



Department TPR and PTR Documents Routing Sheet
Requirements based on 2022-2023 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:

Empty checkbox

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 \_\_\_\_\_

Large empty rectangular box for comments

Dean

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

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

Large empty rectangular box for comments

Provost

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

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

Large empty rectangular box for comments

**Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2022-2023 *Faculty Manual***

**Department: Plant and Environmental Sciences**

**Date**

3/31/2023

*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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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			
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 (Can delay until Aug 1, 2021)	Ch IV, B2e; Ch V, C2d	X		
6g, i	* including feedback from principal lecturers	Ch V, D1g	X		
6g, ii	* at least every five years and in penultimate year	Ch V, C2d, i	X		
6h	* Professor of Practice	Ch IV, B2e			X
7	Qualifications (criteria) for promotion	Ch V, C4a, i			
7a	* to associate professor	Ch IV, B1f, iii	X		
7b	* to full professor	Ch IV, B1f, iv	X		
7c	* research faculty ranks	Ch IV, B1e	X		
7d	* extension faculty ranks	Ch IV, B1e	X		
7e	* clinical faculty ranks	Ch IV, B1e			X
7f	* to senior lecturer	Ch IV, B1e & B2i, iv(3),(b)	X		
7g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B1e & B2i, iv(4),(b)	X		
8	Processes for promotion	Ch V, D1c			
8a	* to associate professor	Ch V, D1c	X		
8b	* to full professor	Ch V, D1c	X		
8c	* research faculty ranks	Ch V, D1c	X		
8d	* extension faculty ranks	Ch V, D1c	X		
8e	* clinical faculty ranks	Ch V, D1c			X
8f	* to senior lecturer	Ch IV, B2i, iv(3),(b)	X		
8f, i	* including feedback from senior and principal lecturers	Ch V, D1g	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		

# Department of Plant and Environmental Sciences Guidelines for Reappointment, Tenure, Promotion, and Post-Tenure Review

## **TABLE OF CONTENTS**

Purpose

Governing Documents

Committee Organization

Committee Responsibilities and Procedures

Preparation of TPR Packet Materials

Criteria Standards for Tenure, Promotion and Reappointment

Post-Tenure Review

Procedure for Amendment or Revision of Guidelines

## **PURPOSE**

These guidelines are provided to foster a consistent philosophy of tenure, promotion, and reappointment in the department of Plant and Environmental Sciences (PES). The general procedures, elements to be considered, and suggested levels of accomplishment, and methods of documentation provided herein should be used by the PES Tenure, Promotion, and Reappointment (TPR) committee to provide a policy for fair, objective, and consistent evaluation of a faculty member for either tenure, promotion, or reappointment. Faculty members can use these guidelines to gauge performance and progress toward these goals and to ensure professional development consistent with the objectives and priorities of Clemson University. These guidelines are a requirement of the University and are provided to improve the tenure, promotion, and reappointment process and to serve as an operational procedure for the candidate, committee, and administrators.

These guidelines and procedures shall be made available to the chair and faculty of the PES department, the dean of the College of Agriculture, Forestry, and Life Sciences (CAFLS), the Provost of Clemson University, and any department, college, or university administrators. The aim of these guidelines is to provide a framework to support the success of all faculty. The timeline of events, which differs from the university timeline, aims to maximize a candidate's chance to be successful.

## **GOVERNING DOCUMENTS**

These guidelines and procedures are subject to the provisions stated in two governing documents. No interpretation presented in these guidelines may violate policies and procedures included in:

1. The current Clemson University Faculty Manual; and
2. The current PES Bylaws (Article VI, and section 2)

## **COMMITTEE ORGANIZATION**

### **TPR Committee Composition**

The TPR committee shall be composed of seven (7) tenured, regular faculty members, elected by the regular faculty to three (3)-year staggered terms. An individual may only serve one 3-year term and then must rotate off the committee for 3 years before serving again. The composition of TPR committee must meet all of the following criteria:

1. At least two members each with responsibilities in Teaching, Research, or Extension;
2. A minimum of one member from the Research and Education Centers and/or Institutes; and
3. A minimum of three members who hold the rank of professor.

### **Electing TPR Committee Members**

The department chair will hold elections for new TPR committee members by the end of Spring Semester. Candidates for election with the rank of Associate Professor or Professor may be nominated by department faculty or self-nominated. If the TPR committee cannot be fully populated from the faculty of the PES department (i.e., in the event of insufficient numbers of eligible faculty of rank), equivalent-rank candidates may be nominated from departments outside PES. The chair of the TPR committee shall be a tenured full professor; shall serve for one year with the option to serve a second term if he or she desires and is approved by majority vote of the other committee members. During the first two weeks of June, the TPR committee will select their chair and co-chair. The TPR chair and co-chair will be responsible for coordinating committee meetings, reviews of faculty for tenure, promotion, and reappointment and other duties as outlined in these Guidelines.

