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2 **Policy Committee consideration: February 2019**

3 **Faculty Senate Consideration: March 12, 2019**

4
5 **Topic:** “Composition of Departmental Tenure, Promotion and Reappointment Committees”

6
7 **Whereas,** Clemson University makes provision for faculty participation in planning, policy-
8 making, and decision-making with regard to academic matters; and

9
10 **Whereas,** the University also provides for such participation in matters of faculty welfare and
11 general university concern; and

12
13 **Whereas,** individual departments at Clemson University must establish and utilize written
14 procedures and committee structures with defined membership in order to facilitate peer
15 evaluation in accordance with the *Faculty Manual*; and

16
17 **Whereas,** each department must document the composition of their tenure, promotion and
18 reappointment committees in the departmental tenure, promotion and reappointment document
19 that must be approved by the departmental regular faculty, the department chair, the dean and the
20 Provost, and

21
22 **Whereas,** providing each department with the freedom to define the composition of their tenure,
23 promotion and reappointment committees is consistent with the principals of shared governance;
24 and

25
26 **Whereas,** it is consistent with Clemson University’s current tenure, promotion and
27 reappointment policies in the *Faculty Manual* that the department chair and the tenure,
28 promotion and reappointment committees provide separate and independent reviews; it is

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

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

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

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

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

1 **Resolved**, that Chapter IVD1f be amended to *insert* the words “in the TPR document” between
2 “writing” and “and”; and it is

3
4 **Resolved**, that Chapter IVD1g be amended to *strike out* the words “unit’s bylaws and”.

5
6 *This resolution will become effective upon approval by the Clemson University Executive Vice*
7 *President for Academic Affairs and Provost and its inclusion in the 2019-2020 Faculty Manual.*
8 *As of August 1, 2019, departments may revise their Tenure, Promotion and Reappointment*
9 *documents to specify the TPR committee composition.*

10
11 **Proposed changes**

12 1. Guidelines for Department TPR documents, **policies and procedures**

13 a. Individual departments at Clemson University must establish and utilize written **policies,**
14 **procedures** and committee structures with defined membership in order to facilitate peer
15 evaluation.

16 i. These written procedures must incorporate attention to “Best Practices for a Performance
17 Review System for Faculty” in Appendix D.

18 b. Departmental regular faculty determine the tenure, promotion and reappointment standards
19 and the procedures the committee must follow beyond those stipulated in the Faculty Manual.

20 c. These standards and procedures will be stipulated in a department’s TPR document that is
21 distinct from department or unit bylaws.

22 d. The TPR document containing written policies, procedures, and committee structures must
23 be approved by the regular departmental faculty, department chair, college dean, and Provost.

24 e. Departmental policies must include the following requirements **for TPR committee**
25 **structure:**

26 **i. TPR committees shall be composed as defined in the Department TPR document, subject**
27 **to the restriction that committee members shall not be appointed by the department chair.**

28 ii. Limiting voting rights on a TPR committee making recommendations concerning tenure to
29 tenured regular faculty members excluding individuals who, as administrators, have input
30 into faculty personnel decisions such as appointment, tenure, and promotion.

31 iii. Limiting voting rights on a TPR committee making a recommendation concerning
32 promotion to rank or appointment at a rank to regular faculty with equivalent or higher
33 rank.

34 iv. The TPR committee must have a minimum of three members

35 (1) When three-member composition is not possible given the size of a department use the
36 procedures outlined in CHAPTER IV D. 2. a.ii.

37 f. Departmental procedures for peer evaluation

38 i. Departmental procedures for peer evaluation shall be in writing **in the TPR document** and
39 shall be available to the faculty, the chair, the dean, and the Provost.

40 ii. To the maximum extent possible, the procedures followed and criteria used shall be
41 explicit.

42 g. TPR committees shall solicit recommendations from senior lecturer(s) in a manner
43 consistent with the ~~unit’s bylaws and~~ TPR documents in the reappointment review of
44 lecturers, the promotion review of lecturers to senior lecturers, and the reappointment review of
45 senior lecturers.