Preparing for Tenure, Promotion, or Reappointment Reviews

updated September 2021

Getting Started: Faculty Submission Form

General Directions

The first step in the Tenure, Promotion, or Reappointment process is a faculty member uploading and submitting a dossier for departmental, college, and university-level review. Faculty do so by completing the Faculty Submission Form, which can be used for multiple processes. There will be instructions at the top which determines which process was assigned to you:

- Promotion - promotion to full, principal lecturer, and senior lecturer if it is not the final year as lecturer (with divisions, if appropriate)
- Promotion Final Year -promotion to associate professor with tenure or promotion to senior lecturer prior to final year (with divisions, if appropriate)
- Reappointment (with divisions, if appropriate)

Please verify which process you are in before you start submitting. There are instructions at the top of each form.

Please ignore sections that may not apply to you. This step was developed to capture all types of faculty work, whether it be teaching, research, extension, librarianship, and service. If you have any questions regarding which sections to use, please contact your TPR committee chair.

Once you have finished uploading all of your files, choose ACTIONS **in the upper right-hand corner and click submit**. The process is not complete until it moves from your inbox to your history.

This year, you will have the option to upload additional files again prior to the final decisions is made by the department chair and TPR committee. This will hopefully avoid issues related to sending back files last year.

Best Practices for Uploading Files in DigitalMeasures-TPRworkflow

If you went through reappointment last year, those files will not copy over to this year. If you need them (such as teaching evaluations, etc.), you can go to Workflow/Tasks/History and find the reappointment process. Open it up and click DOWNLOAD. The files will all download in a zip file that you can save to a folder on your computer. You can then upload the files easily to be part of this year's process as needed.

We do not make this an automatic process become some incorrect files might be automatically included, which may cause problems with the submission or hinder the candidate's review. We recommend titling your files in a consistent way that explains what they are in case a reviewer chooses the download option. If you want them in a certain order, number them appropriately.

Saving Files in DigitalMeasures

Please save your files as you prepare your uploads.

In the Watermark Faculty Success system, it is possible to leave Workflow and upload documents at different times. Before you leave Workflow, please choose ACTIONS and SAVE. Do **not** leave the browser open for a long period without saving the uploads you have already added.

Each time you save, the system it will exit and send you back to your inbox. When this happens, just click the task to open it again.

Important note: The **maximum** file upload size is 1 GB (Gigabyte)

Each Section is Shown Separately
Note: 'section' refers to previously separated 'tabs' in the previous "eTPR" system
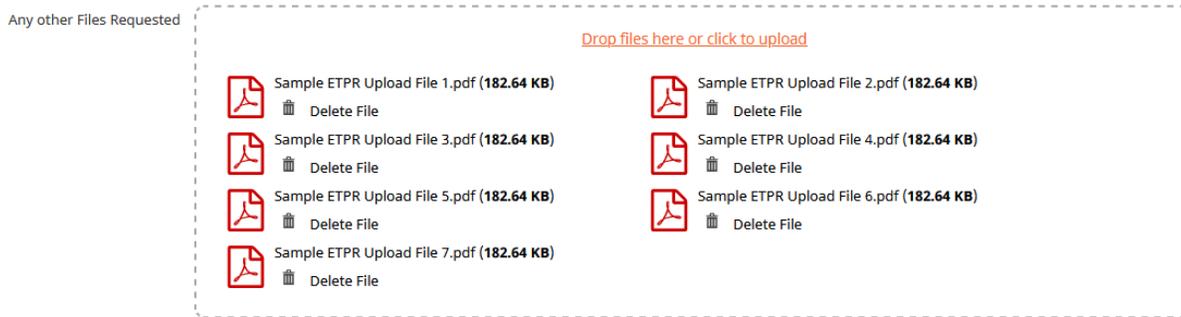
Name your files logically. You will not be able to rename files once they are uploaded, so name your files using recognizable words or codes before you upload them.

If you are uploading more than one file to a section, upload them in the order you want them to appear. You will not be able to rearrange them. You will be able to delete and reload, but not rearrange. Use descriptive titles that will make sense to reviewers.

In the screenshot below, it shows the order uploaded (based on the number) and how it appears to you and the review team.

How it appears to faculty candidate in the upload screen (screenshot):

The "section" name is on the left – each section has specific, separate upload area (~ tabs in a notebook).

Any other Files Requested

Drop files here or click to upload

Sample ETPR Upload File 1.pdf **(182.64 KB)**
🗑 Delete File

Sample ETPR Upload File 2.pdf **(182.64 KB)**
🗑 Delete File

Sample ETPR Upload File 3.pdf **(182.64 KB)**
🗑 Delete File

Sample ETPR Upload File 4.pdf **(182.64 KB)**
🗑 Delete File

Sample ETPR Upload File 5.pdf **(182.64 KB)**
🗑 Delete File

Sample ETPR Upload File 6.pdf **(182.64 KB)**
🗑 Delete File

Sample ETPR Upload File 7.pdf **(182.64 KB)**
🗑 Delete File

How it appears to reviewers:

Any other Files Requested

Sample ETPR Upload File 1.pdf **(182.64 KB)**

Sample ETPR Upload File 2.pdf **(182.64 KB)**

Sample ETPR Upload File 3.pdf **(182.64 KB)**

Sample ETPR Upload File 4.pdf **(182.64 KB)**

Sample ETPR Upload File 5.pdf **(182.64 KB)**

Sample ETPR Upload File 6.pdf **(182.64 KB)**

Sample ETPR Upload File 7.pdf **(182.64 KB)**

If you have longer file names, you may have to experiment to see how it looks to you. Longer names wrap around and can be difficult to read. As mentioned above, to change the name you will have to delete and upload it again. Keep in mind that the way you see it is exactly how the reviewers will see it on the screen.

