



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

REVIEW AND APPROVAL SIGNATURE PAGE

The Tenure, Promotion, and Reappointment document for the Department/School of Agricultural Sciences 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 of Agricultural Sciences voted on April 24, 2026 to approve the attached Tenure, Promotion, and Reappointment (TPR) document in accordance with established departmental procedures.

Signature:  Printed Name: Vonda Marcengill Date: May 4, 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 (if applicable).

Signature:  Printed Name: Charles V Privette, III Date: May 4, 2026

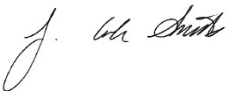
Dean

I have reviewed the attached Tenure, Promotion, and Reappointment document and approve. Comments below (if applicable).

Signature:  Printed Name: Matthew T. Holt Date: May 4, 2026

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 (if applicable).

Signature:  _____ Date: August 25, 2026
J. Cole Smith, Executive Vice President for Academic Affairs and Provost

Comments:

As described by the checklist, since your Bylaws for Tenure, Reappointment and Post-Tenure Review document includes several items with content required in the TPR Guidelines, please attach that document to the 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.

GUIDELINES AND PROCEDURES FOR REAPPOINTMENT, TENURE, PROMOTION, AND
POST-TENURE REVIEW

Department of Agricultural Sciences
College of Agriculture, Forestry and Life Sciences

Clemson University
Clemson, South Carolina

Department of Agricultural Sciences
Guidelines and Procedures for Reappointment, Tenure, Promotion,
and Post-Tenure Review

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PURPOSE

These guidelines are provided as a resource to foster a consistent philosophy of tenure, promotion, and reappointment (TPR) in the Department of Agricultural Sciences (AS). The general procedures, elements to be considered, and suggested levels of accomplishment, and methods of documentation provided herein should be used by the AS TPR committee to provide a policy for fair, objective, and consistent evaluation of a faculty member for tenure, promotion, or reappointment. Faculty members can use these guidelines to gauge performance and progress toward these goals and to ensure professional development consistent with the objectives and priorities of Clemson University.

These guidelines are a requirement of the University and are provided to improve the tenure, promotion, and reappointment process and to serve as an operational procedure for the candidate, committee, and administrators. These guidelines and procedures shall be made available to the chair and faculty of the AS department, the dean of the College of Agriculture, Forestry, and Life Sciences (CAFLS), the Provost of Clemson University, and any department, college, or university administrators. The aim of these guidelines is to provide a framework to support the success of all faculty. The timeline of events, which may differ from the university timeline, aims to maximize a candidate's chance to be successful.

GOVERNING DOCUMENTS

This publication of guidelines and procedures is subject to the provisions stated in two governing documents. No interpretation presented in these guidelines may violate policies and procedures included in:

1. the current Clemson University Faculty Manual; and
2. the current Department of AS Bylaws for Tenure, Promotion, Reappointment, and Post-Tenure Review

COMMITTEE ORGANIZATION

TPR Committee Composition

The TPR Committee is composed of five (5) faculty members, elected by the faculty to three (3) year staggered terms. Committee composition includes at least one representative from Agribusiness, at least one from Agricultural Education, and at least one from Agricultural Mechanization and Business, and members at large. At least one member is from off-campus, at least one member has a teaching appointment, and at least one member must have an Extension appointment. Because it is required that the Committee consists of faculty of equal or higher rank to the rank for which a candidate has requested to be considered, the committee must have three (3) members who hold the rank of Professor if a faculty member is going up for promotion to rank of professor. In the event that three Professors are not available to serve, the Department will elect additional members from an allied department with rank of Professor to serve.

Electing TPR Committee Members

Election of AS TPR Committee members is conducted annually in accordance with currently approved Department of AS Bylaws for Tenure, Promotion, Reappointment, and Post-Tenure Review.

COMMITTEE AND CANDIDATE RESPONSIBILITIES AND PROCEDURES

Responsibilities

- The equitable administration of tenure, promotion, and reappointment resides with the faculty candidate, TPR committee, department chair, college dean, and university administration officers. The department chair should ensure that requirements and procedures are known and understood by the faculty candidate, a procedure for peer evaluation is established, and the appropriate committees are formed.
- The TPR committee and the department chair are responsible for writing independent letters of recommendation for tenure, promotion, and reappointment of faculty candidates. These letters are to be addressed to the dean. The TPR committee and department chair do not have access to each other's letter until they both have been submitted to the dean.
- It is the candidate's responsibility to timely and effectively engage their mentoring committee. A mentoring committee shall meet with each untenured faculty member every year until a tenure decision is made. It is the responsibility of the candidate to schedule the annual meeting with their mentoring committee. In addition to providing guidance to the faculty member, the mentoring committee shall annually write a letter documenting the substance of the discussions with each mentee, including recommendations made to enhance the faculty member's program and trajectory. Regular communication between mentoring committees and the TPR committee ensures that guidance given to untenured faculty aligns with promotion and tenure standards. The annual letters are given to the mentee and are required to be included with supplemental materials and uploaded as part of their TPR packet. The mentoring committee letter should not include any confidential information shared by the mentee. These annual letters will only be included in annual Reappointment packets and will not be a part of any final portfolio submitted for Promotion and Tenure consideration.
- The responsibility for providing complete and well-documented information in the correct format and meeting published deadlines resides with the faculty candidate. The Faculty Manual describes general qualifications for faculty appointments, descriptions for

specific faculty ranks, procedures for renewal of appointment, tenure and promotion, and tenure policies.

Voting Procedures

A vote on an individual's tenure, promotion, or reappointment requires the action (whether in person or virtual) of all committee members (i.e., a quorum of the whole) unless the committee member is not of sufficient rank to vote on the promotion of a particular request for action. No faculty member shall participate as a committee member in the evaluation or review of their own case. Voting rights on a committee making tenure recommendations are limited to tenured faculty. Moreover, to avoid any potential conflicts of interest, if a TPR committee member is a candidate for promotion to Professor, that committee member must recuse himself or herself from any review and deliberations of other candidates for Professor during that year. For routine matters involving the TPR committee, more than 50% of the members will constitute a quorum provided it is presided over by the chair. Committee considerations for tenure, promotion, and/or reappointment will be based on the criteria set forth in the current Faculty Manual.

A TPR committee member cannot vote on a family member's reappointment, tenure, and promotion requests. In any circumstance where a TPR committee member may feel he or she cannot be objective concerning the evaluation of a candidate for promotion, the committee member may ask to recuse themselves from a vote, subject to the approval of the TPR committee chair. If a TPR committee member thus does not vote, the quorum requirement will be reduced by one.

During the promotion and/or consideration of tenure process, formal candidate evaluation letters from tenured faculty with an equivalent or higher rank who are not on the TPR committee are welcome but must be submitted to the TPR committee by the last Friday in October. These letters must be signed and will be included with the materials that will be reviewed by the TPR committee, dean and other administrators.

TPR committee decisions on recommendations for tenure, promotion, or reappointment will be based on a majority vote of the TPR committee members. The TPR committee's recommendations will include the result of the committee's majority vote and any supporting data for review at the appropriate administration levels.

Dates and Deadlines

The Provost's Calendar of Dates and Deadlines for the coming year will be distributed to all faculty by email each year at the beginning of Fall Semester. This document will include specific dates regarding when materials are due to the TPR committee, the department chair, the dean, and the Provost.

Deadlines may differ for tenure and promotion review, reappointment for first-year candidates, reappointment for second-year candidates, and reappointment for third-, fourth-, and fifth year candidates. Deadlines also may vary from year to year. All who are involved in the TPR process should review the current year deadlines carefully.

By or before the deadline, the candidate wishing to be considered for tenure, promotion, or reappointment should:

- (a) Notify the TPR chair on "intent to submit" by the deadline assigned by the Provost's Office. The declaration (i.e., through the designated faculty reporting portal) should

- include the candidate's CV and a list of potential external reviewers (for those seeking tenure and/or promotion review).
- (b) In the Spring semester prior to a probationary candidate's mid-cycle (typically 3rd year) review, schedule and present a departmental seminar summarizing their research, teaching, and/or Extension program. The focus should be sharing the scope and direction of the faculty member's developing program and how their scholarship fits into Departmental goals.
 - (c) Schedule and present a department seminar summarizing their research, teaching, and/or Extension scholarship during the Spring semester preceding the Fall in which they intend to submit their packet for tenure, promotion to Associate Professor, and/or promotion to Professor. If the Provost grants an abbreviated probationary period for an untenured faculty member, the candidate would only be required to provide a departmental seminar in the Spring prior to submitting their packet for promotion and/or tenure.
 - (d) Utilize the approved reporting system and upload correctly formatted information and sign their TPR packet by the deadlines established each year by the Provost's Office.

