

To: Department chairs, Associate department chairs, TPR chairs, Associate Deans-faculty affairs, and Deans

Subject line: DigitalMeasures-TPRworkflow launch and updated dossier deadlines

Take home points:

- 1) Please replace your previous copy of the Calendar of Dates and Deadlines with the attached updated version
- 2) DigitalMeasures-TPRworkflow will launch for your College between now and September 15
- 3) Deadlines for uploading dossier files have been extended
- 4) More resources are posted on the Faculty Affairs website and DigitalMeasures resource website

Dear Department Chairs, TPR Chairs, Associate Deans, Deans and Faculty Candidates (TPR):

We are pleased to share that the TPRworkflow within DigitalMeasures launching. On or before Tuesday, September 15 faculty under review for tenure, promotion and/or reappointment will find the TPRworkflow in the workflow section open. The TPRworkflow is where candidate faculty upload and submit all of their TPR dossier materials. To provide additional time dossier file uploading, the Office of the Provost revised the deadlines for steps in this process:

- Candidates up for tenure and/or promotion: deadline is now **September 29**
- Candidates up for reappointment that are in their third year+ of service: deadline is now **September 29**
- Candidates up for reappointment that are in their second year of service: deadline is now **September 25**
- Candidates up for reappointment that are in their first year of service: deadline is still **October 9** for submitting the letter requesting action (discuss with your departmental TPR chair or Department chair)

Clemson University DigitalMeasures resource materials portal:

<https://www.clemson.edu/provost/faculty-affairs/promotion-tenure.html>

On this page for faculty candidates:

- TPRworkflow sections outline for all dossier sections (by order of appearance) in DigitalMeasures → includes a step by step guide that has screenshots with tips
- Instructions for uploading student course evaluation information into the DigitalMeasures system
- Dossier tables required for all dossiers (workload summaries, external evaluator summary table)
- Calendar of Dates and Deadlines document (with the updated extension dates)
- Dates schedule for tenure and promotion showing deadlines over the year in timeline format

Additional DigitalMeasures resource materials (videos, calendar of dates and deadlines, etc.) for all things DigitalMeasures are found on the DM Resources page: <https://www.clemson.edu/provost/digital-measures/resources.html>

Coming soon to this same page, for TPR chairs and committees, Department chairs, Associate Deans and Deans: guides and tips for TPR chairs and committees, Department chairs, and Deans for routing steps (includes anticipated emails and screenshots)

Daily drop-in Zoom rooms for faculty candidates uploading dossier files:

To further assist faculty in the development of those dossiers, members of the DigitalMeasures implementation team will be available to meet with faculty during daily drop-in Zoom sessions from September 15-29. The schedule and Zoom information are at the bottom of this message.

Weekly drop-in Zoom room for Department Chairs, School Directors:

Department chairs may continue to join weekly session via Zoom on Thursdays from 10-11 a.m.

Zoom information for these drop-ins is located in the OADC Canvas Announcement section. Contact APFA@clemson.edu if you need this sent directly to you.

TPR chairs and Administrative support staff: please email DMAdmin@clemson.edu for technical questions and APFA@clemson.edu for policy and faculty review questions (or both if you aren't certain). We may set up drop-in Zoom sessions for TPR chairs in the future if there appears to be a need.

Everyone: If you have any technical questions about the DigitalMeasures system please reach out to DMAdmin@clemson.edu. You can also share policy questions with the Office of the Provost at any time at apfa@clemson.edu.

Daily TPR DigitalMeasures Drop-In Sessions for Faculty TPR Candidates:

Tuesday	September 15	2 p.m.
Wednesday	September 16	9 a.m.
Thursday	September 17	3 p.m.
Friday	September 18	2 p.m.
Monday	September 21	2 p.m.
Tuesday	September 22	9 a.m.
Wednesday	September 23	3 p.m.
Thursday	September 24	8 a.m.
Friday	September 25	11 a.m.
Monday	September 28	10 a.m.
Tuesday	September 29	2 p.m.
Wednesday	September 30	11 a.m.

Join Zoom Meeting

<https://clemson.zoom.us/j/93901611931>

Meeting ID: 939 0161 1931

One tap mobile

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+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 939 0161 1931

We thank everyone for their patience and energy as we implemented our DigitalMeasures system this spring and summer. We look forward to a successful TPR process this year.

Melissa Welborn, Assistant Director of Institutional Research

Chelsea Waugaman, Faculty Affairs Project Director

Amy Lawton-Rauh, Associate Provost for Faculty Affairs