

**CLEMSON UNIVERSITY  
DEPARTMENT OF MECHANICAL ENGINEERING  
FACULTY BYLAWS**

**ARTICLE 1. MEMBERSHIP**

The Department of Mechanical Engineering Faculty shall consist of all members of the College of Engineering and Science Faculty who are appointed in either tenured or tenure track positions with primary appointment in Mechanical Engineering. Other University personnel holding either Other Regular Faculty Rank or Special Faculty Rank as defined by the Clemson University Faculty Manual and having primary appointments in Mechanical Engineering may petition for voting privileges as given to the Department Faculty and be granted such voting privileges only by a two-thirds vote approval by the Department Faculty.

Each faculty member shall select a primary assignment to a subject area group. The subject area groups are: Applied Mechanics, Design and Manufacturing, Dynamic Systems and Controls, and Thermal Fluid Sciences.

**ARTICLE II. FUNCTIONS**

The Faculty of the Department of Mechanical Engineering shall establish the will of the Department concerning academic matters; shall evaluate the credentials of current and prospective members, and shall recommend their appointment, reappointment, promotion and tenure in accordance with the University Faculty Manual; shall elect representatives to College of Engineering and Science Committees as required; and shall consider any matters that may affect the welfare of its members or the teaching, research and public service policies of the Department of Mechanical Engineering.

**ARTICLE III. OFFICERS**

The officers of the Department of Mechanical Engineering Faculty shall be Chairperson and Secretary. The Chair of the Department of Mechanical Engineering shall serve as the Chairperson and shall appoint a Secretary and when necessary, a presiding officer to serve in the absence of the Chair.

**ARTICLE IV. MEETINGS**

Regular meetings of the Department of Mechanical Engineering Faculty shall be held at the beginning and at the end of both the fall and the spring semesters prior to Commencement. Additional meetings will be called when deemed necessary by the Chairperson or when a written request is made by at least three (3) faculty members. Notice of meetings and their agenda shall be given at least five (5) working days in

advance, however, new agenda items may be considered upon a 2/3 vote of the total faculty. Copies of all resolutions, motions and reports that will commit the Faculty to any policy position must be submitted to the Faculty at least five (5) working days prior to the meeting at which action on such resolution(s), motion(s), or report(s) is contemplated. A quorum shall be a simple majority.

Roberts Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions and reports. On the call of any member of the Faculty, voting on a motion shall be by secret ballot. Minutes of all meetings shall be forwarded to all members of the Mechanical Engineering Faculty and a copy of the minutes of each faculty meeting shall be maintained in the Department office.

## **ARTICLE V. COMMITTEES**

### **Section 1. Structure and Membership**

The Department of Mechanical Engineering Faculty committees are created to implement the functions of the faculty as delineated under Article II. Except as provided in Section 2A, the composition and membership of these committees shall be designated by the Department Chair. Unless otherwise specified, all standing committees will consist of at least four (4) faculty members appointed by the Department Chair. The Committee year will be from August 15 until August 14 of subsequent year.

### **Section 2. Standing Committees**

The standing committees of the Department of Mechanical Engineering shall be an Advisory Committee, an Assessment Committee, a Tenure, Promotion, and Reappointment Committee, a Graduate and Research Committee, an Undergraduate Curriculum Committee, a Laboratory Committee, a Computer Utilization Committee, a Scholarship, Award and Honors Committee, an International Committee, a Seminar Committee, and a Post-Tenure Review Committee. The functions of these committees include providing advice to the Department Chair and serving as a petitionary forum for faculty members in the areas of the committees' purview. Any written inquiry to a committee from the Faculty will require a written reply from the committee addressed within ten (10) working days. Each committee is responsible for developing and maintaining written procedures to govern their actions and have these procedures approved by the Mechanical Engineering Department Faculty.

A committee's membership and chair shall be comprised according to its charter. Otherwise, the Department Chair shall appoint the committee membership and appoint its chair. No faculty member shall be appointed to serve on more than two (2) standing committees simultaneously.

Section 2A. Advisory Committee:

The Department of Mechanical Engineering Advisory Committee shall advise the Chair on matters brought to it by the Chair and on other matters deemed appropriate by the Advisory Committee. The Committee shall be composed of one faculty member from each subject area group, elected by faculty of the respective subject area group.

