

**DATES UPDATED for Tenure and Promotion dates and deadlines (page 7)**

**DATES UPDATED for Reappointment dates and deadlines (page 9, 10). Changes from July version of this document are highlighted.**

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## AY2020–21 CALENDAR OF DATES AND DEADLINES (May 16, 2020 through Aug 15, 2021) timestamp: 14 September 2020

Major Events: Please check relevant websites for updates, particularly important for the 2020-21 academic year

Convocation	Commencement/Graduation	Board of Trustees Quarterly	Faculty Senate
<p>Convocation marks the beginning of the academic year and beginning of a student’s career.</p> <p>For updates regarding whether this is taking place for the 2020-21 virtually, please check: <a href="https://www.clemson.edu/registrar/academic-calendars/">https://www.clemson.edu/registrar/academic-calendars/</a></p>	<p>Graduation ceremonies: <a href="https://www.clemson.edu/registrar/graduation/">https://www.clemson.edu/registrar/graduation/</a></p> <p>Doctoral hooding ceremonies: <a href="https://www.clemson.edu/graduate/students/commencement">https://www.clemson.edu/graduate/students/commencement</a></p>	<p>July 24, 2020            Oct 15-16, 2020            Feb 4-5, 2021            Apr. 22-23, 2021</p> <p>The Board meets on a quarterly basis. Its role is to govern through establishment of policies that ensure academic quality and freedom, protect the University’s financial security and ensure efficient and effective administration.</p> <p><a href="https://www.clemson.edu/administration/bot/">https://www.clemson.edu/administration/bot/</a></p>	<p>Sep 8, 2020            Oct 13, 2020            Nov 10, 2020            Dec 8, 2020            Jan 12, 2021            Feb 9, 2021            Mar 9, 2020            Apr 13, 2021            May 11, 2021            June 8, 2021            Aug 10, 2021</p> <p>The Faculty Senate serves as the official representative body of the faculty.</p> <p><a href="https://www.clemson.edu/faculty-staff/faculty-senate/">https://www.clemson.edu/faculty-staff/faculty-senate/</a></p>

## AY2020-21 CALENDAR OF DATES AND DEADLINES (May 16, 2020 through Aug 15, 2021) timestamp: 14 September 2020

Major Events: Please check relevant websites for updates, particularly important for the 2020-21 academic year

 for information about other University committees, task forces, etc.: <https://tinyurl.com/ClemsonSharedGovernance>

Organization of Academic Department Chairs (OADC)	Provost's Annual Chairs Retreat	General Education Committee Retreat	Faculty Orientation & General Faculty Meeting	Academic Council	Tenure, Promotion and Reappointment (TPR) Workshops
Aug 26, 2020 Sept 9, 2020 Sept 23, 2020 Oct 28, 2020 Nov 18, 2020 NO DEC MEETING Jan 27, 2021 Feb 10, 2021 Feb 24, 2021 Mar 24, 2021 Apr 28, 2021 May 26, 2021  Regular meetings of the department chairs occur on the 4 <sup>th</sup> Wed monthly (exception: Nov, due to Thanksgiving Break).  In September and February, there are two meetings (2 <sup>nd</sup> and 4 <sup>th</sup> Wednesdays).	Aug 12, 2020 Aug 11, 2021	Aug 13, 2020	Aug 18, 2020 Aug 17, 2021  Purpose: welcome and orientate new faculty and provide opportunity for all current faculty* to be updated on resources and opportunities for faculty success at the University level. Entirely virtual for 2020.  A General Faculty Meeting is held once at the beginning of the academic year. For 2020, this meeting will take place on the same day as faculty orientation and is organized and run by the Faculty Senate Office.  * new for 2020-21 academic year	Oct. 12, 2020 Dec. 14, 2020 Feb. 9, 2021 Apr. 12, 2021  The Academic Council meets after the University curriculum committees have met to review and recommend academic policy to the Provost.	All-College TPR lunch (OADC + TPR chairs) Sept/Oct 2020 TBD  College-by-College TPR Roadshow throughout month of March (TBD, by College)  Annual Goals-setting workshops, all faculty May-June TBD (new for 2020-21 academic year)



