



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: **Chemical and Biomolecular Engineering**

Date

5/19/2022

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4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 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



Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, Post-Tenure Review, and Reappointment

Approved by the ChBE Faculty: April 11, 2022

Most Recently Amended by the ChBE Faculty: April 11, 2022

ARTICLE I. APPOINTMENT PROCEDURES

Section 1. General Appointment Procedures for Tenured, Tenure-Track and Lecturer Faculty

When a new or replacement tenured, tenure-track or lecturer faculty position has been approved for the Chemical and Biomolecular Engineering Department (henceforth referred to as the Department), the Department Chair shall initiate a search process. The Chair shall appoint a Faculty Search Committee according to the Department Bylaws, and they shall prepare the advertisement and other hiring related documents, review and screen applications, check references, make recommendations for interviews, be actively involved in interviews, and compile information and recommendations from Department faculty regarding interviewees. The chair of the Faculty Search Committee shall be responsible for overseeing advertising the position, communicating with applicants, and arranging interviews. At all stages of the search, Department faculty will have access to the credentials of each applicant. Appointments will conform to Clemson University policies governing position searches, hiring, and other personnel matters.

In making a recommendation for an appointment to the Dean, the Department Chair shall indicate the extent of faculty support for the candidate and the recommended rank and tenure status of the candidate, including the recommendation of the faculty regarding tenure, if required.

Section 2. Appointment of Tenured and Tenure Track Faculty

The Department Tenure, Promotion, and Reappointment Committee (see Article III) must review any consideration for an appointment in rank beyond the Assistant Professor level, appointment with tenure, or appointment with tenure probationary periods of two years or less prior to the appointment. The Tenure, Promotion, and Reappointment Committee shall render a written opinion to the Department Chair regarding the appropriate rank for appointment and tenure recommendations and this information shall be forwarded to the Dean of the College prior to appointment.

Section 3. Appointment of Lecturers and Senior Lecturers

Lecturers and Senior Lecturers will possess a minimum of a Masters degree consistent with the normal disciplines that are associated with the Department. Following the search for a lecturer or senior lecturer, the search committee shall provide recommendations to the Department Chair. The

Chair shall make appointments consistent with the Faculty Manual, and the appointment terms shall be documented in the appointment letter to the applicant.

Section 4. Appointment of Professors of Practice

The title of Professor of Practice (or “Professor of Practice of Chemical and Biomolecular Engineering”) designates persons eminently qualified, experienced, and distinguished in their professions, but whose career paths and experiences have not been or are not primarily in the academy. A Professor of Practice will contribute to the Department and University missions by sharing professional experiences through teaching or research activities. This faculty appointment is a professional career track without tenure considerations. Performance goals and expectations are more restricted than those for tenure/tenure-track faculty and must be consistent with the Faculty Manual.

Appointments will conform to University policies governing position searches, hiring, and other personnel matters as stated in the University Faculty Manual. Professors of Practice shall be appointed by the Department Chair to fill specific teaching needs of the Department. At the request of the Chair, a Faculty Search Committee may be charged with the recruitment and screening of qualified candidates for the position. The specific duties (e.g., teaching), terms of appointment, and salaries of such persons will be specified in their letter of appointment. These positions are contingent upon the availability of funds (external or internal) and adequate space. The position may be terminated upon expiration of funding per the terms of the appointment letter.

Section 5. Appointment of Adjunct Professors

Adjunct Faculty denotes an advisory appointment. It may be assigned to individuals with no other Clemson University faculty appointment who bring needed expertise to the teaching, research, or service programs of the University.

- 1) The qualifications for adjunct faculty rank shall be comparable to those for appointments at corresponding regular faculty ranks.
- 2) Adjunct appointments generally do not involve remuneration from the University, are for up to five years, are individually negotiated as to terms, and may be renewable.
- 3) Adjunct appointments shall be limited to those making active contributions to the teaching, research, or service programs of the University, and must be approved and reviewed by the Departmental TPR committee.

Section 6. Appointment of Other Special Rank Faculty

When any new or replacement special rank faculty, including Research, Clinical and Extension faculty, position not separately specified in these guidelines has been approved, the sponsoring faculty member shall initiate a search process. If the position is to be funded by University funds (as opposed to research grant funds), the Department Chair shall be considered the sponsoring faculty member. The sponsoring faculty member or Faculty Search Committee shall prepare the position advertisement, review and screen applications, check references, make recommendations for on-campus interviews, be actively involved in interviews, and compile information and recommendations from relevant Department faculty regarding interviewees. The sponsoring faculty member or chair of the Faculty Search Committee shall be responsible for overseeing advertising the position, communicating with applicants and arranging interviews. All

appointments shall conform to University policies governing position searches, hiring, and other personnel matters.

Section 7. Appointment of Titled Professorships and Endowed Chairs

Endowed chairs and titled professorships are established to recognize faculty with exceptional levels of achievement in teaching, research, and professional service. When appointment of a new titled professorship or endowed chair is contemplated, a search-and-screening committee will be elected to review applications for the position. A majority of the search-and-screening committee shall be composed of tenured Departmental faculty members elected by the Departmental Faculty, and at least one regular faculty member holding a Titled Professorship or Endowed Chair from a related discipline in another college shall be appointed to the committee by the Dean of the College or the Provost. When possible, the search-and screening committee will consist of faculty holding a Titled Professorship or Endowed Chair. The committee shall elect their chair. The committee shall nominate a slate of candidates and forward its recommendations to the Department Chair. The Chair will recommend a candidate(s) for the position and forward their recommendation, along with the slate of nominees selected by the search-and-screening committee, for review and approval by the Dean, Provost, and President of the University.

ARTICLE II. ANNUAL PERFORMANCE REVIEW OF ALL FACULTY

Every individual appointed to a regular or special faculty rank shall be evaluated each year, regardless of tenure status. In cases where members of the faculty have had official university leave, the annual review should only reflect the portion of the year that they are not on leave. If the faculty member is on leave an entire year, there are no goals and there is no review.

