



Department/School Tenure, Promotion, and Reappointment (TPR) Document

REVIEW AND APPROVAL SIGNATURE PAGE

The Tenure, Promotion, and Reappointment document for the Department/School of Performing Arts

have been reviewed for compliance with the *Clemson University Faculty Manual*. The compliance checklist and comments are appended.

I certify that the Faculty of the department Performing Arts voted to approve the attached Tenure, Promotion, and Reappointment (TPR) document in accordance with established departmental procedures on 01/22/2026.

Signature: Luke Browder Printed Name: Luke Browder Date: 01/22/2026

The signatures below attest that the Department, College, and University administrators have reviewed the document and concurred with the faculty's approval.

Department Chair/School Director

I have reviewed the attached Tenure, Promotion, and Reappointment document and approve. Comments below

Signature: Linda Dzuris Printed Name: Linda Dzuris Date: 01/22/2026

Dean

I have reviewed the attached Tenure, Promotion, and Reappointment document and approve. Comments below

Signature: Nicholas Vazsonyi Printed Name: Nicholas Vazsonyi Date: 02/20/26

Provost and Executive Vice President for Academic Affairs

I have reviewed the attached Tenure, Promotion, and Reappointment document and approve the immediate use of the criteria and procedures contained therein. Comments below

Signature: J. Cole Smith Date: August 25, 2026

J. Cole Smith, Executive Vice President for Academic Affairs and Provost

Comments:

Note it will be helpful to track when the Faculty Manual may supersede any process or requirement in TPR Guidelines and are not necessary to include in departmental TPR Guidelines.

Previous or unsigned versions of this document are obsolete and may only be used as criteria in the evaluation of tenure, promotion, post-tenure review, or reappointment of a faculty member with the express approval of the Dean and communicated to the Executive Vice President for Academic Affairs and Provost.

Department of Performing Arts
Tenure, Promotion, and Reappointment (TPR) Document

College of Arts and Humanities

Clemson University

Department of Performing Arts
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College of Arts and Humanities
Clemson University
Adopted January 22, 2026

Chapter I. TPR Committee Guidelines

Section 1 – Scope of the Committee

The department's Personnel Committee shall serve as the department's tenure, promotion, and reappointment committee and will operate according to the procedures outlined in the *Faculty Manual*. The personnel committee shall forward its recommendations on all personnel matters involving tenure, promotion, and reappointment to the dean. The committee shall also make recommendations to the department chair on all appointments with immediate tenure, or with probationary periods of two years or less, and on immediate appointments to a rank higher than assistant professor. The committee will issue recommendations to the chair, on behalf of the department, for any sabbatical requests. The committee may also be involved in additional personnel matters where appropriate.

Section 2 – Composition of the Committee

The committee shall consist of five members elected from amongst the tenured faculty and two members elected from amongst the senior lecturers and principal lecturers in the department. Committee members are elected at large, for a one-year term during a faculty meeting held in the spring semester. In case there are not five tenured performing arts faculty members in the department, the tenured departmental faculty members shall submit nomination(s) from other departments within the college for appointment to the personnel committee to the department chair. The chair will invite the nominated faculty member(s) to serve on the performing arts personnel committee. If fewer than two senior or principal lecturers are elected and willing to serve, the committee shall consist of the other elected members.

The committee shall elect its own chair and establish its own procedures except as otherwise provided for in this TPR Document. All members of the committee, regardless of rank, will be eligible to vote in the election for committee chair. If the TPR chair is not able, because of their rank, designation, or tenure status, to vote on a recommendation they then serve in a non-voting capacity.

Section 3 – Responsibilities of the Committee

In matters concerning promotion, only committee members at or above the rank under consideration shall be eligible to judge the candidate. In matters of reappointment, all committee members shall be eligible to vote regardless of faculty rank or designation. In matters concerning promotion from associate professor to full professor, all full professors of

the department shall act as a special standing committee to evaluate and vote on each candidate. In the event that the membership of this special standing committee is less than three, the personnel committee shall nominate full professor(s) from the college to satisfy the minimum membership of three. The recommendations of this special committee shall be the recommendations of the personnel committee on the matter of promotion to full professor only. The chair of this special committee shall submit these recommendations to the dean.

Chapter II. Lecturer Faculty Promotion and Reappointment Guidelines

Section 1 – Expectations

Faculty members in the department of performing arts are expected to be effective classroom teachers; to satisfactorily perform assigned department, college, and university service and administrative duties; to engage in scholarly and/or creative activity; and to comply with department, college, and university policies.

Section 2 – Faculty Criteria

For lecturer, senior lecturers, principal lecturers, and professors of practice:

- A. Any reappointment recommendation shall take into account the department needs in the area of the faculty member's specialization(s).
- B. Demonstrate effective teaching documented by student evaluations, peer evaluations, or other appropriate means
- C. Contributions to the mission of the department and university
- D. Scholarly and/or creative activities and service activities

The performing arts are diverse; therefore, the Department of Performing Arts must remain flexible and consider the individual rather than the rule. The criteria for reappointment and promotion need to be particular to individual faculty members who may fulfill a variety of functions: some direct ensembles; others focus predominantly on classroom teaching; and others fulfill teaching/scholarship/service responsibilities.

