



MEMORANDUM

TO: Deans, Department Chairs, School Directors, and Faculty
FROM: Nadim M. Aziz, Interim Vice President for Academic Affairs and Provost
DATE: September 20, 2013 (*revised 3.a., September 23, 2013*)
SUBJECT: **Comments on the 2012-13 Tenure and Promotion Notebooks**

Below are four sets of recommendations that are based on my observations of the Tenure Promotion and Reappointment (TPR) notebooks that were submitted to the Provost's office for TPR consideration. These are a collection of good practices from the various colleges. They are being disseminated to give the candidates for TPR the opportunity to highlight their accomplishments and present their case in a clear manner.

1. Letter Requesting Action (Tab 1)

Candidates are encouraged to use this letter to provide an executive summary. An executive summary of no more than three (3) pages in length is preferred. The summary should address accomplishments and significant contributions pertinent to the candidate's field in the areas of teaching, research/scholarship, and service. In this summary, candidates should discuss the quality and impact of the work presented in their resume and in their TPR material. In essence, the executive summary should tell the candidate's "story" by addressing:

- a. Teaching. Candidates should give an assessment not only by giving scores on teaching evaluations, but also by assessing their teaching based on other input such as comments from external evaluators/observers or description of teaching awards and honors.
- b. Student advising/mentoring. Candidates should assess the quality and impact of their advising of undergraduate students. In departments that offer PhD or MS as terminal degrees, candidates must detail their mentoring of and their approach toward graduating students in these degree programs.
- c. Research/scholarship. Candidates should address the quality of their peer refereed/juried scholarly and creative works, the quality of the journals in which they have published and of the outlets in which the scholarly and creative work appeared. Examples from last year's TPR review cycle include statements about the level of prestige of the work or the venue in which the work was presented, the impact factor of the journal, the acceptance rates, and other information

demonstrating the importance and impact of the work. Candidates should also address the significance and impact of their funded research activities.

- d. Service activities. Candidates should detail the significance and impact of their service activities to their profession, the University and beyond.
2. Letters of Recommendation from the TPR Committee, Chair, and Dean (Tabs 3, 4, and 5). These letters must address the quality and impact of the candidate's work, and not just discuss quantity.
3. Standard College Resume (Tab 6)
 - a. Candidates should include the title of their thesis and dissertation and the name(s) of major advisor(s) alongside the listing of their earned degrees. If the candidate had a post-doctoral appointment, research project title and mentor's name should be included for each appointment.
 - b. Candidates should clearly identify publications/scholarly work, funding and other activities that occurred since the last promotion.
 - c. Candidates should include the complete citation of the publication/scholarly work. List authors and/or editors as they appear in the printed material/final product/final program and clearly identify the names of all students that appear in the authors or editors list.
 - d. Candidates should separate "Sponsored Research Funding" into two categories:
 - i. "External Sponsored Research" to include sponsored grants and contracts from federal and state agencies, state, industry, and other external entities
 - ii. "Other Sponsored Research" to include projects such as Creative Inquiry or other Clemson University funded grants.

4. External references (Tab 17)

These references should address the quality and the impact of the candidate's achievements.

A summary of any new observations will be distributed at the end of the current 2013-2014 TPR review cycle.