

MEMORANDUM OF REVIEW AND APPROVAL

TO: Faculty and Staff
FROM: The Office of the Provost
SUBJECT: Document Review and Approval for

College:

Department:

1. In accordance with the most recent edition of the Clemson University *Faculty Manual*, the attached document has been reviewed for compliance with the *Faculty Manual*. The validation checklist and comments are appended.

Francis McGuire

Faculty Manual Consultant

2. I certify that the Faculty of the department have approved the attached Tenure, Promotion and Reappointment document on _____ I have reviewed the attached document and concur with the faculty's approval.

Cameron Bushnell

3. I have reviewed the attached Tenure, Promotion and Reappointment document and approve.

Nicholas Vazsonyi

Dean,

4. I have reviewed the attached Tenure, Promotion and Reappointment document and approve their immediate use.

Robert J. Jones

Executive Vice President for Academic Affairs and Provost

5. Previous or unsigned versions of this document are obsolete.

Note from Provost approval: The **yellow highlighted sections** that refer to non tenure track faculty deciding promotions of non tenure track faculty is excluded from approval. Please edit when the guidance from Faculty Senate is provided Spring 2024

Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2023-2024 Faculty Manual

Department: Interdisciplinary Studies

Date August 17,2023

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

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 Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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			
5 a. * 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		
6fi. * 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		
8fi* 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		
8gi.* including feedback from principal lecturers	Ch V, D1g	X		

Procedures and committee structure of departmental TPR committees, adhering to *Faculty Manual* 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 *Faculty Manual* 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 selecting 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		

Comments

College of Arts & Humanities (CAH)

Department of Interdisciplinary Studies (IDS)

Guidelines for Tenure, Promotion and Reappointment (TPR)

These guidelines provide consistent policies and procedures for tenure, promotion, and reappointment within the Department of Interdisciplinary Studies (IDS). The guidelines aid the Tenure Promotion and Reappointment (TPR) Committee described herein and the Department Chair to make recommendations regarding tenure, promotion, and reappointment across all faculty ranks. These guidelines also help each faculty member understand the process and thus achieve their full potential at Clemson. The procedures and suggested levels of accomplishment will be used to make fair and objective evaluations of a faculty member's candidacy for tenure, promotion, or reappointment. They will also be used to gauge performance and progress toward these goals.

These guidelines supplement the Clemson University Faculty Manual and CAH bylaws. Changes to these guidelines must be approved by the voting membership of the IDS faculty, the CAH dean, and the provost.

Structure of the TPR Committee

The TPR committee shall consist of all Core Faculty members in the Department above the rank of Lecturer with a full-time appointment at the University. At this time, the Department does not utilize Research, Extension, Clinical Faculty, or ROTC Faculty. For the purposes of this TPR document, the hierarchy of ranks is as follows: Professor, Associate Professor, Assistant Professor, Principal Lecturer, Senior Lecturer, Lecturer, and Professor of Practice. Each rank reviews and recommends faculty members at a lower rank for promotion, reappointment and, if relevant, tenure. Those at the Professor rank review the tenure, promotion, and reappointment of faculty members at lower ranks. Those at the Associate Professor rank review and recommend the tenure, promotion, and reappointment of faculty members at lower ranks. Those at the Assistant Professor rank review and recommend the promotion, and reappointment of faculty members at lower ranks. Those at the Principal Lecturer rank review the promotion and reappointment of Senior Lecturers and Lecturers. Those at the Senior Lecturer rank review the promotion and reappointment of Lecturers. Those at all ranks other than Professor of Practice review Professors of Practice for reappointment.

The TPR Committee shall elect its TPR Chair at its first meeting of the academic year.

The Committee must have a minimum of three departmental members at the rank reviewing and recommending tenure, promotion, and reappointment at the lower ranks. For example, at least three Professors are required to review and recommend promotion from Associate Professor to Professor. At least three Associate Professors or Professors are required to review and recommend promotion of Assistant Professors to Associate Professor. At least three Associate Professors and Professors are required to make recommendations regarding promotion or reappointment at lower ranks.

As indicated in the Faculty Manual, when the TPR Committee does not have enough faculty members to make reviews and recommendations for tenure, promotion, and reappointment at the lower ranks, the TPR Chair, with the assistance of the IDS Advisory Committee, shall identify eligible committee members in a related discipline. This slate of eligible members shall be voted on or affirmed by the TPR Committee's members.

The Department Chair may not appoint committee members.