## **COMMITTEE RESPONSIBILITIES AND PROCEDURES**

### **Responsibilities**

- The equitable administration of tenure, promotion, and reappointment resides with the faculty candidate, TPR committee, department chair, college dean, and university administration officers. The department chair should ensure that requirements and procedures are known and understood by the faculty candidate, a procedure for peer evaluation is established, and the appropriate committees are formed.
- The TPR committee co-chair will keep a written record and/or recordings of all committee meetings, including supporting materials obtained that may be considered for an individual's tenure, promotion, or reappointment. The permanent minutes will be available in the department chair's office for accreditation assessment reviews.
- The TPR committee and the department chair are responsible for writing independent letters of recommendation for tenure, promotion, and reappointment of faculty candidates. These letters are to be addressed to the dean. The TPR committee and department chair do not have access to each other's letter until they both have been submitted to the dean.

- It is the candidate's responsibility to timely and effectively engage his or her mentoring committee. A mentoring committee shall meet with each untenured faculty member every year until a tenure decision is made. In addition to providing guidance to the faculty member, the mentoring committee shall write a letter after each meeting documenting the progress made in the faculty member's program. The letters are given to the mentee and are included in his or her TPR packet.
- The responsibility for providing complete and well-documented information in the correct format and meeting published deadlines resides with the faculty candidate. The TPR committee and the faculty candidate together will determine when the candidate is eligible for promotion and tenure based on the penultimate year declaration made at hiring (maintained in the dean's office). The Faculty Manual describes general qualifications for faculty appointments, descriptions for specific faculty ranks, procedures for renewal of appointment, tenure and promotion, and tenure policies.

### **Voting Procedures**

A vote on an individual's tenure, promotion, or reappointment requires the action (whether in-person or virtual) of all committee members (i.e., a quorum of the whole) unless the committee member is not of sufficient rank to vote on the promotion of a particular request for action. No faculty member shall participate as a committee member in the evaluation or review of his or her own case. Therefore, if a TPR committee member is being considered for promotion, the quorum requirement will be reduced by one member, and the member being considered is excused for only that action. For routine matters involving the TPR committee, more than 50% of the members will constitute a quorum provided it is presided over by the chair or, in his or her absence, the co-chair. Committee considerations for tenure, promotion, or reappointment will be based on the criteria set forth in the current Faculty Manual.

A TPR committee member cannot vote on a family member's reappointment, tenure, and promotion requests. Requests to not vote due to a separate conflict of interest will need approval from the TPR committee chair. If a TPR committee member thus does not vote, the quorum requirement will be reduced by one.

During the review process, formal candidate evaluation letters from regular faculty with an equivalent or higher rank are welcome but must be submitted by the last Friday in October. These letters will be included with the materials that will be reviewed by the dean and other administrators.

TPR committee decisions on recommendations for tenure, promotion, or reappointment will be based on a majority vote of the TPR committee members. The TPR committee's recommendations will include the result of the committee's majority vote and any supporting data for review at the appropriate administration levels.

### **Dates and Deadlines**

The Provost's Calendar of Dates and Deadlines for the coming year will be distributed to all faculty by email each year at the beginning of Fall Semester. This document will include specific dates regarding when materials are due to the TPR committee, the department chair, the dean, and the Provost.

Deadlines may differ for tenure and promotion review, reappointment for first-year candidates, reappointment for second-year candidates, and reappointment for third-, fourth-, and fifth-year candidates. Deadlines also may vary from year to year. All who are involved in the TPR process should review the current year deadlines carefully.

By or before the deadline, the candidate wishing to be considered for tenure, promotion, or reappointment should:

- (a) Notify the TPR chair on "intent to submit" by the deadline assigned by the Provost's Office. The declaration (i.e., through the designated faculty reporting portal) should include the candidate's CV and a list of potential external reviewers (for those seeking tenure and/or promotion review).
- (b) Schedule and present a department seminar summarizing his or her research, teaching, and/or Extension scholarship during the Spring or Fall semester (for those seeking tenure and/or promotion review).
- (c) Utilize the approved reporting system and upload correctly formatted information and sign his or her TPR packet by the deadlines established each year by the Provost's Office.

Tenure applications, once submitted, cannot be withdrawn.

### **Review and Recommendation of Requests for Adjunct and Graduate Faculty Status**

**Graduate Faculty Status:** The TPR committee will review requests for graduate faculty status appointments when formal requests are received from an applicant along with his or her CV and a letter of justification. Requests for graduate faculty status will be sent to the TPR chair. Applicants must have a terminal degree appropriate for the academic discipline or substantial relevant experience in the discipline. Majority vote of the TPR committee will determine granting graduate faculty status. The TPR committee will inform the department chair by letter of the decision and will copy the graduate program coordinator. The department chair will inform the dean by letter of the decision. Once the dean has approved the appointment of the applicant to graduate faculty status, the department chair will notify the applicant.

