



Department TPR and PTR Documents Routing Sheet
Requirements based on 2021-2022 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: \_\_\_\_\_

College: \_\_\_\_\_

Department Faculty Meeting at which the attached TPR documents were approved:

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Faculty Manual Consultant

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

Comments are attached immediately following this cover sheet.

Department Chair

Approved Signature \_\_\_\_\_

Revision Required (see comments) Name \_\_\_\_\_ Date \_\_\_\_\_

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Dean

Approved Signature \_\_\_\_\_

Revision Required (see comments) Name \_\_\_\_\_ Date \_\_\_\_\_

Large empty rectangular box for Dean comments

Provost

Approved Signature \_\_\_\_\_

Revision Required (see comments) Name \_\_\_\_\_ Date \_\_\_\_\_

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Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2021-2022 *Faculty Manual*

Department: **Philosophy and Religion**

Date

11/22/2021

*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*.

Compliance

	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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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	X		
6f	* senior lecturer	Ch IV, B2e; Ch V, C2c	X		
6f, i	* including feedback from senior and principal lecturers	Ch V, D1g	X		
6f, ii	* at least every three years and in penultimate year	Ch V, C2c, i	X		
6g	* principal lecturer	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	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	X		
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		
19c	• Allow each faculty member under review the option of either having external letters solicited or incorporating the external committee member in the review process	Ch V, G6a, iii	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		

**Tenure, Promotion, and Reappointment Guidelines**  
**Department of Philosophy and Religion**  
2021

**ARTICLE I**  
General Guidelines

Nothing in these Tenure, Promotion, and Reappointment Guidelines shall be construed to contradict either the *Faculty Manual* or the Departmental Bylaws.

Clause 1. Affirmative Action: The Department is committed to the University's policy of being an AA/EEO employer that does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. In all hiring, the Search Committee shall make all appropriate efforts to solicit applications from underrepresented groups within the discipline.

Clause 2. Tenure, Promotion, and Reappointment Committee: The Personnel Committee shall function as the department Tenure, Promotion, and Reappointment Committee. The Personnel Committee shall consist of all tenured Faculty, excluding emeritus Faculty and administrators directly involved in personnel decisions. The Committee shall elect a Chair and a Secretary from among its members and shall make recommendations concerning all personnel decisions according to procedures specified in the *Faculty Manual*.

The Personnel Committee shall develop a system of classroom observation for all candidates for reappointment and tenure. Candidates for reappointment and tenure shall receive a copy of the observer's written evaluation of the candidate's teaching prior to the evaluation's being forwarded to the Personnel Committee.

Clause 3. Department Needs: Regardless of an individual's qualifications, the Personnel Committee must agree that at the time a decision on appointment, reappointment, or tenure is being made the Department needs and will continue to need the particular academic expertise the candidate offers.

Clause 4. Special Ranks: In addition to Regular Faculty, the Department hires Lecturers, Senior Lecturers, Principal Lecturers, and Temporary Lecturers. The Department does not hire extension faculty, research faculty, clinical faculty, or professors of practice.

Clause 5. Deadlines: The Department Chair will provide the chair of the Personnel Committee with timely information regarding relevant deadlines for reappointment, tenure, and promotion.

**ARTICLE II**  
Reappointment of Assistant Professors

Faculty at the rank of Assistant Professor are subject to annual reappointment review by the Personnel Committee and Department Chair.

Clause 1. General Criteria: Reappointment will be based on research, teaching, and service.

A. Scholarship, its dissemination, and its critical reception by a public of peers capable of judging originality and significance constitutes the most important activity of tenure-track faculty at an R1 institution. It is the responsibility of all tenured and tenure-track Faculty to make original contributions to knowledge through speaking, research, writing, and publication for the scholarly world and for the general public. Scholarship is one of the ways in which Faculty help establish the regional, national, and international reputation of the University. An Assistant Professor seeking reappointment should demonstrate ongoing scholarly activity toward the expectations for tenure and promotion to Associate Professor.

B. Teaching lies at the core of the professional duties of all members of this Department. Each Assistant Professor is subject to annual peer evaluation of his or her teaching by a Personnel Committee member. Teaching excellence is expected of all faculty and is a point of pride at Clemson.

