



Department TPR and PTR Documents Routing Sheet
Requirements based on 2017-2018 *Faculty Manual*

In accordance with the *Faculty Manual* (Chapter II,A1c), “No Department, School, College or University policies ... may abrogate or alter the policies specified in the Manual without approval of the Faculty Senate.” Moreover, 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: Food, Nutrition and Packaging Sciences

College: Agriculture, Forestry, and Life Sciences

Department Faculty Meeting at which the attached TPR documents were
approved on: April 16, 2018

Faculty Manual Editorial Consultant

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

Department Chair *E Rhodehamel*
E Rhodehamel (May 29, 2018)

Approved Revision Required (see comments)

Dean *Timothy R. Boosinger*
Timothy R. Boosinger (Jul 5, 2018)

Approved Revision Required (see comments)

Provost *Robert H Jones*
Robert H Jones (Oct 22, 2018)

Approved Revision Required (see comments)

Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2017-2018 *Faculty Manual*

Department: Food, Nutrition, and Packaging Sciences

Date

4/27/2018

NOTE: The TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter IV, D1d). Updated October 4, 2017.

This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*. Items 16-21 in the Departmental Bylaws previously were inadvertently assigned to the PTR document, though the *Faculty Manual* requires them in the Bylaws.

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, D1c, iii	X		
3 Criteria for promotion to Professor	Ch III, D1c, iv	X		
4 Procedures and standards for promotion of clinical faculty	Ch III, E2i, iii(2)	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		

Procedures and committee structure of departmental TPR committees, adhering to *Faculty Manual* requirements to include

8	• Procedures the TPR Committee must follow	Ch IV, D1b	X		
9	• Procedures for electing the TPR Committee	Ch IV, D1b	X		
10	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch IV, D1e, i	X		
11	• 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		
12	• 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		
13	• The Committee must have a minimum of three departmental members, if possible	Ch IV, D1e, iii	X		
14	• 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, D1e, iv(1)	X		
15	• 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, D1e, v	X		

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

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

APPENDIX A
POLICIES AND PROCEDURES FOR TENURE, PROMOTION, AND
REAPPOINTMENT
(TPR) AND POST-TENURE REVIEW (PTR)

Department of Food, Nutrition, and Packaging Sciences
College of Agriculture, Forestry, and Life Sciences
Clemson University
Amended April 16, 2018

Preamble:

The aim of these guidelines is to provide a framework to support the success of all faculty. The timeline of events, which differs from the university timeline, aims to maximize a candidate's chance to be successful. Request for exceptions to TPR timeline must be approved by a majority vote from eligible tenured regular faculty in the candidate's discipline.

Article I – Tenure, Promotion, and Reappointment (TPR) Policies and Procedures

- A. The tenure, promotion, and reappointment policies and procedures in the Department of Food, Nutrition, and Packaging Sciences (FNPS) shall conform to those outlined in the most current version of the Clemson University Faculty Manual.
- B. All proposed amendments shall be presented to the regular faculty in writing at least ten (10) days prior to the meeting at which there will be a vote on the amendments. .
- C. Amendments to these policies and procedures shall be made upon approval by two-thirds of the department's regular faculty. All regular faculty can vote on amendments.
- D. All amendments must be approved by the Department Chair, College Dean and the University Provost.
- E. Voting on reappointment, tenure and/or promotions shall be conducted by written ballot and if necessary by electronic ballot.

Description of Committees:

- **Chair of the TPR Committee** shall be a tenured professor; shall serve for a maximum of one year; and shall not be eligible to succeed himself/herself for five (5) years after which the service schedule shall recycle. The ballot for the TPR chair shall consist of the three eligible professors with the most years of service as a professor which includes other institutions. At the February departmental meeting the TPR Chair will be officially elected by the regular faculty. The term of office shall begin March 1.
- **Discipline-Specific Review (DSR) Committees** are elected each year by the faculty in their discipline (primary and secondary) at the rank of tenured associate professor/professor. The committee is responsible for reappointments and adjunct requests. Committee consist of three members.

- **Discipline-Specific Tenure and Promotion Review (DSTPR) Committee** shall be charged with tenure and promotion decisions. The committee shall consist of three tenured regular faculty from the department in the candidate's discipline at a rank greater than the candidate, the TPR Chair and one tenured professor from outside the department from a corresponding discipline.
- **Post-tenure Review (PTR) Committee** shall consist of the candidates corresponding elected DSR Committee (three members) and the TPR Chair.
- **Procedure for determining primary and secondary disciplines for all lecturers and regular faculty.** Three distinct disciplines make up the Department of Food, Nutrition, and Packaging Sciences -- Food Science and Technology, Human Nutrition, and Packaging Science. Each faculty member shall declare their primary and secondary (if appropriate) discipline to the Department Chair. The criteria for discipline selection shall be based on (1) the Southern Association for Colleges and Schools (SACS) credential requirements for a faculty member to teach in their discipline and/or (2) their teaching assignments, research activities, or extension activities.

Discipline-Specific Review Committee

- A. The **DSR Committee** shall evaluate regular faculty for reappointment and special faculty rank of adjunct, lecturer and senior lecturer seeking reappointment or promotion.
 - a. Committee consists of tenured associate professor or professor ranked faculty within their specific discipline.
 - b. Each discipline shall elect three representatives for a one-year term from the faculty who have declared that discipline as their primary discipline. When there is not three members in the candidate's discipline, a faculty member who has declared a secondary discipline can serve on the DSR Committee.
 - c. Each discipline shall meet at the FNPS January faculty meeting to elect their representatives and a Chair will be selected from among the three members of each DSR Committee
 - d. Each DSR Committee shall meet during the first two weeks of September to review the eTPR documents required for all reappointments (regular faculty and lecturers) and promotions for lecturer to senior lecturer.
 - e. Each DSR Committee shall request input from regular faculty and senior lecturers in their specific discipline for each reappointment and promotion to senior lecturer.
 - f. Lecturer seeking promotion to become a senior lecturer shall give an oral presentation describing their Top Achievements to the DSR Committee.
 - g. The DSR Committee shall prepare a list of each candidate's strengths and weaknesses based on performance in assigned areas of responsibility. The Committee shall also prepare a letter addressed to the Dean through the Department Chair and the TPR Chair.
 - h. A majority vote is required for all reappointments and promotions to Senior Lecturer. Only yes or no votes are counted.
 - i. All signed decision letters shall be completed by September 30. Letters shall be signed by all members of the DSR Committee.

