



Department TPR and PTR Documents Routing Sheet  
Requirements based on 2019-2020 Faculty Manual

In accordance with the Faculty Manual, each department's TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter V,D1d).

This document is intended to support the documentation of the required approvals.

Department: Mechanical Engineering

College: Engineering, Computing and Applied Sciences

Department Faculty Meeting at which the attached TPR documents were  
approved on: April 24, 2020

Faculty Manual Editorial Consultant



I have reviewed this document for conformance to the Clemson University Faculty Manual.

Department Chair  Date Jun 9, 2020

Approved  Revision Required (see comments)

Dean  Date Jun 17, 2020

Approved  Revision Required (see comments)

Provost  Date 7/06/20

Approved  Revision Required (see comments)

**Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2019-2020 *Faculty Manual***

**Department: Mechanical Engineering**

**Date**

6/9/2020

*NOTE:* The TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter V, D1d).

This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*. Updated 4/2/2020.

Compliance

**NOTE:** Principal lecturers must be incorporated into department TPR documents by August 1, 2021

	Requirement	Reference	Yes	No	N/A
0	Consistent otherwise with the <i>Faculty Manual</i> and internally and with departmental bylaws	Ch III, A1c		X	
1	The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
2	Criteria for tenure	Ch V, D1b	X		
3	Process for tenure	Ch V, D1b	X		
4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 <i>Faculty Manual</i> )	Ch V, C3	X		
5	Qualifications (criteria) for reappointment	Ch V, D1c			
5a	* assistant and untenured associate professor	Ch V, D1b	X		
5b	* research faculty	Ch IV, B2e & B2b, i(3)	X		
5c	* extension faculty	Ch IV, B2e & B2b, ii(4)	X		
5d	* clinical faculty	Ch IV, B2e	X		
5e	* lecturer	Ch IV, B2e; Ch V, C2b, i	X		
5f	* senior lecturer	Ch IV, B2e; Ch V, C2c	X		
5g	* principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2e; Ch V, C2d		X	
5h	* Professor of Practice	Ch IV, B2e	X		
6	Processes for reappointment (annual except as noted below)	Ch V, D1c			
6a	* assistant and untenured associate professor	Ch V, D1b	X		
6b	* research faculty	Ch IV, B2e	X		
6c	* extension faculty	Ch IV, B2e	X		
6d	* clinical faculty	Ch IV, B2e	X		
6e	* lecturer	Ch IV, B2e; Ch V, C2b, i	X		
6e, i	* including feedback from senior and principal lecturers	Ch V, D1g		*	
6f	* senior lecturer	Ch IV, B2e; Ch V, C2c	X		
6f, i	* including feedback from senior and principal lecturers	Ch V, D1g		*	
6f, ii	* at least every three years and in penultimate year	Ch V, C2c, i	X		
6g	* principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2e; Ch V, C2d		X	
6g, i	* including feedback from principal lecturers	Ch V, D1g		X	
6g, ii	* at least every five years and in penultimate year	Ch V, C2d, i		X	
6h	* Professor of Practice	Ch IV, B2e	X		
7	Qualifications (criteria) for promotion	Ch V, C4a, i			
7a	* to associate professor	Ch IV, B1f, iii	X		
7b	* to full professor	Ch IV, B1f, iv	X		
7c	* research faculty ranks	Ch IV, B1e	X		
7d	* extension faculty ranks	Ch IV, B1e	X		
7e	* clinical faculty ranks	Ch IV, B1e	X		
7f	* to senior lecturer	Ch IV, B1e & B2i, iv(3),(b)	X		
7g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B1e & B2i, iv(4),(b)		X	
8	Processes for promotion	Ch V, D1c			
8a	* to associate professor	Ch V, D1c	X		
8b	* to full professor	Ch V, D1c	X		
8c	* research faculty ranks	Ch V, D1c	X		
8d	* extension faculty ranks	Ch V, D1c	X		
8e	* clinical faculty ranks	Ch V, D1c	X		
8f	* to senior lecturer	Ch IV, B2i, iv(3),(b)	X		
8f, i	* including feedback from senior and principal lecturers	Ch V, D1g		*	
8g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2i, iv(4),(b)		X	
8g, i	* including feedback from principal lecturers	Ch V, D1g		X	
Procedures and committee structure of departmental TPR committees, adhering to <i>Faculty Manual</i> requirements to include at least the following:					
9	• Procedures the TPR Committee must follow	Ch V, D1c	X		
10	• The composition of the TPR committee shall be defined in the TPR document (change from 2018-2019; this committee need not be elected)	Ch V, D1e, i	X		
11	• The TPR committee's members shall not be appointed by the department chair (new in 2019-2020)	Ch V, D1e, i	X		