Review and Recommendation of Requests for Adjunct and Graduate Faculty Status

Graduate Faculty Status: Individuals external to Clemson University seeking Graduate Faculty status will be reviewed by the TPR committee when formal requests are received from a sponsoring AS faculty member. This request must include a letter requesting action (including justification) from the sponsoring faculty member and an updated candidate CV. Requests for graduate faculty status will be sent to the TPR chair. Applicants must have a terminal degree appropriate for the academic discipline or substantial relevant experience in the discipline. Majority vote of the TPR committee will determine granting graduate faculty status. The TPR committee will inform the department chair by letter of the decision and will copy the graduate program coordinator. The department chair will inform the applicant and sponsoring faculty member once TPR has approved the appointment of the applicant to graduate faculty status.

Adjunct Faculty Status: The TPR committee will review requests for adjunct faculty status appointments when formal requests are received from a sponsoring faculty member. Requests for adjunct status will be sent to the TPR chair by email along with a letter detailing expertise of candidate and contributions expected for research, Extension, or teaching from the sponsoring faculty. If approved, the TPR committee will forward a letter of request to the department chair indicating their intent to move forward with the adjunct faculty process. The department chair will send the nomination notification and official request for documentation to the applicant.

Once documentation is received, the department chair will provide copies to the TPR committee for review. After a majority vote, the TPR committee will submit the letter of decision to the dean, through the department chair, confirming the decision. All original documentation, along with HR paperwork, will accompany the letter to the dean. Once a decision is received by the dean, the department chair will notify the applicant.

Review and Recommendation of Tenure Track Faculty for Reappointment, Tenure, and Promotion

The TPR committee will review candidates with Faculty rank in cases where a request for reappointment or promotion has been made.

Below are specific guidelines for different types of **tenure track Faculty**.

Assistant Professor (Faculty, tenure track)

Qualifications for Reappointment: Candidates for reappointment must demonstrate clear and consistent progress towards competence in teaching, research, and/or Extension, based on their individual appointment. This includes developing a good reputation outside of the university through refereed publication and through presentation of scholarly results at meetings of regional, national, and international educational or scientific organizations. The candidate must have displayed a willingness to perform service at the departmental level and for their relevant professional community. Successful efforts in acquiring competitive, external funding to support the candidate's departmental programs are expected in relation to appointment. Please refer to the following sections of this document for additional details: "Preparation of TPR Packet Materials" and "Criteria Standards for Tenure, Promotion and Reappointment".

Process of Reappointment: The candidate must meet deadlines in the Provost's Calendar of Dates and Deadlines and provide a complete and well-documented TPR packet in the correct format. The TPR committee will review the candidate's TPR Packet. A draft letter of recommendation will be written and discussed by the committee. The committee decisions on recommendations will be based on a majority vote. A final Letter of Recommendation addressed to the dean by the committee will be written and signed by the committee chair and submitted by the chair to the dean.

In addition, an interim (mid-cycle) faculty review shall be conducted, typically at the end of the third year for regular faculty members at the Assistant Professor rank. Participation in this review shall include the TPR committee chair, department chair, Associate Deans for Extension, research, and teaching (depending on the candidate's appointment), and the CAFLS Dean. A summary letter shall be provided by the Dean for inclusion in the TPR packet.

Untenured Associate Professor (Faculty, tenure track)

Qualifications for Reappointment: Candidates for reappointment must demonstrate clear and consistent progress towards competence in teaching, research, and/or Extension, based on their individual appointment. This includes developing a good reputation outside of the university through publication and through presentation of scholarly results at meetings of regional, national, and international educational or scientific organizations. The candidate must have displayed a willingness to perform service at the departmental level and for their relevant professional community. Successful efforts in acquiring competitive, external funding to support the candidate's departmental programs are expected in relation to appointment. Please refer to the following sections of this document for additional details: "Preparation of TPR Packet Materials" and "Criteria Standards for Tenure, Promotion and Reappointment".

An interim faculty review may be conducted at the end of the third year for regular faculty members at the Untenured Associate Professor rank. Participation in this review shall include the TPR committee chair, department chair, Associate Deans for Extension,

Research, and Teaching (depending on the candidate appointment), and the dean. A summary letter shall be provided by the dean for inclusion in the TPR packet.

Process of Reappointment: Same as Assistant Professor (Faculty - tenure track).

Associate Professor (Regular faculty, tenure track) and/or Tenure

Qualifications for Promotion to Rank: The rank of Associate Professor and/or Tenure acknowledge a faculty member's valuable contribution to the university, potential for greater contribution, and mature professional standing. Promotion to this rank and awarding tenure will be considered only after an individual has clearly demonstrated their appointed competence in teaching, research, and/or Extension. Requirements for tenure are the same as for promotion to Associate Professor. A good reputation outside of the university must have been earned through publication and through presentation of scholarly results at meetings of regional and national educational or scientific organizations. The candidate must have displayed a willingness to perform service at the departmental level and for their relevant professional community. Successful efforts in acquiring funding from outside sources in support of their departmental programs are expected in relation to appointment. Colleagues of the candidate from other organizations should be aware of the candidate's achievements and should be able to provide testimony for their significant achievements from their viewpoint. The opinions of these colleagues will be solicited in evaluating the eligibility of an individual for promotion to this rank and awarding tenure. Specific criteria to consider are listed under "Criteria Standards for Tenure, Promotion and Reappointment".

Process of Promotion to Rank: The candidate must meet deadlines in the Provost's Calendar of Dates and Deadlines and provide a complete and well-documented TPR packet in the correct format. It is mandatory that the candidates give a departmental seminar summarizing their scholarship in research, teaching, and/or Extension during the Spring or Fall semester prior to submitting their packet. The TPR committee will review the candidate's TPR packet and any other materials or resources it considers necessary. TPR committee members may, as they consider necessary, confer with a candidate's co-workers, mentoring committee, or students. A draft letter of recommendation will be written and discussed by the TPR committee. Committee decisions on recommendations for tenure and promotion will be based on a majority vote. A final Letter of Recommendation addressed to the dean by the TPR committee will be written and signed by the committee chair and retained by the chair while the TPR packet is passed on to the department chair for the next step of the review.

Professor (Regular faculty, tenured)

Qualifications for Promotion to Rank: The rank of professor is the highest academic rank conferred by the university and provides recognition of achievements in their appointed research, teaching, or Extension, and the attainment of national and international recognition in one or more of these areas. The terminal degree, relevant experience, and continued significant scholarly/creative accomplishment are required.

Achievements will be most visible in the publication record of the individual as found in major professional journals, books, and monographs, and in university publications, trade magazines, lay publications, and newspapers. This publication record is expected for research and Extension. It often is less visible for the individual who has responsibility primarily in teaching, though efforts in this direction are expected. Continued funding from outside sources in support of the candidate's departmental programs are expected in relation to appointment. Research projects should have received favorable reviews by peers

as evidenced by continued funding support and publication.

Further evidence of national or international recognition may be demonstrated through funding awards, invited conference participation, service on study panels or review boards, editorial responsibilities, administrative roles, and leadership in professional societies. Emphasis is given to excellence in teaching, research, or Extension relative to the candidate's appointment. Continuing leadership within the various units of the university and in other organizations is expected. Colleagues of the candidate from other organizations should be aware of the candidate's responsibilities and achievements and should be able to provide testimony of significant achievements from their viewpoint. The opinions of these colleagues should be solicited in evaluating the eligibility of an individual for promotion to this rank. Specific criteria to consider are listed under "Criteria Standards for Tenure, Promotion and Reappointment".

Process of Promotion to Rank: The candidate must meet deadlines in the Provost's Calendar of Dates and Deadlines and provide a complete and well-documented TPR packet in the correct format. TPR will use the most recent five years of scholastic record when evaluating a candidate for promotion to the rank of Professor. If a candidate seeks promotion in their first eligible year, the TPR review would necessarily include the final year of academic accomplishments prior to their promotion to Associate Professor and/or granting of tenure. This scholastic window which takes place during their penultimate year is generally referred to as the "dead" year. It is mandatory that the candidate give a departmental seminar summarizing their research, teaching and/or Extension scholarship during the Spring or Fall semester prior to submitting their packet. The TPR committee will review the candidate's TPR packet and any other materials or resources it considers necessary. TPR committee members may, as they consider necessary, confer with a candidate's co-workers or students. A draft letter of recommendation will be written and discussed by the TPR committee. Committee decisions on recommendations for promotion will be based on a majority vote. A final Letter of Recommendation addressed to the dean by the TPR committee will be written and signed by the committee chair and retained by the chair while the TPR packet is passed on to the department chair for the next step of the review.

Endowed Chairs and Titled Professorships

These positions are established in recognition of exceptional levels of achievement. The priorities placed on excellence in teaching, research, and/or Extension vary with the purposes of the particular professorship or chair. A University chair is normally funded by an endowment, which is the sole or primary source of the holder's remuneration. Holders of titled professorships are remunerated with state funds but receive salary supplements from endowments or from annual grants to the University. Procedures for appointment, requirements for retention of the titled professorship or endowed chair, and review cycle of those appointed to titled professors and endowed chairs are subject to Faculty Manual guidelines.

