BYLAWS
OF THE
FACULTY OF THE DEPARTMENT OF LANGUAGES

College of Architecture, Arts and Humanities
Clemson University

Approved on April 28, 2017 by the faculty of the Department of Languages, on April 28, 2017 by Salvador Oropesa, Chair of the Department of Languages, and on May 3, 2017 by Richard Goodstein, Dean of the College of Architecture, Arts and Humanities.
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ARTICLE I
Voting Membership

The right to vote on appropriate matters coming before the department shall be extended to all tenure and tenure-track faculty, lecturers, senior lecturers, and professors of practice unless otherwise specified in the bylaws.

At the beginning of each academic year the chair of the department shall prepare and distribute to all members of the faculty a list of those eligible to vote.

Emeriti faculty may attend meetings of the department and express opinions on any issue under discussion. However, they do not have voting privileges.

ARTICLE II
Officer

The chair of the department or another faculty member appointed by the chair shall preside over meetings of the faculty. In governing and guiding the department the chair shall be responsible for adherence to the duties outlined in the Clemson University Faculty Manual. The chair shall prepare an agenda and distribute it to the faculty at least five working days before a meeting.

ARTICLE III
Academic Coordination

There shall be academic coordination in the department through the language sections, the Modern Languages program, the Language and International Trade program, and the Language and International Health program.

A. LANGUAGE SECTIONS

The department includes language sections decided by the department chair. Each of the language sections shall be coordinated by a section head who shall be appointed by and who shall serve at the pleasure of the chair of the department after consultation with members of the section and who may be reappointed in the same manner. Ordinarily the section heads shall serve a two-year term beginning in the Fall semester. The section heads may also advise the chair of the department on such matters as class scheduling, policy formulation, and faculty development.
B. DEGREE PROGRAMS

Each degree program (Modern Languages, Language and International Trade, and Language and International Health) shall have a director appointed by and who serves at the pleasure of the chair of the department, normally for a three-year term. The Directors may also advise the chair of the department on such matters as class scheduling, policy formulation, and faculty development, and shall serve as members of the department Curriculum Committee. Evaluation of Directors shall occur every three years in adherence to the Faculty Manual in accordance with procedures outlined by College policies.

ARTICLE IV
Meetings

The chair of the department shall call a meeting of the faculty at least once in the fall and once in the spring semester. The chair shall also call meetings at the written request of any program director, chair of any standing committee, or at the written request of at least one-third of the faculty. Meetings may be called for the purpose of conducting ordinary and recurring business of the department, for special announcements, and for purposes not otherwise indicated in these Bylaws.

ARTICLE V
Quorum

The quorum for any meeting of the faculty shall be the number of members deemed necessary by the department chair to conduct business other than the amendment of these Bylaws. In such cases, a quorum shall consist of two-thirds of the voting membership. Any member of the faculty, during a meeting regarding the amending of the departmental Bylaws, may suggest the absence of a quorum, and the issue shall be resolved by a count of the voting members present.

ARTICLE VI
Voting Procedures

All matters brought before the faculty that require a vote shall be resolved by a simple majority of the eligible voters present, except as prescribed in Articles on Amendments and Ratification of these Bylaws. Votes shall be taken by a show of hands, or voice, unless a division or secret ballot is requested. Electronic voting shall be permitted.

If a faculty member must be away from a department meeting, that member shall be allowed to vote by absentee ballot on any issue published in the agenda. That member’s vote shall be registered with the presiding officer prior to the meeting.

No vote will be taken on any topic not specifically listed in the agenda of the meeting and distributed at least five working days in advance or if agreed by the faculty electronically.
ARTICLE VII
Committees

The department shall have committees to conduct daily and recurring business.

A. STANDING COMMITTEES

1. ADVISORY COMMITTEE

The department shall have a Faculty Advisory Committee which shall consist of six members, one from each rank of professor, associate professor, assistant professor, and lecturer and the remaining two members at large, elected by the faculty at a meeting in the spring semester. The chair of the department shall serve as the ex officio chair of the committee.

Four members shall be elected for a two-year term and may be re-elected. The remaining two members at large shall be elected for a one-year term and may be re-elected.

The Faculty Advisory Committee shall advise on matters of concern brought to it by the chair of the department, members of the committee and/or other members of the faculty. Confidentiality shall be maintained whenever possible.

2. CURRICULUM COMMITTEE

The department shall have a Curriculum Committee comprised of the following members: the coordinators of the language sections or their designated representatives, the Directors of the Modern Languages, the Language and International Trade, and the Language and International Health programs, and one member, who shall serve as chair, elected by the faculty. The chair of the curriculum committee shall also serve as the department representative on the College Curriculum Committee.

The Curriculum Committee shall accept, initiate and evaluate proposals for changes in the department’s curriculum and advise on other curricular matters referred to it. It shall make reports to the faculty and recommendations to the College Curriculum Committee.

