DMLogo

**DigitalMeasures-TPR (eTPR) SECTIONS Overview**

## *12.Aug20 draft, will distribute final version to OADC and all Faculty by 21.Aug.20*

## 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.

Libraries’ instructions (draft). This letter should be one page for a reappointment and 2-3 pages for tenure/promotion or promotion to Full. To be addressed to the Dean (if for reappointment); to Provost (for tenure/promotion). The “brief summary” and “compelling case” are almost in direct conflict. Libraries favors making a *brief summary.* The Letter is part of a larger structure, in which the detail expands: starting with the Letter, then the Top Achievements, and finally the Evidence of Effectiveness in Librarianship, Research/Scholarship Activities, and Service Activity.

**Standard College Resume**

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

SMD comments: Draft document providing guidance for top-level categories and the order of categories has been completed. Will be distributed to TPR Chairs, then to Dean for approval.

**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.

Libraries’ instructions (draft). Top Achievements are just that, the very “top” accomplishments that support the themes introduced in the “brief summary” in the Letter Requesting Action. This should be a bulleted list, of 2 pages maximum, providing three to five items in each area of Librarianship, Research, and Service. Similar language is acceptable, but do not reproduce the entire “Summary Sheet.” Selectivity is the key. The fullest explication will appear in the Evidence of Effectiveness in Librarianship, Research/Scholarship Activities, and Service Activity.

**Candidate's Teaching Statement // 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.

Libraries’ instructions (draft). This is an essay, of two pages in length, explaining what motivates you as a library faculty member. Why do you do what you do? What principles in your specialization do you follow? Explain the philosophy, methods used, challenges and responses to those challenges. (Do not write about “evidence of effectiveness” which belongs in Evidence of Effectiveness in Librarianship). This essay is a demonstration that you are reflective about what is important to you and whom you serve. This statement should be revisited each year, thereby showing you are developing professionally.

**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.

Libraries’ instructions (draft). This section, which is optional, is intended for credit course instruction only. Other post-instruction feedback should be entered under Evidence of Effectiveness in Librarianship (in summary form), or if extensive or in tabular form, in Supplementary Information.

**Other Evidence of Teaching Effectiveness// 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.

Libraries’ instructions (draft). This is part one of the Summary Sheet, “Librarianship” This is where the details reside, which, in turn, support the Top Achievements, which supports the Letter Requesting Action.

Provide this information in outline form. Be selective, not comprehensive (especially with a tenure/promotion dossier). Organize librarianship around three to five major aspects of your “job.” One of these aspects must be professional development. Supervision, if applicable, should be grouped separately. This shows that you know how to conceptualize and communicate what you do.

There is no page limit, but show consideration for your review committee and your peer reviewers. Reduce the detail provided for day-to-day activities. On the other hand, explicate the impact of your work to make it clearer, especially to those who are not as familiar/knowledgeable about a specific aspect of your work. Keep readers engaged. If they lose focus after many pages, what have you gained?

Follow the definition of Librarianship from the Guidelines.

Specific instructions:

* Omit events that faculty are *expected* to attend. While these events are useful in promoting collegiality, they are normally not reported. Examples include: meeting with candidates for positions and social events.
* Ex-officio committees are Librarianship, not Service
* Do not list *required* training.
* For documentation, Libguides, etc. indicate those that you authored in contrast to those that you edited or maintained.
* Add specific statistics when those statistics give insight into your work.
* In the “Professional Development” section, clearly state the *purpose* of the professional development activities, such as “to improve my teaching skills, attended:” Do not simply list “Workshops attended.” Show that you had a strategy for professional development.

Some candidates write the whole Summary Sheet, and then divide it into three sections for the Dossier. This is acceptable.

**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.

Libraries’ instructions (draft). This is part two of the Summary Sheet. It should include citations to completed or accepted work. The Libraries does not require a specific citation standard. Just be consistent within this section and with the same citations that appear in the Resume. Group like types together: Articles, Chapters, Reviews, Presentations, Posters, Exhibits, etc. Distinguish between peer-reviewed and non peer-reviewed works and between those accepted and published. Do not include in this section presentations made that are part of one’s job responsibilities (list in Librarianship) or limited to employees of the Libraries (Professional Development). In order for the TPR committee and peer reviewers to assess your “focused program of research,” you may include up to two paragraphs of narrative that describe research projects that have not yet reached the stage of “accepted” for publication or presentation. This is analogous to the Digital Measures activities Research Activity or Proposals.

**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.

Libraries’ instructions (draft). This is part three of the Summary Sheet. Organize information by University, Library (College/Departmental), Professional, and Public (community) service. Distinguish Professional organizations from other organizations and provide information about lesser-known organizations. Avoid or define acronyms. Although it is slightly unintuitive, memberships in professional organizations are considered Service according to the current Guidelines. Carefully note the Guidelines pertaining community service. It should “draw upon a faculty member’s profession or academic specialty.” It would be wise to make a case for any situation that is not apparent.

**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.

SMD comments:

Libraries’ instructions (draft). The one year and five year goals are to apply to the next year and the five years after the favorable action requested in the dossier. Both goal sets should address all three criteria areas. The short-term goals should provide a logical progression to the long-term goals. Two pages maximum. A goal to “Achieve tenure” under Librarianship is acceptable as long as other goals support it.

**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.

Libraries’ instructions (draft). This section only applies if one has an administrative appointment (Dean, Associate or Assistant Dean, Library Chair). Supervision and other administrative activities, such as those performed by unit heads, should be reported under Librarianship.

**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.

**Activity reports**:

Candidate uploads DigitalMeasures activity reports here as well as prior FAS reports here if applicable.

Libraries’ instructions (draft). Moved up from original location in document. Instructions on how to do this will be forthcoming.

Chair thinks that this can be the conclusion of the document as far as candidates are concerned.The rest is procedural for Dean, TPR Chair, or administrative assistant.

**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 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.

SMD comments: TPR chair loads letters. Load them as soon as you receive them so the Chair can view them as well. *Important for both committee and Chair to address any weaknesses mentioned in the letters.*

**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.

**Results or Recommendations of Process**

**The order of recommendations follows:**

**Department Chair's Letter of Recommendation**

Upload the Department Chair's letter of recommendation in this section. 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 here. 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.

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