Section 2B. Tenure, Promotion and Reappointment Committee:

The Department of Mechanical Engineering Tenure, Promotion and Reappointment Committee is responsible for conducting peer reviews of all faculty who are being considered for tenure, promotion, or reappointment and for providing written recommendations to the Department Chair on its findings. The Committee shall be appointed by the Department Chair and shall be composed of a minimum of five (5) faculty, all of whom must hold rank of Professor. Each subject area group should be represented on the Committee. The Department Chair may not serve on this committee.

Section 2C. Graduate and Research Committee:

The Department of Mechanical Engineering Graduate and Research Committee is responsible for providing recommendations to the Department Chair and Faculty on all matters relating to the graduate programs and research in the Department.

Section 2D. Undergraduate Curriculum Committee:

The Department of Mechanical Engineering Undergraduate Curriculum Committee will serve as the primary body for review of undergraduate curricular matters within the Department and is responsible for providing recommendations to the Department Chair and Faculty on all matters relating to the Mechanical Engineering curriculum. The departmental representative to the College Curriculum Committee will be a member of this Committee.

Section 2E. Laboratory Committee:

The Department of Mechanical Engineering Laboratory Committee is responsible for providing recommendations to the Department Chair in consultation with Undergraduate Curriculum Committee and the Graduate and Research Committee on all matters relating to the undergraduate and graduate instructional laboratories, including the utilization of laboratory space and new equipment purchases.

Section 2F. Computer Utilization Committee:

The Department of Mechanical Engineering Computer Utilization Committee will serve as a resource for the Department Faculty. It will recommend to the Undergraduate Curriculum Committee and the Graduate and Research Committee all curricular changes that deal with computer utilization for undergraduate and graduate courses. It will recommend to the Department Chair the information technology infrastructure needs of the faculty, staff and students. The departmental representative to the College Computer Resources Committee will be a member of this Committee.

Section 2G. Scholarships, Awards and Honors Program Committee:

The Department of Mechanical Engineering Scholarships, Awards and Honors Program Committee will have responsibility for recommendations, nominations and proposals of individual students for scholarships, academic honors and awards. The Committee will maintain a list of local and national awards, for which departmental faculty members are eligible, will inform eligible members of these awards and, in accordance with the guidelines of these awards, will assist those members who choose to be nominated. The Committee will oversee the Honors Program and make recommendations to the Faculty concerning the program requirements. The Committee shall consist of at least five (5) faculty appointed by the Department Chair. The departmental representative to the College Scholarships, Awards, and Honors Program Committee will be a member of this Committee.

Section 2H. Assessment Committee:

The Department of Mechanical Engineering Assessment Committee is charged with the responsibility of maintaining procedures for and ensuring collection of assessment data to support the various needs of the department. The Committee will consist of three (3) faculty appointed by the Department Chair.

Section 2I. Post-Tenure Review Committee:

The Department of Mechanical Engineering Post-Tenure Review Committee is responsible for conducting reviews of tenured faculty who are so due under the provisions of the University Post-Tenure Review Policy. The Committee members shall be nominated by the Department Chair and elected by a simple majority vote of the faculty and shall consist of three (3) tenured faculty, all of whom hold the rank of Professor. The Department Chair may not serve on this committee. At least one member of the Committee shall hold faculty appointment outside of the Department. The Committee will elect its own Chair. The Committee will provide written recommendation to the Dean of the College of Engineering and Science on its findings.

*Section 2J. International Committee*

The Department of Mechanical Engineering International Committee is responsible for providing recommendations to the Department Chair and Faculty on all matters relating to international programs. The Committee will consist of three (3) faculty.

*Section 2K. Seminar Committee:*

The purpose of this Committee is to plan and conduct the program, obtain speakers, and make all the arrangements for the Department of Mechanical Engineering Seminar Series. The Committee will actively seek input for suggested speakers from individual faculty members. The Committee shall have a member from each subject area group.

**Section 3. Ad-Hoc Committees**

The Department Chair of Mechanical Engineering may appoint or delete Ad-Hoc Committees as required. Ad-Hoc Committees include Faculty Search Committees, a Seminar Committee, and other committees as deemed appropriate by the Chair. The Department Chair will suggest procedures to govern these Ad-Hoc Committees, and have the procedures approved by the Committees.