3. TENURE, PROMOTION AND REAPPOINTMENT COMMITTEE

The department shall have a Tenure, Promotion and Reappointment (TPR) Committee, which shall consist of all tenured faculty at or above the rank of associate professor. Any member of the committee who cannot serve because of illness, leave of absence with or without pay, sabbatical leave, and similar situations, shall be excused for the duration of leave. Any member of the TPR Committee who applies for promotion must recuse himself/herself from the committee.

The TPR Committee shall be headed by a chair elected by full-time faculty members who will receive a one-course teaching reduction during the Fall semester of their appointment. The TPR
Committee chair will have the following duties:

1. Informing departmental faculty of required TPR materials, procedures of submission, and important due dates, including assistance in coordinating external letters in tenure cases.
2. Assigning observations and report-writing responsibilities equally across the faculty serving on the committee.
3. Assuring a rotating schedule for previous and following years in which no individual member of the TPR Committee will observe or have primary report writing duties for any member of the faculty more than once every four years.
4. Determining, in respect of the rule of rotation, the primary letter writer for tenure cases.
5. Maintaining a schedule of meetings, during which reports will be discussed and approved in an efficient manner.
6. Coordinating the submissions of reports and any other business that the TPR Committee shall be required to consider.
7. Organizing the subcommittee for promotion to full professor.

In matters concerning promotion, only committee members at or above the rank under consideration shall be eligible to judge the candidate. In matters concerning promotion from associate to full professor, the full professors of the committee shall act as a special standing committee to evaluate and vote on each candidate. In the event that the membership of this special standing committee is less than three (four at the request of the candidate), the chair of the TPR Committee and the department chair will ask emeriti professors of the department (full professors) and, if necessary, full professors from outside the department to create a quorum of three or four full professors. This special committee will select its own chair.

The responsibilities of the TPR Committee and any special committees created for matters concerning promotion from associate to full professor shall be to make formal recommendations to the dean concerning reappointment, and recommendations to the department chair and other appropriate persons concerning tenure and/or promotion. The TPR Committee may provide a formal structure through which faculty in the department will be able to offer their advice regarding cases of tenure and/or promotion. The TPR Committee will only consider signed advice.

The TPR Committee shall solicit recommendations from senior lecturers for reappointment of lecturers, promotion review of lecturers to senior lecturer, and reappointment review of senior lecturers.

4. LECTURER REVIEW COMMITTEE

The department shall have a Lecturer Review Committee consisting of all senior lecturers of the Department. The Lecturer Review Committee shall be headed by a chair elected by the members of the committee. Any member of the committee who cannot serve because of illness, leave of absence (with or without pay), sabbatical leave, and similar situations, shall be excused for the time of leave. Any member of the Lecturer Review Committee who is undergoing a review must
recuse himself/herself from the committee from all deliberations concerning the candidate’s review.

The primary responsibilities of the Lecturer Review Committee shall be to provide formal recommendations concerning the promotion of lecturers to senior lecturers and reappointment review of senior lecturers.

5. POST-TENURE REVIEW COMMITTEE

The department shall have a Post-Tenure Review Committee, which shall consist of four members. A standing committee of three shall be elected from the tenured faculty of the department by all voting members (i.e., full time faculty) of the department. The fourth member shall be appointed by the three elected members from a list of potential outside reviewers submitted by the person being reviewed. The standing committee of three shall be elected by all voting members (i.e., full time faculty) of the department.

The three departmental members of the Post-Tenure Review committee will be elected by the faculty for two-year terms, and the committee will select a chair from among its members. Any member of the committee who cannot serve because of illness, leave of absence (with or without pay), sabbatical leave, or similar situations shall be replaced by faculty election. A faculty member subject to Post-Tenure Review in any given year will not be eligible for membership on the committee.

The responsibilities of the committee will be to examine the role, function, and strength of the overall record of each faculty member subject to Post-Tenure Review in accordance with official university procedures as outlined in the Faculty Manual.

6. SABBATICAL REVIEW COMMITTEE

The department shall have a Sabbatical Review Committee consisting of three faculty members elected at large from the tenured faculty at or above the rank of associate professor, and the chair of the department, who shall serve as chair of the committee. Members shall be elected for a two-year term and may be reelected. Any member of the Sabbatical Review Committee who applies for a sabbatical must be recused from the committee.

The Sabbatical Review Committee shall review sabbatical proposals by members of the faculty and make a written recommendation to the dean of the college in accordance with university policy.

7. PROGRAM ASSESSMENT COMMITTEE

The department shall have a Program Assessment Committee comprised of the following members: the chair of the department, the program Directors, the chair of the Curriculum Committee, the coordinator of eDossiers, and a data collector. The Program Assessment
Committee shall be headed by the chair of the department. The data collector, the chair of the department and/or the program Directors will gather data from assessment measures and enter them into the University’s assessment management system. The chair of the department and the program Directors shall review the data and write any reports required by the University. The committee shall make the reports available to the department faculty members. The committee also shall periodically review the assessment instrument and implement changes as needed.

