

Guidelines for Tenure, Promotion, and Reappointment

Department of Materials Science and Engineering

History

- Revision in response to changes in the 2024 Faculty Manual: [Approved by MSE TPR Committee on 10/10/2025. Approved by MSE Faculty on 11/21/2025. Approved by Provost on DATE]

The Tenure, Promotion, and Reappointment (TPR) Committee

Composition of the TPR Committee

The TPR Committee for the Department of Materials Science and Engineering (MSE) will consist of all MSE faculty members holding regular appointments bearing the rank of Full Professor as a committee of the whole, plus one tenured Associate Professor and one faculty member from each other non-tenure track designations (e.g., Lecturer, Research Faculty, etc.) during the cycles involving the reappointment or promotion of a faculty member from those non-tenure track designations.

If the faculty does not elect the TPR committee with this stated membership, then a TPR committee consisting of a minimum of three Full Professors plus one tenured associate professor and one faculty member of non-tenure track representing each designation pursuing reappointment or promotion as needed will be elected by the MSE faculty. Faculty who, as administrators, have input into faculty personnel decisions such as appointment, tenure, and promotion are excluded.

Regarding deliberations and voting-rights, the tenured full professors may deliberate and vote on all matters before the MSE TPR Committee. The tenured associate professor may participate in all deliberations but only vote on matters at or below their rank regardless of designation. The non-tenure track member may participate in all deliberations but only vote on matters at or below their rank and within their same designation.

In accordance with the Faculty Manual, the Chair of the MSE TPR Committee shall be elected from its membership by the MSE Faculty and must hold the rank of full professor. The chair shall call and conduct all meetings of the TPR Committee and coordinate activities to perform committee duties. Any person under consideration for action by the committee will be excused from all discussion related to his / her action and any other discussion relevant to the action.

Should MSE have only one (1) tenured associate professor or faculty member of non-tenure track designation, then during those cycles when an action involves the either one of these faculty members, a faculty member holding an equivalent or higher rank and / or designation from another CECAS department will serve in their stead. This selection will be made by the TPR Chair and MSE Department Chair with the permission of the Department Chair of the CECAS department in which the alternative non-MSE faculty member is appointed. An alternate TPR Chair may be elected from its membership to serve in place of the chair in the event that the chair is unable to perform his / her committee duties. The chair and any alternate chair will serve a one-year term, which may be renewed by vote of the TPR Committee members.

Responsibilities

- The TPR Committee shall perform duties as specified by the Faculty Manual and the Bylaws of the College of Engineering, Computing, and Applied Science (CECAS) as appropriate for reappointment, tenure, promotion, sabbatical leave, and post-tenure review. The MSE TPR

Committee may, at its option, include the results of any votes by the Committee in any reports of its actions with respect to tenure, promotion, reappointment, sabbatical leave, and post-tenure review.

2. The TPR Committee will review and recommend rank and tenure status for Search and Screen candidates at the associate and full professor levels within MSE.
3. The Committee will evaluate and recommend responses (to the Chair) for joint appointment and adjunct appointment requests made to MSE.
4. The committee will perform any other assigned duties regarding evaluation of academic credentials of individuals holding faculty appointments within the Department.
5. At the request of an MSE faculty member, and in consultation with the Department Chair, the MSE TPR Committee will offer mentoring of faculty who may subsequently pursue action related to tenure, promotion, and/or reappointment.

Article I: Criteria for Tenure, Promotion and Reappointment

The mission of Clemson University comprises three components: teaching, research, and service. The primary role of the faculty of the University is to seek, generate, and communicate knowledge. Thus, the work of each faculty member holding a regular appointment in the Department of the Materials Science and Engineering shall be evaluated on his or her dedication to and effectiveness in scholarship, which will include, but not be limited to the discovery, synthesis, dissemination, and application of knowledge.

