



Department TPR and PTR Documents Routing Sheet
Requirements based on 2018-2019 *Faculty Manual*

In accordance with the *Faculty Manual*, each department's TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter IV, D1d).

This document is intended to support the documentation of the required approvals.

Department: School of Mathematical and Statistical Sciences

College: Science

Department Faculty Meeting at which the attached TPR documents were
approved on: Aug 23 2019

Faculty Manual Editorial Consultant

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

Department Chair *Kevin James*
Kevin James (Dec 2015)

Approved Revision Required (see comments)

Dean *Cynthia Yang*

Approved Revision Required (see comments)

Provost *Robert G. Jones*

Approved Revision Required (see comments)

See important comments attached that refer to changes needed within 1 year of the MEMO | Revision by 15. Feb 2021 (approve)

Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2018-2019 *Faculty Manual*

Department: School of Mathematical and Statistical Sciences

Date

12/1/2019

NOTE: The TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter IV, D1d). Updated August 3, 2018.

This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*.

Compliance

Requirement	Reference	Compliance		
		Yes	No	N/A
1 The TPR document is distinct from departmental bylaws	Ch IV, D1c	X		
2 Criteria for promotion to Associate Professor	Ch III, D1f, iii	X		
3 Criteria for promotion to Professor	Ch III, D1f, iv	X		
4 Procedures and standards for promotion of clinical faculty	Ch III, E2i, iii(3)			X
5 Processes and criteria for promotion from lecturer to senior lecturer	Ch III, E2i, iv(3)(b)	X		
6 Evaluation of lecturers annually following standards & procedures in TPR document	Ch IV, C2b, i	X		
7 Procedures and standards for evaluation of Senior lecturers at least once every three years and in the penultimate year	Ch IV, C2c Ch IV, C2c, i and ii	X		
8 Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 <i>Faculty Manual</i>)	Ch IV, D2b, v(2)	X		

Procedures and committee structure of departmental TPR committees, adhering to *Faculty Manual* requirements to include at least the following:

9	• Procedures the TPR Committee must follow	Ch IV, D1b	X		
10	• Procedures for electing the TPR Committee	Ch IV, D1b	X		
11	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch IV, D1e, i	X		
12	• The Committee shall be composed of full-time regular faculty members excluding individuals who as administrators, have input into personnel decisions such as appointment, tenure and promotion	Ch IV, D1e, i	X		
13	• 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	Ch IV, D1e, ii	X		
14	• The Committee must have a minimum of three departmental members, if possible	Ch IV, D1e, iii	X		
15	• Departmental procedures for peer evaluation shall be in writing and shall be available to the faculty, the chair, the dean, and the Provost	Ch IV, D1f	X		
16	• TPR committees shall solicit recommendations from senior lecturer(s) in a manner consistent with the unit's bylaws and TPR documents in the reappointment review of lecturers, the promotion review of lecturers to senior lecturers, and the reappointment review of senior lecturers	Ch IV, D1g	X		

Guidelines providing details of the PTR process adhering to *Faculty Manual* requirements to include at least the following:

17	• Specific guidelines	Ch IV, F3a	X		
18	• Specification of ONE option for external representation	Ch IV, F6a	X		

Comments:

PTR In the 18-19 Faculty Manual, many PTR requirements are supposed to be the departmental bylaws but in the 19-20 Faculty Manual, they will be in the TPR document. I would recommend leaving these as is for now, as the documents (both Bylaws and TPR) will need to be revised before Aug 15, 2021.

Below are the dept bylaw requirements for PTR.