**Adjunct Faculty Status:** The TPR committee will review requests for adjunct faculty status appointments when formal requests are received from a sponsoring faculty member. Requests for adjunct status will be sent to the TPR chair by email along with a letter detailing expertise of candidate and contributions expected for research, Extension, or teaching from the sponsoring faculty. If approved, the TPR committee will forward a letter of request to the department chair indicating their intent to move forward with the adjunct faculty process. The department chair

will send the nomination notification and official request for documentation to the applicant. Once documentation is received, the department chair will provide copies to the TPR committee for review. After a majority vote, the TPR committee will submit the letter of decision to the dean, through the department chair, confirming the decision. All original documentation, along with HR paperwork, will accompany the letter to the dean. Once a decision is received by the dean, the department chair will notify the applicant.

### **Review and Recommendation of Regular Faculty for Reappointment, Tenure, and Promotion**

The TPR committee will review candidates with Regular Faculty rank in cases where a request for reappointment or promotion has been made.

Below are specific guidelines for different types of Regular Faculty.

- **Assistant Professor (Regular faculty, tenure track)**

*Qualifications of Reappointment:* Candidates for reappointment should have clearly demonstrated progress to his/her appointed competence in teaching, research, or Extension. This includes developing a good reputation outside of the university through publication and through presentation of scholarly results at meetings of regional and national educational or scientific organizations. The candidate must have displayed a willingness to perform service at the departmental level and for their relevant professional community, but this should be kept at a minimum. Success in acquiring competitive, external funding to support the candidate's departmental programs are expected in relation to appointment. Please refer to "Responsibilities" and "Preparation of TPR Packet Materials" and "Criteria Standards for Tenure, Promotion and Reappointment" for details.

*Process of Reappointment:* The candidate must meet deadlines in the Provost's Calendar of Dates and Deadlines and provide a complete and well-documented TPR packet in the correct format. The TPR committee will review the candidate's TPR Packet. TPR committee members may, as they consider necessary, confer with a candidate's co-workers or students. A draft letter of recommendation will be written and discussed by the committee. The committee decisions on recommendations will be based on a majority vote. A final Letter of Recommendation addressed to the dean by the committee will be written and signed by the committee chair and co-chair, and submitted by the chair to the dean.

In addition, an interim faculty review shall be conducted at the end of the third year for regular faculty members at the Assistant Professor rank. This review shall be made based on the TPR packet by the TPR committee chair, department chair, Associate Deans for Extension, research, and teaching (depending on the candidate appointment), and the dean. A summary letter shall be provided by the dean for inclusion in the TPR packet.



- **Untenured Associate Professor (Regular faculty, tenure track)**

*Qualifications of Reappointment:* An interim faculty review may be conducted at the end of the third year for regular faculty members at the Untenured Associate Professor rank. This review shall be made based on the TPR packet by the TPR committee chair, department chair, Associate Deans for Extension, Research, and Teaching (depending on the candidate appointment), and the dean. A summary letter shall be provided by the dean for inclusion in the TPR packet.

*Process of Reappointment:* Same as Assistant Professor (Regular Faculty - tenure track).

- **Associate Professor (Regular faculty, tenure track) and/or Tenure**

*Qualifications of Promotion to Rank:* The rank of Associate Professor and/or Tenure acknowledge a faculty member's valuable contribution to the university, potential for greater contribution, and mature professional standing. Promotion to this rank and awarding tenure will be considered only after an individual has clearly demonstrated his/her appointed competence in teaching, research, and Extension. Requirements for tenure are the same as for promotion to Associate Professor. A good reputation outside of the university must have been earned through publication and through presentation of scholarly results at meetings of regional and national educational or scientific organizations. The candidate must have displayed a willingness to perform service at the departmental level and for their relevant professional community. Successful efforts in acquiring funding from outside sources in support of their departmental programs are expected in relation to appointment. Colleagues of the candidate from other organizations should be aware of the candidate's achievements and should be able to provide testimony for his significant achievements from their viewpoint. The opinions of these colleagues should be solicited in evaluating the eligibility of an individual for promotion to this rank and awarding tenure. Specific criteria to consider are listed under "Criteria Standards for Tenure, Promotion and Reappointment".

