



Department TPR and PTR Documents Routing Sheet
Requirements based on 2020-2021 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 V,D1d).

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

Department: _____

College: _____

Department Faculty Meeting at which the attached TPR documents were approved:

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Faculty Manual Consultant

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

Comments are attached immediately following this cover sheet.

Department Chair

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

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Dean

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

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Provost

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

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Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2020-2021 *Faculty Manual*

Department: SCHOOL OF MATHEMATICAL AND STATISTICAL SCIENCES

Date

5/27/2021

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

This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*. Updated 8/12/2019.

Compliance

NOTE: Principal lecturers must be incorporated into department TPR documents by August 1, 2021

	Requirement	Reference	Yes	No	N/A
0	Consistent otherwise with the <i>Faculty Manual</i> and internally and with departmental bylaws	Ch III, A1c	X		
1	The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
2	Criteria for tenure	Ch V, D1b	X		
3	Process for tenure	Ch V, D1b	X		
4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 <i>Faculty Manual</i>)	Ch V, C3	X		
5	Qualifications (criteria) for reappointment	Ch V, D1c			
5a	* assistant and untenured associate professor	Ch V, D1b	X		
5b	* research faculty	Ch IV, B2e & B2b, i(3)			X
5c	* extension faculty	Ch IV, B2e & B2b, ii(4)			X
5d	* clinical faculty	Ch IV, B2e			X
5e	* lecturer	Ch IV, B2e; Ch V, C2b, i	X		
5f	* senior lecturer	Ch IV, B2e; Ch V, C2c	X		
5g	* principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2e; Ch V, C2d	X		
5h	* Professor of Practice	Ch IV, B2e			X
6	Processes for reappointment (annual except as noted below)	Ch V, D1c			
6a	* assistant and untenured associate professor	Ch V, D1b	X		
6b	* research faculty	Ch IV, B2e			X
6c	* extension faculty	Ch IV, B2e			X
6d	* clinical faculty	Ch IV, B2e			X
6e	* lecturer	Ch IV, B2e; Ch V, C2b, i	X		
6e, i	* including feedback from senior and principal lecturers	Ch V, D1g	X		
6f	* senior lecturer	Ch IV, B2e; Ch V, C2c	X		
6f, i	* 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 (Can delay until Aug 1, 2021)	Ch IV, B2e; 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 IV, B2e			X
7	Qualifications (criteria) for promotion	Ch V, C4a, i			
7a	* to associate professor	Ch IV, B1f, iii	X		
7b	* to full professor	Ch IV, B1f, iv	X		
7c	* research faculty ranks	Ch IV, B1e			X
7d	* extension faculty ranks	Ch IV, B1e			X
7e	* clinical faculty ranks	Ch IV, B1e			X
7f	* to senior lecturer	Ch IV, B1e & B2i, iv(3),(b)	X		
7g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B1e & B2i, iv(4),(b)	X		
8	Processes for promotion	Ch V, D1c			
8a	* to associate professor	Ch V, D1c	X		
8b	* to full professor	Ch V, D1c	X		
8c	* research faculty ranks	Ch V, D1c			X
8d	* extension faculty ranks	Ch V, D1c			X
8e	* clinical faculty ranks	Ch V, D1c			X
8f	* to senior lecturer	Ch IV, B2i, iv(3),(b)	X		
8f, i	* including feedback from senior and principal lecturers	Ch V, D1g	X		
8g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2i, iv(4),(b)	X		
8g, i	* including feedback from principal lecturers	Ch V, D1g	X		
Procedures and committee structure of departmental TPR committees, adhering to <i>Faculty Manual</i> requirements to include at least the following:					
9	• Procedures the TPR Committee must follow	Ch V, D1c	X		

