



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:

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 _____

Empty box for Department Chair comments

Dean

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

Empty box for Dean comments

Provost

Approved Signature _____

Revision Required (see comments) Name _____ Date _____

Empty box for Provost comments

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

Department: Bioengineering

Date

2/8/2022

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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 *Faculty Manual* requirements to include at least the following:

9	• Procedures the TPR Committee must follow	Ch V, D1c	X		
10	• The composition of the TPR committee shall be defined in the TPR document (change from 2018-2019; this committee need not be elected)	Ch V, D1e, i	X		
11	• The TPR committee's members shall not be appointed by the department chair (new in 2019-2020)	Ch V, D1e, i	X		

12	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch V, D1e, ii	X		
13	• The Committee shall be composed of full-time regular faculty members excluding individuals who as administrators, have input into personnel decisions such as appointment, tenure and promotion	Ch V, D1e, ii	X		
14	• Voting rights on a committee making a recommendation concerning promotion to rank or appointment at a rank are limited to regular faculty with equivalent rank or higher	Ch V, D1e, iii	X		
15	• The Committee must have a minimum of three departmental members, and a mechanism to elect additional members from outside the unit if not possible that is consistent with Ch V, D2a, ii	Ch V, D1e, iv	X		
16	• Departmental procedures for peer evaluation shall be in writing in the TPR document and shall be available to the faculty, the chair, the dean, and the Provost	Ch V, D1f, i	X		

Guidelines providing details of the PTR process adhering to *Faculty Manual* requirements to include at least the following:

17	Post tenure review criteria and processes are documented in the TPR document	Ch V, G3a	X		
18	• Specific guidelines	Ch V, G3a	X		
19	• Specification of ONE option for external representation	Ch V, G6a	X		
19a	• Process for <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

Note While the TPR and PTR committee are described herein AND in the bylaws, please note that if these documents fall out of agreement, the TPR document's description will be the one that applies.



Guidelines for Tenure, Promotion and Reappointment

Section 1. Guidelines for Tenure, Promotion and Reappointment of Tenure/Tenure-Track Faculty

Article I. Tenure, Promotion, and Reappointment Committee

Tenure, Promotion, and Reappointment Committee consists of all primary faculty members who hold the rank of Professor of Bioengineering with tenure. Chair of the TPR Committee is nominated and elected by the faculty (including full time tenure/tenure track faculty, lecturers and research faculty) at a faculty meeting. The elected Chair of the TPR Committee has a service term of at least two years. If at any time there is an insufficient number of faculty members to constitute such a committee, the faculty members who hold the rank of Professor of Bioengineering shall elect one or more appropriate tenured faculty members from other departments in the College of Engineering, Computing and Applied Sciences. This selection requires approval by the candidate. Out-of-department members must be approved by their own department Chair and by the Chair of the Department of Bioengineering.

Article II. Procedures

The TPR Committee shall follow policies approved by the Bioengineering Faculty.

The Chair shall ensure that any faculty member eligible for renewal of appointment, tenure, or promotion shall be given the opportunity to be reviewed. The Chair shall not participate in the deliberations of the TPR committee, but may, upon request of the committee, serve as a resource. In addition, the TPR committee may, upon request of the Chair, serve as a resource for the Chair. The Chair and the TPR committee shall issue separate recommendations to the Dean that are free from coercion and interference from any parties; these recommendations shall be provided to the Dean only after the reports have been completed. The recommendations should be consistent with the workload and goals assigned by the Chair during the period covered by the review, and may include consideration of contributions to the department and university that are beyond the faculty member's workload and goals. The Chair shall promptly inform in writing the faculty member up for review of the results of and rationale for the recommendations of both the Chair and the TPR committee. The faculty member may elect to include a letter of response in the materials forwarded to the Dean.

Article III. Tenure

It shall be the responsibility of the Chair to direct the TPR committee to review all untenured faculty members in their penultimate year of probationary appointment as defined in the Bioengineering Department TPR guidelines. Faculty members with lesser periods of probationary service may on their own initiative request a review by the Chair and the TPR committee.

The criteria and procedures described in the departmental "Guidelines for Tenure, Promotion and Reappointment" shall be used for evaluation; the recommendations shall/should be consistent with the workload and goals assigned by the Chair during the period covered by the review.

