

**Department of Mathematical Sciences****Guidelines for Tenure, Promotion and Reappointment (TPR)****May 9, 2013****Introduction**

Section I of these guidelines applies to the tenure, promotion and reappointment of faculty members in the Department of Mathematical Sciences who hold the regular faculty ranks of Assistant Professor, Associate Professor or Professor (as defined by the Clemson University Faculty Manual). Section II of these guidelines applies to the reappointment of faculty members in the Department who hold special faculty ranks (primarily Lecturer and Senior Lecturer), and promotion to Senior Lecturer, as defined by the Faculty Manual.

**Section I: Regular Faculty Ranks****A. Purpose**

These guidelines are intended to provide a consistent policy and procedure for tenure, promotion and reappointment. The guidelines are meant to aid the TPR Committee and the Department Chair in formulating recommendations and to aid each regular faculty member in achieving his or her full potential at Clemson. The procedures and suggested levels of accomplishment should be used for fair and objective evaluations of a regular faculty member's candidacy for tenure, promotion or reappointment, and should also be used to gauge performance and progress toward these goals.

These departmental guidelines supplement the Clemson University Faculty Manual (Part III, D, and Part IV, G and H) and the College of Engineering and Science (COES) TPR Guidelines. The departmental guidelines and the COES TPR Guidelines should be used together.

**B. Responsibilities**

The process of formulating tenure, promotion and reappointment recommendations within the department involves the candidate, the TPR Committee and the Department Chair. The candidate is responsible for compiling and updating a dossier of his or her accomplishments into a volume as specified by the COES TPR Guidelines.

The TPR Committee is responsible for making a written recommendation on tenure, promotion or reappointment of each candidate. The recommendation should be carefully prepared to present an objective and thorough assessment of strengths and weaknesses as well as recommended actions for improvement. Evaluations by the TPR Committee should be accomplished with objectivity and careful judgment using information that is as complete as possible. For tenure and promotion, confidential written appraisals of each candidate's accomplishments should be obtained from qualified external evaluators and considered in the recommendation.

The Department Chair should provide each potential candidate with TPR guidelines from the Department, the COES, and the Faculty Manual. Also, the Department Chair makes an independent written recommendation on tenure, promotion or reappointment of each candidate.

### **C. Criteria for Tenure, Promotion and Reappointment**

The following criteria should be considered when evaluating a candidate for tenure, promotion or reappointment. These criteria should also be considered in conjunction with the criteria specified in the COES TPR Guidelines (Article I: Criteria for Tenure, Promotion and Reappointment).

Letters of faculty appointment should specify that promotion, tenure and reappointments will depend heavily on contributions to, and achievements in, the total program of the department including teaching, research, outreach, scholarship and procurement of extramural funds for support and enhancement of these activities.

1. Effective teaching
  - a. Presentation of clear, well organized lectures or other teaching methods at a level appropriate for the class, and a demonstration of mastery of the subject matter within the framework of current scientific knowledge,
  - b. Effectiveness as a teacher in the classroom with fair, objective grading and attention to course administration,
  - c. Innovation in teaching methods and improvement of existing courses,
  - d. Development of new courses or curricula,
  - e. Direction of student research;
2. Research activity and accomplishment
  - a. Publication of research articles in appropriate professional journals and books in the field of specialization,
  - b. Initiation of new research and presentation of research results at appropriate professional meetings,
  - c. Regular submission of research proposals and acquisition of extramural research grants and contracts,
  - d. Reputation within the scientific community for research contribution;
3. Service
  - a. Participation in professional organizations,
  - b. Contribution to organizations through the presentation of lectures, seminars, workshops, demonstrations, etc.,
  - c. Participation as a referee, reviewer, or editor for professional publications or as a referee for research proposals,
  - d. Student advising,
  - e. Participation and leadership on department, college and university committees.
4. Additional meritorious accomplishments, awards, honors, invitations, etc.

**D. Evaluation**

## 1. Reappointment

Reappointment affirms consistent and demonstrable progress toward meeting the criteria for tenure and promotion.

## 2. Tenure and/or Promotion to Associate Professor

The award of tenure and promotion to Associate Professor affirms the high quality of the faculty member's accomplishments, value to the University, and professional standing. A positive recommendation must be supported by evidence of success at meeting the TPR criteria, a reputation for scholarship outside the university, and the expectation of sustained success and contribution.

