



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

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

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

Department: Agricultural Sciences

College: College of Agriculture, Forestry and Life Sciences

Department Faculty Meeting at which the attached TPR documents were
approved on: January 11, 2019

Faculty Manual Editorial Consultant

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

Department Chair *Charles V. Pruett III*

Approved Revision Required (see comments)

Dean *Keith Belli*
Keith Belli (Feb 12, 2019)

Approved Revision Required (see comments)

Provost Robert H Jones

Approved Revision Required (see comments)

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

Department: **Agricultural Science**

Date

1/29/2019

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

Updated August 3, 2018.

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

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8 Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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

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

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

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

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

1
2 **Department of Agricultural Sciences**
3 **Bylaws for Tenure, Promotion, Reappointment, and Post-Tenure Review**
4

5 The regular faculty of the Department, as represented by the AS TPR Committee, are the
6 primary judges of the qualifications of its members. Peer evaluation is essential in
7 recommendation for tenure, promotion, and reappointment. All peer recommendations
8 regarding any individual holding faculty rank in the Department shall, therefore, originate
9 within the regular faculty of the Department. Regular faculty of the Department determine the
10 tenure, promotion, and reappointment (TPR) standards as well as procedures for electing the
11 TPR committee and the procedures that committee must follow. When not specified in the
12 Department TPR Bylaws, the Department TPR Committee will follow the procedures outlined in
13 the Faculty Manual.

14
15 **Section 1. Tenure, Promotion, and Reappointment (TPR) Committee**
16

17 The Department of Agricultural Sciences TPR Committee shall act for the faculty in making peer
18 reviews and recommendations on individuals being considered for tenure, promotion, or
19 reappointment. The committee makes recommendations concerning policies and procedures
20 regarding academic promotion and other relevant issues, subject to provisions stated in the
21 current *Faculty Manual*. Membership and voting rights on the TPR Committee are limited to
22 tenured, regular faculty. Voting rights for making a recommendation concerning promotion to
23 rank or appointment at rank are limited to faculty with equivalent or higher rank.
24

25 The Departmental TPR Committee is responsible for the evaluation of candidates and will make
26 the recommendation for tenure, promotion, and reappointment to the College Dean. The
27 Departmental TPR Committee will make the recommendation based on the nominee's eTPR
28 notebook, input from regular faculty with equivalent or higher rank, and their own
29 deliberations.
30

31 A Chair-elect for the following academic year will be elected by the TPR Committee at their first
32 meeting of each academic year to maintain committee administrative continuity. The Chair will
33 be responsible for coordinating Committee meetings, reviews of faculty for tenure, promotion,
34 and reappointment, and other duties as outlined in the Department of Agricultural Sciences
35 Guidelines and Procedures for Tenure, Promotion, and Reappointment.
36

37 **Election of Members**

38 The TPR Committee shall be composed of five (5) faculty members, elected by the faculty to
39 three (3) year staggered terms. Committee composition shall include at least one
40 representative from agribusiness, at least one from agricultural education, and at least one
41 from agricultural mechanization and business, and members at large. At least one member shall
42 be elected from off-campus, at least one member must have a teaching appointment, and at
43 least one member must have an Extension appointment. Because it is required that the

44 Committee consists of faculty of equal or higher rank to the rank for which a candidate has
45 requested to be considered, the committee must have three (3) members who hold the rank of
46 Professor if a faculty member is going up for promotion to rank of professor.

47

48 The department chair will hold elections for new TPR Committee members during the spring
49 semester. Candidates for election with the rank of Associate Professor or Professor may be
50 nominated by the departmental faculty or self-nominated.

51

52 **Procedures**

53

54 The TPR Committee Chair will preside at the Department TPR Committee meetings and report
55 to the faculty as needed. All TPR Committee Members may participate in all TPR discussions,
56 except in the case of their own TPR request for action—see below. The TPR Committee Chair is
57 responsible for reporting the committee’s recommendations to the College Dean.

58

59 A vote on an individual's tenure, promotion, or reappointment, requires the action of all
60 committee members (i.e. a quorum of the whole) unless the committee member is not of
61 sufficient rank to vote on the promotion of a particular request for action. No faculty member
62 shall participate as a committee member in evaluation or review of his or her own case.

63 Therefore, if a TPR Committee member is being considered for promotion, the quorum
64 requirement will be reduced by one member, and the member being considered is excused for
65 only that action. For routine matters involving the TPR Committee, a minimum of three
66 members plus the chair or his or her designee will constitute a quorum. Committee
67 considerations for tenure, promotion, or reappointment will be based on the criteria set forth
68 in the current Faculty Manual and these department bylaws.

69

70 During the review process, formal candidate evaluation letters from regular departmental
71 faculty with an equivalent or higher rank may be submitted to the TPR committee, but must be
72 submitted by the last Friday in October. Eligible regular faculty writing a formal candidate
73 evaluation letter will have access to the candidate’s full CV beginning one week after the last
74 day a candidate can submit their eTPR packet until the last Friday in October when letter must
75 be submitted to the TPR committee. These letters will be included with the materials that will
76 be reviewed by the Dean and other administrators.

77

78 TPR Committee decisions on recommendations for tenure, promotion, or reappointment will
79 be based on a majority vote of the TPR Committee members. Recommendations from the TPR
80 Committee on tenure, promotion, and reappointment will be transmitted to the CAFLS Dean in
81 writing, including a tally of the Committee’s vote and any supporting data for review at the
82 appropriate administrative levels.

83

84

85 **Special Faculty**

86 Appointments to all special faculty ranks shall be made by the department chair along with
 87 approval from appropriate authority as indicated in Table 1 below in accordance with the 2018-
 88 2019 Faculty Manual (Chapter III, section D).

89
 90 **Table 1.** Special faculty rank and appropriate approval authorities for initial appointment

Special Faculty Rank	Department Chair	TPR Committee	Faculty Sponsor	Faculty Advisory Committee
Visiting Faculty	X		X	
Adjunct Faculty		X	X	
Graduate Faculty		X	X	
Research Faculty	X	X		
Extension Faculty	X	X		
Lecturer	X			X
Temporary Lecturer	X			X
Senior Lecturer	X	X		
Post-Doctoral Research Fellow	X		X	
Part-Time Faculty	X			X

91
 92
 93 The TPR Committee will review request for “Adjunct” and Graduate faculty appointment 2
 94 times per year: November 30 and May 1. Information required for approval of Adjunct Faculty
 95 appointment must be complete and submitted by these dates for the Adjunct request to be
 96 considered during the next TPR Committee meeting.

