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Policy Committee consensus: February 2019
Faculty Senate consideration: March 12th 2019

Topic: “Composition of the requirements for departmental bylaws and departmental tenure, promotion and reappointment and post-tenure review documents”

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, the *Faculty Manual* contains several requirements for departmental bylaws and departmental tenure, promotion and reappointment and post-tenure review documents; and

Whereas, the *Faculty Manual* requires that departmental bylaws be approved by faculty who are accorded voting rights in accordance with departmental bylaws; and

Whereas, the *Faculty Manual* requires that departmental bylaws be reviewed by the Provost or designee for consistency with the Faculty Manual; and

Whereas, the *Faculty Manual* requires that departmental tenure, promotion and reappointment document be approved by the departmental regular faculty, the department chair, the dean and the Provost; and

Whereas, the *Faculty Manual* requires that departmental bylaws be distinct from departmental tenure, promotion and reappointment and post-tenure review documents; and

Whereas, the current set of requirements for departmental bylaws and Departmental Tenure, Promotion and Reappointment and Post-Tenure Review documents are inconsistent and confusing; and

Whereas, the *Faculty Manual* repeats many sets of requirements for departmental bylaws; and

Whereas, the current set of requirements for departmental bylaws contain some items that are related to Tenure, Promotion and Reappointment and Post-Tenure Review; and

Whereas, the current set of requirements for departmental bylaws contain some items that are related to search and screening of faculty candidates for appointment; and

Whereas, the *Faculty Manual* has redundancies related to requirements for bylaws, TPR documents and PTR documents; and

Whereas, the *Faculty Manual* has inconsistencies related to requirements for bylaws, TPR documents and PTR documents; it is

Resolved, that Chapter IIIC2c be amended to *strike out* the sentence “Specific qualifications are set forth in each department’s guidelines.” and to *insert* the sentences “General qualifications for faculty appointment are set forth in each position’s description in this Chapter. Search and screening committees are charged with evaluating candidates for appointments to faculty positions. Specific qualifications for tenure, promotion and reappointment are set forth in each department’s tenure, promotion and

1 reappointment guidelines.” at the beginning of the paragraph; and it is

2 **Proposed Language**

3 IIIC2. Rank at initial appointment and promotion in rank is based on education, relevant experience,
4 accomplishments, and effectiveness of performance in the areas listed in the preceding paragraph.

5 a. The term “relevant experience” used below is broadly interpreted to include professional experience
6 judged to be pertinent to the position to which the faculty member is appointed.

7 b. Degree requirements refer to earned degrees from institutions of recognized standing in subject fields
8 relevant to the field of appointment.

9 c. ~~Specific qualifications are set forth in each department’s guidelines.~~ ***General qualifications for***
10 ***faculty appointment are set forth in each position’s description in this Chapter. Search and screening***
11 ***committees are charged with evaluating candidates for appointments to faculty positions. Specific***
12 ***qualifications for tenure, promotion and reappointment are set forth in each department’s tenure,***
13 ***promotion and reappointment guidelines.*** The department, through a peer review process, is the
14 primary judge of these qualifications.

15 i. These standards are not imposed rigidly, however, since illustrious achievements and national or
16 international recognition may overshadow any requirements as to educational level and length of
17 experience.
18

19 **Resolved**, that Chapter IIID2 be amended to ***strike out*** the paragraph “a. Candidates for appointment to
20 the special faculty ranks shall be recruited and evaluated as specified in departmental bylaws. If required
21 by department bylaws, such search and screening committees are selected in accordance with
22 departmental bylaws or, in the absence of relevant bylaws, by the departmental faculty Advisory
23 Committee”; and it is

24 **Resolved**, that Chapter IIID2 be amended to ***insert*** the sentence “Specific procedures and standards for
25 promotion and reappointment are set forth in each department’s tenure, promotion and reappointment
26 document” as subparagraph “e”; and it is

27 **Resolved**, that Chapter IIID2ii be amended to ***strike out*** the sentence “(2) Such appointments must be
28 initiated by the host department(s) in accordance with departmental bylaws and approved by the dean and
29 the Provost.” and to ***strike out*** the sentence “(4) Individuals holding these positions will be subject to
30 annual review utilizing the faculty activity system for faculty continuance.” and to ***strike out*** the sentence
31 “(6) Distribution of indirect costs or overhead generated shall follow university policy.” and to ***strike out***
32 the sentence “(7) These positions are not tenurable, nor shall time spent in such a position count toward
33 tenure automatically”; and it is
34

35 **Resolved**, that Chapter IIID2ii(5) be amended to ***strike out*** the sentence “Initial terms of appointment,
36 reappointment, promotion, and continuous employment when external funding is less than 100% will be
37 based on departmental bylaws and will be contingent upon plans for and contributions to the department’s
38 undergraduate, graduate, and public service programs that interface with their research or public service
39 activities.” and to ***insert*** the sentence “Terms of continuous employment when external funding is less
40 than 100% will be based on departmental promotion and reappointment criteria, documented in the
41 departmental tenure, promotion and reappointment document, and will be contingent upon plans for and
42 contributions to the department’s undergraduate, graduate, and public service programs that interface with
43 their research or public service activities” at the beginning of paragraph; and it is
44

45 **Resolved**, that Chapter IIID2iii be amended to ***strike out*** the sentence “(2) The duties, terms of
46 appointment, and salaries (if any) of such persons are specified in the appointment letter.” and to ***strike***

1 **out** the sentence “(3) Such appointments must be initiated by the host department(s) in accordance with
2 departmental bylaws and approved by the dean and the Provost.” and to **strike out** the sentence “(5)
3 Individuals holding these positions will be subject to annual review utilizing the faculty activity system
4 for faculty continuance.” and to **strike out** the sentence “(7) Distribution of indirect costs or overhead
5 generated shall follow University policy.” and to **strike out** the sentence “(7)(a) These positions are not
6 tenurable, nor shall time spent in such a position count toward tenure”; and it is
7

8 **Resolved**, that Chapter IIID2iii(6) be amended to **strike out** the words “Initial appointment,
9 reappointment, and promotion” and to **insert the words** “Continuous employment” at the beginning of
10 the paragraph and to **strike out the words** “departmental bylaws” and to **insert** the words “departmental
11 promotion and reappointment criteria, documented in the departmental tenure, promotion and
12 reappointment document” between the words “on” and “will”; and it is
13

14 **Resolved**, that Chapter IIID2iii be amended to **strike out** the sentence “(1) The duties, terms of
15 appointment, and salaries (if any) of such persons are specific in the letter of appointment.” and to **strike**
16 **out** the sentence “(2) Such appointments must be initiated by the host department(s) in accordance with
17 departmental bylaws and approved by the Dean and Provost.” and to **strike out** the sentence “(3)
18 Procedures and standards for promotion shall be specified by the unit’s Tenure, Promotion, and
19 Reappointment document.” and to **strike out** the sentence “(4) These positions are not tenurable”; and it is
20

21 **Resolved**, that Chapter IIID2iv(2) be amended to **strike out** the words “non-tenurable, non-permanent”;
22 and it is

23 **Resolved**, that Chapter IIID2iv be amended to **strike out** the sentence “(4) The duties, terms of
24 appointment, and salaries of such persons will be specified in the letter of appointment, and such
25 appointments must be initiated by the host department(s) in accordance with departmental bylaws and
26 approved by the Dean and Provost”; and it is
27

28 Proposed Language

29 IIID2. Special Faculty Ranks

30 ~~a. Candidates for appointment to the special faculty ranks shall be recruited and evaluated as~~
31 ~~specified in departmental bylaws. If required by department bylaws, such search and screening~~
32 ~~committees are selected in accordance with departmental bylaws or, in the absence of relevant~~
33 ~~bylaws, by the departmental faculty Advisory Committee.~~

34 b. Prior to making an offer of appointment, the department chair must receive verification of the
35 existence and sufficiency of the funding supporting the appointment from the appropriate dean or the
36 Provost.