*Section 3A. Faculty Search Committees:*

The purpose of these committees is to conduct the search for new faculty members of authorized positions allocated to the Department. The committees will be governed by the applicable affirmative action procedures. For appointments to tenure-track positions, the credentials of all applicants shall be made available to all tenured and tenure-track faculty of the Department. The committees will recommend each appointment to the Department Chair.

**ARTICLE VI: TENURE, PROMOTION, AND REAPPOINTMENT REVIEW, POST-TENURE REVIEW, AND ANNUAL REVIEW GUIDELINES**

Tenured and tenure-track faculty and special rank faculty are reviewed in accordance with the frequency and stated procedures delineated within the Clemson University Faculty Manual. In addition, all other personnel involved in the teaching mission of the Department will be reviewed relative to their teaching effectiveness. Dates for submission of materials and for completing each level of review are determined each year by the University, the College of Engineering & Science, and the Department so that adequate time is provided at each level for a thorough and complete review. The Department Chair will send an annual notice to faculty stating the schedule and deadlines

for the tenure, promotion, and reappointment process, for the annual review process, and for the post-tenure review process.

Eligibility for reappointment, tenure, or promotion shall be in accordance with the Clemson University Faculty Manual. Faculty seeking promotion and/or tenure should initiate the process by a timely written request for review at the immediate next cycle to the Department Chair who will advise the Tenure, Promotion, and Reappointment Committee of the request. The reappointment review process is initiated automatically for all untenured tenure-track faculty and those of senior lecturer rank, except in circumstances where a particular faculty member has requested not to seek reappointment.

The guidelines, criteria and procedures for appointment, reappointment, promotion, and tenure within the Department are detailed in the Department document Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment. This document is a standing document within the Department, is separate from these bylaws, and of which a copy is attached as Appendix I. The Department uses the criteria, evaluation, and materials for review as per the guidelines adopted by the College of Engineering and Science and detailed in its document Guidelines for Tenure, Promotion, and Reappointment for the College of Engineering and Science. The current version of this document is available and maintained on the College website

Each faculty member is responsible for maintaining a record of his or her academic and professional goals, duties, and accomplishments in the Clemson University Faculty Activity System. Each faculty member should ensure that entries are accurate and up-to-date by the deadlines set by the University to allow for an accurate review. The Department Chair makes annual reviews. Annual review will be completed in a timely manner and by the deadlines set by the University and the College of Engineering and Science. Grievances are handled in accordance to the Faculty Manual.

Faculty required to undergo the Post-Tenure Review process will be notified of this fact at the start of the academic year concomitant with their review. Post-Tenure Review Guidelines are a standing document within the Department and separate from these bylaws. A copy of the Post-Tenure Review Guidelines is attached as Appendix II.

The appointment of research faculty shall follow university policies governing position searches, hiring, and other personnel matters. The review and recommendation for reappointment and promotion of research faculty shall adhere to the guidelines provided in the Department document Guidelines for Appointment, Reappointment, and Promotion of Research Faculty. This document is a standing document with the Department and is separate from these bylaws. A copy of the document is included as Appendix III. Research faculty are reviewed annually.

## **ARTICLE VII. ELECTION OF DEPARTMENTAL REPRESENTATIVES**

The representatives of the Department of Mechanical Engineering on all standing College and University Committees, councils, etc. whose selection has not been previously defined by these bylaws, shall be elected by the Faculty.

## **ARTICLE VIII. AMENDMENT**

These bylaws may be amended at a regular meeting of the Department of Mechanical Engineering Faculty by a two-thirds majority vote of the entire Department faculty. The proposed amendments must be recommended by at least two (2) members of the Department of Mechanical Engineering Faculty and distributed to the Faculty by the Chairperson at least ten (10) working days prior to the scheduled meeting. An amendment shall become effective when approved by the Department of Mechanical Engineering Faculty.