Section 3 – Procedures for Promotion and Reappointment

Faculty members will continue to set annual goals each fall in consultation with the chair. The chair of the department and the personnel committee will independently evaluate progress toward these goals for reappointment and promotion. The chair will evaluate goals and accomplishments for faculty as submitted into the digital system adopted by the university in addition to other materials provided for annual review.

The reappointment and promotion of lecturers shall follow the guidelines found in the Faculty Manual, and other criteria as deemed appropriate by the Department.

Lecturers: Following a lecturer's fourth year of service, the department chair and the department tenure-promotion-reappointment (personnel) committee shall conduct a comprehensive review of the lecturer either in response to a request for promotion to senior lecturer or to advise the lecturer of their progress towards promotion to senior lecturer. Equivalent experience at Clemson or another institution may be counted towards this four-year service requirement. Lecturers shall not be reappointed following a final ninth year of service if:

- (a) the lecturer fails to request promotion to senior lecturer by the Fall semester TPR request deadline during the Lecturer's eighth year of service, or
- (b) the lecturer requests promotion and is not promoted to senior lecturer during the lecturer's eighth year of service.

Senior lecturers shall be evaluated at least once every three years or more frequently as deemed appropriate by the department chair and TPR (personnel) committee. At a minimum, senior lecturers shall be evaluated during the penultimate year of their appointments. Following a senior lecturer's fourth year of service the department chair and TPR Committee shall conduct a comprehensive review of the senior lecturer either in response to a request for promotion to principal lecturer or to advise the lecturer of their progress towards promotion to principal lecturer.

Principal Lecturers shall be evaluated at least once every five years or more frequently as deemed appropriate by the TPR (personnel) committee. At a minimum, principal lecturers shall be evaluated during the penultimate year of their appointments.

Professors of Practice shall be evaluated at least once every three years or more frequently as deemed appropriate by the TPR (personnel) committee. At a minimum, Professors of Practice shall be evaluated during the penultimate year of their appointments.

In cases in which there is non-reappointment or in which there is a discrepancy in the recommendation for reappointment or promotion to senior or principal lecturer between the TPR committee and that of the department chair, the department chair shall make the dean aware of the situation. The dean, after meeting with the chair and with the committee to discuss the situation, will render a decision. In all cases of non-reappointment, the file shall be forwarded to the Provost for final decision.

Section 4 – Criteria for Promotion and Reappointment

A. Lecturer to Senior Lecturer

Any-recommendation shall take into account future department needs in the area of the faculty member's specialization(s). The senior lecturer appointment is intended to recognize the efforts, contributions, scholarly and creative work and performance of lecturers who combine effective instruction with additional significant contributions to the mission of the department and University.

- i. Criteria for Promotion to Senior Lecturer
 - a. Classification as a permanent lecturer by the Office of Human Resources
 - b. Demonstrate a record of effective teaching that shall be documented by

- student evaluations, peer evaluations, or other appropriate means
- c. Significant contributions to the mission of the department and university
- d. Scholarly and/or creative projects, outreach, and service

The following factors may also be considered:

- e. Present a record of significant scholarly and/or creative activities at the state and regional level, such as publications (including textbooks, journal articles, book chapters, etc.), papers read, presentations given, participation on panels or in seminars, workshops, or masterclasses, composing, writing, choreographing, designing, conducting, directing, and performing.
- f. Present a record of professional activities and recognitions, such as consulting, adjudicating, serving as an association officer, serving on professional committees, receiving awards, or obtaining grants.
- g. Present a record of contributions to Clemson University such as serving on department, college, or university commissions, committees, or councils; serving as student advisor; assisting in student activities; and performing community services related to their professional training and/or activities.

B. Senior Lecturer to Principal Lecturer

Any-recommendation shall take into account future department needs in the area of the faculty member's specialization(s). The principal lecturer appointment is intended to recognize the efforts, contributions, scholarly and creative work and performance of senior lecturers who combine effective instruction with additional significant contributions to the mission of the department and University.

ii. Criteria for Promotion to Principal Lecturer

- a. Classification as a permanent lecturer by the Office of Human Resources
- b. Demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means
- c. Significant contributions to the mission of the department and university
- d. Scholarly and/or creative projects, outreach, and service

The following factors may also be considered:

- e. A record of significant scholarly and/or creative activities at the national or international level, or with nationally recognized organizations, such as publications (including textbooks, journal articles, book chapters, etc.), papers read, presentations given, national/international outreach, participation on panels or in seminars, workshops, or masterclasses, composing, writing, choreographing, designing, conducting, directing, or performing.
- f. Present a record of professional activities and recognition, such as consulting, adjudicating, serving as an association officer, serving on professional committees, receiving awards, or obtaining grants.
- g. Present a record of contributions to Clemson University such as serving on department, college, or university commissions, committees, or councils; serving as student advisor; assisting in student activities; and performing

community services related to their professional training and/or activities.

