

TO: PROVOST ROBERT JONES

FROM: MARY BETH KURZ

FACULTY MANUAL EDITORIAL CONSULTANT

DATE: _____

RE: FACULTY MANUAL CHANGE, _____

The Faculty Senate approved the referenced Faculty Manual changes on _____
for inclusion in the *Faculty Manual*.

I am including the following:

Upon receiving your approval for all the pending changes they will be incorporated into the 2023-2024 *Faculty Manual*.

Please indicate your approval or desire for revision below. Further, please indicate whether this change requires approval by the Board of Trustees.

Provost Approval
Revisions Needed

Board of Trustees Approval needed?

If revisions are needed, please follow up by email to mkurz@clermson.edu



FACULTY SENATE RESOLUTION 202204

Policy Committee Approval: October 18, 2022

Faculty Senate Consideration: November 15, 2022

Topic: "Post-Tenure Review Period"

Whereas, Clemson University makes provision for faculty participation in planning, policymaking, 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, Policy Committee Report 202111 recommended that the *Faculty Manual* be amended to change post tenure review periods from a fixed five year timeframe to a continuous five year timeframe; and

Whereas, PCR202111 and its recommendations were accepted by the Faculty Senate on October 11, 2022; and

Whereas, amendments to the *Faculty Manual* must be made in order to effect the recommendations of the committee report; it is therefore

Resolved, that *Faculty Manual* Chapter V§G2 be amended to **strike** section G2 including subsections a, i, ii, iii, iv, v, (1), (2), vi, and b; and it is

Resolved, that *Faculty Manual* Chapter V§G4a be amended to **strike** the word "regular" and **replace** with the word "comprehensive"; and it is

Resolved, that *Faculty Manual* Chapter V§G5 be amended to **strike** section G5a and **replace with** the words, "All tenured faculty undergo post-tenure review every year." and **insert** the sentence, "Post-tenure reviews of tenured academic administrators is accomplished in accordance with CHAPTER VIII E. 4." as subsection "ai" and **insert** subsection "b" with the sentence, "Tenured faculty receiving two substandard ratings on annual performance reviews in the preceding five (5) years will undergo a comprehensive post-tenure review (PTR Part II)" and **insert** subsection bi with the words, "Substandard ratings include performance ratings of "fair," "marginal," or "unsatisfactory"; and it is

Resolved, that *Faculty Manual* Chapter V§G6hi(3) be amended to **strike** the words, "in each of the next three calendar years following the date of formal notification of the unsatisfactory outcome and" and **replace** with the words, "during the remediation period"; and it is

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2 **Resolved**, that *Faculty Manual* Chapter V§G6hii(5) be amended to **strike** the word,
3 “annually” and **replace** with the words, “during the remediation period”; and it is

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5 **Resolved**, that *Faculty Manual* Chapter V§G6hii(7) be amended to **strike** the words, “three-
6 year period” and **replace** with the words, “remediation period” and insert the word,
7 “comprehensive” before the word, “post-tenure”; and it is

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9 **Resolved**, that *Faculty Manual* Chapter V§G6hii(9) be amended to **strike** the words, “then
10 the normal five-year annual performance review cycle will resume” and **replace** with the
11 words, “the deficiencies of the performance under review are considered mitigated and
12 thus the annual performance reviews that triggered Part II are exempt from this policy.”;
13 and it is

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15 **Resolved**, that *Faculty Manual* Chapter V§G6hii be amended to **strike** subsection (6); and it
16 is

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18 **Resolved**, that *Faculty Manual* Chapter V§G6hii be amended to **insert** subsection (5) with
19 the sentences, “The length of the remediation period shall not exceed one year. Exceptions
20 to this rule must be requested by the PTR committee or the faculty member under review
21 and approved by the Provost.”

22
23 *This resolution will become effective upon approval by the Clemson University Executive*
24 *Vice President for Academic Affairs and Provost and its inclusion in the Faculty Manual.*

25
26 ***Final Proposed Language:***

27
28 Chapter V§G1. Overview

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

32
33 Chapter V§G2. Coverage of PTR¹

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

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

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

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

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

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

¹ Clemson University Faculty Manual (p. 55)

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

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

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

8 ~~b. Review of tenured academic administrators is accomplished in accordance with~~
9 ~~CHAPTER VIII E. 4.~~

10
11 Chapter V§G4. PTR Committee

12 a. A PTR committee will be constituted in accordance with departmental Post-Tenure
13 Review Guidelines whenever any faculty member is scheduled for regular
14 **comprehensive** review or in a period of PTR remediation.