17	Procedures for electing the Post-Tenure Review Committee separate from the TPR Committee	Ch IV, F4a and b	X		
18	Only tenured faculty may serve on the PTR Committee	Ch IV, F4b	X		
19	The PTR Committee shall have a minimum of three members	Ch IV, F4c	X		

20	Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch IV, F4d		X	
21	The PTR Committee shall elect its own chair	Ch IV, F4e	X		
22	Process for electing an external PTR member if this is part of the Post-tenure review process OPTIONAL	Ch IV, F6a, ii		X	
23	Policy if external letters are required are required for post-tenure review	Ch IV, F6a	X		

PTR Comments:

20 An explicit provision to disallow faculty in Part II of PTR from the PTR committee doesn't seem to be included.

22 There doesn't seem to be a mechanism to elect the external member to the PTR committee if that option is utilized.

**School of Mathematical and Statistical Sciences
Guidelines for Tenure, Promotion and
Reappointment (TPR) August 23, 2019**

These guidelines are intended to expand on the definitions and procedures outlined for the TPR committee in the School Bylaws. The School Bylaws supersede this document.

Definitions

As defined by the Clemson University Faculty Manual, faculty members who hold the rank of Assistant Professor, Associate Professor, or Professor are referred to as *regular faculty*. Faculty members who hold any other ranks are referred to as *special faculty*.

Each division of the School containing regular faculty will have its own TPR Committee. These TPR Committees are intended to consist of all full professors in their respective division for cases of promotion to full professor, and also tenured associate professors for cases of promotion to associate professor and/or tenure. Committee members must have appointments in the School of Mathematical and Statistical Sciences [SMSS] greater than 50% and may not be serving as School Director, School Division Leader, College Dean, College Assistant/Associate Dean, Provost, or Assistant/Associate Provost. In the event that there are fewer than 5 full professors in a division, then tenured full professors from another division or department will be nominated and elected (by the same division's TPR committee) to serve on that division's TPR committee.

Each year, each TPR Committee will elect from among its members a Chair to serve for the next year (August 15 – August 14). The Chair is responsible for insuring that all procedures in these guidelines are carried out and that all deadlines, as specified annually by the School Director and the Dean of the College, are met. Each TPR Committee Chair shall work to ensure that committee discussions and decisions are free of bias and discrimination.

The Committee of Senior Lecturers will consist of six senior lecturers, in residence in the SMSS and who are not being considered for reappointment. The six senior lecturers will be the voting members of this committee.

The Promotion, Appointment, and Reappointment Committee will consist of at least two full professor members from each TPR committee in the School. The Post Tenure Review Committee shall be selected in accordance with the School bylaws in article VII section 10.

A. Purpose

These guidelines are intended to provide a consistent policy and procedure for tenure, promotion and reappointment. The guidelines are meant to aid the TPR Committee and

the School Director and Division Leaders in formulating recommendations and to aid each faculty member in achieving their full potential at Clemson. The procedures and suggested levels of accomplishment should be used for fair and objective evaluations of a faculty member's candidacy for tenure, promotion or reappointment and should also be used to gauge performance and progress toward these goals.

These guidelines supplement the Clemson University Faculty Manual and SMSS Bylaws. Changes to these guidelines must be approved by the voting membership of the faculty (per the SMSS Bylaws) and School Director, Dean and Provost.

B. Responsibilities

The process of formulating tenure, promotion and reappointment recommendations within the SMSS involves the candidate, the TPR Committee, the Division Leader for the case, and the School Director.

Each faculty member is responsible for maintaining a current dossier as part of the tenure, promotion and reappointment process. The dossier should be compiled in the eTPR Notebook, and the vita deposited there should be in standard SMSS format (see Appendix below). This volume will be used each year in the reappointment review, as well as the reviews for tenure and promotion.

The TPR Committee is responsible for making a written recommendation on tenure, promotion or reappointment of each candidate. The recommendation should be carefully prepared to present an objective and thorough assessment of strengths and weaknesses as well as recommended actions for improvement. Evaluations by the TPR Committee should be accomplished with objectivity and careful judgment using information that is as complete as possible. For tenure and promotion, confidential written appraisals of each candidate's accomplishments should be obtained from qualified external evaluators and considered in the recommendation.