AY2020-21 CALENDAR OF DATES AND DEADLINES (May 16, 2020 through Aug 15, 2021) timestamp: 14 September 2020

Major Events: Please check relevant websites for updates, particularly important for the 2020-21 academic year

for information about other University committees, task forces, etc.: <https://www.che.sc.gov/MeetingsEvents.aspx>

**South Carolina Commission on Higher Education (CHE)**

Full Commission	Executive Committee	Academic Affairs & Licensing (CAAL)
Sept 3, 2020	Aug 25, 2020	Aug 27, 2020
Oct 1, 2020	Sept 22, 2020	Nov 29, 2020
Nov 5, 2020	Oct 27, 2020	
Dec 3, 2020	Nov 24, 2020	
	Dec 15, 2020	

Finance & Facilities	Access & Equity and Student Services
Aug 5, 2020	Aug 6, 2020
Sept 3, 2020	Oct 1, 2020
Oct 1, 2020	Dec 3, 2020
Nov 5, 2020	
Dec 3, 2020	

When in-person, all CHE meetings are held at the SC Commission on Higher Education offices in Columbia (check for virtual vs. in-person plans during the 2020-21 academic year)

For additional information about the above committees and other CHE activities, refer to updated calendars, materials and archives on the CHE website below this note. Additional dates beyond December 2020 will be posted by CHE on the website link posted at the top of this page as the year progresses.

Faculty Activity Reporting (DigitalMeasures-Activities) and Annual Reviews (formerly submitted as “eForm3”) Summary

New faculty hired during the review period must enter their goals for 2020-21 into DigitalMeasures within 2 weeks of hire date.

June 15, 2020	Faculty complete entry of AY2019–20 accomplishments, review/reflect on AY2019–20 goals/workload, and enter AY2020-21 goals/workload; (activity reporting takes place in DigitalMeasures <a href="https://www.clemson.edu/provost/digital-measures/">https://www.clemson.edu/provost/digital-measures/</a> ) Activities are to be reported for May 16, 2019 – May 15, 2020.
May 16, 2020- Sept 11, 2020	Department Chairs complete reviews of faculty; approve AY2020–21 faculty goals/workload; review AY2019–20 accomplishments; and prepare then upload eForm3s and numeric entries. The performance review period covers Maymester 2019 through the end of spring semester 2020.
Sept 25, 2020	eForm3 AY2019–20 evaluation of academic personnel signed by faculty member. The faculty member has the right to file a disclaimer to the evaluation within 10 calendar days of its receipt. The Department Chair will respond to any disclaimers and revise the evaluation if appropriate.
Oct 9, 2020	eForm3 - Faculty file AY2019–20 disclaimers (Department Chair)
Oct 16, 2020	Department Chairs freeze AY2020–21 goals/workload
Oct 23, 2020	eForm3 - Deans complete and sign the AY2019–20 review
Nov 6, 2020	eForm3 - Faculty file AY2019–20 disclaimers, if appropriate (Dean)
Nov 20, 2020	eForm3 - Dean AY2019–20 disclaimer responses are completed for final faculty signoff
Dec 4, 2020	eForm3 - Provost acknowledges disclaimers; Provost and Dean take required actions
Dec 11, 2020 - Jan 8, 2021	If necessary, faculty can discuss revising AY2020-21 goals and/or anticipated workload with their Department Chair and revise AY2020–21 goals and/or workload in DigitalMeasures. This requires Department Chair approval. Goals and workload are frozen, thus they will have to be re-opened by the Department Chair: contact DMadmin@clemson.edu)
June 15, 2021	Faculty complete entry of AY2020–21 accomplishments, review/reflect on AY2020-21 goals/workload and enter AY2021–22 goals/workload; Faculty should confirm date for this deadline with their Department Chairs as your deadline may be earlier. Activities are to be reported for May 16, 2020 – May 15, 2021.