Review and Recommendation of Non-Tenure Track Faculty for Reappointment and Promotion

The TPR committee will review Candidates with non-tenure track Faculty ranks in cases where a request for reappointment or promotion has been made based on criteria as outlined in their most recent employment letter (either initial offer letter if first year, or previous year's reappointment or promotion letter if other than the first year). All activities are to be conducted in accordance with the schedule determined and distributed by the Provost's Office.

Below are specific guidelines for **non-tenure track Faculty**.

Research Faculty

AS does not appoint Research Faculty; corresponding guidelines for review and promotion are not applicable.

Extension Faculty

AS does not appoint Extension Faculty; corresponding guidelines for review and promotion are not applicable.

Lecturer

Qualifications of Reappointment: Reappointment to the rank of lecturer shall be for one-year terms and may be renewed for a maximum of nine full academic years as long as the annual evaluation by the departmental chair is of fair or better and reappointment is recommended by the TPR committee. For additional details on Lecturer reappointment, please refer to the appropriate section of the Faculty Manual.

Process of Reappointment: The TPR committee shall solicit an evaluation from a Senior Lecturer. If a Senior Lecturer is not available in the department, then one with similar background from another department will be recruited. Following a lecturer's fourth year of service, the department chair and the TPR 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 progress towards promotion to Senior Lecturer.

Senior Lecturer

Qualifications of Reappointment: Reappointment to the rank of Senior Lecturer shall be for three-year terms and may be renewed as long as the annual evaluation by the departmental chair is of fair or better and reappointment is recommended by the TPR committee. If the candidate receives more than one annual evaluation of poor, the candidate will receive a one-year's notice of non-reappointment before July 15 of the penultimate year. For additional details on Senior Lecturer reappointment, please refer to the appropriate section of the Faculty Manual.

Process of Reappointment: Senior lecturers will submit reappointment requests in the penultimate year of their appointment. The TPR committee shall solicit a recommendation from a Senior Lecturer and a Principal Lecturer. If Senior and Principal Lecturers are not available in the department, then individuals with similar background from another department will be recruited.

Qualifications of Promotion: Senior lecturer is the special faculty rank that may be applied for after four full academic years of service by a 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. The senior lecturer appointment is intended to recognize the efforts, contributions, and performance of effective instruction.

Process of Promotion: The TPR committee will identify a Senior Lecturer and Principal Lecturer to review and evaluate the candidate's package for the TPR committee to consider. If a Senior and Principal Lecturer are not available in the department, then individuals with similar background from another department within the college will be recruited.

Principal Lecturer

Qualifications of Reappointment: Reappointment to the rank of principal lecturer shall be for five-year terms and may be renewed as long as the annual evaluation by the departmental chair is of fair or better and reappointment is recommended by the TPR committee. If the candidate receives more than two annual evaluations of poor, the candidate will receive a one-year's notice of non-reappointment before July 15 of the penultimate year. For additional details on Principal Lecturer reappointment, please refer to the appropriate section of the Faculty Manual.

Process of Reappointment: Principal lecturers will submit reappointment requests in the penultimate year of their appointment. The TPR committee shall solicit an evaluation from a Principal lecturer. If a Principal Lecturer is not available in the department, then one with similar background from another department within the college will be recruited.

Qualifications of Promotion: Principal lecturer is the faculty rank that may be applied for after four full academic years of service by a senior lecturer; equivalent experience at Clemson University may be counted towards the four-year service requirement. Principal lecturers shall have no administrative duties inconsistent with those of regular faculty. The principal lecturer appointment is intended to recognize the distinguished reputation for exemplary instruction in their assigned body of work.

Process of Promotion: The TPR committee will identify a Principal Lecturer to review and evaluate the candidate's package for the TPR to consider. If a Principal Lecturer is not available in the department, then one with similar background from another department within the college will be recruited.

Clinical Faculty

AS does not appoint Clinical Faculty; corresponding guidelines for review and promotion are not applicable.

Professor of Practice

AS does not appoint Professors of Practice; corresponding guidelines for review and promotion are not applicable.

Additional Requirements for Faculty with Joint Faculty Status.

At the time of approval for this document, the AS Department has no faculty with non-zero percent joint appointments. However, in a situation where a faculty member (either tenure track or non-tenure track) holds a partial but majority appointment (greater than 50%) in the AS department, a letter of review must be provided by the chair or director of the minority department or school in the TPR packet. The TPR chair is to request a formal letter of evaluation from the chair or Director of the minority department or school regarding reappointment, tenure, or promotion, and this letter is to be sent directly to the TPR committee.

Interaction with the Department Chair

As per the Faculty Manual, the TPR committee and the AS department chair conduct recommendations for appointment, renewal of appointment, tenure, and promotion independently. The AS department chair can serve as a resource for the TPR committee but may not participate in deliberations of the TPR committee. The AS department chair and the TPR committee will exchange written recommendations on tenure, promotion, and reappointment once both have been completed. Using the approved electronic platform, the AS department chair provides the CAFLS dean with both recommendations, any supporting evaluation materials, and candidate's dossier.

CRITERIA STANDARDS FOR TENURE, PROMOTION OR REAPPOINTMENT

At the time of hiring, particular elements to be emphasized by the faculty member and any specific requirements should be documented in writing. Consideration and evaluation of the faculty member is based primarily on assigned responsibilities, performance and accomplishments since employment with Clemson University, and performance of each candidate since last review or promotion.

The AS Department will follow the eligibility service time as published by the Provost's Office of Academic Affairs for tenure, promotion, and reappointment.

Evaluation elements that may be considered, if applicable, are:

- A. Possession of Terminal Degree
- B. Quality of Teaching Contribution^{1,2}
 - 1. Presentation of clear, well-organized information at a level appropriate for the class and demonstration of mastery of the subject matter within the framework of current scientific knowledge.
 - 2. Effectiveness as a teacher in the classroom and laboratory with fair, objective grading and attention to course administration.
 - 3. Effectiveness in teaching methods and improvement of existing courses.
 - 4. Development of new courses or curricula.
 - 5. Participation in student advising.

¹ Each faculty member with a teaching appointment must include a teaching statement when they request reappointment and/or promotion. Moreover, the Faculty Manual requires faculty with a teaching appointment to include student feedback from the end-of-course evaluations in their annual reappointment packet. In addition to student course feedback, evaluations of teaching must also include at least two supplementary evidence measures of teaching effectiveness to provide a comprehensive evaluation of teaching effectiveness. Descriptions of currently acceptable teaching effectiveness measures supported by the Clemson University's Faculty Manual are found on the Clemson website <https://www.clemson.edu/cafls/teaching/index.html>. Teaching faculty are encouraged to utilize the teaching resources and document preparation advice for measuring professional development experiences offered by the CAFLS Office of Teaching and Learning Scholars (OTLS) and the Clemson University Office of Teaching Effectiveness and Innovation (OTEI) <https://www.clemson.edu/cafls/teaching-learning-scholars/>.

² Annual Teaching loads and course assignments are determined by agreement between the AS Department Chair and the faculty member. AS has a standard departmental expectation that a faculty member with a Teaching appointment annually teach six (6) credit hours per 0.25 Teaching appointment. This rolling average is on the high end of the Teaching load range outlined in the Faculty Manual. This expectation is a rolling average that recognizes some courses may not be offered annually and thus the yearly average may fluctuate. Any deviation from this standard departmental course load expectation must be addressed by the faculty member in their Letter Requesting Action or Teaching Statement.

6. Direction of student research (when appropriate).
7. Serving on graduate committees.
8. Development of a scholarly rapport with the students.
9. Reputation in the academic community.
10. Publication relative to teaching methodology, effectiveness, or course content.
11. Professional growth and development through educational meetings, workshops, formal courses, and constructive sabbaticals.

For additional measures that can be used to describe and/or quantify Teaching Effectiveness, see **Appendix A**. Faculty are not required or expected to utilize all listed measures. These measures are provided as guidelines for understanding how Teaching Effectiveness will be evaluated by TPR.

C. Research Accomplishment

1. Publication of research information in peer-reviewed professional journals in the field of specialization and citation of that published research by other scientists^{3,4}.
2. Regular submission, approval, and initiation of research proposals for state, federal, or other grant funding.
3. Timely progress in accomplishment of research schedules in approved projects.
4. Leading graduate and/or undergraduate students in research.
5. Presentation of research results at professional meetings and publication in conference proceedings.
6. Importance of research as evidenced by patents, released varieties, use in cultural practice, etc.
7. Reputation within the scientific community, as indicated by service as reviewer, referee, editor, lecturer, officer in professional societies, awards, or other public or professional recognition.
8. Development of the research profession such as articles on research ethics, etc.
9. Publication of books, monographs, and book chapters by reputable academic presses.
10. Professional growth and development through educational meetings, workshops, formal courses, and constructive sabbaticals.

For a list of measures that can be used to describe and/or quantify Research Scholarship, see **Appendix B**. Faculty are not required or expected to utilize all listed measures. These

³ AS has a standard departmental expectation of an annual rolling average of 1 peer-reviewed research publication per 0.25 Research appointment. This "rolling average" expectation is intended to allow for the normal cyclical nature of any research program. Research publication does not include peer-reviewed Extension articles (e.g. Land Grant Press) and while important, such publications should not be listed in the standard college vita as refereed research publication. Books and book chapters are recognized scholarly output, however their publication is not a substitute for the standard expectation outlined above.