12	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch V, D1e, ii	X		
13	• The Committee shall be composed of full-time regular faculty members excluding individuals who as administrators, have input into personnel decisions such as appointment, tenure and promotion	Ch V, D1e, ii	X		
14	• Voting rights on a committee making a recommendation concerning promotion to rank or appointment at a rank are limited to regular faculty with equivalent rank or higher	Ch V, D1e, iii	X		
15	• The Committee must have a minimum of three departmental members, and a mechanism to elect additional members from outside the unit if not possible that is consistent with Ch V, D2a, ii	Ch V, D1e, iv	X		
16	• Departmental procedures for peer evaluation shall be in writing in the TPR document and shall be available to the faculty, the chair, the dean, and the Provost	Ch V, D1f, i	X		
Guidelines providing details of the PTR process adhering to <i>Faculty Manual</i> requirements to include at least the following:					
17	Post tenure review criteria and processes are documented in the TPR document	Ch V, G3a	X		
18	• Specific guidelines	Ch V, G3a	X		
19	• Specification of ONE option for external representation	Ch V, G6a	X		
19a	• Process for <i>selecting</i> an external PTR member if this is part of the Post-tenure review process	Ch V, G6a, ii			X
19b	• If external letters are required for post-tenure review, there must be at least four letters, two from list of six submitted by faculty member	Ch V, G6e	X		
20	• Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	Ch V, G4a	X		
21	• Only tenured faculty may serve on the PTR Committee	Ch V, G4b	X		
22	• The PTR Committee shall have a minimum of three members	Ch V, G4c	X		
23	• Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch V, G4d	X		
24	• The PTR Committee shall elect its own chair	Ch V, G4e	X		

#### Comments

- \* Principal lecturers are not yet included; please note that Principal lecturers should be included in this document by Aug 15, 2021 and must be included before any senior lecturers can be promoted to Principal Lecturer.

**Clemson University**  
**Department of Mechanical Engineering**  
**Guidelines, Criteria, and Procedures for Appointment, Tenure,**  
**Promotion, and Reappointment**

**Article I: Appointment Procedures**

Section 1: General Procedures for tenured / tenure track or lecturer appointments

When a new or replacement tenured /tenure-track or lecturer faculty position has been approved, the Department Chair shall initiate a search process. The Chair will appoint an ad hoc Faculty Search Committee to prepare the advertisement, to review and screen applications, to check references, to make recommendations for on-campus interviews, to be actively involved in interviews, and to compile information and recommendations from department faculty regarding interviewees. The chair of the ad hoc Faculty Search Committee shall be responsible for overseeing advertising the position, communicating with applicants and arranging for interviews. At all stages of the search, Department faculty will have access to the credentials of each applicant. Appointment will conform to University policies governing position searches, hiring, and other personnel matters.

The Department Chair shall make recommendations to the Dean from the candidates selected to interview by the Faculty Search Committee.

Section 2: Tenured / Tenure Track Faculty

The Department Tenure, Promotion, and Reappointment Committee must review any consideration for an appointment in rank beyond the Assistant Professor level, appointment with tenure, or appointment with tenure probationary periods of two years or less prior to the appointment. The Tenure, Promotion, and Reappointment Committee shall render a written opinion to the Department Chair regarding the appropriate rank for appointment and tenure recommendations and this information shall be forwarded to the Dean of the College prior to appointment.

Section 3: Lecturers

Lecturers and Senior Lecturers will possess a minimum of a MS degree consistent with the normal disciplines that are associated with the Mechanical Engineering Department and qualifications in the research field consistent with expectations of rank. Following a search for a lecturer position, the search committee shall provide recommendations to the Chair. The Chair shall make appointments for these personnel actions. The appointment terms are consistent with the Faculty Manual and documented in the appointment letter.

Section 4: Other Special Rank Faculty

When any other new or replacement faculty position (other than regular faculty or lecturer) has been approved, the sponsoring faculty member shall initiate a search process. If the position is to be funded by University funds (as opposed to research grant funds), the Department Chair shall be considered to be the sponsoring faculty member. The sponsoring faculty member will consult with the Departmental Advisory committee regarding the need for an ad hoc search committee. The sponsoring faculty member or ad hoc Faculty Search

Committee will prepare the advertisement, review and screen applications, check references, make recommendations for on-campus interviews, be actively involved in interviews, and compile information and recommendations from relevant department faculty regarding interviewees. The sponsoring faculty member or chair of the ad hoc Faculty Search Committee shall be responsible for overseeing advertising the position, communicating with applicants and arranging for interviews. Appointment will conform to University policies governing position searches, hiring, and other personnel matters.

## **Article II: Reappointment, Promotion and Tenure Procedures**

### Section 1: Review Overview for All Faculty

Each faculty member eligible for review shall be given an opportunity for review in accordance with the Clemson University Faculty Manual. The Department uses the criteria and materials specified in this document in its review for Reappointment, Promotion, and Tenure. The University schedule for the reappointment, promotion, and tenure process deadlines will be made available at the start of each academic year.