Section 5 – Performance Indicators for Promotion and Reappointment

A. Teaching

- i. Evidence of excellence as a classroom teacher (including student performances)
- ii. Student success in achieving professional student career placement (e.g. graduate school, professional employment, etc.)
- iii. Consistently high evaluations
- iv. High level of educational value and artistic quality in student research, performances, and experiential education
- v. Ability and success in recruiting and retaining qualified majors
- vi. Appropriate student mentorship
- vii. Authorship in appropriate professional teaching publications
- viii. Appropriate teaching portfolios (e.g. syllabi, tests, assignments, teaching philosophies, etc.)
- ix. Evidence of significant regional or national recognition as a creative teacher, workshop or seminar leader, etc.
- x. Significant teaching awards, honors, and/or recognition
- xi. Other evidence of excellence in teaching as appropriate

B. Research/Creative Activity

- i. Authorship in appropriate professional publications
- ii. Significant grant proposals and receipt of funded grants
- iii. Presentations and performances in professionally significant venues (e.g. concerts, designs, acting, costuming, dance, broadcast media, workshops, seminars, symposia, presentations, master classes, recitals, clinics, festivals, institutes, etc.)
- iv. Recordings and/or designs (audio, scenic, lighting, etc.) with locally, regionally, and/or nationally recognized institutions
- v. Successful interdisciplinary collaborations
- vi. Development of new technologies related to performing arts
- vii. Professional recognition of scholarship and creative work
- viii. Reviews of faculty publications, performances, and/or creative work
- ix. Presentations and performances, both invited and competitive, at professional meetings or conferences
- x. Refereed performances, publications, and/or creative activity
- xi. Editorial board memberships, publication reviews, panel participation, and local, regional or national outreach and other creative activities
- xii. National or international honors or recognition as a scholar or artist
- xiii. Performances and/or recordings at a high artistic level at Clemson University
- xiv. Positive reviews in major media of creative or scholarly work
- xv. Other evidence of research or creative accomplishments as appropriate

C. Service

- i. University Service
 - a. Committee work (to the department, college, university)
 - b. Student mentorship
 - c. Organizational sponsorship
 - d. Administration
 - e. Performances
 - f. Recruitment
 - g. Faculty Senate membership
- ii. Professional Service and Community Service
 - a. Local, state, regional, national professional organizations
 - b. Authorship of program notes, performance lectures, panels, etc.
 - c. Contributions to auditions, competitions, and similar activities
 - d. Editorship/editorial board service
 - e. Service on juries, adjudication, presentations, workshops, etc.
 - f. Guest directing, designing, conducting, performing, etc.
 - g. External reviews for promotion and tenure
 - h. Program and committee work for conferences, festivals, and for the profession
 - i. Professional workshops, seminars, master classes and outreach
 - j. Community presentations, workshops, designs, etc.
 - k. Service learning/community service projects
 - l. Professional development workshops
 - m. Volunteer work and collaborations related to profession
 - n. Other service to the academy and profession as appropriate

Chapter III. Tenure Track Faculty Tenure, Promotion, and Reappointment Guidelines

Section 1 – Expectations

Faculty members in the department of performing arts are expected to be effective classroom teachers; to satisfactorily perform assigned department, college, and university service and administrative duties; to engage in scholarly and/or creative activity; and to comply with department, college, and university policies.

Section 2 – Criteria for Reappointment

For assistant and untenured associate professors:

- A. Any reappointment recommendation shall take into account the department needs in the area of the faculty member's specialization(s).
- B. Demonstrate effective teaching documented by student evaluations, peer evaluations, or other appropriate means
- C. Contributions to the mission of the department and university

D. Scholarly and/or creative activities and service activities

Section 3 – Procedure for Reappointment

Faculty members will continue to set annual goals each fall in consultation with the chair. The chair of the department and the personnel committee will independently evaluate progress toward these goals for reappointment, promotion, and tenure. The chair will evaluate goals and accomplishments for faculty as submitted into the digital system adopted by the university in addition to other materials provided for annual review.

Assistant and untenured associate professors eligible for reappointment shall be reviewed annually by the personnel committee and the department chair. The recommendations of the committee and the department chair shall be forwarded to the dean of the college. The department chair shall furnish the contents of both of these recommendations to the faculty member.

Section 4 – Criteria for Tenure and Promotion

A. Any tenure recommendation shall take into account future department needs in the area of the faculty member's specialization(s).

B. Criteria for promotion to Associate Professor

- i. Normally hold the appropriate terminal degree
- ii. Demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means
- iii. Present a record of significant scholarly and/or creative activities at the state and regional level, such as publications (including textbooks, journal articles, book chapters, etc.), papers read, presentations given, participation on panels or in seminars, master classes, workshops, composing, writing, choreographing, designing, sound recording and production, conducting, directing, or performing
- iv. Present a record of professional activities and recognitions, such as consulting, adjudicating, serving as an association officer, serving on professional committees, receiving awards, or obtaining grants
- v. Presenting a record of contributions to Clemson University such as serving on department, college, or university commissions, committees, or councils; serving as student advisor; assisting in student activities; and performing community services related to his/her professional training and/or activities
- vi. Show significant evidence of emerging regional and national/international reputations as authorities in their fields