⁴ Publication in predatory journals undermines a faculty member's reputation and integrity in the academic community. The AS Department will not accept publications in known predatory journals as evidence of research scholarship and as such, these artifacts will not count towards meeting the research publication expectation. Before considering publication in a journal, faculty should consult the Clemson University Libraries' Predatory Journals and Publishers web page to determine if a journal may be considered predatory. Each year during the reappointment process, the TPR Committee will check all newly published articles in a candidate's submitted materials against the indices recognized by the Clemson Libraries (e.g. Cabells Journalytics Academic, Ulrichsweb, Directory of Open Access Journals) to verify they are not predatory. Once accepted by the department, the research article will continue to be considered acceptable published scholarship even if the journal is subsequently re-classified as predatory.

measures are provided as guidelines for understanding how Research Scholarship will be evaluated by TPR.

D. Extension Effectiveness

1. Demonstrated capacity for developing, initiating, and directing effective Extension programs.
2. Developing, coordinating, or teaching in continuing education, professional development, and workshops, symposiums, short courses, training meetings, or commodity meetings.
3. Establishing and maintaining effective relationships and contacts with public agencies, and private organizations, and individual stakeholders in providing Extension services to enhance agriculture, forestry, and natural resources.
4. Providing information and interpretation of research results through appropriate media.
5. Delivering presentations as requested on a state, regional, national, and international level within the area of expertise.
6. Acquisition of extramural funds for Extension programs.
7. Professional growth and development through educational meetings, workshops, and formal courses.
8. Commendations by county agents and others who use the services of Extension specialists as an information resource.
9. Development of the Extension profession (e.g., by articles on Extension methods or philosophy).
10. Adoption and use of Extension educational products by other Extension personnel.
11. Measurable changes in policy, systems, or environment resulting from use or delivery of Extension educational products.

For a list of specific measures that can be used to quantify Extension Scholarship, see **Appendix C**. Faculty are not required or expected to utilize all listed measures. These measures are provided as guidelines for understanding how Extension Scholarship will be evaluated by TPR.

E. Service to the Department, University, Community, and Profession

1. Willingly sharing in special assignments or other duties that arise beyond assigned duties and responsibilities contributing to harmonious relationships within the department.
2. Membership on department, college, and university committees, and professional society committees.
3. Serving as a professional resource to local, state, national, or international communities.
4. Participation and membership in professional societies.
5. Serving as an editor of publications related to the profession, as an officer of organizations related to the profession, etc.
6. Participation in community service activities.
7. Serve as advisor to student organizations.

F. Administrative Responsibilities. This includes such things as supervision of personnel, coordination of activities, etc.

- G. Meritorious Accomplishments. This includes awards, honors, and invitations within the University, profession or community.
- H. Consulting Activities. Provide a summary of consulting activities whether paid or unpaid.

PREPARATION OF TPR PACKET MATERIALS

The candidate will submit all TPR materials (herein referred to as TPR packet) online using the approved University portal. Materials supplied will be reviewed by the TPR committee, department chair, dean, and Provost.

The TPR committee and administrators recognize that the candidate may have to find a “best fit” for activities that do not fall neatly into one heading.

The candidate’s CV must follow formatting and content requirements as provided on the CAFLS web page. *Further guidance and formatting examples for several important CV sections are provided in **Appendix D**.*

Specific Requirements to be Submitted by the Candidate

The Provost’s Office of Academic Affairs does not specify a page limit restriction for any individual component or section of the submitted TPR packet. The page number maximums provided in this document reflect departmental recommendations and should be used as guidelines.

Letter Requesting Action

- Letter requesting tenure, promotion, and/or reappointment.
- The Provost asks that you “tell your story” here in narrative form (suggested 5 page maximum). First, state what policy action you are requesting and then provide a summary of what justifies this action. This allows you to make a compelling case from your point of view.
- *For candidates seeking promotion and/or tenure, this item will be sent to external reviewers as part of the evaluation process.*

Standard College Curriculum Vitae

- The candidate’s detailed resume, in standard CAFLS college format, should be kept up- to-date and uploaded each year to the approved University portal.
- *For candidates seeking promotion and/or tenure, this item will be sent to external reviewers as part of the evaluation process.*

Top Achievements

- The candidate provides evidence to support the case made in the Letter Requesting Action.
- Candidate’s personal summary of their top achievements pertinent to the tenure and/or promotion decision(s) (suggested 3 page maximum).

Candidate Workload Report

- Include the Candidate Workload Report in this section. Instructions for this table can be found here: [Link to Work Load Instructions](#). This section is required for candidates for promotion to professor or associate professor.

Candidate's Teaching Statement

- The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, effectiveness, challenges, how student feedback was used to improve teaching, and other relevant information (suggested 5 page maximum).
- Examples of ways to alternatively emphasize a candidate's teaching activities might include annual summary tables of class size, charts, or graphs of number of students, identification of classroom and lab hours, mentoring of honors students, etc.
- This teaching statement is only required for candidates with a Teaching appointment.

Student Feedback Forms

- Candidates with teaching appointments must provide links to the student evaluation system, and/or upload evaluations from the relevant time period in reverse chronological order.
- Summary instructor statistics and comparisons with department and college averages are to be included.

Other Evidence of Teaching Effectiveness

- Any other evidence of teaching effectiveness not provided in the prior two sections or in the standard college curriculum vitae. This can include evidence such as senior exit surveys, alumni surveys, in-class peer visitation reports, and other relevant information. Reference CAFLS website on "Measuring Teaching Evidence" for suggested types of teaching effectiveness evidence.
- All candidates with a Teaching appointment are required to submit three measures of teaching effectiveness. These submitted measures will include a candidate's teaching philosophy, the required student/course survey evaluation results, and at least one additional measure selected by the faculty member. This requirement to submit three measures of teaching effectiveness should be considered the minimum. However, the TPR committee looks favorably on additional measures that demonstrate a broad and continuing effort to improve instruction.

Research/Scholarship Activities

- Research and scholarship activities not addressed in the standard college curriculum vitae such as literature citations, patents, awards, research proposals, etc. This section is not intended to be a re-listing of research scholarship detailed in the CV.
- Examples of ways to alternatively emphasize a candidate's research activities might include summary tables, charts, or graphs of yearly (a) number and dollar amount of grant proposals by type, (b) number and dollar amount of grants funded by type, (c) number of manuscripts by type, and (d) number of research presentations by type (oral, poster, keynote, invited, etc.).
- *For candidates with Research appointments seeking promotion and/or tenure, this item will be sent to external reviewers as part of the evaluation process.*

Extension Activities

- Extension programming statement.
- Activities not addressed in the standard college curriculum vitae, such as Extension-based research projects, direct and indirect contacts, Extension awards and proposals, etc.

- Summary tables of yearly (a) number and dollar amount of revenues funded by project/sponsor, (b) number of communications by type, and (c) number of Extension presentations (target audience defined).
- Any other evidence of Extension impact. See Appendix C for examples.
- *For candidates with Extension appointments seeking promotion and/or tenure, this item will be sent to external reviewers as part of the evaluation process.*

Service Activities

- Service activity not addressed in the standard college curriculum vitae. May be documented in letters of recommendation from TPR committee, department chair, and dean.
- This section provides an opportunity to more fully describe service activity that might not fit neatly into the Standard CAFLS CV format. Candidates should not simply relist service activities identified in the CV and explore alternate ways to describe the focus and scope of their service, whether to the department, college, university, or their profession.

Faculty Evaluation Form 3

- Copies for previous years (up to 6) annual chair evaluations in reverse chronological order.
- This requirement is for all candidates for reappointment and promotion to Associate Professor or Professor.

Goals Statement

- Statement of short (1-year) and long-term (5-years) goals.

Administrative Duties

- Description of administrative duties, if applicable.

External Evaluator Listing

- Candidate's list of six (6) suggested external evaluators including contact information.
- A CV will be requested to be submitted along with the letter of reference from all evaluators.
- The list of external evaluators is only necessary for faculty seeking promotion and/or tenure.
- Candidates should not suggest external reviewers who served as their graduate advisor(s) or with whom they have published or worked on a grant proposal within the last five (5) years.

Supplementary Information/History

- Candidates seeking tenure, promotion, or reappointment must upload copies of all Form 3 (Chair Annual Evaluations), reappointment letters from TPR, Department Chair and Dean, and, where applicable, mentoring committee letters from **all previous years**. Candidates for promotion to full Professor are only required to upload their Chair Annual Evaluations (Form 3) for the period of time since last promotion.
- Any clarifying statement or additional information (supplementary to the standard college curriculum vitae) that a tenure, promotion, or reappointment candidate wishes to have included in the TPR packet (optional).