Approved October 1995  
Amended August 1997  
Amended September 1998  
Amended January 2009

**Clemson University**  
**Department of Mechanical Engineering**  
**Appendix I: Guidelines, Criteria, and Procedures for Appointment,  
Tenure, Promotion, and Reappointment**

*Article I: Appointment Procedures*

When a new or replacement tenure-track faculty position has been approved, the Department Chair shall initiate a search process. The Chair shall be responsible for advertising the position, communicating with applicants, arranging for interviews, and providing recommendations for hire to the College Dean. The Chair will appoint an ad-hoc Faculty Search Committee to prepare the advertisement, to review and screen applications, to check references, to make recommendations for on-campus interviews, to be actively involved in interviews, and to compile information and recommendations from department faculty regarding interviewees. At all stages of the search, Department faculty will have access to the credentials of each applicant. Appointment will conform to University policies governing position searches, hiring, and other personnel matters. The Department Chair shall make recommendations to the Dean from the candidates selected to interview by the Faculty Search Committee.

The Department Tenure, Promotion, and Reappointment Committee must review any consideration for an appointment in rank beyond the Assistant Professor level, appointment with tenure, or appointment with tenure probationary periods of two years or less prior to the appointment. The Tenure, Promotion, and Reappointment Committee shall render a written opinion to the Department Chair regarding the appropriate rank for appointment and tenure recommendations and this information shall be forwarded to the Dean of the College prior to appointment.

*Article II: Reappointment, Promotion and Tenure Procedures*

Section 1: Review Overview

Each faculty member eligible for review shall be given an opportunity for review and in accordance with the Clemson University Faculty Manual. The Department uses the criteria and materials specified by the College of Engineering and Science in its review for Reappointment, Promotion, and Tenure. The University schedule for the reappointment, promotion, and tenure process deadlines will be made available at the start of each academic year.

Peer review for reappointment, promotion and/or tenure will be conducted through the Department Tenure, Promotion and Reappointment Committee. The Committee shall be appointed as per the Department By-Laws. The function of the Committee is to (1) serve as an advocate for the faculty candidate in reappointment, tenure, and promotion considerations, (2) determine if the candidate meets the established

criteria for reappointment, tenure, or promotion consistent with the expectations, goals and vision of both the Department and College, and (3) report the recommendation of the Committee to the Department Chair who shall forward the recommendation to the Dean of the College. The Department Chair shall render a separate and independent recommendation and forward this to the Dean of the College with a copy to the Committee. The Department Chair will ensure that the faculty member under review has read and understands the recommendations both of the Committee and of the Chair and certifies this by signature.

## Section 2: Request for Review and Committee Procedures

Each faculty member requiring or desiring consideration for reappointment, promotion and/or tenure shall offer a written request to the Department Chair by the request deadline. The Department Chair will notify the Committee Chair to initiate the formal review. The faculty member under review is obliged to deliver the supporting materials by the deadlines stated in the schedule for the appropriate review request. The Committee will evaluate the review materials and seek additional materials as needed, including external referee reviews. At the conclusion of its review, the Committee will provide a written independent recommendation to the Department Chair regarding the requested review. The recommendation will be based on the majority vote of the Committee. This recommendation document will bear the signatures of each Committee member. Grievances to the recommendation will be handled according to the Faculty Manual.

The Committee does not evaluate the performance of tenured faculty on an annual basis. Faculty seeking promotion or early tenure must submit their request and supporting materials to the Department Chair by the appropriate published deadlines.

The Tenure, Promotion, and Reappointment Committee shall conduct its business in accordance with the following general procedures.

- All members of the Tenure, Promotion, and Reappointment Committee will have access to the Portfolio Notebook and supporting materials supplied by the faculty member under review (heretofore referred to as the “Candidate”). Each Committee member will be expected to review the Candidate’s Portfolio Notebook prior to deliberations.
- One member of the Committee will be selected to act as Advocate for the Candidate. The Advocate will organize information and prepare materials for Committee deliberations. The Advocate will review supporting materials to ensure these are consistent with the information in the Portfolio Notebook. The Advocate will lead discussions relative to the requested action(s). The other Committee members are expected to critique the case consistent with their evaluation of the supporting materials.
- External referees are required for both tenure and promotion actions. A qualified external referee is someone knowledgeable of the candidate’s field, has a distinguished record in a related field, and has the necessary and relevant experience to offer opinion regarding the suitability of the requested action(s).

