

DEPARTMENT OF ANIMAL & VETERINARY SCIENCES
(AVS) PEER REVIEW COMMITTEE AND PEER EVALUATION PROCEDURES

I. Peer Review Committee (PRC)

A. This committee is empowered by Article VIII, Sec. 4 of the Bylaws of the AVS Department (Effective September 25, 2009) to act on its behalf to provide peer evaluation.

1. The committee will be composed of four members and one alternate member. At least three of the elected faculty must hold the rank of Professor. All members must hold the rank of Associate Professor or Professor. The alternate member must hold the rank of Professor, will participate in all committee activities, and will vote in absence of a committee member or to break any tie votes.
2. All members will serve a three- (3) year renewable term.
3. A chairperson will be elected annually by the committee members.
4. On decisions related to promotion to Professor, only members of the Peer Review Committee, holding the rank of Professor may vote.
5. The committees' responsibilities include the required departmental guidelines for reappointment, tenure, and promotion.
6. The chairperson will assign one committee member as primary reviewer for each candidate seeking reappointment, tenure, or promotion prior to a meeting of the full committee. Once a meeting of the full committee is convened, the primary reviewer will move to accept or reject the request for reappointment, tenure, or promotion. Upon receiving a second, the primary reviewer will discuss the strengths and weaknesses of the candidates' accomplishments.
7. Once the discussion is completed, each member of the PRC makes one of these recommendations:
 - Tenure
 - a. That tenure be granted.
 - b. That the tenure decision be postponed, subject to the time statutes not being violated.
 - c. That tenure not be granted and the contract not be renewed after the following academic year.
 - Promotions:
 - a. That the promotion be granted.
 - b. That the promotion be denied.
8. The voting of the committee will be recorded with individual votes to remain confidential. A two-thirds vote of those voting [a quorum being present] is required to make a recommendation. All narratives and ballots must be retained for one year and then destroyed.
9. The PRC will prepare one narrative report on each candidate for reappointment, tenure, and/or promotion. The PRC Chairperson will then transmit in writing, to the

individual being considered, the committee recommendation and the narrative.

10. The faculty member, under consideration, will have the right to appeal the decision and/or the narrative prior to transmission of recommendations to the Dean. A faculty member may appeal the decision of the PRC or withdraw the request for reappointment, promotion, and/or tenure by transmitting their desires in writing to the PRC Chairperson within ten (10) working days after receiving the decision. Appeals to the PRC decision must include written documentation for the basis of appeal.
11. The PRC Chairperson will distribute the appeal to all members of the committee for review. The committee will convene to discuss each appeal and a secret vote will be taken using the procedure outlined in L.A.6-8. The recommendation of PRC will be final and any further appeal will follow standard university procedures.
12. The Department Chair shall render a separate recommendation on the faculty member's request for reappointment, promotion, or tenure. The Department Chair shall inform the PRC members as to his/her recommendation(s).
13. The Department Chair and PRC Chairperson, prior to submission of the faculty dossier, shall jointly review the recommendations for reappointment, tenure, and/or promotion. The Department Chair shall ensure that the affected faculty member is promptly informed of the results and rationale for both recommendations from the department Chair and the PRC.
14. The recommendations from both the Department Chair and the PRC along with supporting materials will constitute items 3 and 4 in the Peer Review Executive Summary Notebook (PRESN) and be submitted to the Department Chair.
15. The Department Chair and PRC Chairperson will meet annually with pre-tenured faculty and discuss the faculty member's progress toward tenure to provide appropriate and clear guidance.

II. Criteria for Tenure, and /or Promotions and Reappointment, and Post-Tenure Review

- A. Assigned responsibilities: Tenure, promotion, and reappointment evaluations will be based on assigned responsibilities. A faculty member must excel in one or more of the assigned responsibilities in teaching, research, and extension work. A faculty member will not be held responsible for activities not included in the assigned responsibilities.
- B. Tenure is intended to enhance freedom in teaching, research, and other professional activities, and to provide the economic security required to sustain these freedoms. The criterion for tenure is scholarship as evidenced by the following:
 1. A doctoral degree [D.Sc., Ph.D., D.V.M.] or equivalent is normally required.
 2. A record, of successful teaching or extension activities, which can be documented by student evaluations, peer evaluations, and other appropriate means.
 3. A record of significant research, extension achievements, and/or creative activities which can be documented by publications, presentations and participation in local, regional, national, and international professional meetings.
 4. A record of professional achievement in such areas as professional certification, membership in professional societies, serving on professional organizations and committees, consulting, and receiving grants and awards.
 5. A record of service contributions as demonstrated by participation in faculty governance; service on departmental) school, college, and university committees; student advising; administrative assignments; assistance in student activities;

participation in community services and activities which enhance the mission of the Department and College.