C. Service to the Department, College, University, and profession is an important criterion for reappointment. However, service is less important in the evaluation of untenured Faculty than it is for tenured Faculty.

Clause 2. Reappointment Review:

A. The Chair of the Department and the Personnel Committee shall make separate reappointment recommendations to the Dean of the College according to the Procedure set forth in the *Faculty Manual*. Reappointment is not to be construed as promising eventual tenure. The procedures for reappointment are as follows:

B. The Personnel Committee shall evaluate all candidates for reappointment.

C. Candidates may meet with the Personnel Committee to discuss their candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

D. Each candidate will provide all material necessary for the Personnel Committee's deliberation. The Personnel Committee will notify candidates for reappointment of the materials required for reappointment review and the method of submission at least four weeks in advance of the deadline to submit these materials.

E. The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.

F. A formal vote shall be taken on all reappointment recommendations. The Personnel Committee Secretary shall maintain records of the Committee's deliberations.

G. The Personnel Committee and Department Chair shall each make independent written recommendations, with justifications, and shall submit their letters directly to the Dean. After both letters are submitted, the Personnel Committee will provide its letter to the Department Chair and the candidate, and the Department Chair will provide their letter to the Personnel Committee and the candidate.

### ARTICLE III

#### Promotion to Associate Professor with Tenure

Promotion from Assistant Professor to Associate Professor with tenure shall be based on research, teaching, and service. The expectations for each are outlined below.

##### Clause 1. General Criteria:

A. Scholarship is an important way of diffusing knowledge to a public of peers capable of judging originality and significance. It is the responsibility of all tenured and tenure-track Faculty to make original contributions to knowledge through speaking, research, writing, and publication for the scholarly world and for the general public. Finally, scholarship is one of the ways in which Faculty help establish the regional, national, and international reputation of the University. The general research guidelines for promotion and tenure are as follows:

- (1) When considering the granting of tenure, the primary consideration is to ensure the candidate has laid a solid foundation for a life-long professional career that will enhance their own academic reputation and that of Clemson University. Therefore, a successful candidate for tenure and/or promotion to Associate Professor must demonstrate research, publication, and scholarly achievement sufficient in both quantity and quality to establish their long-term prospects as a productive scholar.
- (2) As a general rule, a candidate must have had accepted for publication in refereed professional journals of standing or reputable collections of scholarly essays the equivalent of at least six substantial and professionally competent essays, or have authored a book of original research with an established academic press.
- (3) The quality of the candidate's work is as important as its quantity and will be judged on the basis of the publications in which the work appears, the Personnel Committee's and Department Chair's review of the work, and the outside letters of evaluation. Thus, the candidate must not expect that a mere counting of items will suffice in determining what constitutes sufficient scholarly accomplishment for promotion and tenure.

B. Teaching lies at the core of the professional duties of all members of this Department. In order to be granted tenure or promotion to associate professor, candidates must demonstrate that they are not merely adequate, but consistently good teachers. All candidates must provide evidence of their teaching ability to the Personnel Committee and the Department Chair, including at least course syllabi, peer observations of teaching, and (with the consent of the candidate) complete student evaluations.

C. All Faculty are expected to play an active role in the Department through service, though every effort will be made to shield untenured Faculty from excessive service burdens.

##### Clause 2. Procedure:

A. Recommendations on tenure shall come from both the Promotion Committee and the Department Chair. The Promotion Committee shall be elected from among the Personnel Committee. The Promotion Committee must include at least three Faculty members, but may include the entire Personnel Committee. Procedures used in making tenure decisions are those appearing in the *Faculty Manual* with the following Departmental additions. It is strongly recommended that Faculty

intending to seek promotion with tenure inform the Department Chair and / or Personnel Committee before the end of the spring semester prior to the year of the promotion process.

B. Tenure decisions are initiated in the following ways:

(1) Normal Procedure

(a) All untenured tenure-track Faculty in the sixth year, or the equivalent of the sixth year, of tenurable service shall be formally considered for tenure.

(b) All material necessary for the deliberations of the Department Chair and the Personnel Committee shall be provided by the tenure-candidate and be accessible to all members of the Personnel Committee as well as the Department Chair.