97
 98 The TPR Committee will only review Candidates with Special Faculty rank (e.g., Research,
 99 Extension, Lecturer, Senior Lecturer, post-doctoral, or Part-time) in cases where a request for
 100 promotion has been made (Chapter III, section D). In all other instances, Special Faculty will be
 101 subject to annual review by the department chair utilizing the Faculty Activity System for
 102 faculty continuance, per the 2018-2019 Faculty Manual (Chapter IV, section D).

103
 104 Recruitment of special faculty will comply with Faculty Manual Affirmative Action Policies and
 105 Procedures for the Recruitment and Appointment (Chapter IV, Section D). Evaluation process
 106 for special faculty must be outlined in their hiring paperwork.

107
 108 **Appointment of Research Faculty and Extension Faculty**
 109 Search and screening committees are required for recruitment and evaluation of these special
 110 faculty ranks. Search-and-screening committees for special faculty include a minimum of three
 111 faculty members, two of which are regular faculty and one of which may be special faculty, and
 112 all of whom may vote. The committee elects its own chair, and all regular faculty members of
 113 the committee are eligible to serve as committee chair. The search and appointment process

114 followed by the search-and-screening committee should follow the same general steps as
115 outlined for regular faculty.

116
117 The department Chair will make a recommendation to the Dean from the candidates
118 nominated by the search-and-screening committee, indicating the degree of support of the
119 faculty for the recommended candidates, and their suggested rank. Following a decision by the
120 Dean as to which candidate will be made an offer of employment, the TPR committee will be
121 asked to review the candidate's qualifications and recommend a rank. Conditions of
122 appointment shall be fully detailed in the letter of appointment, including the rank, department
123 to which the academic appointment applies, salary, and duration of appointment.

124
125 Special faculty appointments are not tenurable. Service in special faculty ranks normally does
126 not count towards a regular faculty rank tenure probationary period. Targeted hires that
127 require waivers of search and screening procedures must follow the process described in
128 Chapter IV. B. of the Faculty Manual.

129

130 **Reappointment and Promotion of Research Faculty and Extension Faculty**

131 The initial review for appointment are conducted by the Department's TPR Committee.
132 Subsequent reviews for reappointment of Research Faculty and Extension Faculty are
133 conducted by the Department Chair with input from REC Directors or other administrators as
134 appropriate based on duty location and appointment. Extension Faculty and Research Faculty
135 are required to submit materials for reappointment each year. Requests for promotion are
136 submitted to the TPR committee chair, at the same appointed time in the TPR cycle, and are
137 accomplished using the eTPR system.

138

139 **Evaluation of Research Faculty and Extension Faculty**

140 Individuals appointed to Extension Faculty and Research Faculty ranks shall be evaluated each
141 year. The purpose of the annual evaluation is for the immediate supervisor to document
142 her/his assessment of the annual performance, and is independent of reviews for the purpose
143 of reappointment and promotion. The annual performance evaluation shall be conducted on a
144 performance year basis, using the Faculty Activity System (FAS). The Department Chair shall be
145 responsible for the annual review of Research Faculty and Extension Faculty with input from
146 REC Directors or other administrators as appropriate based on duty location and appointment.
147 All activities are to be conducted in accordance with the schedule determined and distributed
148 by the Provost's Office.

149

150 **Partial Appointments and Members of RECs and Institutes**

151 In the situation where a faculty member holds a partial but majority appointment (greater than
152 50%) in the Department, a letter of review must be provided by the Chair or Director of the
153 minority department or school in the eTPR notebook. The TPR Chair is to request a formal letter
154 of evaluation from the Chair of the minority department or school regarding reappointment,
155 tenure, or promotion, and this letter is to be sent directly to the TPR Committee. In the
156 situation where a faculty member holds an appointment in a center (such as a Research and
157 Education Center) or Institute, a letter of review must be provided by the Director of the Center

158 or Institute in the eTPR notebook. The TPR Chair is to request a formal letter of evaluation from
159 the Director of the minority Center or Institute regarding reappointment, tenure, or promotion,
160 and this letter is to be sent directly to the TPR Committee.

161

162 **Interaction with the Department Chair**

163 The TPR Committee and the Department Chair conduct recommendations for appointment,
164 renewal of appointment, tenure, and promotion independently. Each entity makes a separate
165 written recommendation that is attached to the candidate's TPR documentation and submitted
166 to the Dean. There is no interaction or discussion between the TPR Committee and any
167 administrator(s) prior to the independent evaluations. Once both evaluations are completed
168 and the eTPR notebook has been forwarded to the Dean, the two entities may exchange letters
169 and engage in discussions.

170

171 **Section 2. Post-Tenure Review Committee**

172

173 The period for Post-Tenure Review is every five years after tenure, and coincides with the first
174 year of the next five-year cycle. The first five-year period begins at the time that tenure is
175 granted. The Post-Tenure Review Committee shall conduct post-tenure reviews of all tenured
176 faculty in accordance with guidelines contained in the *Faculty Manual* (Chapter IV, Section F)
177 and in compliance with Department *AS Bylaws for Tenure, Promotion, Reappointment, and*
178 *Post-Tenure Review*.

179

180 Only tenured regular faculty members are eligible for election to the Post-Tenure Review
181 committee. The committee will only be elected in years in which it is needed. Before the end of
182 each spring semester, the Department Chair will determine need and elections of faculty
183 representatives for the upcoming academic year (*Faculty Manual Chapter IV, Section F*). The
184 committee will be comprised of no less than three and up to five members, after determining
185 the discipline and appointment areas (teaching, research and extension) of the faculty to be
186 reviewed.

187 Term of service on the committee will be one year beginning August 15 of year elected. A
188 member can serve two consecutive terms of service and then must rotate off for one term
189 before serving again. If three members cannot be identified, than a candidate to serve as an
190 external committee member will be nominated by the two PTR committee members, and
191 approved by the Department Chair. The Post-Tenure Review committee will elect its own chair.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

GUIDELINES AND PROCEDURES FOR TENURE, PROMOTION,
AND REAPPOINTMENT

Department of Agricultural Sciences
College of Agriculture, Forestry and Life Sciences

Clemson University
Clemson, South Carolina

37 **Purpose**

38
39 These guidelines are provided to foster a consistent philosophy of tenure, promotion and
40 reappointment within the Department of Agricultural Sciences. The general procedures, elements
41 to be considered, and suggested levels of accomplishment and methods of documentation
42 provided herein should be used by the Faculty Tenure, Promotion, and Reappointment (TPR)
43 Committee to provide a policy for fair, objective, and consistent evaluation of a faculty member
44 for either tenure, promotion, or reappointment. Faculty members can use these guidelines to
45 gauge performance and progress toward these goals and to insure professional development
46 consonant with the objectives and priorities of Clemson University. These guidelines are a
47 requirement of the University and are provided in order to improve the tenure, promotion, and
48 reappointment process and to serve as an operational procedure for the candidate, committee,
49 and school administrators.