6. A strong potential in terms of skills and qualities for continued growth as a person who becomes a facilitator, steward, relationship builder, and a scholar in the discipline to meet future needs.

C. Promotion from Instructor to Assistant Professor

1. A doctoral degree [D.Sc., PhD., D.V.M.] or equivalent.
2. Evidence of ability to meet the requirements for advancement in faculty rank based on a nation-wide search.

D. Promotion from Assistant Professor to Associate Professor

1. All the criteria listed under Section II.A and Section ILB. 1 -6.
2. Normally a minimum of four (4) years experience in a college or university at the rank of assistant professor.
3. Substantial evidence of scholarly, critical, and creative contributions as listed below.

3.1 Teaching: Scholarly Achievement

- a. Demonstration of effective teaching in which current information is taught.
- b. Demonstration of skill in educating undergraduate and/or graduate students.
- c. Development or revision of courses and curricula in area(s) of specialty.
- d. Acquisition of competitive intramural and or extramural grants in support of teaching.
- e. Publications of educational methodology and resource material.

3.2 Teaching: Professional Development

- a. Summary and evaluation of participation in courses, seminars, and programs designed to improve teaching Skills and teaching methods
- b. Summary and evaluation of efforts to learn current information in course subject matter.

3.3 Research: Scholarly Achievement

- a. Establishment of an independent research program.
- b. Publication of research conducted since the terminal degree research and in other than in abstract form in bodes, proceedings, and journals.
- c. Acquisition of intramural and/or extramural grants in support of research,
- d. Presentation of research in seminars and at local, state, regional, and national scientific meetings.
- e. Record of reviewing research proposals and books and manuscripts for journals.

3.4 Research: Professional Development

- a. Summary and evaluation of participation in courses, seminars, and programs designed to improve research knowledge and skills.
- b. Participation in workshops and other opportunities regarding grantsmanship or other research-enhancing activities.

3.5 Extension: Scholarly Achievement

- a. Communication, by all effective means, of information needed by the people of South Carolina, with evidence of the sizes and diversity of audiences reached.
- b. Evidence of rapport with clients in area of specialty,

- c. Evidence of having increased knowledge, improved attitudes, practices, and aspirations among South Carolina citizens resulting from the candidates' scholarly activities.

3.6 Extension: Professional Development

- a. Summary and evaluation of participation in programs designed to improve extension skills and extension methods.
 - b. Summary and evaluation of efforts to improve knowledge in specialty area(s).
4. In addition, candidates must demonstrate excellence in each of the following areas.
- 4.1 Departmental Service: Participation in Departmental, School, College, or University committees, programs, or other duties that contribute to the efficient and effective functioning of the units.
 - 4.2 Professional Service: Membership in professional societies, and participation in professional society meetings, committees, programs, or other duties that contribute to their effective functioning.

E. Promotion from Associate Professor to Professor

- 1. All the criteria listed under Section II. A and Section II. B.I -6
- 2. All the criteria listed under Associate Professor [Section II.C.2-4].
- 3. Normally a minimum of nine (9) years of relevant experience at the college or university level in the professional rank is required. Normally at least four (4) years at the Associate Professor rank is required. Experience at industrial or governmental agencies in similar capacities may be interchangeable with university experience.
- 4. Normally a minimum experience of three (3) years at the rank of Associate Professor at Clemson University.
- 5. The most important factor in promotion to professor is national and international professional visibility. This relates to the faculty member's accomplishments as recognized by peers, scholars, critics and the profession at large. Candidates must provide evidence of improvements in productivity and effectiveness corresponding with professional maturity. Improvements in productivity and in effectiveness should be exemplary in the following ways where appropriate:

5.1 Teaching:

- a. Department, College, University or professional society awards for teaching excellence.
- b. Publication of commercial textbooks and laboratory manuals or invitations to contribute to such teaching materials.
- c. Successful graduates in the candidates specialty area(s).
- d. Invitations to conduct workshops and programs outside the University.
- e. Invited presentations of teaching methods and principles at professional meetings outside the University.
- f. Participation in program planning and development of courses and curricula for professional societies and agencies by invitation.
- g. Successful interdisciplinary research grantsmanship and productivity.

5.2 Research:

- a. Consistent record of peer-reviewed publications, technical bulletins/manuals,

- and patents when applicable.
- b. Department, School, College, University, industry and/or professional society awards for **research excellence**.
- c. Long-term support as the Principal Investigator, from appropriate funding sources.
- d. Invited presentations of research in professional symposia, seminars, or workshops outside the University.
- e. Review grant proposals or to serve on grant review panels by invitation.
- f. Participation in program planning and development for professional societies and agencies by invitation.
- g. Successful interdisciplinary research grantsmanship and productivity.