(c) The Department Chair shall provide to the Personnel Committee any additional information necessary for a decision, such as the number of years negotiated towards tenure upon hiring.

(2) Early Consideration

(a) Any untenured tenure-track Faculty member may propose their name to the Department Chair for formal consideration for an early tenure recommendation. An individual who submits their own name for consideration must do so in writing in accordance with the timetables and deadlines for personnel actions established by the Department each year. The Department Chair will forward these requests to the Personnel Committee.

(b) The Department Chair may, at their own discretion, forward names of untenured faculty to the Personnel Committee for tenure consideration, provided that the Department Chair has secured the written consent of such individuals in advance.

(c) The Personnel Committee may, at its own discretion, initiate formal consideration of an untenured individual, provided that the Personnel Committee has secured the written consent of such an individual in advance.

(d) Procedures followed will be the same as those specified above for the tenure review process.

C. The Department requires that six letters of external review from peer or more prestigious institutions or from other individuals with demonstrable expertise and prominence be solicited for the dossier of all candidates for tenure and promotion.

(1) The candidate will submit a list of six potential letter writers, none of whom has a significant conflict of interest. Three reviewers shall come from the candidate's list. The remainder are to be identified by the Department Chair in consultation with the Personnel Committee.

- (2) Written requests for letters will be made by the Department Chair. Outside reviewers will be provided with all tenure and promotion guidelines relevant to the candidate. The candidate and the Department Chair will decide what additional materials to send to the reviewers but this would include at least all professional publications. The same materials will be sent to all reviewers. The Department will cover all associated costs and the chair will be responsible for making sure the letters arrive by the deadline.
- (3) Reviewers will be asked to provide a confidential appraisal of the candidate's professional record in regard to their qualifications for tenure at an R-1 institution such as Clemson. They will be informed that their letters will be used by the Personnel Committee and others involved in the Departmental, College, and University review process.
- (4) If any person asked to write a letter declines or is unavailable, the Chair will inform the Personnel Committee and/or the candidate, and attempt to find another reviewer.
- (5) The Chair will ensure that the reviewers' letters are included in the candidate's dossier in such a way they are not seen by the candidate.

D. The Chair of the Promotion Committee shall inform any member of the Department being considered for tenure when the procedure begins so that the candidate may meet with the committee to discuss their candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

E. The Chair of the Department may be invited to meetings of the Promotion Committee to provide information about candidates as requested.

F. A formal vote shall be taken on all tenure decisions. The Promotion Committee's secretary shall maintain records of the Committee's deliberations. In the event of a split vote, both majority and minority views will be expressed in the written evaluation.

G. The Department Chair and the Chair of the Promotion Committee shall each give the candidate a written summary of their separate recommendations and the justifications for them.

H. The Promotion Committee and Department Chair shall both make independent written recommendations for tenure, with justifications, and shall submit their letters directly to the Dean. After both letters are submitted, the Promotion Committee will provide its letter to the Department Chair and the candidate, and the Department Chair will provide their letter to the Personnel Committee and the candidate.

I. As specified in the *Faculty Manual*, the Faculty member may elect to include a letter of response in the materials forwarded to the Dean. In cases of early tenure consideration, the candidate may withdraw from further consideration at this point.



## **ARTICLE IV** Post-Tenure Review

### Clause 1. General Criteria:

A. In accordance with the *Faculty Manual*, all tenured Faculty receiving no more than one (of five) annual performance rating of “fair,” “marginal,” or “unsatisfactory” in Part I of the Post Tenure Review process will receive a Post Tenure Review rating of “satisfactory.”

B. If a Faculty member is planning to retire during the same academic year (by August 15th) as an anticipated PTR, the Faculty member can sign a dated letter of intent to retire that is binding and the requirement of PTR will thereby be waived.

C. Faculty subject to PTR must demonstrate that they continue to make significant contributions to the Department, the University, and the profession in research, teaching, and service.

### Clause 2. Procedure:

A. The PTR Committee shall consist of three tenured Departmental Faculty as elected by the Personnel Committee. The PTR Committee shall not include any Faculty subject to PTR that year or currently under PTR remediation. The PTR Committee will elect a Chair and Secretary.