Specific Requirements Submitted by TPR Committee, Department Chair, and/or CAFLS Administration

Request for Faculty Personnel Action

- Request for Faculty Personnel Action Form handled by the department chair, TPR chair, dean, or Provost.

External Evaluator Letters of Reference

- TPR committee inserts all external letters of reference for promotion and tenure considerations.
- Promotion will require at least four external reviews, two of which will be taken from the candidate's list and two that are independently solicited by the TPR committee.
- Tenure will require at least four external reviews, with a minimum of two taken from the candidate's list and a minimum of two that are independently solicited by the TPR committee.

TPR Committee's Letter of Recommendation

- TPR committee chair's letter of recommendation should explain the rationale behind the recommendation. The candidate has the option to upload a response to the letter, which will be forwarded to the dean along with the recommendation letter to help the dean complete the evaluation.

Department Chair's Letter of Recommendation

- Department chair's letter of recommendation should explain the rationale behind the recommendation. The candidate has the option to upload a response to the letter. This response may help the dean complete the evaluation.

Dean's Letter of Recommendation

- Dean's letter of recommendation should explain the rationale behind the recommendation. The candidate has the option to upload a response to the letter.

Joint Appointment Agreements

- A copy of any joint appointment agreement, if applicable.

Employment Offer Letter

- A copy of the original Offer of Employment letter.

Tenure Agreement Form

- A copy of the signed tenure agreement form.

Promotion Letters

- A copy of all promotion letters, as applicable.

Department TPR Guidelines

- A copy of the department's TPR guidelines is inserted by the department.

Internal Evaluator Letters

- Letter(s) of reference from the internal evaluator(s), if applicable. The candidate will not be able to view these documents.

- Individual tenured faculty members wishing to submit an internal evaluation of a candidate for promotion and/or tenure may request a copy of the candidate's CV and serve as an informed foundation of their review.
- Any internal evaluation letters must be signed and fully attributable to the author. Anonymous letters will not be included.

POST-TENURE REVIEW

The purpose of Post-Tenure Review (PTR) is to ensure that a tenured faculty member is maintaining a pattern of performance at a level acceptable for continued employment consistent with rank and assigned duties.

Committee Organization

The Post-Tenure Review (PTR) Committee shall conduct post-tenure reviews of all tenured faculty in accordance with guidelines contained in the Faculty Manual. The faculty shall elect a chair by the beginning of the fall semester. The Committee chair will determine the faculty in the department who require post-tenure evaluation. The chair will evaluate each case based on the criteria for Part I PTR in the Faculty Manual. The Committee chair will fulfill the initial review requirements with the Department Chair.

If faculty exist within the department that require the more extensive evaluation as described in Part II PTR in the Faculty Manual then the Committee chair will call for an election to fill out the remainder of the PTR Committee as detailed by the Departmental Bylaws. The full PTR committee will elect its own chair. Faculty members in Part II of PTR are not eligible to serve on the PTR committee.

Procedure

The composition and procedures for post-tenure review are given in the document entitled Bylaws of the Tenure, Promotion, and Reappointment Committee of the Department of Agricultural Sciences.

PROCEDURE FOR AMENDMENT OR REVISION OF GUIDELINES

An amendment or revision shall become effective when approved by the faculty.

These guidelines may be amended or revised according to the following sequence of procedures.

- A proposal for amendment or revision may come from the AS Department TPR Committee or by recommendation from four faculty members, submitted to the TPR Committee during the Spring semester and must be approved by May 1.
- The AS Department TPR Committee will circulate the proposed changes to the faculty at least two (2) weeks prior to their scheduled discussion at a regular Department faculty meeting.
- Proposed changes cannot be altered in the faculty meeting unless unanimously agreed to by the initiators. The initiators must be present at the faculty meeting or they waive their right to approve the change.
- Within 2 weeks following the faculty meeting, the Committee's secretary will distribute a ballot giving the proposed changes to the faculty. Voting may be carried out by e-mail or other confidential digital means.
- The ballot will clearly state the date when the ballots must be returned to the TPR Committee's chair to be counted. The Committee will count the ballots.

- Once approved and signed by the CAFLS Dean and Provost, revisions will become effective the following academic year.

Amended March 17, 2026.

Revised/Amended and Approved April 24, 2026.

APPENDIX A

TEACHING EFFECTIVENESS

Each faculty member must include a teaching statement when they request reappointment and/or promotion. Moreover, the Faculty Manual requires faculty with a teaching appointment to include student feedback from the end-of-course evaluations in their annual reappointment packet. In addition to student course feedback, evaluations of teaching must also include at least two supplementary evidence measures of teaching effectiveness to provide a comprehensive evaluation of teaching effectiveness. Descriptions of teaching effectiveness measures supported by the Clemson University's Faculty Manual are found on the Clemson website <https://www.clemson.edu/cafls/teaching/index.html>.

Teaching faculty are encouraged to utilize the teaching resources and document preparation advice for measuring professional development experiences offered by the CAFLS Office of Teaching and Learning Scholars (OTLS) and the Clemson University Office of Teaching Effectiveness and Innovation (OTEI) <https://www.clemson.edu/cafls/teaching-learning-scholars/>.

Strong measures of teaching effectiveness at the university level typically combine student-centered, peer, and self-evaluation methods, along with evidence of student learning. Below are some examples of common and effective measures:

1. Student Evaluations of Teaching (SET)

- Course evaluations collected at the end of the term.
- Measures aspects such as:
 - Instructor clarity and engagement
 - Course organization
 - Responsiveness and feedback
 - Overall student satisfaction

2. Peer Review of Teaching

- Colleagues observe classes and/or review teaching materials.
- May involve:
 - In-person or video-recorded observations
 - Review of syllabi, assignments, assessments
 - Structured rubrics for feedback

3. Self-Reflection and Teaching Portfolios

- Instructors provide:
 - A teaching philosophy
 - Sample materials (syllabi, assignments, exams)
 - Reflections on teaching strategies and changes

4. Student Learning Outcomes (SLO)

- Direct evidence of student learning, such as:
 - Pre/post-tests
 - Grade distributions
 - Performance on standardized or common assessments
 - Capstone projects or portfolios

5. Teaching Awards and Recognitions

- Nominations from students, peers, or department.
- Based on consistent excellence or innovation in teaching.

6. Course Design and Innovation

- Adoption of active learning, inclusive teaching, technology-enhanced instruction.
- Participation in professional development or curriculum improvement.
- Publication of improved teaching methodologies.

7. Teaching Improvement Over Time

- Evidence of continuous refinement based on feedback.
- Improvements in SETs, peer evaluations, or SLOs.

Junior faculty are encouraged to discuss their teaching philosophy, course content, and classroom management with their Mentoring Committee at the early stages of their probationary period.

APPENDIX B

RESEARCH SCHOLARSHIP

Research scholarship in AS is essential because it drives innovation, informs our teaching with new knowledge, attracts funding and partnerships, and strengthens our reputation and contributions to the broader community. While the Department does not have specific thresholds for extramural support, there is an expectation that faculty will be successful in securing competitive funding necessary to build a successful research program. This would include recruiting and supporting graduate students, which are also necessary to build and sustain a research program. External, competitively awarded grant funding is weighted slightly more heavily in evaluations than internal or non-competitive funding due to its rigorous peer-review process and broader demonstration of scholarly impact and merit.

Published research contributions are likely to include a balance of senior and junior authorship. Successful candidates will certainly have some senior authorship of peer-reviewed research included in their portfolio. In cases where a current or former graduate student whom you advised is listed as first/primary author, the TPR Committee will consider this publication as senior authorship. The standard of research scholarship and productivity is the peer-reviewed journal contribution. Other forms of written research output are valid and worthy supplemental evidence.

Below are some examples of common and effective measures of research scholarship, though it should not be considered exhaustive or complete. There is no expectation that all measures will be included by any candidate. For details on HOW to report research scholarship, refer to Appendix D.

1. Written Research Output & Productivity

- Peer-Reviewed Journal Publications – Quantity and quality
- Books & Monographs – Scholarly books published by reputable academic presses.
- Book Chapters – Contributions to edited scholarly volumes.
- Peer-Reviewed Technical Notes
- Conference Proceedings – Be sure to identify whether proceedings are peer-reviewed or not and listed in appropriate location in standard college CV.
- Technical Reports – Written to satisfy funding agency requirements or to meet the needs of other professional audiences.

2. Research Quality & Impact

- Evidence of Impact - Conducting research that identified addresses community needs or contributes to societal development.
- Citation Counts – Total number of times a faculty member's work has been cited.
- h-index / i10-index – Composite metrics of productivity and citation impact.
- Journal Impact Factor/Prestige – Publishing in high-impact or top-tier journals, including flagship journals of a candidate's professional society.
- Altmetrics – Online attention and engagement (e.g., downloads, social media).
- Invited Talks & Keynote Addresses – Recognition by peers and visibility in the field.