Procedures for the annual review of all faculty by the Department Chair shall follow the procedure:

- 1) Faculty shall submit performance information in the faculty activity reporting system sufficient to allow for their equitable review.
- 2) The Department Chair shall review the performance materials submitted for each faculty in the faculty activity reporting system.
- 3) The Department Chair shall prepare an evaluation of each faculty based on the submitted materials in the faculty activity reporting system and any other relevant information available for review, including faculty goals previously agreed to by the Chair and the faculty member. The review letter shall describe the faculty member's effectiveness with emphasis on teaching, scholarship, research and service; an indication of the area(s) where improvement is needed; and suggestions of ways by which the faculty member can reach a higher stage of professional development or satisfactory performance. In addition to the narrative evaluation, the annual evaluation shall also include a total performance ranking chosen from unsatisfactory, marginal, fair, good, very good, or excellent, which are listed in increasing order of excellence.
- 4) The Chair shall meet with each faculty member under review and ensure that they have read and understand their annual review. The faculty under review will then sign the review acknowledging that the evaluation was reviewed and return it to the Chair. Signing the review letter at this stage of the review process does not imply agreement with the evaluation.

The faculty member has the right to file a disclaimer to all or part of the evaluation within ten calendar days of its receipt. The Chair will respond to any disclaimers and revise the evaluation if appropriate.

- 5) The signed review shall then be forwarded to the Dean of the College along with any rebuttal letter and Chair response.

ARTICLE III. TENURE, PROMOTION, AND REAPPOINTMENT COMMITTEE

Departmental Tenure, Promotion and (Re)appointment (TPR) Committee(s) are established annually to evaluate the credentials of members of the Department that are eligible for tenure, promotion, and/or (re)appointment and to provide written recommendations to the Dean on their findings.

The TPR Committee(s) shall consist of at least three (3) tenured Departmental faculty members, unless there are insufficient numbers of tenured faculty in the Department to fill the TPR committee, then tenured, professors from a closely affiliated department may be elected to serve on the TPR committee. The selection of non-departmental reviewers requires approval by the candidate under review. Out-of-department members must be approved by their own department Chair and by the Chair of Chemical and Biomolecular Engineering. The committee members shall be elected by the Departmental Faculty at a regular Departmental faculty meeting. The TPR Committee may have representation of tenured Associate Professors and Professors, with the exception that TPR Committee(s) for faculty seeking promotion to professor must consist solely of tenured professors. The TPR Committee(s) shall elect their committee chair from any of the professors on the committee, and this chair shall represent the Department at any College level TPR review meetings involving departmental TPR committee chairs. If the TPR committee chair is unable to attend any of the College level TPR review meetings, they may designate another professor on the TPR Committee to attend in their absence.

If the Faculty so chooses, multiple TPR Committees may be elected to establish separate committees with greater understanding of the accomplishments and performance of each of the Faculty under review. If the Faculty chooses to elect multiple TPR Committees, then one tenured professor in the Department must be elected to serve on all of the TPR committee(s), and this member shall represent all Departmental TPR Committee(s) at any College level TPR review meetings involving departmental TPR committee chairs. It is not a requirement that this member serve as TPR Committee Chair for all Departmental TPR committees, but they are eligible to do so.

In accordance with the University Faculty Manual, the membership of the TPR Committee(s) shall be made available to all faculty members undergoing review.

When a lecturer or senior lecturer is being considered for reappointment or promotion, the TPR Committee shall be augmented with other senior or principal lecturers in the Department when possible. In the case that there are none, the committee may request a list of up to five appropriately ranked lecturers from affiliated University departments from the faculty member under review. The committee may request one or more of these suggested faculty to serve as a non-voting member on the TPR Committee, serving solely in an advisory role.

ARTICLE IV. TENURE, PROMOTION AND REAPPOINTMENT PROCEDURES

Section 1: General Guidelines for the Review of All Faculty

Every faculty member eligible for review shall be given an opportunity for review in accordance with the Clemson University Faculty Manual. The Department shall use the criteria and materials specified in this document in its review for Tenure, Promotion and/or Reappointment. The University schedule for tenure, promotion, and reappointment, including process deadlines, will be made available at the start of each academic year to all faculty. All faculty members under review are obliged to deliver their supporting materials by the deadlines listed in the University Calendar or as notified by the Department Chair.

Peer review for tenure, promotion and/or reappointment will be conducted through the Department Tenure, Promotion and Reappointment Committee(s). The TPR Committee(s) shall be elected in accordance with the guidelines in *Article III* and the University Faculty Manual. The Department Chair will notify the Committee Chair to initiate the formal review. The TPR Committee does not evaluate the performance of tenured faculty on an annual basis.

The function of the TPR Committee is to (1) serve as an advocate for the faculty candidate in tenure, promotion and reappointment considerations; (2) determine if the candidate meets the established criteria for reappointment, tenure, or promotion consistent with the expectations, goals and vision of both the Department and College; and (3) report the recommendation of the TPR Committee to the faculty member under review, the Department Chair, and the Dean of the College. This recommendation will be based on the majority vote of the TPR Committee. The TPR Committee shall conduct its business in accordance with the University Faculty Manual and the following general procedures.

- 1) Each TPR Committee and the Department Chair shall be provided with the portfolio of materials, described in *Article IV, Sections 4 or 5*, compiled by the faculty member for consideration. Each Committee member will be expected to review the Candidate's Portfolio prior to deliberations.
- 2) Each TPR Committee shall use the *Criteria* described in *Article IV, Section 2 or 3* of this document to evaluate the candidate(s) and provide a written review summarizing their conclusions. The Department Chair shall make a separate recommendation using the same guidelines. The recommendations of the Chair and the TPR Committee shall be free from coercion and interference from any parties. The Chair shall not participate in the deliberations of the TPR Committee, but may, upon request of the committee, serve as a resource, and the TPR Committee may, upon request of the Chair, serve as a resource for the Chair.
- 3) The recommendations of the TPR Committee and the Chair 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, University and profession that are beyond the faculty member's workload and goals.

