

Guidelines for Tenure and Promotion
Department of Physics and Astronomy
Clemson University
(Approved October 2015)

1. Preamble

To fulfill its obligations to the university community, the physics and astronomy faculty must concern itself with the creation, conservation and dissemination of basic scientific knowledge. Guidelines on tenure and promotion must be consistent with the goals as well as with the professional growth of individual faculty members.

2. Purpose

These guidelines are provided to foster a consistent philosophy on tenure and promotion. The elements to be considered and the suggested levels of accomplishment described herein are proposed as items to be examined when an individual is being considered for promotion or the award of tenure. A faculty member is not expected to have achieved the same level of accomplishment in all areas. Rather, these elements are to be used to help identify each individual's strong and weak areas, and thus to aid in the overall evaluation by the departmental committees for tenure promotion and by the department chair of the faculty member's performance.

3. Responsibilities

The equitable administration of tenure and promotion resides with the candidate, peers, department chair, college dean, and higher administrative officers. A candidate's accomplishments should be documented in the confidential department personnel files as described by the department's tenure and promotion policy. The department chair should insure that requirements and procedures for tenure and promotion are known and understood by the faculty.

4. Elements to be Considered

The following elements are offered as a guide for consideration when evaluating a candidate for either tenure or promotion. It is not expected that a candidate will attain the same level of accomplishment in all areas. Lecturers are expected to excel in one area, normally teaching, and should demonstrate some success in other areas for promotion to senior lecturer. If the candidate and/or department chair desires any elements to be emphasized, they should be specified in writing at an appropriate time and placed in the candidate's personnel file. For example, on the matter of tenure agreement should be stated at initial employment, while for promotion to the next level the agreement should be reached several years prior to consideration.

Teaching

- High quality presentation of subject matter at a level appropriate for the class and demonstration of mastery of the subject matter within the framework of current scientific knowledge.
- High quality as a teacher in the classroom and laboratory with fair grading and attention to course administration.
- Innovation in teaching methods and improvement of existing courses.
- Development of new courses or curricula.
- Publication of textbooks and/or papers concerning teaching in appropriate journals.

Research

- Publication of research in professional journals and/or books in the field of specialization.

- Initiation of original research and presentation of research results at professional meetings.
- Development and submission of research proposals and acquisition of research grants or contracts from external agencies.
- Reputation within the scientific community for research contribution.
- Direction and supervision of graduate student research with an appropriate level of PhD mentoring activity.

Service

- Active membership in departmental, college, and university committees.
- Student advising.
- Participation in professional organizations.
- Service to the department, university, and community through the presentation of lectures, seminars, workshops, demonstrations, planetarium presentations, etc.
- Participation as a referee, reviewer, or editor for professional publications and/or as a referee for research proposals.
- Organization of conferences or workshops.
- Participation as officers of professional societies.

Other

- Possession of advanced degrees.
- Additional meritorious accomplishments, awards, honors, invitations, etc.

5. Procedural Matters

a. Dossier

To ensure that all pertinent information is available for consideration, the faculty member who desires to be considered should have a current resume to be used in the evaluations that includes all education, professional appointments, professional service, awards, publications, presentations, sponsored projects, mentored students and postdoctoral advisees, courses taught, major committee assignments, and other significant service. The candidate should also provide the documents required in Clemson University's electronic Tenure, Promotions, and Reappointment portfolio (eTPR) system.

b. Tenure

All non-tenured faculty must receive letters of reappointment or termination at a time each year as determined by the Provost. Representative dates are shown below in the Time Table for Tenure and Reappointment. This table also gives the departmental deadlines for each phase of tenure consideration during the probationary period. Tenure decisions may be considered prior to end of the probationary period consistent with the regulations in and amendments to the Faculty Manual.

Time Table for Reappointment or Tenure Recommendation

Year	Department Committee Recommendation to Dean	Department Chair Recommendation to Dean	Letter of Reappointment or Termination to Candidate from Provost
1	January 1	January 7	February 15
2	October 1	October 15	November 15
3,4,5,6	February 15	March 1	May 15

(If reappointed for seventh year, tenure is awarded automatically.)

The non-tenured faculty member will be evaluated by a committee of tenured full professors (TPR committee) of the department who will elect a chair from the membership. The department chair will not serve on this committee. In accord with the Faculty Manual, this committee will recommend for or against tenure or reappointment, in writing to the Dean. The committee will inform the department chair of its decision once the chair has submitted his/her final decision to the Dean.

The department chair will consider the faculty member portfolio and recommend for or against tenure or reappointment, in writing to the Dean. The chair and the TPR committee make separate recommendations to the Dean, as specified by the Faculty Manual. Each may serve as a resource for the other. The recommendations are shared once each is submitted to the Dean, and the chair shall provide copies of both recommendations to the candidate. At that time, unless the candidate is in the penultimate year, he/she is offered the opportunity to withdraw the application for tenure at this point. If the candidate elects to proceed, the complete file will be forwarded to the dean of the college.