The Advocate will identify appropriate external referees and coordinate their contact with the Committee Chair. External referees will be sent the Candidate's curriculum vitae and samples of scholarly work and any additional information that the external referee may request. Each external referee is asked to provide a written opinion to the Committee regarding the Candidate's suitability for the requested action, including the candidate's national and international reputation and visibility. This letter of opinion becomes part of the Candidate's materials for review and is added to the Portfolio Notebook for administrative review. Due to confidentiality, the external referee letters are not provided to the Candidate but referees are advised that in the event of any grievance actions the Candidate may gain access to the letters.

- The Advocate will carefully delineate the performance and accomplishments of the Candidate in a presentation to the Committee based on the materials provided, as well as any other relevant information. The Committee will deliberate on the materials package and request that additional materials be provided as needed to form their opinion. When such additional materials are needed, the Committee Chair will notify the Department Chair who will obtain the materials from the Candidate in an expedient manner and forward them to the Committee.
- At the conclusion of deliberation of a Candidate's requested action, a vote is executed. Requests for reappointment, for tenure, and for promotion are considered as separate actions requiring a separate vote. Each Committee member shall have one vote on each action and voting is by secret ballot. The Committee Chair shall count ballots. The majority vote on each requested action will rule and will be recorded as either a "recommendation for" or "recommendation against" the requested action. The actual vote count will be discarded and will not be recorded.
- The Advocate will take the lead on preparing a letter consistent with the requested action and recommendation(s) of the Committee. The letter will highlight the accomplishments and recognition of the Candidate and provide argument in support of the recommendation. In the case of reappointment, the Committee will offer opinion as to observations, to existing strengths, and to suggested areas for improvement for the Candidate.
- The Committee will agree on the content and wording of the letter. Each Committee member will sign the recommendation letter. The letter will be sent to the Dean of the College of Engineering and Science; a copy of the letter will be sent to the Department Chair after the Chair has completed the Chair's recommendation letter.
- The Committee Chair shall act as Committee representative in any College deliberations regarding tenure and promotion decisions.

All internal documents generated by the Committee in its deliberations are considered as confidential and shall be destroyed immediately following the conclusion of its deliberations on a Candidate.

Approved by faculty October 2007  
Amended January 2009

# **Guidelines for Tenure, Promotion, and Reappointment for the College of Engineering and Science**

## **Article I: Criteria for Tenure, Promotion and Reappointment**

The mission of Clemson University comprises three components: teaching, research, and public service. The primary role of the faculty of the University is to seek and communicate knowledge. Thus the work of each faculty member should be evaluated on the basis of his or her dedication to and effectiveness in scholarship, that is, the discovery, synthesis, dissemination and application of knowledge.

This article lists criteria that are used at the College level review for tenure, promotion, and reappointment (TPR) of Clemson University faculty, and suggests types of evidence that may be used to support accomplishments under each criterion. The criteria are divided into three levels that indicate their relative importance in the review process. The numbering of the criteria within each level implies no order. Each department or school may specify the relative importance of criteria within each level.

Each department or school within the College may consider additional or more restrictive criteria and may suggest alternative supporting evidence for review at the department or school level. Nevertheless, supporting evidence for the indicated criteria will be required at the college level review.

### **Level I:**

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

**1.)** Effective teaching that demonstrates ability and commitment.

**1.1.)** Possible supporting evidence.

**1.1.1.)** Development: courses, curricula, pedagogical methods, and materials.

**1.1.2.)** Evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, and alumni evaluations.

**1.1.3.)** Academic and research advising of undergraduate and graduate students.

**1.1.4.)** Awards: Department, College, University, professional.

**2.)** Scholarship

**2.1.)** Possible supporting evidence.

- 2.1.1.) Publications in refereed journals.
- 2.1.2.) Publications in refereed conference proceedings
- 2.1.3.) Research monographs
- 2.1.4.) Books
- 2.1.5.) Published curriculum materials
- 2.1.6.) Original software development

**Level II:**

Success in meeting one or more of the following criteria is normally necessary. Success in meeting all criteria or any subset of these criteria is not sufficient in the presence of Level I deficiencies.