- 4) External referees are required for both tenure and promotion actions for regular faculty. A qualified external referee is someone knowledgeable of the candidate's field, has a distinguished record in a related field, and has the necessary and relevant experience to offer an opinion regarding the suitability of the requested action(s). For tenure and promotion considerations, the Department Chair shall solicit external evaluations from any name on the list of recommended external reviewers submitted by the candidate and must independently solicit at least two additional external evaluations from persons not on the candidate's list (identified by the Chair or recommended by the TPR Committee). The review for tenure and/or promotion to Associate Professor should include at least four external peer evaluations with at least two chosen from the candidate's list. The review for promotion to Professor should include at least six external peer evaluations with at least three chosen from the candidate's list. The external review letters received by the Chair shall be shared with the TPR Committee.

To ensure that external evaluations provide useful and consistent information, the letters (sample provided as Attachment A) from the Department Chair to the external evaluators should address the issues identified below.

- a) 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.
- b) External evaluators should comment on the national and international stature of the candidate within the profession (less important for tenure and promotion to associate professor, required for promotion to professor).
- c) External evaluators may comment on the candidate's research and graduate advising productivity, and professional service activities (important for tenure and promotion to associate professor, required for promotion to professor).
- d) External evaluators may comment on the candidate's teaching quality and course development productivity, if deemed appropriate.

The letters of opinion from external referees become part of the Candidate's materials for administrative review. Due to confidentiality, the external referee letters are not provided to the Candidate, but referees are advised that in the event of any grievance actions the Candidate may gain access to the letters.

- 5) Upon completion of the review letters by the Chair and TPR Committee, the recommendations of the Chair shall be shared with the TPR Committee, and vice versa. The Department Chair shall then share the recommendations of the TPR Committee and the Chair with the faculty member under review and ensure that they have read and understand the reviews. In cases of promotion consideration, the candidate may withdraw from further consideration before any recommendation letters are forwarded to the Dean of the College. With the approval of the faculty member under consideration, the recommendations of the TPR Committee and that of the Department Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters.

All internal documents generated by the Committee in its deliberations are considered as confidential.

In lieu of writing letters of reappointment for first year faculty, the TPR Committee and Department Chair shall instead complete a standard “Review for Faculty in the First Year Form” or the equivalent.

Section 2. Criteria for Tenure, Promotion, and Reappointment of Regular Faculty

The mission of Clemson University comprises three components: teaching, research, and public service. The primary roles of the faculty of the University are to seek and communicate knowledge. The specific criteria for tenure and reappointment of tenure-track faculty will be based on evidence of effective teaching, scholarship, research, service, and student mentoring. The work of each faculty member shall be evaluated based on their dedication to and effectiveness in scholarship, that is, the discovery, synthesis, dissemination, and application of knowledge.

The criteria herein shall be used for the review of regular Departmental faculty for tenure, promotion, and/or reappointment. Specific guidelines for successful performance shall be conveyed to the individual faculty by the Department Chair and TPR Committee. Successful performance does not require that all criteria of performance be equally met, but it is generally expected that measurable performance exist for all criteria for all tenured and tenure-track faculty. Exceptions may include those faculty with new appointments in the Department, faculty with significant administrative duties, or faculty with approved leave for extended periods (e.g., sabbatical, family leave, or extended medical leave). Supporting evidence for performance contributions may include:

Criterion 1) Effective teaching that demonstrates ability and commitment:

- 1.1) Development of courses, curricula, pedagogical methods, and materials
- 1.2) Presentation of subject matter in an effective manner as indicated by course evaluations, senior exit surveys, peer evaluations, classroom visits, alumni evaluations, and/or student performance on tests used for professional licensure
- 1.3) A statement by the faculty member that describes and documents how feedback from student ratings of course experiences or other teaching evaluation instruments were used to improve teaching
- 1.4) Attention to teaching responsibilities such as meeting classes promptly, maintaining office hours and submitting student grades in a timely manner.
- 1.5) Effective lab coordination and preparation of lab facilities and activities that support high quality lab-based instruction
- 1.6) Effective coordination of a multiple section course
- 1.7) Development of jointly taught courses with faculty not in the Department
- 1.8) Leadership of creative inquiry classes, undergraduate research projects, and service-learning courses
- 1.9) Honors and awards based on teaching

Criterion 2) Research, including scholarship (refereed scholarly work is weighed more heavily, and the extent of effort on collaborative works is considered):

- 2.1) Attention to responsibilities associated with the execution of research in a competent and safe manner
- 2.2) Timely completion of research and the reporting of research results to project managers and funding agencies (as necessary)
- 2.3) Development of collaborative and individual research proposals for funding from competitive federal, state, or corporate sources; foundations; institutes; and societies. Consideration should be given to both funded and unfunded proposals as well as the logistics and management required to assemble large multi-investigator proposals.
- 2.4) Development of sound research proposals culminating in funding from University or non-competitive sources (e.g., gifts and donations)
- 2.5) Development, renovation and/or acquisition of new research equipment or facilities
- 2.6) Translation of research to commercial, educational or government use
- 2.7) Development of collaborative research with joint contracts and grants
- 2.8) Co-authored scientific and technical papers with faculty not in the Department
- 2.9) Publication of original work in journals and conference proceedings
- 2.10) Publication of research topic reviews in journals
- 2.11) Research monographs
- 2.12) Books and book chapters
- 2.13) Published curriculum materials
- 2.14) Patents awarded and licenses executed
- 2.15) Presentations at regional, national, and international conferences
- 2.16) Honors and awards based on research outcomes or scholarly achievement
- 2.17) Impact of scholarship (literature citations, keynote addresses, etc.)
- 2.18) Technical reports and trade publications
- 2.19) Publications of all types submitted for review but not yet accepted for publication (weighed less)

Criterion 3) Mentoring:

- 3.1) Mentoring of students and student teaching assistants in courses taught
- 3.2) Successful mentoring of doctoral and Master's candidates to the completion of their degree requirements (including student authored papers)
- 3.3) Mentoring of current thesis and dissertation research advisees, including guidance on authoring research results
- 3.4) Mentoring of undergraduate or pre-college researchers
- 3.5) Mentoring of postdoctoral research fellows and visiting scholars
- 3.6) Academic advising of undergraduate students
- 3.7) Academic advising of graduate students, including course work only students and students not yet assigned to a research advisor
- 3.8) Honors and awards received by mentored students or for mentoring students
- 3.9) Mentoring of faculty

Criterion 4) Service activities and accomplishments:

