Tenure and Promotion Precheck Process Guide for Faculty – Tenure Eligible

This guide is prepared for faculty who are intending to submit promotion materials. This process is launched for all associate professors and assistant professors. Because different promotion categories request different information, the process is segregated into two tracks: tenure eligible, and lecturer and others.

A visual representation of the process is included as Appendix A.

Faculty Request Step – Tenure Eligible

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.

Type of Promotion Requested	Information Needed
• Tenure-track faculty requesting promotion to associate professor with tenure • Associate professors requesting tenure review.	• Date hired as full-time tenure-track faculty • Details related to tenure-clock extensions Tenure credit at hire (if any) • Penultimate Year
Associate professors requesting promotion to professor	• Date hired into tenure-eligible position • Date promoted to associate professor • Date of tenure

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

Files requested: Letter, Draft Vita, Proposed list of external reviewers (see guidance below)

Answer the questions requested related to promotion or reappointment. Promotion and hire dates are requested. If you don't know the exact date, estimate the month and year and use the first day of the month. Under Activities, for some faculty we have loaded promotion dates under permanent data. You can also email dmadmin@clemson.edu and request those dates.

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

Guidance provided for external reviewers:

Please submit your list of external reviewers. Generally, six proposed names should be included. 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. There should not be more than four from either list and not more than 7/8 in total. Include all letters received.

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 Reappointment Setup - Choose this if you are requesting reappointment. Reappointment processes do not need to be submitted to the department chair. If you are requesting reappointment, you do not need to upload a vita, letter or list of reviewers.

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)

Reappointment Setup

If no promotion and reappointment is requested, this step is used by Faculty Success administrators to set up processes.

Eligibility Review

Instructions – Options for Submission in Upper Right Corner

Review the faculty member's eligibility based on time in service. Review for completeness and accuracy. Documents required for promotion may vary by department. If expected documents are not included, please choose the send back option.

Send Back: If you choose this option, a dialog window will pop up allowing you to explain what is missing and assign a new deadline. Please keep a record of what was requested as this window will not remain part of the record.

If the file is complete, answer required questions and choose one of the following options under Actions:

Submit to Faculty Response: Choose this option for:

- Reappointment Process
- Promotion request where the individual did not meet eligibility requirements.

Process not Needed: If a faculty member did not request a promotion and does not need a reappointment, choose this option. For example, this would apply to associate professors not requesting promotion or senior lecturers not requesting promotion who do not need reappointment.

Potential Conflicts – This is important because it helps us identify familial or spousal relationships where we need to build an alternate committee or alternate chair structure.

Acceptance of a candidate's Request to Submit does not indicate that a candidate will have a positive review, rather confirms that a candidate has met the minimum time in service. Please help communicate this to the candidate. For candidates requesting review for Professor, acceptance only confirms that a candidate has technically met the minimum time in service and does not indicate a positive outcome. It is advisable to use this filing as the opportunity to discuss whether a candidate is 'ready' for promotion review as per your departmental TPR criteria.

Provide any comments, if needed in the comments box. Note that comments will eventually be visible by faculty and/or the TPR committee chair.

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 External Reviewer Package

If the department is using the link method for external reviewers, either the department chair or tpr chair will load the faculty documents here that will be seen by the external reviewers. 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

This step is only used if the department chooses to send external reviewers links. Either the tpr chair or department chair will perform this function according to department practices. At this step, the external review manager will enter the names of approved reviewers from either the department list or the faculty list. Reviewers not selected do not need to be entered.
(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 is the final step and can be used as a holding area.

Tenure and Promotion Precheck Process Guide for Faculty – Lecturers and Others

A visual representation of the process is included as Appendix B.

Faculty Request Step – Lecturers and Others

Please submit your letter requesting promotion or reappointment. The table below lists the information needed by type of promotion. Requirements may vary by department, so check with your department chair to verify what files are expected.

Type of Promotion Requested	Information Needed
Lecturer-track faculty requesting promotion to senior lecturer	- Date hired as a full-time lecturer - Account for any breaks in service in the comments. (longer than summer)
Senior Lecturers requesting promotion to principal lecturer	- Date hired as a full-time lecturer - Account for any breaks in service in the comments. (longer than summer) - Date of promotion to senior lecturer
Other Faculty Ranks (Research or Clinical)	- Date hired into current rank - Date of promotions (if any)

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 Reappointment Setup – **Choose this if you are requesting reappointment.** Reappointment processes do not need to be submitted to the department chair. If you are requesting reappointment, you do not need to upload a vita or letter.