Annual Review Cycle viewed by deadline and responsible party: 2020-21 cycle (first table) and start of 2021-22 cycle (second table)

Activities and accomplishments are reported in DigitalMeasures-**Activities** (previously entered in FAS, the Clemson-designed Faculty Activity System)

The review process workflow takes place in DigitalMeasures-**AnnualReview** (previously submitted as ‘eForm3’)

For new faculty hired during the review period, Goals for 2020-21 must be entered into DigitalMeasures within 2 weeks of hire date.

University deadlines: your department and/or College may have earlier deadline dates. Please contact your department chair to verify appropriate dates.

Action	University Deadline	Responsible Party
Faculty document AY2019–20 activities <ul style="list-style-type: none"> <li>May 16, 2019 - May 15, 2020 accomplishments</li> </ul>	June 15, 2020	Faculty member under review
Department chairs complete review of AY2019–20 accomplishments and prepare “eForm3” annual evaluations	June 15 - Sept 11, 2020 Deadline: Sept 11, 2020	Department Chair
AY2019–20 evaluation of academic personnel by Department Chair acknowledged by faculty member	Sept 25, 2020	Faculty member under review
Optional: Faculty file AY2019–20 disclaimer to Departmental review <ul style="list-style-type: none"> <li>The faculty member has the right to file a disclaimer to the evaluation within 10 calendar days of its receipt.</li> </ul>	Earlier of 10 days after receipt of Review from department chair or Oct 9, 2020	Faculty member under review
Optional: The Department Chair will respond to any disclaimers and revise the evaluation if appropriate.	Earlier of 10 days after receipt of faculty disclaimer or Oct 16, 2020	Department Chair
Deans complete and sign the AY2019–20 review	Oct 23, 2020	Dean
Evaluation of academic personnel by Dean acknowledged by faculty member		Faculty member under review
Optional: Faculty file AY2019–20 disclaimers to Dean review	Nov 6, 2020	Faculty member under review
Dean AY2019–20 disclaimer responses are completed for final faculty signoff	Nov 20, 2020	Dean
Provost acknowledges disclaimers; Provost and Dean take required actions	Dec 4, 2020	Provost

Action	University Deadline	Responsible Party
Faculty propose AY2020–21 goals / workload: Anticipated May 16, 2020-May 15, 2021 accomplishments	June 15, 2020	Faculty member under review
Chairs approve AY2020–21 faculty goals / workload	Sept 11, 2020	Department Chair
Department chairs freeze AY2020–21 goals / workload	Oct 16, 2020	Department Chair
Optional: faculty revise AY2020–21 goals and / or workload. This requires chair approval. Since goals and workload are frozen, the goals area will have to be re-opened by the chair.	Dec 11, 2020 - Jan 8, 2021	Faculty member under review / Department Chair
Faculty document AY2020–21 accomplishments <ul style="list-style-type: none"> <li>May 16, 2020 - May 15, 2021 accomplishments</li> </ul>	June 15, 2021	Faculty member under review

## Tenure and Promotion Candidate Reviews and Decisions: Tenure Track Faculty and Applicants for Promotion to Senior Lecturer

All dates below are the last possible deadline dates to stay on track. Please refer to departmental guidelines which may be earlier.

The promotion and tenure review process takes place as two workflows in DigitalMeasures <https://www.clemson.edu/provost/digital-measures/>:

- 1) **TPRprecheck** is for filing intention to submit and is used to provide time to verify the candidacy calendar plus procure commitment from external evaluators to review full dossiers sent to them in the fall semester.
- 2) **TPRworkflow** is where dossier files are curated and submitted, and where the review process letters, disclaimers and signatures are routed and curated.