C. Process

The TPR Committee should deliberate and make known its recommendation promptly, with a written evaluation entered in the eTPR Notebook. All recommendations for tenure, promotion or reappointment require favorable votes from at least 60% of the members of the TPR Committee that cast a ballot and do not abstain. Eligible faculty members on sabbatical or other types of leave may not participate in the voting during the period they are on leave. Voting shall be by secret ballot.

The School Director, with input from the appropriate Division Leader, makes an independent written recommendation on each tenure, promotion or reappointment decision that is entered in the eTPR Notebook.

The candidate shall be given a copy of the recommendation from the School Director and from the TPR Committee. The eTPR Notebook will be forwarded to the Dean of the College for further consideration.

Section I: Regular Faculty Ranks

The TPR Chair will appoint a subcommittee of TPR members for each faculty member that is to be considered for reappointment, tenure, and/or promotion. Each subcommittee is responsible for collecting evidence of its candidate's qualifications and presenting this evidence to the TPR Committee.

A. Evaluation

1. Reappointment

Reappointment affirms consistent and demonstrable progress toward meeting the expectations for tenure and promotion. Reappointment to a tenure-track position will require demonstrable progress toward meeting the promotion criteria.

2. Tenure and/or Promotion to Associate Professor

The award of tenure and/or promotion to Associate Professor affirms the high quality of the faculty member's accomplishments, value to the University, and professional standing. A positive recommendation must be supported by evidence of success at meeting the TPR expectations of effective teaching, a reputation for scholarship outside the university, and some professional service. Also required will be a high likelihood of continued success in satisfying the promotion expectations and attaining national recognition and prominence for scholarship.

3. Promotion to Professor

Promotion to the rank of Professor, the highest academic rank conferred by the University, provides recognition for excellence in research, teaching and service. These achievements should be most visible in the publication record of the individual as found in the major journals, books and monographs in the candidate's field. Research projects which have received favorable reviews by peers as evidenced by continued support by extramural granting agencies are an effective indication of nationally recognized achievement. Further evidence is available from invited participation in conferences, study panels, review boards, editorial duties, or offices held in professional societies. Continued active service within professional organizations and the University is expected. Promotion to Professor will require consistent and continuous success in satisfying the promotion expectations of effective teaching, a reputation for scholarship outside the university, professional service, and the attainment of national prominence and recognition for scholarship.

B. Criteria

Expectations for promotion and tenure are divided into three levels that indicate their relative importance in the review process. Supporting evidence for the indicated criteria will be required.

Level I: Success in meeting the following criteria is necessary for promotion and tenure. Success in meeting only the Level I criteria may be sufficient in exceptional cases.

1. Effective teaching that demonstrates ability and commitment, as indicated by the following possible supporting evidence:
 - 1.1. Development: courses, curricula, pedagogical methods, materials.
 - 1.2. Evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, alumni evaluations.
 - 1.3. Honors and awards based on teaching.
 - 1.4. Student mentoring.
 - 1.5. Published curriculum materials

2. Scholarship, as indicated by the following possible supporting evidence:
 - 2.1. Publications in refereed journals.
 - 2.2. Submitted grant proposals
 - 2.3. Presentations at national and international conferences.
 - 2.4. Honors and awards based on scholarly achievement.
 - 2.5. Impact of scholarship (literature citations, keynote addresses, etc.)
 - 2.6. Patents awarded.
 - 2.7. Publications in refereed conference proceedings.

Level II: Success in one or more of the following three criteria below is normally required for tenure and promotion to associate professor. However, success in all criteria is not necessary for tenure. Success in two or more criteria is normally required for promotion to full professor.

1. Research funding.
 - 1.1. Funding from competitive federal, corporate, or state sources.
 - 1.2. Student support generated.