*Process of Promotion to Rank:* The candidate must meet deadlines in the Provost's Calendar of Dates and Deadlines and provide a complete and well-documented TPR packet in the correct format. It is mandatory that the candidates give a departmental seminar summarizing their scholarship in research, teaching, and/or Extension during the Spring or Fall semester. The TPR committee will review the candidate's TPR packet and any other materials or resources it considers necessary. TPR committee members may, as they consider necessary, confer with a candidate's co-workers or students. A draft letter of recommendation will be written and discussed by the TPR committee. Committee decisions on recommendations for tenure and promotion will be based on a majority vote. A final Letter of Recommendation addressed to the dean by the TPR committee will be written and signed by the committee chair and retained by the chair while the TPR packet is passed on to the department chair for the next step of the review.

- **Full Professor (Regular faculty, tenured)**

*Qualifications of Promotion to Rank:* The rank of professor is the highest academic rank conferred by the university and provides recognition of achievements in his/her appointed research, teaching, or Extension, and the attainment of national and international recognition in one or more of these areas. The terminal degree, relevant experience, and continued significant scholarly/creative accomplishment are required. Achievements will be most visible in the publication record of the individual as found in major professional journals, books, and monographs, and in university publications, trade magazines, lay publications, and newspapers. This publication record is expected for research and Extension. It often is less visible for the individual who has responsibility primarily in teaching, though efforts in this direction are expected. Continued funding from outside sources in support of the candidate's departmental programs are expected in relation to appointment. Research projects should have received favorable reviews by peers as evidenced by continued support and publication.

Further evidence for nationally and internationally recognized achievements may be available from awards, invited participation in conferences, study panels, review boards, editorial duties, administrative assignments, or serving as an officer in professional societies. Emphasis is given to excellence in teaching, research, or Extension relative to the candidate's appointment. Continuing leadership within the various units of the university and in other organizations is expected. Colleagues of the candidate from other organizations should be aware of the candidate's responsibilities and achievements and should be able to provide testimony of significant achievements from their viewpoint. The opinions of these colleagues should be solicited in evaluating the eligibility of an individual for promotion to this rank. Specific criteria to consider are listed under "Criteria Standards for Tenure, Promotion and Reappointment".

*Process of Promotion to Rank:* The candidate must meet deadlines in the Provost's Calendar of Dates and Deadlines and provide a complete and well-documented TPR packet in the correct format. It is mandatory that the candidate give a departmental seminar summarizing their Research, Teaching and/or Extension scholarship during the Spring or Fall semester. The TPR committee will review the candidate's TPR packet and any other materials or resources it considers necessary. TPR committee members may, as they consider necessary, confer with a candidate's co-workers or students. A draft letter of recommendation will be written and discussed by the TPR committee. Committee decisions on recommendations for tenure and promotion will be based on a majority vote. A final Letter of Recommendation addressed to the dean by the TPR committee will be written and signed by the committee chair and retained by the chair while the TPR packet is passed on to the department chair for the next step of the review.

- **Endowed Chairs and Titled Professorships**

These positions are established in recognition of exceptional levels of achievement. The priorities placed on excellence in teaching, research, and/or Extension vary with the purposes of the particular professorship or chair. A University chair is normally funded by an endowment, which is the sole or primary source of the holder's remuneration. Holders of titled professorships are remunerated with state funds but receive salary supplements from endowments or from annual grants to the University. Procedures for appointment, requirements for retention of the titled professorship or endowed chair, and review cycle of those appointed to titled professors and endowed chairs are subject to Faculty Manual guidelines.

### **Review and Recommendation of Special Faculty for Reappointment and Promotion**

The TPR committee will review Candidates with Special Faculty rank in cases where a request for reappointment or promotion has been made based on criteria as outlined in his/her most recent employment letter (either initial offer letter if first year, or previous year's reappointment or promotion letter if other than the first year). The purpose of the annual evaluation is for the immediate supervisor to document her/his assessment of the annual performance and is independent of reviews for the purpose of reappointment and promotion. All activities are to be conducted in accordance with the schedule determined and distributed by the Provost's Office.

Below are specific guidelines for different types of Special Faculty.

- **Research Faculty**

*Qualifications of Reappointment:* Same as regular, tenure track faculty, but with the expectation, per the Faculty Manual, that 100% of salary and fringe benefits is derived from grant and contract funds, consistent with the terms of appointment.

*Process of Reappointment:* Assistant Research Professor: reappointment occurs every year until promotion. Associate Research Professor: reappointment occurs every three years until promotion. Research Professor: reappointment occurs every five years.

*Qualifications of Promotion:* Promotion to Associate Professor and Professor rank comes with expectations of superior department chair annual evaluations, recommendation by the TPR committee, and follows a similar timeline for regular, tenure track faculty.

*Process of Promotion:* Same as regular, tenure track faculty.

- **Extension Faculty**

*Qualifications of Reappointment:* Same as regular, tenure track faculty but with recognition of flexibility to maintain funding in accordance with the Faculty Manual.

