



Department TPR and PTR Documents Routing Sheet
Requirements based on 2021-2022 Faculty Manual

In accordance with the Faculty Manual, each department's TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter V,D1d).

This document is intended to support the documentation of the required approvals.

Department: _____

College: _____

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

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Faculty Manual Consultant

I have reviewed this document for conformance to the Clemson University Faculty Manual.
Comments are attached immediately following this cover sheet.

Department Chair

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

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Dean

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

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Provost

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

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

Department: Materials Science and Engineering

Date

10/29/21

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| 4 | Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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 | Ch IV, B2e; Ch V, C2d | X | | |
| 5h | * Professor of Practice | Ch IV, B2e | X | | |
| 6 | Processes for reappointment (annual except as noted below) | Ch V, D1c | | | |
| 6a | * assistant and untenured associate professor | Ch V, D1b | X | | |
| 6b | * research faculty | Ch IV, B2e | X | | |
| 6c | * extension faculty | Ch IV, B2e | X | | |
| 6d | * clinical faculty | Ch IV, B2e | X | | |
| 6e | * lecturer | Ch IV, B2e; Ch V, C2b, i | X | | |
| 6e, i | * including feedback from senior and principal lecturers | Ch V, D1g | X | | |
| 6f | * senior lecturer | Ch IV, B2e; Ch V, C2c | X | | |
| 6f, i | * including feedback from senior and principal lecturers | Ch V, D1g | X | | |
| 6f, ii | * at least every three years and in penultimate year | Ch V, C2c, i | X | | |
| 6g | * principal lecturer | Ch IV, B2e; Ch V, C2d | X | | |
| 6g, i | * including feedback from principal lecturers | Ch V, D1g | X | | |
| 6g, ii | * at least every five years and in penultimate year | Ch V, C2d, i | X | | |
| 6h | * Professor of Practice | Ch IV, B2e | X | | |
| 7 | Qualifications (criteria) for promotion | Ch V, C4a, i | | | |
| 7a | * to associate professor | Ch IV, B1f, iii | X | | |
| 7b | * to full professor | Ch IV, B1f, iv | X | | |
| 7c | * research faculty ranks | Ch IV, B1e | X | | |
| 7d | * extension faculty ranks | Ch IV, B1e | X | | |
| 7e | * clinical faculty ranks | Ch IV, B1e | X | | |
| 7f | * to senior lecturer | Ch IV, B1e & B2i, iv(3),(b) | X | | |
| 7g | * to principal lecturer | Ch IV, B1e & B2i, iv(4),(b) | X | | |
| 8 | Processes for promotion | Ch V, D1c | | | |
| 8a | * to associate professor | Ch V, D1c | X | | |
| 8b | * to full professor | Ch V, D1c | X | | |
| 8c | * research faculty ranks | Ch V, D1c | X | | |
| 8d | * extension faculty ranks | Ch V, D1c | X | | |
| 8e | * clinical faculty ranks | Ch V, D1c | X | | |
| 8f | * to senior lecturer | Ch IV, B2i, iv(3),(b) | X | | |
| 8f, i | * including feedback from senior and principal lecturers | Ch V, D1g | X | | |
| 8g | * to principal lecturer | 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 *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 <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 | | |

Comments

Guidelines for Tenure, Promotion, and Reappointment

Department of Materials Science and Engineering

History

- Adopted 25 April 2011.
- Revised to reflect changes approved at Department faculty meeting on 1 October 2015.
- Revised to reflect changes approved at Department faculty meetings on 3 March 2016 and 5 May 2016.
- Revised 17 November 2017 to replace College of Engineering & Science with College of Engineering Computing and Applied Sciences (CECAS).
- Revised 27 November 2020 principally to include processes for Senior Lecturer and Post-Tenure Review (PTR) along with lesser edits, updates, and clarifications.
- Approved by MSE regular faculty on 4 December 2020 and submitted to CECAS Dean's Office for approval and routing to Provost's Office.
- Approved by Provost's Office 18 March 2021.
- Revised by the TPR Committee at request of the College of Engineering Computing and Applied Sciences (CECAS) to remove different TPR Levels. Initially presented to the MSE Faculty for discussion and consideration on 24 September 2021.
- Approved by MSE regular faculty on 29 October 2021 and submitted to CECAS Dean's Office for approval and routing to Provost's Office.
- Approved by Provost's Office: TBD.