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 senior lecturers or principal lecturers not requesting promotion and not needing reappointment this cycle)

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

Eligibility Review

Instructions – Options for Submission in Upper Right Corner

Review the faculty member's eligibility based on time in service. Review for completeness and accuracy. Documents required for promotion may vary by department. If expected documents are not included, please choose the send back option.

Send Back**:** If you choose this option, a dialog window will pop up allowing you to explain what is missing and assign a new deadline. Please keep a record of what was requested as this window will not remain part of the record.

If the file is complete, answer required questions and choose one of the following options under Actions:

Submit to Faculty Response: Choose this option for:

- Reappointment Process
- Promotion request where the individual did not meet eligibility requirements.

Process not Needed: If a faculty member did not request a promotion and does not need a reappointment, choose this option. For example, this would apply to senior lecturers not requesting promotion who do not need reappointment in this cycle.

Potential Conflicts – This is important because it helps us identify familial or spousal relationships where we need to build an alternate committee or alternate chair structure.

Acceptance of a candidate's Request to Submit does not indicate that a candidate will have a positive review, rather confirms that a candidate has met the minimum time in service. Please help communicate this to the candidate.

Provide any comments, if needed in the comments box. Note that comments will eventually be visible by faculty and/or the TPR committee chair.

Faculty Response

This step enables the faculty to see the reviewer's selections. Faculty do not need to take action here. If there is no promotion or reappointment process needed, faculty can choose the action process not needed. Comments can be provided below in explanation.

After five days, the process will advance to Reappointment Setup to facilitate getting ready for fall processes.

Reappointment Setup

This step is used by Faculty Success administrators to set up processes.

Appendix A – Visual Representation of Template, Promotion - Tenure Eligible

Note that the highlighted areas are linked. Red arrows connect linked steps showing potential process fast-forwards.
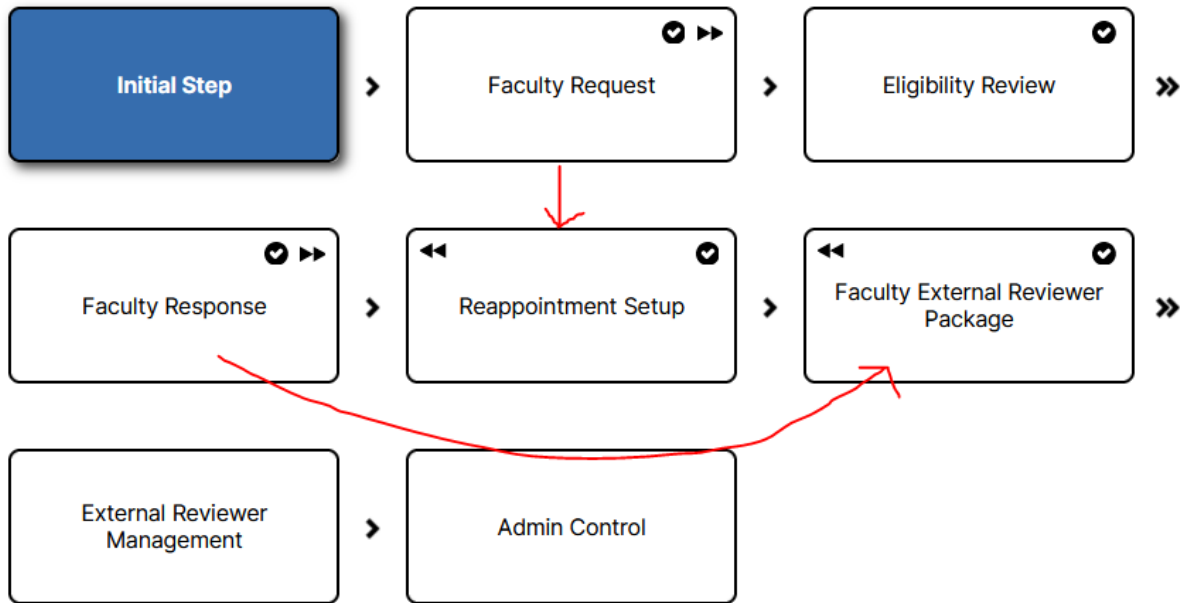
Appendix B – Visual Representation of Template, Promotion – Lecturers and Others