2. Research direction.
 - 2.1. PhD graduates.
 - 2.2. Master's graduates.
 - 2.3. Current thesis and dissertation research advisees.
 - 2.4. Undergraduate research students advised.
 - 2.5. Papers authored solely by research advisees.
 - 2.6. Postdoctoral scholars and visiting scholars advised.

3. Interdisciplinary collaboration.
 - 3.1. Joint research and grant proposals.
 - 3.2. Joint research contracts and grants

Level III: Success in meeting the following 7 criteria may be considered for tenure and promotion to associate professor, but is less important than the criteria in Levels I and II. Success in more than one of the criteria is normally required for promotion to full professor.

1. Professional service activities and accomplishments.
 - 1.1. Elected and appointed leadership positions (officer, committees, boards, etc.).
 - 1.2. Service as editor or on editorial boards of professional journals or monographs.
 - 1.3. Organization of meetings (sessions, programs, proceedings editor).

- 1.4. Reviewer for funding agencies or for technical papers/manuscripts.
- 1.5. Service to governmental agencies on policy issues, etc.
- 2. Service to the University and to the public and private sectors.
 - 2.1. Public and private consulting.
 - 2.2. Externally delivered courses and short courses.
 - 2.3. Technical reports and trade publications.
 - 2.4. University, College, and School administration. (post-tenure evaluations only)
 - 2.5. University, College, and School committee service. (post-tenure evaluations only)
 - 2.6. Advisor to student organizations. (post-tenure evaluations only)
- 3. Academic advising of undergraduate and graduate students.
- 4. State and regional recognition.
- 5. Other presentations.
- 6. Other funding.
 - 6.1. University support.
 - 6.2. Non-competitive gifts and donations.
- 7. Other scholarship.
 - 7.1. Publications in conference proceedings.
 - 7.2. Research monographs.
 - 7.3. Books and book chapters.

Section II: Special Faculty Ranks

Appointment, reappointment, and promotion of special faculty will be conducted by the Promotion, Appointment, and Reappointment Committee. In the case of reappointment and promotion of lecturers, advice from the Committee of Senior Lecturers will be solicited for each promotion and reappointment case. At this time, the School of Mathematical and Statistical Sciences (SMSS) does not utilize Research, Extension nor Clinical Faculty, nor Professors of Practice nor ROTC faculty. Further SMSS utilizes Part-Time Faculty in a capacity synonymous to that of Lecturers. Thus evaluation and renewal of Part-Time Faculty will be the same as that of Lecturers. SMSS utilizes Post-Doctoral Research Fellows and Visiting Faculty in both a research and teaching capacity. These special faculty will be evaluated and renewed based on success in both of the Level 1 criteria for regular faculty detailed above (See Section I – B) weighted according with the faculty member’s charge as communicated in their initial offer letter.

A. Evaluation

- 1. Reappointment to Lecturer

Reappointment to Lecturer affirms consistent and demonstrable progress toward meeting the expectations for promotion to Senior Lecturer. In particular, there must be evidence of effective teaching that demonstrates instructional ability as well as commitment to the instructional mission of the department. Evidence of contributions to the research and service missions of the department can also be

considered as part of the criteria. Lecturers are evaluated for reappointment every year.

2. Promotion to and/or Reappointment to Senior Lecturer

The promotion to Senior Lecturer affirms the high quality of the faculty member's accomplishments and value to the University. Clear evidence of satisfying the Level I criteria through successful contributions to the instructional mission of the department must be provided. In addition, evidence of consistent and sustainable success in some of the Level II criteria must be provided for promotion to Senior Lecturer. Senior lecturers are evaluated for reappointment in their penultimate year and every three years thereafter.

B. Criteria

Expectations for reappointment and promotion are divided into two levels that indicate their relative importance in the review process. Supporting evidence for the indicated criteria will be required.

Level I: Effective teaching that demonstrates ability and commitment.

