

Department of Philosophy

CODE

2013 - 2014

Preamble

The mission of the Philosophy Department is to advance the study and teaching of philosophy. To attain this mission, the Department shall promote philosophical awareness and understanding both within the Department and throughout the University community.

For undergraduate students majoring in philosophy, the Department shall offer courses that form the basis for a well-balanced liberal education. In addition, the Department shall offer a program of study designed for those who plan to do graduate work in philosophy or to enter professional schools such as law, medicine, or theology.

For undergraduates not majoring in philosophy, there shall be courses that enrich their education without presupposing any specialized training in philosophy.

For graduate students, there shall be programs of study leading to the M.A. degree, and having sufficient depth so that any student who completes them with a high degree of competence will be qualified for doctoral studies. The same programs, however, shall be flexible enough to provide courses suitable for students desiring advanced work in philosophy to complement their work in other disciplines.

The Department shall encourage and promote programs of philosophical research by each of its members.

The Department shall promote the continuing improvement of its instructional and research programs.

I. The Primacy of University Policies

In case of any conflict between the provisions of the Code and the Policies or Code of Colorado State University, as stated in the University's *Academic Faculty and Administrative Professional Manual*, the provisions of the latter shall take precedence. In accordance with a mandate from Colorado's Governing Board (June 24, 1995), in all personnel decisions final authority, which has been delegated by the Governing Board to the President of Colorado State University, rests with Colorado's Governing Board.

II. The Office and Duties of the Chair of Philosophy

A. The Office of the Chair of Philosophy

1. The chief administrative and academic officer of the Department of Philosophy shall be the Chair of Philosophy.

2. The Chair of Philosophy shall be selected according to the procedures specified in the University Code.
3. The Chair of Philosophy shall be appointed for a term of five years, and may succeed himself/herself.

B. The Duties and Rights of the Chair of Philosophy

1. In the execution of her/his duties, the Chair of Philosophy shall consult with and advise all affected staff members and shall review matters of general concern at departmental meetings; however, such consultation and review shall not bind the Chair of Philosophy or relieve him/her of final responsibility for the initiation and execution of her/his duties, and his/her authority shall be commensurate with her/his responsibilities.
2. The general duties of the Chair of Philosophy shall include preparing the Departmental budget, initiating recommendations for appointing new staff members (consulting with the Advisory Committee and with tenured staff members regarding selections and appointments), planning and adjusting teaching loads, and advising new staff members of their duties.
3. In promoting and retaining staff members, the Chair of Philosophy shall be guided by Section E of the *Academic Faculty and Administrative Professional Manual*.
4. In preparing recommendations for tenure, the Chair of Philosophy shall be guided by Section E of the *Academic Faculty and Administrative Professional Manual* and shall advise any member denied tenure of her/his right of appeal as stated in Section E of the *Academic Faculty and Administrative Professional Manual*. See also, Section XI, below, for the Department's more detailed guidelines for tenure and promotion.
5. The Chair of Philosophy shall be responsible for arranging a weekly time during the nine-month academic year at which a departmental meeting may be held, and a meeting shall be held at this time whenever the Chair of Philosophy (or any staff member, see III.B.2.) so requests and informs all other staff members. At least one departmental meeting shall be held each semester with the agenda circulated in advance.
6. In the annual evaluation of faculty, this procedure shall be used:
 - a. The faculty member shall fill out an Annual Activity Audit at the time called for.
 - b. The Chair of Philosophy shall add his/her evaluative assessment.
 - c. The faculty member gets a copy of the evaluation.

