



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:

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Faculty Manual Consultant

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

Comments are attached immediately following this cover sheet.

Department Chair

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

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

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Dean

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

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

Large empty rectangular box for Dean comments

Provost

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

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

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

**Department: Animal and Veterinary Sciences**

**Date**

12/12/2022

*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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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		



## **AVS Tenure, Promotion, and Reappointment (TPR) Guidelines: Approval date:**

### **Section 1. Committee Composition**

The committee will be composed of four members and one alternate member, all elected by voting members of the Department. Should there not be enough regular faculty members to constitute a TPR committee, the voting members of the Department will elect regular faculty members from other departments who are qualified to serve. At least three members of the committee must hold the rank of Professor. The remaining members may hold the rank of Associate Professor or Professor. The alternate member will participate in all committee activities and will vote in the absence of a committee member or to break any tie votes. All members will serve a 3-year renewable term. A chairperson will be elected annually by the committee members. As defined in the Faculty Manual, voting rights on recommendations concerning promotion to rank or appointment at a rank are limited to regular faculty with equivalent or higher rank. Further, per the Clemson University Faculty Manual, Department of Animal and Veterinary Sciences Senior Lecturers shall be consulted in the reappointment of lecturers, promotions to senior lecturer, and reappointment of senior lecturers, and Principal Lecturers shall be consulted in the reappointment of lecturers, promotions to senior lecturer, the reappointment of senior lecturer, and promotion to Principal Lecturer. Should there not be any of the appropriate Lecturer ranks within the AVS Department, members of these ranks will be solicited in peer departments within CAFLS or Clemson University.

As detailed in the guidelines listed below, the AVS TPR committee is responsible for conducting peer evaluations of all faculty who are being considered for tenure, promotion, or reappointment and for providing written recommendations to the College Dean on its findings.

### **Section 2. Ranks in Animal and Veterinary Sciences**

The Animal and Veterinary Sciences department does not currently utilize the ranks of research, extension, or clinical faculty.

### **Section 3. Process for Reappointment, Tenure, and Promotion**

Deadlines for submission of yearly reappointment documents are established by the Provost's office and may change from year to year. The current year's deadlines are posted on the Provost's webpage: <http://www.clemson.edu/administration/provost/deadlines.html> and it is the responsibility of faculty to familiarize themselves with these dates and meet the required submission deadlines.

Assistant Professors and Lecturers are evaluated annually for reappointment following the procedures outlined below. Senior Lecturers are similarly evaluated in the penultimate year of

each three-year appointment, while Principal Lecturers are evaluated in the penultimate year of each five-year appointment. Tenured Associate Professors and Professors undergo post-tenure review every five years per the Faculty Manual's description.

The minimum materials required for all candidates to upload regarding requests for reappointment, tenure, or promotion are as follows:

1. Letter requesting action (reappointment, tenure and/or promotion)
2. Curriculum Vitae
3. A description of top achievements during the period being evaluated
4. Goals statement
5. Statement of and additional supporting documents:
  - a. Teaching effectiveness (Clemson Faculty Manual)
  - b. Research activities (Clemson Faculty Manual Appendix A)
  - c. Extension activities (Clemson Faculty Manual Appendix A)
  - d. Service activities (Clemson Faculty Manual Appendix

A) For tenure and promotion of regular faculty, the below items are

required:

6. A list of external evaluators who can assess the quality and impact of the candidate's research. Evaluators should be from R1 institutions but not including relatives, former graduate and postdoctoral advisors, co-authors, and co-PIs within the last three years, nor former students or postdoctoral research fellows. Please refer to the Provost's web page for additional guidance on best practices for the nomination of external reviewers (<https://www.clemson.edu/provost/faculty-affairs/promotion-tenure.html>). The TPR committee also generates a list of reviewers. The final external reviews will be solicited by evaluators from the candidate's list (no more than half of the reviews) and the TPR committee's list (no more than half of the reviews) and chosen by the TPR committee. Each external reviewer will receive the candidate's CV, top achievements, research/scholarship, teaching and extension activities statement, goals, and a copy of the department's Tenure and Promotion Guidelines.

