2023 Tenure and Promotion Precheck Process Guide for Faculty

This guide is prepared for faculty who are intending to submit promotion process materials in fall 2023. This process is launched for all associate professors, assistant professors, lecturers, senior lecturers. A visual representation of the process is included as Appendix A.

Faculty Request Step

This step allows faculty to submit their initial request for a promotion process this upcoming fall. This step requires a letter requesting promotion and a vita. The table below lists the information needed by type of promotion.

<table>
<thead>
<tr>
<th>Type of Promotion Requested</th>
<th>Information Needed</th>
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</table>
| Tenure-track faculty requesting promotion to associate professor with tenure | Date hired as full-time tenure-track faculty  
Details related to tenure-clock extensions  
Penultimate Year |
| Associate professors going up for promotion to professor        | Date promoted to associate professor  
Date of tenure |
| Lecturer-track faculty going up for promotion                  | Date hired as a full-time lecturer  
Date of promotion to senior lecturer (if applicable) |

Requirements may vary by department, so check with your department chair to verify what files are expected.

Files requested: Letter (described above), Draft Vita

Answer the questions requested related to promotion or reappointment.

If you have questions about the process, email dmadmin@clemson.edu or talk to your department chair/school director or TPR Chair.

If needed, make an appointment with the DMAdmin (Melissa Welborn) using this link: https://outlook.office365.com/owa/calendar/DMAdminCalendar@Clemson.onmicrosoft.com/bookings/

How to Submit

Once you have completed the required fields (marked with an asterisk), go up to the top and click the action button. You will see:

Request Eligibility Review – Choose this if you are requesting promotion.

Request DM Admin Schedule Setup – Choose this if you are requesting reappointment. Reappointment processes do not need to be submitted to the department chair.

No Process Needed – If you are not requesting promotion and do not need reappointment, choose no process needed. This closes the process completely and it cannot be reopened. (For associate professors not requesting promotion to professor, or senior lecturers not requesting promotion to principal lecturer and not needing reappointment in 23-24).
Eligibility Review Step
The Department Chair/School Director or the TPR Chair will review the faculty member’s eligibility based on time in service. The Department Chair will answer the questions and choose one of the following options under Actions:

Submit to Faculty Response Reappt or NTT Promotion: For a non-tenure-track promotion or a reappointment process, or for a promotion request that did not meet eligibility requirements.

Continue to Candidate External Reviewer List: Choose this option for all promotion requests requiring external letters.

Process not Needed: If a faculty member did not request a promotion and does not need a reappointment, choose this option (associate professors or senior lecturers not requesting promotion and who do not need reappointment)

Option One: (For tenured faculty seeking promotion, skip to Candidate External Reviewer List)

Faculty Response Reappt or NTT Promotion *(Final Step for NTT)*
(For tenured faculty seeking promotion, skip to Candidate External Reviewer List)

This step enables the faculty to see the department chair’s selections. The faculty does not need to take action here. After five days, the process will advance to DM Admin Schedule Setup to facilitate getting ready for fall processes. No action is needed.

Candidate External Reviewer List *(TT or Tenured Only)*
This step is only for faculty approved to submit for a tenure-track or tenured promotion process in the fall. Faculty are requested to submit their list of proposed external reviewers. The following guidelines are provided:

Faculty Reviewer List

Please submit your list of external reviewers. A minimum of three is required by this form, but six is probably expected. Please check with your department chair or tpr chair to learn how many you should submit. Not all reviewers will be used. Guidelines can be found here: [Link to External Evaluator Requirements]

- At least two external letters should be from reviewers not nominated by the candidate and who have not served in advisory roles to the candidate (e.g. Ph.D. advisor)
- External letters should be from peer or aspiring peer institutions in the discipline
- External letters should be from individuals who are at least tenured Associate Professors (for tenure and promotion to Associate Professor) or Professors (for promotion to Professor)
- Any relationship between the candidate and the external reviewer must be clearly described within the external evaluator letters (include this in your letter requesting review)
- The optimum numbers of letters from external evaluators is a minimum of three from the candidate and three from committee/department list (6 unique evaluators). There should not be more than four from either list and not more than 8 in total. Include all letters received.
Department External Reviewer List
In this step, either the Department Chair/School Director or TPR chair provides input for the list of external reviewers according to department practices. This allows for input from multiple sources within the department. The final list is selected and approved in the External Reviewer Management step.

Faculty Documents
Candidate provides documents that will be sent to the external reviewers. Please reach out to your department chair or tpr chair if you have questions about what to provide. A generic deadline is provided in the system, but faculty should ask their department chair or tpr chair when these files should be submitted.

External Reviewer Management
Either the tpr chair or department chair will perform this function according to department practices. At this step, the external review manager can:
- View external reviewer information submitted in previous steps.
- Add additional reviewers who have agreed to submit reviews.
- (Optional) Generate a link to allow reviewers to load files directly into Faculty Success. This link is then emailed to the reviewer.
- View and download external letters submitted through the link.
- Download final letters and transfer them to the promotion process to be viewable by the Dean, College Advisory Committee (if applicable), Provost and President.

Admin Control
This step provides flexibility for who can download external letter files to upload them in the full promotion process.
Appendix A – Visual Representation of Template, 2023 Tenure and Promotion Precheck

Note that the highlighted areas are linked. Red arrows connect linked steps showing potential process fast-forwards.