The Tenure, Promotion, and Reappointment (TPR) Committee

Composition of the TPR Committee

- The TPR Committee for the Department of Materials Science and Engineering (MSE) will consist of all regular faculty members bearing the rank of Full Professor as a committee of the whole. If the faculty does not elect the TPR committee with membership of all the Full professors, then a TPR committee consisting of a minimum of three Full Professors will be elected by the Regular Faculty. Faculty who, as administrators, have input into faculty personnel decisions such as appointment, tenure, and promotion are excluded. In accordance with the Faculty Manual, the MSE TPR Committee shall elect from its membership a chair who shall call and conduct all meetings of the TPR Committee and coordinate activities to perform committee duties. Any person under consideration for action by the committee will be excused from all discussion related to his / her action and any other discussion relevant to the action. An alternate chair shall be elected from its membership to serve in place of the chair in the event that the chair is unable to perform his / her committee duties. Research faculty may not serve on the TPR committee; however, the MSE TPR committee may solicit input from research faculty and other non-regular faculty members. The chair and the alternate chair will normally serve for a one-year term.

Responsibilities

1. The TPR Committee shall perform duties as specified by the Faculty Manual and the Bylaws of the College of Engineering, Computing, and Applied Science (CECAS) as appropriate for tenure, promotion, and sabbatical leave. The MSE TPR Committee may, at its option, include the results of any votes by the Committee in any reports of its actions with respect to tenure, promotion, and sabbatical leave.

2. The TPR Committee will review and evaluate rank and tenure status for Search and Screen candidates within MSE and faculty associated with institutes and centers affiliated with those who seek full or joint faculty status within MSE.
3. The Committee will evaluate and recommend responses (to the Chair) for joint appointment and adjunct appointment requests made to MSE.
4. The committee will perform any other assigned duties regarding evaluation of academic credentials of individuals holding faculty ranks within the Department.
5. The Committee will be responsible for Mentoring new faculty.

Article I: Criteria for Tenure, Promotion and Reappointment

The mission of Clemson University comprises three components: teaching, research, and service. The primary role of the faculty of the University is to seek and communicate knowledge. Thus, the work of each faculty member of the Department of the Materials Science and Engineering shall be evaluated on his or her dedication to and effectiveness in scholarship, which will include, but not be limited to the discovery, synthesis, dissemination, and application of knowledge.

This document lists criteria that are used by the Department of Materials Science and Engineering review for tenure, promotion, and reappointment (TPR) and for post-tenure review (PTR) of Clemson University faculty, and outlines the evidence that will be used to support accomplishments under each criterion. These criteria are specific to the Department of Materials Science and Engineering and are consistent with University and College goals.

1. Research Performance

- 1.1 Scholarship: refereed scholarly work as indicated by the following supporting evidence:
 - 1.1.1 Publications in peer-reviewed journals where faculty is a corresponding author.
 - 1.1.2 Publications in peer-reviewed journals, where faculty is a collaborating author.
Statement of contribution by faculty member to collaborative publications can be provided.
 - 1.1.3 ~~Invited books, research monographs, and~~ Author / co-author of technical books / textbooks, research monographs, and book chapters.
 - 1.1.4 Patents awarded and successful entrepreneurial pursuits.
 - 1.1.5 Invited presentations at international and national conferences.
 - 1.1.6 Contributed presentations at international and national conferences.
 - 1.1.7 Publications in conference proceedings.
 - 1.1.8 Honors and awards based on scholarly achievement.
- 1.2 Research funding
 - 1.2.1 Expenditures from competitive federal, corporate, or state sources.
 - 1.2.2 Student support generated.
 - 1.2.3 Other funding.
 - 1.2.3.1 University support.
 - 1.2.3.2 Non-competitive gifts and donations.
- 1.3 Research Collaborations
 - 1.3.1. Joint research contracts and grants.
 - 1.3.2. Joint research and grant proposals.
 - 1.3.3. Co-authored scientific and technical papers.

2 Teaching Performance: Effective teaching as indicated by the following supporting evidence:

- 2.1. Traditional Clemson University Student Course Evaluations.
- 2.2. Classroom observation and curriculum review by Teaching Mentors / Peers.
- 2.3. Involvement of students in scholarly activities by the advisor.
- 2.4. Annual discussion and consultation with Office of Teaching Effectiveness and Innovation (OTEI).
- 2.5. Development of courses / curricula.
- 2.6. Honors and awards based on teaching.
- 2.7. Other activities as suggested by the faculty member, with sufficient time to assess prior to TPR action, and approved by the TPR Committee.