B. SPECIAL STANDING COMMITTEES

The department may have special standing committees to perform special continuing functions assigned by the chair of the department.

Special standing committees are appointed annually by the chair of the department.

C. AD HOC COMMITTEES

The chair of the department or the faculty may establish ad hoc committees to perform specific tasks.

Ad hoc committees may be appointed by the chair of the department or established by an action of the faculty in session.

The motion establishing an ad hoc committee shall specify its function, duration, and membership as well as its convener.

D. SEARCH AND SCREENING COMMITTEES

A search shall be conducted for all appointments. In consultation with the section head of the given language and if necessary the program director, the chair of the department will appoint a Search and Screening Committee of no fewer than three persons. After the deadline for applications the search committee shall screen all files and make nominations of suitable candidates to the chair of the department, including rank and tenure status on appointment. If no appointment can be made from the original pool of applicants the chair of the department shall either terminate the search or seek additional nominations.

The chair will have greater discretionary authority in the selection of faculty for special appointments to meet unexpected, temporary and/or short-notice needs but shall consult with the faculty.

ARTICLE VIII
Appointments

All searches for faculty appointments shall be conducted in accordance with the procedures as outlined in the Faculty Manual.
Individuals appointed to the faculty of Clemson University are expected to exhibit and maintain mastery of their fields, whether they are appointed primarily for research, teaching, public service, librarianship, or administration. In judging the effectiveness of an individual’s work, the quality of performance of assigned duties in research, teaching, public service, librarianship, and/or administration shall be considered, along with knowledge of subject matter, professional stature, contributions to professional societies, and contributions to the University through student counseling, committee work, assigned administrative duties, and public service activities. It is the responsibility of academic administrators to keep faculty clearly informed as to the duties required or expected of them.

Candidates for appointment to the tenure and tenure-track faculty shall be recruited and evaluated by a Search and Screening Committee composed of members of the tenure and tenure-track faculty and others if specified by the department chair. The credentials of each applicant shall be made available to all departmental faculty, from whom information and recommendations regarding selection shall be solicited. The search committee shall make nominations of suitable candidates to the department chair, including recommended rank and tenure status on appointment.

The department chair shall make recommendations to the dean from the candidates nominated by the search committee, indicating the degree of support of the faculty for the recommended candidates, their suggested rank, and the candidates’ suggested tenure status, where appropriate. If no appointment can be made from the list of candidates, additional nominations shall be sought from the committee.

Proposals for appointment with immediate tenure, tenure probationary periods of two years or less, and appointment at a rank higher than assistant professor must be reviewed in accordance with the department’s tenure and promotion process to the extent possible given time constraints in the hiring process. At a minimum, department criteria regarding research, teaching, and service must be applied; tenure and/or promotion at another institution be considered; and the department TPR Committee, chair, dean, and Provost must all endorse the procedure. Transfers of tenured faculty between departments shall be reviewed by the department’s TPR Committee, the language section affected, and the program director, and a recommendation shall be forwarded to the chair of the department.

ARTICLE IX
Reappointment, Tenure and Promotion

The policy and procedures for appointment, reappointment, promotion, and tenure shall be in accordance with the Faculty Manual.

At the beginning of each academic year the chair of the department will provide the faculty with a timetable of committee deadlines for the submission of materials relating to requests for reappointment, tenure and/or promotion. The notification of deadlines shall occur no less than
two weeks prior to the first deadline. On or before the specified deadline any faculty member who believes their credentials qualify for consideration for reappointment, tenure and/or promotion will submit to the chair of the department and to the chair of the TPR Committee a written request, together with an accompanying curriculum vitae, and any supporting documents, including copies of published articles, books, and any other appropriate materials, via the eTPR notebook.

A. LECTURERS

Lecturers are expected to be effective classroom teachers; to perform assigned department, college, and university service and administrative duties satisfactorily; and to comply with department, college, and university policies. The criteria for the procedures used making reappointment and promotion recommendations shall be consistent with the relevant statements in the *Faculty Manual*.

1. REAPPOINTMENT

a. CRITERIA

The reappointment of lecturers shall be determined by the following criteria:

i. Instructional Achievement

Instructional achievement and teaching effectiveness shall be evaluated through:

- class visitations by members of the TPR Committee and the department chair;
- teacher portfolio (syllabi, handouts, etc.); and
- statistical rating summaries of student evaluations.

ii. Service

All lecturers are expected to participate in the maintenance and advancement of the missions of the department, college, university and the profession. Service contributions include, but are not limited to, serving on department, college, or university commissions or councils; serving as student advisors and assisting in student activities; serving on professional committees and as officers of associations; and performing community services, particularly those related to a faculty member’s professional training and/or activities.