B. In accordance with the *Faculty Manual*, Faculty under PTR review may choose either (1) external letters or (2) an additional PTR Committee member from outside the Department. If the Faculty member under review chooses option (1) they will provide the PTR Committee with a list of 6 individuals who may serve as reviewers. The PTR Review Committee will solicit 4 references, at least 2 of whom are from the Faculty member's list. If the Faculty member chooses option (2), he or she will submit the names of three Faculty from outside the Department. If the PTR Committee finds the list acceptable, they will select one such external member. If the PTR Committee fails to find the list acceptable, they will request another list from the Faculty member.

C. The Department Chair will notify the PTR Committee and affected Faculty which Faculty are subject to review in a timely fashion. It is the responsibility of the PTR Committee to establish a schedule for review and to inform the Faculty under review of that schedule. Faculty subject to review are required to provide the PTR Committee with the materials for review as specified in the *Faculty Manual* by the date of the commencement of the review process as established by the PTR Committee.

D. All aspects of PTR not explicitly addressed in these bylaws will follow the procedures specified in the *Faculty Manual*.

## **ARTICLE V** Promotion from Associate Professor to Full Professor

Promotion from Associate Professor to Full Professor shall be based on research, teaching, and service. The expectations for each are outlined below.

### Clause 1. General Criteria:

A. A full Professor should be an established scholar with a lengthy record of scholarly contributions. Therefore, a successful candidate for promotion to Professor must demonstrate research, publication, scholarly or professional achievement sufficient in both quantity and quality to establish a national reputation within their field of expertise. Typically this requires evidence of a successful long term research project, as evidenced either by a book of original research with an established academic press, a lengthy series of scholarly publications in refereed professional journals, a documented record of professional achievements in the field, or some combination of these sufficient to demonstrate national standing in the candidate's area(s) of expertise.

B. Teaching lies at the core of the professional duties of all members of this Department. In order to be granted promotion to full Professor, candidates must demonstrate that they are not merely adequate, but consistently good teachers. All candidates must provide evidence of their teaching ability to the Personnel Committee and the Department Chair, including at least course syllabi, peer observations of teaching, and (with the consent of the candidate) complete student evaluations. Candidates for promotion to full Professor should demonstrate additional commitment to teaching, such as teaching upper level seminars, participating in curricular development, or serving on graduate committees.

C. All Faculty are expected to play an active role in the Department through service. Tenured faculty are further expected to create new opportunities for service to the Department, University, profession, and community beyond the routine duties required of everyone.

Clause 2. Procedure:

A. In deliberations respecting promotion to the rank of Professor, the Promotion Committee shall be elected from all fulltime Faculty at the rank of Professor, except the Department Chair. The Promotion Committee must include at least three Faculty members, but may include all Faculty at the appropriate rank. Should the Department not have a minimum of three Faculty at the appropriate rank, Faculty at suitable rank from other Departments will be asked to participate in the recommendation procedure to bring the total number making the recommendation to no fewer than three. In such cases, those at the rank of Professor, in consultation with the Department Chair, will develop a short list of extra-departmental Professors qualified to judge the promotion application. The regular faculty in the department will then elect the remaining members of the Promotion Committee from the short list.

B. The Promotion Committee shall evaluate all candidates for promotion. The system shall be outlined in writing and given to each candidate for promotion.

C. Recommendations on promotion shall come from both the Promotion Committee and the Department Chair. Procedures used in making promotion decisions are those appearing in the *Faculty Manual* with the following Departmental additions.

D. Promotion decisions are initiated in the following ways:

- (1) Any faculty member may propose their name to the Personnel Committee and the Department Chair for formal consideration for a promotion recommendation. An individual who submits their name for consideration must do so in writing in accordance with the

timetable and deadlines for personnel actions established by the Department each year. It is strongly recommended that Faculty intending to seek promotion inform the Department Chair and / or Personnel Committee before the end of the spring semester prior to the year of the promotion process.

(2) The Department Chair may forward names of faculty to the Personnel Committee for formal consideration, provided that the Department Chair has secured the written consent of such individuals in advance.

(3) The Personnel Committee may initiate formal consideration of an individual, provided that the Personnel Committee has secured the written consent of that individual in advance.