C. Criteria for promotion to Full Professor

- i. Normally hold the appropriate terminal degree
- ii. Demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means

- iii. Present a record of significant scholarly and/or creative activities at the regional, national, and international level, such as publications (including textbooks, journal articles, book chapters, etc.), papers read, presentations given, participation on panels or in seminars, master classes, workshops, composing, writing, choreographing, designing, conducting, directing, or performing
- iv. Present a record of professional activities and recognitions, such as consulting, adjudicating, serving as an association officer, serving on professional committees, receiving awards, or obtaining grants
- v. Presenting a record of contributions to Clemson University such as serving on department, college, or university commissions, committees, or councils; serving as student advisor; assisting in student activities; and performing community services related to his/her professional training and/or activities
- vi. Show significant evidence of high levels of regional, national/international attainment, with the likelihood of maintaining stature appropriate to their work assignments and the mission of the department

Section 5 – Internal and External Letters of Review

The Department of Performing Arts requires six letters of review to be included in the dossier of each candidate for promotion to associate professor, professor and/or for consideration of tenure.

- A. Three of the six reviewers are to be identified by the department chair, in consultation with the Personnel Committee.
- B. The other three reviewers are to be selected by the candidate; however, they may not be employed as faculty or staff within the Department of Performing Arts at Clemson University.
- C. The three external reviewers are to be employed outside of Clemson University, distinguished in their discipline, and are to have no personal relationship with the candidate.
- D. External reviewers from academia must hold rank at or above the rank for which the candidate is applying.
- E. All reviewers are to be contacted by the department chair and requested to address their perception of the candidate's accomplishments as they relate to their discipline and to the department's and Clemson's promotion and tenure criteria (a copy will be included with the letter of request).
- F. The reviewer is to be provided with a dossier of the candidate's activities in teaching, research/creative activity and service/outreach as they relate to the department's mission.
- G. Reviewers are to be asked to include a copy of their most recent curriculum vitae and to identify their relationship, if any, to the candidate.
- H. The Department Chair is responsible for collecting all letters as well as the curriculum vitae of each reviewer and placing them in the candidate's packet.
- I. The letters are to be included in the candidate's promotion and tenure dossier and available for review by the Personnel Committee, department chair, dean, provost, and president.

Section 6 – Procedure for Tenure Recommendations

- A. Normally, the personnel committee shall conduct a special “mini-tenure” review of the faculty member's performance to date during his/her third year of tenure- track service at Clemson University.
- B. The committee shall request that the department chair inform the faculty member in writing that the third-year review is to be conducted and ask the faculty member in writing to provide the following materials to the chair of the Committee:
 - i. a current resume
 - ii. all relevant materials pertaining to the faculty member's professional accomplishments
 - iii. evaluations of teaching and any other relevant matter pertaining to the faculty member's teaching
 - iv. a statement pertaining to the candidate’s professional standing and plans for the future
- C. The committee shall forward its findings to the department chair, who shall furnish the contents of these findings to the faculty member.
- D. A candidate can submit a request for tenure at any time in or before their penultimate year. The penultimate year is usually a faculty member’s sixth year of tenure-track credit. The committee shall conduct a formal tenure review in the faculty member's penultimate year of tenure-track credit, or earlier, as provided in the Clemson University *Faculty Manual*.
- E. The committee shall request that the department chair inform the faculty member in writing that the formal tenure review is to be conducted and ask the faculty member in writing to provide the chair of the committee with the materials listed above.
- F. The committee shall have the right to ask the faculty member to appear in person before the committee.
- G. The faculty member shall have the right to ask to appear in person before the committee, and the committee shall honor this request.
- H. The recommendation of the committee shall be either to grant or to deny tenure. This recommendation shall be forwarded in writing with accompanying written explanation to the dean.
- I. The department chair shall forward this recommendation, along with his/her own separate independent recommendation, to the dean of the college
- J. The department chair will furnish contents of these recommendations to the faculty member.
- K. In the event that the department chair is being considered for tenure, the personnel committee chair, in liaison with the dean, shall notify the chair that a tenure review is to be conducted. Upon review of the chair's tenure materials, the committee shall forward its findings directly to the dean. Procedures for tenure recommendation will apply to the chair's review as well as to all other faculty.

Section 7 – Procedure for Promotion to Associate or Full Professor

- A. A nomination for promotion shall be made in writing to the department chair either by the candidate or by any tenured or tenure-track faculty member of the Department of Performing Arts. If the nomination is made by a faculty member on behalf of another, the department chair shall secure the latter's consent in writing.
- B. The department chair shall inform the chair of the personnel committee in writing that the faculty member has been nominated for promotion.
- C. The department chair shall ask in writing that the faculty member provide the chair of the Committee with:
 - i. a current resume
 - ii. all relevant materials pertaining to the faculty member's professional accomplishments
 - iii. evaluations of teaching and any other relevant matter pertaining to the faculty member's teaching
 - iv. a statement pertaining to the candidate's professional standing and plans for the future
- D. The personnel committee shall forward to the dean of the college in writing either a positive or a negative recommendation with accompanying written explanation.
- E. The department chair shall make their own separate positive or negative recommendation.
- F. The department chair shall forward the two department recommendations to the dean of the college and furnish these recommendations to the faculty member.
- G. The faculty member shall have the right to withdraw from consideration at any time.
- H. In the event the department chair is being considered for promotion, all recommendations and materials will pass directly from the personnel committee to the dean.