For the promotion of Lecturers and Senior Lecturers, supplemental materials demonstrating teaching effectiveness and the criteria listed in Section 5 should also be included. Examples are 1) evidence of service, 2) outreach, 3) engagement, and 4) research activities.

## **Section 4. Reappointment, Tenure and Promotion of Regular Faculty**

### **A. Reappointment of Assistant Professors**

Regular faculty request reappointment annually during the probationary period until tenure is requested and granted. The probationary period for full-time regular faculty does not normally exceed seven years, as described in the faculty manual (Clemson Faculty Manual).

The recommendation for annual reappointment to the position of Assistant Professor by the TPR committee is based on demonstrated performance and continued progression across multiple areas pertaining to the appointment. For clarity concerning effort and expectations for progress toward tenure, the candidate will schedule an appointment and meet with the Department and TPR committee chairs within one year of the date of hire to fully review the criteria.

### **B. Tenure and Promotion to Associate Professor**

The awarding of tenure and/or promotion is one of the most impactful actions for faculty and the department. The TPR committee's recommendation for promotion and/or tenure of each candidate must be based on a rigorous examination and evaluation of the candidate's record and impartial application of the criteria outlined in this document. In general, the request for consideration for promotion and tenure is made during the candidate's penultimate year of their probationary period as defined in their original offer letter. For exceptions to alterations of the probationary period, please refer to the Clemson University Faculty Manual Chapter.

#### **Criteria for Tenure and Promotion to Associate Professor**

The criteria listed in this section serve as a guide only, and conscientious attention to performance in all areas of the individual's appointment is expected. It is recognized that excellence may not be achieved in all areas of performance and that promotion and tenure will be based on a balance of performance across all areas of the individual's appointment. Although no separate criteria for tenure are outlined, it is expected that a candidate for tenure will demonstrate the same level of accomplishment as a candidate for promotion to Associate Professor.

#### **a. Research and Scholarship**

Candidates for tenure and promotion to Associate Professor are expected to demonstrate a successful, independent scholarly career, as evidenced by the regular publication of peer-reviewed journal articles and the procurement of external research funds. The quality, quantity, and impact of the candidate's published work should demonstrate that they are a nationally-recognized contributor in the candidate's field of expertise. For guidance on expectations, the candidate should utilize average funding and publication data of the previous five (5) candidates promoted to Associate Professor within the AVS Department.

## Publications

Candidates are expected to publish regularly in peer-reviewed journals that are highly regarded in the candidate's field of expertise. It is expected that the quantity of initial publications may be lower than the number published towards the end of the probationary period. However, an upward trend in publications is expected. The greatest emphasis for review will be focused on peer-reviewed, full-length (non-abstract or communications), original research articles and invited reviews; however, other forms of scholarship will be looked upon favorably, and examples are as follows:

1. Patents
2. Authored books and book chapters
3. Edited books
4. Creation of software and/or databases
5. Scientific abstracts, websites, web-based publications, and/or Extension newsletters
6. Invited regional, national, or international presentations
7. Professional recognition through awards given by the college, University, or professional society
8. Invited participation in the review of manuscripts, research proposals, and/or national panels on the direction of animal science research.
9. Publications in the CAFLS Land Grant Press®

The AVS TPR committee will review research and scholarship by noting input from external reviewers, publication numbers, journal impact factors, citations, and other metrics such as h-factors and i10 indices.

## External funding

Candidates for promotion to Associate Professor should have vigorously pursued and acquired external funding for their research program. For guidance on expectations, the candidate should utilize the average funding data of the previous five (5) candidates promoted to Associate Professor within the AVS Department. Emphasis will be placed on the submission of proposals and obtaining competitive funds demonstrating the competitiveness of their program at any level. The obtaining of funding is expected and may include other means, such as solicited industry funding for research and/or gifts in kind to support teaching, extension, and research activities.