Peer review for reappointment, promotion and/or tenure will be conducted through the Department Tenure, Promotion and Reappointment Committee. The Committee shall be appointed per this document. The function of the Committee is to (1) serve as an advocate for the faculty candidate in reappointment, tenure, and promotion considerations, (2) determine if the candidate meets the established criteria for reappointment, tenure, or promotion consistent with the expectations, goals and vision of both the Department and College, and (3) report the recommendation of the Committee to the Dean of the College. The Department Chair shall render a separate and independent recommendation and forward this to the Dean of the College. After the Dean of the College has received the recommendations of the TPR Committee and the Department Chair, the recommendation are shared between the parties. The Department Chair will ensure that the faculty member under review has read and understands the recommendations both of the Committee and of the Chair and certifies this by signature.

### Section 2: Committee Structure

Faculty who are subject to post-tenure mediation are not eligible for service on TPR committees.

The committee membership will be composed of five (5) full professors with primary appointment in ME for tenure, reappointment and/or promotion review. All full professors will be required to be on the ballot which will list the discipline groups (Applied Mechanics, Design and Manufacturing, Dynamic Systems and Controls, Thermal Fluid Sciences) of the candidates. If a full professor has been given time off from committee work by the ME Department Chair due to a sabbatical, FMLA, imminent retirement or other personnel reasons, this will be noted by the ME Department Chair and that individual(s) will be removed from the ballot. The regular primary faculty of the department must elect, by secret ballot, the members of the TPR committee at a faculty

meeting. Each faculty member will select their top five (5) picks so that each discipline group has received at least one vote on their ballot. The four (4) full professors receiving the highest number of votes in each discipline group will serve on the committee; the fifth member will be the candidate receiving the next highest number of votes on the ballots regardless of the discipline group. Any ties will be broken by a runoff secret ballot. This election should take place in March to allow the new committee time to deal with intent to submit actions by candidates going up for tenure and/or promotion in the fall.

In the case that the department does not elect enough regular faculty with primary appointments in Mechanical Engineering to constitute a TPR committee, additional members shall be nominated by the Department Chair and elected by a simple majority of the regular primary members of the faculty. The Department Chair may not serve on this committee. The committee chair shall be appointed by the department chair from the faculty elected.

When a lecturer is being considered for reappointment or promotion to senior lecturer or a senior lecturer is being considered for reappointment, the committee will be augmented by all senior lecturers in the department serving in an advising capacity; in the case that there are none, at least one senior lecturer from an allied department shall be appointed to serve in an advisory role by the chair of the TPR committee.

In the case of other special faculty, the TPR committee may request the advice of one or more appropriately ranked faculty member(s), upon recommendation of the TPR chair.

### Section 3: Request for Review and Committee Procedures for All Faculty

Each faculty member requiring or desiring consideration for reappointment, promotion and/or tenure shall offer a written request to the Department Chair by the request deadline. The Department Chair will notify the Committee Chair to initiate the formal review. The faculty member under review is obliged to deliver the supporting materials by the deadlines stated in the schedule for the appropriate review request. The Committee will evaluate the review materials and seek additional materials as needed, including external referee reviews. At the conclusion of its review, the Committee will provide a written independent recommendation to the Dean regarding the requested review. The recommendation will be based on the majority vote of the Committee. This recommendation document will bear the signatures of Committee members.

Following a Lecturer's fourth year of service, the Chair and TPR committee shall conduct a comprehensive review of the lecturer in response to either a request for promotion or to advise the lecturer with respect to progress towards promotion to Senior Lecturer. 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 reappointment reviews will occur for the Lecturer each year until the Lecturer is granted promotion or completes their ninth year of service. If a lecturer fails to achieve promotion to senior lecturer within eight years of service, the lecturer shall not be reappointed following a ninth year of service. Each Lecturer may only request promotion in

writing.

Senior Lecturers must request reappointment in the second year of each three-year appointment.

The Committee does not evaluate the performance of tenured faculty on an annual basis. Faculty seeking promotion or early tenure must submit their request and supporting materials to the Department Chair by the appropriate published deadlines.

The Tenure, Promotion, and Reappointment Committee shall conduct its business in accordance with the following general procedures.