See also Evaluation Guidelines for Lecturers for more details on evaluating quality (Appendix 1).

b. PROCEDURES

Lecturers, excluding senior lecturers, must apply annually for reappointment in accordance with these Bylaws and shall be reviewed by the TPR Committee. Senior lecturers shall be evaluated by the department’s TPR Committee and Lecturer Review Committee once every three years, following procedures and standards that shall be specified in the department’s Tenure, Promotion and Reappointment document.
i. At the beginning of each academic year the chair of the department will provide the lecturers with a timetable of committee deadlines for the submission of materials relating to requests for reappointment and/or promotion. On or before the specified deadline any lecturer who believes his/her credentials qualify for consideration for reappointment and/or promotion will submit to the chair of the department and to the chair of the TPR Committee a written request, together with an accompanying curriculum vitae, and any supporting documents via the eTPR notebook. Lecturers seeking reappointment must write a formal letter requesting reappointment. They should address the letter to the chair of the department’s TPR Committee and copy the chair of the department. Then they should submit it, along with supporting documentation, to the eTPR notebook in accordance with the timetable distributed to the faculty by the chair of the department. The supporting documentation should be organized into areas covering teaching and service. The materials submitted shall include, but are not limited to, the following:

- letter requesting reappointment;
- a complete, current curriculum vitae; and
- evidence of teaching effectiveness, including copies of all statistical rating summaries of student evaluations done during the evaluation period.

ii. Initial recommendations on personnel decisions are made independently by the TPR Committee and the department chair. The TPR Committee reviews each case in accordance with departmental procedures and policies, and renders a written recommendation. The department chair does not participate in the deliberations of the committee, but may, upon request of the committee, serve as a resource for the committee. In addition, the committee may, upon request of the chair, serve as a resource for the chair. The chair and the committee issue separate recommendations, free from coercion and interference from any parties. The department chair and the committee shall provide each other with a copy of their recommendations once both have been completed.

iii. The department chair shall ensure that the affected lecturer is promptly informed in writing as to the results of and rationale for both recommendations, and the lecturer may elect to include a letter of response in the materials forwarded to the dean. The chair shall provide the dean with both recommendations, the supporting materials, and the lecturer’s eTPR notebook. In cases in which there is a discrepancy in the rationale for reappointment, tenure, or promotion between a lecturer’s TPR Committee and that of the department chair, the department chair shall make the dean aware of the discrepancy. The dean will meet with the department chair and with the TPR Committee to discuss reasons for the discrepancy.

2. PROMOTION TO SENIOR LECTURER

a. CRITERIA
Each candidate for senior lecturer shall be required to meet the following criteria.

- At least four years as lecturer or equivalent experience at Clemson.
• An overall record of “very good” teaching, as reported by the TPR Committee and the department chair.
• A record of sustained and substantial contribution in the area of service to the department/college/university or the profession.

b. PROCEDURES
A lecturer who wishes to be a candidate for promotion must submit a letter to the chair of the TPR Committee in accordance with the timetable distributed to the faculty by the chair of the department. This timetable should be distributed and the eTPR notebook opened to the faculty of the department at the beginning of the fall semester.

Following a lecturer’s fourth year of service, the department chair, and the department’s TPR Committee, and the Lecturer Review Committee shall conduct a comprehensive review of the lecturer either in response to a request for promotion to senior lecturer or to advise the lecturer of the lecturer’s progress towards promotion to senior lecturer. Equivalent experience at Clemson may be counted towards this four-year service requirement.

If a lecturer a) fails to request promotion to senior lecturer by the Fall semester Tenure, Promotion and Reappointment request deadline for tenure and tenure-track faculty during the lecturer’s eighth year of service, or b) requests promotion and is not promoted to senior lecturer during the lecturer’s eighth year of service, then the lecturer shall not be reappointed following a final ninth year of service.

B. TENURE AND TENURE-TRACK FACULTY

Tenue and tenure-track faculty members are expected to engage in nationally or internationally peer-reviewed scholarly, critical, creative, and/or pedagogical activities; to be effective classroom teachers; to perform assigned department, college, and university service and administrative duties satisfactorily; and to comply with department, college, and university policies. The criteria for the procedures used making reappointment, tenure, and promotion recommendations shall be consistent with the relevant statements in the Faculty Manual.