- 4.1) Elected or appointed leadership positions (e.g., officer, committees, boards, etc.).
- 4.2) Service as editor or on the editorial boards of professional journals or monographs

- 4.3) Organization of professional meetings, conferences, sessions, or programs
- 4.4) Reviewer for funding agencies or for technical papers/manuscripts
- 4.5) Service to governmental agencies on policy issues, etc.
- 4.6) Service on research advisory boards and review panels
- 4.7) Professional registration
- 4.8) University, College, and Departmental committee service, including faculty senate
- 4.9) Advising students in professional and extracurricular activities
- 4.10) Public and private consulting
- 4.11) Externally delivered courses and short courses
- 4.12) University, College, and Departmental administration
- 4.13) Mentoring and education of pre-college students
- 4.14) Recruitment activities involving both students and University faculty and staff
- 4.15) Publications and presentations not necessarily the result of research or teaching activities (e.g., articles or presentations about students, faculty, staff or the Department)
- 4.16) Activities in promoting causes of benefit to the University, its students, faculty and/or staff, and to the public
- 4.17) Providing counsel, analyses, position papers, speeches, data and other materials and assistance to college and University administration

Section 3. Criteria for Promotion and Reappointment of Special Rank Faculty

The specific criteria for reappointment and promotion of Special Rank Faculty, including Professors of Practice, Lecturers, Senior Lecturers, Principal Lecturers, Research Professors, and other Special Rank Faculty, will be based on evidence of effective teaching, scholarship, research, service, and/or student mentoring (a more detailed list of possible activities are listed in *Article IV, Section 2*), where the expectations for successful performance shall be specified in the appointment letter for the position or conveyed to the individual faculty by the Department Chair and/or TPR Committee. The performance goals and expectations for special rank faculty are more restricted than those for tenured/tenure-track faculty and must be consistent with the University Faculty Manual.

Professors of Practice and Lecturers are expected to demonstrate an ability and commitment to effective teaching. Duties for these faculty that support the Department's teaching mission may include:

- 1) Development of courses, curricula, pedagogical methods, and materials
- 2) Presentation of subject matter in an effective manner as indicated by course evaluations, senior exit surveys, peer evaluations, classroom visits, alumni evaluations, and/or student performance on tests used for professional licensure
- 3) Self-assessment of student evaluation and peer reviewer comments, and the development of corrective actions to improve teaching as needed
- 4) Attention to teaching responsibilities such as meeting classes promptly, maintaining office hours and submitting student grades in a timely manner.
- 5) Effective lab coordination and preparation of lab facilities and activities that support high quality lab-based instruction
- 6) Effective coordination of a multiple section course
- 7) Leadership of creative inquiry classes and service-learning courses

- 8) Mentoring of students and student teaching assistants
- 9) University, College, Departmental or Professional service (voluntary or as assigned)

Research Assistant Professors are expected to demonstrate an ability and commitment to effective research. Duties for these faculty that support the Department's research mission may include:

- 1) Attention to responsibilities associated with the execution of research in a competent and safe manner
- 2) Timely completion of research and the reporting of research results to project managers and funding agencies (as necessary)
- 3) Dissemination of research results in publications, patents, and/or presentation materials
- 4) University, College, Departmental or Professional service (as assigned)
- 5) Development of research proposals culminating in funding from competitive federal, state, corporate or University sources (as assigned)
- 6) Development of new research equipment or facilities (as assigned)
- 7) Honors and Awards at all levels – Department, College, University, National or Professional Societies.

The criteria for favorable review of other Special Rank Faculty shall consist of duties outlined in their appointment letter.

The criteria for favorable review of Senior and Principal Lecturers shall include the duties for Lecturers as well as additional criteria from *Article IV, Section 2*.

The criteria for Associate and Research Professors shall include the duties for Research Assistant Professors as well as additional criteria from *Article IV, Section 2, Criteria 2-4*.

Section 4. Materials to be Submitted by Regular Faculty for Review

As part of the tenure, promotion, and reappointment process of regular faculty, a TPR portfolio is to be compiled in electronic form by the candidate for review at the Department, College, and Provost levels. This digital portfolio should contain the relevant items listed below. A less detailed packet is needed for reappointment, and the materials needed will be conveyed to the candidate by the Department Chair.

- 1) Letter requesting tenure, promotion, and/or reappointment
- 2) Detailed resume or curriculum vitae (CV) that must conform to the standard College format
- 3) Top achievements, a personal summary of what the candidate considers their top achievements that are pertinent to the TPR decision
- 4) Statement of short (1 year) and long-term (5 years) goals
- 5) Candidate's Statement on Teaching, including philosophy, methodology, materials developed, effectiveness, challenges, etc.
- 6) Evidence of effective teaching, which should include at least two of the following:
 - a) Evidence-based measurements of student learning, including pre- and posttesting or student work samples that meet defined student learning outcomes or student performance on tests used for professional licensure.
 - b) Evaluation (by peers and/or administrators) of course materials, learning objectives, and examinations

- c) In-class visitation by peers and/or administrators
 - d) Exit interviews or surveys with current graduates or alumni
 - e) Presentation of subject matter in an effective manner as indicated
 - f) A statement by the faculty member that describes and documents how feedback from student ratings of course experiences or other teaching evaluation instruments were used to improve teaching
- 7) A summary of Student Course Feedback Forms (teaching effectiveness evaluation forms) submitted by all students for all courses taught during the preceding two regular semesters. This summary should include Departmental and College instructor statistics for similar courses for comparison.
 - 8) A summary of scholarship activities, including books, book chapters, reviewed journal articles, reviewed conference proceedings, unreviewed published research, news articles on research, etc. (delineate among the different types of published research)
 - 9) Candidate's Statement on Research, including a summary of major research areas being investigated
 - 10) A summary of requested and awarded research funding
 - 11) A summary of submitted research proposals, including candidate's level of involvement
 - 12) A summary of research funding from grants, gifts, testing revenues, etc., including the candidate's level of involvement
 - 13) A summary of Service Activities
 - 14) A summary of Honors and Awards
 - 15) A description of Administrative Duties, if appropriate.
 - 16) For promotion and tenure requests, a list of at least ten (10) suggested senior national and/or international external referees (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, provide their name, title, affiliation, phone number, e-mail address, and a brief statement on why that person should be considered an appropriate external evaluator of the faculty member's performance. The list must include at least three names with whom the candidate has not collaborated.