50
51 **Governing Documents**

52
53 This publication of guidelines and procedures is subject to the provisions stated in two governing
54 documents. No interpretation presented in these guidelines may violate policies and procedures
55 included in:

- 56
57 • the current Clemson University Faculty Manual; and
58
59 • the current Department of Agricultural Sciences (AS) Tenure, Promotion and Reappointment
60 Committee Bylaws

61
62 **Responsibilities**

63
64 The equitable administration of tenure, promotion, and reappointment resides with the candidate,
65 TPR (peer) Committee, Department Chair, College Dean, and university administrative officers.

- 66
67 • The Department Chair should ensure that requirements and procedures are known and
68 understood by the faculty, that a procedure for peer evaluation is established, and that the
69 appropriate committees are formed.

70
71 The responsibility for providing complete and well-documented information in the correct
72 format and meeting published deadlines resides with the candidate. The TPR committee in
73 concert with the candidate and the penultimate year declaration made at hiring (maintained in
74 the dean's office) will ascertain when the candidate is eligible for promotion and tenure. The
75 Faculty Manual (2018-2019 – hereafter all reference to the Faculty Manual refers to this
76 document) describes general qualifications for faculty appointments and descriptions for
77 specific faculty ranks in Chapter III, Sections C and D. It also describes the procedures for
78 renewal of appointment, tenure and promotion in Chapter IV, Sections C and D. These
79 guidelines, by definition, follow the material included in the Faculty Manual.

80
81
82 In general:

83	
84	<i>1. Promotion to Senior Lecturer</i>
85	Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
86	Post-Tenure Review.
87	
88	<i>2. Promotion of Extension Faculty</i>
89	Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
90	Post-Tenure Review.
91	
92	<i>3. Promotion of Research Faculty</i>
93	Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
94	Post-Tenure Review.
95	
96	<i>4. Promotion of Clinical Faculty</i>
97	Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
98	Post-Tenure Review.
99	
100	<i>5. Review of Professor of Practice</i>
101	Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and
102	Post-Tenure Review.
103	
104	<i>6. Promotion to Assistant Professor</i>
105	Since this promotion would be from a non-tenure track position, the candidate should
106	demonstrate the potential for satisfying the tenure evaluation outlined in the Faculty
107	Manual. Requirements for this promotion usually include a doctoral or terminal degree
108	and promise in teaching, research, extension, or public service. Colleagues of the
109	candidate from other organizations should be aware of the candidate's achievements and
110	should be able to provide testimony for his significant achievements from their
111	viewpoint. The opinions of these colleagues should be solicited in evaluating the
112	eligibility of an individual for promotion to this rank.
113	
114	<i>7. Promotion to Associate Professor</i>
115	The rank of associate professor acknowledges a faculty member's valuable contribution
116	to the university, potential for greater contribution, and mature professional standing.
117	Promotion to this rank will be considered only after an individual has clearly
118	demonstrated competence in teaching, research, extension, or public service. Normally,
119	the terminal degree and relevant experience are required. A good reputation outside of the
120	university must have been earned through publication and through presentation of
121	scholarly results at meetings of regional and national educational or scientific
122	organizations. The candidate must have displayed a willingness to perform service on
123	behalf of the university. Successful efforts in acquiring funding from outside sources in
124	support of departmental programs are expected. Colleagues of the candidate from other
125	organizations should be aware of the candidate's achievements and should be able to
126	provide testimony of the candidate's significant achievements from their viewpoint. The
127	opinions of these colleagues should be solicited in evaluating the eligibility of an
128	individual for promotion to this rank.

129 8. *Promotion to Professor*

130 The rank of professor is the highest academic rank conferred by the university and
131 provides recognition of expectation of broadened contribution, achievement in research,
132 teaching, extension, or public service, and the attainment of national recognition in one or
133 more of these areas. The terminal degree, relevant experience, and continued significant
134 scholarly/creative accomplishment are required. These achievements will be most visible
135 in the publication record of the individual as found in major professional journals, books,
136 and monographs and in departmental publications, trade magazines, lay publications, and
137 newspapers. This publication record is expected for research and extension. It often is
138 less visible for the individual who has responsibility primarily in teaching, though efforts
139 in this direction are expected. Research projects should have received favorable reviews
140 by peers as evidenced by continued support and publication.

141
142 Further evidence for nationally recognized achievements may be available from invited
143 participation in conferences, study panels, review boards, editorial duties, administrative
144 assignments, or office in professional societies. Emphasis is given to excellence in
145 teaching, research, or extension relative to the candidate's appointment because
146 continuing leadership within the various units of the university and in other organizations
147 is expected. Colleagues of the candidate from other organizations should be aware of the
148 candidate's responsibilities and achievements and should be able to provide testimony of
149 the candidate's significant achievements from their viewpoint. The opinions of these
150 colleagues should be solicited in evaluating the eligibility of an individual for promotion
151 to this rank.

152
153 9. *Endowed Chairs and Titled Professorships*

154 These positions are established in recognition of exceptional levels of achievement. The
155 priorities placed on excellence in teaching, research, and public service vary with the
156 purposes of the particular professorship or chair. A University chair is normally funded
157 by an endowment which is the sole or primary source of the holder's remuneration.
158 Holders of titled professorships are remunerated with state funds, but receive salary
159 supplements from endowments or from annual grants to the University. Procedures for
160 appointment, requirements for retention of the titled professorship or endowed chair, and
161 review cycle of those appointed to titled professors and endowed chairs are subject to
162 Faculty Manual guidelines (Chapter III, Section D.3).

- 163
164 • The TPR Committee and Department Chair evaluations are the core of the process and
165 should be accomplished with objectivity and careful judgment, using information that is as
166 complete as possible. Confidential written appraisals of the accomplishments of each
167 candidate may be obtained from qualified persons and considered in the evaluation. While
168 valuable at all levels, this procedure is particularly essential during considerations for
169 conferring tenure. The TPR Committee and Department Chair recommendations should be
170 carefully prepared to present a strong case so the Dean of the college and university
171 administrative officials are provided all information required for equitable action.

175 **Procedures – TPR Committee Governance**

176
177 TPR committee composition, election, voting rights, and procedures are detailed in the
178 Department of Agricultural Sciences Bylaws for Tenure, Promotion, Reappointment, and Post-
179 Tenure Review.