1. REAPPOINTMENT

a. CRITERIA
The reappointment of tenure and tenure-track faculty shall be determined by the following criteria:

i. Scholarship and Professional Activities
All scholarship and professional activities shall be valued for their substantial, academic, peer-reviewed, and critical contribution. Furthermore, the value of the venue such as the journal, conference, and/or overall contribution to the respective field shall be taken into consideration. See Evaluation Guidelines for Tenure and Tenure-Track Faculty for more details on evaluating quality (Appendix 2). Such activities can include, but are not limited to:
books and monographs;
- articles in journals, edited volumes, and proceedings
- substantial translations
- reviews or shorter articles
- digital artifacts, exhibitions, presentations and papers, editorial services, or grant writing;
- conducting/participation in professional conferences and workshops (e.g., as chair or discussant on a panel).
- keynote presentations and invited lectures

ii. Instructional Achievement
Instructional achievement and teaching effectiveness shall be evaluated through:

- class visitations by members of the TPR Committee and the department chair;
- teacher portfolio (syllabi, handouts, etc.); and
- statistical rating summaries of student evaluations.

iii. Service
All tenure and tenure-track faculty, regardless of rank, are expected to participate in the maintenance and advancement of the missions of the department, college, university and the profession. Service contributions include, but are not limited to, serving on department, college, or university commissions or councils; serving as student advisors, assisting in student activities, and performing community services, particularly those related to a faculty member’s professional training and/or activities; and serving on professional committees and as officers of professional or academic associations.

b. PROCEDURES
Tenure-track faculty in non-tenure positions must apply annually for reappointment in accordance with the following steps.

i. Faculty seeking reappointment must write a formal letter requesting reappointment and submit it, along with support documentation, to the chair of the department’s TPR Committee in accordance with the timetable distributed to the faculty by the chair of the department. The supporting documentation should be organized into areas covering research/publications, teaching, and service. The materials submitted should include the following:

- letter requesting reappointment;
- a complete, current curriculum vitae;
- copies of publications and papers presented at professional conferences; and
- evidence of teaching effectiveness, including copies of all statistical rating summaries of student evaluations done during the evaluation period.

ii. Initial recommendations on personnel decisions are made independently by the TPR Committee and the department chair. The appropriate committee reviews each case in
accordance with departmental procedures and policies and renders a written recommendation. The department chair does not participate in the deliberations of the committee, but may, upon request of the committee, serve as a resource for the committee. In addition, the committee may, upon request of the chair, serve as a resource for the chair. The chair and the committee issue separate recommendations to the dean, free from coercion and interference from any parties. The department chair and the committee shall provide each other with a copy of their recommendations once both have been completed.

iii. The department chair shall ensure that the affected faculty member is promptly informed in writing as to the results of and rationale for both recommendations, and the faculty member may elect to include a letter of response in the materials forwarded to the dean. The chair shall provide the dean with both recommendations, the supporting evaluations, and the candidate’s eTPR notebook. In cases in which there is a discrepancy in the rationale for reappointment, tenure, or promotion between a faculty member’s TPR Committee and that of the department chair, the department chair shall make the dean aware of the discrepancy. The dean will meet with the department chair and with the TPR Committee to discuss reasons for the discrepancy.

2. THIRD-YEAR REVIEW OF TENURE-TRACK FACULTY

The intention of periodic reappointment review of tenure-track faculty is to provide feedback and guidance to the individual regarding progress towards tenure and promotion. Tenure-track faculty members who have completed three years of employment in the department shall be formally evaluated by the chair of the department and by the TPR Committee to determine their progress towards tenure and their continued eligibility for reappointment.

A tenure-track faculty member undergoing third-year review must submit a letter requesting a third-year review to the chair of the TPR Committee in accordance with the timetable distributed to the faculty by the chair of the department. This timetable should be distributed to the faculty of the department at the beginning of the fall semester.

A third-year review consists of a full review as required in promotion and tenure decisions but without external letters. On or before the specified deadline, faculty members undergoing their third-year review will submit together with an accompanying curriculum vitae any supporting documents, including copies of published articles, books, and any other appropriate materials, via the eTPR notebook.

Tenure pertains primarily to future employment; hence, third-year reviews should not be based exclusively on past accomplishments but also on indications of an ongoing commitment to teaching, scholarship and professional service.

Each faculty member undergoing third-year review shall be required to meet the following criteria:

- Normally possession of a terminal degree.
3. PROMOTION

Tenure-track faculty members who wish to be a candidate for promotion must submit a letter requesting promotion to the chair of the TPR Committee in accordance with the timetable distributed to the faculty by the chair of the department. This timetable should be distributed to the faculty of the department and the eTPR notebook opened at the beginning of the fall semester.

External letters of review are required in promotion and tenure decisions. The department will solicit up to six letters via the following process:

1. The candidate for promotion and/or tenure will provide six names of possible outside reviewers to the TPR Committee. The chair of the department and the TPR Committee will meet and select two reviewers from this list.
2. The TPR Committee will establish a second list of six possible outside reviewers and independently select two candidates from this list.
3. The chair of the department will then select the other two reviewers from the remaining names, one from each list.

a. TENURE

Since tenure pertains primarily to future employment, the decision to offer tenure should not be based exclusively on past accomplishments but also on indications of an ongoing commitment to teaching, scholarship and professional service.