### b. Teaching

High-quality teaching is serious intellectual work that requires a deep understanding of science and the ability to convey that understanding in clear and engaging ways. All candidates are expected to demonstrate commitment to the effective delivery of classes, seminars, and laboratories at the undergraduate and/or graduate levels. Faculty members are also expected to serve as supervisors for graduate and undergraduate students.

## Teaching and Advising

Successful candidates will have developed and/or delivered undergraduate and/or graduate courses whose number reflects their appointment and whose quality is on par with courses and course delivery of tenured AVS faculty. Further, the mentoring of undergraduate research through Creative Inquiry, Honors Thesis, AVS 4910/4920, etc., will be viewed favorably. Outstanding pedagogy is highly encouraged and can be documented as follows:

1. Positive student evaluation comments or peer evaluations reflecting excellence as a teacher
2. Awards for teaching and/or advising
3. Significant new course development
4. Production of scholarly materials such as presentations and/or publications related to the Scholarship of Teaching and Learning
5. Major and successful efforts to improve pedagogy

## Graduate Mentoring

Successful candidates will have mentored MS and/or Ph.D. students to the successful completion of their degree programs. It is expected that students completing the candidate's program will publish original scholarly work. All graduate mentoring is valued; however, emphasis will be placed on the candidate's ability to recruit and train Ph.D. students. While a candidate's first Ph.D. student may not have completed their degree prior to submission of materials for promotion and tenure during the penultimate year of the probationary period, significant progress toward the student's degree as demonstrated by publications, presentations, completion of exams, and/or coursework is expected.

### c. Extension

As a Land Grant Institution, one of our major responsibilities is Extension and with it, assisting, serving, and facilitating the economic well-being of the residents of South Carolina. Extension activities serve society by helping to identify, analyze, and seek solutions to problems of citizens, professionals, businesses, and governmental units. Tenure-track faculty with Extension appointment components are expected to contribute to the scholarship of Extension. Extension generates educational products that contribute to the economic development and environmental stewardship of the state, region, and nation.

Extension activities include technology and information transfer designed to assist professional and non-professional individuals or groups, as well as facilitating the work of educators and professionals who assist non-professionals. Extension scholarship can be demonstrated by many forms, including peer-reviewed journal publications; fact sheet and web-based publications; presentations of educational content at meetings, classes, courses, workshops, and conferences; facilitation of information transfer using oral, written, or electronic methodologies; provision of on-line education via webinars or social media; and service in an educational and leadership capacity to community-based and professional organizations, private and public sector organizations, and individuals.

Faculty members are expected to strive for excellence in all aspects of their university responsibilities. The time allocated to teaching, research, extension, and service varies with each faculty member's negotiated appointment. These assignments may change over one's career in negotiation with the Department Chair. The division of a faculty member's assignment among research, teaching, extension, and service activities is considered in the evaluation.

#### d. Service

Service activities will be evaluated commensurate with the candidate's appointment. In general, service is secondary to the overall performance of pre-tenured faculty. Pre-tenured faculty are not expected to be encumbered with major service and leadership roles within or outside the University during the probationary period. It is expected that successful candidates will have demonstrated professional service regionally and nationally within their discipline, as evidenced by the following:

1. Manuscript reviews in the field of expertise
2. Service on grant panels (NIH, NSF, USDA)
3. Service and participation in scientific, professional, or teaching organizations
  - a. Service on organizing committees
  - b. Editorial boards and conferences within their research area

Other examples of acceptable service at this stage of the candidate's career are the following:

1. Service on graduate student advisory committees
2. Service on departmental committees such as curriculum, graduate, or *ad hoc* committees
3. Membership on search committees
4. Service on college- and university-level committees
5. Service as a faculty advisor for a delegated student organization

#### Post-Tenure Review

All tenured faculty are subject to post-tenure (PT) review. The review occurs every five years beginning in the fall semester of the sixth year following the granting of tenure to the faculty member. University policies for PT review are detailed in the Faculty Manual.