Recommendations for reappointment will be based on evidence primarily from Level I criteria but can include Level II contributions. Level II contributions cannot compensate for a deficiency in effective teaching. Supporting evidence for Level I contributions may include:

1. Peer commentary.
2. Classroom visits.
3. Exit interviews, alumni evaluations, testimonies from students.
4. Student evaluation of teaching forms.

Level II: Additional contributions consistent with the Mission of the University.

Examples of Level II criteria are:

1. Development of new courses, curricula, effective pedagogical methods, or relevant instructional materials.
2. Effective coordination of a multiple section course.
3. Effective teaching a genuine breadth of courses, honors courses or courses at a variety of levels.
4. Effective advising of students in creative inquiry classes or undergraduate research projects.
5. Teaching award(s).
6. Publication(s) in refereed journals or in refereed conference proceedings, professional presentations, activities in professional societies
7. Proposal(s) or acquisition of funding for research or educational purposes.
8. Outstanding service (e.g., outreach, consulting, student advising, committee duties).
9. Exemplary accomplishments in other academic activities related to, and

- consistent with the Mission of the University.
10. Effective administrative duties (other than course coordinator) in the support of the Mission of the University.
 11. Effective supervision of graduate teaching assistants or graduate teachers of record.
 12. Professional development, such as participation in teaching effectiveness workshops, coursework, or progress towards a terminal degree.

Department of Mathematical Sciences
Guidelines for Post Tenure Review August 23, 2019

A. Criteria for Post Tenure Review

The faculty recognizes that Post Tenure Review differs in both intent and spirit from evaluation for promotion, reappointment, and tenure. Those evaluations are designed to assess the potential for consistent performance at or above a well-accepted norm, so as to provide reward and recognition accordingly. Post Tenure Review, on the other hand, is intended to ensure that a faculty member is maintaining a pattern of performance at a level acceptable for continued employment and consistent with rank and assigned duties.

B. Evaluation of Criteria

Post Tenure Review evaluation shall be based on the performance and activity appropriate to the current rank. The context of the review, however, must be consistent with assigned duties and direction provided through annual evaluations. The review will be consistent with the rules and guidelines as set forth in the University Faculty Manual.

A rating of “Satisfactory” will require a consistent record of demonstrable performance that is at least acceptable for a peer in that rank. Failure to achieve the level required for a “Satisfactory” rating will result in a rating of “Unsatisfactory.”

C. Procedures for Post Tenure Review

The Post Tenure Review committee consists of the members of the Promotion, Appointment and Reappointment committee, which shall elect a Chair from its membership.

The School Director shall inform the appropriate faculty that they are subject to Post Tenure Review in the coming academic year, in accordance with the guidelines in the Faculty Manual. All tenured faculty members receiving no more than one (of their last five) annual performance rating of “fair,” “marginal,” or “unsatisfactory” in 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.

In the event that the faculty member in Post Tenure Review undergoes Part II (per the Faculty Manual) of the review, the faculty member shall be required to submit documentation outlined in the faculty manual, and in accordance with the faculty manual, each faculty member under review has the option of either having external letters solicited or incorporating an external committee member in the review process. If external letters are chosen, at least 4 letters will be considered with at least two letters coming from a list of 6 potential reviewers submitted by the faculty member.

Procedures: The faculty member being reviewed shall provide to the PTR committee and to the relevant Division Leader: (a) a copy of an up-to-date vita; (b) a summary of teaching evaluations for the last five years, including student evaluations; (c) a plan for continued professional growth; (d) information about the outcomes of any sabbatical leave awarded during the full post tenure review period; (e) other documents relevant to the review.

Likewise, the School Director (or immediate supervisor of the person being reviewed) must provide to the subcommittee: (a) Copies of the faculty member's annual performance reviews covering the most recent five years; (b) a statement of the percentage allocation of assigned duties.