**1.) Research funding**

**1.1.) Possible supporting evidence:**

- 1.1.1.) Funding from competitive federal, corporate, and state sources
- 1.1.2.) Student support generated

**2.) Honors and award**

**2.1.) Possible supporting evidence:**

- 2.1.1.) Research awards
- 2.1.2.) Invited addresses

**3.) Participation in professional societies.**

**3.1.) Possible supporting evidence:**

- 3.1.1.) Presentations at meetings
- 3.1.2.) Organization of meetings (sessions, programs, proceeding editor)
- 3.1.3.) Elected and appointed leadership positions (officer, committees, boards, etc.)

4.) Editorial service.

4.1.) Possible supporting evidence:

4.1.1.) Service as editor

4.1.2.) Service on editorial boards

5.) Patents awarded and ideas commercialized.

6.) Service to the University and to professional, public and private sectors.

6.1.) Possible supporting evidence:

6.1.1.) Public and private consulting.

6.1.2.) Externally delivered courses and short courses.

6.1.3.) Activities influencing public policy.

6.1.4.) Reviewer for funding agencies.

6.1.5.) Reviewer of manuscripts for publication.

6.1.6.) Technical reports and trade publications.

6.1.7.) University, College, and Departmental administration. (Post-tenure evaluations only)

6.1.8.) University, College, and Departmental committee service. (Post-tenure evaluations only)

6.1.9.) Advisor to student organizations. (Post-tenure evaluations only)

7.) Professional registration (where appropriate).

8.) Interdisciplinary activities.

**Level III:** Success in meeting the following criteria will be considered but is less important than the criteria in Levels I and II.

1.) State and regional recognition.

2.) Other presentations.

3.) Other funding.

3.1.) University support.

3.2.) Non-competitive gifts and donations.

## **Article II: Evaluation of Criteria**

Reappointment to a tenure-track position will require demonstrable progress toward meeting the criteria of Levels I and II. Promotion to Associate Professor and/or the award of tenure will require consistent and continuous success in meeting, the criteria of Levels I and II, and a reputation outside the University for scholarship. Also required will be a high likelihood of continued success in meeting the criteria of Levels I and II and the expectation of attaining national recognition and prominence for scholarship. Promotion to Professor will require consistent and continuous success in meeting the criteria of Levels I and II and the attainment of national prominence and recognition for scholarship.

## **Article III: Materials to be Submitted**

As part of the tenure, promotion, and reappointment process, a TPR portfolio is to be compiled in a single three-ring notebook and sent forward for review at the departmental, college, and Provost levels. The notebook is to be well indexed and tabbed with headings and subheadings as specified below, and arranged in the order given. Additional supporting evidence, not included in the portfolio notebook, may be provided by the candidate in a separate supplementary notebook, which is kept on file at the department or school level for review, if needed. This supplementary notebook is not forwarded to the College for the dean's review. In lieu of writing letters of reappointment for first year faculty, the TPR Peer Review Committee, department chair/director, and dean complete a standard Review for Faculty in the First Year Form (Attachment A).

1.) Letter requesting tenure, promotion, and/or reappointment.

2.) Request for Faculty Personnel Action Form (Routing Slip; Attachment B), and, if appropriate, Granting of Tenure Form (Attachment C).

3.) Letter of recommendation from the TPR Peer Review Committee. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the TPR Peer Review Committee should be inserted following the current year letter by the department chair/director.

4.) Letter of recommendation from the department chair or school director, as appropriate. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the department chair/director should be inserted following the current year letter by the department chair/director.

- 5.)** Letter of recommendation from the dean. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the Provost. Copies of all prior year letters of recommendation from the dean should be inserted following the current year letter by the department chair/director.
- 6.)** Detailed resume in the standard College of Engineering & Science format.
- 7.)** Top achievements Personal summary of what the candidate considers the top achievements that are pertinent to the TPR decision (3 pages maximum).
- 8.)** Teaching.
  - 8.1.)** Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum).
  - 8.2.)** The original (photocopies are not suitable as they often are illegible) Student Feedback Form (teaching effectiveness evaluation form) submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics provided by the College for each course are to be included in addition to the average departmental and College statistics.
  - 8.3.)** Any other evidence of teaching effectiveness such as senior exit surveys, alumni surveys, in-class peer visitation reports, etc.
- 9.)** Research Activities (not addressed in the resume).
  - 9.1.)** Research proposal history (optional).
  - 9.2.)** Impact of research/scholarship including literature citations (excluding self-citations), patents, awards, etc.
- 10.)** Service Activity (not addressed in the resume; may be documented in letters of recommendation from TPR Committee, department chair/director, and dean).
- 11.)** Copies of Faculty Evaluation Form 3 for the last five years.
- 12.)** Statement of short (1 year) and long-term (5 years) goals.
- 13.)** Description of administrative duties, if appropriate.
- 14.)** List of senior national and international external referees and all external peer review letters that are to be inserted in the portfolio by the TPR Peer Review Committee. (Required for tenure and promotion actions only.)

