

**MEMORANDUM OF REVIEW**

**TO:** Robert Jones; Executive Vice President for Academic Affairs and Provost  
**FROM:** Fran McGuire; Faculty Manual Consultant  
**SUBJECT:** Tenure, Promotion, and Reappointment and Post Tenure Review document review for

1. This memorandum serves as the record of review for *Faculty Manual* compliance conducted by the appointed Faculty Manual Consultant. Instances of non-compliance in the reviewed document are noted in the remarks to be considered by the Executive Vice President for Academic Affairs and Provost.
2. The TPR document must be approved by the regular departmental faculty, department chair, college dean, and the Executive Vice President for Academic Affairs and Provost. (ref: *Chapter V\$D1d*)
3. This review was conducted using the current edition of the Clemson University *Faculty Manual* published August 2023 (v. 1.0) and the Constitution of the Faculty of Clemson University.

Item #	Requirement	Reference	Compliance		
			Yes	No	N/A
0	Consistent otherwise with the <i>Faculty Manual</i> and internally and with departmental bylaws	III\$A1c (p. 23)			
1	Tenure, Promotion, and Reappointment standards and procedures will be stipulated in a department's TPR document that is distinct from department or unit bylaws.	V\$D1c (p. 46)			
2	Specified standards (criteria) for tenure	V\$D1b (p. 46)			
3	Specified procedures (process) for Tenure, Promotion, and Reappointment Committee	V\$D1b (p. 46)			
4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn	V\$C3 (p. 43)			
5	Standards (criteria) for reappointment:	V\$D1c (p. 46)			
5a	assistant professor and untenured associate professor	V\$D1b (p. 46)			
5b	research faculty	IV\$B2e (p. 29) IV\$B2b/3 (p. 29)			
5c	extension faculty	IV\$B2e (p. 29) IV\$B2b/4 (p. 29)			
5d	clinical faculty	IV\$B2e (p. 29)			
5e	lecturer	IV\$B2e (p. 29) V\$C2b/ (p. 42)			
5f	senior lecturer	IV\$B2e (p. 29) V\$C2c (p. 42)			
5g	principal lecturer	IV\$B2e (p. 29) V\$C2d (p. 42)			
5h	Professor of Practice	IV\$B2e (p. 29)			
6	Process for reappointment (annual except as noted below):	V\$D1c (p. 46)			
6a	assistant and untenured associate professor	V\$D1b (p. 46)			
6b	research faculty	IV\$B2e (p. 29)			
6c	extension faculty	IV\$B2e (p. 29)			
6d	clinical faculty	IV\$B2e (p. 29)			
6e	lecturer ( <i>annually</i> )	IV\$B2e (p. 29) V\$C2b/ (p. 42)			
6e.i	TPR committees shall solicit recommendations from senior lecturer(s) in a manner consistent with the TPR documents in the reappointment review of lecturers	V\$D1g (p. 46)			
6f	senior lecturer ( <i>at least once every three years</i> )	IV\$B2e (p. 29) V\$C2ci (p. 42)			
6f.i	TPR committees shall solicit recommendations from principal lecturers and senior lecturers in a manner consistent with the TPR documents in the reappointment review of senior lecturers	V\$D1g (p. 46)			
6f.ii	Senior Lecturers shall be evaluated during the penultimate year of their appointments	V\$C2ci (p. 42)			
6g	principal lecturer ( <i>at least once every five years</i> )	IV\$B2e (p. 29) V\$C2d (p. 42)			
6g.i	TPR committees shall solicit recommendations from principal lecturers in a manner consistent with the TPR documents in the reappointment review of senior lecturers	V\$D1g (p. 46)			
6g.ii	Principal Lecturers shall be evaluated during the penultimate year of their appointments	V\$C2di (p. 42)			
6h	Professor of Practice	IV\$B2e (p. 29)			
7	Standards (criteria) for promotion:	V\$C4ai (p. 45)			
7a	to associate professor	IV\$B1fiii (p. 28)			
7b	to full professor	IV\$B1fiv (p. 28)			
7c	research faculty ranks	IV\$B2e (p. 29)			
7d	extension faculty ranks	IV\$B2e (p. 29)			
7e	clinical faculty ranks	IV\$B2e (p. 29)			
7f	to senior lecturer	IV\$B2e (p. 29) IV\$B2iv5 (p. 30)			
7g	to principal lecturer	IV\$B2e (p. 29) B2iv6 (p. 30)			