This document lists criteria that are used by the Department of Materials Science and Engineering review for tenure, promotion, and reappointment (TPR) and for post-tenure review (PTR) of Clemson University faculty holding regular appointments in MSE and outlines the evidence that will be used to support accomplishments under each criterion. These criteria are specific to the Department of Materials Science and Engineering and are consistent with University and College goals. Performance criteria relate to the field of materials science and engineering.

1. Research Performance

- 1.1 Scholarship: refereed scholarly work as indicated by the following supporting evidence:
 - 1.1.1 Publications in peer-reviewed journals where faculty is a corresponding author.
 - 1.1.2 Publications in peer-reviewed journals, where faculty is a collaborating author.
Statement of contribution by faculty member to collaborative publications can be provided.
 - 1.1.3 Author / co-author of technical books / textbooks, research monographs, and book chapters.
 - 1.1.4 Invited presentations at international / national conferences, academic seminars / colloquia, and industry / professional venues.
 - 1.1.5 Contributed presentations at international / national conferences.
 - 1.1.6 Publications in conference proceedings.
 - 1.1.7 Citations
 - 1.1.8 Intellectual property, including publicly available software packages and simulation data, patents, licenses, and other entrepreneurial pursuits.
 - 1.1.9 Honors and awards based on scholarly achievement.
- 1.2 Research funding
 - 1.2.1 Expenditures from competitive federal, corporate, or state sources where faculty member is the Principal Investigator (PI).
 - 1.2.2 Support generated for faculty member's graduate students and post-doctoral scholars.
- 1.2 Research Collaborations

- 1.3.1. Research contracts and grants where faculty member is co-PI.
- 1.3.2. Joint research and grant proposals where faculty member is PI or co-PI.

- 2 *Teaching Performance:* In addition to feedback from instruction and course evaluation forms completed by students (i.e., 2.1 below), evaluation of teaching effectiveness must include at least two of the following:
 - 2.1. Clemson University Student Course Evaluations.
 - 2.2. Evidence-based measurements of student learning (such as pre- and post-testing or student work samples) that meet defined student learning outcomes.
 - 2.3. Evaluation (by peers and/or administrators) of course materials, learning objectives, and examinations.
 - 2.4. In-class visitation by peers and/or administrators.
 - 2.5. A statement by the faculty member describing the faculty member's methods and/or a teaching philosophy.
 - 2.6. Exit interview/surveys with current graduates/alumni (see Clemson University Faculty Manual – August 2024 (v1.0) 69 CHAPTER VI F.2).
 - 2.7. Additional criteria as appropriate for the discipline and degree level of the students.
 - 2.8. A statement by the faculty member of methods or philosophy that also describes and documents how feedback from student rating of course experiences or evaluation instruments above were used to improve teaching.
- 3 *Mentoring of Students and Researchers*
 - 3.1. Principal advisor to MSE graduate students
 - 3.2. Principal advisor to MSE postdoctoral research associates and visiting scholars.
 - 3.3. Member of thesis and dissertation committees
 - 3.4. Member of thesis and dissertation outside of MSE or Clemson University.
 - 3.5. Undergraduate research MSE students advised.
 - 3.6. Advisor to MSE-related student organizations.
 - 3.7. Professional advisor to MSE undergraduate and graduate students.
- 4 *Service and Collaboration*
 - 4.1 Service to the University
 - 4.1.1 University, College, and Departmental committee service.
 - 4.1.2 University, College, and Departmental administration.
 - 4.2 Professional service activities and accomplishments
 - 4.2.1 Elected and appointed leadership positions (e.g., officer, committees, boards, etc.).
 - 4.2.2 Editor, guest editor, or editorial board member of professional organizations / publishers.
 - 4.2.3 Organizer/chair of professional meetings and workshops.
 - 4.2.4 Reviewer and panelist for funding agencies or for technical papers/manuscripts.
 - 4.2.5 Service to governmental agencies.
 - 4.3 Public and Private Sector
 - 4.3.1 Externally delivered courses and short courses.
 - 4.3.2 Consulting.