Section 8 – Additional Policies on Reappointment, Tenure, and Promotion

The performing arts are diverse; therefore, the Department of Performing Arts must remain flexible and consider the individual rather than the rule. The criteria for reappointment, promotion, and tenure need to be particular to individual faculty members who may fulfill a variety of functions: some direct ensembles; others focus predominantly on classroom teaching; and others fulfill teaching/scholarship/service responsibilities.

The Department of Performing Arts bases recommendations for reappointment, promotion, and tenure on a record of effective teaching, research/creative activity, and service. Tenure-track faculty are expected to expand their spheres of influence from state to regional, and regional to national or international. These expectations may be accomplished through excellence in teaching which attracts, produces, and retains successful students; outstanding research or other creative contributions which attract the attention and praise of peers and other professionals in the field; and effective service to the department, college, and university, and state, regional, and national professional organizations.

The successful faculty member will develop a strong professional reputation and will have substantially contributed to the functioning of the academic program. In addition, factors such as

leadership, collegiality, mentoring, and other contributions to the department will be considered. The value of these contributions is significant. Actions that demonstrate a lack of collegiality or significantly interfere with the mission of the department, such as non-cooperation, disruptive and/or combative behavior, will be noted and evaluated as well.

Section 9 – Performance Indicators for Tenure and Promotion

A. Teaching

- i. Evidence of excellence as a classroom teacher (including student performances)
- ii. Student success in achieving professional student career placement (e.g. graduate school, professional employment, etc.)
- iii. Consistently high evaluations
- iv. High level of educational value and artistic quality in student research, performances, and experiential education
- v. Ability and success in recruiting and retaining qualified majors
- vi. Appropriate student mentorship
- vii. Authorship in appropriate professional teaching publications
- viii. Appropriate teaching portfolios (e.g. syllabi, tests, assignments, teaching philosophies, etc.)
- ix. Positive recognition in exit interviews and alumni surveys
- x. Evidence of significant regional or national recognition as a creative teacher
- xi. Significant teaching awards, honors, and/or recognition
- xii. Other evidence of excellence in teaching as appropriate

B. Research/Creative Activity

- i. Authorship in appropriate professional publications
- ii. Significant grant proposals and receipt of funded grants
- iii. Invited presentations and performances in professionally significant venues (e.g. concerts, designs, acting, costuming, broadcast media, workshops, symposia, presentations, master classes, recitals, clinics, festivals, institutes, etc.)
- iv. Recordings and/or designs (audio, scenic, lighting, etc.) with reputable institutions
- v. Successful interdisciplinary collaborations
- vi. Development of new technologies related to performing arts
- vii. Professional recognition of scholarship and creative work
- viii. Reviews of faculty publications, performances, and/or creative work
- ix. Presentations and performances, both invited and competitive, at professional meetings
- x. Refereed performances, publications, and/or creative activity
- xi. Editorial board memberships, publication reviews, panel participation, regional or national adjudication, professional jury service, etc.
- xii. National or international honors or recognition as a scholar or artist
- xiii. Performances and/or recordings at a high artistic level at Clemson University
- xiv. Positive reviews in major media of creative or scholarly work
- xv. Other evidence of research or creative accomplishments as appropriate

C. Service

- i. University Service
 - a. Committee work (to the department, college, university)
 - b. Organizational sponsorship
 - c. Administration
 - d. Performances
 - e. Recruitment
 - f. Faculty Senate membership
- ii. Professional Service and Community Service
 - a. Local, state, regional, national professional organizations
 - b. Authorship of program notes, performance lectures, panels, etc.
 - c. Contributions to auditions, competitions, and similar activities
 - d. Editorship/editorial board service
 - e. Invited service on juries, adjudication, presentations, etc.
 - f. Invited guest directing, design, conducting, performing, etc.
 - g. External reviews for promotion and tenure
 - h. Program and committee work for conferences, festivals, and the profession
 - i. Community presentations, workshops, designs, etc.
 - j. Service learning/community service projects
 - k. Professional development workshops
 - l. Volunteer work and collaborations related to profession
 - m. Other service to the academy and profession as appropriate

Chapter IV. Post-Tenure Review Policy

Section 1 – Overview

Post-tenure review (PTR) serves to evaluate 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. The post-tenure review must be linked to the annual reviews. Although the focus of PTR is on the performance of the individual since his/her last tenure or post-tenure review, the overall contribution of the individual faculty member to Clemson University should not be neglected.

All faculty members holding a tenured faculty position shall be subject to post-tenure review with the exception of the department chair. Department chairs serve at the discretion of their respective school directors and collegiate deans, who formally evaluate the performance in office of chairs reporting to them before the end of the chair's second year in office and every fourth year thereafter. In making recommendations for reappointment, deans will transmit the results of the faculty evaluation of the chair and confer with the Provost before renewing the appointment. All chairs of academic departments hold faculty rank. These individuals will be subject to periodic review as outlined in the *Faculty Manual* in lieu of Post-Tenure Review. Each academic administrator will be subject to periodic review for the purpose of continued appointment at least

every five years. Upon return to full-time teaching, the five-year review cycle continues with a return to the post-tenure review.