Each TPR committee may form subcommittees, drawn from its own members, as needed to complete reviews and recommendations.

With approval of the TPR Committee, the TPR Chair may identify additional TPR Committee members from outside IDS when doing so will ensure fair and unbiased reviews and recommendations for underrepresented categories, such as discipline, race, or gender.

Procedures of the TPR Committee

Information for Candidates for Promotion, Tenure, and Reappointment

The policies and procedures for appointment, reappointment, promotion, and tenure shall be in accordance with the Clemson University Faculty Manual.

At the beginning of each academic year, the Department Chair will provide the faculty with a timetable of committee deadlines for submitting materials relating to requests for reappointment, tenure and/or promotion. On or before the specified deadline, a faculty member who believes their credentials qualify for consideration for reappointment, tenure, and/or promotion will submit to the Department Chair a written request with the appropriate supporting documentation.

External Letters for Promotion to Associate Professor or Professor

External letters of review are required for promotion to Associate Professor and Professor. The Department will solicit up to six letters via the following process.

1. The candidate for promotion will provide six names of possible outside reviewers to the TPR Committee.
2. The TPR Committee will provide a list of six additional possible outside reviewers.
3. The Department Chair will select three reviewers from each provided list, for a total of six letters from external reviewers.

TPR Process of Conducting Reappointment and Promotion Reviews

Annual Review of Assistant Professors: The TPR committee will appoint two committee members at the rank of Associate Professor or higher in the Assistant Professor's academic specialty, when possible, to write their annual review. Drafts of these letters will be presented to the full TPR committee for review/discussion, revision (if necessary), and approval.

Fourth-Year Review of Assistant Professors: At the beginning of the Assistant Professor's fourth year of progress toward promotion (accounting for approved extensions), the TPR committee will appoint two committee members at the rank of Associate Professor or higher in the Assistant Professor's academic specialty, when possible, to write their third-year review, which assesses the first three annual evaluations. Drafts of these letters will be presented to the full TPR committee for review/discussion, revision (if necessary), and approval. The approved TPR letter will move forward to the Dean's office.

Promotion to Professor: The TPR committee will appoint two committee members at the rank of Professor and in the Associate Professor's academic specialty, when possible, to write their

promotion review letter. Drafts of these letters will be presented to the Professors on the TPR committee for review/discussion, revision (if necessary), and approval.

Promotion to Associate Professor: The TPR committee will appoint two committee members at the rank of Associate Professor or higher in the Associate Professor's academic specialty, when possible, to write their promotion review letter. Drafts of these letters will be presented to the full TPR committee for review/discussion, revision (if necessary), and approval.

Promotion to Principal Lecturer: The TPR committee will appoint two committee members at the rank of Principal Lecturer or higher and in the Principal Lecturer's academic specialty, when possible, to write their promotion review letter. Drafts of these letters will be presented to the Principal Lecturers on the TPR committee for review/discussion, revision (if necessary), and approval.

Promotion to Senior Lecturer: The TPR committee will appoint two committee members at the rank of Senior Lecturer or higher and in the Lecturer's academic specialty, when possible, to write their promotion review letter. Drafts of these letters will be presented to the Senior Lecturers and those of higher rank on the TPR committee for review/discussion, revision (if necessary), and approval.

Reappointment of Lecturers: The TPR committee will appoint two committee members in the Lecturer's academic specialty, when possible, to write their annual review. Drafts of these letters will be presented to the full TPR committee for review/discussion, revision (if necessary), and approval.

Reappointment of Professors of Practice: The TPR committee will appoint two committee members in the Professor of Practice's professional or academic specialty, when possible, to write their annual review. Drafts of these letters will be presented to the full TPR committee for review/discussion, revision (if necessary), and approval.

Review and Reappointment Letter Template

This template is used to draft annual review and reappointment letters for faculty members. It may be adjusted by TPR reviewers depending on the rank and particular circumstances of the person being reviewed or reappointed. Some categories may not be relevant across all ranks, depending on the nature of the person's assignment.

Annual Review of Faculty Members Department of Interdisciplinary Studies

Name:

Start Date:

Current Rank:

Teaching Load:

Review Year:

If Tenure-Track, Penultimate Year:

Unless otherwise requested, list the accomplishments during the current year. Not all categories will be necessary for all ranks.