3. Funding & Grants

- External Research Grants – Competitive funding from state, national or international agencies.
 - Internal Research Funding – University-based or intramural support.
 - Industry or Community Partnerships – Collaborative funded research with non-academic partners.
 - Other Externally Generated Revenue – May include contracts, program fees, or funds generated through external donors.
4. Collaboration & Supervision
- Graduate Student Supervision – Mentoring and successful graduation of MS/PhD students, including refereed publications by mentored graduate students.
 - Postdoctoral Fellow Supervision – Training of postdoctoral researchers.
 - Undergraduate Student Mentoring – Specifically when such involvement results in recognized scholarly output. Examples could include Honors College student mentoring or oversight of Creative Inquiry classes.
5. Knowledge Mobilization
- Patents & Intellectual Property – Innovations with legal protection or commercial potential.
 - Community-Based Research/Policy Influence – Impact on practice, policy, or public engagement.
 - Research-Based Teaching Integration – Translating research into curriculum and pedagogy.
6. Recognition & Leadership
- Awards & Honors for Research – Prestigious recognitions by professional societies or institutions.

Appendix C

EXTENSION SCHOLARSHIP AND EFFECTIVENESS

Being a successful Extension faculty member should reflect a well-developed, effective Extension program and will likely involve both written Extension scholarship and measures to assess effectiveness.

Extension scholarship is broadly defined as systematic, research-based work conducted by Extension professionals that applies academic knowledge to real-world problems in communities. It involves the integration of discovery, teaching, and engagement to generate, apply, and share knowledge in ways that are readily accessible and are designed to have public benefits. Extension scholarship goes beyond the delivery of prepared programs or resources, and may or may not be peer-reviewed. Extension scholarship may involve: (1) a measure of needs assessment; (2) establishment of clear objectives; (3) either the development of new educational products or the significant adaptation of existing educational products; (4) appropriate delivery methods; (5) thorough evaluation of outcomes; and (6) continued reassessment and revision as warranted.

Extension outputs are the building blocks of Extension scholarship. Extension outputs are the direct products or deliverables of Extension activities. They are typically measurable, countable items that result from programs, events, or projects. Outputs are critical for tracking program delivery and productivity.

Tangible Extension outputs include, but are not limited, to the following:

- Adoption and use of Extension educational products by other Extension personnel;
- Peer-reviewed Extension educational products targeted to clientele (e.g., Land Grant Press);
- Author or co-authored published abstract, conference proceedings, white paper, journal article, field study, books or book chapter, technical manuals, policy notes, monographs, case reports, Extension Bulletins, Extension Fact Sheets, training or workshop manuals;
- Invited presentations at regional or national meetings;
- Professional society honors, awards, fellowships;
- Evidence that work that has been referenced in the published literature or adopted outside their geographic work area;
- Reviewer or guest editor for peer-reviewed journal and/or peer-reviewed Extension publications, such as bulletins, fact sheets, manuals and similar publications;
- Participating as a discussant or expert authority for regional and national forums;
- Developing electronic programs or websites that have been routinely accessed;
- Evidence of candidate's work picked up by regional or national press.
- Publication of Extension educational product implementation success and impacts in scholarly and professional journals, especially those involving collaborative efforts;
- Awards for excellence in Extension educational product creation or implementation;
- Measurable changes in policy, systems, or environment resulting from use or delivery of Extension educational products;
- External funding to support Extension educational products;
- Presentations of Extension educational products at professional and scientific meetings;
- Collaboration at regional, multi-state, or national level on projects to develop Extension educational products.

Examples of Extension educational products include:

- Curricula/programs Digital publications
- Websites Mobile apps
- Social media E-Newsletters
- YouTube and videos Online courses

Extension effectiveness is the measurable impact of Extension programs or outputs on the target audience or community. Measuring effectiveness is an attempt to quantify outcomes (the changes or impacts that occur as a result of the outputs) of Extension programming. An Extension program should provide quantifiable results that are intended to serve public needs. Examples may include, but are not limited to: (1) increases in knowledge or behavior change among participants; (2) adoption of best practices resulting from targeted Extension programming; and/or (3) economic or environmental improvements in a community tied to Extension work.

Appendix D
EXAMPLE SECTIONS OF STANDARD FORMAT OF CURRICULUM VITAE
College of Agriculture, Forestry, and Life Sciences
Standard College Curriculum Vitae

All AS faculty are required to submit their Reappointment and Promotion packets using the Standard Format of Curriculum Vitae, which can be found on the CAFLS employee web page. Faculty are required to list ALL headings included in the Standard CAFLS CV, but are free to include additional sub-headings as they deem appropriate. However, care should be taken so that any item of scholarship appears only once within the CV.

Most sections are straightforward. Several other sections, however, have historically been inconsistently documented or reported. The following information is offered as a guideline for these inconsistently documented sections using the formatting structure and numbering for the Standard Format of Curriculum Vitae.

X. Distribution of Effort for Past Five (5) Years

This is your documented Faculty Appointment and is divided between the categories of Research, Teaching and Extension by percentage. (*Examples: 50% Research, 50% Teaching or 75% Research, 25% Extension*). Any change in a faculty member's appointment should be explicitly addressed in the Letter Requesting Action.

XI, C. Advising

These sections provide the opportunity to list students in reverse chronological order whom you are mentoring or have mentored.

1. Undergraduates – list undergraduates by name, major, calendar year and noteworthy accomplishments.
2. Masters graduates – list only masters **graduates** whom you have served as advisor or co-advisor. Provide student's name, **your role**, degree designation, thesis/project title, graduation **month & year**. Examples:

Emily Jones, (**advisor**) M.S. Plant and Environmental Sciences, *Nutrient Dynamics in Restored and Unrestored Streams: A Study in the Piedmont Ecoregion of South Carolina*, **May 2023**.

William Smith, (**co-advisor**) M.S., Agricultural Systems Management, *Analysis of Soil Additives and Supplemental Irrigation in Re-Establishing Vegetation In South Carolina*, **Aug 2022**

3. Doctoral Graduates - list only Ph.D. **graduates** whom you have served as advisor or co-advisor.
The examples and formatting for Masters graduates provided above are applicable for the Ph.D. student section as well.
4. Current Graduate Advising - list only those graduate students whom you **currently serve as advisor or co-advisor**. Provide student's name, **your role**, degree sought (MS or Ph.D.), degree designation, thesis/project title, anticipated graduation **month & year**. Examples:

Richard Widmark (**advisor**), **Ph.D.**, Plant and Environmental Sciences, *Unmanned Aerial Vehicle-Assisted Water Quality Monitoring*, **Nov 20XX**.

John Wayne, (**co-advisor**) **M.S.**, Plant and Environmental Science, *Water Quality Monitoring of Agricultural Fields in South Carolina for Evaluation of the Water Quality Index for Agriculture*, **May 20XX**.

5. Post Doctoral Research Advisees – list name, project title(s), and dates of advising.
6. Graduate Committees – list any graduate students for whom you have served or are currently serving **as a graduate committee member**. Provide student name, **degree sought**, degree designation, thesis/dissertation title, and either anticipated month and year of graduation or actual **month and year of graduation**. Examples:

Katherine Hepburn (**committee**), **Ph.D.**, Plant and Environmental Science, *Turbidity Control from SC Department of Transportation Structural Best Management Practices*, **May 20XX**

Rosalind Russell (**committee**), **M.S.**, Agribusiness, *A Benefit-Cost Analysis of Stream Restoration Projects in the Piedmont of South Carolina*, **May 2021**.

7. Student Clubs – list any student club advising you provide, including club name, size, and level of involvement.

XII. Sponsored Research Projects

This section should list your grantsmanship efforts, including both funded and unfunded grant submittals in reverse chronological order. Research proposals can include grants or contracts, originate from internal or external sources, and be either competitive or non-competitive. Bottom line: we are interested in the various revenue streams and dollars obtained to support your research program(s). *Do not list your start-up package funding or funding from a Hatch project if those funds are included as part of your start-up package unless those Hatch funds are part of a competitive grant funding process.*

- A. Funded Projects – List award date (by month and year), and expected completion date, project investigators, **your role** (PI or co-PI), funding agency, title, total dollar amount, **your share** of total. Example:

Feb 2019–Jan 2023, Newman, P., J. Woodward, B. Lancaster, **Co-PI**, USDA – NRCS, *Water Quality Monitoring of Agricultural Fields in South Carolina for Evaluation of the Water Quality Index for Agriculture*, Co-PI, Grant Total - \$198,000, (**Share - \$72,000**).

- B. Projects Not Funded – using the same format as Funded Projects, list any project proposals that were submitted and not funded.
- C. Pending Projects - using the same format as Funded Projects, list any project proposals that have been submitted to the Office of Sponsored Programs and pending at the time of TPR packet submittal.
- D. Concept Letters or Letters of Intent – For some granting agencies, this category is a required initial step that may lead to submission of full project proposal. This

stage will be shorter in length than a full proposal, and is not submitted to the Office of Sponsored Programs for review.

- E. Other Externally Generated Revenues, Fees and Gifts – Use this section to catalogue other revenue sources that are not sponsored but provide support your research program. List sources, dollar amounts, and dates as appropriate.