Article IV. Promotion

It shall be the responsibility of the department chair to direct the TPR committee to review any faculty member for promotion to Associate Professor or Full Professor. The criteria and procedures described in the departmental "Guidelines for Tenure, Promotion and Reappointment" shall be used for evaluation. The committee's recommendations should be consistent with the workload and goals assigned by the Chair during the period covered by the review.

Article V. Criteria for Tenure, Promotion and Reappointment

The mission of Clemson University comprises three components: teaching, research, and public service. The primary role of the faculty of the University is to seek and communicate knowledge. Thus, the work of each faculty member should be evaluated on the basis of his or her dedication to and effectiveness in scholarship, that is, the discovery, synthesis, dissemination and application of knowledge.

This article lists criteria that are used at the department level review for tenure, promotion, and reappointment (TPR) of Bioengineering faculty, and suggests types of evidence that may be used to support accomplishments under each criterion.

Research Performance (including scholarship, sustainable sponsored research funding, etc)

Within the Bioengineering department, this will be demonstrated with the following possible supporting evidence:

1. Research publications in high impact peer reviewed journals
2. Research monographs
3. Books and book chapters
4. Publications in conference proceedings
5. Presentations at national and international conferences
6. Published curriculum materials.
7. Patents awarded, patent applications, intellectual property disclosures.

8. Impact of scholarship (literature citations, invited lectures, keynote addresses, etc.)
9. Research funding from competitive federal, corporate, or state sources.
10. Student support generated.
11. Evidence of submitting proposals seeking funding from federal agencies, industry, and other sources.
12. Evidence of Interdisciplinary Collaboration, such as joint research contracts and grants, joint research proposals, co-authored scientific and technical papers.
13. Honors and awards based on research and scholarly achievement.

Teaching Performance

Within the Bioengineering department, this will be demonstrated with the following possible supporting evidence:

1. Effective teaching that demonstrates ability and commitment
2. Demonstration of effective teaching of graduate and undergraduate courses.
3. Demonstration of effective teaching of Creative Inquiry or similar research experiences for undergraduates.
4. Development: courses, curricula, pedagogical methods, materials.
5. Evaluations: course evaluations, exit interviews, peer evaluations, classroom visits, alumni evaluations.
6. Honors and awards based on teaching.

Student Mentoring

Within the Bioengineering department, this will be demonstrated with the following possible supporting evidence:

1. A strong record of advising and mentoring of graduate and undergraduate students
2. PhD graduates, papers first authored by those students.
3. Master's graduates, papers first authored by those students.
4. Current thesis and dissertation research advisees, papers first authored by those students.
5. Undergraduate research and Creative Inquiry students advised.
6. Postdoctoral researchers and visiting scholars advised.
7. Honors and awards received by former and current advisees.

Service

Within the Bioengineering department, this will be demonstrated with the following possible supporting evidence:

1. Professional society service activities and accomplishments, including elected and appointed leadership positions (officer, committees, boards, etc.)
2. Service as editor or on editorial boards of professional journals or monographs, organization of meetings (sessions, programs, proceedings editor)
3. Reviewer for funding agencies or for technical papers/manuscripts, service to governmental agencies on policy issues
4. Professional registration or appointments.
5. Service to the University
6. Service to the public and private sectors, including public and private consulting, externally delivered courses and short courses, technical reports, and trade publications,
7. Service in the University administration and committees
8. Service to the College administration and committees
9. Service to the Departmental administration and committees
10. Advisor to student organizations
11. Honors and awards for service.

Article VI: Evaluation of Criteria

Reappointment to a tenure-track position will require demonstrable progress toward meeting the criteria in Article V

Promotion to Associate Professor and/or the award of tenure will require consistent and continuous success in meeting, the criteria of Article V, and a reputation outside the University for scholarship. Also required will be a high likelihood of continued success in meeting the criteria of Article V and the expectation of attaining national recognition and prominence for scholarship.

Promotion to Professor will require consistent and continuous success in meeting the criteria of Article V and the attainment of national prominence and recognition for scholarship.

Article VII: Materials to be Submitted

As part of the tenure, promotion, and reappointment process, a DigitalMeasures portfolio is to be compiled in an electronic notebook format submitted through Clemson's DigitalMeasures portal for review at the departmental, college, and Provost's level. The notebook is to be well indexed and tabbed with headings and subheadings as specified below and arranged in the order given. Additional supporting evidence, not included in the portfolio notebook, may

be provided by the candidate as separate supplements, which are kept on file at the department level for review, if needed. This supplementary notebook is not forwarded to the College for the dean's review.