37 c. Conditions of appointment shall be fully detailed in the letter of appointment, including at a
38 minimum:

39 i. The appointment rank;

40 ii. The department, school, center, or institute to which the academic appointment applies;

41 iii. Any remuneration to be paid to the special faculty member.

42 d. Special faculty appointments are not tenurable and do not carry any expectation of renewal, although
43 appointments may be renewed.

44 e. Service in special faculty ranks normally does not count towards a regular faculty rank tenure
45 probationary period.

46 **e. Specific procedures and standards for promotion and reappointment are set forth in each**
47 **department’s tenure, promotion and reappointment document.**

48 f. Appointment of an individual with a special faculty rank to a regular faculty rank must follow the
49 personnel practices and procedures for appointment described in CHAPTER IV B.

1 g. If the approved bylaws of the applicable unit or college specifically provide such privileges, special
2 faculty ranks have voting and membership privileges in unit and college meetings and on unit and
3 college committees except those restricted to regular faculty in CHAPTER VII D. 3.

4 h. Special faculty ranks have voting membership privileges on university committees except those
5 restricted to regular faculty in CHAPTER VII D. 3.

6 i. The Special Faculty Ranks:

7 *i.* Research Faculty which include the titles of research professor, research associate professor, and
8 research assistant professor (depending upon professional qualifications) may be granted to persons
9 engaged in full time research who have research as their principal assignment and are supported by
10 a variety of mechanisms (internal and external sources).

11 (1) The expectation is that 100% of salary support (including fringe benefits) is derived from
12 grant and contract funds obtained by the research faculty member consistent with the terms of
13 appointment.

14 ~~(2) Such appointments must be initiated by the host department(s) in accordance with
15 departmental bylaws and approved by the dean and the Provost.~~

16 (3) These positions are contingent upon the availability of external funds and adequate space;
17 positions may be terminated upon expiration of external funding per the terms of the appointment
18 letter.

19 ~~(4) Individuals holding these positions will be subject to annual review utilizing the faculty
20 activity system for faculty continuance.~~

21 ~~(5) Initial terms of appointment, reappointment, promotion, and continuous employment
22 when external funding is less than 100% will be based on departmental bylaws and will be
23 contingent upon plans for and contributions to the department's undergraduate, graduate,
24 and public service programs that interface with their research or public service activities.~~

25 *Terms of continuous employment when external funding is less than 100% will be based on*
26 *departmental promotion and reappointment criteria, documented in the departmental tenure,*
27 *promotion and reappointment document, and will be contingent upon plans for and*
28 *contributions to the department's undergraduate, graduate, and public service programs that*
29 *interface with their research or public service activities.* Examples are participation in
30 departmental seminars, research exposure with undergraduate and graduate students, provision
31 for funding of graduate students, service on the graduate advisory committee, and public service
32 activities related to the department's mission.

33 ~~(6) Distribution of indirect costs or overhead generated shall follow university policy.~~

34 ~~(7) These positions are not tenurable, nor shall time spent in such a position count toward
35 tenure automatically.~~

36 *ii.* Extension Faculty which include the titles of extension professor, extension associate professor,
37 and extension assistant professor (depending upon professional qualifications) may be granted to
38 persons who have extension as their assignment and are supported by a variety of internal and
39 external sources (including PSA funding);

40 (1) The expectation is that 100% of salary support (including fringe benefits) is derived from
41 grants and external funds obtained by the extension faculty member.

42 ~~(2) The duties, terms of appointment, and salaries (if any) of such persons are specified in
43 the appointment letter.~~

44 ~~(3) Such appointments must be initiated by the host department(s) in accordance with
45 departmental bylaws and approved by the dean and the Provost.~~

46 (4) These positions are contingent upon the availability of external funds and adequate space;
47 positions may be terminated upon expiration of external funding per the terms of the appointment
48 letter.

49 (5) Individuals holding these positions will be subject to annual review utilizing the faculty
50 activity system for faculty continuance.

1 ~~(6) Initial appointment, reappointment, and promotion~~ *Continuous employment* will be
2 based on ~~departmental bylaws~~ *departmental promotion and reappointment criteria,*
3 *documented in the departmental tenure, promotion and reappointment document* and will be
4 contingent upon plans for and contributions to the department's extension and/or public service
5 programs.

6 ~~(7) Distribution of indirect costs or overhead generated shall follow University policy.~~

7 ~~(a) These positions are not tenurable, nor shall time spent in such a position count toward~~
8 ~~tenure.~~

9 *iii.* Clinical Faculty, which include the titles of clinical professor, clinical associate professor,
10 clinical assistant professor, and instructor (depending upon professional qualifications) may be
11 granted to persons of professional qualifications who perform teaching, research, service, or
12 extension functions in a clinical environment and/or supervising students in an academic, clinical,
13 or field settings in connection with an established program of the University.

14 ~~(1) The duties, terms of appointment, and salaries (if any) of such persons are specific in the~~
15 ~~letter of appointment.~~

16 ~~(2) Such appointments must be initiated by the host department(s) in accordance with~~
17 ~~departmental bylaws and approved by the Dean and Provost.~~

18 ~~(3) Procedures and standards for promotion shall be specified by the unit's Tenure,~~
19 ~~Promotion, and Reappointment document.~~

20 ~~(4) These positions are not tenurable.~~

21
22 *v.* The title of Professor of Practice (or "Professor of Practice of [discipline]") designates persons
23 eminently qualified, experienced, and distinguished in their professions, but whose career paths and
24 experiences have not been or are not primarily in the academy.

25 (1) A Professor of Practice will contribute to a department's, school's, or college's academic
26 mission by sharing professional experiences through teaching or research activities.

27 (2) This ~~non-tenurable, non-permanent~~ appointment must be approved by the home
28 department's TPR committee.

29 (3) The appointee's performance must be reviewed annually by the home department's TPR
30 committee.