3 *Student Mentoring*

- 3.1. Directing research activities
- 3.2. PhD graduates.
- 3.3. MS graduates.
- 3.4. Current thesis and dissertation research advisees.
- 3.5. Undergraduate research students advised.
- 3.6. Postdoctoral research students and visiting scholars advised.
- 3.7. Advisor to student organizations.
- 3.8. Academic advising of undergraduate and graduate students.

4 *Service and Collaboration*

2. Service to the University
 - 4.1.1. University, College, and Departmental committee service.
 - 4.1.2. University, College, and Departmental administration.
3. Professional service activities and accomplishments
 - 4.2.1. Elected and appointed leadership positions (e.g., officer, committees, boards, etc.).
 - 4.2.2. Editor, guest editor, or editorial board member of professional journals, monographs, or books
 - 4.2.3. Organizer/chair of professional meetings and workshops.
 - 4.2.4. Reviewer for funding agencies or for technical papers/manuscripts.
 - 4.2.5. Service to governmental agencies on policy issues, etc.
4. Public and Private Sector
 - 4.4.1. Externally delivered courses and short courses.
 - 4.4.2. Consulting.

Article II: Evaluation of Criteria Tenure, Promotion, and Reappointment (TPR)

1. Reappointment to a tenure-track position
 - Reappointment to a tenure-track position requires evidence of progress towards meeting the Criteria. All reappointments are made on a year-to-year probationary basis until tenure is granted. Extensions of the probationary periods will be allowed in accordance with the Clemson University Faculty Manual.
2. Promotion to Associate Professor and/or the awarding of tenure
 - Promotion to Associate Professor and/or the awarding of tenure requires consistent and continuous success in meeting the Criteria, and external reputation of the University scholarship. Significant levels of continued success in meeting the Criteria and the expectation of attaining international recognition and prominence for scholarship.

3. Promotion to Professor
 - Promotion to Professor requires consistent and continuous success in meeting the Criteria and the attainment of international prominence and recognition for scholarship. Length of service as an Associate Professor, in itself, is not a sufficient criterion for promotion to Professor.
4. Appointment, Reappointment, and Promotion for Non-Tenure-Track Special Faculty Ranks
 - Special ranks include Research Faculty, Postdoctoral Research Fellow, Lecturers, Adjunct / Courtesy Faculty, Visiting Faculty, ROTC Faculty, Extension Faculty, Part-Time Faculty, Clinical Faculty, and Professor of Practice.
 - *Research Faculty* will be appointed according to their professional qualifications and include the ranks of research professor, research associate professor, and research assistant professor, in accordance with Clemson University Faculty Manual and MSE Bylaws. The criteria for reappointment will be determined based on funding constrains, research program needs, and satisfactory performance. Section 1 (Research Performance) of these MSE TPR Guidelines will be used for evaluation and promotion. Promotion from assistant to associate research professor and from associate to (full) research professor require such evidences validate national and international stature in the respective field, respectively.
 - *Postdoctoral Research Fellows* will be appointed for special research functions, typically in connection with externally funded research projects and in accordance with Clemson University Faculty Manual and MSE Bylaws. The criteria for reappointment will be determined based on funding constrains, research program needs, and satisfactory performance.
 - *Lecturers* will be appointed according to their professional qualifications in accordance with Clemson University Faculty Manual and MSE Bylaws. The criteria for reappointment will be determined based on satisfactory performance. Section 2 (Teaching Performance) of these MSE TPR Guidelines will be used for evaluation and promotion.
 - Promotion to Senior Lecturer is intended to recognize the efforts, contributions, and performance of Lecturers who combine effective instruction with additional contributions to the mission of Clemson University. Length of service as a Lecturer, in itself, is not a sufficient criterion for promotion to Senior Lecturer. Lecturers may request promotion to Senior Lecturer after their fourth year of service and *must* request promotion to Senior Lecturer by their eighth year of service. Equivalent experience at Clemson may be counted towards the four-year service requirement if previously approved. If a Lecturer fails to request promotion to Senior Lecturer by their eighth year or is not promoted to Senior Lecturer following a request in their eighth year, they will not be reappointed after a final ninth year of service. See the Faculty Manual for full details of the University's Senior Lecturer promotion policy.
 - Promotion to Principal Lecturer is intended to recognize the efforts, contributions, and performance of Senior Lecturers who combine effective instruction with additional significant contributions to the mission of the University. Length of service as a Senior Lecturer, in itself, is not a sufficient criterion for promotion to Principal Lecturer. Senior Lecturers may request promotion to Principal Lecturer after their fourth year of service as a Senior Lecturer. See the Faculty Manual for full details of the University's Principal Lecturer promotion policy.