The Department Chair may require candidates for tenure and/or promotion in regular ranks to submit a subset of these review materials before the University deadline for the purpose of soliciting the required external evaluations. The candidate will be notified two months prior to the required date for submitting these materials to the Chair if the date is earlier than that specified on the University Calendar.

Section 5. Materials to be Submitted by Special Rank Faculty for Review

As part of the promotion and/or reappointment process of special rank faculty, a TPR portfolio is to be compiled in electronic form by the candidate for review at the Department, College, and/or Provost levels. This digital portfolio should contain the relevant items listed below. A less detailed packet of materials is needed for reappointment, and the specific materials needed for review will be conveyed to the candidate by the Department Chair.

Review materials to be submitted by all Special Rank Faculty:

- 1) Letter requesting promotion and/or reappointment

- 2) Top achievements, a personal summary of what the candidate considers their top achievements that are pertinent to the TPR decision
- 3) A summary of scholarship activities, including books, book chapters, reviewed journal articles, reviewed conference proceedings, unreviewed published research, news articles on research, etc. (delineate among the different types of published research), if appropriate
- 4) A summary of service activities, if appropriate
- 5) A description of administrative duties, if appropriate
- 6) A summary of honors and awards, if appropriate
- 7) A summary of student mentoring activities, if appropriate

Review materials to be submitted by Professors of Practice and Lecturers at all ranks:

- 1) Candidate's Statement on Teaching, including philosophy, methodology, materials developed, effectiveness, challenges, etc.
- 2) A summary of Student Course Feedback Forms (teaching effectiveness evaluation forms) submitted by all students for all courses taught during the preceding two regular semesters. This summary should include Departmental and College instructor statistics for similar courses for comparison.
- 3) Evidence of effective teaching, which should include at least two of the following:
 - a) Evidence-based measurements of student learning, including pre- and posttesting or student work samples that meet defined student learning outcomes or student performance on tests used for professional licensure.
 - b) Evaluation (by peers and/or administrators) of course materials, learning objectives, and examinations
 - c) In-class visitation by peers and/or administrators
 - d) Exit interviews or surveys with current graduates or alumni
 - e) Presentation of subject matter in an effective manner as indicated
 - f) A statement by the faculty member that describes and documents how feedback from student ratings of course experiences or other teaching evaluation instruments were used to improve teaching

Review materials to be submitted by Research Faculty at all ranks:

- 1) Candidate's Statement on Research, including a summary of major research areas being investigated
- 2) A summary of requested and awarded research funding
- 3) A summary of submitted research proposals, including candidate's level of involvement
- 4) A summary of research funding from grants, gifts, testing revenues, etc., including the candidate's level of involvement

Section 6. Tenure Recommendation

Each faculty member requiring or desiring consideration for tenure shall offer a written request to the Department Chair by the request deadline. Normally, the decision to grant tenure shall be made during the penultimate year of the probationary period and becomes effective at the beginning of the next academic year. Details about extending or reducing the probationary period for tenure consideration are described in the University Faculty Manual. Upon receiving the request for tenure, the Department Chair will notify the relevant Tenure, Promotion, and (Re)appointment (TPR) committee chair to initiate the formal review.

The TPR Committee will ensure that appropriate Departmental standards for tenure are maintained. The Departmental TPR committee shall make a recommendation on tenure for each faculty member under consideration. Separately, the Department Chair shall make a recommendation on tenure for each faculty member under consideration. The Criteria for tenure shall be based on evidence of contributions from Criteria 1 – 4 in *Article IV, Section 2*. To receive a positive tenure recommendation, candidate performance prior to the tenure decision should suggest the likelihood for future success in the profession.

The TPR Committee(s) reviewing candidates for tenure in the Department will make a tenure recommendation to all tenured faculty members in the Department. To receive a favorable recommendation for tenure from the Departmental faculty, the candidate must receive a favorable vote from at least 60% of the tenured faculty with a primary appointment in the Department. Each TPR Committee will include the outcome of the tenure vote and any pertinent comments from the tenured faculty in the TPR Committee review letter.

Upon completion of both review letters, the recommendations of the Chair shall be shared with the TPR Committee, and vice versa. The Department Chair shall share the recommendations of the TPR Committee and the Chair with the faculty member under review and ensure that they have read and understand the reviews. The recommendations of the TPR committee and that of the Department Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters. If it is recommended that tenure be conferred for an Assistant Professor, then this favorable review must be accompanied by a favorable recommendation for promotion to Associate Professor.

Section 7. Promotion to Associate Professor

Each faculty member desiring consideration for promotion to Associate Professor shall offer a written request to the Department Chair by the request deadline. Consideration for promotion to Associate Professor for untenured regular faculty with a primary appointment in the Department shall normally be completed after their penultimate year of service as an Assistant Professor, but a faculty member with exemplary productivity may request early promotion, without consideration of tenure. Upon receiving the request for promotion, the Department Chair will notify the relevant Tenure, Promotion, and (Re)appointment (TPR) committee chair to initiate the formal review.

Each faculty member requesting promotion to Associate Professor shall provide their credentials (see *Article IV, Section 4*) for review. The Criteria for promotion shall be based on evidence of contributions from Criteria 1 – 4 in *Article IV, Section 2*. The TPR committee will ensure that appropriate Departmental standards for position and rank are maintained. The Departmental TPR

committee shall make a recommendation on promotion for each faculty member under consideration. Separately, the Department Chair shall make a recommendation on promotion for each faculty member under consideration. The recommendations of the TPR committee and Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters.

Section 8. Promotion to Professor

Each faculty member desiring consideration for promotion to Professor shall offer a written request to the Department Chair by the request deadline. Consideration for promotion to Professor for faculty with a primary appointment in the Department shall normally occur after a minimum of four years of service as an Associate Professor. Upon receiving the request for promotion, the Department Chair will notify the relevant Tenure, Promotion, and (Re)appointment (TPR) committee chair to initiate the formal review.