I. Teaching/Learning

Courses taught this year (by semester):

Teaching evaluation summary plus at least two other measures of teaching (new course: development, professional development courses, peer observations, course materials, significant redesign of courses, innovative delivery, measures of improved student engagement):

Chairing BA, MA, & PhD Committees (by category):

Membership on BA, MA & PhD committees:

Independent studies:

Advising and recruitment:

Teaching awards:

Other forms of mentorship:

Comments

II. Research

Publications—current year (list title and publication information, whether peer reviewed):

Publications in press or accepted (list title and publication information, whether peer reviewed):

Scholarship of publishing (journal editorships, series editorships, conference chairing, content curation, directing presses):

Exhibitions and curatorship:

Performances:

Musical compositions or arrangements:

Installations:

Non-print publications:

Publications in years since last promotion (if applicable):

Conference presentations in current year (list full information):

Invited presentations:

Conference presentations in previous years:

Grants (funding source and amount—use this format:

Agency/Title of Grant:

Duration of Funding (Dates):

Total amount of award: \$

Your Role (PI or Co-PI):

If Co-PI, state how much of the total funding you are directly responsible for:

Work in Progress

Comments

III. Service and Engagement

Department of Interdisciplinary Studies

College

Clemson University

Extension

Profession

Community

Public

Comments

Summary Comments

Evaluation Criteria

Promotion to each rank has unique criteria.

Requirements for Advancement to the Rank of Professor

Summary: Candidates for tenure and/or promotion to Professor are expected to attain national and international recognition with a sustained record of scholarly or creative achievements in leading venues since promotion to Associate Professor, significant achievements in teaching and mentoring students, and service or administrative leadership in the department, college, and/or university as well as across professional and disciplinary networks.

Evidence for Promotion

Research, Scholarship, and Creative Endeavors: The successful candidate will have a consistent and sustained record of accomplishment, including books or monographs, edited collections, and journal special issues, articles in peer-reviewed print or online journals, chapters in edited collections, conference presentations, exhibitions or installations, the scholarship of publishing, and/or other work that contributes to the intellectual discourses and practices of their field(s). Additional evidence for promotion in research and creative endeavors may include accomplishments listed below under the heading “Evidence of Research, Scholarship, and Creative Endeavors.”

Teaching: The successful candidate will be an effective and model teacher. When the scholarship of teaching is the primary basis for promotion, the candidate’s record should include teaching awards; significant curriculum development and innovation; and publication of scholarly work on teaching, textbooks, or other pedagogical materials in peer-reviewed venues. In areas with graduate programs, the record should include chairing and serving on the committees of Master’s or PhD students. Additional evidence for promotion in research and creative endeavors may include accomplishments listed below under the heading “Evidence of Teaching and Mentoring.”

Service and Engagement: Service includes a record of leadership and participation in local academic governance, including administration, advising, and mentorship. Administrative appointments at the department, college, or university levels should weigh strongly in a candidate’s favor. Engagement is defined as scholarly and public work beyond the university and serving the broader interests of the local, national, or international community. Engagement should be meaningful and impactful. Additional evidence for promotion in service and engagement may include accomplishments listed below under the heading “Evidence of Service and Engagement.”

Requirements for Advancement to the Rank of Associate Professor

Summary: Candidates for tenure and/or promotion to Associate Professor are expected to attain local or national recognition with significant achievements in teaching, with a consistent and increasingly focused record of scholarly or creative achievements, and with some professional, school, college, or university service. Reappointment requires consistent progress toward meeting the tenure and promotion criteria.

Evidence for Promotion

Research, Scholarship, and Creative Endeavors: The successful candidate will have a consistent record of accomplishment, including a book or monograph and/or significant quantity of peer-reviewed and impactful publications in print or online journals or edited collections, conference presentations or invited lectures, exhibitions or installations, the scholarship of publishing, and/or other creative work that contributes to the intellectual discourses and practices of their field(s). Additional evidence for promotion in research, scholarship, and creative endeavors may include accomplishments listed below under the heading “Evidence of Research, Scholarship, and Creative Endeavors.”

Teaching: The successful candidate will be an effective and committed teacher. When the scholarship of teaching is the primary basis for promotion, the candidate’s record should include teaching awards; significant curriculum development and innovation; and publication of scholarly work on teaching, textbooks, or other pedagogical materials in peer-reviewed venues. In areas with graduate programs, the record should include chairing and serving on the committees of Master’s or PhD students. Additional evidence for promotion in research, scholarship, and creative endeavors may include accomplishments listed below under the heading “Evidence of Teaching and Mentoring.”