Each candidate for tenure shall be required to meet the following criteria.

- Normally possession of a terminal degree.
- Substantial professional achievement is required, as evidenced by publication of professionally reviewed books and articles in refereed journals; by articles, reviews and editorials in journals and proceedings; by digital artifacts; by papers delivered at conferences; by service to professional societies and journals; by receipt of awards, prizes, fellowships, or grants, and by other means generally accepted by the academic community.
• “Very good” teaching, as monitored by the results of student evaluations, the TPR Committee and the department chair.
• A substantial record of contributions in the area of service to the department/college/university and the profession.

b. PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

Each candidate for the rank of associate professor shall be required to meet the following criteria:

• Normally possession of the terminal degree.
• Substantial professional achievement is required, as evidenced by a national reputation, publication of professionally reviewed books and articles in refereed journals; by articles, reviews and editorials in journals and proceedings; by digital artifacts; by papers delivered at conferences; by service to professional societies and journals; by receipt of awards, prizes, fellowships, or grants, and by other means generally accepted by the academic community.
• “Very Good” teaching skills as monitored by the results of student evaluations, the TPR Committee and the department chair.
• A substantial record of contributions to the department/college/university and the profession during the period of the candidate's service at other ranks is expected.

c. PROMOTION FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR

Each candidate for the rank of full professor shall be required to meet the following criteria:

• Normally possession of the terminal degree.
• Significant professional achievement is required, as evidenced by an international reputation, by publication of professionally reviewed books and articles in refereed journals; by articles, reviews and editorials in journals and proceedings; by digital artifacts; by papers delivered at conferences; by service to professional societies and journals; by receipt of awards, prizes, fellowships, or grants, and by other means generally accepted by the academic community.
• “Very Good” teaching skills as monitored by the results of student evaluations, the TPR Committee and the department chair.
• Significant contributions to the department/college/university and the profession during the period of the candidate's service at other ranks is expected.

3. POST-TENURE REVIEW

Each tenured faculty will be peer reviewed every six years. The committee will provide a written report to the faculty member and to the dean of the college in accordance with the official university procedures as outlined in the Faculty Manual.
All tenured faculty members receiving no more than one (of five) annual performance rating of “fair,” “marginal,” or “unsatisfactory” in Part I of the Post-Tenure Review process as outlined in the Faculty Manual receive a Post-Tenure Review rating of “satisfactory.” These faculty members are thereby exempt from Part II of the Post-Tenure Review process. Part II of Post-Tenure Review consists of additional review by the Post-Tenure Review Committee and the department chair of those identified in Part I as subject to further review. All tenured faculty members receiving two or more annual performance ratings of “fair,” “marginal,” or “unsatisfactory” will be reviewed under Part II of Post-Tenure Review. In the case of Part II of Post-Tenure Review, the faculty member will undergo the reappointment process appropriate to his/her rank according to the procedures outlined in the Faculty Manual.

C. OTHER SPECIAL FACULTY RANKS

The qualifications for other special faculty ranks shall be comparable to those for appointment at the corresponding tenure and tenure-track faculty rank. Other procedures shall be determined by the department chair and the criteria set forth in the Faculty Manual.

ARTICLE X
Other Matters

The faculty is authorized to deal with any matter that comes before it provided that the resolution is not in conflict with the Bylaws of the College of Architecture, Arts and Humanities and the Faculty Manual.

ARTICLE XI
Ratification

These Bylaws shall take effect upon being ratified by a two-thirds majority of those faculty eligible to vote under Article I, and who are present at a meeting of the department faculty called for that purpose. The Bylaws shall be submitted for approval to the dean of the College of Architecture, Arts and Humanities and to the Provost.

ARTICLE XII
Amendment

Amendments and appendices to these Bylaws shall be approved by two-thirds of the voting members (excluding faculty on leave or sabbatical) attending the meeting regarding the amendment of the departmental Bylaws. Any amendments or additions to these Bylaws shall be consistent with standing university policy. Any proposed amendments shall be advertised and circulated in writing to all faculty of the department for a period of at least two weeks prior to their consideration before the faculty.
The purpose of the annual performance evaluation is for the department chair and the lecturer to mutually document goals and assignments, for the lecturer to document performance, and for the department chair to document the assessment of the annual performance. The annual review is independent of reappointment or promotion reviews. The guidelines for the annual review are to be applied carefully and with reasonable discretion on an individual basis.

1. Teaching

The mission of Clemson University is to be a “high seminary of learning” through the responsibilities of research, teaching, and extended public service. While all teaching implies the management of instruction, the use of a variety of pedagogical methods, and the evaluation of learning, teaching shall be valued and entail activities that promote student learning in terms of the quality of classroom instruction. To provide a holistic assessment, the efficacy of teaching is therefore evaluated using the following quantitative and qualitative expectations and criteria.