Article II: Evaluation of Criteria Tenure, Promotion, and Reappointment (TPR)

1. Faculty holding regular appointments
 - 1.1. Tenure / Tenure-Track Faculty

- 1.1.1. Reappointment to a tenure-track position
 - 1.1.1.1. Reappointment to a tenure-track position requires evidence of progress towards meeting Article I: Criteria for Tenure, Promotion and Reappointment. All reappointments are made on a year-to-year probationary basis until tenure is granted. Extensions of the probationary periods will be allowed in accordance with the Clemson University Faculty Manual.
- 1.1.2. Promotion to Associate Professor and/or the awarding of tenure
 - 1.1.2.1. Promotion to Associate Professor and/or the awarding of tenure requires consistent and continuous success in meeting Article I: Criteria for Tenure, Promotion and Reappointment. Significant levels of continued success in meeting the Criteria and the expectation of attaining national recognition and prominence for scholarship.
- 1.1.3. Promotion to Professor
 - 1.1.3.1. Promotion to Professor requires consistent and continuous success in meeting Article I: Criteria for Tenure, Promotion and Reappointment and the attainment of international prominence and recognition for scholarship. Length of service as an Associate Professor is not a sufficient criterion for promotion to Professor.
- 1.2. Non-Tenure-Track Faculty
 - 1.2.1. *Lecturers* will be selected according to their professional qualifications in accordance with Clemson University Faculty Manual and MSE Bylaws. Article 1, Section 2 (Teaching Performance) of these MSE TPR Guidelines represent the primary criteria for reappointment evaluation and promotion. If the Lecturer has service or research responsibilities stated in their Offer Letter, then Article 1, Section 4 (*Service and Collaboration*) or Article 1, Section 1 (*Research Performance*) may also be employed in evaluation, but these Sections are secondary to Article 1, Section 2 when it comes to the performance of Lecturers.
 - 1.2.1.1. Reappointments are made on a year-to-year basis and require evidence of progress towards meeting the Article 1, Section 2 Criteria.
 - 1.2.1.2. Promotion to Senior Lecturer is intended to recognize the efforts, contributions, and performance of Lecturers who combine effective instruction with additional contributions to the mission of Clemson University. Length of service as a Lecturer is not a sufficient criterion for promotion to Senior Lecturer. Lecturers may request promotion to Senior Lecturer after their fourth year of service and *must* request promotion to Senior Lecturer by their eighth year of service. Equivalent experience at Clemson may be counted towards the four-year service requirement if previously approved. If a Lecturer fails to request promotion to Senior Lecturer by their eighth year or is not promoted to Senior Lecturer following a request in their eighth year, they will not be reappointed after a final ninth year of service. See the Faculty Manual for full details of the University's Senior Lecturer promotion policy.
 - 1.2.1.3. Promotion to Principal Lecturer is intended to recognize the efforts, contributions, and performance of Senior Lecturers who combine effective instruction with additional significant contributions to the mission of the University. Length of service as a Senior Lecturer not a sufficient criterion for promotion to Principal Lecturer. Senior Lecturers may request promotion to

Principal Lecturer after their fourth year of service as a Senior Lecturer. See the Faculty Manual for full details of the University's Principal Lecturer promotion policy.

1.2.2. *Research Faculty* holding regular appointments will be selected according to their professional qualifications in accordance with Clemson University Faculty Manual and MSE Bylaws. Article 1, Section 1 (*Research Performance*) of these MSE TPR Guidelines represent the primary criteria for reappointment evaluation and promotion. If the Research Faculty member has teaching, mentoring, or service responsibilities stated in their Offer Letter, then Article 1, Section 2 (*Teaching Performance*), Article 1, Section 3 (*Mentoring of Students and Researchers*), or Article 1, Section 4 (*Service and Collaboration*) may also be employed in evaluation, but these Sections are secondary to Article 1, Section 1 when it comes to the performance of Research Faculty member.

1.2.2.1. Reappointments are made on a year-to-year basis and require evidence of progress towards meeting the Article 1, Section 1 Criteria.