10	• The composition of the TPR committee shall be defined in the TPR document (change from 2018-2019; this committee need not be elected)	Ch V, D1e, i	X		
11	• The TPR committee's members shall not be appointed by the department chair (new in 2019-2020)	Ch V, D1e, i	X		
12	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch V, D1e, ii	X		
13	• 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 V, D1e, ii	X		
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	Ch V, D1e, iii	X		
15	• 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 V, D1e, iv	X		
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	Ch V, D1f, i	X		
Guidelines providing details of the PTR process adhering to <i>Faculty Manual</i> requirements to include at least the following:					
17	Post tenure review criteria and processes are documented in the TPR document	Ch V, G3a	X		
18	• Specific guidelines	Ch V, G3a	X		
19	• Specification of ONE option for external representation	Ch V, G6a	X		
19a	• Process for <i>selecting</i> an external PTR member if this is part of the Post-tenure review process	Ch V, G6a, ii	X		
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	Ch V, G6e	X		
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	Ch V, G6a, iii	X		
20	• Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	Ch V, G4a	X		
21	• Only tenured faculty may serve on the PTR Committee	Ch V, G4b	X		
22	• The PTR Committee shall have a minimum of three members	Ch V, G4c	X		
23	• Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch V, G4d	X		
24	• The PTR Committee shall elect its own chair	Ch V, G4e	X		

School of Mathematical and Statistical Sciences
Guidelines for Tenure, Promotion and
Reappointment (TPR) May 3, 2021

These guidelines are intended to provide a consistent policy and procedure for tenure, promotion and reappointment within the School of Mathematical and Statistical Sciences (SMSS). The guidelines are meant to aid the Tenure Promotion and Reappointment (TPR) Committees described below, as well as 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 are to 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.

Definitions and TPR Committee Structure

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*.

At this time, the SMSS does not utilize Research, Extension or Clinical Faculty, or Professors of Practice, or 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 below (see Section I – B) weighted according with the faculty member's charge as communicated in their contract.

For the purposes of reappointment, tenure and promotion of regular faculty, each division of the School containing regular faculty will have its own TPR Committee. These TPR Committees shall consist of all Professors in their respective division for cases of promotion to Professor, and also tenured associate professors for cases of reappointment and promotion to associate professor and/or tenure. Committee members must have appointments in the 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 Professors in a division, then tenured Professors from another division or department

will be nominated and elected to serve on that division's TPR committee (the nomination and election will be done by that division's TPR committee, or in the event that division's TPR committee has no members then by the PTSF committee defined below). Prior to April 1st of each year, each Division TPR Committee will elect from among its members a Professor to serve as chair for the next year (April 1 – March 31).

Each TPR committee may appoint subcommittees, drawn from its own members, as needed. If there are fewer than five Professors within the division who are eligible to serve on the TPR committee, then tenured Professors in any School Division or University Department or School, who are not administrative faculty, will be nominated and elected by all TPR committee members of the School, to serve on the Division TPR Committee for one year in order that there are at least five Professors on the committee.

The Post Tenure and Special Faculty (PTSF) review Committee shall consist of 3 tenured regular faculty from the SMSS who hold the rank of Professor, with at least one member from each division containing tenured regular faculty who are eligible to serve on PTSF. The Division TPR chairs shall determine the make up of the committee prior to May 15, whose members will serve the next year (August 15 – May 15). In the case that there are fewer than three eligible members, additional members from other departments/schools in the College of Science shall be nominated by the School Director and elected by a simple majority of the combined membership of the School TPR committees. Committee members must not be on leave, nor undergoing post tenure review in the current year. The PTSF committee serves as both a post tenure review (PTR) committee and a special faculty review (SFR) Committee, and conducts post tenure review as well as reappointment and promotion of special faculty. The PTSF committee will elect a chair from among its members.

The Lecturer Advisory Committee will consist of six lecturers who hold the rank of senior lecturer or higher, who are voting members in the School of Mathematical and Statistical Sciences and who are not being considered for reappointment. The six lecturers will serve on the committee for a two-year term, with three new members elected each year, as the top three vote-getters, by the special faculty members of the Mathematics and Statistics Education Division. If there are fewer than six senior lecturers available to serve two year terms because of reappointment considerations, the remaining members of the committee will be elected from among those eligible to serve for one year. The Lecturer Advisory Committee will review proposed re-appointments and promotions of lecturers of any rank. Committee members will vote and provide input on cases at or below their rank. Upon completing the reviews, summaries and recommendations will be provided to the School Director and the PTSF Committee. The Chair of the Lecturer Advisory Committee will be elected annually by its six voting members from among its six voting members. Other duties or responsibilities for the Lecturer Advisory Committee may be assumed by the Committee or assigned by the School Director.