### 2020–2021 Review cycle (Review steps begin Spring 2020 for decisions communicated by May 16, 2021)

May 15, 2020	Candidate files intention to submit in DigitalMeasures- <b>TPRprecheck</b> Intention to submit is the request for review and evaluation of dossier for promotion and/or tenure. Minimum: long CV (label as draft to differentiate from review dossier version to be submitted Fall 2020) and list of proposed external evaluators using the dossier form provided.
Aug 15, 2020	Last date for a candidate to change their intention to submit their dossier for review. *** applications for tenure and 8 <sup>th</sup> year promotion to senior lecturer may not be withdrawn without a negative decision
Aug 28, 2020	Tenure/promotion/reappointment (TPR) committees confirmed as complete and correct in DigitalMeasures- <b>TPRworkflow</b> ; department chair confirms any updates to existing committees or addition of new committees with Institutional Research (DMadmin@clemson.edu)
Sept 29, 2020	Candidate DigitalMeasures- <b>TPRworkflow</b> files are completed, finalized, uploaded, and available to <b>department chairs</b> and <b>TPR committees</b>
Dec 4, 2020	Department chair review complete with letter loaded in DigitalMeasures- <b>TPRworkflow</b>
Dec 11, 2020	TPR committee reviews complete with letters loaded in DigitalMeasures- <b>TPRworkflow</b>
Dec 21, 2020	Candidate has read reviews for department chair and TPR committee chair and signed notebook online, forwarding the dossier <b>to the Dean</b> .
Dec 21, 2020	Dean can begin review of all TPR dossiers within College
Jan 15, 2021	TPR chair / advisory committee has met with the Dean
Jan 29, 2021	Department chair / advisory committee has met with the Dean
Feb 26, 2021	Dean reviews are complete with letters uploaded in DigitalMeasures- <b>TPRworkflow</b> .
March 8, 2021	All candidates have read reviews and signed notebook and moved to the Provost level.
March 8, 2021	Complete DigitalMeasures- <b>TPRworkflow</b> dossier (with all letters) <b>due to the Provost</b> .
April 16, 2021	Promotion and tenure recommendation / files are <b>due to the President</b> for review
May 16, 2021	The outcome of promotion and tenure letters, as denoted by the Provost and the President, are due to faculty members.
May 16, 2021	Terminal year non-renewal letters are due to non-tenured regular faculty after 2 or more years of service
<b>Hard deadline</b>	(including those in the penultimate year not granted tenure). Termination letters are due to faculty having completed 2 or more years of service at least 12 months before the appointment expiration.

TPR precheck for Tenure and Promotion Candidates

Preparation for 2021-22 Review Cycle: tenure track faculty for promotion and/or tenure and applicants for promotion to senior lecturer

All dates below are the last possible deadline dates to stay on track. Please refer to departmental guidelines which may be earlier.

**2021–2022 Review cycle (Review steps begin Spring 2021 for decisions communicated by May 16, 2022)**

April 1, 2021	Candidate files intention to submit in DigitalMeasures-TPRprecheck Intention to submit is the request for review and evaluation of dossier for promotion and/or tenure. Minimum: long CV (label as draft to differentiate from review dossier version to be submitted Fall 2020) and list of proposed external evaluators using the dossier form provided.
Aug 15, 2021	Last date for a candidate to change their intention to submit their dossier for review. *** applications for tenure and 8 <sup>th</sup> year promotion to senior lecturer may not be withdrawn without a negative decision
Aug 27, 2021	Tenure/promotion/reappointment (TPR) committees confirmed as complete and correct in DigitalMeasures-TPRworkflow; department chair confirms any updates to existing committees or addition of new committees with Institutional Research (DMadmin@clemson.edu)

Timeline: Promotion Associate Professor with Tenure to Professor (minimum years of service before considered ‘early’):

Year (beginning-end academic year)	Timeline	
2016-17	Year1	1st year of service as Associate Professor with tenure
2017-18	Year2	2nd year of service
2018-19	Year3	3rd year of service
2019-20	Year4	4th year of service as Associate Professor with tenure
2020-21	Year5	*Earliest to submit dossier for promotion to Professor is this year (for the 2020-21 review cycle year)
2021-22	Year6	*Earliest possible <u>effective date</u> as Professor is August 15th of this year

\*Please refer to your departmental TPR guidelines which may have a longer time in service at rank requirement.