15 b. Only tenured regular faculty members are eligible for membership on the PTR
16 committee.

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

19 i. In cases in which the department does not have enough tenured regular faculty
20 members to constitute a PTR committee, the departmental Tenure, Promotion, and
21 Reappointment committee will elect regular faculty members from other
22 departments who are qualified to serve on the PTR committee.

23 d. Faculty members subject to Part II of PTR will be recused from participating in this
24 second stage process.

25 e. The PTR committee will elect its own chair.

26
27 Chapter V§G5. Part I, Post-Tenure Review²

28 a. **All tenured faculty undergo post-tenure annual performance reviews to be**
29 **conducted during the fall semester.**

30 **i. Post-tenure reviews of tenured academic administrators are accomplished in**
31 **accordance with CHAPTER VIII E. 4.**

32 b. **Tenured faculty receiving two substandard ratings on annual performance reviews**
33 **in the preceding five (5) years will undergo a comprehensive post-tenure review (PTR**
34 **Part II).** The PTR committee reviews the ratings received on the most recent available
35 series of five years of annual performance reviews, as specified in the “Best Practices
36 for Post-Tenure Review”. Merit salary increments are based on these annual
37 performance reviews, as is consistent with **APPENDIX D BEST PRACTICES FOR**
38 **POST-TENURE REVIEW.**

39 i. All tenured faculty members receiving no more than one (of five) annual
40 performance rating of “fair,” “marginal,” or “unsatisfactory” in Part I of the Post
41 Tenure Review process receive a Post-Tenure Review rating of “satisfactory.” These
42 faculty members are thereby exempt from Part II of Post-Tenure Review.

43 ii. All tenured faculty members receiving two or more annual

² Clemson University Faculty Manual (p. 56)

1 **Substandard ratings include** performance ratings of “fair,” “marginal,” or
2 “unsatisfactory” ~~will be reviewed under Part II of PTR.~~

3
4 Chapter V§G6h. Part II, Post-Tenure Review³

5 ii. If both the PTR Committee and the Chair rate the candidate as unsatisfactory, the
6 candidate’s final rating shall be unsatisfactory.

7 (1) If the candidate’s final rating is unsatisfactory, the dean will forward all materials to
8 the Provost.

9 (2) Remediation must occur when individuals receive a rating of Unsatisfactory so there
10 is time to correct deficiencies detailed in the PTR reports.

11 (3) The chair in consultation with the PTR committee and the faculty member will
12 provide a list of specific goals and measurable outcomes the faculty member should
13 achieve ~~in each of the next three calendar years following the date of formal notification~~
14 ~~of the unsatisfactory outcome and~~ **during the remediation period.**

15 (4) The University will provide reasonable resources (as identified in the PTR reports
16 and as approved by the chair and the dean) to meet the deficiencies.

17 **(5) The length of the remediation period shall not exceed one year. Exceptions to this**
18 **rule must be requested by the PTR committee or the faculty member under review and**
19 **approved by the Provost.**

20 (6) The chair will meet at least twice annually **during the remediation period** with the
21 faculty member to review progress.

22 ~~(6) The faculty member will be reviewed each year by the PTR committee and the chair,~~
23 ~~both of whom shall supply written evaluations.~~

24 (7) At the end of the ~~three-year period~~ **remediation period**, another **comprehensive**
25 post-tenure review (Part II) will be conducted.

26 (8) If the outcome is again Unsatisfactory, the faculty member will be subject to
27 dismissal for unsatisfactory performance.

28 (a) Dismissal for Unsatisfactory Professional Performance, when recommended, will be
29 subject to the rules and regulations outlined in CHAPTER V H. 3.

30 (9) If the review is Satisfactory, ~~then the normal five-year annual performance review~~
31 ~~cycle will resume~~ **the deficiencies of the performance under review are considered**
32 **mitigated and thus the annual performance reviews that triggered Part II are exempt**
33 **from this policy.**

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35

³ Clemson University Faculty Manual (p. 57)