The remainder of this document is organized as follows. The SMSS policies for reappointment, tenure and promotion for regular faculty to be used by the Division TPR committees are outlined in Section I. Section II contains reappointment and promotion

policies for special faculty. Post tenure review guidelines are described in Section III. Candidates can find the standard SMSS format for curriculum vitae in the Appendix.

Section I: Regular Faculty Ranks

A. Responsibilities

The process of formulating tenure, promotion and reappointment recommendations for regular faculty within the SMSS involves the candidate, their Division TPR Committee and Division Leader, 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 must be compiled in the current faculty activity reporting software, and the vita deposited there must be in standard SMSS format (see Appendix below). This dossier, referred to as the TPR Notebook, is used each year in the reappointment review, as well as for reviews for tenure and promotion. Candidates are responsible for requesting evaluation for reappointment, tenure and/or promotion. Deadlines requesting consideration for reappointment, tenure and/or promotion are determined and communicated by the office of the Provost.

The Division TPR Chairs are responsible for ensuring 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 Division TPR Committee Chair shall work to ensure that committee discussions and decisions are free of bias and discrimination.

The Division TPR Committees are responsible for making written recommendations on tenure, promotion or reappointment of each candidate with primary appointment in that division. The recommendation shall 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 shall be accomplished with objectivity and careful judgment using information that is as complete as possible.

Current versions of the School TPR Guidelines shall be available on the SMSS website, and the current version of the Faculty Manual is available through the Academic Senate on the Clemson University website. The Director in consultation with each candidate's Division Leader shall provide a written recommendation on tenure, promotion or reappointment which is independent of the recommendation of the candidate's TPR committee.

B. Process for Regular Faculty

To be considered for reappointment, tenure and/or promotion, the candidate must submit a letter requesting action by the date determined and communicated by the office of the Provost. For reappointment the deadline is normally during fall semester, while for

promotion the deadline is in the spring semester of the academic year preceding the evaluation year (preceding the penultimate year for assistant professors). To be considered for tenure, promotion to Associate Professor or promotion to Professor, in addition to a letter requesting action, the candidate must submit: (1) a list of at least 5 names of potential external evaluators from whom evaluations of the candidate's scholarly work may be solicited (by April 15th); (2) a discussion of research accomplishments and future plans (by June 1st); and (3) a current curriculum vitae (by June 1st). For promotion cases (by August 16th) the candidate will submit to the Division TPR Committee a list of former students, typically twenty former undergraduate students and twenty former graduate students, from whom teaching evaluations may be solicited by the Division TPR Committee. The deadline for the submission of additional documents, such as goals statements, teaching statements, etc., that make up a candidate's dossier are determined and communicated by the office of the Provost (typically due early in the fall semester).

The list of potential external evaluators submitted by the candidate must hold the academic rank of Professor (or equivalent) from research institutions (including appropriate laboratories and industry), who are free from any conflict of interest in providing a candid evaluation of the candidate's research. Examples of a conflict of interest include Ph.D. advisors, friends, and academic "siblings." The candidate must not have coauthored papers with more than two of the names submitted.

1. Reappointment

Before September 1 of the year of evaluation, the Division TPR Chair will appoint a subcommittee of TPR members for each faculty member that is to be considered for reappointment. Each subcommittee is responsible for collecting evidence of the candidate's qualifications and presenting this evidence to the TPR Committee. A recommendation on reappointment is to be made in each year before the penultimate year for each nontenured faculty member with regular faculty rank. The recommendation should include a detailed and thorough review of the candidate's progress toward meeting the criteria for awarding tenure, as well as suggestions for improvements. The Director in consultation with each candidate's Division Leader shall provide a similar written recommendation on reappointment which is independent of the recommendation of the candidate's TPR committee. Both recommendations shall be entered into the current faculty activity software.