- d. Within 30 days of the faculty member's receipt of the evaluation, the Chair of Philosophy and the faculty member shall meet formally in conference, the date of which shall be recorded on the evaluation. At the end of the conference, each signs acknowledging that he/she has read the document.
 - e. The faculty member may append comments of his/her own. The Chair of Philosophy signs this to show that he/she has read it.
 - f. Throughout the process, dialogue between the faculty member and the Chair of Philosophy is encouraged.
7. In the 5-year, post-tenure evaluation of faculty, this procedure shall be followed.
 - a. The Chair of Philosophy shall present to the faculty member his/her evaluative in-depth summary of the member's 5-year professional record.
 - b. The faculty member receives a copy of the summary.
 - c. Within 30 days of the faculty member's receipt of the summary, the Chair of Philosophy and the member shall meet formally in conference, the date of which shall be recorded on the summary. At the end of this conference, each party signs, acknowledging that he/she has read the document.
 - d. Throughout the process, dialogue between the parties is encouraged.
8. If in the 5-year review a faculty member does not meet expectations, a Phase II Comprehensive Performance Review as defined in Section E of the *Academic Faculty and Administrative Professional Manual* will be initiated by the Chair.
 - a. The Chair will appoint a Review Committee, which consists of all tenured members of the faculty of equal or higher rank than the faculty undergoing the review, excluding the reviewed faculty member and others excluded according to section b, below.
 - b. Any member of the Review Committee may withdraw from service because of possible lack of impartiality. In addition, the subject faculty member, the department Chair, or any member of the Review Committee may challenge any member of the Review Committee as to impartiality. The remaining members of the Review Committee shall judge the challenged member's impartiality and shall decide by majority vote whether the challenged member may continue to sit on the Review Committee.
 - c. The subject faculty member may submit materials in support of his or her case. In addition, the Review Committee shall

provide the subject faculty member with a written summary of the review, and the faculty member may submit a written response with 30 days. Both the review and the response shall be forwarded to the Chair for further action as required.

9. The Chair of Philosophy, or his/her appointed representative, shall preside at Departmental meetings and conduct them when appropriate according to parliamentary procedure (*Robert's Rules of Order*).
10. It shall be the duty of the Chair of Philosophy to see that evaluation is made of the accomplishments of the staff with respect to achieving the objectives of the Department as stated above in the Preamble. In addition to the procedure for Departmental review outlined in the University Code, the Chair of Philosophy has the right to initiate a Departmental review by requesting the Dean of the college to appoint a committee, whose members may include staff in philosophy from other universities, to evaluate the activities and achievements of the Department.
11. The Chair of Philosophy shall be an ex-officio, non-voting member of all those committees which advise her/him, including the Advisory Committee and the standing committees.

III. The Duties and Rights of Staff Members

A. Duties of Staff Members

1. All staff members shall assume responsibility for fulfilling their professional duties.

B. Rights of Staff Members

1. Only those regular full-time appointments (as defined by Section C of the *Academic Faculty and Administrative Professional Manual*) above the rank of instructor who have completed one nine-month academic year in full-time residence in the Department of Philosophy and transitional appointments (as defined by Section C of the *Academic Faculty and Administrative Professional Manual*) are qualified to vote for the amendment of the Code.
2. A Departmental meeting shall be held at the regularly specified time (see II.B.5.) whenever any staff member so requests and informs, in writing, all other staff members in residence regarding the matter of his/her concern.
3. Staff members who are qualified to vote upon an amendment to the Constitution (as specified in III.B.1.) may request a departmental review by following the procedure prescribed in the University Code.
4. Departmental members while off-campus on sabbatical leave shall be eligible to vote in the election of the Chair of Philosophy.

5. Faculty members on Senior Teaching Appointments shall have one representative at regular faculty meetings, and that representative will have one vote on all issues except with regard to the graduate program and personnel matters involving regular faculty members, including the department chair.

IV. Director of Graduate Studies

- A. The Director of Graduate Studies shall be elected for a term of three years at a Faculty Meeting by a simple majority. The position can be held by the same individual for successive terms. The duties of the Director of Graduate Studies are as follows:
 1. Serve on the Graduate Committee;
 2. Coordinate a graduate seminar in the Fall of every year on philosophical method;
 3. Serve as the advisor to graduate students before they are assigned regular advisors;
 4. Ensure that graduate teaching assistants are evaluated every semester by the faculty;
 5. Coordinate graduate assistant work log;
 6. Coordinate correspondence with prospective graduate students.