1.2.2.2. Promotion to Associate Research Professor requires consistent and continuous success in meeting Article 1, Section 1 criteria and attaining national recognition and prominence for scholarship.

1.2.2.3. Promotion to Research Professor requires consistent and continuous success in Article 1, Section 1 criteria and attaining international recognition and prominence for scholarship. Length of service as Research Associate Professor is not a sufficient criterion for promotion to Research Professor.

2. Faculty holding special appointments

2.1. Faculty holding special appointments will be selected according to their professional qualifications in accordance with Clemson University Faculty Manual and MSE Bylaws.

2.2. Special appointments may include Research Faculty, Postdoctoral Research Fellows, Adjunct / Courtesy Faculty, Visiting Faculty, ROTC Faculty, Extension Faculty, Part-Time Faculty, Clinical Faculty, and Professors of Practice whose appointments are contingent on funding availability and may be renewable, but not expressly so.

2.3. All faculty holding special appointments will be reviewed on an annual basis by their Supervisor, a faculty member holding a regular appointment.

2.4. The criteria for reappointment will be determined based on funding constraints, research program needs, and satisfactory performance as determined by the Supervisor in concurrence with the Department Chair

2.4.1. Annual reviews and reappointment

2.4.1.1. The Offer Letter for faculty holding special appointments will specify the primary purpose(s) of their employment: Research / Scholarship, Teaching, Mentoring, and / or Service.

2.4.1.2. An annual review will be conducted by the Supervisor and employ the criteria defined in these MSE TPR Guidelines for each of those purposes. That is: Article 1, Section 1 (*Research Performance*) will be employed if the faculty member holding a special appointment specified in their Offer Letter as primarily conducting research and scholarship (e.g., Research Faculty or Postdoctoral Scholar). Similarly, should the faculty member holding a special appointment have teaching, mentoring, or service responsibilities as defined in their Offer Letter, then Article 1, Section 2 (*Teaching Performance*), Article 1, Section 3 (*Mentoring of Students and Researchers*), and / or Article 1, Section 4 (*Service and Collaboration*) will govern the annual review criteria.

2.4.2. Promotion to higher ranks

2.4.2.1. The process for promotion of a faculty member holding a special appointment will mirror the process for promotion of faculty holding a regular appointment and will be conducted by the MSE TPR Committee and the MSE Department Chair.

2.4.2.1.1. Promotion to Associate Rank

Promotion to the Associate rank for faculty of special appointment requires consistent and continuous success in meeting the Article I Criteria for Tenure, Promotion and Reappointment that directly aligns with faculty member's primary employment purpose (see Section 2.4.1.1). Significant levels of continued success in meeting the Criteria and the expectation of attaining national recognition and prominence for the selected criteria area(s).

2.4.2.1.2. Promotion to Professor

Promotion to the Full rank for faculty of special appointment requires consistent and continuous success in meeting the Article I Criteria for Tenure, Promotion and Reappointment that directly aligns with faculty member's primary employment purpose (see Section 2.4.1.1). Significant levels of continued success in meeting the Criteria and the expectation of attaining international recognition and prominence for the selected criteria area(s). Length of service at the Associate rank is not a sufficient criterion for promotion to the Professor rank.

2.4.3 *Adjunct and Courtesy Faculty*: In consultation with the MSE Department Chair and TPR Committee, appointment of faculty holding a special appointment to adjunct or courtesy status in MSE will be required to execute at least one or more of the tasks:

- Present guest lectures in a specific graduate/undergraduate course on a topic of their interest and pertinent to the course content/syllabi.
- Serve on PhD/MS graduate committees as an additional committee member (as per MSE graduate guidelines).
- Actively participate in jointly funded research programs reflected by funded research and joint publications/presentations.

Appointees who are qualified scientists / engineers from a public or private sector organization, including Government Laboratories, may contribute in one of the following additional ways:

- Host students/faculty visits to their company/National Labs.
- Propose and mentor industry sponsored senior design projects.
- Supervise internships for graduate and undergraduate MSE students.