- *Adjunct and Courtesy Faculty*: In consultation with the MSE Department Chair and TPR Committee, appointees will be required to execute at least one or more of the following tasks:
 - Present 3 to 5 guest lectures in a specific graduate/undergraduate course on a topic of their interest and pertinent to the course content/syllabi.
 - Serve on PhD/MS graduate committees as an additional committee member (as per MSE graduate guidelines).
 - Actively participate in jointly funded research programs reflected by funded research and joint publications/presentations.

Appointees who are qualified scientists / engineers from a public or private sector organization, including Government Laboratories, may contribute in one of the following additional ways:

- Host students/faculty visits to their company/National Labs.
 - Propose and mentor industry sponsored senior design projects.
 - Supervise internships for graduate and undergraduate MSE students.
- *ROTC Faculty* will be appointed according to their professional qualifications and in accordance with Clemson University Faculty Manual and MSE Bylaws.
 - *Extension Faculty* will be appointed according to their professional qualifications which include extension professor, extension associate professor, and extension assistant professor, and in accordance with Clemson University Faculty Manual and MSE Bylaws.
 - *Part-Time Faculty* with less than full normal loads will be evaluated based on their time effort and rank, and consistent in meeting the Criteria of these MSE TPR Guidelines.
 - *Clinical Faculty* will be evaluated based on their time effort and rank, and consistent in meeting the Criteria of these MSE TPR Guidelines, as specified in the appointment letter from the department chair.
 - *Professor of Practice* will be evaluated based on their time effort and rank, and consistent in meeting the Criteria of these MSE TPR Guidelines, as specified in the appointment letter from the department chair.
 - Appointments to all Non-Tenure-Track Special Faculty Ranks are granted on a temporarily basis following Clemson University Faculty Manual and MSE Bylaws.
 - Every three years from the academic year of initial appointment, Non-Tenure-Track Special Faculty members may seek re-appointment either directly or through a Regular Member of the MSE faculty.

Article III: Materials to be submitted For Tenure, Promotion, and Reappointment (TPR)

Non-Tenure-Track Special MSE Faculty Members

- Applications should provide a cover letter, curriculum vitae, and any other information pertinent to a given position to the MSE Department Chair. The MSE Department Chair will forward this portfolio to the MSE TPR Committee to review and provide its recommendation.

- Special Faculty holding the rank of *Lecturer*, *Senior Lecturer*, and *Principal Lecturer* will also provide the following materials when pursuing both reappointment and promotion:
 - *Lecturers* will include feedback from *Senior* and *Principal Lecturers*, should there be any in MSE.
 - *Senior Lecturers* will include feedback from other *Senior* as well as *Principal Lecturers*, should there be any in MSE, at least every three (3) years and in the penultimate year.
 - *Principal Lecturers* will include feedback from other *Principal Lecturers*, should there be any in MSE, at least every five (5) years and in the penultimate year.

Regular MSE Faculty Members

- Reappointment of Regular Faculty in their First Academic Year
 - In lieu of letters of reappointment for first year faculty, the MSE TPR Committee, Department Chair, and Dean complete a standard “Review for Faculty in the First Year Form.”

- As part of the MSE TPR process, a portfolio is to be compiled in electronic form and sent forward for review at the departmental, college, and Provost’s level.
 - Clemson University’s online Tenure, Promotion, & Reappointment (TPR) system is available through the Provost’s office webpage.
 - Specific materials to be submitted are as follows:
 1. Letter Requesting Action: The candidate provides a letter requesting tenure, promotion and/or reappointment to this section. Candidate should state what policy action is being requesting and then provide an executive summary of what justifies this action based on the TPR Criteria.
 2. Standard College Resume or Vita: The candidate up-to-date CV is to be provided in standard college format.
 3. Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action, detailed to align with the Criteria provided herein.
 4. Teaching Statement: The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, evidence of effectiveness, challenges and responses to challenges, how student feedback was used to improve teaching, and other relevant information is to be provided.
 5. Student Feedback Forms: The candidate should upload all available student feedback forms.
 6. Other Evidence of Teaching Effectiveness: The candidate provides any other evidence of teaching effectiveness that not provided in the prior two sections. The MSE TPR Committee will provide additional guidelines as to required forms of evidence as needed to align with College expectations.
 7. Research/Scholarship Activities: The candidate provides information about research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc.