Discipline-Specific Tenure and Promotion Committee

- A. Upon receiving a letter requesting action seeking promotion (required by March 1), the TPR Chair shall as soon as possible schedule a meeting of all tenured faculty in the candidate's discipline who hold a rank higher than the candidate to establish the DSTPR Committee. If needed, the TPR Chair shall invite tenured faculty with the declared secondary discipline. If there are not three faculty members in the discipline who meet this requirement, then the remainder of the DSTPR Committee shall be elected from the remaining qualified tenured faculty members in the department who declared the candidate's discipline as their secondary discipline.
- B. The DSTPR Committee is responsible for tenure and promotion decisions. This committee shall consist of five members:
 - a. Three tenured faculty from the department at a rank higher than the candidate and who have also declared the candidate's discipline shall be nominated by the discipline. (NOTE: This is a separate committee from the DSR Committee.) To ensure objectivity within the DSTPR Committee, the candidate seeking promotion can replace one of the three tenured faculty from the department who were nominated by the candidate's discipline and replace him/her with any eligible regular faculty member in the department at a rank greater than the candidate seeking promotion before final election. A justification/explanation for the change must be provided by the candidate.
 - b. The TPR Chair.
 - c. One professor shall be selected from outside the department in a related discipline. This member is recommended by the candidate but shall be elected by the candidate's discipline. The candidate is encouraged to recommend more than one potential member from outside the department.
 - d. The final DSTPR Committee composition must be approved by a majority vote from all tenured regular faculty in the candidate's discipline.
- C. The DSTPR Committee shall meet the first two weeks of September to review the candidate's dossier. After reviewing the materials, all five DSTPR Committee members shall have a face-to-face meeting with the candidate to ask questions or clarify statements in the dossier. It is mandatory that the candidate give a departmental seminar summarizing their research, teaching and/or extension scholarship.
- D. The DSTPR Committee shall prepare a letter, addressed to the Dean, listing the candidate's strengths and weaknesses based on the candidate's dossier and interview. A majority vote is required to recommend promotion and/or tenure, with only yes or no votes counted. The letter, completed by September 30, shall include the ballot results and be signed by all members of the DSTPR Committee. A minority letter can be forwarded to the Dean through the Department Chair. The minority letter shall be signed by dissenting committee members.

- E. The Department Chair shall meet with the candidate and discuss the DSTPR Committee and Department Chair letters.

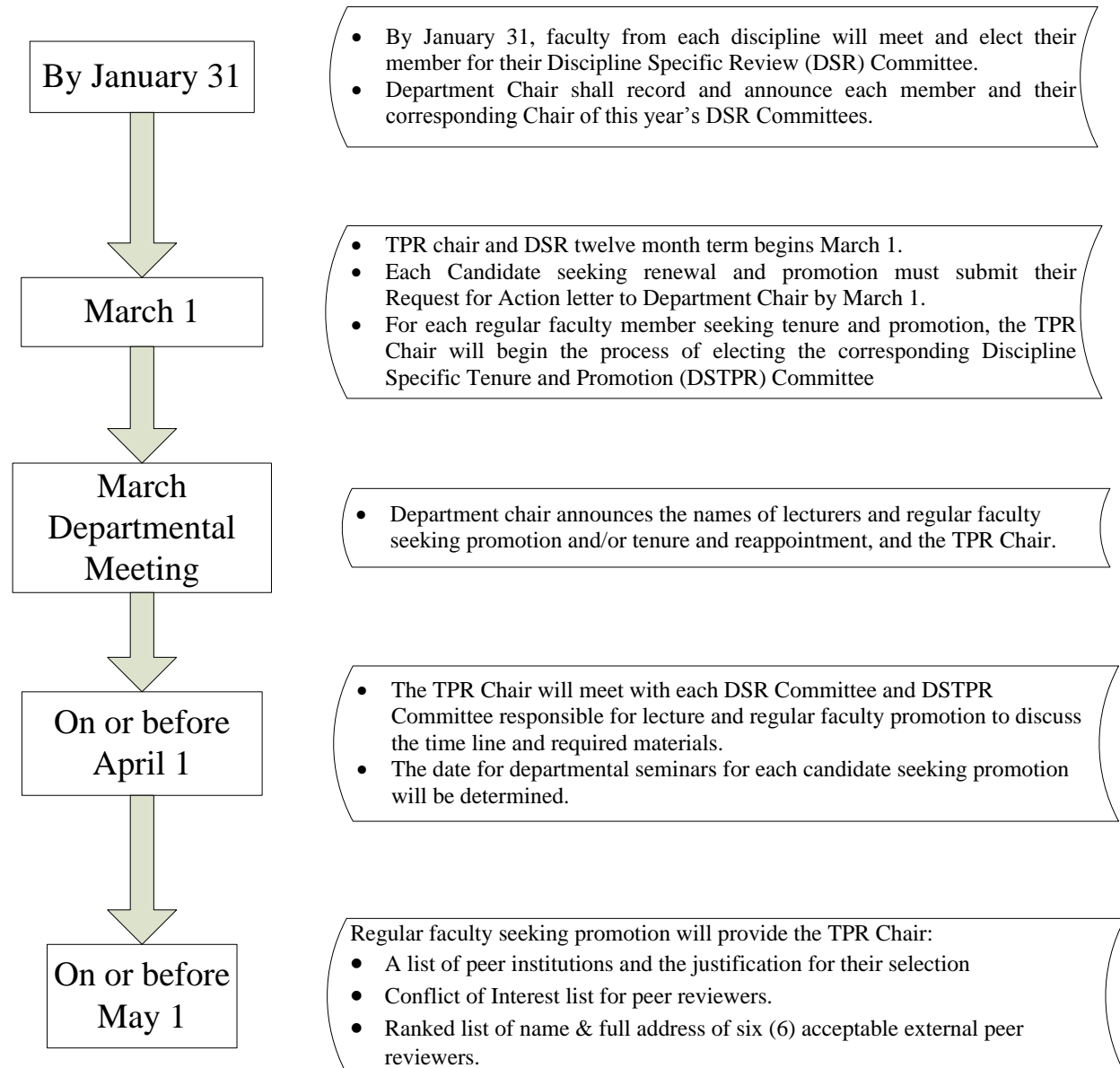
Departmental TPR Committee Annual Timeline (see flowchart)