XIII.1 Scholarship Record

Section XIII.1 documents written scholarly output of CAFLS faculty and is among the most important components of our academic record. It is important to carefully list each artifact only one time within the categories provided below. Faculty should not list an oral presentation in Section XIII.2 (Oral Presentations) while also including the same presentation as a proceedings submission in Section XIII.1.

Please note that in Section XIII.1.a and Section XIII.1.b we are asking you to distinguish (if necessary) between whether your refereed publication is Research or Extension in its emphasis. Depending on a faculty member's appointment, both artifacts are acceptable forms of written scholarly output.

1. Publications

- a. Refereed journal article citations – include only refereed articles that have been **published** (provide citation) or **been accepted** for publication (where journal editor correspondence can be provided upon request). It is strongly recommended that faculty utilize the beginning of this section to identify the superscript characters they utilize to designate author assignments (e.g. graduate student, senior author, corresponding author) for their published scholarship. It is customary for the TPR committee to assign shared senior authorship to faculty publishing where their graduate student as their advisee or co-advisee may appear first in the listing order of authors.

Examples (*not including superscript author assignments*):

- i. Research – List authors, date of publication, article title, journal, volume, issue, pages, digital hyperlink (if available).

Stallone, S., T. Cruise, N. Kidman, S. Hayek. 2024. *Movies We Love to Make*. Scholarly Cinematic Achievement. Vol 25. Issue 3. Pp. 15-25. (*Including digital link is preferred*).

Rogers, R., D. Evans, C. Moore, H. Silver. (**accepted for publication**) 20XX. *Care and Feeding of Cinematic Horses*. Journal of Movie Husbandry. Vol TBD. Issue TBD. Pp. TBD.

- ii. Extension – Material included as Extension publications should follow the examples and formatting for refereed journal article citations provided above for Research.

- b. Articles Submitted for Peer Review – include peer-reviewed articles that have been **submitted**, are **under review**, or are **in revision**.

- i. Research - List authors, submittal/review status and date of submittal, article title, journal.

Clapton, E., J. Hendrix, J. Garcia. **Submitted Jun 2025.** *Which Stringed Instrument is Superior?*. Contemporary Rock Music.

Foyt, A.J., D. Earnhardt, R. Petty, A. Unser. **Under Review May 2025.** *Stock or Open Wheel Racing: Who Does it Better?*. Journal of High Performance Vehicles.

Spitz, M., Phelps, M., K. Liedecky. **In Revision Jun 2025.** *Effects of Prolonged Chlorine Exposure on Human Skin*. Journal of American Pool Swimming.

- ii. Extension - Material included for this Extension section should follow the examples and formatting for Articles Submitted for Peer Review provided above for Research.

Requirements for Academic Unit TPR and PTR DOCUMENTS

Academic Unit: Agricultural Sciences

Date: May 3, 2026

The TPR document must be approved by the regular academic unit faculty, academic unit chair, college dean, and Provost.

This checklist will be completed by the Faculty Manual consultant to ensure that college bylaws conform with the 2025 – 2026 Faculty Manual.

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

7d. * extension faculty ranks	Ch IVC 2g			X
7e. * clinical faculty ranks	Ch IV C 2h			X
7f. * to senior lecturer	Ch IV C 2 I iv	X		
7g.* to principal lecturer	Ch IV C 2 I v	X		
8. Processes for promotion	Ch V D			
8a.* to associate professor	Ch IV B 2 e.	X		
8b.* to full professor	Ch IV B 2 e	X		
8c.* research faculty ranks	Ch IV B2 e			X
8d.* extension faculty ranks	ChIV B2 e			X
8e.* clinical faculty ranks	Ch IV B2 e			X
8f.* to senior lecturer	Ch IV B2 e Ch IV C 2 i	X		
8fi* including feedback from senior lecturers	Ch V, D1g	X		
8g.* to principal lecturer	Ch IV 2e;	X		
8gi.* including feedback from principal lecturers	Ch V, D1g	X		
9. Procedures the TPR Committee must follow	Ch V, D	X		
10. The composition of the TPR committee shall be defined in the TPR document	Ch V, D1e, i	X		
11. The TPR Committee members shall not be appointed by the academic unit chair.	Ch V D 1 e ii	X		
12. The procedure for selecting the TPR chair is specified.	Ch V, D 1 e ii	X		
13. The TPR Committee chair shall not be appointed by the academic unit head.	Ch V D 1 e ii (1)	X		
14. If the TPR committee chair is elected either by the TPR committee or the entire academic unit 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)	X		
15. 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)	X		
16. Voting rights on a committee making tenure recommendations are limited to tenured faculty	Ch V, D1e, iv	X		
17. For a TPR committee making recommendations for promotion to a faculty rank, all academic unit faculty at that rank or higher, within the same faculty designation, shall be included among those eligible for membership and voting rights and the academic unit 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 academic unit/ TPR document.	Ch V, D 1 e v	X		
18. For a TPR committee making recommendations for reappointment to a faculty rank, all academic unit faculty at a higher rank, within the same faculty designation, shall be included among those eligible for membership and voting rights and the academic unit 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 academic unit TPR document	Ch V D 1 e vi	X		
19. The Committee must have a minimum of three academic unit 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	X		

20. Academic unit 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	X		
21. Post tenure review criteria and processes are documented in the TPR document	Ch V, G	X		
22. Specific guidelines	Ch V, G 2	X		
23. Specification of ONE option for external representation	Ch V, G5a	X		
23a. Process for selecting an external PTR member if this is part of the Post-tenure review process	Ch V, G5a, ii			X
23b. 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	X		
23c. 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			X
24. Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	Ch V, G3a	X		
25. Only tenured faculty may serve on the PTR Committee	Ch V, G3b	X		
26. The PTR Committee shall have a minimum of three members	Ch V, G3c	X		
27. Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch V, G3d	X		
28. The PTR Committee shall elect its own chair	Ch V, G3e	X		
29. Doesn't abrogate or alter any policies in the Faculty Manual	Ch III, A1c	X		

Since your Bylaws for Tenure, Reappointment and Post-Tenure Review document includes several items with content required in the TPR Guidelines, please attach that document to the TPR Guidelines

1
2
3 **Department of Agricultural Sciences**
4 **Bylaws for Tenure, Promotion, Reappointment, and Post-Tenure Review**

5 The regular appointed faculty of the Department, as represented by the Agricultural Sciences
6 (AS) Tenure, Promotion, and Reappointment (TPR) Committee, are the primary evaluators of
7 the qualifications of its members. Peer evaluation is essential in recommendation for TPR. All
8 peer recommendations regarding any individual holding faculty rank in the Department shall,
9 therefore, originate within the regular appointed faculty of the Department. Regular appointed
10 faculty of the Department determine the TPR standards as well as procedures for electing the
11 TPR committee and the procedures that committee must follow. When not specified in the
12 Department TPR Bylaws, the Department TPR Committee will follow the procedures outlined in
13 the Faculty Manual.

14
15 **Section 1. Tenure, Promotion, and Reappointment (TPR) Committee**

16
17 The Department of AS TPR Committee shall act for the faculty in making peer reviews and
18 recommendations on individuals being considered for TPR. The committee makes
19 recommendations concerning policies and procedures regarding academic promotion and
20 other relevant issues, subject to provisions stated in the current *Faculty Manual*. Membership
21 and voting rights on the TPR Committee are limited to regular appointed faculty. Voting rights
22 for making a recommendation concerning promotion to rank or appointment at rank are
23 limited to faculty with equivalent or higher rank.

24
25 The Departmental TPR Committee is responsible for the evaluation of candidates and will make
26 the recommendation for TPR to the College Dean. The Departmental TPR Committee will make
27 the recommendation based on the nominee's requested promotion/reappointment materials
28 as found in the designated faculty reporting portal, input from faculty with equivalent or higher
29 rank, and their own deliberations.

30
31 A Chair-elect for the following academic year will be elected by the TPR Committee
32 immediately after elections in the spring to maintain committee administrative continuity. The
33 Chair will be responsible for coordinating Committee meetings and reviews of faculty for TPR
34 as well as other duties as outlined in the Department of AS Guidelines and Procedures for TPR.

35
36 **Election of Members**

37 The TPR Committee shall be composed of five (5) regular appointed faculty members, elected
38 by the faculty to three (3) year staggered terms. Committee composition shall include at least
39 one representative from agribusiness, at least one from agricultural education, and at least one
40 from agricultural mechanization and business, and members at large. At least one member shall
41 be elected from off-campus, at least one member must have a teaching appointment, at least
42 one member must have a research appointment, and at least one member must have an
43 Extension appointment. Because it is required that the Committee consists of faculty of equal or

higher rank to the rank for which a candidate has requested to be considered, the committee must have three (3) members who hold the rank of Professor if a faculty member is going up for promotion to rank of professor. In the event that three Professors are not available to serve, the Department will elect additional members from an allied department with rank of Professor to serve. For a TPR committee making recommendations for promotion to a faculty rank, all academic unit faculty at that rank or higher, within the same faculty designation, shall be included among those eligible for membership and voting rights. In the event that faculty within the same faculty designation as the candidate are not available to serve, the Department will elect an additional member from an allied department within that same faculty designation such as the case may be with a lecturer or other faculty designation (rank).