- 1) All members of the Tenure, Promotion, and Reappointment Committee will have access to the Portfolio and supporting materials supplied by the faculty member under review (heretofore referred to as the “Candidate”). Each Committee member will be expected to review the Candidate’s Portfolio prior to deliberations.
- 2) One member of the Committee will be selected to act as Advocate for the Candidate by the Committee members. The Advocate will organize information and prepare materials for Committee deliberations. The Advocate will review supporting materials to ensure these are consistent with the information in the Portfolio. The Advocate will lead discussions relative to the requested action(s). The other Committee members are expected to critique the case consistent with their evaluation of the supporting materials.
- 3) External referees are required for both tenure and promotion actions. A qualified external referee is someone knowledgeable of the candidate’s field, has a distinguished record in a related field, and has the necessary and relevant experience to offer opinion regarding the suitability of the requested action(s).
  - a. The candidate should compile and provide to the TPR Committee a list of at least five persons from outside the University as suggested external evaluators (close former associates such as dissertation advisors are not to be included). The list must include at least three names with whom the candidate has not collaborated.
  - b. These external evaluators must be able to evaluate the quality of a faculty member’s scholarship. For each suggested evaluator, give his or her name, title, address, phone number, e-mail address, why that person should be considered an appropriate external evaluator of the faculty member's performance, and a description of the candidate's relationship to the suggested evaluator.
  - c. The Advocate will identify appropriate external referees and coordinate their contact with the Committee Chair.
  - d. The TPR Committee may solicit evaluations from any name on the list submitted by the candidate and **must** independently solicit at least two additional external evaluations from persons not on the candidate's list.
  - e. The review for tenure and/or promotion to Associate Professor must include

at least **four** external peer evaluations with at least **two** chosen from the candidate's list. The review for promotion to Professor must include at least **six** external peer evaluations with at least **three** chosen from the candidate's list. All letters that have been gathered will be included in the final package.

- f. External referees will be sent the Candidate's curriculum vitae and samples of scholarly work. Upon request of the external reviewer and with the consent of the candidate, additional material may be provided to the external reviewer. The candidate should provide to the TPR Committee sufficient access to at least three refereed journal articles (candidate's choice) for inclusion in the distribution to the external evaluators.
  - g. In an attempt to ensure that external evaluations provide useful and consistent information, the letters from the TPR Committee to the external evaluators should address the three issues identified below.
    - External evaluators should comment first and foremost on the quality of the candidate's scholarship as evidenced by the quality and impact of their research and publications.
    - External evaluators should comment on the national and international stature of the candidate within the profession (less important for tenure and promotion to associate professor, required for promotion to full).
    - External evaluators may comment on the candidate's research and graduate advising productivity, and professional service activities, (more important for tenure and promotion to associate professor, required for promotion to full).
  - h. This letter of opinion becomes part of the Candidate's materials for review and is added to the Portfolio for administrative review. Due to confidentiality, the external referee letters are not provided to the Candidate but referees are advised that in the event of any grievance actions the Candidate may gain access to the letters.
- 4) The Advocate will carefully delineate the performance and accomplishments of the Candidate in a presentation to the Committee based on the materials provided, as well as any other relevant information. The Committee will deliberate on the materials package and request that additional materials be provided as needed to form their opinion. When such additional materials are needed, the Committee Chair will notify the Department Chair who will obtain the materials from the Candidate in an expedient manner and forward them to the Committee.
  - 5) At the conclusion of deliberation of a Candidate's requested action, a vote is executed. Requests for reappointment, for tenure, and for promotion are considered as separate actions requiring a separate vote. Each Committee member shall have one vote on each action and voting is by secret ballot. The Committee Chair 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.
  - 6) The Advocate will take the lead on preparing a letter consistent with the requested



- action and recommendation(s) of the Committee. The letter will highlight the accomplishments and recognition of the Candidate and provide argument in support of the recommendation. In the case of reappointment, the Committee will offer opinion as to observations, to existing strengths, and to suggested areas for improvement for the Candidate.
- 7) The Committee will agree on the content and wording of the letter. Each Committee member will sign the recommendation letter. The letter will be sent to the Dean of the College of Engineering, Computing and Applied Sciences; a copy of the letter will be sent to the Department Chair after the Chair has completed the Chair's recommendation letter.
  - 8) The Committee Chair shall act as Committee representative in any College deliberations regarding tenure and promotion decisions.

All internal documents generated by the Committee in its deliberations are considered as confidential and shall be destroyed immediately following the conclusion of its deliberations on a Candidate.

### **III – Criteria for Tenure, Promotion and Reappointment for Regular Faculty Appointments**

The mission of Clemson University comprises three components: teaching, research, and public service. The primary role of the faculty of the University is to seek and communicate knowledge. Thus the work of each faculty member should be evaluated on the basis of his or her dedication to and effectiveness in scholarship, that is, the discovery, synthesis, dissemination and application of knowledge.

This article lists criteria that are used at the Departmental level review for tenure, promotion, and reappointment (TPR) of Clemson University Mechanical Engineering regular faculty, and suggests types of evidence that may be used to support accomplishments under each criterion. The criteria are divided into three levels that indicate their relative importance in the review process.

Level I: Success in meeting both of the following criteria is necessary for promotion or tenure. Success in meeting only both Level I criteria may be sufficient in exceptional cases.

1. Effective teaching that demonstrates ability and commitment, as indicated by the following possible supporting evidence:
  - 1.1. Development: courses, curricula, pedagogical methods, and materials.
  - 1.2. Evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, and alumni evaluations.
  - 1.3. Academic and research advising of undergraduate and graduate students.
  - 1.4. Awards: Department, College, University, professional.
2. Scholarship
  - 2.1. Publications in refereed journals.
  - 2.2. Publications in refereed conference proceedings.
  - 2.3. Research monographs.
  - 2.4. Books.