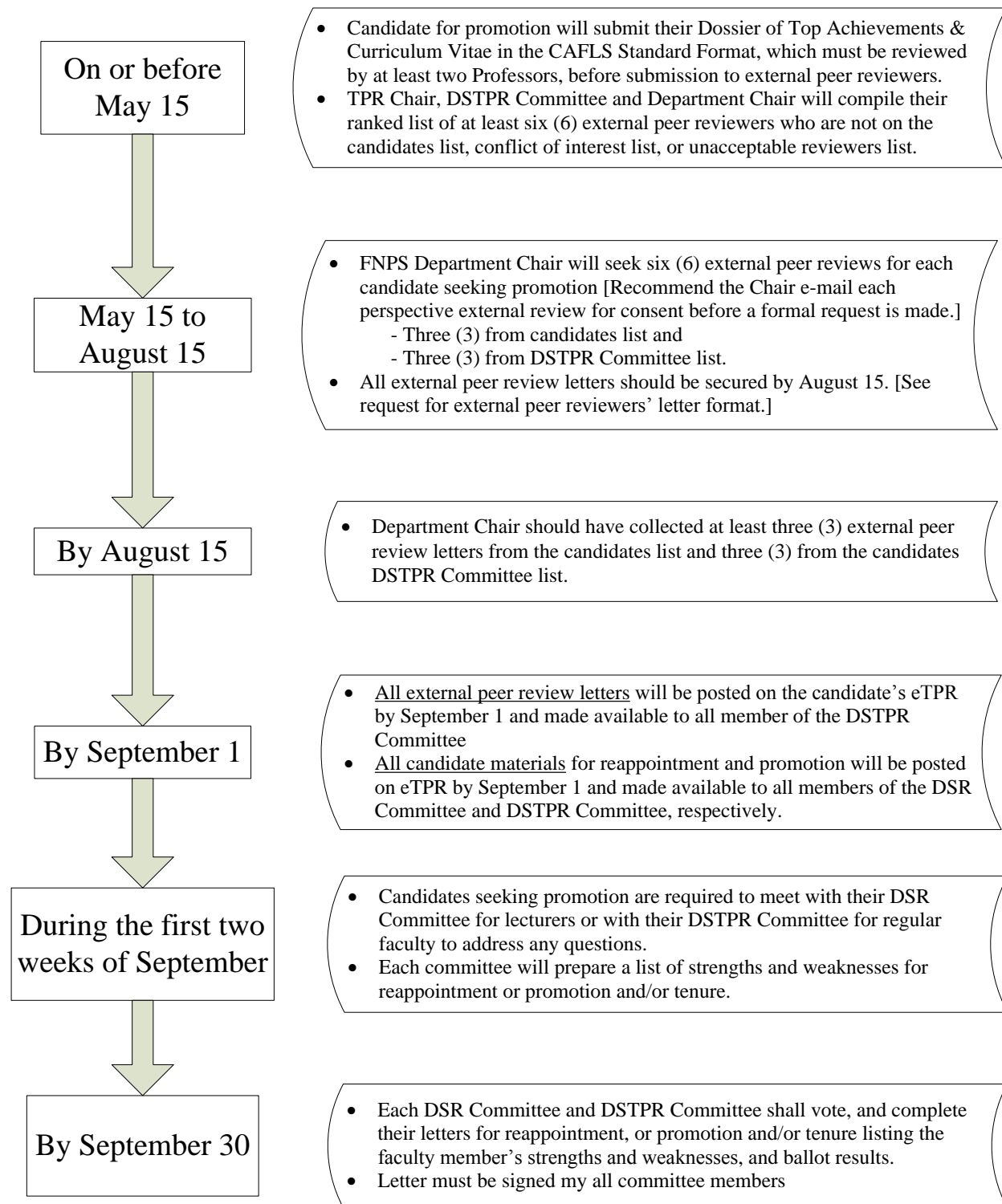
- A. By **January 31**, faculty from each discipline shall meet and elect representatives for each DSR Committee. The Department Chair shall record and announce each committee member and the corresponding Chair of this year's DSR Committees. DSR Committee 12-month term begins **March 1**.
- B. Each candidate seeking reappointment (regular faculty and lecturers) or promotion (lecturer to senior lecturer or tenure and/or promotion for regular faculty) shall submit their Request for Action letter to Department Chair by **March 1**. Letters of intent templates are provided (Appendix A)
- C. At the March FNPS Faculty Meeting, the Department Chair announces the names of faculty seeking tenure, promotion and/or reappointment (regular faculty and lecturers) and the TPR Chair.
- D. By **April 1** the TPR Chair is charged with scheduling a meeting with each DSTPR Committee. By **May 1** the candidate seeking promotion shall provide the TPR Chair:
 - a. A list of peer institutions and the justification for their selection as peer reviewers.
 - b. Conflict of Interest list for peer reviewers. (Appendix B)
 - c. Ranked list of name and full address of six external peer reviewers.
- E. By **May 15** the candidate seeking promotion shall submit their Top Achievements and Standard College Curriculum Vitae in the CAFLS Standard Format, which shall be reviewed by at least two professors, before submission to external peer reviewers. The candidate must clearly state in the dossier, any professional activity that is pending at the time the dossier is submitted by the candidate. This provides a mechanism to include pending professional activities that were accepted during the review process as part of the candidate's body of work. The DSTPR Committee, TPR Chair and Department Chair shall compile an independently-ranked list of at least six (6) external peer reviewers who are not on the candidates list or conflict of interest list. **FNPS Department Chair** shall seek six (6) external peer reviews for each candidate seeking promotion [three (3) from the candidates list and three (3) from the DSTPR committee list]. All external peer review letters shall be secured by **August 15** (Appendix A).
- F. By **September 1** all external peer review letters shall be added to the candidate's eTPR Notebook by the TPR Chair. All documents required for reappointment and promotion that are prepared by the candidate shall be added to the candidate's eTPR Notebook by September 1. See eTPR Notebook Table of Contents.
- G. During the first two weeks of September the DSR and DSTPR Committees shall meet with candidates. The DSTPR Committee shall prepare a list of strengths and weaknesses for the candidate seeking promotion. For Assistant Professor and Lecturer seeking reappointment

and for Lecturer seeking promotion to Senior Lecturer the DSR Committee shall prepare a list of the candidate's strengths and weaknesses.