Article III: Materials to be submitted For Tenure, Promotion, and Reappointment (TPR)

1. Faculty holding regular appointments

1.1. Tenure / Tenure-Track Faculty

1.1.1. Reappointment of Tenure-Track Faculty in their First Academic Year

1.1.1.1. In lieu of letters of reappointment for first year faculty, the MSE TPR Committee, Department Chair, and Dean complete a standard "Review for Faculty in the First Year Form."

1.1.2. Reappointment of Tenure-Track Faculty after their First Academic Year

- 1.1.2.1. As part of the MSE TPR process, a portfolio is to be compiled in electronic form and sent forward for review at the departmental (separately by Chair and TPR Committee), college, and Provost's level using Clemson University's on-line system, *Faculty Success*, which is available through the Provost's office webpage.
- 1.1.2.2. Specific materials to be submitted are as follows:
 - 1.1.2.2.1. Letter Requesting Action: The candidate provides a letter requesting tenure, promotion and/or reappointment. Candidate should state what TPR action is being requesting and then provide an executive summary of activities as justification based on the TPR Criteria.
 - 1.1.2.2.2. Standard College Curriculum Vitae (CV): The candidate up-to-date CV is to be provided in standard college format.
 - 1.1.2.2.3. Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action, detailed to align with the Criteria provided herein.
 - 1.1.2.2.4. Teaching Statement: The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, evidence of effectiveness, challenges and responses to challenges, how student feedback was used to improve teaching, and other relevant information is to be provided.
 - 1.1.2.2.5. Student Feedback Forms: The candidate shall upload all available student feedback forms.
 - 1.1.2.2.6. Other Evidence of Teaching Effectiveness: The candidate provides any other evidence of teaching effectiveness that not provided in the prior two sections. The MSE TPR Committee will provide additional guidelines as to required forms of evidence as needed to align with College expectations.
 - 1.1.2.2.7. Research/Scholarship Activities: The candidate provides information about research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc.
 - 1.1.2.2.8. Service Activity: The candidate provides information about service activity that was not addressed in the standard college resume.
 - 1.1.2.2.9. Extension Activity: Candidates who have extension appointment or funding will complete this section. The candidate provides information about extension activity that was not addressed in the standard college resume.
 - 1.1.2.2.10. Goals Statement: The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section.
 - 1.1.2.2.11. External Evaluator List from Candidate: This section is only necessary for faculty seeking promotion and/or tenure. The candidate lists their recommendations for external evaluator(s) that could provide independent evaluative comments as part of the candidate review, if applicable. Candidates provided this same information during the TPR-precheck step and are to report it here to promote transparency. At least 3, but preferably 6 or more names, along with contact information, a brief biographical sketch and summary reasons for selecting the suggested evaluator should be provided.
 - 1.1.2.2.12. Workload Reports: Candidate uploads Activity Reports as well as prior *Faculty Success* reports if applicable.

- 1.1.2.2.13. Supplementary Information: The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section.

1.2. Non-Tenure-Track Faculty

1.2.1. Lecturers

- 1.2.1.1. Reappointment for faculty holding a position of Lecturer, Senior Lecturer, and Principal Lecturer is made on an annual, 3-year, and 5-year basis, respectively and require evidence of progress towards meeting the Article 1, Section 2 Criteria (*Teaching Performance*).
- 1.2.1.2. As part of the MSE TPR process, a portfolio is to be compiled in electronic form and sent forward for review at the departmental (separately by Chair and TPR Committee), college, and Provost's level using Clemson University's on-line system, *Faculty Success*, which is available through the Provost's office webpage.
- 1.2.1.3. Specific materials to be submitted are as follows:
 - 1.2.1.3.1. Letter Requesting Action: The candidate provides a letter requesting promotion and/or reappointment. Candidate should state what TPR action is being requesting and then provide an executive summary of activities as justification based on the TPR Criteria.
 - 1.2.1.3.2. Standard College Curriculum Vitae (CV): The candidate up-to-date CV is to be provided in standard college format.
 - 1.2.1.3.3. Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action, detailed to align with the Criteria provided herein.
 - 1.2.1.3.4. Teaching Statement: The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, evidence of effectiveness, challenges and responses to challenges, how student feedback was used to improve teaching, and other relevant information is to be provided.
 - 1.2.1.3.5. Student Feedback Forms: The candidate shall upload all available student feedback forms.
 - 1.2.1.3.6. Other Evidence of Teaching Effectiveness: The candidate provides any other evidence of teaching effectiveness that not provided in the prior two sections. The MSE TPR Committee will provide additional guidelines as to required forms of evidence as needed to align with College expectations.
 - 1.2.1.3.7. Goals Statement: The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section.
 - 1.2.1.3.8. Workload Reports: Candidate uploads Activity Reports as well as prior *Faculty Success* reports if applicable.
 - 1.2.1.3.9. Supplementary Information: The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section. For example, if Lecturer also has service in their stated activities, then candidate can provide information about service activity that was not addressed in the standard college resume.