31 ~~(4) The duties, terms of appointment, and salaries of such persons will be specified in the~~
32 ~~letter of appointment, and such appointments must be initiated by the host department(s) in~~
33 ~~accordance with departmental bylaws and approved by the Dean and Provost.~~

34
35 **Resolved**, that Chapter IVB5ai be amended to *insert* the words ", created as specified in departmental
36 bylaws," between the words "committee" and "composed"; and it is

37
38 **Resolved**, that Chapter IVB5ai be amended to *strike out* the sentence "(1) Search and screening
39 committees are selected in accordance with departmental bylaws or, in the absence of relevant bylaws, by
40 the departmental faculty advisory committee."; and it is

41
42 **Resolved**, that Chapter IVB5bi be amended to *strike out* the word "as" and to *insert* the words "using a
43 process" between the words "evaluated" and "specified"; and it is

44
45 **Resolved**, that Chapter IVB5bi(1) be amended to *strike out* the sentence "If required by department
46 bylaws, such search and screening committees are selected in accordance with departmental bylaws or, in
47 the absence of relevant bylaws, by the departmental faculty Advisory Committee." and to *insert* the
48 sentence "Search and screening committees for the recruitment and evaluation of candidates for special
49 faculty ranks are created in accordance with departmental bylaws."; and it is

1 **Resolved**, that Chapter IVB5b be amended to *strike out* the sentence “Additional guidance for
2 appointment to special ranks can be found in CHAPTER III D. 2”; and it is

3
4 **Proposed Language**

5
6 IVB. Policies and Procedures for the Recruitment and Appointment of Faculty

7 5. Procedures for Faculty Appointments

8 a. Regular Ranks

9 *i.* Candidates for appointment to the regular faculty shall be recruited and evaluated by a search and
10 screening committee, *created as specified in departmental bylaws*, composed of members of the
11 regular faculty and, if specified in departmental bylaws, other faculty.

12 ~~(1) Search and screening committees are selected in accordance with departmental bylaws~~
13 ~~or, in the absence of relevant bylaws, by the departmental faculty advisory committee.~~

14 (2) Whenever feasible, the search and screening committee should include minority group
15 members, women, and/or individuals with disabilities.

16
17 b. Special Ranks

18 *i.* Candidates for appointment to the special faculty ranks shall be recruited and evaluated ~~as using~~
19 ~~a process~~ specified in departmental bylaws.

20 (1) ~~If required by department bylaws, such search and screening committees are selected in~~
21 ~~accordance with departmental bylaws or, in the absence of relevant bylaws, by the~~
22 ~~departmental faculty Advisory Committee~~ Search and screening committees for the
23 recruitment and evaluation of candidates for special faculty ranks are created in accordance with
24 departmental bylaws.

25 ~~ii. Additional guidance for appointment to special ranks can be found in CHAPTER III D. 2.~~

26
27
28 **Resolved**, that Chapter IVC4ai be amended to *insert* the words “in the Tenure, Promotion and
29 Reappointment document” between the words “criteria” and “established”; and it is

30
31 **Proposed Language**

32
33 IVC4. Promotion Policies

34 a. Recommendations for promotion within the regular and special faculty ranks are based upon the
35 evaluations of a faculty member’s performance and credentials by peers and administrators.

36 *i.* Promotion evaluations are based on written criteria *in the Tenure, Promotion and*
37 *Reappointment document* established by each academic department. Nevertheless, some general
38 attributes and experience requirements are associated with the various ranks CHAPTER III C.

39 b. Lecturers must document and provide evidence of their teaching performance and additional
40 contributions/activities to the department chair/school director and department/school TPR committee
41 for evaluation and consideration for promotion to senior lecturer.

42
43 **Resolved**, that Chapter IVF3a be amended to *strike out* the sentence “Written Guidelines prepared by the
44 faculty of each academic unit (approved by a majority of the faculty, the respective dean, and the Provost)
45 shall provide details of the PTR process.” and to *insert* the sentences “Written Post-Tenure Review
46 Guidelines prepared by the faculty of each academic unit (approved by a majority of the faculty, the
47 department chair, the dean, and the Provost) shall provide details of the PTR process. These guidelines
48 must be incorporated into the departmental TPR document” at the beginning of the paragraph; and it is

1 **Resolved**, that Chapter IVF4a be amended to *strike out* the words “, separate from the regular Tenure,
2 Promotion, and Reappointment committee,”; and to *strike out* the words “bylaws” and to *insert* the words
3 “Post-Tenure Review Guidelines” between the words “departmental” and “whenever”; and it is
4

5 **Resolved**, that Chapter IVF4b be amended to *strike out* the words “election to” and *inserting*
6 “membership on” between the words “for” and “the”; and it is
7

8 **Resolved**, that Chapter IVF6a be amended to *insert* the words “exactly” between the words “choose” and
9 “ONE”; and it is
10

11 **Resolved**, that Chapter IVF6a be amended to *strike out* the words “drafting departmental personnel
12 policy procedures” and to *insert* the words “the departmental PTR guidelines” at the end of the sentence;
13 and it is
14

15 **Resolved**, that Chapter IVF6a*ii* be amended to *strike out* the words “nominated and elected” and to *insert*
16 “selected” and to *strike out* the words “bylaws” and to *insert* the words “PTR guidelines”; and it is
17

18 **Resolved**, that Chapter IVF6e be amended to *strike out* the words “If provided in departmental bylaws”
19 and to *insert* the words “If the person subject to PTR Part II requires external reference letters” at the
20 beginning of the sentence; and it is
21

22 Proposed Language

23 IVF. Post-Tenure Review

24 3. PTR Guidelines

25 a. ~~Written Guidelines prepared by the faculty of each academic unit (approved by a majority of~~
26 ~~the faculty, the respective dean, and the Provost) shall provide details of the PTR process~~
27

28 *Written Post-Tenure Review Guidelines prepared by the faculty of each academic unit (approved*
29 *by a majority of the faculty, the department chair, the dean, and the Provost) shall provide details*
30 *of the PTR process. These guidelines must be incorporated into the departmental TPR document.*

31 b. These guidelines must incorporate attention to “Best Practices for Post-Tenure Review,” Appendix
32 F, numbers 1 through 12 of the Faculty Manual.

33 c. Although the details may vary from one academic unit to another or from one college to another
34 within the university, such guidelines must be consistent with the following principles to ensure
35 appropriate rigor:
36

37 4. PTR Committee

38 a. A PTR committee, ~~separate from the regular Tenure, Promotion, and Reappointment~~
39 ~~committee~~, will be constituted in accordance with departmental ~~bylaws~~ *Post-Tenure Review*
40 *Guidelines* whenever any faculty member is scheduled for regular review or in a period of PTR
41 remediation.

42 b. Only tenured regular faculty members are eligible for ~~election to membership on~~ the PTR
43 committee.

44 c. The size of the committee may vary from one academic unit to another; however, the committee
45 must have a minimum of three members.

46 *i.* In cases in which the department does not have enough tenured regular faculty members to
47 constitute a PTR committee, the departmental Tenure, Promotion, and Reappointment committee
48 will elect regular faculty members from other departments who are qualified to serve on the PTR
49 committee.
50

51 6. Part II, Post-Tenure Review

- 1 a. In order to ensure adequate external representation in the Part II PTR process, departments must
2 choose *exactly* ONE of these options in ~~drafting departmental personnel policy procedures~~ *the*
3 *departmental PTR guidelines*:
- 4 i. Utilize reference letters submitted from outside the department on each individual under review;
 - 5 ii. Add to the PTR committee a faculty member or professional equivalent from outside the
6 department ~~nominated and elected~~ according to departmental ~~bylaws~~ *PTR guidelines*; or
 - 7 iii. Allow each faculty member under review the option of either having external letters solicited or
8 incorporating the external committee member in the review process.
- 9
- 10 e. ~~If provided in departmental bylaws~~ *If the person subject to PTR Part II requires external*
11 *reference letters*, the PTR committee is required to obtain a minimum of four reference letters of
12 which at least two must come from the list of six submitted by the faculty member.