**Reappointment Review: 9- and 12-Month Non-Tenured Regular Faculty, Calendar for Senior Lecturers is on the next page**

DM-TPRw refers to DigitalMeasures-TPRworkflow

First Year		Second Year		Third+ Year	
Aug 28, 2020	TPR committees appointed; department chair sets up committees within DM-TPRw.	Aug 28, 2020	TPR committees appointed; department chair sets up committees within DM-TPRw.	Aug 28, 2020	TPR committees appointed; department chair sets up committees within DM-TPRw.
Oct 9, 2020	DM-TPR files due to <b>Dept Chair / TPR committees.</b>	<b>Sept 25, 2020</b>	DM-TPR files due to <b>Dept Chair / TPR committees.</b>	<b>Sept 29, 2020</b>	DM-TPR files due to <b>Dept Chair / TPR committees.</b>
Nov 6, 2020	Dept Chair completes reviews and uploads letters.	Oct 2, 2020	Dept Chair completes reviews and uploads letters	Nov 27, 2020	Dept Chair completes reviews and uploads letters.
Nov 13, 2020	DM-TPRw files due to <b>Dean.</b> TPR committees complete reviews and upload letters. Candidate reads/reviews/signs Dept Chair/TPR letters.	Oct 9, 2020	DM-TPRw files due to <b>Dean.</b> TPR committees complete reviews and upload letters. Candidate reads/reviews/signs Dept Chair/TPR letters.	Dec 4, 2020	DM-TPRw files due to <b>Dean.</b> TPR committees complete reviews and upload letters. Candidate reads/reviews/signs Dept Chair/TPR letters.
Jan 4, 2021	DM-TPRw files with a negative review due to the <b>Provost</b>	Oct 30, 2020	DM-TPRw files with a negative review due to the <b>Provost</b>	Feb 5, 2021	DM-TPRw files with a negative review due to the <b>Provost</b>
Jan 22, 2021	DM-TPRw files with a negative review due to the <b>President</b>	Nov 6, 2020	DM-TPRw files with a negative review due to the <b>President</b>	April 2, 2021	DM-TPRw files with a negative review due to the <b>President</b>
<b>Feb 16, 2021 (9-month)</b> <b>Do not miss this date.</b>	9-month non-renewable faculty are due a non-renewal letter 3 months prior to appointment expiration (include May 16, 2021 as the terminal date of employment).	<b>Nov 16, 2020 (9-month)</b> <b>Do not miss this date.</b>	9-month non-renewable faculty are due a non-renewal letter 6 months prior to appointment expiration (include Aug 15, 2020-May 15, 2021 as the 2 <sup>nd</sup> service year).	<b>May 16, 2021 (9-month)</b> <b>Do not miss this date.</b>	9-month faculty not in a 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year and not going to be reappointed are due non-renewal letters denoting the terminal year of employment.
<b>Mar 30, 2021 (12-month)</b> <b>Do not miss this date.</b>	12-month non-renewable faculty are due a non-renewal letter 3 months prior to appointment expiration (include June 30, 2021 as the terminal date of employment).	<b>Dec 30, 2020 (12-month)</b> <b>Do not miss this date.</b>	12-month non-renewable faculty are due a non-renewal letter 6 months prior to appointment expiration (include July 1, 2020-June 30, 2021 as the 2 <sup>nd</sup> service year).	<b>June 30, 2021 (12-month)</b> <b>Do not miss this date.</b>	12-month faculty not in a 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year and not going to be reappointed are due non-renewal letters denoting the terminal year of employment.

## Reappointment Continued (Special Rank Faculty: Senior Lecturers)

### Senior Lecturers Second Year<sup>1</sup>

Aug 28, 2020	TPR committee appointed and entered into DM-TPRworkflow system (contact DMadmin@clemsn.edu)
Sept 29, 2020	DM-TPRworkflow files from Senior Lecturers considered for reappointment in their second/penultimate year are due to the <b>Dept Chair / TPR committees</b> . A peer review is required.
Nov 25, 2020	DM-TPRworkflow files from Dept Chair for Senior Lecturers considered for reappointment in their second/penultimate year are due to the Dean.
Dec 4, 2020	DM-TPRworkflow files from TPR committees for Senior Lecturers considered for reappointment in their second/penultimate year due to the <b>Dean</b> .
Feb 12, 2021	DM-TPRworkflow files for Senior Lecturers in their second or penultimate year with one or more negative recommendations are due to the <b>Provost</b> .
Apr 2, 2021	DM-TPRworkflow files for Senior Lecturers in their second or penultimate year with one or more negative recommendations are due to the <b>President</b> .
Apr 2, 2021	Names of faculty being reappointed as Senior Lecturers with a favorable recommendation are due to the <b>Provost</b> . The <b>Dean</b> will issue renewal letters.