- H. By **September 30** each DSR and DSTPR Committee shall have a reappointment or promotion letter prepared and signed by all committee members. The letter shall include the candidate's strengths and weakness and ballot results. (Appendix A.)
- I. All members of the DSR and the DSTPR Committee shall vote yes or no. Abstentions are not allowed.

Exhibit A
Department TPR Committee Annual Timeline





eTPR Notebook for Tenure, Promotion or Reappointment Review

eTPR Notebook Table of Contents

- List of TPR Committee Members Signatures
- Letter Requesting Action
- TPR Committee Letter of Recommendation
- TPR Committee Past Letters of Recommendation
- Department Chair's Letter of Recommendation
- Department Chair's Past Letters of Recommendation
- Dean's Letter of Recommendation
- Dean's Past Letters of Recommendation
- Standard College Resume
- Top Achievements
- Candidate's Teaching Statement
- Student Feedback Forms
- Other Evidence of Teaching Effectiveness
- Research/Scholarship Activities
- Service Activity
- Faculty Evaluation Form 3
- Goals Statement
- Administrative Duties
- External Evaluator Listing
- External Evaluator Letters of Reference
- Supplementary Information
- Joint Appointment Agreements
- Employment Offer Letter
- Tenure Agreement Form
- Promotion Letters
- Department TPR Guidelines
- Internal Evaluator Letters
- Faculty Activity System Reports

Article II – Evaluation Criteria for Peer Evaluation and Promotion -- Lecturer and Senior Lecturer

- A. Evaluations shall recognize the percentage of effort or emphasis by each individual faculty member as provided by the Department Chair, and recommendations made accordingly.
- B. Lecturers shall be reviewed for reappointment by their respective DSR Committee each year.
- C. The DSR Committee shall review lecturer, and senior lecturer, as defined by the Faculty Manual qualifications pertaining to reappointment. DSR Committee shall be responsible for presenting its recommendations on these matters to the Department Chair for forwarding to the Dean of the College, after the Chair has prepared his/her own recommendations.
- D. Following the lecturer's fourth year of service, the department chair and the DSR Committee shall conduct a comprehensive review of each lecturer. Each DSR Committee shall request input from regular faculty and senior lecturers in their specific discipline for each reappointment and promotion to senior lecturer.
- E. Lecturers seeking promotion to senior lecturer after their fourth year shall follow the procedure outlined in Article I. Lecturers who have completed nine years of service must submit a letter requesting promotion to Senior Lecturer.
- F. Criteria for promotion from lecturer to senior lecturer. The candidate is evaluated based on their specific appointment.
 - a. Teaching
 - i. Scholarly achievement
 - 1. Demonstration of improvement and progress toward excellence in undergraduate teaching.
 - 2. Demonstration of successful guidance of undergraduate students through completion of their programs.
 - 3. Timely development or revision of courses and curricula in area(s) of specialty.
 - ii. Professional development
 - 1. Demonstration of participation in programs designed to improve teaching skills and teaching methods.
 - 2. Demonstration of efforts to learn current information in course subject matter.

Three-year reappointment review for Senior Lecturers

- A. The DSR Committee shall review the annual performance ratings for the penultimate year which is year two (2). All senior lecturers receiving an annual performance rating of good, very good, or excellent during their three-year reappointment period shall not be formally reviewed by the DSR Committee.

- B. Senior lecturer receiving an annual performance rating of “fair,” “marginal,” or “unsatisfactory” during their three-year reappointment period shall be evaluated by the DSR Committee.

Article III – Evaluation Criteria for Initiating Appointment and Peer Evaluation and Promotion of Special Rank Faculty

- A. Special rank faculty consist of research faculty, extension faculty, clinical faculty, lecturer, temporary lecturer, senior lecturer, professor of practice faculty, post-doctoral research fellow, part-time faculty, visiting faculty, ROTC faculty and adjunct faculty.
- B. Evaluations shall be based on the percentage of effort or emphasis by each individual faculty member as provided by the Department Chair, and recommendations made accordingly.
- C. Evaluation criteria for reappointments and promotions shall be based on those outlined in the faculty manual.

Article IV – Evaluation Criteria for Peer Evaluation, Tenure, Promotion and Reappointment of Regular Faculty

Evaluation criteria for tenure, promotion and reappointment

- A. Evaluations shall be based on the percentage of effort (teaching, research, extension, and service) by each individual faculty member as provided by the Department Chair..
- B. **Annual Pre-tenure Review for Reappointment of non-tenured regular faculty.** The DSR Committee shall review the eTPR Notebook of non-tenured regular faculty before meeting with the faculty member to discuss progress. The DSR Committee shall prepare a written summary letter of the faculty member’s progress toward tenure and promotion. This annual pre-tenure review shall follow the same timeline and format for regular review using eTPR.
- C. **Promotion from Instructor to Assistant Professor.** Promotion to assistant professor, as presented in the Clemson University Faculty Manual may be recommended: (a) when the candidate achieves the terminal degree, and (b) when the candidate shows evidence of the ability to meet the requirements for advancement in rank.
- D. **Promotion from Assistant Professor to Associate Professor.** Promotion to associate professor shall be recommended when the candidate satisfies the qualifications required by the current Clemson University Faculty Manual with a high standard of excellence in his or her area(s) of assigned workload. The general criteria, which shall be modified, based on the terms and nature of the individual's appointment, and the expectations of the Department Chair, as provided to the Committee, are:
 - a. Teaching