180
181 **Procedures - Preliminary**

182
183 **Dates and Deadlines**

184
185 Each year at the Provost’s Retreat just prior to the beginning of Fall Semester, the Calendar
186 of Dates and Deadlines for the coming year is distributed. This document includes specific
187 dates regarding when materials are due to the TPR Committee, the Department Chair, the
188 Dean, and the Provost. The calendar is distributed by email to all faculty at the beginning of
189 Fall Semester.

190
191 Deadlines differ for tenure and promotion review, reappointment (first year candidates),
192 reappointment (second year candidates), and reappointment (third year, fourth year, and fifth
193 year candidates). Please check the Calendar carefully.
194 By, or before the deadline, the candidate wishing to be considered for tenure, promotion or
195 reappointment should upload information to and sign their eTPR Notebook for use during
196 evaluations.

197
198 **Preparation of the eTPR Notebook**

199
200 The candidate will submit all TPR materials online using the eTPR Notebook portal
201 (<https://etpr.app.clemson.edu/etpr/index.php>). Materials supplied will be reviewed by the
202 TPR Committee, Department Chair, Dean, and Provost.

203
204 The eTPR Notebook is divided into specific headings using tabs. Each specific heading tab
205 when selected, provides a description of the section and opportunity to upload materials,
206 when appropriate. The headings used are determined by the Provost’s Office and are
207 designed to make all TPR Notebooks follow a standard format.

208
209 Tabs may be neither deleted nor added to. However, the TPR Committee and administrators
210 recognize that the candidate may have to find a “best fit” for activities that do not fall neatly
211 into one heading. One area in which the Department Bylaws require additional
212 documentation is for candidates with either partial appointments or members of
213 RECs/Institutes. Specifically:

214
215 “In the situation where a faculty member holds a partial but majority appointment
216 (greater than 50%) in the Department, he/she is required to include a letter of review by
217 the chair/director of the minority department/school in the submitted TPR notebook. The
218 TPR chair is to request a formal letter of evaluation regarding reappointment, promotion
219 and/or tenure to be sent directly to the TPR Committee.

220

221 In the situation where a faculty member holds an appointment in a center (such as a
222 Research and Education Center) or Institute, he/she is required to include a letter of
223 review by the director of the center or institute in the submitted TPR notebook. The TPR
224 Committee chair is to request a letter of review regarding reappointment, promotion,
225 and/or tenure to be sent directly to the TPR Committee.”
226

227 If the candidate does not have material to include in a particular section, a document titled
228 “Not Applicable” should be uploaded to that specific section.
229

230 One of the tabs is headed “Standard College Resume” and is described as “Updated
231 detailed resume according to standard college format.” A CAFLS CV standard format
232 template is available for download from the CAFLS employee resources website
233 (https://www.clemson.edu/cafls/employees/CV%20Stndrd%20format_CAFLS.pdf)
234 by selecting the link for CV Standard Format. All candidates MUST have their CV in this
235 format.
236

237 The review for tenure and/or promotion (not reappointment) requires submission of the eTPR
238 Notebook for outside review.
239

240

241 **Specific Heading Tabs and Corresponding Description for eTPR Notebook**

242

243 Letter Requesting Action

- 244 • Letter requesting tenure, promotion, and/or reappointment.
- 245 • The Provost asks that you "tell your story" here in narrative form (5-pages maximum).
- 246 • First, state what policy action you are requesting and then provide a summary of what
247 justifies this action. This provides the candidate the opportunity to make a compelling
248 case from their point of view. The candidate's departmental TPR guidelines may have
249 more specific requirements for structure and content of this letter.
250

251 Request for Faculty Personnel Action

- 252 • Request for Faculty Personnel Action Form (Routing Slip) (Attachment G) uploaded by
253 the department chair, TPR chair, dean, or Provost.
254

255 TPR Committee’s Letter of Recommendation

- 256 • TPR committee chair's letter of recommendation uploaded here, which should explain the
257 rationale behind the TPR committee's recommendation. The tab provides the candidate
258 the option to upload a response to the TPR letter of recommendation letter, which will be
259 forwarded to the dean along with the recommendation letter to help the dean make his/her
260 decision.
261

262 Department Chair’s Letter of Recommendation

- 263 • Upload the Department Chair's letter of recommendation here, which should explain the
264 rationale behind the recommendation. The candidate again has the option to upload a
265 response to the Chair’s letter in this Tab. The candidate’s response will be used to help
266 the dean complete the evaluation.

267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312

Dean's Letter of Recommendation

- Dean's letter of recommendation, which should explain the rationale behind the Dean's recommendation is uploaded to the candidate's eTPR packet using this tab. The candidate has the option to upload a response to the Dean's letter in this Tab.

Standard College Resume

- The candidate's up-to-date detailed resume in standard college format. The candidate has the option to include a link to their CV published in the Faculty Activity System, and/or upload files.

Top Achievements

- The candidate provides evidence to support the case made in the Letter Requesting Action.
- Candidate's personal summary of his/her top achievements pertinent to the tenure and/or promotion decision(s) (3 pages maximum).

Candidate's Teaching Statement

- The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, effectiveness, challenges, how student feedback was used to improve teaching, and other relevant information (3 pages maximum).

Student Feedback Forms

- The candidate must provide links to the student evaluation system, and/or upload evaluations from the relevant time period in reverse chronological order.
- Summary instructor statistics and comparisons with department and college averages are to be included.

Other Evidence of Teaching Effectiveness

- Any other evidence of teaching effectiveness, not provided in the prior two sections. This can include evidence such as senior exit surveys, alumni surveys, in-class peer visitation reports, and other relevant information.

Research/Scholarship Activities

- Research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc. may be reported under this tab.

Service Activity

- Service activity not addressed in the standard college resume. May be documented in letters of recommendation from TPR Committee, department chair, and dean.

Faculty Evaluation Form 3

- Copies for previous years (up to 6) in reverse chronological order.