The Department Chair will hold elections for new TPR Committee members during the spring semester. Candidates for election may be nominated by the departmental faculty or self-nominated.

Procedures

The TPR Committee Chair will preside at the Department TPR Committee meetings and report to the faculty as needed. All TPR Committee Members may participate in all TPR discussions, except in the case of their own TPR request for action—see below. The TPR Committee Chair is responsible for reporting the committee's recommendations to the College Dean. 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.

A vote on an individual's, promotion or reappointment requires the action of all committee members (i.e. three or more) unless the committee member is not of sufficient rank to vote on the promotion of a particular request for action. A vote on tenure is limited to only committee members who hold tenure. No faculty member shall participate as a committee member in evaluation or review of their own case. Therefore, if a TPR Committee member is being considered for promotion, the quorum requirement will be reduced by one member, and the member being considered is excused for only that action. For routine matters involving the TPR Committee, a minimum of three members plus the chair or their designee will constitute a quorum. Committee considerations for TPR will be based on the criteria set forth in the current Faculty Manual and these department bylaws. If faculty who are serving on TPR are also seeking promotion these individuals do not review the materials of those who are at the same rank and are seeking the same promotion. If this occurs, the quorum would be reduced by the number of recused members.

During the review process, formal candidate evaluation letters from departmental faculty with an equivalent or higher rank may be submitted to the TPR committee but must be submitted by the last Friday in October. Eligible faculty writing a formal candidate evaluation letter will have access to the candidate's full CV beginning one week after the last day a candidate can submit their evaluation packet until the last Friday in October when letter must be submitted to the TPR committee. TPR will provide access to the candidates full CV. These letters written by

eligible faculty will be included with the materials that will be reviewed by the Dean and other administrators.

TPR Committee decisions on recommendations for TPR will be based on a majority vote of the TPR Committee members. Recommendations from the TPR Committee on TPR will be transmitted to the CAFLS Dean in writing, including a tally of the Committee's vote and any supporting data for review at the appropriate administrative levels.

Non-Tenured Faculty

Appointments to all non-tenure track faculty ranks shall be made by the Department Chair along with approval from appropriate authority as indicated in Table 1 below in accordance with the 2018-2019 Faculty Manual (Chapter III, section D).

Table 1. Faculty rank and appropriate approval authorities for initial appointment

Faculty Rank	Department Chair	TPR Committee	Faculty Sponsor	Faculty Advisory Committee
Visiting Faculty	X		X	
Adjunct Faculty		X	X	
Graduate Faculty		X	X	
Research Faculty	X	X		
Extension Faculty	X	X		
Lecturer	X			X
Temporary Lecturer	X			X
Senior Lecturer	X	X		
Principal Lecturer	X	X		
Post-Doctoral Research Fellow	X		X	
Part-Time Faculty	X			X

The TPR Committee will review requests for Graduate faculty appointment as needed. Request for an Adjunct faculty appointment must be submitted by the first day of class in the fall semester. Information required for approval of Adjunct Faculty appointment must be complete and submitted by this date for the Adjunct request to be considered during the next TPR Committee meeting.

Recruitment of non-tenured faculty will comply with Faculty Manual Policies and Procedures for the Recruitment and Appointment. Evaluation process for non-tenured must be outlined in their hiring paperwork.

Appointment of Research Faculty and Extension Faculty

Search and screening committees are required for recruitment and evaluation of these non-tenured faculty ranks. Search-and-screening committees for these faculty include a minimum of three faculty members, two of which are regular appointed faculty and one of which may be special appointed faculty, and all of whom may vote. The committee elects its own chair, and all regular appointed faculty members of the committee are eligible to serve as committee chair. The search and appointment process followed by the search-and-screening committee should follow the same general steps as outlined for regular appointed faculty.

The Department Chair will make a recommendation 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, and their suggested rank. Following a decision by the Dean as to which candidate will be made an offer of employment, the TPR committee will be asked to review the candidate's qualifications and recommend a rank. Conditions of appointment shall be fully detailed in the letter of appointment, including the rank, department to which the academic appointment applies, salary, and duration of appointment.

Targeted hires that require waivers of search and screening procedures must follow the process described in Chapter V. B.6.cof the Faculty Manual.

Reappointment and Promotion of Lecturer, Senior Lecturer, and Principal Lecturer

The initial review for appointment for Lecturers are conducted by a Department's search and screening committee. Subsequent reviews for reappointment of Lecturers, Senior Lecturers, and Principal Lecturers are conducted by both the Department Chair and TPR Committee. Frequency of reappointment is rank dependent with Lecturers submitting materials for reappointment each year, Senior Lecturers submitting every three years, and Principal Lecturers submitting every five years according to their penultimate year. Requests for promotion are submitted to the TPR Committee Chair, at the same appointed time in the TPR cycle, and are accomplished using the designated faculty reporting portal.

Reappointment and Promotion of Research Faculty and Extension Faculty

The initial review for appointment for Research Faculty and Extension Faculty are conducted by a Department's search and screening committee. Subsequent reviews for reappointment of Research Faculty and Extension Faculty are conducted by the Department Chair with input from Research and Education Center (REC) or Institute Directors or other administrators as appropriate based on duty location and appointment and the TPR Committee. Extension Faculty and Research Faculty are required to submit materials for reappointment each year. Requests for promotion are submitted to the TPR Committee Chair, at the same appointed time in the TPR cycle, and are accomplished using the designated faculty reporting portal.

Evaluation of Research Faculty and Extension Faculty

Individuals appointed to Extension Faculty and Research Faculty ranks shall be evaluated each year. The purpose of the annual evaluation is for the immediate supervisor to document their assessment of the annual performance and is independent of reviews for the purpose of reappointment and promotion. The annual performance evaluation shall be conducted on a

performance year basis, using the designated faculty reporting portal. The Department Chair shall be responsible for the annual review of Research Faculty and Extension Faculty with input from REC or Institute Directors or other administrators as appropriate based on duty location and appointment. All activities are to be conducted in accordance with the schedule determined and distributed by the Provost's Office.

Partial Appointments and Members of RECs and Institutes

In the situation where a faculty member holds a partial but majority appointment (greater than 50%) in the Department, a letter of review must be provided by the Chair or Director of the minority department or school in the designated faculty reporting portal. The TPR Chair is to request a formal letter of evaluation from the Chair of the minority department or school regarding TPR, and this letter is to be sent directly to the TPR Committee. In the situation where a faculty member holds an appointment in a center (such as a REC) or Institute, a letter of review must be provided by the Director of the Center or Institute in the designated faculty reporting portal. The TPR Chair is to request a formal letter of evaluation from the Director of the minority Center or Institute regarding TPR, and this letter is to be sent directly to the TPR Committee.

Interaction with the Department Chair

The TPR Committee and the Department Chair conduct recommendations for appointment, renewal of appointment, tenure, and promotion independently. Each entity makes a separate written recommendation that is attached to the candidate's TPR documentation and submitted to the Dean. Once both evaluations are completed and the evaluation material has been forwarded to the Dean, the two entities may engage in discussions.

Section 2. Post-Tenure Review Committee

The Post-Tenure Review (PTR) Committee shall conduct post-tenure reviews of all tenured faculty in accordance with guidelines contained in the Faculty Manual. The faculty shall elect a chair by the beginning of the fall semester. The Committee Chair will determine the faculty in the department who require post-tenure evaluation. The chair will evaluate each case based on the criteria for Part I PTR in the Faculty Manual. The Committee Chair will fulfill the initial review requirements with the Department Chair.

If faculty exist within the department that require the more extensive evaluation as described in Part II PTR in the Faculty Manual, then the Committee Chair will call for an election to fill out the remainder of the PTR Committee. The committee will include a minimum of three (3) tenured departmental faculty members (including the committee chair). One (1) member will represent the primary appointment for the individual(s) being evaluated (teaching, research, or Extension) and one (1) member will represent the primary program or discipline of the individual(s) being evaluated. The third individual can be from the department at-large.

Term of service on the committee will be one year beginning August 15 of the year elected. A member can serve two consecutive terms of service and then must rotate off for one term before serving again. If three members cannot be identified, then a candidate to serve as an

202 external committee member will be nominated by the two PTR committee members, and
203 approved by the Department Chair.

204 For Part II, PTR, in order to ensure adequate external representation in the Part II PTR process,
205 each faculty member under review has the option of either having external letters solicited or
206 incorporating an external committee member in the review process.

207 If the faculty member chooses incorporating an external committee member in the review
208 process for ensuring adequate external representation, PTR will select an external committee
209 member from a fellow college or department that most closely aligns with the background of
210 the faculty member going up for Part II PTR.

211

212 **Amended 2/1/2021.**

213 **Amended 5/11/2021.**

214 **Amended 04/24/2026.**