- i. Scholarly achievement
 - 1. Demonstration of improvement and progress toward excellence in undergraduate and graduate teaching.
 - 2. Demonstration of successful guidance of undergraduate and graduate students through completion of their programs.
 - 3. Timely development or revision of courses and curricula in area(s) of specialty.
 - ii. Professional development
 - 1. Demonstration of participation in programs designed to improve teaching skills and teaching methods.
 - 2. Demonstration of efforts to learn current information in course subject matter.
- b. Research
- i. Scholarly achievement
 - 1. Establishment and/or participation area in an identifiable research area.
 - 2. Publication of research (conducted since the Ph.D. research) in peer-reviewed journals, books, proceedings, or other scholarly research publications.
 - 3. Active solicitation of competitive extramural grants in support of research.
 - 4. Presentation of research findings at scientific meetings and in seminars.
 - 5. Reviewing of manuscripts for peer-reviewed journals or other similar activities such as grant reviews.
 - ii. Professional development
 - 1. Demonstration of efforts to improve research knowledge and skills.
 - 2. Participation in opportunities (i.e., videoconferences, seminars, workshops, etc.) regarding grantsmanship or other research enhancing projects.
- c. Public Service
- i. Scholarly achievement
 - 1. Establishment and/or participation in an identifiable public service program area targeting the development and enhancement of individuals, groups, and/or industries.
 - 2. Publication, by all effective means, of information needed by citizens, groups, and/or industries, with evidence of the sizes and diversity of audiences reached.
 - 3. Active solicitation of competitive extramural grants or contracts in support of public service.
 - 4. Evidence of rapport with clients in area(s) of specialty.
 - 5. Presentation of public service development projects or program activities at professional and technical meetings and in seminars.
 - 6. Evidence of having increased knowledge or of having changed attitudes and practices among citizens, groups, and/or industries.
 - ii. Professional development

1. Demonstration of participation in programs designed to improve public service skills and methods.
 2. Demonstration of efforts to improve knowledge in specialty areas.
- d. General Professional Service and Professional Characteristics/Collegiality
- i. General professional service
 1. Evidence of favorable presentation of appropriate (discipline) or related subject matter among non-student or non-professional individuals or audiences in the community or state.
 2. Active participation in departmental, school, college or university committees, programs, or other duties that contribute to the efficient and effective functioning of those units.
 3. Active participation in professional society committees, programs, or other duties that contribute to the efficient and effective functioning of those organizations.
 - ii. Professional characteristics
 1. Evidence that demonstrates the ability to work constructively with others to achieve common departmental goals.
 2. Maintenance of high ethical standards in professional life.
- E. **Criteria for Tenure.** Tenure, as provided in the current Clemson University Faculty Manual is to be awarded when a candidate:
- a. Meets the general criteria for the rank of associate professor, and
 - b. Demonstrates that his or her level of productivity and excellence shall likely be sustained or improved.
- F. **Promotion from Associate Professor to Professor.** Consistent with the current Clemson University Faculty Manual criteria seeking promotion to professor are as those required seeking promotion to associate professor, but with evidence of substantially increased professional growth, effectiveness and maturity. Improvements in effectiveness should be measurable and constructive. In addition, the individual shall be acknowledged by peer professionals at other universities throughout the U.S. Examples may include the following:
- a. Teaching
 - i. Recognition for teaching excellence.
 - ii. Publication of textbooks or laboratory manuals or acknowledged substantial contribution thereto.
 - iii. Invitations to teach in workshops, guest lecture in courses or serve in a visiting teaching position.
 - iv. Successful graduates in the candidate's specialty area.
 - b. Research
 - i. Leadership role in interdisciplinary research.
 - ii. Recognition for research excellence.
 - iii. Obtain competitive extramural grants and/or contracts on a regular basis.
 - iv. Invitations to present research in professional symposia, seminars, or other forums outside the University.
 - v. Reviewer of grant proposals and journal articles.

- c. Public Service
 - i. Leadership role in interdisciplinary public service programs.
 - ii. Recognition for program excellence.
 - iii. Obtain competitive extramural grants and/or contracts on a regular basis.
 - iv. Receive invitations to present public service materials in professional symposia, seminars, workshops or other forums outside the University.
 - v. Reviewer of public service proposals and publications.
- d. General Professional Service and Professional Characteristics/Collegiality
 - i. Demonstration of leadership in professional society committees and/or programs.
 - ii. Demonstration of leadership in department, school, college and/or university committees or programs.

Article V – Evaluation Criteria for Post-tenure Review

Endowed Chairs and Titled Professorships

- A. Endowed Chairs and Titled Professorships shall be reviewed according to the Post-tenure Review process.

Post-tenure Review

- A. For Post-tenure Review the appropriate DSR Committee and the TPR Chair shall review faculty contributions and performance since the candidate's last tenure or Post-tenure Review and shall present its recommendations to the Department Chair.
- B. A letter from the DSR Committee and the TPR Chair shall be completed and signed by all members by September 30.

Post-tenure Review Policies and Procedures

- A. The Post-tenure Review policies and procedures in the Department of Food, Nutrition, and Packaging Sciences shall conform to those outlined in the most current version of the Clemson University Faculty Manual; and schedules for notifications and actions shall conform to those in this manual.
- B. Evaluations shall recognize the percentage of effort or emphasis by each individual faculty member as provided by the Department Chair, and recommendations made accordingly.
 - a. Post-tenure Review serves to evaluate rigorously a faculty member's professional contributions. The review should be used to ensure that all faculty serve the needs of the students and the institution and that excellent faculty are identified and rewarded. Although the focus of Post-tenure Review is on the performance of the individual since his or her last tenure or Post-tenure Review, the overall contribution of the individual faculty member to Clemson University should not be neglected.

Application for Post-tenure Review

- A. The Post-tenure Review (PTR) Committee which consists of the faculty members corresponding DSR Committee (three members) and TPR Chair shall review eForm 3

ratings for the past five (5) years. All tenured faculty members receiving no more than one (1) (of five (5)) 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 as stated in the faculty manual. Letter shall be signed by all four members of the PTR Committee.

- B. If a faculty member has received more than one Annual Form 3 with “Fair,” “Marginal,” or “Poor” performance evaluations, the faculty member will undergo a Full Post-Tenure Review.

Full Post-tenure Review (PTR) Committee Schedule

- A. The Department Chair shall inform each faculty member of his/her need for Full Post-tenure Review no later than March 1 of the appropriate academic year before the required review.
- B. Faculty members being considered for **Full Post-tenure Review** shall follow the TPR timeline and have all materials in place by September 1 of the appropriate academic year.
- C. A DSTPR Committee will be established for the faculty member being considered for Full Post-tenure Review. The DSTPR Committee shall meet the first two weeks in September to prepare the formal letter stating the candidate’s strengths and weaknesses, the recorded vote (abstention is not allowed), and the committee’s recommendation. The committee shall submit its recommendation to the Dean by the end of September.
- D. All committee members shall sign the recommendation report.
- E. A minority recommendation report may be forwarded to the Dean, and committee members filing such reports shall be required to be signed by all.
- F. The Department Chair shall ensure that the affected faculty member is promptly informed in writing as to the results of and rationale for the department chairs and the committee’s recommendations.
- G. The Department Chair shall make a copy of the committee's report available to the affected faculty member upon written request from that faculty member.