- 313 Goals Statement
- 314 • Statement of short (1-year) and long-term (5-years) goals.
- 315
- 316 Administrative Duties
- 317 • Description of administrative duties, if applicable.
- 318
- 319 External Evaluator Listing
- 320 • Candidate’s list six (6) suggested external evaluators including contact information.
- 321 • This section is only necessary for faculty seeking promotion and/or tenure.
- 322
- 323 External Evaluator Letters of Reference
- 324 • TPR Committee inserts all external letters of reference for promotion and tenure
- 325 considerations.
- 326 • Promotion will require at least six external reviews, three of which will be taken from the
- 327 candidate’s list and thee that are independently provided by the TPR Committee.
- 328 • Tenure will require at least six external reviews, with a minimum of three taken from the
- 329 candidate’s list and a minimum of three that are independently provided by the TPR
- 330 Committee.
- 331
- 332 Supplementary Information
- 333 • Any clarifying statements or additional information (supplementary to the standard
- 334 college resume) that a tenure, promotion, or reappointment candidate wishes to have
- 335 included in the TPR portfolio (optional).
- 336
- 337 Joint Appointment Agreements
- 338 • A copy of any joint appointment agreement, if applicable (Attachment J).
- 339
- 340 Employment Offer Letter
- 341 • A copy of the original Offer of Employment letter.
- 342
- 343 Tenure Agreement Form
- 344 • A copy of the signed tenure agreement form (Attachment I).
- 345
- 346 Promotion Letters
- 347 • A copy of all promotion letters, as applicable.
- 348
- 349 Department TPR Guidelines
- 350 • A copy of the department’s TPR guidelines is inserted by the department.
- 351
- 352 Internal Evaluator Letters
- 353 • Letter(s) of reference from the internal evaluator(s) are posted here, if applicable. The
- 354 Candidate will not be able to view documents in this tab nor in the Notebook file they
- 355 download.
- 356
- 357 Faculty Activity System Reports
- 358 • Candidates have the option to provide links to their FAS reports, and/or to upload files.

359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404

Evaluation Elements of the eTPR Notebook

At the time of hiring, particular elements to be emphasized by the faculty member and any specific requirements should be documented in writing. Consideration and evaluation of the faculty member will be based primarily on assigned responsibilities, performance and accomplishments since employment with Clemson University, and performance of each candidate since last promotion. Evaluation elements that may be considered, if applicable, are:

- A) Possession of Terminal Degree
- B) Quality of Educational Contribution
 - 1) Presentation of clear, well-organized information at a level appropriate for the class and demonstration of mastery of the subject matter within the framework of current scientific knowledge.
 - 2) Effectiveness as a teacher in the classroom and laboratory with fair, objective grading and attention to course administration.
 - 3) Effectiveness in teaching methods and improvement of existing courses.
 - 4) Development of new courses or curricula.
 - 5) Participation in student advising.
 - 6) Direction of student research (when appropriate).
 - 7) Serving on graduate committees.
 - 8) Development of a scholarly rapport with the students.
 - 9) Reputation in the academic community.
 - 10) Publication relative to teaching methodology, effectiveness, or course content.
 - 11) Professional growth and development through educational meetings, workshops, formal courses, and constructive sabbaticals.
- C) Research Accomplishment
 - 1) Regular submission, approval, and initiation of research proposals for state, federal, or grant funding.
 - 2) Timely progress in accomplishment of research schedules in approved projects.
 - 3) Involvement of graduate and/or undergraduate students in research.
 - 4) Publication of research information in professional journals and books in the field of specialization and citation of that published research by other scientists.
 - 5) Presentation of research results at professional meetings.
 - 6) Importance of research as evidenced by patents, released varieties, use in cultural practice, etc.
 - 7) Reputation within the scientific community, as indicated by service as reviewer, referee, editor, lecturer, officer in professional societies, awards, or other public or professional recognition.
 - 8) Development of the research profession such as articles on research ethics, etc.

- 405 9) Professional growth and development through educational meetings, workshops,
406 formal courses, and constructive sabbaticals.
407
408
- 409 D) Extension Effectiveness
- 410 1) Demonstrated capacity for developing, initiating, and directing effective extension
411 programs.
- 412 2) Developing, coordinating, or teaching in continuing education, professional
413 development, and workshops, symposiums, short courses, training meetings, or
414 commodity meetings.
- 415 3) Establishing and maintaining effective relationships with public agencies and private
416 organizations in providing extension services to enhance agriculture, forestry, and
417 natural resources.
- 418 4) Providing information and interpretation of research results through appropriate
419 media.
- 420 5) Delivering presentations as requested on a state, regional, national, and international
421 level within the area of expertise.
- 422 6) Acquisition of extramural funds for extension programs.
- 423 7) Professional growth and development through educational meetings, workshops, and
424 formal courses.
- 425 8) Commendations by county agents and others who use the services of Extension
426 specialists as an information resource.
- 427 9) Development of the extension profession (e.g., by articles on extension methods or
428 philosophy).
429
- 430 E) Involvement in the University, Community, and Profession
- 431 1) Willingly sharing in special assignments (e.g., acting head) or other duties that arise
432 beyond assigned duties and responsibilities.
- 433 2) Contributing to harmonious relationships within the Department/College.
- 434 3) Membership on department, college, and university committees, and professional
435 society committees.
- 436 4) Serving as a professional resource to local, state, national, or international
437 communities.
- 438 5) Participation and membership in professional societies.
- 439 6) Serving as an editor of publications related to the profession, as an officer of
440 organizations related to the profession, etc.
- 441 7) Participation in community service activities.
- 442 8) Serve as advisor to student organizations.
443
- 444 F) Administrative Responsibilities. This includes such things as supervision of personnel,
445 coordination of activities, etc.
446
- 447 G) Meritorious Accomplishments. This includes awards, honors, and invitations within the
448 University, profession or community.
449

450 H) Consulting Activities. Provide a summary of consulting activities whether paid or unpaid.

451

452

453

454 **Procedures - Evaluation**

455

456 The AS Department's TPR Committee and Department Chair independently conduct evaluations
457 and make recommendations for appointment, renewal of appointment, tenure, and promotion.

458 Each entity makes a separate written recommendation that is attached to the nominee's eTPR
459 documentation and submitted to the Dean. There is no interaction or discussion between the TPR

460 Committee and the Chair prior to these independent evaluations. Consideration for tenure,
461 promotion or reappointment will be based on the criteria set forth in the current Faculty Manual

462 and the AS Department's Tenure, Promotion and Reappointment Bylaws.

463

464 **TPR Committee**

465

466 A vote on an individual's tenure, promotion or reappointment requires the presence and
467 action of all committee members (i.e., a quorum of the whole). For routine matters involving

468 the TPR Committee, three members will constitute a quorum provided it is presided over by
469 the chair or, in his/her absence, the vice-chair, or, in the event both are absent, by an acting

470 chair provided the appointment is for no more than one meeting and that it is made by the
471 elected chair during a regular meeting of the committee.