- 2.5. Published curriculum materials.
- 2.6. Original software development.

Level II: Success in meeting one or more of the following criteria is normally necessary. Success in meeting all criteria or any subset of these criteria is not sufficient in the presence of Level I deficiencies.

1. Research funding
  - 1.1. Funding from competitive federal, corporate, and state sources.
  - 1.2. Student support generated.
2. Honors and award
  - 2.1. Research awards.
  - 2.2. Invited addresses.
3. Participation in professional societies
  - 3.1. Presentations at meetings.
  - 3.2. Organization of meetings (sessions, programs, proceeding editor).
  - 3.3. Elected and appointed leadership positions (officer, committees, boards, etc.).
4. Editorial service
  - 4.1. Service as editor.
  - 4.2. Service on editorial boards.
5. Patents awarded and ideas commercialized.
6. Service to the University and to professional, public and private sectors.
  - 6.1. Public and private consulting.
  - 6.2. Externally delivered courses and short courses.
  - 6.3. Activities influencing public policy.
  - 6.4. Reviewer for funding agencies.
  - 6.5. Reviewer of manuscripts for publication.
  - 6.6. Technical reports and trade publications.
  - 6.7. University, College, and Departmental administration. (Post-tenure evaluations only).
  - 6.8. University, College, and Departmental committee service. (Post-tenure evaluations only).
  - 6.9. Advisor to student organizations. (Post-tenure evaluations only).
7. Professional registration (where appropriate).
8. Interdisciplinary activities.

Level III: Success in meeting the following criteria will be considered but is less important than the criteria in Levels I and II.

1. State and regional recognition.
2. Other presentations.
3. Other funding.
  - 3.1. University support.
  - 3.2. Non-competitive gifts and donations.

#### **IV – Criteria for Promotion and Reappointment for Lecturer and Senior Lecturer Appointments**

The primary role of lecturers is to provide instruction within the Mechanical Engineering Department. Reappointment to the position of Lecturer is based on fulfillment of criteria from Level I, below, bearing in mind that an individual's job duties may not encompass all the criteria listed. Promotion and Reappointment to the position of Senior Lecturer is based primarily on Level I criteria, but also includes Level II criteria. Level II contributions do not compensate for a deficiency in Level I criteria. Promotion to Senior Lecturer is intended to recognize the efforts, contributions, and performance of Lecturers who combine effective instruction with additional significant contributions to the mission of the University. Length of service as a Lecturer, in itself, is not a sufficient criterion for promotion to Senior Lecturer.

Level I: Appointment to the rank of Lecturer is granted to individuals whose primary responsibility is teaching. Duties that support the department's teaching mission include:

- (1) Effective classroom instruction that demonstrates both expertise and commitment
- (2) Effective lab coordination and preparation activities that support high quality lab-based instruction
- (3) Effective mentoring and supervision of Graduate Laboratory Assistants
- (4) Effective mentoring and supervision of undergraduates, including student workers and undergraduate advisees
- (5) Effective evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, alumni evaluations.
- (6) Effective Departmental service as assigned by the Department Chair

Level II criteria describe additional contributions that are consistent with the teaching and research mission of the University:

- (1) Development of new courses, curricula, pedagogical methods, or instructional materials
- (2) Coordination of large, multi-section course(s)
- (3) Teaching a genuine breadth of courses at a variety of levels, potentially including Honors courses
- (4) Preparation of educational materials that support lab instruction
- (5) Leadership of creative inquiry classes, undergraduate research projects and service learning courses
- (6) Teaching award(s) and other recognitions of excellence
- (7) Advising graduate and/or undergraduate students
- (8) Publication(s) in refereed journals or conference proceedings, presentations at professional meetings, and participation in relevant professional societies
- (9) Submission of external grants and their subsequent approval or favorable review
- (10) Conscientious service to the Department, College, University and or community (ex: outreach activities, consulting, academic advising, and committee service)
- (11) Effective Departmental service as assigned by the Department Chair

#### **V – Criteria for Promotion and Reappointment for other Special Rank Faculty Appointments**

The primary role of special rank faculty is to conduct and support departmental activities consistent with their rank described in the faculty manual. Evaluation criteria for

reappointment and promotion will depend on the special rank and the responsibilities assigned. In the Department of Mechanical Engineering, most special rank faculty will be evaluated based on some combination of research, scholarship, and teaching. The specific duties and evaluation criteria should be included in the appointment letter and are subject to review by the TPR committee.

Criteria relative to research expectations may include:

1. Fulfillment of research contract obligations.
2. Additional funding (outside the University's E&G budget) obtained from federal, corporate, and/or state sources.
3. Participation in collaborative research contracts and grants.
4. Collaborative research contracts and grants initiated.
5. Publications in refereed journals and other appropriate media.