E. The Department requires that six letters of external review from peer or more prestigious institutions or from other individuals with demonstrable expertise and prominence be solicited for the dossier of all candidates for promotion.

(1) The candidate will submit a list of six potential letter writers, none of whom has a significant conflict of interest. Three reviewers shall come from the candidate's list. The remainder are to be identified by the Department Chair in consultation with the Promotion Committee.

(2) Written requests for letters will be made by the Department Chair. Outside reviewers will be provided with the promotion guidelines relevant to the candidate – Departmental, College, and University. The candidate and the Department Chair will decide what additional materials to send to the reviewers but this would include at least all professional publications. The same materials will be sent to all reviewers. The Department will cover all associated costs and the chair will be responsible for making sure the letters arrive by the deadline.

(3) Reviewers will be asked to provide a confidential appraisal of the candidate's professional record in regard to their qualifications for promotion at an R-1 institution such as Clemson. They will be informed that their letters will be used by the Promotion Committee and others involved in the Departmental, College, and University review process.

(4) If any person asked to write a letter declines or is unavailable, the Chair will inform the Promotion Committee and/or the candidate, and attempt to find another reviewer.

(5) The Chair will ensure that the reviewers' letters are included in the candidate's dossier in such a way they are not seen by the candidate.

F. All material necessary for the deliberations of the Department Chair and the Promotion Committee shall be provided by the Promotion Committee to all members of the Promotion Committee as well as the Department Chair.

G. The Chair of the Promotion Committee shall inform any member of the Department being considered for promotion when the procedure begins so that the candidate may meet with the Promotion Committee to discuss their candidacy and to respond to questions. Either the Promotion

Committee or the candidate may request such a meeting.

H. The Chair of the Department may be invited to meetings of the Promotion Committee to provide information about candidates as requested.

I. A formal vote shall be taken on all promotion decisions, and records of the Committee's deliberations shall be maintained.

J. The Department Chair and the Chair of the Promotion Committee shall each give the candidate a written summary of their separate recommendations and the justifications for them.

K. The Promotion Committee and Department Chair shall both make independent written recommendations for promotion with justifications, and shall submit their letters directly to the Dean. After both letters are submitted, the Promotion Committee will provide its letter to the Department Chair and the candidate, and the Department Chair will provide their letter to the Promotion Committee and the candidate.

L. As specified in the *Faculty Manual*, the Faculty member may elect to include a letter of response in the materials forwarded to the Dean. The candidate may withdraw from further consideration at this point.

## **ARTICLE VI** Reappointment of Lecturers

### Clause 1. General Criteria:

Reappointment for any Lecturer is based solely on the quality of teaching unless otherwise specified and agreed upon in writing between the Lecturer, the Personnel Committee, and the Department Chair. Lecturers are free to undertake other obligations if they wish, but these will not be factored into the reappointment decision (except as they may impact on teaching).

Lecturers seeking reappointment are subject to peer review of teaching at the time of evaluation by one of the tenured members of the Department. Lecturers are expected to adhere to all University, College, and Departmental policies.

### Clause 2: Reappointment:

A. The Chair of the Department and the Personnel Committee shall make separate reappointment recommendations to the Dean of the College according to the Procedure set forth in the *Faculty Manual*. The procedures for reappointment are as follows:

B. The Personnel Committee shall include all candidates for reappointment in the ongoing system of peer evaluation established by the Personnel Committee.

C. Candidates for reappointment may meet with the committee to discuss their candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

D. The Personnel Committee will notify candidates for reappointment of the materials required for

reappointment review and the method of submission at least four weeks in advance of the deadline to submit these materials.

E. The Personnel Committee shall solicit comments on the reappointment of Lecturers from all Senior Lecturers, Principal Lecturers, and tenure-track Faculty.

F. The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.

G. A formal vote shall be taken on all reappointment recommendations. The Personnel Committee Secretary shall maintain records of the Committee's deliberations.

H. The Personnel Committee and Department Chair shall both make independent written recommendations for reappointment with justifications, and shall submit their letters directly to the Dean. After both letters are submitted, the Personnel Committee will provide its letter to the Department Chair and the candidate, and the Department Chair will provide their letter to the Personnel Committee and the candidate.