Article VI. Application and Review for Adjunct Faculty Appointments.

- A. Adjunct Faculty appointments are on a five (5) year basis with reappointment opportunities. Appointments are considered effective for the period August 1 - July 31 of any five (5) year period. Peer review for purposes of reappointment shall consider contributions to programs of the department teaching, research and public service. Each Adjunct Faculty Appointment requires a nomination letter from a regular faculty member describing their expected role, the applicant resume, applicant transcript, and any additional supporting materials.

- B. All adjunct application materials shall be submitted by May 1 of each year.
- C. Each applicant shall be reviewed by the corresponding DSR Committee who shall vote on their appointment or reappointment. The committee shall be obligated to consider each application in a fair and just manner and may conduct additional appraisals of the applicant's past performance and potential in teaching, research and/or public service when deemed appropriate. Electronic balloting is allowed (abstention is not allowed).

Procedure for Adjunct Appointment (from acting Dean of CAFLS memo dated April 27, 2015; see following statements)

The DSR Committee approved individual(s) and provides written recommendation for adjunct appointment to the Dean through the Department Chair. The written recommendation from the DSR Committee should include the recommended appointment level (Assistant, Associate or Full Professor or Instructor) based on the individual's credentials and qualifications, a current vita and original transcript of highest degree earned.

Department Chairs shall prepare an offer letter to briefly describe the expectation of duties and responsibilities of the adjunct faculty member and include a signature line indicating approval by the Dean. An adjunct letter template is provided in these Guidelines. Department Chairs then complete and sign a Certification of Credentials Form, as required by SACS, attach the current vita and copy of the transcript of the adjunct faculty member. A background check request form <http://www.clemson.edu/employment/forms/background/index.html> shall be completed and sent to CAFLS Human Resources Manager. The Human Resource Manager shall notify the department assistant when this has been approved.

*Forward the items on the **checklist** below to the CAFLS Office of the Dean, Administrative Assistant, for final signatures. Once approved, the letters and non-tenure agreement form shall be returned to the departmental assistant.*

The original signed letters and non-tenure agreement form are to be maintained in the department file. Provide a copy of the original signed letters and non-tenure agreement form to the CAFLS Human Resources Manager.

Checklist:

1. Letter from Discipline-Specific Review Committee through the Department Chair to the Dean, recommending type and level of appointment.
2. Letter signed by the Chair with approval line for the Dean
3. Non-Tenure Agreement Form signed by the Chair. (Initial Appointment to a Non-Tenure Track Position)
4. Certification of Credentials Form prepared by and signed by the Department Chair.
5. Current Vita
6. Copy of Transcripts. Note that the original transcripts of the highest degree earned shall be taken directly to the CAFLS Human Resources Manager, upon receipt.

Non-reappointments: Courtesy letters should be prepared for adjunct faculty who shall not be renewed. A non-reappointment letter template is included in Appendix A.

Appendix A (Letter Formats)**Sample Letter for External Peer Evaluator – Departmental letterhead**

July 1, 20**

Dear Dr. <XXX>:

Dr. <YYY>, an Assistant Professor in the Department of Food, Nutrition, and Packaging Sciences in the College of Agriculture, Forestry and Life Sciences (CAFLS) at Clemson University, is seeking tenure and promotion to Associate Professor. According to the tenure and promotion guidelines, the departmental Tenure and Promotion Committee solicits an objective external evaluation of the candidate's qualifications and accomplishments. Based upon your reputation as a researcher and educator, Dr. <YYY's> tenure and promotion subcommittee has identified you as a potential external evaluator.

As per our earlier email communication, I would like to thank you for agreeing to assist us in our deliberations. We appreciate that you are willing to provide a letter evaluating the candidate's professional standing, research accomplishments, and other achievements that may contribute to his/her national and international stature as a scientist.

Dr. <YYY's> position is a combination of research and teaching with a normal teaching load being _____ per semester. The applicant has a <*>% Teaching, <*>% Research, and <*>% Extension appointment in CAFLS. I have attached the applicant's Achievements Dossier and Curriculum Vita as a pdf document containing information for consideration in your evaluation. I have also included copies of the tenure and promotion guidelines for both the Department of Food, Nutrition, and Packaging Sciences and the College of Agriculture, Forestry and Life Sciences. It is important to emphasize that your evaluation should be based on the requirements set forth in the enclosed guidelines and not those of your home institution. We specifically request external evaluators **not** to make promotion and tenure recommendations. Instead, we ask external evaluators to assess the candidate's contributions to and scholarly standing in the areas of research and teaching as a peer reviewer.

The deadline for external evaluators to return their evaluations is no later than September 1, 20**. Your prompt return of your evaluation is essential for us to meet subsequent departmental, college and university deadlines. Please email me a scanned signed copy on letterhead of your evaluation to < _____@clemsun.edu.> Please also include a pdf of your current CV. If you have any questions or wish to receive any additional information on the applicant please feel free to contact me.

We sincerely appreciate your willingness to participate in this important academic personnel matter. Although faculty members do not normally have access to letters of external evaluation, Clemson University is a public state agency subject to the South Carolina Freedom of Information Act, therefore, we cannot guarantee that such letters shall remain confidential. Your input is an integral component of our deliberations and we thank you in advance for your thoughtful evaluation.

Best regards,

<***>

Professor and Chair

<email address>

Request for Action letter for reappointment format for Lecturer and Senior Lecturers – Departmental letterhead

To: Discipline-Specific Review Committee for (Food Science and Technology, Human Nutrition and Dietetics, or Packaging Science)
Department of Food, Nutrition, and Packaging Sciences

From: Your name here
Your title here

Date: Date

Subject: Letter Requesting Action – Reappointment for 20xx-20xx Academic Year(s)

Please accept this request of consideration for reappointment for the 20xx-20xx academic year(s) as an (insert title here) in the Department of Food, Nutrition, and Packaging Sciences. (Thoroughly describe your position and statement of mutual expectation here).