8. Service Activity: The candidate provides information about service activity that was not addressed in the standard college resume.
9. Extension Activity: Candidates who have extension appointment or funding will complete this section. The candidate provides information about extension activity that was not addressed in the standard college resume.
10. Goals Statement: The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section.
11. External Evaluator List from Candidate: This section is only necessary for faculty seeking promotion and/or tenure. The candidate lists their recommendations for external evaluator(s) that could provide independent evaluative comments as part of the candidate review, if applicable. Candidates provided this same information during the TPR-precheck step and are to report it here to promote transparency. At least 3, but preferably 6 or more names, along with contact information and a brief biographical sketch should be provided.
12. Activity Reports: Candidate uploads Digital Measures Activity Reports as well as prior FAS (Faculty Activity System) reports if applicable.
13. Supplementary Information: The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section.

Article IV: Completion Dates For Tenure, Promotion, and Reappointment (TPR)

Non-Tenure-Track Special MSE Faculty Members

- Applications can be submitted as defined in the Faculty Manual.

Regular MSE Faculty Members

- Clemson University has an established calendar of dates and deadlines for tenure, promotion, and reappointment processes. Please consult the dates listed on the Provost's website for the most up to date schedule for submitting electronic TPR notebook for promotion and/or tenure. Please, see the following link: <https://www.clemson.edu/provost/faculty-affairs/promotion-tenure.html>
- The candidate is responsible for complying with the dates imposed by the University, the College of Engineering Computing & Applied Sciences, and the Department of Materials Science and Engineering.

Article V. Post-Tenure Review

Composition of the PTR Committee

- Post tenure review (PTR) serves to rigorously evaluate professional contributions of tenured MSE faculty and ensure that all faculty members serve the needs of the students and the institution, and that excellent faculty members are identified and rewarded.
- Whenever any MSE faculty member is scheduled for regular post-tenure review (PTR) or in a period of post-tenure review remediation, a PTR Committee, separate from the regular TPR Committee will be constituted. Only tenured regular MSE Faculty members are eligible for

election to the PTR committee. The committee must have a minimum of three members. The PTR committee will elect its own chair. Faculty members undergoing Part II of PTR, as defined in Faculty Manual, are not eligible to serve on the PTR Committee.

Procedure

- Procedures for PTR shall follow these MSE TPR guidelines. All faculty members who hold a tenured faculty position shall be subject to PTR generally every five years, beginning at the time that tenure is granted. Promotion during that period does not alter the schedule for review. PTR covering the five-year period is conducted during the Fall semester of the sixth year, when one or more MSE faculty members is scheduled for review. The year or years in which a faculty member is on sabbatical, unpaid leave, and/or extended sick leave shall not be counted in the review period.
- The Department Chair and the Dean must not be involved directly in the peer review process at the departmental level. Post tenure reviews are linked to the Annual Reviews and goals outlined by the Department Chair.
- The PTR committee reviews the ratings received on the most recent available series of five years of annual performance reviews. All tenured faculty members receiving no more than one (of five) annual performance rating of “fair,” “marginal,” or “unsatisfactory” in Faculty Manual’s 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. All tenured faculty members receiving two or more annual performance ratings of “fair,” “marginal,” or “unsatisfactory” will be reviewed under the Faculty Manual’s Part II of PTR.
- To ensure adequate external representation in the Part II PTR process, PTR Committee will solicit four (4) reference letters submitted from outside of Clemson University on each individual under Part II review. The faculty under Part II review will be requested to provide a list of at least four references familiar with their work. Two of these references will be requested to provide letters for PTR review by the chair of the PTR Committee. Two (2) other letters will be solicited by the Chair of the PTR Committee from the individuals outside of Clemson University who have a similar expertise to that of the faculty subject to the Part II review. The academic rank of these references should not be lower than that of the individual subject to Part II PTR. Part II PTR and evaluations should be performed in accordance with the procedures outlined in the Faculty Manual.
- Individuals who receive a rating of “unsatisfactory” must be given a period of remediation to correct deficiencies detailed in the PTR reports. The Department Chair, in consultation with the PTR committee and the faculty member, shall provide a list of specific goals and measurable outcomes that the faculty member should achieve in each of the three calendar years following the date of formal notification of the unsatisfactory outcome.