Faculty action or request is not required to initiate PT review. Records of each faculty member's granting of tenure date and scheduled review will be maintained by the AVS Chair. The AVS Chair will notify the faculty member and the TPR committee with the requirement to undergo PT review. The committee will be generated from the TPR committee with the committee holding equal or higher rank of the member undergoing review. Faculty members in Part II of PTR are not eligible to serve on the PTR committee. For candidate faculty under review, if an annual performance evaluation of "good" or higher was received on four of the last five years as evaluated by the Chair, then the PT review outcome is Satisfactory, and no further action is required. The TPR committee chair uploads a recommendation letter into the current electronic system for TPR and the PT review clock is reset for the faculty member.

If the faculty member undergoing PT review has received two or more annual review ratings of "fair" by the AVS Chair over the previous five-year period, a Part II PT review is required and

initiated. The TPR committee will request the faculty member to submit the following:

1. A letter requesting action for review
2. A current CV
3. Student evaluations of teaching for the last five years
4. A plan for continued professional growth
5. Detailed information on the outcomes of any sabbatical leave awarded during the previous five years
6. The names of six potential referees outside the department. The referees will not include names with whom the faculty member under review may have a conflict of interest. Further, the faculty member can choose to submit up to three individuals from whom references should be obtained.

The TPR committee will then obtain the following documents:

1. Up to four more external reference letters, including at least two letters from the referees submitted by the faculty member under review.
2. Copies of the faculty member's five most recent annual performance reviews from the AVS Chair.

Tenured faculty are expected to demonstrate continued excellence in all performance areas as outlined for the granting of tenure and/or promotion to their current rank. The same criteria used for tenure and promotion will be utilized by the TPR committee for the evaluation of the submitted materials for PT review and for determining the potential for future development. A rating of Satisfactory or Unsatisfactory will be given by the TPR committee with a letter justifying their recommendation. The TPR committee chair uploads the letter and sign's the recommendation into the University's TPR system. The AVS Chair performs a separate evaluation and gives a separate recommendation. The faculty member under PT review receives a copy of the TPR committee and Department Chair recommendation letters. The faculty member under review can submit a written response to one or both recommendation letters within two weeks of receipt, and all materials are forwarded to the Dean.

If the member under PT review receives a Satisfactory rating by the Chair, the TPR committee, or both, the final rating is Satisfactory; the Dean forwards all materials to the Provost in summary form (no appending materials). If the rating of Unsatisfactory is unanimous by the TPR committee and the Department Chair, the final rating is Unsatisfactory, and the materials are forwarded to the Dean. The Dean then forwards all materials to the Provost.

If an evaluation of Unsatisfactory is received, the faculty member is placed on a three-year remediation program to be overseen by the Department Chair as outlined in the Clemson University Faculty Manual. During this three-year period, the faculty member is reviewed annually by the TPR committee and the Department Chair, each performing separate and independent evaluations. At the end of the three-year remediation period, a second Part II PT review is performed as described above. If the result of the second Part II PT review is Unsatisfactory, the faculty member can be dismissed for unsatisfactory performance. In contrast, if the second PT review results in a Satisfactory evaluation, the normal five-year post-tenure review cycle is reinitiated.

## Promotion to Professor

Faculty seeking promotion to Professor will have demonstrated leadership within the department, University, and/or professional organizations. In addition, the candidates will have demonstrated effective pedagogy and student mentoring.

### Criteria for Promotion to Professor

Evaluation for promotion to Professor will be based on performance in the four areas of Research and Scholarship, Teaching, Extension, and Service and will be based primarily on performance since promotion and/or tenure at the level of Associate Professor. However, the promotion to Professor does reflect the sum of the candidate's professional accomplishments.