472

473 The TPR Committee will review the candidate's eTPR Notebook and any other materials or
474 resources it considers necessary. TPR Committee members may, as they consider necessary,

475 confer with a candidate's co-workers, students or others. A draft letter of recommendation
476 will be written and discussed by the AS Committee. Committee decisions on

477 recommendations for tenure, promotion or reappointment will be based on a majority vote. A
478 final Letter of Recommendation addressed to the Dean by the TPR Committee will be written

479 and signed by the Committee Chair and retained by the Chair while the eTPR Notebook is
480 passed on to the Department Chair for the next step of the review.

481

482 **Department Chair**

483

484 The AS Department Chair is responsible for writing an independent letter of recommendation
485 for tenure, promotion and reappointment. This letter is to be addressed to the Dean through
486 the Department.

487

488 **Inserting the Letters into the eTPR Notebook**

489

490 Once the TPR Committee's Letter of Recommendation and the Department Chair's Letter of
491 Recommendation are completed and inserted into the eTPR Notebook, the Notebook is
492 forwarded to the Dean. At this time the Committee and administrators may exchange letters.

493 If they basically coincide, no further action is needed. However, if the two sets of evaluations
494 and recommendations differ significantly, the AS Department TPR Committee and the AS

495 Department Chair may meet to discuss their individual conclusions, noting that neither

496 conclusion is superior to the other. After this exchange of letters, copies are to be given to the
497 candidate.

498
499 **Dean and Provost**

500
501 Once the eTPR Notebook has passed through the Departmental process, it is forwarded to the
502 Dean who will consider the recommendations and the qualifications of the candidate. The
503 Dean may wish to consult further with the candidate, Committee members, Department
504 Chair, or with others before formulating his recommendation.

505
506 The Dean will forward the eTPR Notebook, along with his (her) Letter of Recommendation,
507 to the Provost. The Provost reviews the TPR Summary Notebook and forwards a
508 recommendation for final action to the President of the University. Notification of promotion
509 or non-promotion will conform with Faculty Manual requirements (Chapter IV, Section D).

510
511 **Amendment or Revision**

512
513 An amendment or revision shall become effective when approved by the faculty.

514
515 These guidelines may be amended or revised according to the following sequence of procedures.

- 516
- 517 • A proposal for amendment or revision may come from the AS Department TPR
518 Committee or by recommendation from four faculty members, submitted to the
519 Committee during the Spring semester and must be approved by May 1.
 - 520 • The AS Department TPR Committee will circulate the proposed changes to the faculty at
521 least two (2) weeks prior to their scheduled discussion at a regular Department faculty
522 meeting.
 - 523 • Proposed changes cannot be altered in the faculty meeting unless unanimously agreed to
524 by the initiators. The initiators must be present at the faculty meeting or they waive their
525 right to approve the change.
 - 526 • Within 2 weeks following the faculty meeting, the Committee's secretary will distribute a
527 ballot giving the proposed changes to the faculty. Voting may be carried out by e-mail or
528 other confidential digital means.
 - 529 • The ballot will clearly state the date when the ballots must be returned to the TPR
530 Committee's chair to be counted. The Committee will count the ballots.
 - 531 • An amendment, or revision, will be adopted if it is approved like other matters of by-laws
532 and will become effective for the next academic year.

533 **APPENDIX 1**

534 The Clemson University Faculty Manual (Chapter IV, Section 3.C) states:

535
536
537 iii. The probationary period for all regular nine-month faculty begins August 15th of the calendar
538 year in which the individual is officially added to the faculty roster.

539
540 (1) Nine-month faculty officially joining the University after October 1st of a calendar
541 year shall have their probationary period begin on August 15th following their appointment.

542
543 iv. The probationary period for regular twelve-month faculty begins July 1st of the calendar year
544 in which the individual is officially added to the faculty roster.

545
546 (1) Twelve-month faculty officially joining the University after October 1st of a calendar
547 year shall have their probationary period begin on the July 1st following their appointment.

548
549 Four scenarios based on the above language are included:

550
551 **Scenario #1:** 9-month faculty member hired August 15, 2018

552
553 **Scenario #2:** 9-month faculty member hired after October 1, 2018

554
555 **Scenario #3:** 12-month faculty member hired July 1, 2018

556
557 **Scenario #4:** 12-month faculty member hired after October 1, 2018

558
559 Defining the Year 1 starting date that identifies the beginning of the probationary period for
560 tenure-track faculty members can be confusing. There are two considerations:

- 561
- 562 • The date the probationary period begins may be different from the actual date of hire. If a
563 faculty member is hired such that the candidate begins on the customary starting date
564 (August 15 for 9-month and July 1 for 12-month) the probationary period also begins on that
565 date. However, if the faculty member is hired after October 1, the probationary period
566 doesn't begin until the following year (either August 15 or July 1).

567
568 ○ 9-month faculty member hired on August 15, 2018 will have a Year 1 reappointment
569 review in October, 2018, approximately two months after hiring date.

570
571 ○ A 9-month faculty member hired on October 20, 2018 will have a Year 1
572 reappointment review in October, 2019, approximately twelve months after hiring
573 date.

574
575 In both cases above, the Candidate is in Year 1 and is required to submit a complete eTPR
576 notebook.

- 578 • The status is always “in Year #”, not “completed Year #.” So, a faculty member hired on
579 August 15, 2018 will be reviewed for reappointment in October, 2018 – *in Year 1*. The next
580 year (October, 2019) the Candidate will be *in Year 2*. And so on.

Scenario #1: 9-month faculty hired August 15, 2018

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is...
October 2018	Probationary period begins August 15, 2018 1 st year of tenure service 8/15/2018 to 5/16/2019	In year 1
October 2019	2 nd year of tenure service 8/15/2019 to 5/16/2020	In year 2
October 2020	3 rd year of tenure service 8/15/2020 to 5/16/2021	In year 3
October 2021	4 th year of tenure service 8/15/2021 to 5/16/2022	In year 4
October 2022	5 th year of tenure service 8/15/2022 to 5/16/2023	In year 5
October 2023 Tenure Decision	6 th year of tenure service 8/15/2023 to 5/16/2024	In year 6 Penultimate Year
Visit the Provost website https://www.clemson.edu/provost/faculty-affairs/deadlines.html to find dates and deadlines for submitting your eTPR packet. You will need to click on: Dates and Deadlines Document to see current academic year deadline for submitting your eTPR packet.		