V. The Departmental Advisory Committee

- A. Composition: The Advisory Committee shall consist of two tenured members and three members at large, tenure or non-tenured, elected as follows. At the beginning of the fall semester, the regular faculty, by written secret ballot, shall elect the Advisory Committee from among the members who have served at least one year. Those five faculty with the highest number of votes shall be elected, except that if it is not the case that at least two of these are tenured, then those two tenured faculty with the highest number of votes shall be elected, together with the three others receiving the highest number of votes. In addition the Chair of Philosophy shall be an ex-officio, non-voting member. In the event of a tie, there shall be a run-off election.
- B. Meetings and Procedures
 1. The Advisory Committee shall convene at its own or the Chair of Philosophy's initiative.
 2. The Advisory Committee shall elect its own Chair prior to its first meeting in the fall.
 3. The Advisory Committee shall normally publish its agenda before each meeting and its minutes afterward, both to be distributed to every department member.

C. Duties and Rights

1. The Advisory Committee shall have as one of its functions advising the Chair on all matters pertaining to tenure and promotion, hiring and dismissals. The Chair shall consult with all tenured members not on the Advisory Committee; but the Advisory Committee collectively shall also be consulted.
2. The Advisory Committee shall be consulted by the Chair of Philosophy concerning the following curricular matters: new courses, elimination of courses, curricular requirements and scheduling of courses.
3. The Advisory Committee shall be consulted by the Chair of Philosophy concerning basic departmental policies.
4. The Advisory Committee shall act as a first review committee to try to resolve grievances which arise between faculty members and the Chair of Philosophy with regard to the evaluations of performance.
5. The Advisory Committee shall be consulted by the Chair of Philosophy concerning any matter deemed important by the Chair of Philosophy.
6. The advice of the Advisory Committee on such matters as outlined above, while it should be sought by the Chair of Philosophy, is not binding on her/him. The final prerogative and responsibility for such decisions is hers/his.

VI. **Standing Departmental Committees**

- A. All standing Departmental committees shall regularly report to the Chair of Philosophy, meeting with the Advisory Committee.
- B. The Standing Departmental committees shall include:
 1. The Undergraduate Committee, whose members shall consist of three regular, full-time or transitional faculty, to be elected at the beginning of the Fall semester during a scheduled Department meeting by a written secret ballot consisting of a list of the Department's regular full-time and transitional appointees.
 2. The Graduate Committee, whose members shall consist of three regular, full-time or transitional appointees to be elected at the beginning of the Fall semester during a scheduled Department meeting by a written secret ballot consisting of a list of the Department's regular full-time and transitional appointees.
 3. The Religious Studies Committee, whose members shall be all faculty who teach at least one course in religion annually.
 4. The Library Committee, whose membership is open to any departmental member. Members of the Library Committee shall be

established by the Chair of Philosophy in consultation with the Advisory Committee.

5. The Endowment Committee, whose membership shall be open to any departmental member, shall be constituted by an election of three persons to three year terms, with initial or special elections as needed to achieve staggered terms. One member shall be elected by departmental ballot each year at the time the Advisory Committee for that year is elected. The function of the Committee shall be to advise the Chair of Philosophy on all matters pertaining to the departmental endowment. The Committee shall elect its own chair each year.
6. The Scholarship Committee, whose membership shall be open to any departmental member and shall be constituted by an election of three persons to three-year terms.
7. The Outcomes Assessment Committee, whose membership shall be open to any departmental member and shall be constituted by appointment of 3 persons by the Chair of Philosophy for a one-year term. Members may serve consecutive terms.

VII. Graduate studies

- A. Graduate Student Advisory Committees shall be established by the procedures described in the *Graduate School Procedures Manual for Faculty and Staff*.

VIII. Procedure for Student Appeal

- A. The Academic Appeals Procedure is available to facilitate resolution of student appeals of grades, requirements for participation in philosophy courses and academic programs, and requirements for successful completion of philosophy courses and academic programs. It assumes that responsibility for evaluating the academic quality of student work belongs ultimately to the professor who supervises the work, and that the faculty has responsibility for establishing all academic policies with the Department.
- B. The following process shall be used to initiate the appeals procedure:
 1. Appeals should first be directed by the student to the relevant professor. If the problem is not satisfactorily resolved, the appeal should then be addressed to the Chair of Philosophy.
 2. The Chair of Philosophy shall discuss the appeal with the professor and student individually and seek a mutually agreeable resolution.
 3. If a resolution cannot be reached, the Chair of Philosophy shall meet jointly with the professor involved and the student to discuss the problem and seek a mutually agreeable resolution.

