

**Clemson University General Engineering Program
Guidelines, Criteria, and Procedures for Appointment,
Promotion, and Reappointment**

Article I: Appointment Procedures

When a new or replacement full time employment (FTE) faculty position has been approved, the Program Director shall initiate a search process. The Program Director shall form an Ad-Hoc Faculty Search Committee as described in Section 3A of the Program Bylaws. The committee is charged to prepare the advertisement, to review and screen applications, to check references, to make recommendations for on-campus interviews, to be actively involved in the interview process, and to compile information and recommendations from Program Faculty regarding interviewees. At all stages of the search for a new regular faculty position, all Program Faculty will have access to the credentials of each applicant. Appointments shall conform to University policies governing position searches, hiring, and other personnel matters. The Program Director shall make recommendations to the Dean of the College from the acceptable candidates selected by the Search Committee.

Time limited positions (TLP) may be appointed by the Program Director, in accordance with **the Faculty Manual**.

Article II: Reappointment and Promotion for Special Faculty Ranks

Section 1: Overview

Reappointment and Promotion of special faculty ranks such as lecturers and senior lecturers shall be done in accordance with the procedures in **the Faculty Manual**. The TPR Committee shall be formed as per the Program Bylaws. The Program Director and TPR Committee shall use only the criteria, evaluation, and materials for review relevant to the special faculty rank member's appointment per the guidelines in Section 5 for promotion or reappointment. If the special faculty rank member has been engaged in research or other activities applicable to research and scholarship, their accomplishments may also be considered during the review. These accomplishments must be listed in the faculty member's FAS report and TPR Notebook.

Section 2: Request for Review for Special Faculty Ranks

Reappointment of lecturers with less than four years of service and senior lecturers will be automatically considered each year the reappointment is applicable for the faculty member.

In accordance with the procedures in **the Faculty Manual**, each lecturer will automatically be given a comprehensive review for promotional consideration following the lecturer's fourth year of service. Equivalent experience at Clemson may be considered toward the four-year service requirement at the written request of the faculty member and agreement by the TPR Committee. Annual reviews will occur for the faculty member each year after until the faculty member is granted promotion or completes their ninth year of service. If a lecturer fails to achieve promotion to senior lecture within eight years of service, the lecturer shall not be reappointed following a ninth year of service.

Senior Lecturers shall be evaluated by the department TPR committee during the penultimate year of their appointment using the guidelines established in Section 5.

Section 3: Committee Procedures for Lecturer Reappointment

- Lecturers to be considered for reappointment or promotion will be reviewed by the Promotion and Reappointment Advisory committee (hereafter referred to as the "PRA Committee") prior to a review by the TPR Committee. All members of the PRA Committee will have access to the materials supplied

by the faculty member under review (hereafter referred to as the "Notebook" and the "Candidate"). Each PRA Committee member will be expected to review the Candidate's Notebook prior to deliberations.

- At the conclusion of review, a vote is executed. Each PRA Committee member shall have one (1) vote on each action and voting is by secret ballot. The PRA Committee Chairperson shall count ballots. The majority vote will rule and will be recorded as either a "recommendation for" or "recommendation against" the requested action. The actual vote count will be discarded and will not be recorded.
- The Chair of the PRA Committee will take the lead on preparing a letter with the recommendation(s) of the PRA Committee. In the case of reappointment, the letter may simply state the recommendation for all Candidates under consideration without requiring further documentation. For the case of denial of reappointment, the PRA Committee will offer opinion as to observations, to existing strengths and weaknesses, and justification for the refusal of reappointment for the Candidate. The PRA Committee will agree on the content and wording of the letter. Each PRA Committee member will sign the recommendation letter and forward the letter to the Program's TPR Committee and the Program Director.
- The TPR Committee will review the PRA Committee's letter and may vote to accept in total the recommendation(s) of the PRA Committee, reject the recommendation(s) or reject specific candidates. All members of the TPR Committee will have access to each of the candidates' Notebooks, however, they may act solely on the PRA Committee's recommendation. Each TPR Committee member shall have one (1) vote on each action and voting is by secret ballot. The TPR PRA Committee Chairperson shall count ballots. The majority vote will rule and will be recorded as either a "recommendation for" or "recommendation against" the requested action. The actual vote count will be discarded and will not be recorded. The TPR Committee will provide justification for any rejections. The Chair of the TPR Committee will take the lead on preparing a letter with the recommendation(s) of the TPR Committee. The letter may simply state the TPR Committee agrees with the recommendation of the PRA Committee without requiring further documentation. The TPR Committee will agree on the content and wording of the letter. Each TPR Committee member will sign the recommendation letter and forward the letter to the Program Director.
- The Program Director and the TPR Committee will issue separate recommendations, free from coercion and interference from any parties. The Program Director and the TPR committee shall provide each other with a copy of their recommendations once both have been completed. The Program Director shall ensure that the affected faculty member is promptly informed in writing as to the results of and rationale for both recommendations, and the faculty member may elect to include a letter of response in the materials forwarded to the Dean.
- The Program Director shall forward to the Dean both recommendations and, upon request by the Dean, the supporting evaluations and the Candidate's Notebook. In cases in which there is a discrepancy in the rationale for retention between TPR Committee and the Program Director, the Program Director shall make the Dean aware of the discrepancy. The Dean will meet with the Program Director and with the TPR Committee to discuss reasons for the discrepancy and render a decision. In all cases of non-reappointment, the file shall be forwarded to the Provost for final decision.