Criteria relative to teaching expectations may include:

1. Effective teaching that demonstrates ability and commitment, as indicated by the following possible supporting evidence:
  - 1.1. Development: courses, curricula, pedagogical methods, materials.
  - 1.2. Evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, alumni evaluations.
  - 1.3. Honors and awards based on teaching.
  - 1.4. Student mentoring.

Other criteria may include:

1. Honors and Awards at all levels – Department, College, University, National, Professional Society.
2. Participation in technical committees of professional societies.
3. Service on research advisory boards and review panels.
4. Support and advising of graduate and undergraduate students.
5. Patents and licenses awarded.

## **VI – Evaluation of Criteria for All Faculty Positions**

**Reappointment** to a tenure-track position will require demonstrable progress toward meeting the criteria of Article III, Levels I and II.

**Promotion** to Associate Professor and/or the award of tenure will require consistent and continuous success in meeting, the criteria of Article III, Levels I and II, and a reputation outside the University for scholarship. Also required will be a high likelihood of continued success in meeting the criteria of Levels I and II and the expectation of attaining national recognition and prominence for scholarship.

**Promotion** to Professor will require consistent and continuous success in meeting the criteria of Article III, Levels I and II and the attainment of national prominence and recognition for scholarship.

**Reappointment** to a lecturer position will require demonstrable progress toward meeting the criteria of Article IV.

**Promotion and reappointment** to a senior lecturer position will require consistent and continuous success in meeting criteria of Article IV.

**Reappointment** to any other entry level special rank will require demonstrable progress toward meeting the criteria of Article V.

Promotion and reappointment in a non-entry level special rank will require consistent and continuous success in meeting the criteria of Article V.

## **VII – Materials to be Submitted**

### Section 1: Tenure / Tenure-Track Faculty

As part of the tenure, promotion, and reappointment process, a TPR portfolio is to be compiled in the faculty member's individual electronic portfolio and submitted for review at the departmental, college, and Provost levels.

In lieu of writing letters of reappointment for first year faculty, the TPR Committee, department chair, and dean complete a standard "Review for Faculty in the First Year Form".

The following items are the responsibility of the Candidate to provide:

1. Letter requesting tenure, promotion, and/or reappointment.
2. Request for Faculty Personnel Action Form, and, if appropriate, Granting of Tenure Form.
3. Detailed resume in the standard College format.
4. Top achievements -- Personal summary of what the candidate considers the top achievements that are pertinent to the TPR decision (3 pages maximum). This is the opportunity for the Candidate to present their case in summary fashion.
5. Teaching.
  - 5.1. Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum).
  - 5.2. The original Student Feedback Form (teaching effectiveness evaluation form) including student comments submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics provided by the College for each course are to be included in addition to the average departmental and College statistics.
  - 5.3. Any other evidence of teaching effectiveness such as senior exit surveys, alumni surveys, in-class peer visitation reports, etc.
6. Research activities (not addressed in the resume).
  - 6.1. Research proposal history (required for reappointment and tenure decisions).
  - 6.2. Impact of research/scholarship including literature citations (excluding self-citations), patents, awards, etc.
7. Service activity (not addressed in the resume; may be documented in letters of recommendation from TPR Committee, department chair/director, and dean).
8. Statement of short (1 year) and long-term (5 years) goals.

9. Description of administrative duties, if appropriate.
10. List of senior national and international external referees and all external peer review letters that are to be inserted in the portfolio by the TPR Committee. (Required for tenure and promotion actions only.)
11. Any clarifying statements or additional information (supplementary to the standard resume) that a tenure, promotion, or reappointment candidate wishes to have included in the TPR portfolio (5 pages maximum). This is optional.

The following items are provided by parties other than the candidate and may require candidate action.

1. Letter of recommendation from the TPR Committee. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the TPR Committee should be made available for review.
2. Letter of recommendation from the department chair. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the department chair should be made available for review.
3. Letter of recommendation from the dean. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the Provost. Copies of all prior year letters of recommendation from the dean should be made available for review.
4. Copies of Faculty Evaluation Form 3, or similar forms, for the last five years or since initial hire, whichever is less.
5. Spreadsheet of annual evaluation ratings for the past three years including an indication of how the candidate's evaluations compare with other faculty in that particular rank in his/her unit (completed by the department chair).
6. A copy of the original letter of offer of employment (inserted in the portfolio by the Dean's Office).
7. A copy of the signed Tenure Agreement Form (inserted in the portfolio by the Dean's Office).
8. A copy of all promotion letters, as applicable (inserted in the portfolio by the Dean's Office).
9. Copy of Department Guidelines for TPR (inserted in the portfolio by the department chair).