5.3 Extension

- a. Department, School, College, University, industry and/or professional society awards for extension excellence.
- b. Presentations of successful extension programs at professional society meetings.
- c. Invited presentations to schools or workshops or training programs in other states.
- d. Dissemination of subject matter statewide, regionally, nationally, and/or internationally.
- e. Invited presentation of extension methods and principles at professional meetings outside the University.
- f. Participation in program planning and development for professional societies and agencies by invitation.
- g. Successful interdisciplinary research grantsmanship and productivity.

6. In addition, candidates must demonstrate excellence in each of the following areas.

6.1 Public Service: Invited presentations of animal and veterinary science subject matter and to represent Clemson University to prestigious non-professional audiences. Provide support and leadership in community services and organizations appropriate to ones discipline.

6.2 Departmental Service: Leadership in departmental, school, college, or university committees or programs.

6.3 Professional Service: Leadership in professional society committees or programs. F.

F. Renewal of Appointments

1. Record of successful teaching to be documented by student, peer, and audience evaluations as well as outlines, syllabi, examinations, textbooks and references.
2. Record of successful research or extension activities or an attempt to initiate creative - extension or research to be documented by peers, clientele, publications, presentations, and other appropriate means.
3. Record of service to clientele, Department, College, University, and the community.
4. Strong potential for growth in the profession and scholarship.

G. Adjunct Faculty

1. The description is set forth in the Faculty Manual (Part III, section E). The term "adjunct" denotes an advisory appointment. It is assigned to individuals whose principal employer may be other than Clemson who bring needed expertise to the teaching, research, or public service programs of Clemson University. The qualifications for Adjunct Faculty rank shall be comparable to those for corresponding appointments at regular faculty ranks. Adjunct appointments generally do not involve remuneration from the University; are for up to five years; are individually negotiated as to terms; and, may be renewable. Adjunct appointments shall be limited to those making active contributions to the teaching, research, or public service programs of the University, and are subject to review by the departmental faculty.
2. Nomination of adjunct faculty will be made by regular faculty in the department who plan to work with an individual whose principal employer may be other than Clemson University.
3. Adjunct appointments will terminate after the approved term of service (up to five years) and will require re-nomination and a majority vote of approval for additional terms of service.
4. The criteria for promotion of adjunct faculty shall be the same as those used for regular faculty.

III. Procedure for Reappointment and Tenure and Promotion

A. Notification

1. The Department Chair will notify all eligible faculty members and the PRC with a copy of the stated deadlines when he/she receives the deadlines for reappointment, tenure, promotion, and post-tenure review.
2. The PRC will be provided with a list of faculty members eligible for reappointment, tenure, promotion, and post-tenure review.

B. Executive Summary Notebook or Dossier

1. Letter requesting reappointment, tenure, and/or promotion.
2. Request for Faculty Personnel Action Form (Routing Slip) Attachment D
3. Letter of Recommendation from the Peer Review Committee.
4. Letter of Recommendation from the Department Chair.
5. Letter of Recommendation from the School Director.
6. Detailed curriculum vitae according to the standard College format with a photograph of the candidate-Example 1.
7. Teaching:
 - a. A copy of the Teaching Effectiveness Evaluation forms submitted by all students for all courses taught during the preceding two semesters,
 - b. Summary statistics provided by the Department,

- c. Other evidence of teaching effectiveness such as senior exit surveys, alumni surveys, faculty peer triads, etc,
 - d. Evaluation by Chair and PRC members based on attendance of at least one lecture.
8. Research: Include activities not addressed in resume.
 - a. Research proposal history.
 - b. Impact of research/scholarship including literature citations (excluding self-citations), patents, awards, etc.
9. Extension: Include activities not addressed in resume.
 - a. Research proposal history.
 - b. Impact of extension activities including literature citations (excluding self-citations), patents awards, etc.
10. Copies of Faculty Evaluation Form 3 for the last three- (3) years.
11. Statement of short and long-term goals.
12. Statement of administrative duties, if appropriate.
13. Copies of all external peer review letters (for promotion and tenure consideration). A minimum of three from institutions other than the ones associated with the terminal degree and post-doctoral-work,
14. Any clarifying statements or additional information supplementary to the standard resume. (5 pages maximum; optional).
15. Spreadsheet the overall and historical evaluation rating must be presented for the candidate and for all other individuals at the same academic rank in the department. (Attachment G)
16. Tenure Agreement Form (Attachment F) or Granting of Tenure Form (Attachment E) if tenure has already been awarded.

All the above items and credentials except 2-5 and 15 will be provided by the faculty member who applies for tenure, and/or promotion. Applicants for reappointment will submit all the above items and credentials except 2-5, 15, and 16.