4. If a resolution cannot be reached after this joint meeting, the Chair of Philosophy shall appoint an appeals committee in accordance with the *Staff Manual* (I.7).
5. Further steps in the appeals process shall be in accordance with the *Staff Manual* (I.7).

IX. Amendment Procedure

- A. This Code may be amended by a two-thirds majority vote of all qualified staff members (see III.B.1), acting in accordance with the provisions of the University Code at a regularly scheduled and announced Departmental meeting or by a secret written ballot. Amendments to the Departmental Code shall be effective only with the concurrence of the Dean of the College of Liberal Arts.
- B. Staff members qualified to vote for the amendment of the Code shall be required to review the Code, and to make such changes as they consider desirable, in the penultimate year of the term for the Chair of Philosophy.

X. Procedures for Conferring Tenure and Promotion in Rank

- A. The Department's procedures for conferring tenure and advancement in rank (promotion) include those set out in Section E of the *Academic Faculty and Administrative Professional Staff Manual* and the *Guidelines for Tenure and Promotion* appended to the College Code (2004).
- B. In considering faculty for tenure and promotion, the following procedures shall be used:
 1. A normal probationary period before the award of tenure is six years of continuous employment for faculty initially appointed assistant professors. This period may be shortened in recognition of prior service at another institution, provided this agreement is clearly delineated in the offer letter to the incoming candidate. For any faculty member going forward for tenure at the end of their probationary period, the process is initiated by the Department Chair who appoints a chair of the Tenure and Promotion committee. See below, X.B.4 and following.
 2. If a faculty member wishes to initiate the process for conferring tenure and advancement in rank *before* the end of his/her probationary period, the following procedure shall be used. A faculty member may request in writing to the Chair of Philosophy by May 1 that he or she be considered for promotion/tenure, or the Chair of Philosophy may, in consultation with the candidate and the Dean of the College of Liberal Arts, determine the appropriateness of initiating the process.

3. The Chair of Philosophy shall convene the Advisory Committee to discuss the merit of initiating the process of recommendation for promotion/tenure. The Advisory Committee shall be provided with a copy of the candidate's curriculum vitae and the candidate may be invited before the committee to discuss his/her case. The committee shall then recommend either that the Chair of Philosophy proceed or not proceed with the process. If the committee recommends that the Chair of Philosophy not initiate the process, such a decision shall be communicated to the candidate. The candidate shall then determine whether the Chair of Philosophy shall initiate the process or not.
4. Whether the candidate is put forward at the end of the probationary period or earlier, the process is initiated by the Department Chair's appointing a chair of the Tenure and Promotion Committee. In the case of tenure, the Tenure and Promotion committee shall consist of all tenured faculty in Philosophy. In the case of promotion, the Tenure and Promotion committee shall consist of all tenured faculty in the rank or above to which promotion is being sought. The Tenure and Promotion committee shall consist of at least three members. When the number of professors in the Department that are in the rank to which promotion is sought is less than three, the applicant and the professors in rank shall each submit two names of professors in rank at Colorado State University to the Dean of the College of Liberal Arts, who will choose from this list the remaining committee members. If there are no professors in the Department that are in rank, the Dean will choose the Tenure and Promotion committee.
5. By September 15, or a date set by the Chair of Philosophy in accordance with the requirements of the Dean of the College of Liberal Arts and the Provost, the candidate shall provide the chair of the Tenure and Promotion committee with the supporting materials necessary for completing the application and for evaluating the case. The materials shall include those required by the most recent application form prepared by the Provost's Office: *Documentation for Tenure and Promotion Application*. They include:

CV

Student evaluations of teaching

Peer evaluations of teaching

Course syllabi

Copies of all published research

Copies of all submitted manuscripts

Copies of all research in progress

Peer evaluation of published/unpublished research (e.g., book reviews, letters, etc.)

Service contributions and related letters.

See section XI, following, for further discussion of relevant supporting materials. Other supporting materials that are in accordance with the *Academic Faculty and Administrative Professional Manual* and the *Guidelines for Tenure and Promotion of the College of Liberal Arts* may be requested by the Tenure and Promotion committee.