1.2.2. Research Faculty

- 1.2.2.1. Reappointments are made on a year-to-year basis and require evidence of progress towards meeting the Article 1, Section 1 Criteria (*Research Performance*).

- 1.2.2.2. As part of the MSE TPR process, a portfolio is to be compiled in electronic form and sent forward for review at the departmental (separately by Chair and TPR Committee), college, and Provost's level using Clemson University's on-line system, *Faculty Success*, which is available through the Provost's office webpage.
- 1.2.2.3. Specific materials to be submitted are as follows:
 - 1.2.2.3.1. Letter Requesting Action: The candidate provides a letter requesting promotion and/or reappointment. Candidate should state what TPR action is being requesting and then provide an executive summary of activities as justification based on the TPR Criteria.
 - 1.2.2.3.2. Standard College Curriculum Vitae (CV): The candidate up-to-date CV is to be provided in standard college format.
 - 1.2.2.3.3. Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action, detailed to align with the Criteria provided herein.
 - 1.2.2.3.4. Research/Scholarship Activities: The candidate provides information about research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc.
 - 1.2.2.3.5. Goals Statement: The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section.
 - 1.2.2.3.6. External Evaluator List from Candidate: This section is only necessary for faculty seeking promotion. The candidate lists their recommendations for external evaluator(s) that could provide independent evaluative comments as part of the candidate review, if applicable. Candidates provided this same information during the TPR-precheck step and are to report it here to promote transparency. At least 3, but preferably 6 or more names, along with contact information and a brief biographical sketch should be provided.
 - 1.2.2.3.7. Workload Reports: Candidate uploads Activity Reports as well as prior *Faculty Success* reports if applicable.
 - 1.2.2.3.8. Supplementary Information: The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section. For example, if Research faculty member also has teaching in their stated activities, then candidate can provide information about teaching activities that was not addressed in the standard college resume.

2. Faculty holding special appointments

2.1. Faculty holding special appointments are reappointed annually.

- 2.1.1.1. A portfolio is to be compiled in electronic form and reviewed by the faculty member's Supervisor in concurrence with the MSE Department Chair.
- 2.1.1.2. Specific materials to be submitted are as follows:
 - 2.1.1.2.1. Letter Requesting Action: The candidate provides a letter requesting promotion and/or reappointment. Candidate should state what TPR action is being requesting and then provide an executive summary of activities as justification based on the TPR Criteria.
 - 2.1.1.2.2. Standard College Curriculum Vitae (CV): The candidate up-to-date CV is to be provided in standard college format.

- 2.1.1.2.3. Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action, detailed to align with the Criteria provided herein.
- 2.1.1.2.4. Research/Scholarship Activities: The candidate provides information about research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc.
- 2.1.1.2.5. Goals Statement: The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section.
- 2.1.1.2.6. Supplementary Information: The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section. For example, if Research faculty member also has teaching in their stated activities, then candidate can provide information about teaching activities that was not addressed in the standard college resume.