Service and Engagement: Service should include a record of serving in local academic governance, including advising, and mentorship. Administrative appointments at the department, college, or university levels should weigh strongly in a candidate’s favor. Engagement is defined as scholarly and public work beyond the university and serving the broader interests of the local, national, or international community. The candidate should show signs of increasing professional or public engagement, such as serving on editorial boards, reviewing books, articles, or conference proposals, or contributing to other professional or public projects. Additional evidence for promotion in service and engagement may include accomplishments listed below under the heading “Evidence of Service and Engagement.”

Requirements for the Promotion and Reappointment of Principal Lecturer

Candidates may be considered for promotion to Principal Lecturer after their fourth full year as a Senior Lecturer. Candidates for promotion to Principal Lecturer combine effective instruction with additional significant contributions to the mission of the University. Evidence for promotion in effective instruction may include accomplishments listed below under the heading “Evidence of Teaching and Mentoring.” Evidence for promotion in service and engagement may include accomplishments listed below under the heading “Evidence of Service and Engagement.”

Accomplishments in research, scholarship, and creative endeavors are not required for promotion to Principal Lecturer but may be considered additional evidence of significant contributions to the mission of the University. Principal Lecturers are evaluated for reappointment in the fourth year at this rank and every five years thereafter. Reappointment requires performance at a level commensurate with the rank of Principal Lecturer.

Requirements for the Promotion and Reappointment of Senior Lecturer

Candidates may be considered for promotion to Senior Lecturer after their fourth full year as a Lecturer, with equivalent experience at Clemson or another institution counting. Candidates for promotion to Senior Lecturer combine effective instruction with additional significant contributions to the mission of the University. Evidence for promotion in effective instruction may include accomplishments listed below under the heading “Evidence of Teaching and Mentoring.” Evidence for promotion in service and engagement may include accomplishments listed below under the heading “Evidence of Service and Engagement.” Accomplishments in research, scholarship, and

creative endeavors are not required for promotion to Senior Lecturer but may be considered additional evidence of significant contributions to the mission of the University. Senior Lecturers are evaluated for reappointment after their second year at this rank and every three years thereafter. Following a Senior Lecturer's fourth year of service, the department chair and TPR committee shall conduct a comprehensive review of the Senior Lecturer either in response to a request for promotion to Principal Lecturer or to advise the Senior Lecturer of progress toward promotion to Principal Lecturer. Reappointment requires performance at a level commensurate with the rank of Senior Lecturer.

Requirements for the Reappointment of Professor of Practice

The performance of Professors of Practice will be evaluated for reappointment annually. A Professor of Practice will contribute to the department's and college's academic mission by sharing professional experiences through teaching or research activities.

Evidence of Accomplishment in Teaching and Mentoring

All faculty members must be competent, effective, and professional teachers. To be considered for promotion and/or tenure, candidates must submit evidence of teaching effectiveness or performance. Such evidence of teaching performance may include the following:

- Peer observation.
- Syllabi and educational materials.
- Student work.
- Supervision of independent or directed studies, and individual research projects, such as honors.
- Supervision of graduate thesis and dissertation and participation in committees.
- Awards or special recognitions for teaching.
- Pedagogical innovations; development of new courses and other teaching initiatives.
- Recruitment and retention of undergraduate and graduate students— material collected from exit interviews by the department head and program director.
- The results of standard university student course evaluations.
- Documentation of academic advising.

Evidence of Accomplishment in Research, Scholarship, and Creative Endeavors

All tenure-track faculty members must demonstrate accomplishment and continued promise in peer-reviewed research, scholarship and/or creative endeavors. Candidates may document as evidence of research, scholarship, and creative endeavors the following products and activities, including but not limited to the following:

- Books and Monographs – as author, editor, co-author, and/or co-editor
- Book Chapters – as author, editor, co-author, and/or co-editor
- Journal Articles – as author and co-author
- Conference Presentations – as author and co-author
- Scholarship of Publishing (editing book series, journals, community/professional blogs/vlogs, curating content, chairing conferences, directing presses)
- Exhibitions
- Exhibition Curatorship
- Book or Exhibition Reviews
- Design Competitions
- Performances

- Musical Compositions or Arrangements
- Non-print Publications (musical recordings, software, video, multi-media productions, websites, etc.)
- Funded Research Projects
- Other products and activities will be considered if they are peer-reviewed, juried, or professionally evaluated, and are of similar academic value to those accomplishments listed above.