#### a. Research and Scholarship

Candidates for promotion to Professor will have demonstrated a sustained or enriched record in all Research and Scholarship criteria outlined for promotion to Associate Professor (Clemson Faculty Manual Section II. B. a.) but with higher expectations. The successful candidate will have presented a substantial body of national and international scholarship in peer-reviewed journals and will have a consistent record of extramural funding. Further, the TPR committee will pay particular attention to external reviews of the candidate's materials which help to validate that the candidate's body of work is substantial and impactful at the national and international levels.

A minimum of two of the following criteria are highly encouraged when seeking promotion to Professor:

1. Presentation of major papers and or keynote addresses at multiple national/international workshops, symposia, and/or professional meetings
2. Presentations of seminars at multiple colleges, or universities/institutes with emphasis placed on research-intensive universities
3. Sustained funding through national programs
4. Editorships, lectureships, awards and/or honors
5. Primary authorship of major review articles, monographs, or books
6. Elected officer positions(s) in national/international professional organizations

#### b. Teaching

Successful candidates will have shown a sustained record of excellence in all Teaching criteria outlined for promotion to Associate Professor (Clemson Faculty Manual). The documentation of commitment to effective undergraduate and graduate education (including mentoring graduate students to completion of M.S. and Ph.D. degrees) is expected.

A minimum of two of the following criteria are highly encouraged when seeking promotion to Professor:

1. Development of upper division and graduate courses in the candidate's area of expertise

2. Coordination of large or multi-section course(s)
3. Teaching awards or other recognition of teaching excellence
4. Development and use of texts, manuals, and/or other pedagogical media
5. Leadership/service on teaching-related committees, including the departmental graduate or undergraduate curriculum committees
6. The success of mentoring graduate students to completion of their degree programs, publications of their findings, receipt of student awards, and obtaining of fellowships and competitive grants
7. Development, implementation, assessment, and/or dissemination of novel approaches to life science pedagogy
8. Development of courses with international impact delivered either in person or electronically.

c. Extension

Tenure-track faculty with Extension appointment components are expected to contribute to the scholarship of Extension. Extension generates educational products that contribute to the economic development and environmental stewardship of the state, region, and nation. Successful candidates for promotion to Professor should include:

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 programs, or commodity meetings.
3. Establishing and maintaining effective relationships with public agencies and private organizations 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. Development of written (e.g., book, technical report) and online (e.g., course) coursework to engage clientele and expand the reach of extension programs.
11. Awards and/or honors for Extension work and educational products.

d. Service

Successful candidates for promotion to Professor will have demonstrated a record of Service as outlined for promotion to Assistant Professor (Clemson Faculty Manual). Promotion to Professor requires a greater commitment to leadership and service in the Department, University, and the scientific community.

Service criteria for promotion to Professor should include the following:

1. Leadership and significant contribution to the Department, College, and/or University

- through service to committees and organizations
2. Leadership in national and international professional organizations
  3. Service contributions to relevant extension activities and organizations

## **Section 5. Reappointment and Promotion of Lecturers**

### **A. Reappointment of Lecturers, Senior Lecturers, Principal Lecturers, and Professors of Practice**

Reappointment to the position of Lecturer and Professor of Practice is based on the fulfillment of Level I criteria below, bearing in mind that an individual's job duties may not encompass all the Level I criteria listed. Promotion and Reappointment to the position of Senior Lecturer is based primarily on these same criteria but also include Level II criteria. Level II contributions do not compensate for a deficiency in Level I criteria. Promotion and Reappointment to the position of Principal Lecturer is based primarily on Level I and II criteria but also includes Level III. Level III contributions do not compensate for a deficiency in Level I or II criteria.

When a Lecturer is being considered for reappointment or promotion to Senior Lecturer or Senior Lecturer is being considered for reappointment, the committee will be augmented by all Senior Lecturers in the department, serving in an advising, non-voting capacity. In the case that there are none, at least one Senior Lecturer from an allied department shall be appointed to serve in an advisory, non-voting role by the chair of the TPR committee.

