

# DEPARTMENT OF PHILOSOPHY

## TENURE AND PROMOTION POLICY AND FACTORS

The Department of Philosophy endorses the following policy for its consideration of tenure and promotion. The general policy is followed by a statement of procedures a candidate shall follow in applying for either tenure or promotion. Finally, there is included a list of factors with their relative weights indicated which will be considered in evaluating a candidate for tenure or promotion.

- I. General Policy for Tenure Consideration: The Department of Philosophy assumes that candidates for continuing tenure will engage in substantial scholarly projects. Such projects include both refereed material which has appeared in print or has been accepted for publication by the time a decision about a candidate must be made, and also material orally presented or to be presented at professional meetings whose programs have been rigorously referred. Candidates should realize that scholarship deemed valuable by the profession has been the most important criterion for tenure at the college level. In establishing the quality of scholarship, the department will consider the nature, significance, and scope of the material, which will be sent to specialists outside the University for evaluation.

The Philosophy Department will assess excellence in teaching and regards a favorable rating in this area as essential for a tenure recommendation. Such excellence shall be assessed on the basis of student course evaluations; peer evaluation; initiation, and development of courses; modernization of existing courses; effective dealing with students outside the classroom in office hours; service on examining committees; ability to teach at all levels, and ability to deal with a variety of students.

Although non-instructional service and helpfulness as a colleague are important and are taken into consideration in a tenure recommendation, they cannot substitute for excellence in teaching and scholarship. All candidates are expected to serve the department constructively -- and possibly also at the College and University level as well. Candidates who render some truly distinctive service in the intellectual life of the department strengthen their candidacies, but should avoid being distracted by committee assignments or outside teaching from their functions as teachers and scholars.

- II. General Policy for Promotion Consideration: These criteria are similar to those for tenure except that the emphasis on different elements may vary, with more attention given to scholarship and national recognition in the profession for promotion to professor.

III. Steps to be taken by Candidates for Tenure and/or Promotion:

1. Inform the chairperson by written memorandum early in the Fall Term of the school year in which to be considered for promotion and/or tenure. The candidate's written request may in fact follow from discussions with the chair, or department's promotion and tenure committee, advising his/her candidacy.
2. Prepare and turn in the following:
  - (a) College of Liberal Arts form "Request for Promotion and/or Tenure", Section II. This is the section titled "To be Filled in By Candidate"/ (Obtain from Chairperson's Office)
  - (b) An updated vita
  - (c) Reprints of your scholarly publications
  - (d) Information relevant to assessment of teaching
  - (e) If you desire, a supplementary statement concerning your recent and upcoming activities which are relevant to questions of tenure and promotion
  - (f) A statement of whether you wish to meet in person with the Tenure and Promotion Committee to discuss your activities
3. Provide the Tenure and Promotion Committee with the additional information requested in the form titled **Information for Faculty Evaluation** (obtain from Chairperson's Office). Provide *only* the information which has not been provided in detail in responding to item 2 (above). The purpose of this form is to make sure that candidates for tenure and promotion decisions provide the Committee with all information relevant to such decisions.

Much of this information should have been included in responding to items 2a, b, and c above. However, since the categories used on those forms are rather broad, the Tenure and Promotion Committee has prepared a list that spells out in detail the kind of information it requires. This additional information should be submitted along with the material requested in item 2.

4. In addition to the items listed in the form entitled **Information for Faculty Evaluation**, the Tenure and Promotion Committee will also take into account such factors as participation in colloquia (S), outside letters of recommendation (S\*), and student evaluations (T\*).
5. The Tenure and Promotion Committee does not plan to make any recommendations on tenure-promotion to the College until it has the above requested information. Since final recommendations from the Department to the Dean's Office must be submitted by the end of the Fall Term, it is essential that the data be turned in as soon as possible.

- IV. Information for faculty evaluation: this is an attempt to obtain the kinds of information needed to make fair and equitable the required evaluations of faculty members for such matters as reappointment, tenure, and promotion. No limits are set on the type of information to be considered relevant. However, completion of one's own degree program, indications of success in teaching, research, supervision of student research, scholarly publications, professional activities, etc., are examples of things the Tenure and Promotion Committee should know about.

Items relevant to scholarship are marked "S" and the most important ones are marked "S\*". Items relevant to teaching are marked "T" and the most important ones are marked "T\*". Items relevant to service are marked "I". There are no starred items, but service will be evaluated according to the amount of effort and ability involved.

It would be of great assistance if you would provide the following information. (Include dates wherever possible. List in chronological order.)

We realize that not everyone will be able to respond to each item. Omit those items for which there is no relevant information.

- S\* 1. A copy of each publication, unpublished work in press, unpublished work submitted for publication, and papers or reports presented at philosophical meetings.
- S\* 2. A list of reports and papers presented at philosophical meetings.
- S\* 3. A list of addresses you have given. Include colloquia given.
- S 4. A complete list of you published books, reviews, and journal articles, abstracts.
- S 5. A list of unpublished papers or books in press (include letter of acceptance from editor and expected publication date).
- S 6. A list of unpublished work submitted for publication, to whom and when.
- S 7. A list of grants you have received.
- S 8. Citation of your scholarly work by leaders in your field.
- S 9. A brief description of your current research activity.
- S 10. A brief description of your future research plans.
- T\* 11. Information about student reaction to your teaching.

- T\* 12. (a) Any additional information about your effectiveness as a teacher of undergraduates. (b) Additional information about your effectiveness as a teacher of graduate students.
- T\* 13. A complete list of dissertation and theses directed (list Ph.D., M.A., and Senior Honors Essays separately).
- T 14. A list of the other dissertation and thesis committees on which you have served (list Ph.D., M.A., and Senior Honors Essays separately.)
- T 15. Any special or innovative instructional activities or efforts in which you have been involved. Include a brief description of any new or innovative courses you have developed.
- T 16. A list of your recent and current-graduate student advisees.
- T 17. Out-of-classroom instructional service.
- I 18. Any special consultation or advising activities within the Department or University.
- I 19. Professional and organizational activities outside the University (A.P.A., etc.).
- I 20. Departmental service activities (committee chairmanships, memberships).
- I 21. University service activities (committee chairmanships, memberships, etc. ).
- I 22. Community and state service activities.
- S or I 23. A list of conferences and conventions attended, including program participation.
- S or I 24. Service as editor or consulting editor or referee for any philosophical journal or other publication (indicate whether regular member of board of editors or occasional consultant).
- S or I  
or T 25. A complete list of honors and awards received (scholastic, professional, distinguished teaching, etc. ).
- S or I  
or T 26. Description of any research, teaching or service facilities and/or programs which you have developed.
- S or I  
T 27. Any other activities or unusual contributions which you feel are relevant to or matters of reappointment, tenure, or promotion.