All tenured faculty members receiving no more than one (of five) annual performance rating of “fair,” “marginal,” or “unsatisfactory” in Part I of the PTR process receive a PTR rating of “satisfactory.” These faculty members are thereby exempt from Part II of PTR.

The primary basis for the PTR is the individual's contributions in the areas of teaching, research and/or scholarship, and service. PTR shall not infringe upon the accepted standards of academic freedom. Furthermore, sex, age, ethnicity, and other factors unrelated to an individual's professional qualifications shall not be considered in the review process.

The chairperson of the academic department and the dean of the college must not be involved directly in the peer review process at the departmental level.

Section 2 – Post-Tenure Review Committee

Each year a PTR committee will be constituted separate from the regular personnel committee. The faculty members subject to PTR in a particular year will not be eligible for membership on the committee. Only tenured faculty are eligible for election to the PTR committee. The committee will consist of three tenured faculty members, at least two of which must be at or above the rank of the candidate being reviewed. If the department lacks two faculty members at or above the rank of the candidate being reviewed, the committee chair will recruit a faculty member with the appropriate rank from another department within the college. Members of the

PTR committee will be elected by the full-time faculty. The election shall be held in the spring semester following the first year of PTR. The PTR committee will elect their own chairperson.

Section 3 – Post-Tenure Review Criteria

Successful PTR criteria includes:

- demonstrated a record of effective teaching
- a record of (a) significant scholarly activities, such as publications (including textbooks, journal articles, book chapters, etc.), papers read or presentations given, and participation on panels and in seminars; and/or creative activities and creative credits such as composing, writing, choreographing, designing, conducting, directing, or performing; and (b) other professional activities and recognition such as consulting, adjudicating, serving as an association officer, serving on professional committees, receiving awards, and obtaining grants
- present a record of contributions in such areas as serving on department, college, or university commissions, committees, or councils; serving as student advisor; assisting in student activities; and performing community services related to his/her professional training and/or activities
- evidence of continuing growth in the profession

Section 4 – Part I, Post-Tenure Review Procedures

All tenured faculty will be peer reviewed every five years. The year or years in which a faculty member is on sabbatical, unpaid leave, and/or extended sick leave shall not be counted in the review period. The department will devise a schedule of staggered reviews of tenured faculty. Reviews will be conducted in order of seniority, as defined by those faculty members who have served the longest since their last major successful review (promotion and/or tenure), beginning with those who have the most longevity at Clemson University. Faculty may be excused from PTR by submitting an irrevocable letter of resignation or retirement by the end of the year in which PTR is scheduled.

Section 5 – Part II, Post-Tenure Review Procedures

- A. In order to assure adequate external representation in Part II of the PTR process, the candidate may choose one of the following:
 - 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 who is elected by the committee from a list of three to five names submitted by the candidate
 - iii. Allow each faculty member under review the option of having external letters solicited from a list of six referees provided by the candidate
- B. The faculty undergoing post-tenure review must provide, at a minimum, the following documents to the PTR committee and the department chair:
 - i. a recent copy of the curriculum vitae
 - ii. a summary of teaching evaluations for the last five years
 - iii. a plan for continued professional growth
 - iv. detailed information about the outcomes of any sabbatical leave awarded during the five-year post-tenure review period
 - v. the names of six referees outside the department, four of whom the PRT committee would contact for references, if the candidate chooses this option
 - vi. any other documents relevant to the review
- C. The chair must provide the PTR committee with copies of the faculty member's annual performance reviews covering five years accumulated since the initial tenure review or since the last post-tenure review.
- 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. 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.
- E. The PTR committee will provide a written report to the faculty member. The faculty member will be given two weeks' time 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. The department chair will submit an independent and written report to the faculty member and s/he will have two weeks' time to provide a response. The chair's original report and the faculty member's response will be submitted to the dean.

Section 6 – Outcome

The following outcomes will be used in all stages of the review by the PTR Committee, the chair, the dean, and the provost:

A. Satisfactory

- 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.
- ii. 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.

B. Unsatisfactory

- i. A rating of unsatisfactory leads to remediation, detailed in Article XIII, Section 6.
- ii. If both the PTR Committee and the Chair rate the candidate as unsatisfactory, the candidate's final rating shall be unsatisfactory.
- iii. If the candidate's final rating is unsatisfactory, the dean will forward all materials to the Provost.

Section 7 – Remediation

Individuals who receive a rating of Unsatisfactory must be given a period of remediation to correct deficiencies detailed in the PTR reports. 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. 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. The chair will meet at least twice annually with the faculty member to review the progress. The faculty member will be reviewed each year by the PTR committee and the chair, both of whom shall supply written evaluations. At the end of the three-year period, another post-tenure review will be conducted. If the outcome is again Unsatisfactory, the faculty member will be subject to dismissal for unsatisfactory performance. If the review is Satisfactory, then the normal review cycle of five years will resume.

