Policy Committee consideration: February 2019  
Faculty Senate Consideration: March 12, 2019

Topic: “Composition of Departmental Tenure, Promotion and Reappointment Committees”

Whereas, Clemson University makes provision for faculty participation in planning, policy-making, and decision-making with regard to academic matters; and

Whereas, the University also provides for such participation in matters of faculty welfare and general university concern; and

Whereas, individual departments at Clemson University must establish and utilize written procedures and committee structures with defined membership in order to facilitate peer evaluation in accordance with the Faculty Manual; and

Whereas, each department must document the composition of their tenure, promotion and reappointment committees in the departmental tenure, promotion and reappointment document that must be approved by the departmental regular faculty, the department chair, the dean and the Provost, and

Whereas, providing each department with the freedom to define the composition of their tenure, promotion and reappointment committees is consistent with the principals of shared governance; and

Whereas, it is consistent with Clemson University’s current tenure, promotion and reappointment policies in the Faculty Manual that the department chair and the tenure, promotion and reappointment committees provide separate and independent reviews; it is

Resolved, that the Faculty Manual be amended to allow departments to define their own departmental tenure, promotion and reappointment committee structures subject to the restriction that committee members not be appointed by the department chair; and it is

Resolved, that Chapter IVD1 be amended to insert the words “, policies and procedures” at the end of the sentence; and it is

Resolved, that Chapter IVD1a be amended to insert the word “policies,” between written and procedures; and it is

Resolved, that Chapter IVD1e be amended to insert the words “for TPR committee structure:” at the end of the sentence; and it is

Resolved, that Chapter IVD1e be amended to insert the sentence “TPR committees shall be composed as defined in the Department TPR document, subject to the restriction that committee members shall not be appointed by the department chair.” As subparagraph “i”; and it is
Resolved, that Chapter IVD1f1 be amended to insert the words “in the TPR document” between “writing” and “and”; and it is

Resolved, that Chapter IVD1g be amended to strike out the words “unit’s bylaws and”.

This resolution will become effective upon approval by the Clemson University Executive Vice President for Academic Affairs and Provost and its inclusion in the 2019-2020 Faculty Manual. As of August 1, 2019, departments may revise their Tenure, Promotion and Reappointment documents to specify the TPR committee composition.

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Proposed changes

1. Guidelines for Department TPR documents, policies and procedures
   a. Individual departments at Clemson University must establish and utilize written policies, procedures and committee structures with defined membership in order to facilitate peer evaluation.
      i. These written procedures must incorporate attention to “Best Practices for a Performance Review System for Faculty” in Appendix D.
   b. Departmental regular faculty determine the tenure, promotion and reappointment standards and the procedures the committee must follow beyond those stipulated in the Faculty Manual.
   c. These standards and procedures will be stipulated in a department’s TPR document that is distinct from department or unit bylaws.
   d. The TPR document containing written policies, procedures, and committee structures must be approved by the regular departmental faculty, department chair, college dean, and Provost.
   e. Departmental policies must include the following requirements for TPR committee structure:
      i. TPR committees shall be composed as defined in the Department TPR document, subject to the restriction that committee members shall not be appointed by the department chair.
      ii. Limiting voting rights on a TPR committee making recommendations concerning tenure to tenured regular faculty members excluding individuals who, as administrators, have input into faculty personnel decisions such as appointment, tenure, and promotion.
      iii. Limiting voting rights on a TPR committee making a recommendation concerning promotion to rank or appointment at a rank to regular faculty with equivalent or higher rank.
      iv. The TPR committee must have a minimum of three members
         (1) When three-member composition is not possible given the size of a department use the procedures outlined in CHAPTER IV D. 2. a.ii.
   f. Departmental procedures for peer evaluation
      i. Departmental procedures for peer evaluation shall be in writing in the TPR document and shall be available to the faculty, the chair, the dean, and the Provost.
      ii. To the maximum extent possible, the procedures followed and criteria used shall be explicit.
   g. TPR committees shall solicit recommendations from senior lecturer(s) in a manner consistent with the unit’s bylaws and TPR documents in the reappointment review of lecturers, the promotion review of lecturers to senior lecturers, and the reappointment review of senior lecturers.