The department requires that candidates for tenure and / or promotion in regular ranks submit a subset of materials before the University deadline for the purpose of soliciting the required external evaluations. Candidates for tenure or promotion in regular ranks decisions will provide a CV, list of potential external referees and access to at least three scholarly works. This subset will be due to the Chair on the specified date of the year in which tenure promotion is being requested.

#### Section 2: Lectures and Senior Lectures

Written requests for reappointment for Lecturers and Senior Lecturers or promotion to Senior Lecturer should be accompanied by supporting documentation related to the evaluation criteria above as described:

The following items are the responsibility of the Candidate to provide:

1. Letter requesting promotion and/or reappointment.
2. Request for Faculty Personnel Action Form.
3. Detailed resume in the standard College format.
4. Top achievements -- Personal summary of what the candidate considers the top achievements that are pertinent to the Promotion / Reappointment decision (3 pages maximum).
5. Teaching.
  - 5.1. Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum).
  - 5.2. The original Student Feedback Form (teaching effectiveness evaluation form) including student comments submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics provided by the College for each course are to be included in addition to the average departmental and College statistics.
  - 5.3. Any other evidence of teaching effectiveness such as senior exit surveys, alumni surveys, in-class peer visitation reports, student letters, etc.
6. Research Activities (optional).
  - 6.1. Research proposal history.
  - 6.2. Impact of research/scholarship including literature citations (excluding self citations), patents, awards, etc.
7. Service Activity.
8. Statement of short (1 year) and long-term (5 years) goals.
9. Any clarifying statements or additional information (optional and supplementary to the standard resume) that a candidate wishes to have included in the portfolio (5 pages maximum).

The following items are provided by parties other than the candidate and may require candidate action.

1. Letter of recommendation from the TPR Committee. This letter is provided by the Chair of the TPR Committee. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the TPR Committee should be made available for review.
2. Letter of recommendation from the department chair. This letter is provided by the Department Chair. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the department chair should be made available for review.
3. Letter of recommendation from the dean. This letter is provided by the dean. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the Provost. Copies of all prior year letters of recommendation from the dean should be made available for review.
4. Copies of Faculty Evaluation Form 3, or similar forms, for the last five years or since initial hire, whichever is less.
5. Spreadsheet of annual evaluation ratings for the past three years including an indication of how the candidate's evaluations compare with other faculty in that particular rank in his/her unit (completed by the department chair).

6. A copy of the original letter of offer of employment (inserted in the portfolio by the Dean's Office).
7. A copy of all promotion letters, as applicable (inserted in the portfolio by the Dean's Office).
8. Copy of Department Guidelines for TPR (inserted in the portfolio by the department chair).

### Section 3: Other Special Faculty

Written requests for reappointment for other special faculty or promotion in other special faculty ranks should be accompanied by supporting documentation related to the evaluation criteria above as described:

The following items are the responsibility of the Candidate to provide:

1. Letter requesting promotion and/or reappointment.
2. Request for Faculty Personnel Action Form.
3. Detailed resume in the standard College format.
4. Top achievements -- Personal summary of what the candidate considers the top achievements that are pertinent to the Promotion / Reappointment decision (3 pages maximum).
5. Teaching (if appropriate)
  - 5.1. Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum).
  - 5.2. The original Student Feedback Form (teaching effectiveness evaluation form) including student comments submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics provided by the College for each course are to be included in addition to the average departmental and College statistics.
  - 5.3. Any other evidence of teaching effectiveness such as senior exit surveys, alumni surveys, in-class peer visitation reports, student letters, etc.
6. Research Activities (if appropriate).
  - 6.1. Research proposal history.
  - 6.2. Impact of research/scholarship including literature citations (excluding self-citations), patents, awards, etc.
7. Service Activity.
8. Statement of short (1 year) and long-term (5 years) goals.
9. Any clarifying statements or additional information (optional and supplementary to the standard resume) that a candidate wishes to have included in the portfolio (5 pages maximum).

The following items are provided by parties other than the candidate and may require candidate action.

1. Letter of recommendation from the TPR Committee. This letter is provided by the Chair of the TPR Committee. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the TPR Committee should be made available for review.
2. Letter of recommendation from the department chair. This letter is provided by the Department Chair. The candidate must sign this letter acknowledging receipt and



certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the department chair should be made available for review.

3. Letter of recommendation from the dean. This letter is provided by the dean. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the Provost. Copies of all prior year letters of recommendation from the dean should be made available for review.
4. Copies of Faculty Evaluation Form 3, or similar forms, for the last five years or since initial hire, whichever is less.
5. Spreadsheet of annual evaluation ratings for the past three years including an indication of how the candidate's evaluations compare with other faculty in that particular rank in his/her unit (completed by the department chair).
6. A copy of the original letter of offer of employment (inserted in the portfolio by the Dean's Office).
7. A copy of all promotion letters, as applicable (inserted in the portfolio by the Dean's Office).
8. Copy of Department Guidelines for TPR (inserted in the portfolio by the department chair).

