline 1/17/2023*

This step provides basic access to the Dean's office. If a college-level committee is used per the TPR Guidelines, the Dean's Admin will hold the files at this step until the college committee convenes. If there is not a College Advisory Committee, the Dean's Admin will choose the option **Skip to Dean Review**.

## **College Advisory Committee**

*– Soft deadline 1/31/2023*

This step provides access to the College Advisory Committee. An action is not taken at this step. The Dean's admin notifies the committee when the files are available. If a college-level committee is used per

the College Bylaws, the Dean's Admin will hold the files at this step until the college committee convenes. The process will auto-advance to the **Dean Review** step on 1/31/2023.

## **Dean Review**

– *Official deadline 2/14/2023*

The Dean uploads their letter and enters appropriate recommendations. The Dean's Admin should notify the Provost's Faculty Affairs Office (apfa@clemson.edu) if the deadline will not be met.

## **Faculty Response Dean**

– *Official Deadline 2/24/2023*

Instructions on screen: The candidate has the option to upload a response to the Dean before the dossier goes forward. If a candidate uploads a response letter, it will be forwarded along with the package. If the candidate chooses not to upload a response, please indicate below.

If this action is for review of tenure, recommendations must continue to the Provost's Office. For all other promotion cases, candidates who wish to withdraw prior to the Provost step should upload a letter (if they choose) and then choose the action **Withdraw**. This will complete the process and move it to the faculty's history section.

### **Notification Email**

The Dean's Office has made recommendations for your pending promotion and/or tenure process. Please log into the Faculty Success system to view the Dean's letter. You may upload a response that will be submitted to the Provost along with your dossier. Please respond before the official deadline of 2/24/2023. This process will auto-advance after this date.

## **Executive Review**

– *Official Deadline 5/16/2023*

The Provost's Office and President's Office perform the final review. Faculty will be notified by the deadline, although the process may not resolve in the system by that deadline.

## **Faculty Confirmation**

– *Final Step Resolves 5 days later*