

## **ARTICLE IX Reappointment, Tenure and Promotion**

Faculty members of all ranks are expected: a) to be very good classroom teachers; b) to keep abreast of developments in the subject matter and pedagogy of their teaching areas; c) to fulfill departmental, college, and university duties; and d) to comply with university, college, and departmental policies and sectional guidelines.

Candidates for reappointment, tenure and promotion shall exhibit appropriate professional qualities which contribute to cooperation and productivity in the university community and to carrying out the department's mission in teaching, research, service and collaboration. These characteristics include fairness toward students, professional integrity, and dependability in meeting professional commitments. Candidates may submit as evidence documentation in the form of appropriate items from course evaluations and letters from students and colleagues. Candidates are also expected to carry out duties and meet professional responsibilities in a spirit of collaboration across program, departmental and college lines.

### **A. GENERAL GUIDELINES REGARDING EVALUATION CRITERIA**

#### **1. INSTRUCTIONAL ACHIEVEMENT**

Instructional achievement and teaching effectiveness shall be evaluated through:

- a. class visitations by members of the Peer Evaluation Committee and the department chair;
- b. teacher portfolio (syllabi, handouts, etc.), and;
- c. student evaluations.

#### **2. SCHOLARSHIP AND PROFESSIONAL ACTIVITIES**

Such activities include, but are not limited to, the following examples:

##### **a. BOOKS AND MONOGRAPHS**

The publication of a refereed book or monograph is generally viewed as an exceptional achievement and carries great weight in the consideration of tenure and promotion decisions.

##### **b. ARTICLES AND REVIEWS IN JOURNALS AND PROCEEDINGS**

All published articles and book reviews that clearly demonstrate discipline-related scholarship shall be recognized as "scholarly activity." Articles published in refereed/juried journals and as a part of selected proceedings shall carry more weight in the committee's evaluation of a candidate's scholarship than those published through a non-juried procedure. Likewise, the importance and quality of the journal and/or conference shall be taken into account.

##### **c. SOFTWARE, EXHIBITIONS, VIDEOS AND MULTI-MEDIA PRODUCTIONS**

Such activities as are appropriate to the profession shall be considered professional activity.

##### **d. OTHER PROFESSIONAL ACTIVITIES AND RECOGNITIONS**

Such activities include the presentations and papers, professional reviews, editorial service, grant writing, and participation in professional conferences and professional workshops as chair or discussant on a panel, and conducting professional workshops.

### 3. SERVICE

All full-time faculty in the department, regardless of rank, are expected to participate in the maintenance and advancement of the missions of the department, college, university and the profession. Service contributions include, but are not limited to, serving on department, college, or university commissions or councils; serving as student advisors, assisting in student activities, and performing community services, particularly those related to a faculty member's professional training and/or activities; and serving on professional committees and as officers of associations.

### REAPPOINTMENT

Each faculty member eligible for reappointment shall be reviewed annually by the chair of the department and by the Peer Evaluation Committee. No faculty member shall be reappointed without demonstrating very good teaching skills, and in the case of tenure-track faculty, a clear indication of progress toward meeting the tenure criteria in the areas of scholarship and service.

### PROMOTION FROM LECTURER TO SENIOR LECTURER

(approved as an amendment to the Bylaws on 9/29/2014)

The decision to promote lecturers should not be based exclusively on past accomplishments but also on indications of an ongoing commitment to teaching and professional service.

Each candidate for senior lecturer shall be required to meet the following criteria.

1. At least four years as lecturer or equivalent experience at Clemson.
2. An overall record of "very good" teaching, as monitored by the Peer Evaluation Committee and the department chair.
3. A record of sustained and substantial contribution in the area of service to the department/college/university or the profession.

### THIRD-YEAR REVIEW OF TENURE-TRACK FACULTY

(approved as an amendment to the Bylaws on 2/16/2006)

Tenure-track faculty members who have completed three years of employment in the department shall be formally evaluated by the chair of the department and by the Peer Evaluation Committee to determine their progress towards tenure and their continued eligibility for reappointment. No faculty member shall be reappointed without demonstrating a clear indication of good progress toward meeting the tenure criteria in the areas of teaching, scholarship and service.

### TENURE

Since tenure pertains primarily to future employment, the decision to grant tenure should not be based exclusively on past accomplishments but also on indications of an ongoing commitment to teaching, scholarship and professional service.

Each candidate for tenure shall be required to meet the following criteria.

1. Normally possession of the terminal degree.
2. "Very good" teaching, as monitored by the Peer Evaluation Committee and the department chair.
3. **Substantial** professional achievement is required, as evidenced by publication of professionally reviewed books and articles in refereed journals; by articles, reviews and editorials in journals and proceedings; by software, exhibitions, videos and multimedia productions/publications; by papers delivered at conferences; by service to professional societies and journals; by receipt of awards, prizes, fellowships, or grants, and by other means generally accepted by the academic community.
4. A **substantial** record of contributions in the area of service to the department/college/university and the profession.

### PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

Each candidate for the rank of associate professor shall be required to meet the following criteria:

1. Normally possession of the terminal degree.
2. "Very Good" teaching skills as monitored by the results of student evaluations, the Peer Evaluation Committee and the department chair.
3. **Substantial** professional achievement is required, as evidenced by publication of professionally reviewed books and articles in refereed journals; by articles, reviews and editorials in journals and proceedings; by software, exhibitions, videos and multimedia productions/publications; by papers delivered at conferences; by service to professional societies and journals; by receipt of awards, prizes, fellowships, or grants, and by other means generally accepted by the academic community.
4. A **substantial** record of contributions to the department/college/university and the profession during the period of the candidate's service at other ranks is expected.

### PROMOTION FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR

Each candidate for the rank of full professor shall be required to meet the following criteria:

1. Normally possession of the terminal degree.
2. "Very Good" teaching skills as monitored by the results of student evaluations, the Peer Evaluation Committee and the department chair.
3. **Significant** professional achievement is required, as evidenced by publication of professionally reviewed books and articles in refereed journals; by articles, reviews and editorials in journals and proceedings; by software, exhibitions, videos and - multimedia productions/publications; by papers delivered at conferences; by service to professional societies and journals; by receipt of awards, prizes, fellowships, or grants, and by other means generally accepted by the academic community.

4. **Significant** contributions to the department/college/university and the profession during the period of the candidate's service at other ranks is expected.

**Article X**  
**POLICIES AND PROCEDURES FOR**  
**REAPPOINTMENT, TENURE AND PROMOTION**

The policy and procedures for appointment, reappointment, promotion, and tenure shall be in accordance with the Clemson University Faculty Manual.

At the beginning of each academic year the chair of the department will provide the faculty with a timetable of committee deadlines for the submission of materials relating to requests for reappointment, tenure and/or promotion. On or before the specified deadline any faculty member who believes his/her credentials qualify for consideration for reappointment, tenure and/or promotion will submit to the chair of the department a written request, together with an accompanying curriculum vitae, and any supporting documents, including copies of published articles, books, and any other appropriate materials.

External letters of review are required in promotion and tenure decisions. The department will solicit up to six letters via the following process.

1. The candidate for promotion and/or tenure will provide six names to the Peer Evaluation Committee of possible outside reviewers. The chair of the department and the Peer Evaluation Committee will meet and select two reviewers from this list.
2. The Peer Evaluation Committee will establish a list of six possible outside reviewers and independently select two candidates from this list.
3. The chair of the department and the Peer Evaluation Committee will then select the other two reviewers from the remaining names on both lists.
4. The candidate may optionally include in the tenure/promotion packet up to three letters of evaluation from other reviewers, either from inside or outside the university.

## REAPPOINTMENT

Faculty in non-tenure positions excluding senior lecturers must apply annually for reappointment in accordance with the following steps.

A. Faculty seeking reappointment must write a formal letter requesting reappointment and submit it, along with support documentation, to the chair of the department's Peer Evaluation Committee in accordance with the timetable distributed to the faculty by the chair of the department. The support documentation should be organized into areas covering teaching, research/publications and service. The materials submitted should include the following.

- 1) letter requesting reappointment
- 2) a complete, updated CV
- 3) copies of publications and papers read at professional conferences, and

- 4) evidence of teaching effectiveness, including copies of all student evaluations done during the evaluation period
- B. The Peer Evaluation Committee shall review the request for reappointment and make a formal recommendation to the chair of the department on or before the deadline established in the published timetable for personnel actions.
  - C. The chair of the department, after reviewing the recommendation of the Peer Evaluation Committee, writes a formal letter of recommendation to the dean of the college in accordance with college deadlines.

### THIRD-YEAR REVIEW OF TENURE-TRACK FACULTY

- A. At the beginning of their fourth year of a tenure-track appointment, the chair of the department will notify faculty who are candidates for mid-cycle review.
- B. Steps A through C as listed for reappointment will then be followed. However, the period of assessment is the previous three years of work at the university and documentation should reflect this fact.

### TENURE

- A. At the beginning of their penultimate year of a tenure-track appointment, the chair of the department will notify those faculty who are candidates for tenure.
- B. Steps A through C as listed for reappointment will then be followed. However, the period of assessment is the previous five years of work at the university and documentation should reflect this fact.

### PROMOTION OF TENURED AND TENURE-TRACK FACULTY

- A. A faculty member who wishes to be a candidate for promotion must submit a letter to the chair of the Peer Evaluation Committee in accordance with the timetable distributed to the faculty by the chair of the department. This timetable should be distributed to the faculty of the department by no later than the end of the first week of the beginning of the fall semester.
- B. Steps B and C as listed above for tenure will then be followed. However, the evaluation period will be the entire period of time the faculty member has been at the university.

### PROMOTION OF LECTURERS (approved as an amendment to the Bylaws on 1/5/2006)

After six years of satisfactory performance a lecturer may be reclassified as a senior lecturer. Equivalent experience at Clemson, such as that obtained in a visiting position, may be counted. A department chair, with the concurrence of the department's peer evaluation committee, may recommend an individual to the college dean who makes the appointment. Senior lecturers may be offered contracts ranging from one to three years with the requirement of one year's notice before termination. This rank is not available to faculty with greater than 50% administrative assignment.

### SENIOR LECTURER REVIEW

Before the end of each contract period, the department chair and the PEC shall review the performance of the senior lecturer for that period, and provided that that performance meets the criteria set out above

(see PROMOTION FROM LECTURER TO SENIOR LECTURER), may offer an extension of the contract.