Evidence of Accomplishment in Service and Engagement

All full-time faculty in the department, regardless of rank, are expected to participate in the maintenance and advancement of the missions of the department, college, university, and profession. Contextual issues such as teaching load, scope of assigned administrative responsibilities, and opportunities for service will be considered and evaluated in the context of the candidate's assignment.

Contributions may be documented through organizational minutes or agendas, letters of recognition and/or appreciation, recognized authorship of professional documents or technical reports, invited presentations, awards, or through publication of related reports or distributed literature. Candidates may document as evidence of service the following products and activities including but not limited to the following:

- Contributions to scholarly and professional associations and the broader discipline
 - leadership in national and international professional organizations
 - serving on professional committees and as officers of associations
 - journal editorship and membership on editorial boards
 - engagement as peer-reviewer (e.g. paper submissions, competition entries)
 - conference chair or workshop convener at national or international level
 - invited talks and presentations to professional groups
 - activities in state organizations or substantial contributions to state work (i.e., policy-making or professional literature)
- Contributions to the university through university, college, and department committees and administrative activity
 - administrative appointments in the department, college, or university
 - facilitator of a school, college or university development prospect
 - chairing committees, commissions, or councils
 - membership on college and university committees, commissions, or councils
 - serving as student advisors, committee chairs, or readers on MA and PhD committees
 - service activity and projects that build opportunities for students (paid work, internships, classroom opportunities, service learning.)
 - recipient of academic service awards
 - mentoring of faculty/lecturers
- Contributions through applications of professional expertise
 - invited speaker or design juror at peer institution
 - uncompensated consultation with agencies or organizations (local, state, regional, international)
 - consultation or training at the local, regional, or state level
 - e.g., training of public officials and facilitation of continuing education short courses
 - contributes to field-oriented research projects

- Invited class presentations
- Contributions to the community at large. It may range from service to the local community to service on an international level.
 - performing community services
 - contributes professional expertise to the community
 - professional practice with, and advising to individuals and groups

Department of Interdisciplinary Studies

Guidelines for Post-Tenure Review (PTR)

Overview

All tenured faculty undergo post-tenure annual performance reviews to be conducted during the spring semester. The Department Chair initiates this process by informing the PTR committee of any faculty members who have received more than one rating of “fair,” “marginal,” or “unsatisfactory” in the previous five annual performance ratings and thus subject to Part II of Post-Tenure Review. Faculty receiving no more than one rating of “fair,” “marginal,” or “unsatisfactory” in the previous five annual performance ratings automatically receive a Post-Tenure Review rating of “satisfactory.”

Structure of the Post-Tenure Review Committee

The PTR Committee consists of three tenured faculty members elected by the department. Faculty members currently in Part II of Post-Tenure review are not eligible to serve on the PTR Committee. If the department does not have enough tenured faculty members to constitute a PTR Committee, the Tenure, Promotion, and Reappointment Committee will elect regular faculty members from other departments who are tenured to serve on the PTR Committee. When the faculty member being reviewed chooses to use an outside external reviewer (see section “Procedures for Post Tenure Review,” Part II), the PTR Committee will include this fourth member only for that particular case. The PTR Committee will elect its own chair.

The Purpose of Post-Tenure Review

Post-Tenure Review differs in both intent and spirit from evaluation for promotion, reappointment, and tenure. Post-Tenure Review does not re-initiate the process of tenure evaluation. Instead, Post-Tenure Review aims to develop and improve performance, thus ensuring that a faculty member discharges conscientiously and with professional competence the duties appropriately associated with their position.

Evaluation Criteria

Post-Tenure Review shall be based on the performance and activity appropriate to the current rank. The context of the review, however, must be consistent with assigned duties and direction provided through annual evaluations. The review will be consistent with the rules and guidelines as set forth in the Faculty Manual.

A rating of “Satisfactory” will require a consistent record of demonstrable performance that is at least acceptable for a peer in that rank. Failure to achieve the level required for a “Satisfactory” rating will result in a rating of “Unsatisfactory.”

Procedures for Post Tenure Review

Part I. The Chair shall inform the appropriate faculty member that they are subject to Post-Tenure Review in the coming academic year, in accordance with the guidelines in the Faculty Manual. All tenured faculty members receiving no more than one (of their last five) annual performance rating 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 Post-Tenure Review. Periods of sick leave, sabbatical leave, or leave without pay will be excluded from this five-year period. Faculty who give birth, father, or adopt a child during any five-year period may, at their request, receive a one-year extension of PTR.