Scenario #2: 9-month faculty hired after October 1, 2018

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is...
October 2019	Probationary period begins August 15, 2019 1 st year of tenure service 8/15/2019 to 5/16/2020	In year 1
October 2020	2 nd year of tenure service 8/15/2020 to 5/16/2021	In year 2
October 2021	3 rd year of tenure service 8/15/2021 to 5/16/2022	In year 3
October 2022	4 th year of tenure service 8/15/2022 to 5/16/2023	In year 4
October 2023	5 th year of tenure service 8/15/2023 to 5/16/2024	In year 5
October 2024 Tenure Decision	6 th year of tenure service 8/15/2024 to 5/16/2025	In year 6 Penultimate Year
Visit the Provost website https://www.clemson.edu/provost/faculty-affairs/deadlines.html to find dates and deadlines for submitting your eTPR packet. You will need to click on: Dates and Deadlines Document to see current academic year deadline for submitting your eTPR packet.		

Scenario #3: 12-month faculty hired July 1, 2018

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is...
October 2018	Probationary period begins July 1, 2018 1 st year of tenure service 7/1/2018 to 6/30/2019	In year 1
October 2019	2 nd year of tenure service 7/1/2019 to 6/30/2020	In year 2
October 2020	3 rd year of tenure service 7/1/2020 to 6/30/2021	In year 3
October 2021	4 th year of tenure service 7/1/2021 to 6/30/2022	In year 4
October 2022	5 th year of tenure service 7/1/2022 to 6/30/2023	In year 5
October 2023 Tenure Decision	6 th year of tenure service 7/1/2023 to 6/30/2024	In year 6 Penultimate Year
Visit the Provost website (https://www.clemson.edu/provost/faculty-affairs/deadlines.html) to find dates and deadlines for submitting your eTPR packet. You will need to click on: Dates and Deadlines Document to see current academic year deadline for submitting your eTPR packet.		

Scenario #4: 12-month faculty hired after October 1, 2018

Reappointment Review Date	Tenure Tract Service Dates	Status The Candidate is...
October 2019	Probationary period begins July 1, 2019 1 st year of tenure service 7/1/2019 to 6/30/2020	In year 1
October 2020	2 nd year of tenure service 7/1/2020 to 6/30/2021	In year 2
October 2021	3 rd year of tenure service 7/1/2021 to 6/30/2022	In year 3
October 2022	4 th year of tenure service 7/1/2022 to 6/30/2023	In year 4
October 2023	5 th year of tenure service 7/1/2023 to 6/30/2024	In year 5
October 2024 Tenure Decision	6 th year of tenure service 7/1/2024 to 6/30/2025	In year 6 Penultimate Year
Visit the Provost website (https://www.clemson.edu/provost/faculty-affairs/deadlines.html) to find dates and deadlines for submitting your eTPR packet. You will need to click on: Dates and Deadlines Document to see current academic year deadline for submitting your eTPR packet.		

Appendix 2

Promotion Guidelines for Special Faculty and Extension Faculty

Extension Assistant Professor or Research Assistant Professor

1. This title is reserved for those individuals who have a terminal degree in their assigned field from an accredited University.¹ (See *Note 1*). In many instances, a terminal degree is a Ph.D.; however, there are fields of study where a Ph.D. is not the terminal degree.
2. Faculty members who hold this rank are expected to provide leadership and effective transfer of knowledge on issues related to their assignment.
3. Tangible evidence of contributions to the body of knowledge or practice in his/her assigned field is required. See examples on page 5.
4. A documented record of consistent productivity of superior quality and demonstrated impact is required.
5. Ability to serve Extension or the Experiment Station through active participation on committee assignments or through other Service Activities (such as participating in Field Days, Alumni Celebrations/Demonstrations, Stakeholder Tours, Research demonstrations, Statewide meetings and related activities).
6. A documented record of collaboration with other faculty, University personnel, government agencies or stakeholders is expected. These collaborations should be utilized in attempts to seek extramural funding.
7. A minimum of five years at the Extension Assistant Professor or Research Assistant Professor rank is usually expected, but appointment at this rank cannot exceed seven years (counted from the date of his/her appointment or last promotion to the rank of Extension Assistant Professor or Research Assistant Professor, including the current year).^{2,3} (See *Notes 2 and 3*).

¹ Note 1: A terminal degree is defined as the highest academic degree in a particular field of study from an accredited university.

² Note 2: Under special circumstances and with the approval of the Department's Faculty Advisory Committee, CAFLS Administrators (i.e. Dean, Extension Director or Experiment Station Director) may decide to continue an individual's appointment at the Extension Assistant Professor rank or Research Assistant Professor rank for a total of 8 years from the date of hire or promotion to this rank provided the Candidate is making progress toward promotion.

³ Note 3: To ensure appropriate progress in this position, a review must occur in the employee's third year (counted from the date of hire or promotion to this rank) to determine progress toward promotion. The third year review process must follow candidate's department by-laws.

Extension Associate Professor or Research Associate Professor

1. This title is reserved for those individuals who have a terminal degree in their assigned field. In many instances, a terminal degree is a Ph.D.; however, there are fields of study where a Ph.D. is not the terminal degree. (*Note 1*).
2. Extension Assistant Professors or Research Assistant Professors are eligible for promotion to the Associate Professor rank after 5 years of service (counted from the date of his/her hiring, reassignment or last promotion to the Assistant Professor Rank) at the Assistant rank⁴ (*See Note 4*)
3. Faculty members who hold this rank are expected to provide leadership and effective transfer of knowledge on issues related to their assignment.
4. Tangible evidence of contributions to the body of knowledge or practice in his/her assigned field is required. See examples on page 5.
5. A documented record of consistent productivity of superior quality and demonstrated impact is required.
6. Ability to serve Extension or the Experiment Station through active participation on committee assignments or through other Service Activities (such as participating in Field Days, Alumni Celebrations/Demonstrations, Research Demonstrations, Stakeholder Tours, Statewide Meetings, and related activities).
7. A documented record of various combinations of collaboration with other faculty, University personnel, government agencies or stakeholders is expected, clearly specifying the level of the candidate's contribution.
8. Distinguished reputation as a national leader, with an emerging international reputation, in his/her assigned field is required. Recognition as a leader in an assigned field may be documented by invitations to speak in assigned field of study during national/international meetings, workshops or similar, co-authorships with primary author originating outside of Clemson University, service on regional or national committees, requests for expertise at national/international level, and other examples of leadership outside of Clemson University.
9. A documented record of professional growth and development is required.
10. Demonstrated University Service relevant to location. (For Example University Committee assignments)
11. Evidence of ability to obtain extramural funding is required. Some examples include but are not limited to: federal, state or local grants, fee-for-service projects in assigned area, Extension Workshops/Trainings (where applicable), in-kind gifts or other revenue generating activities related to assignment.

⁴ Note 4: The required 5-years of service at the Assistant Professor Rank may be waived by the Department Chair with agreement from the Department's Faculty Advisory Committee.