Dossier Sections within DigitalMeasures

Letter Requesting Action:

Upload a letter requesting promotion to this section. First, state what policy action you are requesting and then briefly provide a summary of what justifies this action. This allows you to make a compelling case from your point of view. Departmental TPR guidelines may have more specific requirements for this section.

Letter Requesting Action
drop files here or click to upload

Standard College Resume or Vita

Load your up-to-date detailed resume in standard college format in this section.

Standard College Resume
drop files here or click to upload

Top Achievements and Candidate Workload Report

Top Achievements

The candidate provides evidence to support the case made in the Letter Requesting Action. The candidate's departmental TPR guidelines may have more specific requirements for this section. If you want to upload top achievements from prior years, it is suggested to combine them into one document and label it with the year range, such as Top Achievements prior years. This would result in two documents being uploaded here, one for the current year, and one for prior years.

Candidate Workload Report

Include the Candidate Workload Report in this section. Instructions for this table can be found here:
Link to Workload Instructions

Top Achievements
drop files here or click to upload

Pandemic Impact Statement

Include the Pandemic impact statement for 2020-2021. Guidelines can be found here: Link to Pandemic Impact Statement guidelines

Teaching Statements

The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, evidence of effectiveness, challenges, and responses to challenges, how student feedback was used to improve teaching, and other relevant information is uploaded into this section. The candidate's departmental TPR guidelines may have more specific requirements for this section. If you want to upload teaching statements from prior years (previously stored in the old "eTPR" system), it is suggested to combine them into one document and label it with the year range, such as Teaching Statement prior years. This would result in two documents being uploaded here, one for the current year, and one for prior years.

Teaching Statement
drop files here or click to upload

Student Feedback Forms

The candidate has the option to upload appropriate student feedback forms in this section. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Student Feedback Forms
drop files here or click to upload

Other Evidence of Teaching Effectiveness

The candidate provides any other evidence of teaching effectiveness that not provided in the prior two sections. This can include evidence such as senior exit surveys, alumni surveys, in-class peer visitation reports, recordings, and other relevant information. The candidate's departmental TPR guidelines may have more specific requirements for this section.

A new report has been created in Digital Measures to facilitate loading documents already added in Digital Measures Activities. If you have loaded documents in the sections there, choose the report **Teaching Portfolio Evidence (under rapid reports).** Change the date range to reflect the dates of documents you have loaded. Documents are linked from the following sections: Faculty Development Activities Attended, Teaching Innovation and Curriculum Development, and Evidence of Teaching Effectiveness. This report should be available early September. If you don't see it, contact DMAdmin@clemson.edu

Teaching Effectiveness
drop files here or click to upload

Statement on Librarianship

For faculty assigned to the University Libraries, please submit a statement on librarianship, including philosophy, methodology, materials/processes developed, effectiveness, challenges, etc. (3 pp maximum)

Statement on Librarianship
drop files here or click to upload

Evidence of Effectiveness in Librarianship

Submit evidence of effectiveness in Librarianship. Evidence can include outstanding work products or other documents that establish effective performance in the criterion of professional effectiveness.

Librarianship Effectiveness
drop files here or click to upload

Research/Scholarship Activities

The candidate provides information about research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Research
drop files here or click to upload

Service Activity

The candidate provides information about service activity that was not addressed in the standard college resume. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Service Activity
drop files here or click to upload

Extension Activity

Candidates who have extension appointment or funding will complete this section. The candidate provides information about extension activity that was not addressed in the standard college resume. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Extension Activity
drop files here or click to upload

Goals Statement

The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section. The candidate's departmental TPR guidelines may have more specific requirements for this section. If you want to use the goals submitted as part of annual review, you can run the Workload Goal Report. Make sure and use appropriate dates (5-16-xxxx - 5-15-xxxx) so the correct report will run. If you have issues with this report, please contact DMAdmin@clemson.edu.

Goals (Include 1 year and 5 year goals)
drop files here or click to upload

External Evaluator List from Candidate - Full Professor only

This section is only necessary for faculty seeking promotion to full professor. The candidate lists their recommendations for external evaluator(s) that could provide independent evaluative comments as part of the candidate review, if applicable. Candidates provided this same information during the TPR-precheck step and are to report it here to promote transparency. The candidate's departmental TPR guidelines may have more specific requirements for this section. Please also check for any updates from your TPR chair at the Precheck step.

Candidate's External Evaluators List
drop files here or click to upload

Activity Reports

Candidate uploads DigitalMeasures Activity Reports here as well as prior FAS reports if applicable. Candidate should confirm with TPR chair for expectations here. To re-run DM Activities Report (beginning with 2019-2020), change the date range to the following: May 16, xxxx - May 15, xxxx. Reports are calibrated on a May/May cycle. Run reports one year at a time.

Activity Reports
drop files here or click to upload

Supplementary Information/History

The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Historical employment documents have been loaded under the section Employment Documents. If you want to run a report generating links to add in this section, choose the rapid report **Employment Document Report.** Check the records that are available in that section and set the date range accordingly. (Note that the dates are the date of the document uploaded). If you have additional documents that you want to add here, you can add them separately or you can add them into Employment Documents and rerun the report. The benefit to adding them into employment documents is so that they will be available for future years.

Supplementary Information (Optional)
drop files here or click to upload