Before beginning deliberations, the subcommittee shall meet with the faculty member being evaluated to discuss the possible outcomes of the evaluation: "Satisfactory", or "Unsatisfactory." If the subcommittee has reason to suspect a possible "Unsatisfactory" evaluation, the subcommittee will inform the faculty member in writing at least one week prior to the previously mentioned meeting. This letter will identify problem area(s) to be examined and include a brief description of the reason(s) the faculty member's work may be deficient. The faculty member being reviewed may elect to have external letters solicited or may request written evaluation by the external subcommittee member in the review process.

PTR Report by the School Director: The evaluation by the School Director shall be separate from that of the PTR committee and shall be submitted directly to the Dean. The PTR committee and School Director will provide copies of their reports to the faculty member, who shall be given two weeks to provide a response to each report. Both the PTR committee's and the Director's reports, along with any response submitted by the faculty member, will be forwarded simultaneously to the Dean of the College. As stated in the Faculty Manual, a final evaluation of "Unsatisfactory" is permissible only if both the PTR committee and the School Director have given an "Unsatisfactory" to the individual.

Remediation: If the faculty member receives a final rating of "Unsatisfactory", a plan of remediation to correct deficiencies detailed in the PTR reports will be outlined in accordance with the policy described in the Faculty Manual.

The procedures pertaining to Documents for Review, Committee Reports, School Director Action and Report, Report Reconciliation, Faculty Rights and Remediation are delineated in the University Faculty Manual. Other policies, Procedures, Criteria, Guidelines, including all actions and deliberations shall be consistent with University, College, and School policies and procedures. This includes the review deadlines established by the University and/or College, and School criteria for faculty performance.

Appendix: Standard Resume Format

School of Mathematical and Statistical Sciences

Standard Resume Format: General Guidelines To be used for all Tenure, Promotion, & Reappointment Considerations
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(Note: Headings having no entry should be omitted.)

RESUME - Name

PERSONAL DATA

Format: Current Rank, Position/Title, Address, Telephone Number, e-mail

Sample: Assistant Professor

School of Mathematical and Statistical Sciences
Clemson University
Clemson, SC 29634-0975
(864) 656-2000
name@clemson.edu

EDUCATION

Format: Degree, Institution, Year (last degree first), Major Discipline, Advisor

Sample: Ph.D., Rice University, 1985, Mathematics (D.B. Cooper)
B.S., University of Texas, 1980, Mathematics

PROFESSIONAL EXPERIENCE (List most recent affiliation first.)

Format: Organizations, Dates, Position Title

Sample: Clemson University, School of Mathematical and Statistical Sciences

Associate Professor, 1990-
Assistant Professor, 1988-1990

Chalmers University, Sweden, 01/'92-05/'92, Visiting Associate Professor
University of California, 08/'91-12/'91, Visiting Associate Professor
University of Arizona, 1985-88, Assistant Professor of Mathematics
Purdue University, 1983-1985, Post Doc. (Mathematics Dept.)

CONSULTING EXPERIENCE (Include only those consulting activities which you consider to be of major importance.)

Format: Organization, Address (Dates), Brief Description (6-10 words)

Sample: Monsanto Chemical Division, Baytown, Texas (1989-92), developed optimization algorithms and software for production line

PUBLICATIONS (Publications should be enumerated, and listed in chronological order with newest first. Authors must be listed in the same order as they appear in the original publication, and all authors must be listed. Place an insert to designate where employment at Clemson University begins.)

Refereed Journal Publications (Submitted articles are not to be included in this section.)

Format: Authors, "Title of Article," *Title of Journal*, **Volume**, Pagination (Year).

Sample: 1. Vandenberg, R.J., Self, R.M., and Seo J.H., "Generating point configurations via hypersingular Riesz energy with an external field," *SIAM J. Math. Anal.*, **20**, 123-140 (1994).

2. Self, R.M., and Seo J.H., "Inverse Bernstein inequalities and min-max-min problems on the unit circle," *Mathematika*, **18**, 23-40 (1993).