Section 8 – Dismissal for Unsatisfactory Professional Performance

If dismissal for unsatisfactory professional performance is recommended, the case will be subject to the rules and regulations outlined in the *Faculty Manual*.

Section 9 – Best Practices for Post-Tenure Review (From *Faculty Manual Appendices*)

1. A post-tenure review system should incorporate all the indicators identified in the “Best Practices for a Performance Review System for Faculty” document.
2. The post-tenure review should be as rigorous and comprehensive in scope as initial tenure review.
3. The post-tenure review should incorporate annual performance reviews accumulated since the initial tenure review or since the last post-tenure review.
4. Whereas the focus of an initial tenure review tends to be on past performance, equal emphasis should be given to future development and potential contributions in the post-tenure review.
5. Statewide, each tenured faculty member will have a post-tenure review conducted at pre-established, published intervals of no more than six years, unless the faculty member is participating in a development/improvement process in which case the review may be conducted more frequently.
6. If reviews for promotion (e.g., a tenured associate professor is reviewed for promotion to tenured full professor) fall within the appropriate time interval and encompasses all the indicators in this document and in the “Best Practices for a Performance Review System for Faculty” document, they may constitute a post-tenure review.
7. The post-tenure review must include evaluations from peers external to the department and/or institution as appropriate to the role and function of each faculty member (usually to evaluate the quality of research), as well as internal peer evaluations, student evaluations, and administrative evaluations.
8. The post-tenure review must provide detailed information about the outcomes of any sabbatical leave awarded during the five-year post-tenure review period.
9. The institution must identify the means by which the post-tenure review is linked with faculty reward systems, including merit raises and promotion.
10. The institution must display a commitment to provide funds to reward high achievers on post-tenure reviews as well as to provide assistance to faculty members needing improvement.
11. If a faculty member receives an unfavorable post-tenure review, the faculty member is immediately subject to a development process as described in the “Best Practices for a Performance Review System for Faculty” (see *Faculty Manual Appendix C*).
12. The institution should develop an appeals procedure for those faculty who do not agree with the results of the post-tenure review evaluation and/or the resulting recommendations or requirements for improvement.

Chapter V. Faculty Sabbatical Leave

All procedures will abide by the requirements and steps in Faculty Manual.

Purpose: To relieve faculty of normal duties so that they might pursue significant projects facilitating their professional growth and development such as to pursue independent study, to engage in research or creative endeavors, to improve teaching, and/or to conduct other appropriate pursuits, thus enhancing their future contributions to the mission of the University.

Eligibility: The faculty member must have completed six years of full-time service. For individuals seeking a second sabbatical: 1) documentation concerning fruits of first leave is essential; 2) must have completed an additional 6 full years of full-time employment.

Individuals on sabbatical leave will maintain all the rights and privileges of faculty except those explicitly restricted elsewhere in the Faculty Manual. Individuals who are on sabbatical leave are still considered employees of the university and therefore may not be employed by another entity unless they receive compensation directly from another university or entity as an independent contractor or other status which does not entail full time employment.

Compensation: Applications for sabbatical leave by faculty on nine-month appointments may entail a request for one semester of leave at full pay or for two successive semesters at half pay. Applications for sabbatical leave by faculty on twelve-month appointments and administrators with faculty rank may be made for periods up to 6-months at full pay, or for periods of over six months to one calendar year at half pay.

Calendar: Each year, the Provost announces calendar guidelines and deadlines. These will be circulated.

Procedure: Submit to the department chair a statement outlining the proposal, goals, pertinent support materials and a current curriculum vitae. The chair and the department Personnel (TPR) Committee assess the quality of the proposal and project, assure coverage of candidate's responsibilities, rank multiple applications, and transmit the proposal to the college. Further steps for application and review processes can be found in the Faculty Manual.

Approval: Requests must be additionally reviewed and approved by the dean of the college, the provost, and the president of the university.

Obligation: Following the expiration of the leave, the recipient is expected to remain in the service of the University for at least one year. Members of the faculty granted sabbatical leave shall sign an agreement to maintain University employment for a period at least equal to the period of the sabbatical, or to repay the University any compensation they received from the University during the period of the sabbatical.