Article IV: Completion Dates For Tenure, Promotion, and Reappointment (TPR)

- Clemson University has an established calendar of dates and deadlines for tenure, promotion, and reappointment processes. Please consult the dates listed on the Provost's website for the most up to date schedule for submitting electronic TPR notebook for promotion and/or tenure. Please, see the following link: <https://www.clemson.edu/provost/faculty-affairs/promotion-tenure.html>
- The candidate is responsible for complying with the dates imposed by the University, the College of Engineering Computing & Applied Sciences, and the Department of Materials Science and Engineering.

Article V. Sabbatical Review

Composition of the Sabbatical Leave Committee

- The MSE TPR Committee, with the addition of the Department Chair who serves as Chair, will constitute the MSE Sabbatical Leave Committee.

Procedure

- Procedures for submitting Sabbatical Leave proposals are found in the Faculty Manual. Upon receipt of the proposal, the MSE Sabbatical Leave Committee will prepare a written recommendation that shall be forwarded directly to the Dean with a copy to the applicant. This recommendation will take no longer than two weeks from submission of the proposal.

Article VI. Post-Tenure Review

Composition of the PTR Committee

- Post tenure review (PTR) serves to rigorously evaluate professional contributions of tenured MSE faculty and ensure that all faculty members serve the needs of the students and the institution, and that excellent faculty members are identified and rewarded.
- Whenever any MSE faculty member is scheduled for regular post-tenure review (PTR) or in a period of post-tenure review remediation, a PTR Committee, separate from the regular TPR Committee will be constituted. Only tenured regular MSE faculty holding regular appointments are eligible for election to the PTR committee. The committee must have a minimum of three members. The PTR committee will elect its own chair. Faculty members undergoing Part II of PTR, as defined in Faculty Manual, are not eligible to serve on the PTR Committee.

Procedure

- Procedures for PTR shall follow these MSE TPR guidelines. All faculty members who hold a tenured faculty position shall be subject to PTR every year, beginning at the time that tenure is granted. Promotion during that period does not alter the schedule for review. PTR covering the five-year period is conducted during the Fall semester of the sixth year, when one or more MSE faculty members is scheduled for review. The year or years in which a faculty member is on sabbatical, unpaid leave, and/or extended sick leave shall not be counted in the review period.
- The Department Chair and the Dean must not be involved directly in the peer review process at the departmental level. Post tenure reviews are linked to the Annual Reviews and goals outlined by the Department Chair.
- The PTR committee reviews the ratings received on the most recent available series of five years of annual performance reviews. All tenured faculty members receiving no more than one (of five) annual performance rating of “fair,” “marginal,” or “unsatisfactory” in Faculty Manual’s Part I of the Post Tenure Review process receive a Post-Tenure Review rating of “satisfactory.” These faculty members are thereby exempt from Part II of Post-Tenure Review. All tenured faculty members receiving two or more annual performance ratings of “fair,” “marginal,” or “unsatisfactory” will be reviewed under the Faculty Manual’s Part II of PTR.
- To ensure adequate external representation in the Part II PTR process, PTR Committee will solicit six (6) reference letters submitted from outside of Clemson University on each individual under Part II review. The faculty under Part II review will be requested to provide a list of at least six references familiar with their work. Three of these references will be requested to provide letters for PTR review by the chair of the PTR Committee. Three (3) other letters will be solicited by the Chair of the PTR Committee from the individuals outside of Clemson University who have a similar expertise to that of the faculty subject to the Part II review. The academic rank of these references should not be lower than that of the individual subject to Part II PTR. Part II PTR and evaluations should be performed in accordance with the procedures outlined in the Faculty Manual.
- Individuals who receive a rating of “unsatisfactory” must be given a period of remediation to correct deficiencies detailed in the PTR reports. The Department Chair, in consultation with the PTR committee and the faculty member, shall provide a list of specific goals and measurable outcomes that the faculty member should achieve in each of the three calendar years following the date of formal notification of the unsatisfactory outcome.