Item #	Requirement	Reference	Compliance		
			Yes	No	N/A
8	Process for promotion:	V§D1c (p. 46)			
8a	to associate professor	V§D1c (p. 46)			
8b	to full professor	V§D1c (p. 46)			
8c	research faculty ranks	V§D1c (p. 46)			
8d	extension faculty ranks	V§D1c (p. 46)			
8e	clinical faculty ranks	V§D1c (p. 46)			
8f	to senior lecturer	IV§B2iv5 (p. 30)			
8f.i	TPR committees shall solicit recommendations from principal lecturers and senior lecturers in a manner consistent with the TPR documents in the promotion review of senior lecturers	V§D1g (p. 46)			
8g	to principal lecturer	IV§B2iv6 (p. 30)			
8g.i	TPR committees shall solicit recommendations from principal lecturers in a manner consistent with the TPR documents in the promotion review of senior lecturers	V§D1g (p. 46)			

**Procedures and committee structure of departmental TPR committees requirement to include at least the following:**

Item #	Requirement	Reference	Compliance		
			Yes	No	N/A
9	Procedures the TPR Committee must follow	V§D1c (p. 46)			
10	TPR committees shall be composed as defined in the department TPR document	V§D1ei (p. 46)			
11	Consistent with the restriction that committee members shall not be appointed by the department chair.	V§D1ei (p. 46)			
12	Voting rights on a TPR committee making recommendations concerning tenure limited to tenured regular faculty members.	V§D1eii (p. 46)			
13	Voting rights on a TPR committee making recommendations concerning tenure excludes individuals who, as administrators, have input into faculty personnel decisions such as appointment, tenure, and promotion.	V§D1eii (p. 46)			
14	Voting rights on a committee making a recommendation concerning promotion to rank or appointment at a rank are limited to regular faculty with equivalent rank or higher.	V§D1eiii (p. 46)			
15	The TPR committee must have a minimum of three members or the full departmental regular faculty will elect regular faculty members from other departments who are qualified to serve on the TPR committee.	V§D1eiv (p. 46) V§D2aii (p. 47)			
16	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	V§D1fi (p. 46)			

**Guidelines providing details of the Post Tenure Review (PTR) process adhering to Faculty Manual requirements to include at least the following:**

Item #	Requirement	Reference	Compliance		
			Yes	No	N/A
17	A PTR committee will be constituted in accordance with departmental Post-Tenure Review Guidelines	V§G3a (p. 55)			
18	Specific guidelines	Ch V§, G3a			
19	Specification of ONE option for external representation:	V§G5a (p. 56)			
19a	Process for selecting an external PTR member if this is part of the Post-tenure review process	V§G6aii (p. 56)			
19b	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.	V§G5e (p. 56)			
19c	Allow each faculty member under review the option of either having external letters solicited or incorporating the external committee member in the review process.	V§G5aiii (p. 56)			
20	Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	V§G3a (p. 55)			
21	Only tenured regular faculty members are eligible for membership on the PTR committee.	V§G4b (p. 55)			
22	The PTR Committee shall have a minimum of three members	V§G4c (p. 55)			
23	Faculty members subject to Part II of PTR will be recused from participating in the comprehensive review.	V§G3d (p. 55)			
24	The PTR Committee shall elect its own chair.	V§G3e (p. 55)			

**4. REMARKS:**