*Process of Reappointment:* Assistant Extension Professor: reappointment occurs every year until promotion. Associate Extension Professor: reappointment occurs every three years until promotion. Extension Professor: reappointment occurs every five years.

*Qualifications of Promotion:* Promotion to Associate Professor and Professor ranks comes with expectations of superior department chair annual evaluations, recommendation by the TPR committee, and follows a similar timeline for Regular, tenure track faculty.

*Process of Promotion:* Same as Regular, tenure track faculty.

- **Lecturer**

*Qualifications of Reappointment:* Reappointment to the rank of lecturer shall be for one-year terms and may be renewed for a maximum of nine full academic years as long as the annual evaluation by the departmental chair is of fair or better and reappointment is recommended by the TPR committee.

*Process of Reappointment:* The TPR committee shall solicit an evaluation from a Senior Lecturer and/or Principal Lecturer. If a Senior or Principal Lecturer is not available in the department, then one with similar background from another department will be recruited. Following a lecturer's fourth year of service, the department chair and the TPR committee shall conduct a comprehensive review of the lecturer either in response to a request for promotion to Senior Lecturer or to advise the lecturer of progress towards promotion to Senior Lecturer.

- **Senior Lecturer**

*Qualifications of Reappointment:* Reappointment to the rank of Senior Lecturer shall be for three-year terms and may be renewed as long as the annual evaluation by the departmental chair is of fair or better and reappointment is recommended by the TPR committee. If the candidate receives more than one annual evaluation of poor, the candidate will receive a one-year's notice of non-reappointment before July 15 of the penultimate year.

*Process of Reappointment:* Senior lecturers will submit reappointment requests in the penultimate year of their appointment. The TPR committee shall solicit a recommendation from a Senior Lecturer and/or Principal Lecturer. If a Senior or Principal Lecturer is not available in the department, then one with similar background from another department will be recruited.

*Qualifications of Promotion:* Senior lecturer is the special faculty rank that may be applied for after four full academic years of service by a lecturer; equivalent experience at Clemson may be counted towards the four-year service requirement. Senior lecturers shall have no administrative duties inconsistent with those of regular faculty. The senior

lecturer appointment is intended to recognize the efforts, contributions, and performance of effective instruction.

*Process of Promotion:* The TPR committee will identify a Senior Lecturer and/or Principal Lecturer to review and evaluate the candidate's package for the TPR committee to consider. If a Senior or Principal Lecturer is not available in the department, then one with similar background from another department will be recruited.

- **Principal Lecturer**

*Qualifications of Reappointment:* Reappointment to the rank of principal lecturer shall be for five-year terms and may be renewed as long as the annual evaluation by the departmental chair is of fair or better and reappointment is recommended by the TPR committee. If the candidate receives more than two annual evaluations of poor, the candidate will receive a one-year's notice of non-reappointment before July 15 of the penultimate year.

*Process of Reappointment:* Principal lecturers will submit reappointment requests in the penultimate year of their appointment. The TPR committee shall solicit an evaluation from a Principal lecturer. If a Principal Lecturer is not available in the department, then one with similar background from another department will be recruited.

*Qualifications of Promotion:* Principal lecturer is the special faculty rank that may be applied for after four full academic years of service by a senior lecturer; equivalent experience at Clemson University may be counted towards the four-year service requirement. Principal lecturers shall have no administrative duties inconsistent with those of regular faculty. The principal lecturer appointment is intended to recognize the distinguished reputation for exemplary instruction in their assigned body of work.

*Process of Promotion:* The TPR committee will identify a Principal Lecturer to review and evaluate the candidate's package for the TPR to consider. If a Principal Lecturer is not available in the department, then one with similar background from another department will be recruited.

- **Clinical Faculty** PES does not appoint Clinical Faculty; therefore, corresponding guidelines for review and promotion are not applicable.
- **Professor of Practice** PES does not appoint Professors of Practice; corresponding guidelines for review and promotion are not applicable.

**Additional Requirements for Special and Regular Faculty with joint faculty status.**

In the situation where a faculty member holds a partial but majority appointment (greater than 50%) in the PES department, a letter of review must be provided by the chair or director of the

minority department or school in the TPR packet. The TPR chair is to request a formal letter of evaluation from the chair or Director of the minority department or school regarding reappointment, tenure, or promotion, and this letter is to be sent directly to the TPR committee.

### **Interaction with the Department Chair**

As per the Faculty Manual, the TPR committee and the PES department chair conduct recommendations for appointment, renewal of appointment, tenure, and promotion independently. The PES department chair can serve as a resource for the TPR committee but may not participate in deliberations of the TPR committee. The PES department chair and the TPR committee will exchange written recommendations on tenure, promotion, and reappointment once both have been completed. The PES department chair shall provide the CAFLS dean with both recommendations, supporting evaluation, and candidate's dossier.