Teaching & Advising: (Describe the courses that were assigned to you, the basic content covered in those courses, and the time involved in preparation, delivery, and maintenance. Describe any advancements in the course that were implemented over the past year by you.)

Service: (Describe the service you have provided to Clemson University, the College of Agriculture, Forestry and Life Sciences, and the Department of Food, Nutrition, and Packaging Sciences.)

Three-page limit for document

Request for Action letter for Reappointment format for Assistant Professors – Departmental letterhead
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To: Discipline-Specific Review Committee for (Food Science and Technology,
Human Nutrition and Dietetics, or Packaging Science)
Department of Food, Nutrition, and Packaging Sciences

From: Your name here
Your title here

Date: Date

Subject: Letter Requesting Action – Reappointment for 20xx-20xx Academic Year

Please accept this request of consideration for reappointment for the 20xx-20xx academic year as an (insert title here) in the Department of Food, Nutrition, and Packaging Sciences.
(Thoroughly describe your position and statement of mutual expectation here).

Teaching & Advising: (Describe the courses that were assigned to you, the basic content covered in those courses, and the time involved in preparation, delivery, and maintenance. Describe any advancements in the course that were implemented over the past year by you.)

Research accomplishment: (grants submitted and funded, research paper submitted and accepted; poster and presentation at regional, state, national and international meetings.)
(Summarize the number of MS and PhD graduate students advising and funding sources.)

Service: (Describe the service you have provided to Clemson University, the College of Agriculture, Forestry and Life Sciences, and the Department of Food, Nutrition, and Packaging Sciences.)

Three-page limit for document

**DSR Committee Reappointment letter format for Assistant Professors –
Departmental letterhead****MEMORANDUM**

TO: Dean <XXX>
College of Agriculture, Forestry and Life Sciences

FROM: Discipline-Specific Review Committee for (Food Science and Technology,
Human Nutrition and Dietetics, or Packaging Science)

DATE: Date

SUBJECT: Reappointment of (Candidate)

The Food, Nutrition, and Packaging Sciences (FNPS) DSR Committee recommends NAME be reappointed as a POSITION TITLE in the FNPS Department. The voting results were X in favor of reappointment, X not in favor of reappointment, X abstention, and X faculty who did not vote. This is NAME X year at Clemson University, start date of DATE. NAME appointment was % teaching, % research, and % service.

ACCOMPLISHMENTS**Teaching:**

- Courses taught during the 20XX-20XX academic year included LIST COURSES. Summarize highlights associated with courses, such as reworked course, converted it to online, teaching award.
- Advising X students. Summarize highlights associated with advising.
- Mentoring X honors students. Summarize highlights associated with mentoring honors students, such as research completed, papers prepared, and posters presented.
- Hosts X Creative Inquiry teams. Summarize highlights, i.e., research/activities completed, papers prepared, posters presented, protocols developed.

Research:

- Summarize noteworthy accomplishments, such as grant activity, papers submitted, papers accepted, posters, oral presentations.
- Summarize work in progress, such as manuscripts in preparation, grants under review. State the number of papers that are co-authored/led by students who he/she mentors.
- State the number of graduate committees (NUMBER of PhD and NUMBER of MS)
- State the number of externally-funded post-doctorates/visiting scientists/project staff and summarize their work.

Service:

- Summarize departmental, college, university, and national service activities.

SUGGESTED AREAS TO IMPROVE PERFORMANCE: The DSR Committee recognizes

the accomplishments of NAME during X years at Clemson University and appreciates the work he/she has put into reworking his courses and advancing his/her research efforts. Suggestions for long-term teaching and research success include:

- LIST ACTIONABLE ITEMS.

We are pleased to have NAME as a member of our faculty and encourage him/her to work with tenured faculty to guide his/her continued success.

Sample Letter for appointment of Adjunct Faculty – Departmental letterhead

Date

Title. First Last Name

Address 1

Address 2

City, State ZIP

Dear Title. Last Name:

The Discipline-Specific Review Committee for (Food Science and Technology, Human Nutrition and Dietetics, or Packaging Science) in the Department of Food, Nutrition, and Packaging Sciences has recommended that you be (re)appointed as an Adjunct (XX) for (month date, 20XX through the (20XX-XX) academic years.

Your primary role as an adjunct faculty member includes (XX). Be assured that the administration of the College of Agriculture, Forestry and Life Sciences at Clemson University and the Department of Food, Nutrition, and Packaging Sciences are ready to assist you so that your efforts shall be fruitful and rewarding.

As you are aware, adjunct faculty receive no remuneration and are not eligible for tenure. This (re)appointment is offered subject to the policies and regulations of the University Trustees, to appropriation acts, and laws and regulations of State and Federal Governments. In connection with this offer of (re)appointment, Clemson University requires a background investigation before being entered into the university system. All offers of appointment are contingent upon favorable results of a background check.

Please sign below indicating your action on this (re)appointment, whether you accept or decline, and if required, sign the enclosed *Initial Appointment to a Non-Tenure Track Position* form. Keep copies for your records. Return the original signed document(s) to the following address: (XX).

Sincerely,

Approved,

Department Chair Name, Ph.D.
Department Chair

Dean's Name, Ph.D.
Dean

I (accept) (decline) the above appointment under the terms and conditions set.

Date

Signature

Sample Letter for termination of Adjunct Faculty – Departmental letterhead

Date

Title. First Last Name

Address 1

Address 2

City, State ZIP

Dear Title. Last Name:

We would like to take this opportunity to thank you for serving as an Adjunct (XX) in the Department of Food, Nutrition, and Packaging Sciences over the past several years. Your willingness to share your research/knowledge with our students and department is greatly appreciated. Your adjunct appointment shall end on (XX).

We hope that in the future there shall be another opportunity for mutually beneficial collaboration.

Once again, I appreciate your contributions to our department.

Department Chair Name, Ph. D.

Department Chair

Approved:

Dean's Name, Ph. D.

Dean, College of Agriculture, Forestry and Life Sciences

Appendix B (Conflict of interest format)

CONFLICT OF INTEREST DISCLOSURE

Name: _____

INSTRUCTIONS:

Who completes this template? Each candidate for tenure or promotion should fill out this form.

How this template is completed?