**14.1.)** The candidate should compile and provide to the TPR Peer Review Committee a list of at least five persons from outside the University as suggested external evaluators (close former associates such as dissertation advisors are not to be included). These external evaluators must be able to evaluate the quality of a faculty member's scholarship. For each suggested evaluator, give his or her name, title, address, phone number, e-mail address, why that person should be considered an appropriate external evaluator of the faculty member's performance, and a description of the candidate's relationship to the suggested evaluator. The list must include at least three names with whom the candidate has not collaborated.

**14.2.)** The TPR Committee may solicit evaluations from any name on the list submitted by the candidate, and must independently solicit at least two additional external evaluations from persons not on the candidate's list. The review for tenure and/or promotion to Associate Professor must include at least four external peer evaluations with at least two chosen from the candidate's list. The review for promotion to Professor must include at least six external peer evaluations with at least three chosen from the candidate's list.

**14.3.)** In an attempt to ensure that external evaluations provide useful and consistent information, the letters (sample provided as Attachment D) from the TPR Peer Review Committee to the external evaluators should address the three issues identified below. The tenure and/or promotion candidate should provide to the TPR Peer Review Committee a sufficient number of reprints of at least three refereed journal articles (candidate's choice) for inclusion in the mailing to the external evaluators.

**14.3.1.)** External evaluators should comment first and foremost on the quality of the candidate's scholarship as evidenced by the quality and impact of their research and publications.

**14.3.2.)** External evaluators should comment on the national and international stature of the candidate within the profession.

**14.3.3.)** External evaluators may comment on the candidate's research and graduate advising productivity, and professional service activities, if deemed appropriate.

**15.)** Any clarifying statements or additional information (supplementary to the standard resume) that a tenure, promotion, or reappointment candidate wishes to have included in the TPR portfolio (5 pages maximum). This is optional.

**16.)** Spreadsheet of annual evaluation ratings for the past three years including an indication of how the candidate's evaluations compare with other faculty in that particular rank in his/her unit (completed by the department chair/director). (See Attachment E for sample.)

**17.)** A copy of the original letter of offer of employment (inserted in the portfolio by the Dean's Office).

**18.)** A copy of the signed Tenure Agreement Form (inserted in the portfolio by the Dean's Office).

**19.)** A copy of all promotion letters, as applicable (inserted in the portfolio by the Dean's Office).

**20.)** Copy of the College of Engineering & Science Guidelines for TPR (inserted in the portfolio by the department chair/director).

**21.)** Copy of Department or School Guidelines for TPR (inserted in the portfolio by the department chair/director).

#### **Article IV: Completion Dates**

Dates for completing each level of review in the tenure, promotion and reappointment process are determined each year by the University, the College of Engineering & Science, and each department or school so that adequate time is provided at each level for a thorough and complete review.

*Version: March 9, 1998: Approved by CoES Faculty May 5, 1998. Strategic Planning Computer Resources Committee*

**Clemson University**  
**Department of Mechanical Engineering**  
**Appendix II: Guidelines for Post Tenure Review**

**Article I: Criteria for Post Tenure Review**

The faculty recognize that Post Tenure Review differs in both intent and spirit from review for promotion, reappointment and tenure. Those latter reviews 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.

**Article II: Evaluation of Criteria**

Post Tenure Review evaluation shall be based on the performance and activity appropriate to the current rank. In addition, consideration shall be given to achievement of individual goals established to further the Department strategic plan. The context of the review, however, must always be consistent with assigned duties and direction provided through annual evaluations during the review period. 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”.