13

14 **Resolved**, that Chapter VIII.5a be amended to *strike out* the sentence “Each department or equivalent unit
15 shall have a standing advisory committee of regular faculty members, chaired by the department chair, the
16 composition and membership of which shall be approved by the regular faculty of the department” and to
17 *insert* the sentence “Each department shall establish a standing advisory committee of faculty members,
18 chaired by the department chair, the composition and membership of which shall be specified in the
19 department bylaws”; and it is

20

21 **Resolved**, that Chapter VIII.6a be amended to *strike out* the words “approved by the department chair
22 and the departmental Faculty” and to *insert* the words “provided for in departmental bylaws” between the
23 words “If” and “other”.

24 Proposed Language

25 VIII.L. Faculty Participation in Departmental Governance

26 5. Standing faculty Advisory Committee

- 27
- 28 a. ~~Each department or equivalent unit shall have a standing advisory committee of regular~~
29 ~~faculty members, chaired by the department chair, the composition and membership of which~~
30 ~~shall be approved by the regular faculty of the department~~ *Each department shall establish a*
31 *standing advisory committee of faculty members, chaired by the department chair, the composition*
32 *and membership of which shall be specified in the department bylaws.*
- 33 b. In small departments, the faculty may elect to have the entire regular faculty serve as the advisory
34 committee.
- 35 c. This committee shall advise the chair on matters which the chair brings to it.

36 6. Other departmental committees

- 37
- 38 a. If ~~approved by the department chair and the departmental Faculty~~ *provided for in*
39 *departmental bylaws*, other standing committees may be established.
- 40 b. These committees shall forward recommendations to the chair and report to the departmental
41 faculty at regular intervals.
- 42 c. Ad Hoc committees may be established at the department chair’s discretion.
- 43 d. All departmental committees must be established in ways consistent with college bylaws and with
44 the *Faculty Manual*.

45

46 *This resolution will become effective upon approval by the Clemson University Executive Vice President*
47 *for Academic Affairs and Provost and its inclusion in the 2019-2020 Faculty Manual. As of August 1,*
48 *2019, the guidelines for departmental bylaws and Tenure, Promotion and Reappointment documents will*
49 *be updated.*

Section 2: 2018-2019 Faculty Manual Excerpts with Proposed Changes tracked and annotated

- Change 1: Each department's search and screening committee is charged with evaluating candidates for appointment. These criteria should not in the departmental bylaws or TPR document.
- Change 2: Add reference to general section about special faculty regarding the requirement that procedures and standards for promotion and reappointment are in the TPR document.
- Change 3: The distribution of overhead policy is not under the control of Faculty Senate, so it should not be in the Faculty Manual (or at least not in sections for specific faculty descriptions)
- Change 4: Reappointment and promotion criteria should be in the TPR document, not the departmental bylaws. Change these references from bylaws to TPR document.
- Change 5: Remove redundancies throughout the Faculty Manual. Each deletion is annotated with the remaining information
- Change 6: Increase flexibility of departments to determine how to create committees in their bylaws, TPR or PTR documents
- Change 7: Clarify that TPR criteria are in the TPR document
- Change 8: Remove requirement for separate PTR and TPR committees because it is unclear what "separate" means.
- Change 9: Clarification of PTR guideline location
- Change 10: Remove inconsistencies. Each edit is annotated with the conflict.
- Change 11: Standing committees other than TPR and PTR should be in bylaws.
- Change 12: General editorial clarification

CHAPTER III THE FACULTY

*** No changes in A or B ***

C. General Qualifications for Faculty Appointments

1. Individuals appointed to the faculty of Clemson University are expected to exhibit and maintain mastery of their fields, whether they are appointed primarily for teaching, research, public service, librarianship, or administration.
 - a. In judging the effectiveness of an individual's work, the quality of performance of assigned duties in teaching, research, public service, librarianship, and/or administration shall be considered, along with knowledge of subject matter, professional stature, contributions to professional societies, and contributions to the University through student counseling, committee work, assigned administrative duties, and public service activities.
 - b. It is the responsibility of academic administrators to keep faculty clearly informed as to the duties required or expected of them.
2. Rank at initial appointment and promotion in rank is based on education, relevant experience, accomplishments, and effectiveness of performance in the areas listed in the preceding paragraph.
 - a. The term "relevant experience" used below is broadly interpreted to include professional experience judged to be pertinent to the position to which the faculty member is appointed.
 - b. Degree requirements refer to earned degrees from institutions of recognized standing in subject fields relevant to the field of appointment.
 - c. Specific General qualifications for faculty appointment are set forth in each position's description in this Chapter-each department's guidelines. Search and screening committees are charged with evaluating candidates for appointments to faculty positions. Specific qualifications for tenure, promotion and reappointment are set forth in each department's tenure, promotion and reappointment guidelines. The department, through a peer review process, is the primary judge of these qualifications.

Commented [MBK1]: Change 1: Each department's search and screening committee is charged with evaluating candidates for appointment. These criteria should not in the departmental bylaws or TPR document.

- i. These standards are not imposed rigidly, however, since illustrious achievements and national or international recognition may overshadow any requirements as to educational level and length of experience.
- d. Satisfying the minimal educational and experiential requirements does not in itself necessarily justify advancement in rank or appointment, for such advancement or appointment is based upon evaluations of a faculty member's professional accomplishments in the context of departmental, school, college, and university needs and expectations.

D. Faculty Ranks

1. Regular Faculty Ranks

- a. Regular appointments are full-time appointments in an academic unit that is under the jurisdiction of the Provost for individuals expected to have a permanent association with the university.
- b. These are tenurable appointments, except for the rank of Instructor.
- c. Until tenure is granted, regular appointments are for one-year terms.
 - i. Non-renewal requires advance notice in accordance with CHAPTER IV D. 5.
- d. Regular appointments carry voting membership in the University Faculty.
- e. Some individuals are assigned regular faculty ranks without tenure in accordance with agreements between Clemson University and Governmental entities such as the U.S. Army and Air Force ROTC units and the South Carolina Cooperative Fish and Wildlife Research Unit.
- f. The Regular Faculty are:
 - i. Instructor rank normally requires the master's degree or equivalent, with preference given to those pursuing the terminal degree. Appointees should show promise for advancement to a higher rank. Instructors are eligible for promotion to assistant professor only if they have the qualifications for the rank of assistant professor, a position becomes available, and the department has conducted or conducts a national search for that position. Instructors not promoted by the end of the fourth year of service will receive a one-year terminal appointment. Instructor is not a tenurable rank, but three or fewer years of service in that rank may be credited toward tenure.
 - ii. Assistant Professor rank normally requires the terminal degree, but substantial progress toward the terminal degree may be acceptable. The persons appointed to this rank should show evidence of ability to meet the requirements for advancement in faculty rank.
 - iii. Associate Professor rank normally requires the terminal degree and relevant experience. Also expected is evidence of scholarly or creative accomplishment; fulfillment of service responsibilities to the department, the school, the college, and the university; and marked success in teaching, research, and/or public service, as specified in the department's TPR criteria.
 - iv. Professor rank requires the terminal degree, relevant experience, and significant scholarly or creative accomplishment. The rank of professor is granted on the basis of distinguished success in all areas of assigned responsibility in teaching, research, and/or public service, as specified in the department's TPR criteria.
 - v. Library Faculty ranks of General Librarian, Assistant Librarian, Associate Librarian, and Librarian correspond to the regular faculty ranks of Instructor, Assistant Professor, Associate Professor, and Professor. Provisions of this manual that refer to specific regular faculty ranks apply to the corresponding Library faculty ranks.