In lieu of writing letters of reappointment for first year faculty, the TPR Peer Review Committee (short for TPR Committee hereafter), department chair, and dean complete a standard "*Review for Faculty in the First Year Form*".

1. Letter requesting tenure, promotion, and/or reappointment.
2. Request for Faculty Personnel Action Form, and, if appropriate, Granting of Tenure Form.
3. Letter of recommendation from the TPR Committee. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the TPR Committee should be inserted following the current year letter by the department chair
4. Letter of recommendation from the department chair, as appropriate. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the dean. Copies of all prior year letters of recommendation from the department chair should be inserted following the current year letter by the department chair.
5. Letter of recommendation from the dean. The candidate must sign this letter acknowledging receipt and certifying that it has been discussed with him/her before the portfolio is transmitted to the Provost. Copies of all prior year letters of recommendation from the dean should be inserted following the current year letter by the department chair.
6. Detailed resume in the standard College of Engineering & Science format.
7. Top achievements. Personal summary of what the candidate considers the top achievements that are pertinent to the TPR decision (3 pages maximum).
8. Teaching.
 - 8.1. Candidate's statement on teaching including philosophy, methodology, materials developed, effectiveness, challenges, etc. (3 pages maximum).
 - 8.2. The original (photocopies are not suitable as they often are illegible) Student Feedback Form (teaching effectiveness evaluation form) submitted by all students for all courses taught during the preceding two regular semesters. Summary instructor statistics provided by the College for each course are to be included in addition to the average departmental and College statistics.
 - 8.3. Any other evidence of teaching effectiveness such as senior exit surveys, alumni surveys, in-class peer visitation reports, etc.

9. Research Activities (not addressed in the resume).
 - 9.1. Research proposal history (optional).
 - 9.2. Impact of research/scholarship including literature citations (excluding self-citations), patents, awards, etc.
10. Service Activity (not addressed in the resume; may be documented in letters of recommendation from TPR Committee, department chair, and dean).
11. Copies of Faculty Evaluation Form 3 for the last five years.
12. Statement of short (1 year) and long-term (5 years) goals.
13. Description of administrative duties, if appropriate.
14. List of senior national and international external referees and all external peer review letters that are to be inserted in the portfolio by the TPR Committee. (Required for tenure and promotion actions only.)
 - 14.1. The candidate should compile and provide to the TPR Committee a list of at least five persons from outside the University as suggested external evaluators (close former associates such as dissertation advisors are not to be included). These external evaluators must be able to evaluate the quality of a faculty member's scholarship. For each suggested evaluator, give his or her name, title, address, phone number, e-mail address, brief justification on why that person should be considered an appropriate external evaluator of the faculty member's performance, and a description of the candidate's relationship to the suggested evaluator. The list must include at least three names with whom the candidate has not collaborated.
 - 14.2. The TPR Committee may solicit evaluations from any name on the list submitted by the candidate and **must** independently solicit at least two additional external evaluations from persons not on the candidate's list. The review for tenure and/or promotion to Associate Professor must include at least **four** external peer evaluations with at least **two** chosen from the candidate's list. The review for promotion to Professor must include at least **six** external peer evaluations with at least **three** chosen from the candidate's list.
 - 14.3. In an attempt to ensure that external evaluations provide useful and consistent information, the letters (sample provided as Attachment D) from the TPR Committee to the external evaluators should address the three issues identified below. The tenure and/or promotion candidate should provide to the TPR Committee a sufficient number of reprints of at least three refereed journal articles (candidate's choice) for inclusion in the mailing to the external evaluators.

- 14.3.1. External evaluators should comment first and foremost on the quality of the candidate's scholarship as evidenced by the quality and impact of their research and publications.
 - 14.3.2. External evaluators should comment on the national and international stature of the candidate within the profession.
 - 14.3.3. External evaluators may comment on the candidate's research and graduate advising productivity, and professional service activities, if deemed appropriate.
15. Any clarifying statements or additional information (supplementary to the standard resume) that a tenure, promotion, or reappointment candidate wishes to have included in the TPR portfolio (5 pages maximum). This is optional.
 16. Spreadsheet of annual evaluation ratings for the past three years including an indication of how the candidate's evaluations compare with other faculty in that particular rank in his/her unit (completed by the department chair).
 17. A copy of the original letter of offer of employment (inserted in the portfolio by the Dean's Office).
 18. A copy of the signed Tenure Agreement Form (inserted in the portfolio by the Dean's Office).
 19. A copy of all promotion letters, as applicable (inserted in the portfolio by the Dean's Office).
 20. Copy of Department Guidelines for TPR (inserted in the portfolio by the department chair).