Each faculty member requesting promotion to Professor shall provide their credentials (see *Article IV, Section 4*) for review. The Criteria for promotion shall be based on evidence of contributions from Criteria 1 – 4 in *Article IV, Section 2*. The TPR committee will ensure that appropriate Departmental standards for position and rank are maintained. The Departmental TPR committee shall make a recommendation on promotion for each faculty member under consideration. Separately, the Department Chair shall make a recommendation on promotion for each faculty member under consideration. The recommendations of the TPR committee and Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters.

Section 9. Reappointment for Lecturers, Senior Lecturers and Principal Lecturers

Reappointment to the rank of Lecturer, Senior Lecturer or Principal Lecturer is granted to individuals whose primary responsibility is teaching and meet appropriate performance criteria. These positions are contingent upon the instructional needs of the Department and the availability of funds; positions may be terminated upon expiration of funding per the terms of the appointment letter.

Each special rank faculty member desiring consideration for reappointment shall submit a written request to the Department Chair by the request deadline. Upon receiving the request for reappointment, the Department Chair will notify the relevant Tenure, Promotion, and (Re)appointment (TPR) committee chair to initiate the formal review.

For reappointment considerations, the Department Chair shall solicit evaluations from any name on the list of recommended reviewers submitted by the candidate and must independently solicit additional evaluations from persons not on the candidate's list (identified by the Chair or recommended by the TPR Committee). The TPR committee(s) shall solicit recommendations from senior and/or principal lecturer(s) in the reappointment review of lecturers and senior lecturers. Likewise, the TPR committee(s) shall solicit recommendations from principal lecturer(s) in the reappointment review of principal lecturers.

Special Rank Faculty seeking reappointment shall provide their credentials (see *Article IV, Section 5*) for review to the Chair and TPR committee. The Criteria for reappointment shall be based on

evidence of contributions primarily from *Article IV, Section 3*, but additional contributions may also be considered. The Departmental TPR committee shall make a recommendation on reappointment for each faculty member under consideration. Separately, the Department Chair shall make a recommendation on reappointment for each faculty member under consideration. The recommendations of the TPR committee and Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters.

9.1) Reappointment of Lecturers:

Annual reappointment reviews by the Department Chair and TPR Committee will occur for all Lecturers each year until they are granted promotion or complete their ninth year of service. Lecturers shall not be reappointed following a final ninth year of service if:

- 1) The lecturer fails to request promotion to Senior Lecturer by the deadline during the lecturer's eighth year of service, or
- 2) The lecturer requests promotion and is not promoted to senior lecturer during the lecturer's eighth year of service.

Following a Lecturer's fourth year of service, the Chair and the 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 Chair and TPR Committee.

9.2) Reappointment of Senior Lecturers:

Senior Lecturer is the rank which recognizes the efforts, contributions, and performance of those who combine effective instruction with additional significant contributions to the mission of the University.

Reappointment reviews by the Department Chair and TPR Committee will occur for all Senior Lecturers every three years, and the faculty should request reappointment during the second year of their appointment. There is no limit on the number of times a Senior Lecturer can be reappointed.

Following a Senior Lecturer's fourth year of service, the Chair and the TPR Committee shall conduct a comprehensive review of the Senior Lecturer in response to either a request for promotion or to advise the Senior Lecturer with respect to progress towards promotion to Principal Lecturer.

9.3) Reappointment of Principal Lecturers:

Principal Lecturer is the rank which recognizes the efforts, contributions, and performance of those who combine effective instruction with additional significant contributions to the mission of the University.

Reappointment reviews by the Department Chair and TPR Committee will occur for all Principal Lecturers during the fourth year of their appointment. There is no limit on the number of times a Principal Lecturer can be renewed.

Section 10. Promotion to Senior Lecturer

Promotion to Senior Lecturer is intended to recognize the efforts, contributions, and performance of Lecturers with a primary appointment in the Department who combine effective instruction with additional significant contributions to the mission of the Department, College and/or University. Promotion of a Lecturer to the rank of Senior Lecturer will be considered at the request of the faculty member if they have at least four (4) full academic years of appointment as a full-time Lecturer in the Department (i.e., the earliest a lecturer can apply for promotion is during their fifth year in the position). All Lecturers should request promotion to the rank of Senior Lecturer in a letter to the Chair before the completion of their eighth (8th) year of service as a lecturer, else they will not be eligible for promotion or further reappointment.

Each faculty member desiring consideration for promotion shall submit a written request to the Department Chair by the request deadline. Upon receiving the request for promotion, the Department Chair will notify the relevant Tenure, Promotion, and (Re)appointment (TPR) committee chair to initiate the formal review.

Promotion considerations for Lecturers should be performed in accordance with the procedures outlined in the Faculty Manual. Length of service as a Lecturer, in itself, is not a sufficient criterion for promotion. Each faculty member eligible for promotion to Senior Lecturer shall be given the opportunity to submit their credentials for review (see *Article IV, Section 5* but additional contributions may also be considered). Contributions to non-teaching related activities cannot compensate for a deficiency in effective teaching. Evaluation criteria for promotion should include:

1. Demonstrated excellence in teaching. Candidates for promotion to the ranks of Senior Lecturer should provide evidence of effective teaching as described in *Article IV, Section 9* of this document.
2. Promotion to Senior Lecturer requires evidence of significant service to the Department, College, 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 the organization of special events, projects, or other activities sponsored by the department, college, or university.
4. Positive Annual Reviews. Candidates for promotion to Senior Lecturer are expected to have annual evaluations of 'very good' or 'excellent' for the two (2) years prior to the application for promotion. Measurable research performance is not an expectation for promotion to Senior Lecturer.

For promotion considerations, the Department Chair shall solicit evaluations from any name on the list of recommended reviewers submitted by the candidate and must independently solicit additional evaluations from persons not on the candidate's list (identified by the Chair or recommended by the TPR Committee). The TPR committee(s) shall solicit recommendations from senior lecturer(s) and/or principal lecturer(s) in the promotion review of lecturers to senior lecturers.

The Departmental TPR committee shall make a recommendation on promotion for each faculty member under consideration. Separately, the Department Chair shall make a recommendation on promotion for each faculty member under consideration. The recommendations of the TPR committee and Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters.

