

Faculty Success - 2023 TPR Guide for Faculty

Process Launch

Promotion and reappointment processes will launch late August for returning faculty and in mid-September for new faculty. You can find the process in Workflow/Tasks/Inbox. Due date is September 28 for returning faculty and October 12 for first-year faculty.

Verify Correct Process

There are several types of processes launched each fall. Please check that you are in the correct process before you spend time loading files. (Note that the word division on the end of your process just means that you are in one of the departments with specific divisions defined, such as School of Mathematics and Statistics or School of Computing). If you are worried that you are not in the correct process, or you don't see a process you expect, please contact your department chair.

- Promotion Regular Faculty – for those going up for promotion to professor, associate professor, or tenure review.
- Promotion Special Faculty – for those going up for promotion in a special faculty rank:
 - Senior Lecturer, Principal Lecturer
 - Clinical Associate Professor, Clinical Professor
 - Research Associate Professor, Research Professor
- Reappointment –
 - Reappointment Pre-Tenure (you are not tenured yet, but are in a tenure-eligible position)
 - Reappointment Lecturer (annual reappointment)
 - Reappointment Senior Lecturer (every three years)
 - Reappointment Special Faculty (reappointment per contract)

Help is Available

Help is available via email or drop-in sessions. The Fall drop-in schedule is listed on **Page 9** of this document.

Best Practices for Uploading Files in the TPR Workflow

If you went through reappointment last year, those files will not copy over to this year. If you need them (such as teaching evaluations, etc.), you can go to Workflow/Tasks/History and find the reappointment process. Open it up and click DOWNLOAD. The files will all download in a zip file that you can save to a folder on your computer. You can then upload the files easily to be part of this year's process as needed.

We do not make this an automatic process because some incorrect files might be automatically included, which may cause problems with the submission or hinder the candidate's review. We recommend titling your files in a consistent way that explains what they are in case a reviewer chooses the download option. If you want them in a certain order, number them appropriately.

Saving Files in Faculty Success

When you are in Faculty Success Workflow and you are working to loading files into your package, please save regularly in case you lose your Internet connection.

In the Watermark Faculty Success system, it is possible to leave Workflow and upload documents at different times. Before you leave Workflow, please choose Actions and Save. As stated in the paragraph above, do NOT leave the browser open for a long period without saving the uploads you have already added.

Each time you save, the system it will exit and send you back to your inbox. When this happens, just click the task to open it again.

Important note: The MAXIMUM file upload size is 1 GB (Gigabyte). Some videos may be larger than that.

Each Section is Shown Separately

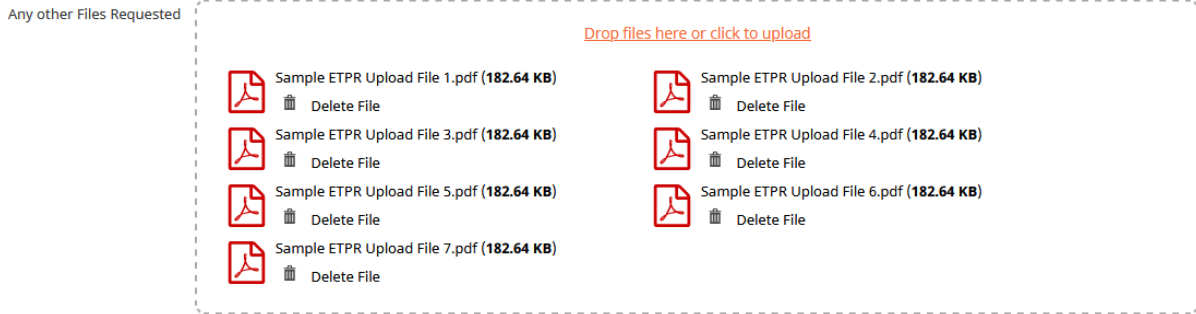
Name your files logically. You will not be able to rename files once they are uploaded, so name your files using recognizable words or codes before you upload them.

If you are uploading more than one file to a section, upload them in the order you want them to appear. You will not be able to rearrange them. You will be able to delete and reload, but not rearrange. Use descriptive titles that will make sense to reviewers.