2. Special Faculty Ranks

- a. ~~Candidates for appointment to the special faculty ranks shall be recruited and evaluated as specified in departmental bylaws. If required by department bylaws, such search and screening committees are selected in accordance with departmental bylaws or, in the absence of relevant bylaws, by the departmental faculty Advisory Committee. Prior to making an offer of appointment, the department chair must receive verification of the existence and~~

Commented [MBK2]: Change 5: Redundant with Chapter IV, Bi (Candidates for appointment to the special faculty ranks shall be recruited and evaluated as specified in departmental bylaws)

- sufficiency of the funding supporting the appointment from the appropriate dean or the Provost.
- b. Conditions of appointment shall be fully detailed in the letter of appointment, including at a minimum:
 - i. The appointment rank;
 - ii. The department, school, center, or institute to which the academic appointment applies;
 - iii. Any remuneration to be paid to the special faculty member.
 - c. Special faculty appointments are not tenurable and do not carry any expectation of renewal, although appointments may be renewed.
 - d. Service in special faculty ranks normally does not count towards a regular faculty rank tenure probationary period.
 - e. Specific procedures and standards for promotion and reappointment are set forth in each department's tenure, promotion and reappointment document.
 - f. Appointment of an individual with a special faculty rank to a regular faculty rank must follow the personnel practices and procedures for appointment described in CHAPTER IV B.
 - g. If the approved bylaws of the applicable unit or college specifically provide such privileges, special faculty ranks have voting and membership privileges in unit and college meetings and on unit and college committees except those restricted to regular faculty in CHAPTER VII D. 3.
 - h. Special faculty ranks have voting membership privileges on university committees except those restricted to regular faculty in CHAPTER VII D. 3.
 - i. The Special Faculty Ranks:
 - i. Research Faculty which include the titles of research professor, research associate professor, and research assistant professor (depending upon professional qualifications) may be granted to persons engaged in full time research who have research as their principal assignment and are supported by a variety of mechanisms (internal and external sources).
 - (1) The expectation is that 100% of salary support (including fringe benefits) is derived from grant and contract funds obtained by the research faculty member consistent with the terms of appointment.
 - ~~(2) Such appointments must be initiated by the host department(s) in accordance with departmental bylaws and approved by the dean and the Provost.~~ (3) These positions are contingent upon the availability of external funds and adequate space; positions may be terminated upon expiration of external funding per the terms of the appointment letter.
 - ~~(4) Individuals holding these positions will be subject to annual review utilizing the faculty activity system for faculty continuance.~~ (5) Initial terms of appointment, reappointment, promotion, and continuous employment when external funding is less than 100% will be based on departmental bylaws and will be contingent upon plans for and contributions to the department's undergraduate, graduate, and public service programs that interface with their research or public service activities. Terms of continuous employment when external funding is less than 100% will be based on departmental promotion and reappointment criteria, documented in the departmental tenure, promotion and reappointment document, and will be contingent upon plans for and contributions to the department's undergraduate, graduate, and public service programs that interface with their research or public service activities. Examples are participation in departmental seminars, research exposure with undergraduate and graduate students, provision for funding of graduate students, service on the graduate advisory committee, and public service activities related to the department's mission.
 - ~~(6) Distribution of indirect costs or overhead generated shall follow university policy.~~ (7) ~~These positions are not tenurable, nor shall time spent in such a position count toward~~

Commented [MBK3]: Change 2: promotion and reappointment for all special ranks are described in departmental TPR document, so move this concept to the section that applies to all special faculty. This will mean several deletions in the following. (renumber the following items)

Commented [MBK4]: Change 5: Redundant with Chapter IV, Bi (Candidates for appointment to the special faculty ranks shall be recruited and evaluated as specified in departmental bylaws)

Commented [MBK5]: Change 5: Redundant with Chapter IV, E1a (Every individual appointed to a regular or special faculty rank shall be evaluated in each year, regardless of tenure status.)

Commented [MBK6]: Change 1: Each department's search and screening committee is charged with evaluating candidates for appointment. These criteria should not in the departmental bylaws or TPR document.

Commented [MBK7]: Change 4: Reappointment and promotion criteria should be in the TPR document, not the departmental bylaws.
Change 5: Redundant with Chapter IV, Bi (Candidates for appointment to the special faculty ranks shall be recruited and evaluated as specified in departmental bylaws)

Commented [MBK8]: Change 4: Reappointment and promotion criteria should be in the TPR document, not the departmental bylaws.

Commented [MBK9]: Change 3: The Faculty Senate is not charged with creating or implementing this policy.

~~tenure automatically.~~ ii. Extension Faculty which include the titles of extension professor, extension associate professor, and extension assistant professor (depending upon professional qualifications) may be granted to persons who have extension as their assignment and are supported by a variety of internal and external sources (including PSA funding);

(1) The expectation is that 100% of salary support (including fringe benefits) is derived from grants and external funds obtained by the extension faculty member.

~~(2) The duties, terms of appointment, and salaries (if any) of such persons are specified in the appointment letter. (3) Such appointments must be initiated by the host department(s) in accordance with departmental bylaws and approved by the dean and the Provost. (4) These positions are contingent upon the availability of external funds and adequate space; positions may be terminated upon expiration of external funding per the terms of the appointment letter.~~

~~(5) Individuals holding these positions will be subject to annual review utilizing the faculty activity system for faculty continuance. (6) Initial appointment, reappointment, and promotion. Continuous employment will be based on departmental promotion and reappointment criteria, documented in the departmental tenure, promotion and reappointment document, departmental bylaws and will be contingent upon plans for and contributions to the department's extension and/or public service programs.~~

~~(7) Distribution of indirect costs or overhead generated shall follow University policy.~~

(a) ~~These positions are not tenurable, nor shall time spent in such a position count toward tenure.~~ iii. Clinical Faculty, which include the titles of clinical professor, clinical associate professor, clinical assistant professor, and instructor (depending upon professional qualifications) may be granted to persons of professional qualifications who perform teaching, research, service, or extension functions in a clinical environment and/or supervising students in an academic, clinical, or field settings in connection with an established program of the University.

~~(1) The duties, terms of appointment, and salaries (if any) of such persons are specific in the letter of appointment. (2) Such appointments must be initiated by the host department(s) in accordance with departmental bylaws and approved by the Dean and Provost. (3) Procedures and standards for promotion shall be specified by the unit's Tenure, Promotion, and Reappointment document. (4) These positions are not tenurable.~~ iv.