Article VIII: Completion Dates

Dates for completing each level of review in the tenure, promotion and reappointment process are determined each year by the University, the College of Engineering & Science, and the Department of Bioengineering so that adequate time is provided at each level for a thorough and complete review.

Approved by the BIOE Faculty: October 30th, 2020

Section 2. Guidelines for Appointment, Reappointment, and Promotion of Research Faculty:

Research Faculty members are colleagues who support the overall mission and vision of the department, and have research as their principal assignment and are supported by a variety of mechanisms (internal and external sources); however, the expectation is that 100% of salary support (including fringe benefits) is derived from grant and contract funds obtained by the research faculty member consistent with the terms of appointment. This faculty appointment is a professional career track without tenure considerations. Individuals holding these positions will be subject to annual review utilizing the faculty activity system for faculty continuance. Performance goals and expectations are more restricted than those for tenure/tenure-track faculty and must be consistent with the Bioengineering Department TPR guidelines.

Reappointment and Promotion: The primary role of research faculty members is to seek and communicate knowledge that is guided by both the contractual agreement(s) with the research sponsor(s) and the general mission of the bioengineering department. Evaluation criteria for reappointment and promotion should include, but are not limited to

1. Fulfillment of research contract obligations.
2. Additional funding (outside the University's E&G budget) obtained from federal, corporate, and/or state sources.
3. Participation in collaborative research contracts and grants.
4. Collaborative research contracts and grants initiated.
5. Honors and Awards at all levels – Department, College, University, National, Professional Society.
6. Publications in refereed journals and other appropriate media.
7. Participation in technical committees of professional societies.
8. Service on research advisory boards and review panels.
9. Support and advising of graduate and undergraduate students.
10. Patents and licenses awarded.

Section 3. Guidelines for Appointment, Reappointment and Promotion of Lecturers, Senior Lecturers and Principal Lecturers:

Lecturers and instructors are faculty members and colleagues who support the overall mission and vision of the department and are engaged in full-time classroom instruction. This faculty appointment is a professional career track without tenure consideration. Performance goals and expectations are more restricted than those for tenure-track faculty and must be consistent with the Bioengineering Department TPR guidelines.

Reappointment. The TPR committee should annually review performance of Lecturers. The TPR Committee should review Senior Lecturers at least every 3 years, to be at least in the penultimate year of their 3-year appointments. The TPR Committee should review Principal Lecturers at least every 5 years, to be at least in the penultimate year of their 5-year appointments. Evidence of teaching effectiveness as indicated in Articles V and VII of Section 1 of this TPR guidelines may be used for evaluation by the TPR Committee for reappointment.

Promotion to Senior and Principal Lecturer should be performed in accordance with the procedures outlined in the Faculty Manual. Evaluation criteria for promotion should include:

1. At least **four full academic years** of appointment as a full-time Lecturer are required for consideration of promotion to Senior Lecturer. Similarly, at least four full academic years of appointment as a full-time Senior Lecturer are required for consideration of promotion to Principal Lecturer. Lecturers and Senior Lecturers can apply for promotion during their fifth year in this position.
2. Demonstrated excellence in teaching. Candidates for promotion to the ranks of Senior and Principal Lecturer should provide evidence of effective teaching as described in Article V of this document.
3. Service. Promotion to Senior Lecturer requires evidence of significant service to the university and/or public sector. Evidence of service may include but is not limited to service on department, college, or university committees, leading a creative inquiry team, serving as a mentor to graduate teaching assistants, assisting with organization of special events, projects, or other activities sponsored by the department, college, or university. Candidates for promotion to Principal Lecturers are expected to develop a consistent and focused service program aligned with the strategic goals of the department, college, and university. Strong candidates for promotion to Principal Lecturer will show substantial commitment across multiple levels of the university (department, college, and university) and professional community. Additional examples of evidence of service for promotion to Principal Lecturer may include but are not limited to mentoring lecturers and graduate teaching assistants, development of externally delivered lectures and short courses, organization of special events, projects, or other activities sponsored by the department, college, or university, advising student organizations, and serving in leadership positions in professional organizations.
4. Positive Annual Reviews. Candidates for promotion to Senior and Principal Lecturer are expected to have Form3 evaluations of 'very good' or 'excellent' for years prior to the application for promotion. Excellence in research is not an expectation for promotion to Senior or Principal Lecturer; however, contributions to research made by a candidate are considered as strength.