2. Tenure and/or Promotion to Associate Professor

Before April 15 of the year preceding the academic evaluation year, the Division TPR Chair will appoint a subcommittee of TPR members for each faculty member that is to be considered for promotion to Associate Professor and/or tenure. Normally, candidates will be considered for tenure and promotion to Associate Professor in their penultimate academic year (evaluation year). Each subcommittee is responsible for collecting evidence of its candidate's qualifications including external evaluations, and presenting this evidence to the TPR Committee. The

Division TPR committee shall be responsible for obtaining letters from at least four external evaluators, with at least two coming from the candidates list. These evaluators should be contacted and their willingness to provide evaluations determined by May 15.

3. Promotion to Professor

Before April 15 of the year preceding the academic evaluation year, the Division TPR Chair will appoint a subcommittee of TPR members for each faculty member that is to be considered for promotion to Professor. Each subcommittee is responsible for collecting evidence of its candidate's qualifications and presenting this evidence to the TPR Committee. The Division TPR committee shall be responsible for obtaining letters from at least six external evaluators, with at least three coming from the candidates list. These evaluators should be contacted and their willingness to provide evaluations determined by May 15.

The Division TPR Committee shall deliberate and make known its recommendation promptly, with a written evaluation entered in the current faculty activity reporting software. 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. Voting shall be by secret ballot. The Director in consultation with each candidate's Division Leader, shall provide a similar written recommendation on reappointment which is independent of the recommendation of the candidate's TPR committee. Both recommendations shall be entered into the current faculty activity software. The candidate shall be given a copy of both of the recommendations. The TPR Notebook will be forwarded to the Dean of the College for further consideration.

C. Evaluation Criteria for Regular Faculty

1. **Reappointment** affirms consistent and demonstrable progress toward meeting the tenure and promotion criteria.
2. 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, school, college or university service, see section D below. Also required will be evidence of continued success in satisfying the promotion criteria and toward attaining national recognition and prominence for scholarship.
3. Promotion to the rank of **Professor**, the highest academic rank conferred by the University. It provides recognition for excellence in research, teaching and service which is evidenced in satisfying criteria in section D below. Promotion to Professor will require consistent and continual success in satisfying the promotion expectations of effective teaching, professional service, and the attainment of national prominence

and recognition for scholarship.

D. Regular Faculty 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. 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 via instruction such as offering reading courses or creative inquiry.
 - 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. Development and dissemination of significant software packages
 - 2.4. Presentations at national and international conferences.
 - 2.5. Honors and awards based on scholarly achievement.
 - 2.6. Impact of scholarship (literature citations, keynote addresses, etc.)
 - 2.7. Patents awarded.
 - 2.8. 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. Promotion to Professor requires significant success in Level II criteria.

1. Research funding, as indicated by the following possible supporting evidence:
 - 1.1. Research funding from competitive federal, corporate, or state sources.
 - 1.2. Student support generated.
2. Research direction, as indicated by the following possible supporting evidence:
 - 2.1. PhD graduates.
 - 2.2. Master's graduates.
 - 2.3. Current thesis or dissertation research advisees.
 - 2.4. Undergraduate research students advised.
 - 2.5. Papers authored solely by research advisees.
 - 2.6. Postdoctoral scholars or visiting scholars advised.

3. Interdisciplinary collaboration, as indicated by the following possible supporting evidence:
 - 3.1. Interdisciplinary scholarship, publications and/or software development
 - 3.2. Submitted joint research grant proposals.
 - 3.3. Awarded joint research contracts or grants.
 - 3.4. Consulting across campus and with industry partners which may be done via the Statistical and Mathematical Consulting Center.
 - 3.5. Serving on graduate committees outside the SMSS.

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 Professor.