## 3. Promotion to Professor

Promotion to the rank of Professor, the highest academic rank conferred by the University, provides recognition for excellence in research, teaching and service, and requires the attainment of national prominence and recognition for scholarship. These achievements should be most visible in the publication record of the individual as found in the major journals, books and monographs in the candidate's field. Research projects which have received favorable reviews by peers as evidenced by continued support by extramural granting agencies are an effective indication of nationally recognized achievement. Further evidence is available from invited participation in conferences, study panels, review boards, editorial duties, or offices held in professional societies. Continued active service within professional organizations and the University is expected.

**E. Procedural Matters**

## 1. General Procedures

The composition of the Department TPR Committee is specified in the Department Bylaws. Each year the TPR Committee will meet before the end of the Spring Semester and elect from among its members a Chair to serve for the next year (August 15 – August 14). The Chair is responsible for insuring that all procedures in these guidelines are carried out and that all deadlines, as specified annually by the Department Chair and the Dean of the College, are met. The TPR Chair will appoint a subcommittee for each faculty member that is to be considered for reappointment, tenure, and/or promotion. Each subcommittee is responsible for collecting evidence of its candidate's qualifications and presenting this evidence to the full TPR Committee.

Each faculty member is responsible for maintaining a current dossier as part of the tenure, promotion and reappointment process. The dossier should be compiled into a volume as specified in the COES TPR Guidelines (Article III: Materials to be Submitted). This volume will be used each year in the reappointment review, as well as the reviews for tenure and promotion.

In order to be considered for promotion to Professor in a given year, a faculty member must submit a letter to the Department Chair before August 16, requesting consideration. In order to receive early consideration for tenure and/or promotion to Associate Professor, that is, before their penultimate year, a faculty member must submit a letter to the Department Chair before August 16, requesting consideration. Nontenured faculty members do not need to request consideration for reappointment, tenure or promotion. They will be considered each year for

reappointment and will be considered in their penultimate year for tenure and promotion to Associate Professor.

The complete dossier and the required letters of evaluation should be available to the TPR Committee two weeks before recommendations are due at the Dean's office. The TPR Committee should deliberate and make known its decision promptly and in writing to the Department Chair. All recommendations for tenure, promotion or reappointment require favorable votes from at least 60% of the members of the TPR Committee in residence at the time of voting. Voting shall be by secret ballot.

The Department Chair makes an independent recommendation, also in writing, on each tenure, promotion or reappointment decision. The candidate shall be given a copy of the recommendation from the Department Chair and from the TPR Committee. After reviewing the recommendations, the faculty member decides whether the dossier and recommendations should be forwarded to the Dean of the College for further consideration. This decision is indicated on the "Request for Faculty Personnel Action" form, which is included in Volume II as specified by the COES TPR Guidelines.

## 2. Reappointment

A recommendation on reappointment is to be made in each year before the penultimate year for each nontenured faculty member with a regular faculty rank. The recommendation should include a detailed and thorough review of the candidate's progress toward a tenure recommendation as well as suggestions for improvements. The TPR Committee and the Department Chair will make independent, written recommendations on reappointment.

## 3. Tenure and/or Promotion to Associate Professor

Normally, candidates will be considered for tenure and/or promotion to Associate Professor in their penultimate year. By August 16 of the year to be considered for tenure and/or promotion to Associate Professor, the candidate should submit a list of at least five (5) names of potential external evaluators from whom appraisals of the candidate's scholarly work may be solicited by the TPR Committee. (See COES TPR Guidelines, Article III, Section B for further guidelines.) At least two evaluators will be included from the candidate's list of names. The TPR Committee will choose additional names so that a total of at least four evaluations are included in the candidate's dossier. The TPR Committee should determine each evaluator's willingness to provide appraisals and send to them, by September 1 of each year, the package of material to be evaluated. (See COES TPR Guidelines, Article III, Section B for further guidelines.)

By August 16, the candidate will submit to the TPR Committee, a list of former students, typically twenty former undergraduate students and twenty former graduate students, from whom teaching evaluations may be solicited by the TPR Committee. The TPR Committee will determine how many evaluations from former graduate and undergraduate students to include in the candidate's dossier.