## ARTICLE VII

### Promotion from Lecturer to Senior Lecturer

#### Clause 1: General Criteria:

A. Appointment as Senior Lecturer is based solely on the quality of teaching unless otherwise specified and agreed upon in writing between the Lecturer, the Personnel Committee, and the Department Chair.

B. According to the *Faculty Manual*, after at least four years of service, Lecturers may apply for promotion to Senior Lecturer. All Lecturers **must** apply for promotion to Senior Lecturer by their eighth year of service. If promotion to Senior Lecturer is not successful, the Lecturer's ninth year will be the final year of service.

C. Although teaching is typically the only requirement of Lecturers, the expectations for Senior Lecturers are different than those of Lecturers. Lecturers are expected to be consistently *good* teachers, while Senior Lecturers are expected to be consistently *excellent* teachers.

#### Clause 2: Promotion:

A. The Chair of the Department and the Personnel Committee shall make separate reappointment recommendations to the Dean of the College according to the Procedure set forth in the *Faculty Manual*. The procedures for promotion are as follows:

B. The Personnel Committee shall include all candidates for promotion in the ongoing system of peer evaluation established by the Personnel Committee.

C. Candidates for promotion may meet with the committee to discuss their candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

D. The Personnel Committee will notify candidates for reappointment of the materials required for reappointment review and the method of submission at least four weeks in advance of the deadline to submit these materials. Each candidate will provide all material necessary for the Personnel Committee's deliberation.

E. The chair of the Personnel Committee shall solicit feedback on lecturers applying for promotion from all Senior Lecturers and Principal Lecturers at least 4 weeks before the Committee submits its letter.

(1) These materials should provide evidence establishing the candidate as a consistently excellent teacher. The material should include at least:

- a. A current curriculum vitae
- b. Detailed summaries of student evaluations for all classes taught at Clemson
- c. All peer teaching evaluations by members of the Personnel Committee and by the Department Chair
- d. The most recent syllabus for each class taught at Clemson
- e. A statement of teaching philosophy

(2) Additional evidence of teaching excellence is strongly encouraged. These will vary from case to case, but might include such things as:

- a. Important curricular contributions to the Department (classes created, curricular initiatives undertaken, etc.)
- b. Teaching engagement with students outside the traditional classroom (independent study courses, student research projects, informal advising, etc.)
- c. Ongoing efforts to improve teaching

E. The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.

F. A formal vote shall be taken on all promotion recommendations. The Personnel Committee Secretary shall maintain records of the Committee's deliberations.

G. The Personnel Committee and Department Chair shall both make independent written recommendations for promotion with justifications, and shall submit their letters directly to the Dean. After both letters are submitted, the Personnel Committee will provide its letter to the Department Chair and the candidate, and the Department Chair will provide their letter to the Personnel Committee and the candidate.

## **Article VIII**

### Reappointment of Senior Lecturers

#### Clause 1. General Criteria:

Senior Lecturers are subject to reappointment review in the penultimate year of a three-year contract, unless an earlier review is requested by the Department Chair or the Chair of the Personnel Committee. If reappointment review is not successful, the Senior Lecturer's contract

shall not be renewed.

Reappointment for any Senior Lecturer is based solely on the quality of teaching unless otherwise specified and agreed upon in writing between the Senior Lecturer, the Personnel Committee, and the Department Chair.

Senior Lecturers seeking reappointment are subject to peer review of teaching at the time of evaluation by one of the tenured Faculty. Senior Lecturers are expected to adhere to all University, College, and Departmental policies.

Clause 2: Reappointment:

A. The Chair of the Department and the Personnel Committee shall make separate reappointment recommendations to the Dean of the College according to the Procedure set forth in the *Faculty Manual*. The procedures for reappointment are as follows:

B. The Personnel Committee shall include all candidates for reappointment in the ongoing system of peer evaluation established by the Personnel Committee.

C. Candidates for reappointment may meet with the committee to discuss their candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

D. The Personnel Committee will notify candidates for reappointment of the materials required for reappointment review and the method of submission at least four weeks in advance of the deadline to submit these materials.