Requirements for Academic Unit TPR and PTR DOCUMENTS

Academic Unit: Materials Science and Engineering

Date: February 17, 2026

The TPR document must be approved by the regular departmental faculty, unit head, 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. If the document includes discussion of reductions in the tenure probationary period, it includes the requirement that if an early tenure application is submitted the faculty member forfeits the remainder of their probationary period.	Ch V, C3 a			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, l	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			
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 and principal 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 procedure for selecting the TPR chair is specified.	Ch V, D 1 e ii	X		
12. The TPR Committee chair shall not be appointed by the department chair.	Ch V D 1 e ii (1)	X		
13. If the TPR committee chair is elected either by the TPR committee or the entire departmental faculty, eligibility to vote in the election shall not be restricted by faculty rank, faculty designation, or tenure status.	Ch V D 1 e ii (2)	X		
14. 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		
15. Voting rights on a committee making tenure recommendations are limited to tenured faculty	Ch V, D1e, iv	X		
16. For a TPR committee making recommendations for promotion to a faculty rank, all departmental faculty at that rank or higher, within the same faculty designation, shall be included among those eligible for membership and voting rights and the departmental TPR document shall ensure representation of these ranks. Eligibility for membership and voting rights for faculty of other ranks and designations shall be specified in the departmental TPR document.	Ch V, D 1 e v	X		
17. For a TPR committee making recommendations for reappointment to a faculty rank, all departmental faculty at a higher rank, within the same faculty designation, shall be included among those eligible for membership and voting rights and the departmental TPR document shall ensure representation from these ranks. Eligibility for membership and voting rights for faculty of other ranks and designations shall be specified in the departmental TPR document	Ch V D 1 e vi	X		
18. The Committee must have a minimum of three departmental members, and a mechanism to elect additional members from outside the unit if not possible that is consistent with Ch V, D2a, ii	Ch D 1 e vii	X		

19. Departmental procedures for peer evaluation shall be in writing in the TPR document and shall be available to the faculty, the chair, the dean, and the Provost	Ch V, D1f, i	X		
20. Post tenure review criteria and processes are documented in the TPR document	Ch V, G	X		
21. Specific guidelines	Ch V, G 2	X		
22. Specification of ONE option for external representation	Ch V, G5a	X		
22a. Process for selecting an external PTR member if this is part of the Post-tenure review process	Ch V, G5a, ii			X
22b. 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		
22c. 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
23. Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	Ch V, G3a	X		
24. Only tenured faculty may serve on the PTR Committee	Ch V, G3b	X		
25. The PTR Committee shall have a minimum of three members	Ch V, G3c	X		
26. Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch V, G3d	X		
27. The PTR Committee shall elect its own chair	Ch V, G3e	X		
28. Doesn't abrogate or alter any policies in the Faculty Manual	Ch III, A1c			



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

REVIEW AND APPROVAL SIGNATURE PAGE

The Tenure, Promotion, and Reappointment document for the Department of Materials Science and Engineering 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 Materials Science and Engineering voted on 11/21/2025 to approve the attached Tenure, Promotion, and Reappointment (TPR) document in accordance with established departmental procedures.

Signature:  Printed Name: John Ballato Date: 9/29/2026

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: Kyle Brinkman Date: 9/29/26
[Kyle Brinkman \(Sep 29, 2026 08:55:58 EDT\)](#)

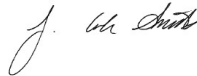
Dean

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

Signature:  Printed Name: Anand Gramopadhye Date: 9/29/2026

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).



Date: ___ Oct 1, 2026 ___

J. Cole Smith, Executive Vice President for Academic Affairs and Provost or designee, Amy Lawton-Rauh,
Senior Associate Provost for Academic and Faculty Affairs

Comments:

Original review at Provost-level occurred spring/summer 2026; original signature applied 6/11/2026

**in regard to sabbatical review process, notification related to the outcome of the proposal review by the Sabbatical Review Committee should be two weeks from the deadline for all faculty submissions (each cycle's deadline is published in the Office of the Provost's Calendar of Dates and Deadlines resource).*

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.