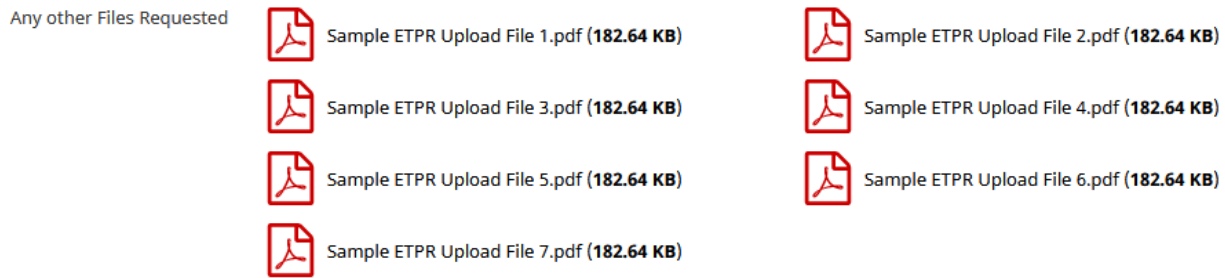
In the screenshot below, it shows the order uploaded (based on the number) and how it appears to you and the review team.

How it appears to faculty candidate in the upload screen (screenshot):

The “section” name is on the left – each section has specific, separate upload area (~ tabs in a notebook).



How it appears to reviewers:



If you have longer file names, you may have to experiment to see how it looks to you. Longer names wrap around and can be difficult to read. As mentioned above, to change the name you will have to delete and upload it again. Keep in mind that the way you see it is exactly how the reviewers will see it on the screen.

Dossier Sections within Faculty Success

Letter Requesting Action

Upload a letter requesting promotion to this section. First, state what policy action you are requesting and then briefly provide a summary of what justifies this action. This allows you to make a compelling case from your point of view. Departmental TPR guidelines may have more specific requirements for this section.

Standard College Resume or Vita

Load your up-to-date detailed resume in standard college format in this section. Ask your department chair or TPR Chair if your college has a specific format.

Required: Top Achievements, Candidate Workload Report, External Reviewers List

Top Achievements: The candidate provides evidence to support the case made in the Letter Requesting Action. The candidate's departmental TPR guidelines may have more specific requirements for this section. If you want to upload top achievements from prior years, it is suggested to combine them into one document and label it with the year range, such as Top Achievements prior years. This would result in two documents being uploaded here, one for the current year, and one for prior years.

Candidate Workload Report: Include the Candidate Workload Report in this section. Instructions for this table can be found here: [Link to Work Load Instructions](#). This section is required for candidates for promotion to professor or associate professor.

Proposed External Reviewers: The candidate lists their recommendations for external evaluator(s) that could provide independent evaluative comments as part of the candidate review. Candidates provided this same information during the TPR-precheck step and report it here to promote transparency. This section is required for candidates for promotion to professor or associate professor.

Goals Statement

The candidate provides a statement of short-term (1-year) and long-term (5-year) goals in this section. The candidate's departmental TPR guidelines may have more specific requirements for this section. If you want to use the goals submitted as part of annual review, you can run the Workload and Goal Report. Make sure and use appropriate dates (5-16-xxxx - 5-15-xxxx) so the correct report will run. If you have issues with this report, please contact DMAdmin@clemsun.edu.

Teaching Statements

The candidate's statement on teaching including their teaching philosophy, methods used, materials developed, evidence of effectiveness, challenges and responses to challenges, how student feedback was used to improve teaching, and other relevant information is uploaded into this section. The candidate's departmental TPR guidelines may have more specific requirements for this section. If you want to upload teaching statements from prior years, it is suggested to combine them into one document and label it with the year range, such as Teaching Statement prior years. This would result in two documents being uploaded here, one for the current year, and one for prior years.

Student Feedback Forms

Note that TPR committee members do not automatically have access to course evaluations. To facilitate providing committee members with access, a new report has been created. The **Course Evaluation Link Report** will show links for evaluations already loaded into Faculty Success. The report can be run from the reports screen and included it below. It is not automatically included.

Alternatively, the candidate can upload additional summaries or files in this section. Instructions on how to download reports from Course Evaluations and Surveys (formerly Evalkit) be found here: <https://clemsun.box.com/s/8z54jfw5sp0g89duwq1x46mznmducuyp>.

Other Evidence of Teaching Effectiveness

The candidate provides any other evidence of teaching effectiveness not included above. This can include evidence such as senior exit surveys, alumni surveys, in-class peer visitation reports, recordings, and other relevant information. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Teaching Effectiveness is tracked in three sections in Activities: Faculty Development Activities Attended, Teaching Innovation and Curriculum Development, and Evidence of Teaching Effectiveness. The report **Teaching Portfolio Evidence (under rapid reports)** will provide summaries of these sections with links to documents uploaded. Change the date range to reflect the dates of documents you have loaded.