### **VIII – Completion Dates**

Dates for completing each level of review in the tenure, promotion and reappointment process are determined each year by the University, the College, and each department or school so that adequate time is provided at each level for a thorough and complete review.

Each faculty member in a special rank except senior lecturer must request reappointment annually in writing. Requests for reappointment are due to the Chair by the same date as Reappointment files for First Year 9-month Regular Faculty. Reappointment for Senior Lecturers shall occur during the penultimate year of their current appointment.

Requests for promotion for faculty members in special ranks are due to the Chair by the same date as Promotion files for Regular Faculty.

Approved 24 April 2020

**Clemson University**  
**Department of Mechanical Engineering**  
**Guidelines for Post Tenure Review**

**Article I: Criteria for Post Tenure Review**

The faculty recognize that Post Tenure Review differs in both intent and spirit from review for promotion, reappointment and tenure. Those latter reviews are designed to assess the potential for consistent performance at or above a well-accepted norm, so as to provide reward and recognition accordingly. Post Tenure Review, on the other hand, is intended to ensure that a faculty member is maintaining a pattern of performance at a level acceptable for continued employment and consistent with rank and assigned duties.

**Article II. Post Tenure Review Committee Structure**

The Post-tenure Review (PTR) Committee membership will be composed of three (3) full professors with primary appointment in ME for reappointment review. All full professors will be required to be on the ballot. If a full professor has been given time off from committee work by the ME Department Chair due to a sabbatical, FMLA, imminent retirement or other personnel reasons, this will be noted by the ME Department Chair and that individual(s) will be removed from the ballot. The regular primary faculty of the department must elect, by secret ballot, the members of the PTR committee at a faculty meeting. Each faculty member will select their top three picks. A tie will be broken by a second secret runoff ballot. This election should take place in March.

In the case that the department does not elect enough regular faculty with primary appointments in Mechanical Engineering to constitute a PTR committee, additional members shall be nominated by the Department Chair and elected by a simple majority of the regular primary members of the faculty. The Department Chair may not serve on this committee. The PTR committee shall elect the chair.

Faculty members in Part II of Post Tenure Review are not eligible to serve on the PTR Committee.

**Article III: Evaluation of Criteria**

Post Tenure Review evaluation shall be based on the performance and activity appropriate to the current rank. In addition, consideration shall be given to achievement of individual goals established to further the Department strategic plan. The context of the review, however, must always be consistent with assigned duties and direction provided through annual evaluations during the review period.

The Post-tenure Review policies and procedures in the Department of Mechanical Engineering shall conform to those outlined in the most current version of the Clemson University Faculty Manual.

The PTR Committee shall review eForm 3 rating for the past five (5) years. All tenured faculty members receiving no more than one (1) of five annual performance ratings of “Fair”, “Marginal” or “Unsatisfactory” in Part I of the Post-tenure Review process receive a Post-tenure Review rating of “Satisfactory.” These faculty members are thereby exempt from Part II of the Post-tenure Review as stated in the Faculty Manual. The letter shall be signed by members of the PTR committee.

If a faculty member has received more than one Annual eForm 3 with “Fair”, “Marginal” or “Unsatisfactory” performance evaluation, then the faculty member will undergo a full Post-Tenure Review.

#### **Article IV: Procedures for Post Tenure Review**

1. Upon establishing the PTR committee, the committee shall notify the Department Chair of its readiness to perform. While the committee may initiate gathering of information at any time, it may not begin the formal review process until it notifies the Department Chair.
2. Committee Meetings: Meetings of the committee are called at the direction of the committee chair. Committee deliberations and working documents are deemed confidential.
3. Faculty Member Subject to Review: Annually the Department Chair shall inform the Faculty of the Department of the members subject to Post Tenure Review in the coming academic year, in accordance with the guidelines in the Faculty Manual.
4. The PTR committee shall review faculty contribution and performance since the candidate’s last tenure or Post-Tenure Review
5. The PTR committee will utilize reference letters submitted from outside the department on each individual under review. The faculty member under review will submit a list of six (6) external reviewers of which the PTR committee will select two (2) from the list. The committee requires at a minimum of four (4) letters.
6. A letter from the PTR committee shall be completed and signed by all members and present its recommendation to the Department Chair and Dean.
7. The Department Chair shall ensure that the affected faculty member is promptly informed in writing as to the results of and rationale for the Department Chair and committee’s recommendations.
8. The Department Chair shall make a copy of the committee’s report available to the affected faculty member upon written request from the faculty member.
9. The procedures pertaining to Documents for Review, Committee Reports, Department Chair Action and Report, Report Reconciliation, Faculty Rights and Remediation are delineated in the University Faculty Manual. Other policies, Procedures, Criteria, Guidelines, including all actions and deliberations shall be consistent with University, College, and Department policies and procedures. This includes the review deadlines established by the University and/or College, and Department criteria for faculty performance.

Approved 24 April 2020