(1) These materials should provide evidence establishing the candidate as a consistently excellent teacher. The material should include at least:

- a. A current curriculum vitae
- b. Detailed summaries of student evaluations for all classes taught at Clemson
- c. All peer teaching evaluations by members of the Personnel Committee and by the Department Chair
- d. The most recent syllabus for each class taught at Clemson
- e. A statement of teaching philosophy

(2) Additional evidence of teaching excellence is strongly encouraged. These will vary from case to case, but might include such things as:

- a. Important curricular contributions to the Department (classes created, curricular initiatives undertaken, etc.)
- b. Teaching engagement with students outside the traditional classroom (independent study courses, student research projects, informal advising, etc.)
- c. Ongoing efforts to improve teaching

E. The Personnel Committee shall solicit comments on the reappointment of Senior Lecturers from all other Senior Lecturers and Principal Lecturers.

F. The Chair of the Department may be invited to meetings of the Personnel Committee to provide

information about candidates as requested.

G. A formal vote shall be taken on all reappointment recommendations. The Personnel Committee Secretary shall maintain records of the Committee's deliberations.

H. The Personnel Committee and Department Chair shall both make independent written recommendations for reappointment with justifications, and shall submit their letters directly to the Dean. After both letters are submitted, the Personnel Committee will provide its letter to the Department Chair and the candidate, and the Department Chair will provide their letter to the Personnel Committee and the candidate.

## ARTICLE IX

### Promotion from Senior Lecturer to Principal Lecturer

#### Clause 1: General Criteria:

A. Appointment as Principal Lecturer is based on excellence in teaching and the exhibition of substantial contributions to the educational mission of the department (cf. IX.2.D.1-2 below), unless otherwise specified and agreed upon in writing between the Senior Lecturer, the Personnel Committee, and the Department Chair. At any point during their contract term a Senior or Principal Lecturer may negotiate with the Personnel Committee and Department Chair additional areas of evaluation, including service, or research, or both. Additional areas of evaluation are not in lieu of excellence in teaching.

B. According to the *Faculty Manual*, after at least four years of service, Senior Lecturers may apply for promotion to Principal Lecturer.

#### Clause 2: Promotion:

A. The Chair of the Department and the Personnel Committee shall make separate reappointment recommendations to the Dean of the College according to the Procedure set forth in the *Faculty Manual*. The procedures for promotion are as follows:

B. The Personnel Committee shall include all candidates for promotion in the ongoing system of peer evaluation established by the Personnel Committee.

C. Candidates for promotion may meet with the committee to discuss their candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

D. The Personnel Committee will notify candidates for promotion of the materials required for promotion review and the method of submission at least four weeks in advance of the deadline to submit these materials. Each candidate will provide all material necessary for the Personnel Committee's deliberation.

(1) In all cases these materials should provide evidence establishing the candidate as a consistently excellent teacher. The material should include at least:

- a. A current curriculum vitae



- b. Student evaluation data and comments for all classes conducted while a Senior Lecturer
- c. All peer teaching evaluations by members of the Personnel Committee and the Department Chair while a Senior Lecturer
- d. The most recent syllabus for each class taught while a Senior Lecturer
- e. A statement of teaching philosophy

(2) Additional evidence of teaching excellence and contributions to the educational mission of the department are strongly encouraged. These will vary from case to case, but might include such things as:

- a. Important curricular contributions to the Department (classes created, teaching in critical, underrepresented areas, curricular initiatives undertaken, etc.)
- b. Teaching engagement with students outside the traditional classroom (independent study courses, student research projects, informal advising, etc.)
- c. Ongoing efforts to improve teaching through professional development, whether at Clemson or at external conferences/trainings
- d. Taking on additional sections as overload when needed

(3) Senior Lecturers who have formally negotiated additional means of evaluation with the Personnel Committee and the Department Chair should include evidence of productivity in those areas. Each case will vary, depending on the specifics of the revised contract. Evidence of productivity in the areas of service and/or research might include such things as:

- a. Service on department, college, and/or university committees
- b. Involvement in the Honors College
- c. Service as an advisor to a department, college, or university club
- d. Participation in academic conferences
- e. Peer-reviewed publications

E. The chair of the Personnel Committee shall solicit feedback on Senior Lecturers applying for promotion from all Principal Lecturers at least 4 weeks before the Committee submits its letter.