A. Expectations
   • 4/4 course load
   • Course release as deemed appropriate by the chair

B. Evaluative criteria

To provide a holistic assessment, the efficacy of teaching is therefore evaluated using the following quantitative and qualitative expectations and criteria:

i. Quantitative
   • Raw load (including contact hours)
   • Class size
   • Number of preparations
   • Service learning
   • Honors contracts
   • Mentoring and letters of recommendation
   • Statistical rating summaries of student evaluations

ii. Qualitative
   • Types and levels of courses (e.g., online)
   • Difficulty level, creativity of approach
   • New vs. frequently-taught courses
   • Student evaluations
• Development of course materials
• Student awards and nominations
• Class observations

C. Specific evaluation
The recommended baseline must be student evaluations and class observations. Student completion rates shall average at or near 70% for all courses taught during the semester in question and only taking into account the number of students enrolled at the end of the semester. Other criteria listed above may also be taken into account.

• **Excellent**: an outstanding class observation report and very high student evaluations as evidenced by the statistical rating summaries.
• **Very good**: a positive class observation report and high student evaluations as evidenced by the statistical rating summaries. Very good may be raised to excellent in those cases where very significant factors may positively intervene.
• **Good**: a generally positive class observation report and average student evaluations as evidenced by the statistical rating summaries.
• **Fair**: a mixed class observation report and below average student evaluations as evidenced by the statistical rating summaries.
• **Unsatisfactory**: a negative class observation report and poor student evaluations as evidenced by the statistical rating summaries.

2. Service

A. Expectations
All lecturers are expected to participate in the maintenance and advancement of the missions of the department, college, university and the profession. Service contributions include, but are not limited to, serving on department, college, or university commissions or councils; serving as student advisors, assisting in student activities, and performing community services, particularly those related to a faculty member’s professional training and/or activities; and serving on professional committees and as officers of associations.

B. Evaluative criteria

i. Quantitative
• Section coordination
• Program direction
• Number of committees (internal/external)
• Number of advisees
• Exit exams, eDossier evaluations, ad hoc committees, etc.
• Course coordination and scheduling
• Mentoring, collaborative projects
• Fund-raising activities
• Participation and assistance in organizing departmental activities and other program enhancements (e.g., language tables, student conferences, other events)
• Study abroad programs (including different levels of contribution/involvement)
• Student organizations
• Assessment
• Curriculum development
• Number of workshops/webinars attended
• Service to the profession

ii. Qualitative
• Level of responsibility
• Type of committee
• Quality and consistency of contribution

C. Specific evaluation

• **Excellent**: sustained involvement in significant committee service-oriented tasks
• **Very good**: frequent involvement in significant service-oriented tasks
• **Good**: sporadic involvement, that is, involvement on committees that is neither sustained nor ongoing
• **Fair**: infrequent involvement, evincing no pattern of commitment to service
• **Unsatisfactory**: negligible or no involvement
Appendix 2

EVALUATION GUIDELINES FOR TENURE AND TENURE-TRACK FACULTY

The purpose of the annual performance evaluation is for the department chair and the faculty member to mutually document goals and assignments, for the faculty member to document performance, and for the department chair to document the assessment of the annual performance. The annual review is independent of reappointment, tenure, or promotion reviews; however, it shall serve as a critical data point for Post-Tenure Review. The guidelines for the annual review are to be applied carefully and with reasonable discretion on an individual basis.

1. Research

All scholarship and professional activities shall be valued on their being substantial, academic, peer-reviewed, and critical. Furthermore, the value of the venue such as the journal, conference, and/or overall contribution to the respective field shall be taken into consideration. In each category, quality of publication is an important contributing factor to the scholar’s rating and can be established through the critical evaluation of the faculty’s research publications as well the careful consideration of journal or publisher’s reputation, circulation, acceptance rate, review process, and the work’s reviews and citations over time, as well as other relevant factors. Low quality research outlets should be avoided since work appearing there may not be evaluated at the same level as work published by journals and presses with a strong reputation. Collections of previously published materials will not be considered at the same level as new original work. Translations and edited volumes will be evaluated on a case-by-case basis.

A. Examples to be evaluated

- Single-authored monograph books
- Peer-reviewed article
- Book chapters
- Substantial, critical translations
- Edited volumes
- Publications in refereed conference proceedings
- Book reviews in peer-reviewed journals
- Invited talks
- Keynote addresses
- Papers presented at conferences
- Encyclopedia articles
- Peer-reviewed digital scholarship
- Chairing and organizing conference panels
- Other leadership roles at professional conferences

B. Evaluative criteria

i. Quantitative

- Number of projects underway and completed
• Scope of projects

ii. Qualitative

• Venue (refereed, place of publication, quality of academic press)
• In the case of a book, the reviews received
• In all cases, number of citations
• Awards and nominations
• Competitive research funding

