

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

Article I: Appointment Procedures

When a new or replacement tenure-track faculty position has been approved, the Department Chair shall initiate a search process. The Chair shall be responsible for advertising the position, communicating with applicants, arranging for interviews, and providing recommendations for hire to the College Dean. 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. 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.

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.

Article II: Reappointment, Promotion and Tenure Procedures

Section 1: Review Overview

Each faculty member eligible for review shall be given an opportunity for review and in accordance with the Clemson University Faculty Manual. **The Department uses the criteria and materials specified by the College of Engineering and Science 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 as per the Department By-Laws. 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 Department Chair who shall forward the recommendation 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 with a copy to the Committee. 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: Request for Review and Committee Procedures

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 Department Chair regarding the requested review. The recommendation will be based on the majority vote of the Committee. This recommendation document will bear the signatures of each Committee member. Grievances to the recommendation will be handled according to the Faculty Manual.

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.

- All members of the Tenure, Promotion, and Reappointment Committee will have access to the Portfolio Notebook 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 Notebook prior to deliberations.
- One member of the Committee will be selected to act as Advocate for the Candidate. 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 Notebook. 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.
- 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). The Advocate will identify appropriate external referees and coordinate their contact with the Committee Chair. External referees will be sent the Candidate’s curriculum vitae and samples of scholarly work and any additional information that the external referee may request. Each external referee is asked to provide a written opinion to the Committee regarding the Candidate’s suitability for the requested action, including the candidate’s national and international reputation and visibility. This letter of opinion becomes part of the Candidate’s materials for review and is added to the Portfolio Notebook 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.

- 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.
- 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.
- 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.
- 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 and Science; a copy of the letter will be sent to the Department Chair after the Chair has completed the Chair's recommendation letter.
- 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.

Approved by faculty October 2007
Amended January 2009