## 4. Promotion to Professor

A candidate who wishes to be considered for promotion to Professor during an academic year should submit a letter to the Department Chair by August 16 of that year requesting consideration. By August 16 of that year, the candidate should submit a list of at least five (5) names of potential external evaluators from whom appraisals of the candidate's scholarly work may be solicited by the TPR Committee. At least three evaluators will be included from the candidate's list of names. The TPR Committee will choose additional names so that a total of at

least six evaluations are included in the candidate's dossier. The TPR Committee should determine each evaluator's willingness to provide appraisals and send to them, by September 1 of each year, the package of material to be evaluated.

By August 16, the candidate will submit to the TPR Committee, a list of former students, typically twenty former undergraduate students and twenty former graduate students, from whom teaching evaluations may be solicited by the TPR Committee. The TPR Committee will determine how many evaluations from former graduate and undergraduate students to include in the candidate's dossier.

## **Section II: Special Faculty Ranks**

### **A. Reappointment of Lecturers and Senior Lecturers**

The Department TPR Committee shall make a recommendation on reappointment of each lecturer or senior lecturer. Advice from the Committee of Senior Lecturers will be solicited for each reappointment. The recommendation for reappointment requires at least 60% favorable votes of the members of the TPR Committee in residence at the time of voting. Voting shall be by secret ballot.

Criteria for reappointment will be based on evidence primarily from Level I but can include Level II contributions. Level II contributions cannot compensate for a deficiency in effective teaching.

*Level I: Effective teaching that demonstrates ability and commitment.*

Supporting evidence for Level I contributions may include:

- (i) Peer commentary.
- (ii) Classroom visits.
- (iii) Students' performance.
- (iv) Exit interviews, alumni evaluations, testimonies from students.
- (v) Student evaluation of teaching forms.

*Level II: Additional contributions consistent with the Mission of the University*

Examples of Level II criteria are:

- (i) Development of new courses, curricula, effective pedagogical methods, or relevant instructional materials.
- (ii) Effective coordination of a multiple section course.
- (iii) Effective teaching a genuine breadth of courses, honors courses or courses at a variety of levels.
- (iv) Effective advising of students in creative inquiry classes or undergraduate research projects.
- (v) Teaching award(s).
- (vi) Publication(s) in refereed journals or in refereed conference proceedings, professional presentations, activities in professional societies
- (vii) Proposal(s) or acquisition of funding for research or educational purposes.
- (viii) Outstanding service (e.g., outreach, consulting, student advising, committee duties).
- (ix) Exemplary accomplishments in other academic activities related to, and consistent with the Mission of the University.

- (x) Effective administrative duties (other than course coordinator) in the support of the Mission of the University.
- (xi) Effective supervision of graduate teaching assistants or graduate teachers of record.
- (xii) Professional development, such as participation in teaching effectiveness workshops, coursework, or progress towards a terminal degree.

## **B. Promotion to Senior Lecturer**

For consideration for promotion to Senior Lecturer a lecturer must have satisfied all of the requirements specified in the Faculty Manual for reclassification as a Senior Lecturer. The requirements are consistent with the Commission on Colleges Southern Association of Colleges and Schools Comprehensive Standard 3.7.1 of the Principles of Accreditation which reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

## **C. Appointment Procedures**

For re-appointment as lecturer the candidate must provide, to the Department by February 15<sup>th</sup>, a virtual file containing

- (i) Resume in the standard College of Engineering & Science format.
- (ii) Copies of Faculty Evaluation Form 3 from previous year.
- (iii) Summary of achievements and contributions to the Department, including FAS goals and accomplishments to date, for the current year.
- (iv) Student evaluation of teaching forms from previous two regular semesters.

For appointment or re-appointment as senior lecturer the candidate must provide, to the Department by February 15<sup>th</sup>, a virtual file containing

- (i) Resume in the standard College of Engineering & Science format.
- (ii) Copies of Faculty Evaluation Form 3 from past 2 years.
- (iii) Candidate's statement on teaching including philosophy, methodology, materials developed, etc. (2 pages maximum)
- (iv) Summary of achievements and contributions to the Department the candidate considers are pertinent to the TPR decision.
- (v) Statement of long-term professional goals.
- (vi) Student evaluation of teaching forms from past 4 regular semesters.

**D. Procedural Matters**

A virtual file (rather than a physical notebook) would be retained for reappointments of lecturers and senior lecturers and for promotion of a lecturer to senior lecturer since notebooks are not required submissions to CoES for reappointments or promotions to senior lecturer. A website will be used which is accessible by the Committee of Senior Lecturers, the Department Chair and the TPR Committee.