Section 4. Guidelines for Appointment, Reappointment, and Promotion of Clinical Faculty

Appointment, reappointment, and promotion of Clinical Faculty shall be coordinated through the department tenure, promotion, and reappointment (TPR) committee. Recommendations for appointment shall be initiated by the nominating faculty member of the Department and voted by the faculty members and submitted for approval by the Dean and Provost. The primary role of the TPR committee shall be to certify that the recommendation meets the appropriate departmental standards for the position and rank, which is consistent with their home institution. Appointments are on a 12-month basis and renewable.

Section 5. Guidelines for Appointment, Reappointment, and Promotion of Professor of Practice

Appointment and reappointment of Professors of Practice shall be coordinated through the department tenure, promotion, and reappointment (TPR) committee. Recommendations for appointment shall be initiated by the nominating faculty member of the Department and voted by the faculty members and submitted for approval by the Dean and Provost.

The appointee's performance must be reviewed annually by the home department's TPR committee. The duties, terms of appointment, and salaries of such persons will be specified in the letter of appointment, and such appointments must be initiated by the host department(s) in accordance with departmental bylaws and approved by the Dean and Provost.

Section 6. Guidelines for Appointment, Reappointment, and Promotion of Extension Faculty

Appointment and reappointment of Extension Faculty shall be coordinated through the department tenure, promotion, and reappointment (TPR) committee. Recommendations for appointment shall be initiated by the nominating faculty member of the Department and voted by the faculty members and submitted for approval by the Dean and Provost. The duties, terms of appointment, and salaries of such persons will be specified in the letter of appointment, and such appointments must be initiated by the department in accordance with departmental bylaws and approved by the Dean and Provost. These positions are contingent upon the availability of external funds and adequate space; positions may be terminated upon expiration of external funding per the terms of the appointment letter. Individuals holding these positions will be subject to annual review by the departmental TPR committee utilizing the faculty activity system for faculty continuance. Initial appointment, reappointment, and promotion will be contingent upon plans for and

contributions to the department's extension and/or public service programs. Distribution of indirect costs or overhead generated shall follow University policy.

Section 7. Post-Tenure Review.

Article I. Post-tenure Review Committee.

All tenured faculty members shall undergo peer review on a regular basis. The department Chair shall devise a schedule of staggered reviews of tenured faculty within each rank. Reviews shall be conducted in order of seniority, beginning with faculty members with the longest employment by Clemson University. Each year a PTR committee shall be elected from the members of the TPR committee. A PTR Committee should consist of a minimum three members. A faculty member subject to PTR in a particular year who is on the TPR committee cannot be elected to the PTR committee. Faculty members in Part II of PTR are also not eligible to serve on the PTR Committee. Chair of the PTR Committee is elected every year by the Committee members.

Article II. Procedure.

Post tenure review (PTR) serves to rigorously evaluate professional contributions of tenured faculty in the department. The review should/shall be used to ensure that all faculty members serve the needs of the students and the institution, and that excellent faculty members are identified and rewarded. Procedure for post tenure review shall follow the Bioengineering Department 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 faculty members in a department or equivalent unit 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.

PTR shall not infringe upon the accepted standards of academic freedom. Sex, age, ethnicity, and other factors unrelated to an individual's professional qualifications shall not be considered in the review process. The chair and the Dean must not be involved directly in the peer review process at the departmental level. Post tenure reviews must be linked to the annual reviews and goals outlined by the chair.

The PTR committee reviews the ratings received on the most recent available series of five years of annual performance reviews, as specified in the "Best Practices for Post-Tenure Review". Merit salary increments are based on these annual performance reviews, as is consistent with the "Best Practices for Post-Tenure Review" located in Appendix E. All tenured faculty members receiving no more than one (of five) annual performance rating of "fair," "marginal," or "unsatisfactory" in Part I of the Post Tenure Review process receive a Post-Tenure Review rating of "satisfactory." These faculty members are thereby exempt from

Part II of Post-Tenure Review. All tenured faculty members receiving two or more annual performance ratings of “fair,” “marginal,” or “unsatisfactory” will be reviewed under Part II of PTR.

In order to ensure adequate external representation in the Part II PTR process, PTR Committee will solicit four reference letters submitted from outside the department 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 other letters will be solicited by the Chair of the PTR Committee from the individuals outside of the department 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 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.