C. Specific evaluation

• Excellent: substantial progress of publication of scholarship as evidence by, but not limited to, a publication of a refereed article in a respected journal, a book chapter, reception of a book contract, substantial progress toward completion of a book under contract (during the period of three years), a substantial translation.
• Very good: substantial progress of publication of scholarship as evidence by, but not limited to, a publication of an article included in a refereed volume of selected conference proceedings or continued progress toward completion of a book with prospects of obtaining a contract.
• Good: no refereed publication in the relevant time period, but continued progress toward publication of either a refereed article or book; other publications may support a “Good” evaluation, these may include contributions to books and conference proceedings that are not refereed, provided the book or conference is reputable, as well as book reviews.
• Fair: no substantial refereed or un-refereed publications in a given evaluation period and little evidence of progress toward publication, particularly of a refereed article or book.
• Unsatisfactory: no substantial refereed or un-refereed publications in a given evaluation period and no evidence of progress toward publication, particularly of a refereed article or book; unsatisfactory may also indicate a sustained failure to engage in this kind of publishing activity.

2. Teaching

The mission of Clemson University is to be a “high seminary of learning” through the responsibilities of research, teaching, and extended public service. While all teaching implies the management of instruction, the use of a variety of pedagogical methods, and the evaluation of learning, teaching shall be valued and entail activities that promote student learning in terms of the quality of classroom instruction. To provide a holistic assessment, the efficacy of teaching is therefore evaluated using the following quantitative and qualitative expectations and criteria.

A. Expectations

• 3/3 course load
• Course releases for research or administrative duties approved by the chair

B. Evaluative criteria
To provide a holistic assessment, the efficacy of teaching is therefore evaluated using the following quantitative and qualitative expectations and criteria:

i. Quantitative

- Raw load (including contact hours)
- Class size
- Number of preparations
- Service learning
- Undergraduate and graduate research and advising, mentoring, letters of recommendation
- Independent studies, honors contracts
- Statistical rating summaries of student evaluations

ii. Qualitative

- Types and levels of courses (e.g., graduate, online, etc.)
- Difficulty level, creativity of approach
- New vs. frequently-taught courses
- Student evaluations
- Development of course materials
- Student awards and nominations
- Class observations

C. Specific evaluation

The recommended baseline must be student evaluations and class observations. Student completion rates shall average at or near 70%. Other criteria listed above may also be taken into account.

- **Excellent**: an outstanding class observation report and very high student evaluations as evidenced by the statistical rating summaries.
- **Very good**: a positive class observation report and high student evaluations as evidenced by the statistical rating summaries. Very good may be raised to excellent in those cases where very significant factors listed above may positively intervene.
- **Good**: a generally positive class observation report and average student evaluations as evidenced by the statistical rating summaries.
- **Fair**: a mixed class observation report and below average student evaluations as evidenced by the statistical rating summaries.
- **Unsatisfactory**: a negative class observation report and poor student evaluations as evidenced by the statistical rating summaries.

3. Service

A. Expectations
All tenure and tenure-track faculty, regardless of rank, are expected to participate in the maintenance and advancement of the missions of the department, college, university and the profession. Service contributions include, but are not limited to, serving on department, college, or university commissions or councils; serving as student advisors, assisting in student activities, and performing community services, particularly those related to a faculty member’s professional training and/or activities; and serving on professional committees and as officers of professional or academic associations.

Special consideration is to be given to the following:

- First-year faculty are not expected to take on any committee assignments.
- Involvement on the curriculum committee, member of the Tenure, Promotion and Reappointment (TPR) Committee, search committees, and college and university committees is to be given relatively greater weight due to the nature and amount of the work involved.

B. Evaluative criteria

i. Quantitative

- Section coordination
- Program direction
- Number of committees (internal/external)
- Number of advisees
- Exit exams, eDossier evaluations, ad hoc committees, etc.
- Course coordination and scheduling
- Mentoring, collaborative projects
- Fund-raising activities
- Participation and assistance in organizing departmental activities and other program enhancements (language tables, student conferences, other events, etc.)
- Study abroad programs (including different levels of contribution/involvement)
- Student organizations
- Assessment
- Curriculum development
- Number of workshops/webinars attended
- Service to the profession

ii. Qualitative

- Level of executive responsibility
- Type of committee (internal/external)
- Quality of contribution to committee
- Manuscript reviewer for major press/journal
- Editorial responsibilities (external)
- External reviewers for tenure and promotion candidates
• Participation in professional organizations, national or international

C. Specific evaluation

• **Excellent**: sustained executive or participatory involvement in significant committee work or other important external and internal service-oriented tasks
• **Very good**: frequent involvement in significant committee work or other important external and internal service-oriented tasks
• **Good**: sporadic involvement, that is, involvement on committees that is neither sustained nor ongoing
• **Fair**: infrequent involvement, evincing no pattern of commitment to service
• **Unsatisfactory**: negligible involvement