Lecturers

(1) Lecturer, as of 15 May 2011, is assigned to persons who have teaching as their primary job assignment in cases where the assignment of regular faculty ranks is not appropriate. Individuals having initial lecturer appointments beginning after 15 May 2011 shall have no administrative duties inconsistent with those of regular faculty.

(2) Temporary Lecturer is assigned to individuals who receive limited duration appointments. These appointments shall be for one-year or less and may be renewed.

(3) Senior Lecturer may be attained after four full academic years of service, by a lecturer who applies for promotion to senior lecturer; equivalent experience at Clemson may be counted towards the four-year service requirement. Senior lecturers shall have no administrative duties inconsistent with those of regular faculty.

(a) The senior lecturer appointment is intended to recognize the efforts, contributions, and performance of lecturers who combine effective instruction with additional significant contributions to the mission of the University.

(b) Length of service as lecturer is, itself, not a sufficient criterion for promotion to senior lecturer. Instead, the process and criteria for promotion from lecturer to senior lecturer are determined by departments/ schools and shall be described in their TPR document.

Commented [MBK10]: Change 5: Redundant with Chapter III, D2d (Special faculty appointments are not tenurable and do not carry any expectation of renewal, although appointments may be renewed)

Commented [MBK11]: Change 5: Redundant with Chapter III, D2c (Conditions of appointment shall be fully detailed in the letter of appointment...)

Commented [MBK12]: Change 5: Redundant with Chapter IV, Bi (Candidates for appointment to the special faculty ranks shall be recruited and evaluated as specified in departmental bylaws)

Commented [MBK13]: Change 5: Redundant with Chapter IV, E1a (Every individual appointed to a regular or special faculty rank shall be evaluated in each year, regardless of tenure status.)

Commented [MBK14]: Change 1: Each department's search and screening committee is charged with evaluating candidates for appointment. These criteria should not in the departmental bylaws or TPR document.

Commented [MBK15]: Change 4: Reappointment and promotion criteria should be in the TPR document, not the departmental bylaws.

Change 5: Redundant with Chapter IV, Bi (Candidates for appointment to the special faculty ranks shall be recruited and evaluated as specified in departmental bylaws)

Commented [MBK16]: Change 4: Reappointment and promotion criteria should be in the TPR document, not the departmental bylaws.

Commented [MBK17]: Change 3: The Faculty Senate is not charged with creating or implementing this policy.

Commented [MBK18]: Change 5: Redundant with Chapter III, D2d (Special faculty appointments are not tenurable and do not carry any expectation of renewal, although appointments may be renewed)

Commented [MBK19]: Change 5: Redundant with Chapter III, D2c (Conditions of appointment shall be fully detailed in the letter of appointment...)

Commented [MBK20]: Change 5: Redundant with Chapter IV, Bi (Candidates for appointment to the special faculty ranks shall be recruited and evaluated as specified in departmental bylaws)

Commented [MBK21]: Change 5: Redundant if Change 2 accepted

Commented [MBK22]: Change 5: Redundant with Chapter III, D2d (Special faculty appointments are not tenurable and do not carry any expectation of renewal, although appointments may be renewed)

- v. The title of Professor of Practice (or “Professor of Practice of [discipline]”) designates persons eminently qualified, experienced, and distinguished in their professions, but whose career paths and experiences have not been or are not primarily in the academy.
- (1) A Professor of Practice will contribute to a department’s, school’s, or college’s academic mission by sharing professional experiences through teaching or research activities.
 - (2) This ~~non-tenurable, non-permanent~~ appointment must be approved by the home department’s TPR committee.
 - (3) The appointee’s performance must be reviewed annually by the home department’s TPR committee.
 - 4) ~~The duties, terms of appointment, and salaries of such persons will be specified in the letter of appointment, and such appointments must be initiated by the host department(s) in accordance with departmental bylaws and approved by the Dean and Provost.~~vi. Post-Doctoral Research Fellow denotes an appointment for special research functions, typically in connection with externally funded research projects.
 - (1) The individuals appointed shall have the general qualifications for regular faculty.
 - (2) These appointments are time-limited according to funding constraints, research program needs, satisfactory performance, and if funding sources and grant conditions allow.
- vii. Part-Time Faculty are assigned less than full normal workloads in teaching, research, and/or public service may be appointed to the ranks of Instructor, Assistant Professor, Associate Professor, or Professor with the suffix, “part-time.”
- (1) Such appointments are made for one semester or one year, and are renewable. Qualifications for rank at initial appointment and for promotion are the same as for regular faculty ranks.
 - (2) These employees participate in the state retirement system, but appointments for less than three-quarters time do not carry any insurance or related fringe benefits, nor do they allow for reduced fees for enrollment in university courses.
- viii. “Visiting” Faculty denotes a temporary appointment of an individual for a term of one year or less, subject to limited renewals.
- (1) Visiting appointments are appropriate only in cases in which the association with the university is meant to be temporary and brief.
 - (2) The qualifications for visiting faculty shall be comparable to those for appointment at corresponding regular faculty rank.
- ix. ROTC Faculty are Army and Air Force personnel, nominated by their respective services, who are approved by the University for appointment to the faculty of the Reserve Officer Training Corps program.
- (1) These appointments are generally for three-year terms.
 - (2) The appropriate faculty rank is determined by the qualifications of the individual.
- x. Adjunct Faculty denotes an advisory appointment. It may be assigned to individuals with no other Clemson University faculty appointment who bring needed expertise to the teaching, research, or public service programs of the University.
- (1) The qualifications for adjunct faculty rank shall be comparable to those for appointments at corresponding regular faculty ranks.
 - (2) Adjunct appointments generally do not involve remuneration from the University; are for up to five years; are individually negotiated as to terms; and may be renewable.
 - (3) Adjunct appointments shall be limited to those making active contributions to the teaching, research, or public service programs of the University, and must be approved and reviewed by the departmental TPR committee.

Commented [MBK23]: Change 5: Redundant with Chapter III, D2d (Special faculty appointments are not tenurable and do not carry any expectation of renewal, although appointments may be renewed)

Commented [MBK24]: Change 5: Redundant with Chapter III, D2c (Conditions of appointment shall be fully detailed in the letter of appointment...)