Prior to Clemson

3. Self, R.M., and Jones, M.V., "Reduced commutative rings where polynomials have many roots," *Int. J. Math. Math. Sci.*, **111**, 2131-2140 (1993).

Books and Monographs

Format: Authors, *Title of Book*, Edition Number (Years Published), Publisher, Publisher's address.

Sample: McCormac, J.C., *Stochastic Analysis*, 1st, 2nd and 3rd editions (1960, 1967, 1975), Harper & Row Publishers, Inc., New York, NY.

Books Chapters

Format: Authors, *Title of Book*, Edition Number (Years Published), Publisher, Publisher's address, [Chapter(s) written]

Sample: Bush, J., and Obama, R., *Advances in Catastrophe Theory*, 1st edition (1986), Presidential Publishing, Washington D.C., [Chapters 71 and 72]

Conference Proceedings (Reviewed) (Publications based on review of entire paper, **not just an abstract.**)

Format: Authors, "Title of Article," *Title of Proceedings*, Name of Organization/Institution, City, State, (Month/Year).

Sample: 1. Jones, R.R., "On integrality and going-down inside the fixed ring of a monoid ring," *Proceedings of the 7th International Conference on Algebra*, Cairo University, Cairo, Egypt (December 1992).

Prior to Clemson

2. Jones, R.R., "Berge equilibrium: some recent results from fixed-point theorems," *36th International Mathematics Congress*, Orlando, FL (June 1991)

Conference Proceedings (Unreviewed) (Publications based on review of abstract only.)

Format: Authors, “Title of Article,” *Title of Proceedings*, Name of Organization/Institution, City, State, (Month/Year).

Sample: 1. Alphonso, B.A., and Brown, R.H., “On the evolution of topology in dynamic clique complexes,” *Proceedings of the International Symposium on Mathematics*, Vanderbilt University, Nashville, TN (March 1989).

Other Scholarly Publications (submitted articles (include date of submission), technical reports, etc. (do not include articles in preparation))

Format: Author, “Title,” *Where Published*, Journal Number, Pagination, (Month/Year).

Sample: Siriwardhana, C., Zhao, M., Datta, S., and Kulaskera, K.B., “Personalized plans with multiple treatments”, Technical Report, Clemson University, Department of Mathematical Sciences, (February, 2017),

http://www.clemson.edu/science/departments/mathematical-sciences/documents/technical-reports/TR2017_2_cs.mz.sd.kk.pdf

PRESENTATIONS (List presentations in chronological order (list only those presentations where you were the speaker), distinguish between invited and contributed presentations. Titles of presentations are optional. For talks at universities, distinguish between seminars and colloquia.)

Format: Meeting Name, Venue, (invited/contributed) (Date).

Sample: MAA Southeastern Spring meeting, Special Session on Mathematics of Climate, Clemson University, SC, (invited) (May, ‘90).

Sample: Analysis Seminar, Harvard University, Clemson University, SC, (invited) (May, ‘18).

PATENTS

Format: “Title of Patent”, Country in Which Issued, Patent Number, Co-Inventors, if applicable.

Sample: “Derivations of Polyene Marolide Antibiotics,” U.S.A., 72074110-8, with C.W. Faust.

HONORS AND AWARDS (Include names of honorary organizations.)

Format: Award Name, Organization (Year).

Sample: Richard C. DiPrima Prize, SIAM (1992).

Sample: Phi Kappa Phi (1981).

SPONSORED RESEARCH

Format: Project Title, Sponsor, Faculty Member’s Role (e.g., PI, co-PI, Investigator,

etc.), Total \$ Amount, (\$ Amount Allocated to Candidate), (Duration).

Sample: “Algebraic codes using Backlund transformations,” National Science Foundation, Principal Investigator, \$176,000, (\$116,329), (2015-).

CONFERENCE GRANTS

Format: Project Title, Sponsor, Faculty Member’s Role (e.g., PI, co-PI, etc.), Total \$ Amount, (\$ Amount Allocated to Candidate), (Duration).