Section 11. Promotion to Principal Lecturer

Promotion to Principal Lecturer is intended to recognize the outstanding efforts, contributions, and performance of Senior Lecturers with a primary appointment in the Department who combine effective instruction with additional contributions to the mission of the Department, College and/or University. Promotion of a Senior Lecturer to the rank of Principal Lecturer will be considered at the request of the faculty member if they have at least four (4) full academic years of appointment as a full-time Senior Lecturer in the Department (i.e., the earliest a lecturer can apply for promotion is during their fifth year in the senior lecturer position).

Each faculty member desiring consideration for promotion shall submit a written request to the Department Chair by the request deadline. Upon receiving the request for promotion, the Department Chair will notify the relevant Tenure, Promotion, and (Re)appointment (TPR) committee chair to initiate the formal review.

Promotion considerations for Senior Lecturers should be performed in accordance with the procedures outlined in the Faculty Manual. Length of service as a Senior Lecturer, in itself, is not a sufficient criterion for promotion. Each faculty member eligible for promotion to Principal Lecturer shall be given the opportunity to submit their credentials for review (see *Article IV, Section 5* but additional contributions may also be considered). Contributions to non-teaching related activities cannot compensate for a deficiency in effective teaching. Evaluation criteria for promotion should include:

1. Demonstrated excellence in teaching. Candidates for promotion to the rank of Principal Lecturer should provide evidence of effective teaching as described in *Article IV, Section 5* of this document.
2. Promotion to Principal Lecturer requires evidence of outstanding service to the Department, College, 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 the 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

3. Positive Annual Reviews. Candidates for promotion to Principal Lecturer are expected to have annual evaluations of 'very good' or 'excellent' for the two (2) years prior to the application for promotion. Measurable research performance is not an expectation for promotion to Senior Lecturer.

For promotion considerations, the Department Chair shall solicit evaluations from any name on the list of recommended reviewers submitted by the candidate and must independently solicit additional evaluations from persons not on the candidate's list (identified by the Chair or recommended by the TPR Committee). The TPR committee(s) shall solicit recommendations from principal lecturer(s) in the promotion review of senior lecturers to principal lecturers.

The Departmental TPR committee shall make a recommendation on promotion for each faculty member under consideration. Separately, the Department Chair shall make a recommendation on promotion for each faculty member under consideration. The recommendations of the TPR committee and Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters.

Section 12. (Re)appointment of Research Faculty

Research faculty are colleagues who support the overall research mission and vision of the Department, are engaged in full time research, and are supported by external and internal, but not Departmental, funds. 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.

Each research faculty member desiring consideration for reappointment shall submit a written request to the Department Chair by the request deadline. Upon receiving the request for reappointment, the Department Chair will notify the relevant Tenure, Promotion, and (Re)appointment (TPR) committee chair to initiate the formal review. Additionally, faculty involved with approving the expenditure of research funds to support the position should also be notified.

Faculty seeking reappointment shall provide their credentials (see *Article IV, Section 5*) for review to the Chair, TPR committee, and faculty involved with funding the position. The Criteria for reappointment shall be based on evidence of contributions primarily from *Article IV, Section 3* but additional contributions may also be considered. The Departmental TPR committee shall make a recommendation on reappointment for each faculty member under consideration that includes considerations from the faculty providing funding for the position. Separately, the Department Chair shall make a recommendation on reappointment for each faculty member under consideration. The recommendations of the TPR committee and Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters.

Section 13. Promotion of Research Faculty

To receive promotion to Research Associate Professor or Research Professor, a research faculty member must have satisfied all requirements, including time in service requirements, specified in the Faculty Manual for reclassification.

Each research faculty member desiring consideration for promotion shall submit a written request to the Department Chair by the request deadline. Upon receiving the request for promotion, the Department Chair will notify the relevant Tenure, Promotion, and (Re)appointment (TPR) committee chair to initiate the formal review. Additionally, faculty involved with approving the expenditure of research funds to support the position should also be notified.

Faculty seeking promotion shall provide their credentials (see *Article IV, Section 5*) for review to the Chair, TPR committee, and faculty involved with funding the position. The Criteria (see *Article IV, Section 3*) for promotion shall be based on evidence of contributions primarily from *Article IV, Section 5* but additional contributions may also be considered. The Departmental TPR committee shall make a recommendation on promotion for each faculty member under consideration that includes considerations from the faculty providing funding for the position. Separately, the Department Chair shall make a recommendation on promotion for each faculty member under consideration. The recommendations of the TPR committee and Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters.

Section 14. (Re)appointment of Professor of Practice

Reappointment to the rank of Professor of Practice is granted to individuals whose primary responsibility is teaching and meet appropriate performance criteria. These positions are contingent upon the instructional needs of the Department and the availability of funds; positions may be terminated upon expiration of funding per the terms of the appointment letter.

Each faculty member desiring consideration for reappointment shall submit a written request to the Department Chair by the request deadline. Upon receiving the request for reappointment, the Department Chair will notify the relevant Tenure, Promotion, and (Re)appointment (TPR) committee chair to initiate the formal review.

Faculty seeking reappointment shall provide their credentials (see *Article IV, Section 5*) for review to the Chair and TPR committee. The Criteria for promotion shall be based on evidence of contributions primarily from *Article IV, Section 3* but additional contributions may also be considered. The Departmental TPR committee shall make a recommendation on reappointment for each faculty member under consideration. Separately, the Department Chair shall make a recommendation on reappointment for each faculty member under consideration. The recommendations of the TPR committee and Chair shall be forwarded to the Dean of the College along with any response letter from the candidate related to these review letters.

ARTICLE V. POST-TENURE REVIEW PROCESS

Post-tenure review will be conducted for each tenured faculty member every five years. The review is linked to the annual performance ratings over that five-year period as described in the Faculty Manual. Criteria for receipt of a “Satisfactory” recommendation from the post-tenure review process will be that evidence was sufficient to warrant continued service at the present rank.

Annually the Department Chair shall inform the Departmental faculty members subject to Post Tenure Review in the coming academic year, in accordance with the guidelines in the University Faculty Manual.