1. Professional service activities and accomplishments.
 - 1.1. Elected or 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 or private consulting.
 - 2.2. Externally delivered courses or short courses.
 - 2.3. Technical reports or trade publications.
 - 2.4. University, College, or School administration. (post-tenure evaluations only)
 - 2.5. University, College, or School committee service. (post-tenure evaluations only)
 - 2.6. Advisor to student organizations. (post-tenure evaluations only)
3. Academic advising of undergraduate or graduate students.
4. State or regional recognition enhancing the reputation of SMSS or Clemson University.
5. Other presentations.
6. Other funding.
 - 6.1. University support.
 - 6.2. Non-competitive gifts or donations.
7. Other scholarship.
 - 7.1. Publications in conference proceedings.
 - 7.2. Research monographs.
 - 7.3. Books or book chapters.

Section II: Special Faculty Ranks

A. Responsibilities

The process of formulating promotion and reappointment recommendations for special

faculty within the SMSS involves the candidate, the PTSF Committee, the Mathematics and Statistics Education Division Leader, and the School Director.

Each faculty member is responsible for maintaining a current dossier as part of the promotion and reappointment process. The dossier must be compiled in the current faculty activity reporting software, and the vita deposited there must be in standard SMSS format (see Appendix below). This dossier, referred to as the TPR Notebook, is used each year in the reappointment review, as well as for reviews for promotion. Candidates are responsible for requesting evaluation for reappointment and promotion. Deadlines requesting consideration for reappointment, tenure and/or promotion are determined and communicated by the office of the Provost.

Reappointment and promotion of special faculty will be conducted by the PTSF Committee, and the Director who will consult with the Mathematics and Statistics Education Division Leader. These reviews and subsequent recommendations will be completed in an independent fashion in order to provide two independent recommendations of each candidate. In the case of reappointment and promotion of lecturers, advice from the Lecturer Advisor Committee will be solicited by the PTSF. In cases concerning promotion to or reappointment at the rank of principal lecturer, the members of the PTSF committee can solicit advice from division TPR committees and/or any special faculty holding the rank of principal lecturer.

B. Process for Special Faculty.

To be considered for reappointment, tenure and/or promotion, the candidate must provide a letter requesting action by the date determined and communicated by the office of the Provost. For reappointment the deadline is normally during the fall semester, while for promotion the deadline is in the spring semester of the academic year preceding the evaluation year (preceding the penultimate year for lecturers). To be considered for promotion to Senior Lecturer or Principal Lecturer, the candidate must provide in their dossier: (1) a current vita, (2) copies of their form 3 evaluations for the last three years, (3) a statement of teaching philosophy, (4) a summary of achievements and contributions to the mission of the SMSS, College, and University, (5) a statement of their long term goals, (6) student evaluations for the most recent 4 semesters, and (7) any additional supporting evidence of meeting the criteria described below (e.g. for promotion to Principal Lecturer, if appropriate, letters that describe professional activities and accomplishments of the candidate).

1. Reappointment

A recommendation on reappointment is to be made in each year before the penultimate year for each lecturer. The PTSF committee, with input from the Lecturer Advisory Committee, and the Director in consultation with the Mathematics and Statistics Education Division Leader, will use the information in the candidate's dossier to independently make recommendations on reappointment. These recommendations should include a detailed and thorough review of the candidate's progress toward meeting the criteria for promotion, as well as suggestions for

improvements.

2. Promotion to Senior Lecturer

Normally, candidates may be considered for promotion to Senior Lecturer after their 4th full year as a Lecturer but prior to the completion of their 8th full year. The PTSF committee, with input from the Lecturer Advisor Committee, and the Director in consultation with the Mathematics and Statistics Education Division Leader will use the information in the candidate's dossier to independently make recommendations on promotion. These recommendations should include a detailed and thorough review of how well the candidate has met the promotion criteria.