The dean of the college reviews the complete file and renders a separate recommendation. Except in cases of penultimate tenure review, the candidate is again offered the opportunity to withdraw his/her candidacy at this point. If the candidate agrees, the complete file, including all recommendations and supporting evaluations (whether positive or negative), is then forwarded to the Provost. The Provost reviews the complete file and, in all cases, forwards a recommendation to the President of the University. In cases where an early application for tenure is denied, the chair of the TPR committee may choose to supplement a negative decision with a written summary of areas in which improvement will enhance tenurability. This summary will be included in the candidate's personnel file.

c. Promotion

Before November 1 of each year, the department chair will meet with the faculty members eligible for promotion when, in the chair's opinion, they satisfy the requirements given in the Faculty Manual and the departmental guidelines. A faculty member may, at that time, decline consideration for that year or may request consideration in writing by November 15. Any other faculty member may request to be considered. The TPR committee will evaluate the candidate's qualifications for promotion.

The complete dossier and any required letters of recommendation should be made available to the TPR committee before 1 December. The committee should deliberate and make its recommendation known by January 1, in writing, to the Dean. The department chair will consider the faculty member portfolio and formulate his/her own recommendation to the Dean by January 7. The chair and the TPR committee make separate recommendations to the Dean, as specified by the Faculty Manual. Each may serve as a resource for the other. The recommendations are shared once each is submitted to the Dean, and the chair shall provide copies of both recommendations to the candidate. At that time, the chair will offer the candidate the opportunity to withdraw his/her request for promotion. If the candidate chooses to proceed, the complete file will be forwarded to the Dean who then renders a separate recommendation. The candidate is then again offered the opportunity to withdraw his/her candidacy at this stage. The candidate may also provide a letter of response in the materials forwarded to the Provost. If the candidate agrees, the complete file, including all recommendations and supporting evaluations (whether positive or negative), is then forwarded to the Provost. The Provost reviews the complete file and, in all cases, forwards a recommendation to the President of the University. In cases where the application for promotion is denied, the chair or the TPR committee may choose to supplement a

negative decision with a written summary of areas in which improvement will enhance promotability. The summary will be included in the candidate's file.

d. Letters of Recommendation

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). These external evaluators must be able to evaluate the quality of a faculty member's scholarship. For each suggested evaluator, the candidate should provide the name, title, address, phone number, e-mail address, and an indication of 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. The list must include at least three names with whom the candidate has not collaborated.

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. 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.**

In an attempt to ensure that external evaluations provide useful and consistent information, the cover letter from the Department Chair to the external evaluators should address the three issues identified below. The tenure and/or promotion candidate should provide to the TPR Peer Review Committee a sufficient number of reprints of at least three refereed journal articles (candidate's choice) for inclusion in the mailing to the external evaluators.

- a). 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.
- b). External evaluators should comment on the national and international stature of the candidate within the profession.
- c). External evaluators may comment on the candidate's research and graduate advising productivity, and professional service activities, if deemed appropriate.

For candidates for promotion to senior lecturer two letters of support are required.

6. Criteria for the Award of Tenure

The award of tenure is made after the faculty member's probationary period has allowed the department to evaluate the candidate's achievements. It affirms that the high caliber of a faculty member's contribution to the department warrants the continued service of the candidate as a permanent member of the department, and carries the expectation of sustained contribution to the aims and goals of the department.

The evaluation of tenure must include the requirements prescribed in the Faculty Manual. The elements in Section 4 of these guidelines are to be considered in the evaluation. The levels of accomplishment should be comparable to those described below for promotion to associate professor.

7. Criteria for Promotion

The promotion of a faculty member from one academic rank to another shall be based on education, experience and effectiveness of performance. In every case, all requirements of the Faculty Manual must be satisfied. The elements listed in Section 4 of these guidelines will be considered in the evaluation of the candidate.

a. Promotion to Assistant Professor

Since the rank of assistant professor places the faculty member in a tenure track position, the candidate should have demonstrated the potential for satisfying the requirements for tenure. Requirements for this promotion usually include a doctoral degree in physics or a closely related field and a good reputation in teaching, research and service. Exceptions to the doctoral requirement would only be considered upon evidence of unusual demonstrated success in teaching and/or research.

b. Promotion to Associate Professor

The rank of associate professor acknowledges a faculty member's valuable contributions to the university and mature professional standing. Promotion to this rank will be considered after an individual has demonstrated quality as a teacher, displayed a willingness to perform service in behalf of the university and shown promise of continued productivity in scholarly activities. A good reputation outside the university must have been earned through publications and presentations of the results of scholarly activities at meetings of regional and national scientific organizations. In addition, the candidate must show evidence that he/she can obtain the support required to substantially meet the direct costs of an active research program.

c. Promotion to Professor

The rank of professor is the highest academic rank conferred by the university and provides recognition for superior performance at the associate professor level. The candidate should have achieved national recognition in scholarly activities as might be expected in a peer institution. This achievement is most evident in the publication record of the candidate, including refereed journals, books, and monographs, in honors and awards for research and teaching, and in a record of attracting the continuing support required to pursue an active research program. High quality teaching and continued leadership in the university and other organizations is expected. The record of achievement at Clemson University should also demonstrate the successful mentoring of graduate students in Master thesis and PhD dissertation research.

d. Promotion to Senior Lecturer

The rank of senior lecturer is the highest academic rank conferred by the university to a lecturer and provides recognition for superior performance at the lecturer level. This performance should be most evident in the teaching evaluations by students and other evidence of teaching effectiveness, such as outlined in the Faculty Manual. In addition to teaching effectiveness, the successful candidate for promotion will have accomplishments in one or more areas of research and/or service as outlined in Section 4.

8. Amendments

These guidelines may be amended by majority vote of the faculty.

Approved by the faculty on 6 October 2015

Chair

_____ Date _____

Tenure and Promotion Committee Chair

_____ Date _____