F. The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.

G. A formal vote shall be taken on all promotion recommendations. The Personnel Committee Secretary shall maintain records of the Committee's deliberations.

H. The Personnel Committee and Department Chair shall both make independent written recommendations for promotion with justifications, and shall submit their letters directly to the Dean. After both letters are submitted, the Personnel Committee will provide its letter to the Department Chair and the candidate, and the Department Chair will provide their letter to the Personnel Committee and the candidate.

## **Article X**

### Reappointment of Principal Lecturers

Clause 1. General Criteria:

A. Principal Lecturers are subject to reappointment review in the penultimate year of a five-year contract, unless an earlier review is requested by the Department Chair or the Chair of the Personnel Committee. If reappointment review is not successful, the Principal Lecturer's contract shall not be renewed.

B. Appointment as Principal Lecturer is based on excellence in teaching and the exhibition of substantial contributions to the educational mission of the department (cf. X.2.D.1-2 below), unless otherwise specified and agreed upon in writing between the Principal Lecturer, the Personnel Committee, and the Department Chair. At any point during their contract term a Principal Lecturer may negotiate with the Personnel Committee and Department Chair additional areas of evaluation, including service, or research, or both. Additional areas of evaluation are not in lieu of excellence in teaching.

C. Principal Lecturers seeking reappointment are subject to peer review of teaching at the time of evaluation by one of the tenured Faculty. Principal Lecturers are expected to adhere to all University, College, and Departmental policies.

Clause 2: Reappointment:

A. The Chair of the Department and the Personnel Committee shall make separate reappointment recommendations to the Dean of the College according to the Procedure set forth in the *Faculty Manual*. The procedures for reappointment are as follows:

B. The Personnel Committee shall include all candidates for reappointment in the ongoing system of peer evaluation established by the Personnel Committee.

C. Candidates for reappointment may meet with the committee to discuss their candidacy and to respond to questions. Either the Personnel Committee or the candidate may request such a meeting.

D. The Personnel Committee will notify candidates for reappointment of the materials required for reappointment review and the method of submission at least four weeks in advance of the deadline to submit these materials.

(1) In all cases these materials should provide evidence establishing the candidate as a consistently excellent teacher. The material should include at least:

- a. A current curriculum vitae
- b. Student evaluation data and comments for all classes conducted during their most recent term as Principal Lecturer
- c. Any peer teaching evaluations conducted by a member of the Personnel Committee or by the Department Chair while serving as Principal Lecturer
- d. The most recent syllabus for each class taught while a Principal Lecturer
- e. A statement of teaching philosophy

(2) Additional evidence of teaching excellence and contributions to the educational mission of the department are strongly encouraged. These will vary from case to case,

but might include such things as:

- a. Important curricular contributions to the Department (classes created, teaching in critical, underrepresented areas, curricular initiatives undertaken, etc.)
- b. Teaching engagement with students outside the traditional classroom (independent study courses, student research projects, informal advising, etc.)
- c. Ongoing efforts to improve teaching through professional development, whether at Clemson or at external conferences/trainings
- d. Taking on additional sections as overload when needed

(3) Principal Lecturers who have formally negotiated additional means of evaluation with the Personnel Committee and the Department Chair should include evidence of productivity in those areas. Each case will vary, depending on the specifics of the revised contract. Evidence of productivity in the areas of service and/or research might include such things as:

- a. Service on department, college, and/or university committees
- b. Involvement in the Honors College
- c. Service as an advisor to a department, college, or university club
- d. Participation in academic conferences
- e. Peer-reviewed publications

E. The Personnel Committee shall solicit comments on the reappointment of Principal Lecturers from all other Principal Lecturers.

F. The Chair of the Department may be invited to meetings of the Personnel Committee to provide information about candidates as requested.

G. A formal vote shall be taken on all reappointment recommendations. The Personnel Committee Secretary shall maintain records of the Committee's deliberations.

H. The Personnel Committee and Department Chair shall both make independent written recommendations for reappointment with justifications, and shall submit their letters directly to the Dean. After both letters are submitted, the Personnel Committee will provide its letter to the Department Chair and the candidate, and the Department Chair will provide their letter to the Personnel Committee and the candidate.