- List alphabetically - with last name first - the full names of the following individuals:
 - o All co-authors on publications within the past three years, including pending publications and submissions
 - o All collaborators on projects within the past three years, including current and planned collaborations
 - o All thesis or postdoctoral *advisees/advisors*
 - o All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years
 - o Indicate the person's relationship to you (Co-Author, Collaborator, etc.) with an "x".

Additional pages may be used as necessary.

Name	Co- Author	Collaborat or	Advisee/ Advisor	Other-Specify Nature

Appendix C (Workload metric)**Departmental Workload Metric****Food, Nutrition, and Packaging Sciences workload metric guidelines.**

All are expected to do 4 blocks (12 credits) of work each semester. Regular faculty are expected to dedicate 1 block (3 credits equivalent) of their time to service.

Lecturer 100% teaching and advising (12 credits per semester)

- 0.5 Credit/semester for advising 15 undergraduate students
- 1 Credit/extra lab section per semester if the lecturer teaches the lab and 0.25 credit for managing with the Graduate Teaching Assistant managing the lab section
- 1 Credit more is awarded for every 50 students over 50 in lecture sections
- 1 Credit per creative inquiry section faculty mentor
- For courses first time taught, faculty shall receive an additional 50% of the total course credits

Regular faculty 100% teaching and advising (9 credits per semester)

- 0.5 Credit/semester for advising 15 undergraduate students
- 1 Credit/extra lab section per semester if the professor teaches the lab and 0.25 credit for managing with the Graduate Teaching Assistant managing the lab section
- 1 Credit more is awarded for every 50 students over 50 in lecture sections
- 0.25 Credits per graduate student and honors student in dual list courses (up to 1 additional credits per course)
- 1 Credit per creative inquiry section faculty mentor
- For courses first time taught, faculty shall receive an additional 50% of the total course credits
- Students graduated (allowed for only one section teaching or research and not both):
 - 0.5 Credits per MS student graduated and faculty member is their Major Advisor
 - 1 Credits per PhD student graduated and faculty member is their Major Advisor
- Faculty is major advisor (allowed for only one section teaching or research and not both):
 - 0.5 Credits per graduate student (MS & PhD) per semester enrolled and faculty member is their Major Advisor (this does not include non-thesis graduate students without a creative component)

Scholarship expectation for regular faculty 100% research (average value over 3-5 years)

- 3 refereed publications per year (recognized profession journals)
- \$100,000/year expenditures
- Submission of competitive grants is expected

Workload for regular faculty 100% research (18 credits per 9 month appointment)

- Students graduated (allowed for only one section teaching or research and not both):
 - 0.5 Credits per MS student graduated and faculty member is their Major Advisor
 - 1 Credits per PhD student graduated and faculty member is their Major Advisor
- Faculty is major advisor (allowed for only one section teaching or research and not both):

- 0.5 Credits per graduate student (MS & PhD) per semester enrolled and faculty member is their Major Advisor (this does not include non-thesis graduate students without a creative component)
- Faculty supported graduate students
 - 0.5 Credits per graduate student per semester funded on faculty research grants and faculty revenue accounts (department GTA are not included)
- 2 Credits per research technician, post-doc, or visiting scientist funded on faculty research grants or faculty revenue accounts
- 1 Credit per peer-reviewed publication; no publication credits are awarded for conference abstracts
- 1 Credit per awarded patent
- Automatically 3 blocks for Assistant Professors and Instructors for the first three years to allow their research program to develop

Regular faculty 100% extension

(From the following list of scholarly activities each extension faculty member shall determine what constitutes a 100% extension appointment with their responsibilities with his/her department chair)

- 2/year Conference proceedings published
- 1-2/ year Book chapters published
- 2/ year Primary workshops organized
- 2/year Primary organizer for PSA presentations
- 2/ year Presentations at region, state and national meetings
- 12/ year Extension publications
- 10/ year Service projects for industry
- 2/ year Other training programs
- 300 Personal contacts per year
- **/ year Completed process authority letters

Regular faculty 100% extension (18 credits per 9-month appointment)

- Extension activities such as training programs, web site development, extension publications and producer meetings shall count proportionally to efforts, quality and impact
- 0.1 to 0.5 Credits per extension publications (depends on size and if new or revised)
- 0.5 to 1 Credits per conference and workshop organized (depends on role and support) (maximum of 1 block per semester)
- 0.5 to 3 Credits per web site training program developed (depends on size and if new or revised) (maximum of 1 block per semester)
- 1 Credit per completed process authority letter or documents
- 1 Credit per 100 personal contacts (phone, e-mail, face-to-face, etc.)

Service/citizenship (chair vs. member)

(Regular faculty are expected to commit one block or 3 credits of activity in service each semester)

(Frequency of meetings)**(Committee chair summarizes all committee members' participation)**

- Professional societies (serving as an officer)
- Department committees
- College committees
- University committees
- Special taskforce
- Grant review panels
- Science advisory boards

Service credits (limited to one block [3 credits] per semester)

- Each substantial Department, College, and University service activity counts as 1 credit (Search and screening committees, chair of tenure and promotion committee, IACCUC, IBC)
- Each substantial professional service activity counts as 1 credit (grant review panel, editorship of journal, officer of a society, science advisory board, organization of a meeting or symposium)
- Automatically 2 blocks for Assistant Professors and Instructors each year; committee assignments are kept low to allow them to develop their courses and research

Leadership

- TPR Chair
- Program Director
- Faculty Professor-in-Charge
- Center/Institute Director
- Associate Director
- Graduate Admission Chair
- Curriculum Chair
- Chair of Search or other Service Committee
- Program Assessment Chair

Leadership Credits (limited to one block per semester)

Leadership (major committee chair, center director) one block per semester

E Rhodehamel
E Rhodehamel (May 29, 2018)

May 29, 2018

Dr. E. Jeffery Rhodehamel
Department Chair and Professor
Department of Food, Nutrition, and Packaging Sciences

Date

Timothy R. Boosinger
Timothy R. Boosinger (Jul 5, 2018)

Jul 5, 2018

Dr. Tim Boosinger
Interim Dean, College of Agriculture, Forestry and Life Sciences
Vice President, Public Service Activities

Date

Robert H Jones
Robert H Jones (Oct 22, 2018)

Oct 22, 2018

Dr. Robert H. Jones
Executive Vice President for Academic Affairs and Provost
Clemson University

Date