Section 1. Criteria for Post-Tenure Review

Post-tenure Review of regular faculty differs in both intent and spirit from the review of those faculty for tenure, promotion, and reappointment. The latter reviews are designed to assess faculty potential for consistent performance at or above a well-accepted norm, to provide reward and recognition accordingly. Post-tenure Review, on the other hand, is intended to ensure that a faculty member is maintaining a pattern of performance at a level acceptable for continued employment and consistent with their faculty rank and assigned duties. If a full Post-tenure Review (Levels I and II) is deemed necessary, the faculty member shall provide evidence of performance that addresses *Criteria 1 – 4* listed in *Article IV, Section 2* and any recommendations provided to the faculty member in their annual reviews during the last five (5) years.

Section 2. Post Tenure Review Committee

The Post-tenure Review (PTR) Committee shall be composed of three professors with primary appointments in the Department of Chemical and Biomolecular Engineering who are not undergoing Post-tenure Review. The PTR Committee shall be elected by the Departmental Faculty. If there is an insufficient number of Departmental faculty of appropriate rank to serve on the committee, then tenured associate professors in the Department or professors from an affiliated department may be elected to serve on the committee. The Department Chair may not serve on this committee. The PTR Committee shall elect the committee chair.

Section 3. Post-tenure Procedures

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

The Post-tenure Review policies and procedures in the Department shall conform to those outlined in the Clemson University Faculty Manual. The review process shall be separated into Levels I and II.

Level I of Post-tenure Review

Level I of the PTR process shall involve the PTR Committee reviewing the annual evaluation ratings from the Department Chair for the past five (5) years. All tenured faculty members undergoing post-tenure review that receive no more than one (1) of five annual performance ratings of "Fair", "Marginal" or "Unsatisfactory" shall receive a Post-tenure Review rating of "Satisfactory." These faculty are thereby exempt from Level II of the Post-tenure Review process as stated in the University Faculty Manual. The review letter from the PTR Committee shall indicate a "Satisfactory" rating, and a copy of the review letter, signed by all members of the PTR committee, shall be forwarded to the faculty member and the Dean of the College.

Level II of Post-tenure Review

If a faculty member under review has received more than one annual evaluation rating of “Fair”, “Marginal” or “Unsatisfactory” from the Department Chair during the last five (5) years, then the faculty member will undergo a full Post-Tenure Review, including Level II, as described in this section.

- 1) The PTR Committee shall be provided the materials used for annual reviews of the faculty member for the past five (5) years.
- 2) The Committee shall review the faculty member’s performance materials since the faculty member’s last tenure or Post-Tenure Review
- 3) The Committee shall solicit external review letters to solicit feedback on the performance of the faculty member under review from non-Departmental, University faculty. The faculty member under review will submit a list of six (6) external reviewers of which the PTR Committee will select two (2) from that list. Other reviewers will be selected by the PTR Committee. The committee requires a minimum of four (4) letters for review purposes.
- 4) The PTR committee will utilize the reference letters submitted from outside the Department on each individual under review.
- 5) A letter summarizing the findings of the PTR Committee shall be completed and signed by all members of the Committee. This letter shall include a summary evaluation of “Satisfactory” or “Unsatisfactory” to describe the faculty member’s performance. These findings shall then be forwarded to the Dean of the College.
- 6) The Department Chair shall review the external review letters collected by the TPR Committee and submit a separate review letter to the Dean of the College that shall include a summary evaluation of “Satisfactory” or “Unsatisfactory” to describe the faculty member’s performance.
- 7) The Department Chair shall ensure that the affected faculty member is promptly informed in writing as to the results of and rational for the Department Chair’s and the Committee’s recommendations.
- 8) The Department Chair shall make a copy of the committee’s report available to the affected faculty member upon written request from the faculty member.
- 9) If both the PTR committee and the Chair, or either the PTR committee or the Chair, rates the candidate as “Satisfactory”, the candidate’s final rating shall be “Satisfactory”, and the Dean of the College will forward the information to the Provost.
- 10) If both the PTR Committee and the Chair rate the candidate as “Unsatisfactory”, the candidate’s final rating shall be “Unsatisfactory”, and the Dean of the College shall forward all review materials to the Provost.
 - a) Remediation must occur when individuals receive a rating of “Unsatisfactory” so there is time to correct deficiencies detailed in the PTR reports.
 - b) The Chair in consultation with the PTR committee and the faculty member will provide a list of specific goals and measurable outcomes the faculty member should achieve in each of the next three calendar years following the date of formal notification of the “Unsatisfactory” outcome.
 - c) The University will provide reasonable resources (as identified in the PTR reports and as approved by the Chair and the Dean) to meet the deficiencies.
 - d) The Chair will meet at least twice annually with the faculty member to review progress.

- e) The faculty member will be reviewed each year by the PTR committee and the Chair, both of whom shall supply written evaluations.
- f) At the end of the three-year period, another post-tenure review will be conducted.
- g) If the outcome is again “Unsatisfactory”, the faculty member will be subject to dismissal for unsatisfactory performance.

The procedures pertaining to Documents for Review, Committee Reports, Department Chair Action and Report, Report Reconciliation, Faculty Rights and Remediation are delineated in the University Faculty Manual. Other policies, Procedures, Criteria, Guidelines, including all actions and deliberations shall be consistent with University, College, and Department policies and procedures. This includes the review deadlines established by the University and/or College, and Department criteria for faculty performance.

ARTICLE VI. AMENDMENT

These Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, Post-Tenure Review, and Reappointment may be amended at any meeting of the Departmental Faculty by a two-thirds majority vote of the voting-eligible Faculty, with the exception that a two-thirds majority vote of the voting-eligible Tenured Faculty is required to change the faculty evaluation procedures and criteria for receiving a favorable recommendation for tenure. Any proposed amendment must be recommended by at least two members of the Departmental Faculty and distributed to the Faculty by the Department Chair at least ten (10) calendar days prior to the scheduled meeting. An amendment shall become effective when approved by the Department of Chemical and Biomolecular Engineering Faculty.

Editorial changes of grammatical and typographical errors that do not change the meaning or intent of the approved Departmental “Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, Post-Tenure Review, and Reappointment” do not require a Departmental vote.