Sample: “132nd annual conference on data science, catastrophe theory, chaos theory, and big data,” National Science Foundation, Principal Investigator, \$10,000, (\$5,329), (2010-2011).

OTHER SPONSORED ACTIVITY (List other sponsorships; e.g., industrial residencies, travel grants, equipment grants, etc.)

Format: Type of Sponsored Activity, Sponsor, Amount, (Duration).

Sample: Travel Grant, American Mathematical Society, \$2,500, (2009-2010).

STUDENT ADVISING (List in chronological order while denoting those students that you have been the major advisor or co-advisor. If co-advisor, include other co-advisor’s name.) List the month/year of graduation or anticipated graduation for each student. Do not list committee member in this section.

Doctoral Graduates

Format: Student’s Name, “Dissertation Title,” Graduation Month/Year, (Advisor/Committee status).

Sample: Jones, W.P., “A Markov-switching model for heat waves,” 12/1992, (Advisor).

Masters Graduates

Format: Student’s Name, “Thesis/Project Title,” Graduation Month/Year, (Advisor/Committee status).

Sample: Palm, B.D., “Lie and Jordan products in interchange algebras,” 8/1992, (Co-advisor with R.R. Brown).

B.S. Graduates (List students whose research resulted in a publication, e.g., Honors thesis, technical report.)

Format: Student’s Name, (Degree Designation) “Thesis/Project Title,” Graduation Month/Year, (Advisor/Committee status).

Sample: Palm, B.D., (B.S.) “Return periods and return levels under climate change,” 8/1992, (Advisor).

Current Graduate Advising

Format: Names (degree sought), “Dissertation/Thesis Topic”, Expected Graduation Month/Year, (Advisor/Committee status).

Sample: Schrimsher, S.R., (MS), “Jordan quadruple systems,” May 2019, (Committee member).

Graduate Student Thesis Committees

Format: Name, Degree, University, Year

Sample: Histerman, M., Ph.D. Mathematics, Humboldt University, 2010.

Sample: Histerman, M., M.S. Mathematical Sciences, Clemson University, 2006.

Post Doctoral Research Advisees

Format: Name, “Project Title” (Dates)

Sample: Whitlock, A.R., “Combined shear and axial behavior of vorticity in turbulent Flows,” (2011-20133).

TEACHING

Courses Taught

Format: Course Number, Course Title, When Taught

Sample: MATH 1080, Calculus II, F13, S14, Su15.

New Course Development (List Courses Developed)

UNIVERSITY AND PUBLIC SERVICE

Continuing Education (Lecturer, Developer, Conference Chair, etc.).

Format: “Course Title,” Faculty member’s role (Month/Year).

Sample: “Statistical Innovations in Sophomore Engineering,” Lecturer (March 20122).

Committees (Group according to department, college, university.)

Format: Level: Title, Name of Committee (Dates: leave ending date open for active committees.)

Sample: Department: Chair, Graduate Student Admissions (1992 -)

Member, Seminar Committee (1991-1992)

College: Member, Curriculum Committee (1991 -)

University: Secretary, Parking Committee (1990-1992)

Other Service

Format: Description, Organization (Dates)

Sample: Faculty Advisor, SIAM, Student Chapter (1990-).

MEMBERSHIPS (List current technical and professional society memberships.)

Format: Grade of Membership, Name of Organization, Abbv., (Dates).

Sample: Member, American Mathematical Society, AMS (1980-)

PROFESSIONAL ACTIVITIES (List committees, committee offices, boards, commissions; indicate whether local, regional, or national.)

Format: Organization, Title, Activity, (Dates).

Sample: SIAM Southeastern Atlantic Section, President, (01/'92 – 12/'92).

MISCELLANEOUS

(Special achievements, accomplishments, scholarly activities worthy of note, but not included in the above format.)

Date of most recent resume update.