Following a Lecturer's fourth year of service, the Chair and TPR committee shall conduct a comprehensive review of the Lecturer in response to either a request for promotion or to advise the Lecturer with respect to progress towards promotion to Senior Lecturer. Equivalent experience at Clemson may be considered toward the four-year service requirement at the written request of the faculty member and agreement by the TPR committee. Annual reappointment reviews will occur for the Lecturer each year until the Lecturer is granted promotion or completes their ninth year of service. If a Lecturer fails to achieve promotion to senior lecturer within eight years of service, the Lecturer shall not be reappointed following a ninth year of service. Each Lecturer may only request promotion in writing.

Senior Lecturers must request reappointment in the second year of each three-year appointment.

### **Criteria for Reappointment of Lecturers, Senior Lecturers, Principal Lecturers, and Professors of Practice.**

Level I: Appointment to the rank of Lecturer is granted to individuals whose primary responsibility is teaching. Duties that support the department's teaching mission include the following:

- Effective classroom instruction that demonstrates expertise and commitment to the practice and student
- Effective preparation and lab coordination to support high quality, lab-based instruction
- Documentation of teaching effectiveness utilizing the approved University Student

Evaluation form as well as at least three additional methods suggested by the faculty manual (Clemson Faculty Manual Chapter).

Level II: Additional contributions that are consistent with the teaching, research, and extension mission of the University, recognizing that job duties vary and that contribute to the growth of the faculty in their profession, are listed below. It is acknowledged that no individual will meet all these criteria but demonstrated evidence of fulfilling at least one is expected.

- Development of new courses, curricula, pedagogical methods, or instructional materials
- Development of educational materials that support lab instruction
- Coordination of large or multi-section course(s)
- Teaching a breadth of courses incorporating various academic levels or subject areas
- Service to the Department, College, and University (i.e., outreach activities, consulting, academic advising, and committee service)

Level III: Substantial additional contributions that are consistent with the teaching and research mission of the University, recognizing that job duties vary and that contribute to the growth of the faculty in their profession, are listed below. It is acknowledged that no individual will meet all these criteria but demonstrated evidence of fulfilling at least one is expected.

- Development/instruction of online courses, service learning, and/or study-abroad courses
- Development of comprehensive educational materials to support lecture and/or laboratory instruction
- Teaching award(s) and other recognitions of excellence
- Mentorship and contribution to the success of students in creative inquiry classes, undergraduate research projects, or other special teams or extracurricular experiences relevant to the discipline
- Exceptional service to the Department, College, and University (i.e., development of core instructional and curricular programs, extensive committee service, outreach, and engagement activities)
- Participation in relevant professional societies, presentations at professional meetings, or publication(s) in refereed journals or conference proceedings
- Evidence of scholarship appropriate to the position, including but not limited to the production and publication of instructional materials, research, or submission/receipt of external grants
- Significant leadership, mentoring, and support of mentees, peers, and students

Senior Lecturers must request reappointment in the second year of each three-year appointment.

Principal Lecturers must request reappointment in the fourth year of each five-year appointment.

Each faculty member in a special rank except Senior and Principal Lecturer must request reappointment annually in writing.

## **B. Promotion to Senior Lecturer**

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 lecturers who combine effective instruction with additional significant contributions to the mission of the 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. 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.

When a lecturer is being considered for promotion to senior lecturer, the committee will be augmented (in a non-voting capacity) by all senior lecturers in the department serving in an advising capacity; in the case that there are none, at least one senior lecturer from an allied department shall be appointed to serve in an advisory role by the chair of the TPR committee.

### **Criteria for Promotion to Senior Lecturer**

Promotion to the position of Senior Lecturer is based primarily on Level I criteria, but also includes Level II criteria (see above), bearing in mind that an individual's job duties may not encompass all the criteria listed. Level II contributions do not compensate for a deficiency in Level I criteria.

## **C. Promotion to Principal Lecturer**

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 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 is itself, 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.

