

PROMOTION AND TENURE GUIDELINES

DEPARTMENT OF ECONOMICS

College of Business and Public Affairs Clemson University

This document outlines the general criteria for promotion and tenure used by the Department of Economics, the procedures that candidates must follow in applying for promotion and tenure, and the procedures that the department must follow in evaluating those applications. The criteria and procedures are consistent with the guidelines set forth in the Clemson University Faculty Manual, of which both candidates for promotion or tenure and the Departmental Advisory Committee must be aware.

1. Promotion Criteria

Associate Professor

Terminal degree and at least four (4) years of relevant, full-time experience, with exceptions as noted in Part II C of the Clemson University Faculty Manual.

Scholarly research published in top-level refereed journals in economics and closely related fields is of primary importance. Books or monographs published by distinguished academic presses are also highly valued. Other scholarly works are of lesser importance.

Demonstrated effectiveness in graduate and undergraduate teaching, as measured by two or more instruments including students' evaluations, exit interviews of graduating seniors, surveys of alumni, and assessments by members of the Departmental Advisory Committee and the Chair of the Department.

Effective and valuable service to the department, the university, and the profession.

While success in all areas of responsibility is expected, greater emphasis will be placed upon the research and teaching performance of candidates for promotion to Associate Professor.

Professor

Terminal degree and at least nine (9) years of relevant, full-time experience, with exceptions as noted in Part II C of the Clemson University Faculty Manual.

A national reputation as a scholar.

Conspicuous success in all areas of responsibility, with relative emphasis placed on research and graduate teaching.

Sustained performance in all areas of responsibility.

2. Tenure Criteria

Candidates for tenure must possess the qualifications necessary to hold the rank to which they seek appointment, as set forth in section 1. The tenure review will include the evaluation of the individual's accomplishments and future potential in research, teaching, and service in light of the standards established in section 1. Candidates must satisfy other criteria for tenure as may be specified in the Clemson University Faculty Manual or by university policy (e.g., years of service eligibility).

Candidates must be acutely aware that tenure is not a reward for past performance; the tenure decision is prospective rather than retrospective. Candidates for tenure will be judged on the basis of their prospects for continued professional growth and productivity. Evaluating past performance is clearly an essential element in the tenure decision, but only insofar as it contributes to the department's forecast of the candidate's likely development over the remainder of a career that in most cases will span many decades. Notwithstanding any other explicit criteria for tenure, the decision is ultimately an assessment of whether the candidate's overall performance advances the reputation and stature of the Department in the discipline of economics. Service to the university, the community, and the profession is a responsibility of every member of the faculty, but it is not a sufficient condition for tenure or promotion.

3. The Tenure Process

The tenure decision is based primarily on past and forecasted future performance in research and teaching. The prospective candidate must make progress toward tenure from the beginning of his or her appointment. Candidates who are unable to meet the requirements for promotion to Associate Professor are ineligible for tenure. Each year the candidate must submit performance evidence to the Departmental Advisory Committee as detailed below. This information is used to make an annual recommendation regarding reappointment as well as suggestions for improved performance. *Continued reappointment should not be construed to mean that tenure will necessarily be granted.* The tenure decision takes place in the candidate's penultimate year and, although based partly on annual reappointment recommendations, is a separate decision. This is an unavoidable consequence of the unusually extensive and long-range evaluation that is an integral part of the tenure review. While reviews for reappointment to the fourth year and beyond will become especially extensive, they fulfill a purpose that is distinct from, and subordinate to, the tenure review.

4. Information Required for Promotion and Tenure Decisions

- A. A current *curriculum vitae* of the candidate.
- B. A narrative and supporting evidence including, but not necessarily limited to, the following:

- (1) **Teaching effectiveness:** Evidence from two or more sources, including students' evaluations, exit interviews of graduating seniors, surveys of alumni, and assessments by members of the Departmental Advisory Committee and the Chair of the Department;
 - (2) **Scholarly research:** Summary description of refereed publications in leading journals in economics and closely related disciplines as well as other scholarly works, with a discussion of their significance;
 - (3) **External funding:** Records of grants or other external funds obtained by the candidate and distributed to the candidate or other faculty or students in the department in support of their research, teaching, or service;
 - (4) **Professional service:** Evidence of participation in professional societies and meetings, including specific information about papers presented or discussed, program committees chaired, and professional offices held;
 - (5) **University service:** Evidence of service to the department, the college, or the university, including a list of committees served on and student groups advised and an indication of the results achieved by the candidate's university service activities;
 - (6) **Public service:** Evidence of service to individuals, businesses, and other organizations in the community, state, and nation that is work-related and draws heavily upon the candidate's professional expertise;
 - (7) **Special recognition:** Honors and awards for research, teaching, or service.
- C. Copies of all publications, all manuscripts accepted for publication but not yet published, and all unpublished manuscripts.
- D. The names, addresses, and telephone numbers of three full professors in economics who can objectively evaluate the candidate's research and other contributions to the profession. The Departmental Advisory Committee may, at its discretion, use the named professors as outside reviewers of the materials submitted by the candidate.
- E. The candidate's information packet shall be reviewed by the Departmental Advisory Committee, the Chair of the Department, and the Dean of the College. When the individual's packet is forwarded from the College to the Provost, it must contain recommendations from the Departmental Advisory Committee, the Chair of the Department, and the Dean of the College.

5. Annual Reappointment Criteria for Tenure-Track Faculty

The criteria for reappointment are the same as those listed under section 1. Candidates are judged annually on the basis of their general progress toward accomplishing those objectives that may ultimately lead to promotion and tenure. Reappointment for one or more years indicates only that the candidate is performing well enough to allow the probationary period to continue. Reappointment during the probationary period does not imply that further reappointment or tenure will necessarily follow.

6. Information Required for Annual Reappointment Decisions

- A. A current *curriculum vitae* of the candidate for reappointment.
- B. A narrative and supporting evidence including, but not necessarily limited to, the following:
 - (1) **Teaching effectiveness:** Evidence from students' evaluations and, if desired, assessments by members of the Departmental Advisory Committee and the Chair of the Department;
 - (2) **Scholarly research:** Copies of all publications, all manuscripts accepted for publication but not yet published, and all unpublished manuscripts;
 - (3) **External funding:** Records of grants or other external funds obtained by the candidate and distributed to the candidate or other faculty or students in the department in support of their research, teaching, or service;
 - (4) **Professional service:** Evidence of participation in professional societies and meetings, including specific information about papers presented or discussed, program committees chaired, and professional offices held;
 - (5) **University service:** Evidence of service to the department, the college, or the university, including a list of committees served on and student groups advised and an indication of the results achieved by the candidate's university service activities;
 - (6) **Public service:** Evidence of service to individuals, businesses, and other organizations in the community, state, and nation that is work-related and draws heavily upon the candidate's professional expertise;
 - (7) **Special recognition:** Honors and awards for research, teaching, or service.