DigitalMeasures-TPR (eTPR) SECTIONS Overview

Timestamp: 20 August 2020

Documents to be Prepared by Faculty

Letter Requesting Action
The candidate uploads a letter requesting tenure, promotion and/or reappointment 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. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Standard College Resume
The candidate's up-to-date detailed resume in standard college format should be uploaded in this section.

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.

Candidate's Teaching Statement //
(may be referred to as Candidate’s Statement on Librarianship)
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.

Student Feedback Forms
The candidate has the option to upload appropriate student feedback forms in this section. The candidate's departmental TPR guidelines may have more specific requirements for this section.

Other Evidence of Teaching Effectiveness//
(may be referred to as Evidence of Effectiveness in Librarianship)
The candidate provides any other evidence of teaching effectiveness that not provided in the prior two sections. 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.

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.

**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.

**Administrative Duties**
The candidate provides a description of administrative duties, if applicable. The candidate's departmental TPR guidelines may have more specific requirements for this section.

**External Evaluator List from Candidate**  
(Uploaded by Candidate)
This section is only necessary for faculty seeking promotion and/or tenure. The candidate lists their recommendations for external evaluator(s) that could provide independent evaluative comments as part of the candidate review, if applicable. Candidates provided this same information during the TPR-precheck step and are to report it here to promote transparency. The candidate's departmental TPR guidelines may have more specific requirements for this section. Please also check for any updates from your TPR chair at the Precheck step.

**Supplementary Information**
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.

**TPR Guidelines:**  
(Uploaded by the TPR chair for each candidate.)

**Activity reports:**
Candidate uploads DigitalMeasures activity reports here as well as prior FAS reports here if applicable. Candidate should confirm with TPR chair.

**External and Internal Evaluators Repository**  
(Uploaded by department chair or TPR chair)
This section is populated by either the department chair or the TPR Chair and includes the letters of reference from internal and external evaluators. The candidate is not able to view this section either during the process or after the process closes to respect the anonymity and integrity of the process.

**External Evaluators - Letters of Reference, CVs and Final Summary Sheet from template**
The letter of reference and CV from each external evaluator are posted here, if applicable. This section is only necessary for faculty seeking promotion and/or tenure. The candidate will not be able to view or download documents in this section. If an administrator downloads the full dossier, these letters will be included, thus full dossiers downloaded by administrators must not be shared with the candidate and these letters should be kept confidential to evaluators.
Internal Evaluator Letters
The letter(s) of reference (CV only required if required by Departmental guidelines) from the internal evaluator(s) are posted in this section, if applicable. The candidate will not be able to view documents in this section nor in anything that they download. If an administrator downloads the full dossier, these letters will be included, thus full dossiers downloaded by administrators must not be shared with the candidate and these letters should be kept confidential to evaluators. These letters are uploaded by the department chair, TPR chair, or dean.

Results or Recommendations of Process
The order of recommendations follows:

Department Chair's Letter of Recommendation
The Department Chair's letter of recommendation is uploaded in this section by the Department Chair or their Assistant. This letter should explain the rationale behind the recommendation. The candidate has the option to upload response to this letter before the dossier goes to the dean before the deadline. If a candidate uploads a response letter, it will be forwarded to the dean along with the recommendation letter to help the dean make his/her decision.

TPR Committee's Letter of Recommendation
TPR committee's letter of recommendation is uploaded in this section by the TPR committee chair. This letter explains the rationale behind the TPR committee's recommendation. The candidate has the option to upload response to this letter before the dossier goes to the dean before the deadline. If a candidate uploads a response letter, it will be forwarded to the dean along with the recommendation letter to help the dean make his/her decision.

Dean's Letter of Recommendation
The Dean's letter of recommendation should be uploaded in this section. This letter should explain the rationale behind the Dean's recommendation. The candidate has the option to upload response to this letter before the dossier goes to the provost before the deadline. If a candidate uploads a response letter, it will be forwarded to the provost along with the recommendation letter to help the dean make his/her decision.

Resources
Resources in the form of employment documents can be found in the Activities section of Digital Measures, under the heading Administrative Data/Employment Documents.

- Employment Offer Letter – A copy of the original Offer of Employment Letter should be uploaded by the candidate, department chair, TPR chair, or dean’s office.
- Tenure Agreement Form – A copy of the signed Tenure Agreement Form should be uploaded by the candidate, department chair, TPR chair, or dean’s office.
- Promotion Letters – A copy of any signed Promotion letter(s) should be uploaded by the candidate, department chair, TPR chair, or dean’s office.
• **Joint Appointment Agreements** – If these are available, load them to Administrative Data/Employment Documents. (Department chair, admin staff, or TPR chair)

• **Activity Data in Digital Measures/FAS** – Department chairs and TPR committees have authorization to view reports and activity data in DigitalMeasures. In addition, if a committee member requests reports from the old Faculty Activity System, they can obtain those by contacting the Digital Measures Administrator (DMAdmin@clemson.edu).

• **TPR Committee's Past Letters of Recommendation** - Letters of recommendation from the TPR Committee for all prior years should be inserted in reverse chronological order in this section. Previous year's letters of recommendation from the TPR committee will automatically be included here. These may be uploaded by the candidate, department chair, TPR chair, or dean.

• **Department Chair’s Past Letters of Recommendation** - Letters of recommendation from the department chair for all prior years should be inserted here in reverse chronological order. Previous year's letters of recommendation from the department chair will automatically be included here. These may be uploaded by the candidate, department chair, TPR chair, or dean.

• **Dean’s Past Letters of Recommendation** - Letters of recommendation from the dean for all prior years should be inserted in this section in reverse chronological order. Previous year's letters of recommendation from the dean should automatically be included here. These may be uploaded by the candidate, department chair, TPR chair, or dean.