Extension Professor or Research Professor

1. This title is reserved for individuals who have a terminal degree in their assigned field from an accredited University. In many instances, a terminal degree is a Ph.D.; however, there are fields of study where a Ph.D. is not the terminal degree. (Note 1).
2. Extension Associate Professors or Research Associate Professors are eligible for promotion to Full Professor after 4 years of service (counted from the date of his/her hiring, reassignment or last promotion to the Associate Professor Rank) at the Associate Professor rank⁵.
3. Faculty members who hold this rank are expected to provide leadership and effective transfer of knowledge on issues related to their assignment.
4. Tangible evidence of contributions to the body of knowledge or practice in his/her assigned field is required. See examples listed on page 5.
5. A documented record of consistent productivity of superior quality and demonstrated impact is required.
6. Ability to serve Extension or the Experiment Station through participation on committee assignments or other Service Activities (such as Field Days, Alumni events, Stakeholder Tours, Research Demonstrations, Statewide Meetings, and related activities).
7. A documented record of various combinations of collaboration with other faculty, University personnel, government agencies or stakeholders is expected, clearly specifying the level of the candidate's contribution.
8. Distinguished reputation as a national and international leader in his/her assigned field is required. Recognition as a leader in an assigned field may be documented by invitations to speak in assigned field of study during national/international meetings, workshops or similar, co-authorships with primary author originating outside of Clemson University, service on National Committees, requests for expertise at national/international level, and other examples of leadership outside of Clemson University.
9. A documented record of professional growth and development is required.
10. Ability to mentor other Faculty, Associates, Extension Agents, students (graduate, undergraduate or youth) or similar.
11. Demonstrated University Service relevant to location. (For Example University Committee assignments)
12. Evidence of ability to obtain extramural funding is required. Some examples include but are not limited to: federal, state or local grants, fee-for-service projects in assigned area, Extension Workshops/ Trainings (where applicable), in-kind gifts or other revenue generating activities related to assignment.

⁵ Note 5: The required 4-years of service at the Associate Professor Rank may be waived by the Department Chair with agreement from the Department's Faculty Advisory Committee.

Extension Scholarship Defined

Extension scholarship is broadly defined as creative activity in the development and/or application of Extension educational products. Examples of Extension educational products include:

Curricula/programs	Digital publications
Websites	Mobile apps
Social media	E-Newsletters
YouTube and videos	Online courses

Extension scholarship goes beyond the delivery of prepared extension programs or resources. It involves a measure of needs assessment, establishment of clear objectives, either the development of new educational products or the significant adaptation of existing educational products, appropriate delivery, thorough evaluation of outcomes, and continued reassessment and revision as warranted.

A primary means of demonstrating scholarship will be through peer-reviewed Extension educational products. Moreover, the originality and quality of Extension educational products can be validated by peers and end-users.

Examples of tangible contributions of Extension scholarship include, but are not limited, to the following:

- Adoption and use of Extension educational products by other extension personnel;
- Peer-reviewed Extension educational products targeted to clientele;
- Author or co-authored published abstract, conference proceedings, white paper, journal article, field study, books or book chapter, technical manuals, policy notes, monographs, case reports, Extension Bulletins, Extension Fact Sheets, training or workshop manuals;
- Invited presentations at regional or national meetings;
- Professional society honors, awards, fellowships;
- Evidence that work that has been referenced in the published literature or adopted outside his/her geographic work area;
- Reviewer or guest editor for peer-reviewed journal and/or peer-reviewed Extension publications, such as bulletins, fact sheets, manuals and similar publications;
- Participating as a discussant or expert authority for regional and national forums;
- Developing electronic programs or websites that have been routinely accessed;
- Evidence of candidate's work picked up by regional or national press.
- Publication of Extension educational product implementation success and impacts in scholarly and professional journals, especially those involving collaborative efforts;
- Awards for excellence in Extension educational product creation or implementation;
- Measurable changes in policy, systems, or environment resulting from use or delivery of Extension educational products;

- External funding to support Extension educational products;
- Presentations of Extension educational products at professional and scientific meetings;
- Collaboration at regional, multi-state, or national level on projects to develop Extension educational products.

Signature: 
Robert H Jones (Mar 12, 2019)

Email: provost@clemson.edu











Agricultural Sciences Department TPR Document

Final Audit Report

2019-03-12


Created:	2019-02-11
By:	Mary Beth Kurz (mkurz@clemsn.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEFggK9gWMe6gvo1GoTNz31qUrePq-9ZJ

"Agricultural Sciences Department TPR Document" History

-  Document created by Mary Beth Kurz (mkurz@clemsn.edu)
2019-02-11 - 11:44:00 PM GMT- IP address: 172.2.182.159
-  Document emailed to Charles Privette (privett@clemsn.edu) for signature
2019-02-11 - 11:45:42 PM GMT
-  Document viewed by Charles Privette (privett@clemsn.edu)
2019-02-12 - 1:34:39 PM GMT- IP address: 130.127.154.186
-  Document e-signed by Charles Privette (privett@clemsn.edu)
Signature Date: 2019-02-12 - 1:40:17 PM GMT - Time Source: server- IP address: 130.127.154.186
-  Document emailed to Keith Belli (kbelli@clemsn.edu) for signature
2019-02-12 - 1:40:20 PM GMT
-  Document viewed by Keith Belli (kbelli@clemsn.edu)
2019-02-12 - 1:41:44 PM GMT- IP address: 130.127.55.115
-  Document e-signed by Keith Belli (kbelli@clemsn.edu)
Signature Date: 2019-02-12 - 4:25:36 PM GMT - Time Source: server- IP address: 130.127.55.115
-  Document emailed to Robert H Jones (provost@clemsn.edu) for signature
2019-02-12 - 4:25:37 PM GMT
-  Document viewed by Robert H Jones (provost@clemsn.edu)
2019-03-12 - 3:49:50 PM GMT- IP address: 174.201.5.181
-  Document signing delegated to Amy Lawton Rauh (amylr@clemsn.edu) by provost@clemsn.edu
2019-03-12 - 4:13:46 PM GMT- IP address: 107.19.189.26

 Document e-signed by Robert H Jones (provost@clemson.edu)

Signature Date: 2019-03-12 - 4:17:00 PM GMT - Time Source: server- IP address: 174.201.5.181

 Signed document emailed to Keith Belli (kbelli@clemson.edu), Robert H Jones (provost@clemson.edu), Amy Lawton Rauh (amylr@clemson.edu), Mary Beth Kurz (mkurz@clemson.edu), and 1 more

2019-03-12 - 4:17:00 PM GMT