Research/Scholarship Activities

The candidate provides information about research and scholarship activities not addressed in the standard college resume such as literature citations, patents, awards, research proposals, etc. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Service Activity

The candidate provides information about service activity that was not addressed in the standard college resume. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Extension Activity (Extension Appointments Only)

Candidates who have extension appointment or funding will complete this section. The candidate provides information about extension activity that was not addressed in the standard college resume. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Librarianship (Library Faculty only)

Only for those faculty assigned to the University Libraries:

- Please submit: a **statement on librarianship**, including philosophy, methodology, materials/processes developed, effectiveness, challenges, etc. (3 pp maximum)
- Submit evidence of **effectiveness in Librarianship**. Evidence can include outstanding work products or other documents that establish effective performance in the criterion of professional effectiveness.

Activity Reports

Upload Faculty Success Activity Reports. Candidate should confirm with TPR chair for expectations here. Reports are calibrated on a May 16 - May 15 cycle. Date ranges should be entered as follows: May 16, xxxx - May 15, xxxx.

Note that the report includes links to course evaluations. Faculty members who do not want those links included, remove them from the scheduled teaching section before you upload the report here.

Supplementary Information/History

The candidate provides any clarifying statements or additional information not covered by their standard college resume or any other section. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Note that committee members find it helpful if you include prior reappointment letters, if applicable.

There are multiple options to include historical reviews in this section, if the candidate chooses.

- Upload prior reappointment letters below. You can obtain copies of prior letters in your Workflow/Tasks/History screen.
- Upload prior reappointment letters in the employment document section under activities. If you want to run a report generating links to add in this section, choose the rapid report **Employment Document Report**. Review the records that are available in that section and set the date range accordingly. (Note that the dates are the date of the document uploaded). The benefit to adding them into employment documents is so that they will be available for future years.

Notes and Final Warnings

Final Checks

Required Files:

If the file won't submit, please check the two required fields listed (indicated with asterisk above)

- Did you include the list of proposed external reviewers? (Required for tenure, promotion to associate professor, and promotion to professor)
- Did you include the workload table (signed by your department chair)? (Required for tenure, promotion to associate professor, and promotion to professor)

Recommended Files

- If you are submitting for promotion to associate professor, include prior reappointment letters if applicable. This helps the tpr committee view your career progression.
- Showcase your student evaluation reports. The TPR committee does not have access to EvaluationKit directly. If you don't load them here, they won't see them.

Frequently Asked Questions

What do I do if I make a mistake?

If you discover a mistake once you submit the package, you may be able to go to workflow/tasks/history and recall it. If you take this action, make sure that you discuss with your department chair or TPR chair. If you are not able to recall it, let the department chair or TPR chair know, and they may have to send it back to you.

What if I don't see the right process?

Ask your department chair or TPR chair. You can also email DMAdmin@clermson.edu.

How can I check the status of my promotion or reappointment process?

You can check the step of the process in workflow/tasks/history. Note that some system deadlines are recommended steps, not required deadlines, so don't be concerned if your process appears to be stuck.

Who do I contact if I have questions?

For content questions about what to submit, ask your Department Chair or TPR Chair.

For technical assistance, email DMAdmin@clermson.edu. Typically, this email is active during business hours.

We have established drop-in times for your convenience. Please see the schedule on the following page.

Faculty Success – Fall 2023 Drop-In Schedule

Please reserve your slot using the link below. You will receive a calendar invite which will serve as a reminder and will provide the zoom link. We may cancel drop-ins where no one has registered the day before.

<https://outlook.office365.com/owa/calendar/DMAAdminCalendar@Clemson.onmicrosoft.com/bookings/s/TgFL25AJvkGiEUr1IUQdFw2>

If you experience any difficulty using this link, please email DMAAdmin@clemson.edu.

September 15 – September 29: (Focus - Promotion and Reappointment Processes)

Day	Time
Monday	10:00 a.m.
Tuesday	2:00 p.m.
Wednesday	3:00 p.m.
Thursday	11:00 a.m.
Friday	9:00 a.m.

October 2 – 13: (Focus – New Faculty /1st Year Reappointments or Goals Submission)

Day	Time
Friday	10:00 a.m.
Monday	10:00 a.m.
Wednesday	3:00 p.m.
Thursday	11:00 a.m.
Friday	9:00 a.m.