Commented [MBK25]: Change 5: Redundant with Chapter IV, Bi (Candidates for appointment to the special faculty ranks shall be recruited and evaluated as specified in departmental bylaws)

*** No other changes in Ch III ***

CHAPTER IV PERSONNEL PRACTICES

*** No changes to A. Overview ***

B. Policies and Procedures for the Recruitment and Appointment of Faculty

1. No appointment shall be made to a regular or special faculty rank not specified in this manual.
2. Each appointment shall be subject to a peer review of the individual's qualifications by the affected department.
3. All personnel matters are confidential and a matter of trust.
4. Because the regular faculty of a department or equivalent academic unit is the primary judge of the qualifications of its members, peer evaluation is essential in recommendations for appointment, renewal of appointment, tenure, and promotion. All peer recommendations regarding any individual holding regular or special faculty rank in a department shall, therefore, originate within the regular faculty of that department.
5. Procedures for Faculty Appointments
 - a. Regular Ranks
 - i. Candidates for appointment to the regular faculty shall be recruited and evaluated by a search and screening committee, created as specified in departmental bylaws, composed of members of the regular faculty and, if specified in departmental bylaws, other faculty. ~~(1) Search and screening committees are selected in accordance with departmental bylaws or, in the absence of relevant bylaws, by the departmental faculty advisory committee.~~ (2) Whenever feasible, the search and screening committee should include minority group members, women, and/or individuals with disabilities.
 - ii. The credentials of each applicant shall be made available to all regular departmental faculty, from whom information and recommendations regarding selection shall be solicited.
 - iii. The search and screening committee shall make nominations of suitable candidates to the department chair, including recommended rank and tenure status on appointment.
 - iv. The department chair shall make recommendations to the dean from the candidates nominated by the search and screening committee, indicating the degree of support of the faculty for the recommended candidates, their suggested rank, and the candidates' suggested tenure status, where appropriate. If no appointment can be made from the list of candidates, additional nominations shall be sought from the committee.
 - v. In the case of proposed new appointments of regular faculty, the primary peer evaluation of candidates' qualifications is made by the appropriate TPR committee. Proposals for appointment with immediate tenure, tenure probationary periods of two years or less, and appointment at a rank higher than assistant professor must be reviewed in accordance with the department's tenure and promotion process to the extent possible given time constraints in the hiring process. At a minimum, department criteria regarding teaching, research, and service must be applied; tenure and/ or promotion at another institution be considered; and the department TPR committee, chair, Dean, and Provost must all endorse the procedure.
 - vi. Transfers of tenured faculty between departments shall be reviewed by the appropriate departmental committee and a recommendation forwarded to the appropriate administrator.

b. Special Ranks

- i. Candidates for appointment to the special faculty ranks shall be recruited and evaluated as using a process specified in departmental bylaws.
 - (1) ~~If required by department bylaws, such as~~ Search and screening committees for the recruitment and evaluation of candidates for special faculty ranks are selected created in accordance with departmental bylaws ~~or, in the absence of relevant bylaws, by the departmental faculty Advisory Committee.~~

Commented [MBK26]: Change 6: Increase flexibility of department's to determine how to create committees in their bylaws, TPR or PTR documents

Commented [MBK27]: Change 5: Redundant with Change 6

Commented [MBK28]: Change 12: General editorial clarification

Commented [MBK29]: Change 6: Increase flexibility of department's to determine how to create committees in their bylaws, TPR or PTR documents

ii. Additional guidance for appointment to special ranks can be found in CHAPTER III D. 2.

**** No changes to 5c. Waiver of search and screening procedures ****

**** No changes to 6. Affirmative Action Policies and Procedures for the Recruitment and Appointment of Faculty ****

**** No changes to 7. Terms of Appointment ****

Commented [MBK30]: Change 5: No longer needed due to change 6

C. Policies for Reappointment, Tenure, and Promotion

**** No changes to C1 – C3 ****

4. Promotion Policies

a. Recommendations for promotion within the regular and special faculty ranks are based upon the evaluations of a faculty member's performance and credentials by peers and administrators.

i. Promotion evaluations are based on written criteria in the Tenure, Promotion and Reappointment document established by each academic department. Nevertheless, some general attributes and experience requirements are associated with the various ranks CHAPTER III C.

b. Lecturers must document and provide evidence of their teaching performance and additional contributions/activities to the department chair/school director and department/school TPR committee for evaluation and consideration for promotion to senior lecturer.

**** No changes to D. Procedures for Reappointment, Tenure, and Promotion proposed here ****

**** No changes in E, Annual Performance Evaluation and Salary Determination Procedures ****

Commented [MBK31]: Change 7: TPR criteria are in the TPR document

F. Post-Tenure Review

1. Overview

a. The Purpose of Post-Tenure Review (PTR) is to evaluate rigorously a faculty member's professional contributions. The review should be used to ensure that all faculty serve the needs of the students and the institution and that excellent faculty are identified and rewarded.

b. Although the focus of PTR is on the performance of the individual since the individual's last tenure or post-tenure review, the overall contribution of the individual faculty member to Clemson University should not be neglected.

c. PTR extends to all faculty members holding a tenured faculty position except for a faculty member planning to retire by August 15th of the same academic year in which the PTR would occur, providing that a binding letter of intent to retire is signed thereby waiving the PTR.

2. Coverage of PTR

a. PTR occurs every five years, and is coincident with the beginning of the next five-year cycle.

i. The first five-year period begins at the time that tenure is granted.

ii. Promotion during that period does not alter the schedule for review.

iii. PTRs are conducted during the fall semester when one or more faculty members in a department or equivalent unit are scheduled for review.

iv. Periods of sick leave, sabbatical leave, or leave without pay will be excluded from this five-year period.

v. Faculty who give birth, father, or adopt a child during any five-year period may, at their request, receive a one-year extension of the PTR.

(1) The request for an extension must come within two months of the birth or adoption.

(2) The extension will automatically be granted unless the chair or dean can document sufficient reason for denial.

vi. Extension of the Post-Tenure Review period of a faculty member for serious illness, family tragedy or other special circumstances may be granted with the approval of the department chair, dean and Provost.

- b. Review of tenured academic administrators is accomplished in accordance with CHAPTER VI E. 4.
3. PTR Guidelines
- a. Written Post-Tenure Review Guidelines prepared by the faculty of each academic unit (approved by a majority of the faculty, the department chair, the respective dean, and the Provost) shall provide details of the PTR process. These guidelines must be incorporated into the departmental TPR document.
 - b. These guidelines must incorporate attention to “Best Practices for Post-Tenure Review,” Appendix F, numbers 1 through 12 of the Faculty Manual.
 - c. Although the details may vary from one academic unit to another or from one college to another within the university, such guidelines must be consistent with the following principles to ensure appropriate rigor:
 - i. The primary basis for PTR is the individual’s contributions in the areas of research and/or scholarship, teaching, and service.
 - ii. Guidelines must be flexible enough to accommodate faculty members with different professional responsibilities.
 - iii. PTR shall not infringe upon the accepted standards of academic freedom.
 - iv. Sex, age, ethnicity, and other factors unrelated to an individual’s professional qualifications shall not be considered in the review process.
 - d. The chairperson of the academic department and the dean of the college must not be involved directly in the PTR process at the departmental level.
 - e. The PTR must be linked to the annual reviews.
4. PTR Committee
- a. A PTR committee separate from the regular Tenure, Promotion, and Reappointment committee, will be constituted in accordance with departmental bylaws Post-Tenure Review Guidelines whenever any faculty member is scheduled for regular review or in a period of PTR remediation.
 - b. Only tenured regular faculty members are eligible for election to membership on the PTR committee.
 - c. The size of the committee may vary from one academic unit to another; however, the committee must have a minimum of three members.
 - i. In cases in which the department does not have enough tenured regular faculty members to constitute a PTR committee, the departmental Tenure, Promotion, and Reappointment committee will elect regular faculty members from other departments who are qualified to serve on the PTR committee.
 - d. Faculty members subject to Part II of PTR will be recused from participating in this second stage process.
 - e. The PTR committee will elect its own chair.
5. Part I, Post-Tenure Review
- a. The PTR committee reviews the ratings received on the most recent available series of five years of annual performance reviews, as specified in the “Best Practices for Post-Tenure Review”. Merit salary increments are based on these annual performance reviews, as is consistent with the “Best Practices for Post-Tenure Review” located in Appendix E.
 - i. All tenured faculty members receiving no more than one (of five) annual performance rating of “fair,” “marginal,” or “unsatisfactory” in Part I of the Post Tenure Review process receive a Post-Tenure Review rating of “satisfactory.” These faculty members are thereby exempt from Part II of Post-Tenure Review.
 - ii. All tenured faculty members receiving two or more annual performance ratings of “fair,” “marginal,” or “unsatisfactory” will be reviewed under Part II of PTR.
6. Part II, Post-Tenure Review