Adopted by the Faculty – September 18, 1998  
Amended – November 12, 1999

**Article III: Procedures for Post Tenure Review**

1. **Committee:** The committee shall be nominated and elected as set forth in the Department By-Laws. Upon election of its chair, the committee shall notify the Department Chair of its readiness to perform. While the committee may initiate gathering of information at any time, it may not begin the formal review process until it notifies the Department Chair.
2. **Committee Meetings:** Meetings of the committee are called at the direction of the committee chair. Committee deliberations and working documents are deemed confidential.

3. Faculty Member Subject to Review: Annually the Department Chair shall inform the Faculty of the Department of the members subject to Post Tenure Review in the coming academic year. No faculty member shall be selected for review until five years of tenured service, exclusive of leaves or sabbaticals, have been completed.
  
4. The procedures pertaining to Documents for Review, Committee Reports, Department Chair 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 Department policies and procedures. This includes the review deadlines established by the University and/or College, and Department criteria for faculty performance.

Adopted by the Faculty  
September 18, 1998

**Clemson University**  
**Department of Mechanical Engineering**

**Appendix III: Guidelines for Appointment, Reappointment, and  
Promotion of Research Faculty**

Research faculty are colleagues who support the overall mission and vision of the department, are engaged in full time research and are supported exclusively from external funds or foundation accounts. This faculty appointment is a professional career track without tenure considerations. Performance goals and expectations are more restricted than those for tenure/tenure-track faculty and must be consistent with the Clemson University Faculty Manual.

**Article I: Qualifications**

Research faculty will possess the earned doctor's degree consistent with the normal disciplines that are associated with the Mechanical Engineering Department and qualifications in the research field consistent with expectations of rank. Research faculty will have the title Research Professor, Research Associate Professor or Research Assistant Professor as appropriate for the qualifications of the individual.

**Article II: Appointment, Reappointment and Promotion**

Appointments will conform to university policies governing position searches, hiring, and other personnel matters. Consideration of reappointment and promotion will be conducted through the department tenure, promotion and reappointment (TPR) committee. The TPR committee will insure that appropriate department standards for position and rank are maintained.

**Article III: Annual Performance Evaluation**

The department chair will conduct Annual performance evaluations with input from research collaborators.

## **Article V: Participation in Related Departmental Activities**

Research faculty may participate in departmental activities, including:

1. Service on graduate research committees, either as a research advisor or as a member,
2. Advising undergraduate students who are involved in research,
3. Graduate and undergraduate teaching on an as-needed/as-available basis,
4. Full participation in deliberations of departmental matters but without voting privileges, and
5. Other activities directly supporting the research mission of the Department of Mechanical Engineering.

All such activities must be consistent with the contract obligations to research sponsor(s).

## **Article VI: Guidelines for Reappointment and Promotion**

Evaluation criteria for reappointment and promotion will include, but not be limited to the following:

6. Fulfillment of research contract obligations,
7. Funding obtained from federal, corporate and state sources,
8. Participation in individual and collaborative research contracts and grants,
9. Initiation of individual and collaborative research contracts and grants,
10. Honors or Awards received.
11. Publications in archival journals and other appropriate media,
12. Participation in professional societies,
13. Service on research advisory boards and review panels,
14. Support of graduate and undergraduate students, and
15. Patents and licenses awarded.

## **Description of Research Faculty from the Faculty Manual**

Research or Extension Faculty. The title of research or extension professor, research or extension associate professor, and research or extension assistant professor (depending upon professional qualifications) may be granted to persons engaged in full time research or public service who are supported exclusively (including fringe benefits) from external funds or foundation accounts. Such appointments must be initiated by the host department(s) in accordance with departmental bylaws and approved by the dean and the Provost. These positions are contingent upon the availability of external funds and adequate space; termination is automatic upon expiration of external funding. Individuals holding these positions will be subject to annual review utilizing the faculty activity system for faculty continuance. Initial appointment, reappointment, and promotion will be based on departmental bylaws and will be contingent upon plans for and contributions to the department's undergraduate, graduate, and public service programs that interface

with their research or public service activities. Examples are participation in departmental seminars, research exposure with undergraduate and graduate students, provision for funding of graduate students, service on the graduate advisory committee, and public service activities related to the department's mission. Distribution of indirect costs or overhead generated shall follow university policy. These positions are not tenurable, nor shall time spent in such a position count toward tenure.

Approved by faculty on May 7, 2003.