Part II. Per the Faculty Manual, the faculty member undergoing Part II of PTR must provide, at a minimum, the following documents to the PTR committee and the department chair: a recent copy of their curriculum vita (paper or electronic); a summary of student assessment of instruction for the last five years including a summary of statistical ratings from student assessments of instruction (if appropriate to the individual's duties); a plan for continued professional growth; detailed information about the outcomes of any sabbatical leave awarded during the preceding five years; one of the following options chosen by the faculty member: 1) the names of six referees outside the department whom the PTR committee could contact for references; or 2) a faculty member or professional equivalent from outside the department; and any other documents relevant to the review.

The Department Chair must provide the PTR committee with copies of the faculty member's annual performance reviews covering the preceding five years and a statement of the percentage allocation of assigned duties.

The role and function of each faculty member, as well as the strength of the overall record, will be examined by the PTR committee. If the faculty member subject to PTR Part II chooses external reference letters, the PTR committee must obtain a minimum of four reference letters of which at least two must come from the list of six submitted by the faculty member. If the faculty member prefers to include a faculty member or professional equivalent from outside the department, the PTR committee will add an additional member to the committee from among those of the Professor rank in CAH or a discipline closely related to the faculty member's. The faculty member may submit a list of names of potential external committee members. The PTR committee will decide on a candidate from the reviewee's list if provided or by selecting an extra reviewer on their own if a list is not provided or is exhausted. The Chair of the PTR committee will request their service.

The PTR committee will provide a written report to the faculty member. The faculty member will be given at least two weeks to provide a response to the PTR committee. Both the committee's initial report and the response of the faculty member will be given to the Dean of the College. The Department Chair will submit an independent written report to the faculty member, who will then have two weeks to provide a response. The Chair's original report and the faculty member's response will be forwarded to the Dean of the College. The ratings of either Satisfactory or Unsatisfactory will be used in all stages of the review by the PTR committee and the Chair. If both the PTR committee and the Chair, or either the PTR committee or the Chair, rates the candidate as Satisfactory, the candidate's final rating shall be Satisfactory. If the candidate's final rating is Satisfactory, the Dean will forward that information to the Provost in summary form without appending any candidate materials. If both the PTR Committee and the Chair rate the candidate as Unsatisfactory, the candidate's final rating shall be Unsatisfactory.

Procedures

Before beginning deliberations, the PTR committee shall meet with the faculty member being reviewed to discuss the possible outcomes of the evaluation: "Satisfactory" or "Unsatisfactory." If the PTR committee has reason to suspect a possible "Unsatisfactory" evaluation, the PTR committee will inform the faculty member in writing at least one week prior to the previously mentioned meeting. This letter will identify problem area(s) to be examined and include a brief description of the reason(s) the faculty member's work may be unsatisfactory.

PTR and Department Chair Reports

The review by the Department Chair shall be separate from that of the PTR committee. The PTR committee and Chair will provide copies of their reports to the faculty member, who shall be given

two weeks to provide a response to each report. Both the PTR committee's and the Chair's reports, along with any response submitted by the faculty member, will be forwarded simultaneously to the Dean of the College. As stated in the Faculty Manual, a final evaluation of "Unsatisfactory" is permissible only if both the PTR committee and the Department Chair have given an "Unsatisfactory" to the faculty member.

Remediation

If the faculty member receives a final rating of "Unsatisfactory," a remediation plan to correct deficiencies detailed in the PTR reports will be outlined in accordance with the policy described in the Faculty Manual and summarized here:

1. Remediation must occur when individuals receive a rating of Unsatisfactory so there is time to correct deficiencies detailed in the PTR reports.
2. The Department Chair in consultation with the PTR committee and the faculty member will provide a list of specific goals and measurable outcomes the faculty member should achieve in each of the next three calendar years following the date of formal notification of the unsatisfactory outcome.
3. The University will provide reasonable resources (as identified in the PTR reports and as approved by the Chair and the Dean) to meet the deficiencies.
4. The Chair will meet at least twice annually with the faculty member to review progress.
5. The faculty member will be reviewed each year by the PTR committee and the Chair, both of whom shall supply written evaluations.
6. At the end of the three-year period, another post-tenure review will be conducted.
7. If the outcome is again Unsatisfactory, the faculty member will be subject to dismissal for unsatisfactory performance.
8. Dismissal for Unsatisfactory Professional Performance, when recommended, will be subject to the rules and regulations outlined in the Faculty Manual.
9. If the review is Satisfactory, then the normal five-year annual performance review cycle will resume.