Commented [MBK32]: Change 9: PTR criteria are in the TPR document, so the approvals should be the same as the TPR document

Commented [MBK33]: Change 8: Remove requirement for separate PTR and TPR committees

Commented [MBK34]: Change 9: PTR guidelines are not in bylaws, but in the PTR document

Commented [MBK35]: Change 10: inconsistent with sentence above

- a. In order to ensure adequate external representation in the Part II PTR process, departments must choose exactly ONE of these options in drafting departmental personnel policy procedures the departmental PTR guidelines:
- i. Utilize reference letters submitted from outside the department on each individual under review,
 - ii. Add to the PTR committee a faculty member or professional equivalent from outside the department nominated and elected~~selected~~ according to departmental bylaws~~PTR guidelines~~, or
 - iii. Allow each faculty member under review the option of either having external letters solicited or incorporating the external committee member in the review process.
- b. The faculty member undergoing Part II of PTR must provide, at a minimum, the following documents to the PTR committee and the department chair:
- i. A recent copy of the curriculum vita (paper or electronic);
 - ii. A summary of student assessment of instruction for the last 5 years including a summary of statistical ratings from student assessments of instruction (if appropriate to the individual's duties);
 - iii. A plan for continued professional growth;
 - iv. Detailed information about the outcomes of any sabbatical leave awarded during the preceding five years;
 - v. If required by departmental PTR documents, the names of six referees outside the department whom the PTR committee could contact for references.
- c. The chair of the academic unit must provide the PTR committee with copies of the faculty member's annual performance reviews covering the preceding five years.
- d. The role and function of each faculty member, as well as the strength of the overall record, will be examined by the PTR committee.
- e. If provided in departmental bylaws~~If the person subject to PTR Part II requires external reference letters~~, the PTR committee is required to obtain a minimum of four reference letters of which at least two must come from the list of six submitted by the faculty member.
- f. The PTR committee will provide a written report to the faculty member. The faculty member should be given at least two weeks to provide a response to the committee. Both the committee's initial report and the response of the faculty member will be given to the dean of the academic unit.
- g. The department chair will submit an independent written report to the faculty member who will then have two weeks to provide a response. The chair's original report and the faculty member's response will be forwarded to the college dean.
- h. The ratings of either Satisfactory or Unsatisfactory will be used in all stages of the review by the PTR committee and the chair.
- i. If both the PTR committee and the chair, or either the PTR committee or the chair, rates the candidate as satisfactory, the candidate's final rating shall be satisfactory.
 - (1) If the candidate's final rating is satisfactory, the dean will forward that information to the Provost in summary form without appending any candidate materials.
 - ii. If both the PTR Committee and the Chair rate the candidate as unsatisfactory, the candidate's final rating shall be unsatisfactory.
 - (1) If the candidate's final rating is unsatisfactory, the dean will forward all materials to the Provost.
 - (2) Remediation must occur when individuals receive a rating of Unsatisfactory so there is time to correct deficiencies detailed in the PTR reports.
 - (3) The chair in consultation with the PTR committee and the faculty member will provide a list of specific goals and measurable outcomes the faculty member should achieve in each of the next three calendar years following the date of formal notification of the unsatisfactory outcome.

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Commented [MBK37]: Change 9: PTR guidelines are not in departmental personnel policy, but in the PTR document

Commented [MBK38]: Change 6: Increase flexibility of department's to determine how to create committees in their bylaws or PTR or TPR documents, by allowing either election or appointment

Commented [MBK39]: Change 9: PTR procedures are not in bylaws, but in the PTR document

Commented [MBK40]: Change 9: PTR procedures are not in bylaws, but in the PTR document, so this statement was incorrect

- (4) The University will provide reasonable resources (as identified in the PTR reports and as approved by the chair and the dean) to meet the deficiencies.
- (5) The chair will meet at least twice annually with the faculty member to review progress.
- (6) The faculty member will be reviewed each year by the PTR committee and the chair, both of whom shall supply written evaluations.
- (7) At the end of the three-year period, another post-tenure review will be conducted.
- (8) If the outcome is again Unsatisfactory, the faculty member will be subject to dismissal for unsatisfactory performance.
 - (a) Dismissal for Unsatisfactory Professional Performance, when recommended, will be subject to the rules and regulations outlined in CHAPTER IV F. 6. h.ii(9)
- (9) If the review is Satisfactory, then the normal five-year annual performance review cycle will resume.

*** No changes in G. Resignation, Termination, and Dismissal ***

CHAPTER VII FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE

*** No changes in A -K ***

L. Faculty Participation in Departmental Governance

*** No changes in LI-L4 ***

- 5. Standing faculty Advisory Committee
 - a. Each department ~~or equivalent unit shall have establish~~ a standing advisory committee of regular faculty members, chaired by the department chair, the composition and membership of which shall be approved by the regular faculty of the departments specified in the department bylaws.
 - b. In small departments, the faculty may elect to have the entire regular faculty serve as the advisory committee.
 - c. This committee shall advise the chair on matters which the chair brings to it.
- 6. Other departmental committees
 - a. If approved by the department chair and the departmental Faculty provided for in departmental bylaws, other standing committees may be established.
 - b. These committees shall forward recommendations to the chair and report to the departmental faculty at regular intervals.
 - c. Ad Hoc committees may be established at the department chair's discretion.
 - d. All departmental committees must be established in ways consistent with college bylaws and with the Faculty Manual.
- 7. Membership on departmental committees need not be confined to regular faculty except as noted in CHAPTER VII D. 3. of the Faculty Manual; Faculty, special faculty, student and/or staff representation shall be provided for wherever appropriate.
 - a. Each department shall elect representatives to the college curriculum and other committees in accordance with procedures established in the college bylaws.

Commented [MBK41]: Change 12: General editorial clarification

Commented [MBK42]: Change 10: Removing "regular" eliminates an inconsistency with Ch VII D3, which lists the university and college bodies which are restricted to regular faculty

Commented [MBK43]: Change 11: Standing committees other than TPR and PTR should be in bylaws.

Commented [MBK44]: Change 6: Increase flexibility of department's to determine how to create committees in their bylaws or PTR or TPR documents, by allowing either election or appointment

Commented [MBK45]: Change 11: Standing committees other than TPR and PTR should be in bylaws.