Section 4: Committee Procedures for Promotion of Lecturers or Reappointment of Senior Lecturers

The TPR Committee shall conduct its business when reviewing a lecturer up for promotion or a senior lecturer for reappointment in accordance with the following general procedures:

- All members of the TPR Committee will have access to the materials supplied by the faculty member under review (hereafter referred to as the "Notebook" and the "Candidate"). Each TPR Committee member will be expected to review the Candidate's Notebook prior to deliberations.
- The TPR Committee shall solicit a written recommendation from each senior lecturer in the department for lecturer promotion or senior lecturer reappointment.
- The TPR Committee shall consider the efforts, contributions, and performance of the Candidate to combine effective instruction with additional significant contributions to the mission of the University.
- At the conclusion of review, a vote is executed. Each TPR Committee member shall have one (1) vote on each action and voting is by secret ballot. The TPR Committee Chairperson shall count ballots. The majority vote on each requested action will rule and will be recorded as either a "recommendation for" or "recommendation against" the requested action. The actual vote count will be discarded and will not be recorded.
- The Chair of the TPR Committee will take the lead on preparing a letter consistent with the requested action and recommendation(s) of the TPR Committee. In the case of reappointment without promotion, the TPR Committee will offer opinion as to observations, to existing strengths, and to suggested areas for improvement for the Candidate. The TPR Committee will agree on the content and wording of the letter. Each TPR Committee member will sign the recommendation letter.
- The Program Director and the TPR Committee will issue separate recommendations, free from coercion and interference from any parties. The Program Director and the TPR committee shall provide each other with a copy of their recommendations once both have been completed. The Program Director shall ensure that the affected faculty member is promptly informed in writing as to the results of and rationale for both recommendations, and the faculty member may elect to include a letter of response in the materials forwarded to the Dean. In cases of promotion consideration, the candidate may withdraw from further consideration at this point.
- The Program Director shall forward to the Dean both recommendations, and, upon request, the supporting evaluations and the Candidate's Notebook. In cases in which there is a discrepancy in the rationale for retention or promotion between TPR Committee and the Program Director, the Program Director shall make the Dean aware of the discrepancy. The Dean will meet with the Program Director and with the TPR Committee to discuss reasons for the discrepancy and render a decision. In all cases of non-reappointment, the file shall be forwarded to the Provost for final decision.

Section 5: Guidelines for Program Faculty Promotion and Reappointment

Reappointment for Lecturers shall be based on making advancement towards promotion to Senior Lecturer commensurate with the time spent in the department. This will include reviewing the progress in developing the supporting evidence provided below for promotion.

The Candidate's Notebook for PRA/TPR Committee review for reappointment will contain:

- The letter requesting action
- Request for Faculty Personnel Action
- Standard college resume
- Other areas deemed applicable by the Candidate. As the candidate approaches promotion, the remaining areas of the Notebook appropriate for promotion to senior lecturer should be completed. Note that for promotion to senior lecturer or reappointment of a senior lecturer, External Evaluators are not required but may be included if desired.

Promotion to Senior Lecturer shall be based on effective teaching that demonstrates ability and commitment. Supporting evidence, documented in the Notebook, may include:

- Development: courses, curricula.
- Development and dissemination: pedagogical methods, and materials.
- Evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, and alumni evaluations.
- Course coordination.
- Committee membership and participation.
- Academic advising of undergraduate students.
- Awards: Department, College, University, professional.

Reappointment for Senior Lecturers shall be based on continued evidence of effective teaching as cited above for promotion. Senior Lecturers' reappointment will also include a review of their contribution to the administration and management of the department. Supporting evidence, documented in the

Notebook, may include:

- Directing core courses.
- Management of key programs within the department.
- Mentorship of junior faculty.

Approved by faculty: 11/6/2015
General Engineering

Approved by the Dean: _____
College of Engineering, Computing and Applied Sciences

Approved by Provost: _____
Clemson, University