### **Criteria Standards for Tenure, Promotion or Reappointment**

At the time of hiring, particular elements to be emphasized by the faculty member and any specific requirements should be documented in writing. Consideration and evaluation of the faculty member will be based primarily on assigned responsibilities, performance and accomplishments since employment with Clemson University, and performance of each candidate since last review or promotion. Evaluation elements that may be considered, if applicable, are:

- A. Possession of Terminal Degree
- B. Quality of Educational Contribution
  1. Presentation of clear, well-organized information at a level appropriate for the class and demonstration of mastery of the subject matter within the framework of current scientific knowledge.
  2. Effectiveness as a teacher in the classroom and laboratory with fair, objective grading and attention to course administration.
  3. Effectiveness in teaching methods and improvement of existing courses.
  4. Development of new courses or curricula.
  5. Participation in student advising.
  6. Direction of student research (when appropriate).
  7. Serving on graduate committees.
  8. Development of a scholarly rapport with the students.
  9. Reputation in the academic community.
  10. Publication relative to teaching methodology, effectiveness, or course content.
  11. Professional growth and development through educational meetings, workshops, formal courses, and constructive sabbaticals.

C. Research Accomplishment

1. Regular submission, approval, and initiation of research proposals for state, federal, or other grant funding.
2. Timely progress in accomplishment of research schedules in approved projects.
3. Leading graduate and/or undergraduate students in research.
4. Publication of research information in professional journals and books in the field of specialization and citation of that published research by other scientists.
5. Presentation of research results at professional meetings.
6. Importance of research as evidenced by patents, released varieties, use in cultural practice, etc.
7. Reputation within the scientific community, as indicated by service as reviewer, referee, editor, lecturer, officer in professional societies, awards, or other public or professional recognition.
8. Development of the research profession such as articles on research ethics, etc.
9. Professional growth and development through educational meetings, workshops, formal courses, and constructive sabbaticals.

D. Extension Effectiveness

1. Demonstrated capacity for developing, initiating, and directing effective Extension programs.
2. Developing, coordinating, or teaching in continuing education, professional development, and workshops, symposiums, short courses, training meetings, or commodity meetings.
3. Establishing and maintaining effective relationships and contacts with public agencies, and private organizations, and individual stakeholders in providing Extension services to enhance agriculture, forestry, and natural resources.
4. Providing information and interpretation of research results through appropriate media.
5. Delivering presentations as requested on a state, regional, national, and international level within the area of expertise.
6. Acquisition of extramural funds for Extension programs.
7. Professional growth and development through educational meetings, workshops, and formal courses.
8. Commendations by county agents and others who use the services of Extension specialists as an information resource.
9. Development of the Extension profession (e.g., by articles on Extension methods or philosophy).
10. Adoption and use of Extension educational products by other Extension personnel.
11. Measurable changes in policy, systems, or environment resulting from use or delivery of Extension educational products.

E. Involvement in the University, Community, and Profession

1. Willingly sharing in special assignments (e.g., acting head) or other duties that arise beyond assigned duties and responsibilities.

2. Contributing to harmonious relationships within the department.
  3. Membership on department, college, and university committees, and professional society committees.
  4. Serving as a professional resource to local, state, national, or international communities.
  5. Participation and membership in professional societies.
  6. Serving as an editor of publications related to the profession, as an officer of organizations related to the profession, etc.
  7. Participation in community service activities.
  8. Serve as advisor to student organizations.
- F. Administrative Responsibilities. This includes such things as supervision of personnel, coordination of activities, etc.
- G. Meritorious Accomplishments. This includes awards, honors, and invitations within the University, profession or community.
- H. Consulting Activities. Provide a summary of consulting activities whether paid or unpaid.

## **PREPARATION OF TPR PACKET MATERIALS**

The candidate will submit all TPR materials (herein referred to as TPR packet) online using the approved University portal. Materials supplied will be reviewed by the TPR committee, department chair, dean, and Provost.

The TPR committee and administrators recognize that the candidate may have to find a “best fit” for activities that do not fall neatly into one heading. One area in which the department Bylaws require additional documentation is for candidates with partial appointments. Specifically:

“In the situation where a faculty member holds a partial but majority appointment (greater than 50%) in the department, he/she is required to include a letter of review by the chair/director of the minority department/school in the submitted TPR packet. The TPR chair is to request a formal letter of evaluation regarding reappointment, promotion and/or tenure to be sent directly to the TPR committee.”

The candidate’s CV must be in the appropriate format as identified by the University Provost. If none is identified, the format is to follow CAFLS requirements.

### **Specific Requirements to be Submitted**

#### **Letter Requesting Action**

- Letter requesting tenure, promotion, and/or reappointment.
- The Provost asks that you "tell your story" here in narrative form (5 pages maximum).



