

**Tenure and Promotion Dossier Profile Tables**

**Work Load Report**

*Timestamp: 26.April.2022*

**Required: Table for Dossiers for Tenure, Promotion to Associate Professor, and Promotion to Professor:**

**Work Load Report**

**Responsible Parties**: Candidate completes the table. Department chair reviews and signs off on the information.

**Status**: Required of all candidates for tenure, promotion to associate professor, or promotion to full professor going forward. This table provides a snapshot of workload in relevant review categories over time and facilitates calibration of expectations amongst categories. This report is a simplified preview that serves only as a snapshot to view workload over time. *Evaluations use the full dossier*.

**Timeline**: This table is uploaded before the dossier is completed and uploaded prior to TPR committee review begins.

**Location**: Upload this table into the “**Top Achievements**” section in FacultySuccess (formerly DigitalMeasures)-TPRworkflow. There will be a required file upload called Workload Report for tenure actions, promotion to associate professor, or promotion to full professor. Required fields are marked with an asterisk.

**Instructions**: Using the table shown on page 3, candidates list work load % by semester, starting with the most recent and working backward. The entries should reflect the percentage distribution of time as decided in goals setting with the department chair annually (and edited halfway through the academic year in January when relevant). Entries are to be entered across the major areas of faculty engagement (teaching, research/scholarship, etc.) for each semester in categories described in the TPR document used in review. Note: It is highly likely that several columns are not relevant for a department. Please use the same categories described in the departmental TPR document because this tool is just to help capture if/how contributions in these categories may have changed. Categories used should mirror categories under review (don’t spread out into additional columns… for example, if your department only reviews on Research and Teaching, only have these 2 columns. Entries should reflect goals, not effort.

For example, an individual with work load distributed as 50 percent teaching, 40 percent research and 10 percent service in Fall 2016 that was on a research sabbatical Spring of 2017 would complete the table as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Work Load Report – [Candidate Name]** | | | | |  |
| **Year\*** | **Semester** | **Teaching** | **Research & Scholarship** | **Service** | **Extension & Outreach** | **Administration** | **Total** |
| 2016-17 | Fall | 50 | 40 | 10 |  |  | 100% |
| 2016-17 | Spring |  | 100 |  |  |  | 100% |

\*for 12 month faculty, ‘Year’ is defined as May 16, 2016 – May 15, 2017

**Item 1: Example definitions of work load distribution categories**

The work load distribution categories should follow departmental TPR guidelines and can be edited by the candidate but generally are defined as follows:

* Teaching: All classroom and other instructional activities. Library faculty should use this column to record librarianship.
* Research: Includes time allocated to basic and applied research, extension-based research, performances and juried shows, and other scholarly activities and products.
* Service: Includes department, college, university, and non-research elements of professional service.
* Extension: Includes time allocated to demonstration research, extension-related program (curriculum) development/implementation, and dissemination of unbiased research-based knowledge to stakeholders.
* Outreach: Includes activities focused on solving immediate practical problems and issues through direct intervention and interaction with target populations.
* Administration: Includes specific administrative positions such as department chair, associate dean, director of graduate studies, director of undergraduate studies, etc.

Use the semesters that cover the candidate’s reviewed work load. For departments where candidates continue research efforts in the summer and report goals for fall and spring semesters (such that summer goals are individual-choice, not negotiated with department chair), just enter fall and spring semesters. This is because you are reflecting goal distributions, not actual effort. A candidate may decide to do MORE than what is written as goals within a category and report this work, but they are reviewed under the goals as set up with the department chair annually.

Nine-month faculty report work loads for fall and spring. Twelve-month faculty report work loads for fall, spring, and summer. Candidates for tenure and/or promotion to associate professor report work load for all semesters during which they have worked at Clemson. Candidates for full professor report work load for all semesters they were at the associate professor rank.

The Work Load and Goal area in FacultySuccess (formerly Digital Measures) can be used to populate this table. For faculty who need to go back more semesters than are in FacultySuccess/DigitaMeasures, they can consult the prior FAS (Faculty Activity System).

For questions about this table, candidates should contact their department chair or dean.

*[See below for the Work Load Report Table and Sign Off.]*

**TABLE 1: Candidate Work Load Report**

**(use categories as reviewed and written into the TPR guidelines used to review candidate)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Work Load Report – Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |  |
| **Year** | **Semester** | **Teaching (%)** | **Research & Scholarship (%)** | **Service (%)** | **Extension &/or Outreach (%)** | **Administration (%)** | **Total** |
|  |  |  |  |  |  |  | 100% |
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|  |  |  |  |  |  |  | 100% |

**Data Verification**: By signing below, the candidate and department chair affirm the accuracy of the workload report. Electronic signatures are acceptable.

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_