When a Senior Lecturer is being considered for reappointment or promotion to Principal Lecturer, the committee will be augmented (in a non-voting capacity) by all Principal Lecturers in the department serving in an advisory capacity; in the case that there are none, at least one Principal Lecturer from an allied department shall be appointed to serve in an advisory role by the chair of the TPR committee.

## **Criteria for Promotion to Principal Lecturer**

Promotion to the position of Principal Lecturer is based primarily on Level I and II criteria but also includes Level III criteria (see above), bearing in mind that an individual's job duties may not encompass all the criteria listed. It is not expected that Senior Lecturers complete all Level II criteria; however, Level III contributions do not compensate for a deficiency in Level I or II criteria.

## **Section 6. Reappointment and Promotion of other non-Lecturer Special Faculty Ranks**

Appointments to other special faculty ranks are made on a year-to-year basis.

In the case of reappointment and promotion of other special faculty, the TPR committee may request the advice of one or more appropriately ranked faculty members upon recommendation of the TPR committee chair.

## **Criteria for Reappointment and Promotion of other non-Lecturer Special Faculty Ranks**

Reappointment is based on sustained effort across specific performance criteria from Section 4.A that are relevant to the nature of the candidate's appointment.

Promotion is based on sustained effort across specific performance criteria from Section 4.B that are relevant to the nature of the candidate's appointment.

**Addendum(s). External and Internal Graduate Faculty Status as of March 1, 2019, and March 24, 2021, respectfully.**

**Animal and Veterinary Sciences (AVS) Departmental TPR Policy for Granting Graduate Faculty Status to External Individuals**

This policy is intended to define the guidelines for conferring Graduate Faculty status within the Animal and Veterinary Sciences (AVS) Department to individuals external to the Clemson University system.

The status of Graduate Faculty members in the Animal and Veterinary Sciences (AVS) Department is conferred to individuals external to the Clemson University system according to this policy. Further, the granting of AVS Graduate Faculty status is not equivalent to Adjunct faculty status and the accompanying rights of that rank, as defined in the Clemson University Faculty Manual.

**Procedure for Requesting the Granting of AVS Graduate Faculty Status by the AVS TPR Committee:**

1. The AVS faculty member who is chairing an AVS graduate student's advisory committee may submit the following to the AVS TPR committee chair for consideration:
  - a. A request for consideration of a particular individual to serve on their graduate student's advisory committee as an AVS Graduate Faculty member. The request should include the following information:

Name of the individual they wish to nominate for AVS Graduate Faculty status.

Descriptions of the specific area(s) of expertise that this individual will add to their student's graduate program
2. The individual nominated for AVS Graduate Faculty status must submit a letter to the AVS TPR committee chair that contains the following information:
  - a. A request for consideration as an AVS Graduate Faculty member,
  - b. The specific area(s) of expertise that they expect to provide to the AVS department,
  - c. Documentation of that expertise (2.b.) in the form of a CV.
3. The AVS TPR committee chair will distribute the submitted materials to the entire AVS TPR committee for review. The TPR committee chair may seek clarification of individual items (above) before convening a meeting of the entire committee to discuss and vote (by ballot) on the request for Graduate Faculty status. Subsequently, the AVS TPR committee chair will take the following actions:

- a. Inform, in writing, the nominator (Item 1.), the nominee (item 2., above), the AVS Graduate Student coordinator, and the AVS Department Chair of the AVS TPR committee's decision.
  - b. A copy of these correspondences will be delivered to the AVS Departmental office to create a permanent personnel file for this individual.
4. The term of an AVS Graduate Faculty member shall terminate upon the six-year period of approval or for any criteria for removal as stipulated by the CAFLS graduate faculty policy:

**Procedure to approve Clemson Faculty (Internal to Clemson University) who are not in the AVS Graduate Faculty database.**

The graduate student's major advisor should submit a nomination to the AVS TPR committee for approval of a faculty member to be added to the AVS Graduate Faculty database. This nomination should include the faculty member's CV and documentation that the faculty member is currently approved and has active status as a member of the Graduate Faculty in their home department at Clemson.