- First, state what policy action you are requesting and then provide a summary of what justifies this action. This allows you to make a compelling case from your point of view.

#### Request for Faculty Personnel Action

- Request for Faculty Personnel Action Form handled by the department chair, TPR chair, dean, or Provost.

#### TPR Committee's Letter of Recommendation

- TPR committee chair's letter of recommendation should explain the rationale behind the recommendation. The candidate has the option to upload a response to the letter, which will be forwarded to the dean along with the recommendation letter to help the dean complete the evaluation.

#### Department Chair's Letter of Recommendation

- Department chair's letter of recommendation should explain the rationale behind the recommendation. The candidate has the option to upload a response to the letter. This response may help the dean complete the evaluation.

#### Dean's Letter of Recommendation

- Dean's letter of recommendation should explain the rationale behind the recommendation. The candidate has the option to upload a response to the letter.

#### Standard College Resume

- The candidate's detailed resume, in standard CAFLS college format, should be kept up-to-date and uploaded each year to the approved University portal.

#### Top Achievements

- The candidate provides evidence to support the case made in the Letter Requesting Action.
- Candidate's personal summary of his/her top achievements pertinent to the tenure and/or promotion decision(s) (3 pages maximum).

#### Candidate's Teaching Statement

- The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, effectiveness, challenges, how student feedback was used to improve teaching, and other relevant information (3 pages maximum).

#### Student Feedback Forms

- Candidates with teaching appointments must provide links to the student evaluation system, and/or upload evaluations from the relevant time period in reverse chronological order.
- Summary instructor statistics and comparisons with department and college averages are to be included.

### Teaching Portfolio

- Any other evidence of teaching effectiveness not provided in the prior two sections or in the standard college resume. This can include evidence such as senior exit surveys, alumni surveys, in-class peer visitation reports, and other relevant information. Reference CAFLS website on “Measuring Teaching Evidence” for suggested types of teaching effectiveness evidence.

### Research/Scholarship Activities

- Research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc.
- Summary tables of yearly (a) number and dollar amount of grant proposals by type, (b) number and dollar amount of grants funded by type, (c) number of manuscripts by type, and (d) number of research presentations by type (oral, poster, keynote, invited, etc.).

### Extension Portfolio

- Extension programming statement.
- Activities not addressed in the standard college resume, such as Extension-based research projects, direct and indirect contacts, Extension awards and proposals, etc.
- Summary tables of yearly (a) number and dollar amount of revenues funded by project/sponsor, (b) number of communications by type, and (c) number of Extension presentations (target audience defined).
- Any other evidence of Extension impact.

### Service Activity

- Service activity not addressed in the standard college resume. May be documented in letters of recommendation from TPR committee, department chair, and dean.

### Faculty Evaluation Form 3

- Copies for previous years (up to 6) in reverse chronological order.

### Goals Statement

- Statement of short (1-year) and long-term (5-years) goals.

### Administrative Duties

- Description of administrative duties, if applicable.

### External Evaluator Listing

- Candidate’s list of six (6) suggested external evaluators including contact information.
- A CV will be requested to be submitted along with the letter of reference from all evaluators.
- The list of external evaluators is only necessary for faculty seeking promotion and/or tenure.

#### External Evaluator Letters of Reference

- TPR committee inserts all external letters of reference for promotion and tenure considerations.
- Promotion will require at least four external reviews, two of which will be taken from the candidate's list and two that are independently solicited by the TPR committee.
- Tenure will require at least four external reviews, with a minimum of two taken from the candidate's list and a minimum of two that are independently solicited by the TPR committee.

#### Supplementary Information

- Candidates seeking tenure, promotion, or reappointment should upload copies of all Form 3, reappointment letters, and, where applicable, mentoring committee letters from all previous years (required).
- Any clarifying statement or additional information (supplementary to the standard college resume) that a tenure, promotion, or reappointment candidate wishes to have included in the TPR portfolio (optional).

#### Joint Appointment Agreements

- A copy of any joint appointment agreement, if applicable.

#### Employment Offer Letter

- A copy of the original Offer of Employment letter.

#### Tenure Agreement Form

- A copy of the signed tenure agreement form.

#### Promotion Letters

- A copy of all promotion letters, as applicable.

#### Department TPR Guidelines

- A copy of the department's TPR guidelines is inserted by the department.

#### Internal Evaluator Letters

- Letter(s) of reference from the internal evaluator(s), if applicable. The candidate will not be able to view these documents.

#### Faculty Activity System Reports

- Candidates have the option to provide links to their online faculty reports, and/or to upload files.

## **POST-TENURE REVIEW**

The purpose of Post-Tenure Review is to ensure that a tenured faculty member is maintaining a pattern of performance at a level acceptable for continued employment consistent with rank and assigned duties.