3. Promotion to Principal Lecturer

Candidates may be considered for promotion to Principal Lecturer after their 4th full year as a Senior Lecturer. The PTSF committee and the Director in consultation with the Mathematics and Statistics Education Division Leader will use the information in the candidate's dossier, possibly together with input from others in the School who have achieved the rank of Principal Lecturer, to independently arrive at recommendations on promotion. The recommendation should include a detailed and thorough review of how well the candidate has met the promotion criteria.

The PTSF Committee, Mathematics and Statistics Education Division Leader and School Director shall deliberate and make known their recommendations promptly, with a written evaluation entered in the current faculty activity reporting software. All recommendations for promotion or reappointment require favorable votes from at least 60% of the members of the PTSF Committee that cast a ballot and do not abstain. Voting shall be by secret ballot. The candidate shall be given a copy of the recommendation from the School Director and from the PTSF Committee. The TPR Notebook will be forwarded to the Dean of the College for further consideration.

C. Evaluation of Special Faculty

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 School. Evidence of contributions to the research and service missions of the School can also be considered as part of the criteria. Lecturers are evaluated for reappointment every year.

2. Promotion to and/or Reappointment of Senior Lecturer

The promotion to Senior Lecturer affirms the high quality of the faculty member's accomplishments and value to the SMSS and the University. Clear evidence of satisfying the Level I criteria through successful contributions to the instructional mission of the SMSS 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 of being a Senior Lecturer, and every three years thereafter. Reappointment affirms continued performance at a level commensurate with the rank of Senior Lecturer.

3. Promotion to and/or Reappointment of Principal Lecturer

The promotion to Principal Lecturer affirms the highest quality of the faculty member's accomplishments and value to the SMSS and the University. Promotion to Principal Lecturer requires major documentable contributions to the SMSS mission that extend significantly beyond what is expected for promotion to Senior Lecturer. Evidence must be provided of meeting Level I criteria at a very high level and consistent and sustainable success in Level II criteria. The Principal Lecturer appointment recognizes 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 is, itself, not a sufficient criterion for promotion to principal lecturer. Principal Lecturers are evaluated for reappointment in the penultimate year of their five year appointments. Reappointment affirms continued performance at a level commensurate with the rank of Principal Lecturer.

D. Special Faculty 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 evaluations of teaching.

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 of 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 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.
 13. Significant undergraduate advising duties.
 14. Active participation in professional organizations or on national academic boards.
 15. Other contributions not covered in items 1-14.

Section III: Post Tenure Review

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. TPR evaluations are designed to assess the 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 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 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 four letters will be considered with at least two letters coming from a list of six potential reviewers submitted by the faculty member. If an external committee member is chosen, then the PTR committee will add a fourth member to the committee from among those in science and engineering at Clemson holding the rank of Professor. The candidate may submit a list of names of potential external committee members. The PTR committee will decide on a candidate from the reviewee’s list if provided or by selecting an extra reviewer on their own if a list is not provided or is exhausted. The chair of that committee will request their service.

Procedures: The faculty member being reviewed shall provide to the PTR committee and to the relevant Division Leader: (a) an up-to-date vita in standard SMSS format; (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

PTR Report by the School Director: The evaluation by the School Director shall be separate from that of the PTR committee. 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, and 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 Curriculum Vitae Format

School of Mathematical and Statistical Sciences

Standard Resume Format: General Guidelines
To be used for all Tenure, Promotion, & Reappointment Considerations

(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. Denote with asterisk if a coauthor is your advisee at the time the paper was written.)

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

Format: Authors, "Title of Article," *Title of Journal*, **Volume**, Page(s) (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).
3. Student*, G. and Advisor, J., "There is no such thing as dark matter," *Science*, **152**, 1-3 (2021).

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).

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, Page Number, (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

Publications by graduate student advisees where faculty member is not coauthor

Format follows as above for journal articles, conference proceeding, etc.

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 Macrolide 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 status).

Sample: Shumway, G., "Mathematical Study of UFOs and Alien Life Forms," 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 J. Seinfeld).

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, (Co-advisor with R. Dangerfield).

Graduate Student 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,” (2011-2013).

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 2012).

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.