<sup>1</sup> Senior lecturers apply for reappointment in the second year of contract; this allows for a terminal year in the event of non-reappointment.

### Timeline: Senior Lecturer reappointment review cycles following promotion to Senior Lecturer

3 year employment contract; Submit for review in penultimate year (beginning of year 2)

Year (beginning-end academic year)	Timeline	
2020-21	Year1	Senior Lecturer effective date August of this AY (August 2020)
2021-22	Year2	Penultimate year, Submit materials for review August of this AY
2022-23	Year3	
2023-24	Year4	Year 1
2024-25	Year5	Year 2 Penultimate year of <b>second</b> contract, <b>submit materials</b> for review August of this AY
2025-26	Year6	Year 3
2026-27	Year7	Year 1
2027-28	Year8	Year 2 Penultimate year of <b>third</b> contract, <b>submit materials</b> for review August of this AY
2028-29	Year9	Year 3
2029-30	Year10	Year 1
2030-31	Year11	Year 2 Penultimate year of <b>fourth</b> contract, <b>submit materials</b> for review August of this AY
2031-32	Year12	Year 3

For all Special Rank Faculty on academic year contracts

Feb 12, 2021	It is <b>highly recommended</b> that courtesy letters be sent to special faculty not being renewed by this date. (see the Faculty Manual for exceptions on special faculty ranks)
<b>Jun 18, 2021</b> Do not miss this deadline.	Non-renewal letters are due to special rank faculty lecturers (including temporary / visiting) after four or more years of continuous employment. The letter must be approved before the faculty member enters the 4th year beginning August 15 (9-month contract) or July 1 (12-month contract).

Sabbaticals

Fall Sabbatical Deadlines

Jan 31, 2021	Fall 2021 sabbatical leave request in full due to elected departmental committee, chaired by department chair
Feb 15, 2021	Departmental committee submits leave evaluation to the Dean, copy to applicant
Feb 28, 2021	Dean submits approved leave to the Provost
March 15, 2021	Provost submits leave to the President
March 29, 2021	President approval deadline
April 1, 2021	HR review deadline; Provost delivers formal notification by this date

Spring Sabbatical Deadlines

May 1, 2021	Spring 2022 sabbatical leave due to departmental committee
May 15, 2021	Departmental committee submits leave evaluations to the Dean (Latest date accepted, Faculty Manual states May 15th)
June 1, 2021	Dean submits approved leave to the Provost
June 15, 2021	Provost submits leave to the President
June 29, 2021	President approval deadline
Aug 9, 2020	HR review deadline; Provost delivers formal notification by this date

Post-tenure Review

(contact [APFA@clemson.edu](mailto:APFA@clemson.edu) if any relevant cases are likely so that dates can be reviewed and confirmed on a case by case basis, some details vary by unit)

Aug 28, 2020	Post-tenure review (PTR) committees appointed; department chair sets up committees in DM-TPR workflow system
Dec 4, 2020	PTR materials are due to PTR committee
April 16, 2021	Part II PTR recommendations/files from PTR committees and chairs are due to the <b>Dean</b>
May 14, 2021	Part II PTR files, with one or more negative chair/PTR committee recommendations, are due to the <b>Provost</b> with a spreadsheet listing the names and outcomes of all post-tenure reviews.
Aug 6, 2021	Part II PTR files, received by the Provost with one or more negative chair / PTR committee recommendations, are returned to the <b>Dean</b> . The <b>Provost</b> distributes the final outcome letter.
Aug 13, 2021	Copies of letters sent by the Dean to all part I PTR applicants are due to the <b>Provost</b> .