### **Committee Organization**

The PES department chair will seek nominations for the PTR committee from members of the PES department by the end of spring semester by a simple majority vote. PTR committee members are elected separately from TPR committee members. Only tenured regular faculty members are eligible for election to the PTR committee. The committee will include a minimum of three tenured regular faculty members (including the chair). One member will represent the primary appointment for the individual(s) being evaluated (Teaching, Research, or Extension), and one member will represent the primary discipline of the individual(s) being evaluated. Additional members can be from the PES department at-large. Faculty members undergoing a Part II Post-Tenure Review are not eligible to serve on the PTR committee. When the department does not have enough tenured regular faculty members to constitute a PTR committee, the department PTR committee will select regular faculty members from other departments who are qualified to serve on the PTR committee. The PTR committee chair will be elected by the members of the PTR committee.

### **Procedure**

Post-Tenure Review evaluation shall be based on the performance and activity appropriate to the faculty member's current rank. In addition, consideration shall be given to achievement of individual goals established to further the Department strategic plan. The context of the review, however, must always be consistent with assigned duties and direction provided through annual evaluations during the review period. The review will be consistent with the rules and guidelines as set forth in the University Faculty Manual.

All tenured faculty will be reviewed every five years under the procedure outlined in Part I, Post-Tenure Review in the Faculty Manual. The PTR committee will review the annual performance ratings of the most recent available series of five years. Faculty members receiving no more than one (out of five) annual performance rating of "fair," "marginal," or "unsatisfactory" will receive a rating of "satisfactory" for the five-year cycle and will be exempt from Part II of Post-Tenure Review.

Tenured faculty members receiving two or more annual performance ratings of "fair," "marginal," or "unsatisfactory" will be further reviewed under the procedure described in Part II, Post-Tenure Review in the Faculty Manual. The faculty member undergoing Part II of PTR must provide to the PTR committee and the PES chair a recent curriculum vita, a summary of student assessment of instruction for the last 5 years (for faculty with teaching appointment only), a plan for continued professional growth, detailed information about the outcomes of any sabbatical leave awarded during the preceding five years, and the names of six referees outside of the department. The PTR committee will solicit two evaluation letters from the list of

six potential external evaluators provided by the faculty member being reviewed and two letters from external evaluators solicited by the PTR committee. External reviewers for PTR evaluation should be at the rank of full professor, or equivalent status (i.e., if employed by entities such as USDA ARS).

The PTR committee and the PES chair will conduct Part II of PTR independently, and each will submit a written report with the rating of “satisfactory” or “unsatisfactory” to the faculty member undergoing Part II of PTR regarding their assessment of the faculty member’s performance and activity during the review period appropriate to their current rank and assigned duties. The faculty member shall have two weeks to provide a response. The reports from the PTR committee and the PES chair, as well as the response from the faculty member, will be forwarded to the dean of CAFLS for review. If both the PTR committee and the PES chair, or either the PTR committee or the chair rates the faculty member under review as satisfactory, the final rating shall be satisfactory. The dean will then forward the “satisfactory” rating to the Provost in summary form without appending any candidate materials. If both the PTR committee and the PES chair rate the faculty member under review as unsatisfactory, the final rating shall be unsatisfactory. In this case, the dean will forward all materials to the Provost and remediation as outlined under Chapter V G. 6. h. ii. of the Faculty Manual shall occur. The faculty member will be reviewed each year during the remediation period by the PTR committee and the chair. Both the PTR committee and the PES chair will provide written evaluation each year. At the end of the three-year remediation period, another post-tenure review will be conducted. If the review is satisfactory, the normal five-year annual performance review cycle will resume. If the review is unsatisfactory, the faculty member will be subject to dismissal.

## **PROCEDURE FOR AMENDMENT OR REVISION OF GUIDELINES**

An amendment or revision shall become effective when approved by the faculty.

These guidelines may be amended or revised according to the following sequence of procedures.

- A proposal for amendment or revision may come from the PES TPR committee or by recommendation from a minimum of four PES faculty members that is submitted to the TPR committee during the Spring semester and must be approved by December 1.
- The TPR committee will circulate the proposed changes to the faculty at least two (2) weeks prior to their scheduled discussion at a regular department faculty meeting.
- Proposed changes cannot be altered in the faculty meeting unless unanimously agreed to by the initiators. The initiators must be present at the faculty meeting or they waive their right to approve the alteration of the changes.
- Within 2 weeks following the faculty meeting, the committee will distribute a ballot giving the proposed changes to the faculty. Voting may be carried out by confidential digital survey tools.

- The ballot will clearly state the date when the ballots must be returned to the TPR committee's chair to be counted. The committee will count the ballots.
- An amendment, or revision, will be adopted if it is approved like other matters of by-laws and will become effective for the next academic year.