Item	Reference	Y	N	N/A
0 Consistent otherwise with the <i>Faculty Manual</i> and internally and with departmental bylaws	Ch III, A1c	✓		
1. The TPR document is distinct from departmental bylaws	Ch V, D1c	✓		
2. Criteria for tenure	Ch V, D1b	✓		
3. Process for tenure	Ch V, D1b	✓		
4. Consistent with the requirement that if an early tenure application is submitted the faculty members forfeits the remainder of their probationary period.	Ch V, C3	✓		
5. Qualifications (criteria) for reappointment				
5 a. * assistant and untenured associate professor	Ch IV B 2 d	✓		
5b.* research faculty	Ch IV B2 d			✓
5c. * extension faculty	Ch IV B 2d			✓
5d. * clinical faculty	Ch IV B 2d			✓
5e. * lecturer	Ch IV B 2d	✓		
5f. * senior lecturer	Ch IV B 2 d	✓		
5g. * principal lecturer	Ch IV B 2d	✓		
5h. * Professor of Practice	Ch IV C 2d	✓		
6. Processes for reappointment (annual except as noted below)	Ch V C; Ch V D			
6a.* assistant and untenured associate professor	Ch V D	✓		
6b.* research faculty	Ch V D			✓
6c. * extension faculty	Ch V D			✓
6d. * clinical faculty	Ch V D			✓
6e. * lecturer	Ch V D Ch V, C2b, l	✓		
6e i. * including feedback from senior and principal lecturers	Ch V, D1g	✓		
6f. * senior lecturer	Ch V, C2c	✓		
6fi. * including feedback from senior and principal lecturers	Ch V, D1g	✓		
6f ii* at least every three years and in penultimate year	Ch V, C2c, i	✓		
6g.. * principal lecturer	Ch V, C2d	✓		
6g i.* including feedback from principal lecturers	Ch V, D1g	✓		
6g ii.* at least every five years and in penultimate year	Ch V, C2d, i	✓		
6h.. * Professor of Practice	Ch VC 2 e	✓		
7. Qualifications (criteria) for promotion	Ch 4 C			
7a.* to associate professor	Ch IVC 1 h	✓		
7b. * to full professor	Ch IVC 1 i	✓		
7c. * research faculty ranks	Ch IVC 2 f			✓
7d. * extension faculty ranks	Ch IVC 2g			✓
7e. * clinical faculty ranks	Ch IVC 2h			✓
7f. * to senior lecturer	Ch IVC 2 I iv	✓		
7g.* to principal lecturer	Ch IVC 2 I v	✓		
8. Processes for promotion	Ch V D			
8a.* to associate professor	Ch IV B 2 e;	✓		

8b.* to full professor	Ch IV B 2 e	✓		
8c.* research faculty ranks	Ch IV B2 e			✓
8d.* extension faculty ranks	Ch IV B2 e			✓
8e.* clinical faculty ranks	Ch IV B2 e			✓
8f.* to senior lecturer	Ch IV B2 e Ch IV C 2 i	✓		
8fi.* including feedback from senior and principal lecturers	Ch V, D1g	✓		
8g.* to principal lecturer	Ch IV 2e; Ch IV, B2i	✓		
8gi.* including feedback from principal lecturers	Ch V, D1g	✓		
9. • Procedures the TPR Committee must follow	Ch V, D			
10. • The composition of the TPR committee shall be defined in the TPR document	Ch V, D1e, i	✓		
11. The TPR Committee chair shall not be appointed by the department chair.	Ch V D 1 e ii (1)	✓		
12. The TPR committee chair shall be elected either by the TPR committee or the entire departmental faculty, eligibility to vote in the election shall not be restricted by faculty rank, faculty designation, or tenure status.	Ch V D 1 e ii (2)	✓		
13. If the TPR chair is not able, because of their rank, designation or tenure status, to vote on a recommendation they then serve in a non-voting capacity.	Ch V D e ii (3)	✓		
14. Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch V, D1e, iv	✓		
15. For a TPR committee making recommendations for promotion to a faculty rank, all departmental faculty at that rank or higher, within the same faculty designation, shall be included among those eligible for membership and voting rights and the departmental TPR document shall ensure representation of these ranks. Eligibility for membership and voting rights for faculty of other ranks and designations shall be specified in the departmental TPR document.	Ch V, D 1 e v	✓		
16. For a TPR committee making recommendations for reappointment to a faculty rank, all departmental faculty at a higher rank, within the same faculty designation, shall be included among those eligible for membership and voting rights and the departmental TPR document shall ensure representation from these ranks. Eligibility for membership and voting rights for faculty of other ranks and designations shall be specified in the departmental TPR document	Ch V D 1 e vi	✓		
17. The Committee must have a minimum of three departmental members, and a mechanism to elect additional members from outside the unit if not possible that is consistent with Ch V, D2a, ii	Ch D 1 e vii	✓		
18. Departmental procedures for peer evaluation shall be in writing in the TPR document and shall be available to the faculty, the chair, the dean, and the Provost	Ch V, D1f, i	✓		
19. Post tenure review criteria and processes are documented in the TPR document	Ch V, G3	✓		
20. Specific guidelines	Ch V, G 2	✓		
21. Specification of ONE option for external representation	Ch V, G5a			
21a. Process for selecting an external PTR member if this is part of the Post-tenure review process	Ch V, G5a, ii	✓		
21b. If external letters are required for post-tenure review, there must be at least four letters, two from list of six submitted by faculty member	Ch V, 5 e	✓		

21c. Allow each faculty member under review the option of either having external letters solicited or incorporating the external committee member in the review process	Ch V, G5a, iii	✓		
22. Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	Ch V, G3a	✓		
23. Only tenured faculty may serve on the PTR Committee	Ch V, G3b	✓		
24. The PTR Committee shall have a minimum of three members	Ch V, G3c	✓		
25. Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch V, G3d	✓		
26. The PTR Committee shall elect its own chair	Ch V, G3e	✓		