6. Five to seven external evaluation letters reviewing the applicant's research are required. The applicant shall provide a list of at least three names of potential reviewers, and the Promotion and Tenure committee shall provide a list of at least three additional names. It is appropriate that the candidate suggest reviewers familiar with his/her work. The final list of external reviewers will include reviewers from the candidate's list and the Tenure and Promotion Committee's list. However, it is required that the majority of external reviewers on the final list shall be from the committee's list, that the majority of reviewers from the committee's list are not on the candidate's list, and that the final list is confidential. Note that the May 1st date for initiation of the application process is in part necessary in order that prospective reviewers may be selected and invited at a time that allows for their responses by early fall.
7. By October 1, or a date set by the Chair of Philosophy in accordance with the requirements of the Dean of the College of Liberal Arts and the Provost, the relevant supporting materials and sections of the *Tenure and Promotion Application* shall be completed by the applicant and given to the chair of the Tenure and Promotion committee.
8. The Promotion and Tenure committee shall then meet to formally consider the application. The Promotion and Tenure committee shall either approve or disapprove the recommendation by means of a written ballot. The chair of the Promotion and Tenure committee shall then complete the relevant section of Part III of the *Application for Tenure and Promotion* document, including the number of respective votes for or against. The secretary of the committee shall record the arguments given by the committee for/against the candidate. If the vote is unanimous, the chair of the committee shall include a summary of the committee's reasons for or against recommending the candidate as indicated in the secretary's summary. If the vote is split, the chair of the committee may write the majority or may appoint an individual to write the majority opinion; in either case, the majority report shall include a statement of the majority's reasons for/against recommendation as indicated by the secretary's statement of the arguments. The chair of the Tenure and Promotion committee may either write the minority report or appoint an individual to do so. In either case, the minority report shall indicate the minority's reasons for/against

recommendation. Both the majority and minority reports shall then be read to the respective committee for their approval. In the case tenure or promotion is denied, the candidate has an opportunity to give a written response to the reports.

9. The Chair of Philosophy shall then complete the relevant sections of the *Application for Tenure and Promotion* document (currently, Parts II, III, and VI), thereby approving or disapproving the recommendation of the Tenure and Promotion committee.
10. The Chair of Philosophy shall then forward the application to the Dean by the date announced by the Dean.

XI. Guidelines for Tenure and Promotion

- A. Context: This section provides a more detailed presentation of the Department's standards and criteria for advancement and lists typical sources of supporting documentation. It is in accordance with the *Academic Faculty and Administrative Professional Manual* and compatible with the policies set forth in the Code of the College of Liberal Arts.¹ The presumption is that the locus of expertise for judging the suitability and qualifications for tenure and promotion resides with the faculty in the discipline. The Guidelines reflect the scope and rigor of faculty performance expectations within the University and the College while allowing for special expectations related to the discipline of Philosophy.

B. Standards for Tenure and Promotion

1. All faculty members being recommended for tenure and/or promotion must demonstrate a level of excellence appropriate to the rank under consideration. Recommendations for tenure shall require clear evidence of effectiveness, capability for significant professional contributions, and promise of continuing growth in teaching and scholarship/creative activity, and of effectiveness in institutional, professional and community service when there has been opportunity to serve.
2. Recommendation for tenure shall require demonstration that the faculty member is in the process of achieving professional recognition for his/her scholarship among leaders in the candidate's discipline. Except in highly unusual circumstances, when tenure is granted to an assistant professor, the individual will be promoted concurrently to associate professor.

¹ The order of precedence: Both the Academic Faculty and Administrative Professional Manual and the Departmental Code take precedence over the College Code in cases of conflict.

3. Promotion involves evidence of continuing scholarly activity. The faculty member should have demonstrated the ability to conduct work and publish research that reflect originality and make a substantive contribution to the field. Both quality and quantity are relevant, but quality should be the primary concern, especially in cases where the number of works is very high or very low.
4. With respect to the quantity of work over the probationary period, evidence of adequate scholarly research productivity for faculty typically on a four-course per academic year load may be considered as approximately five or six refereed journal articles of solid quality, or the equivalent (e.g., one book displaying original research and one or two journal articles). Regardless of quantity, the case made for quality remains of primary concern. The lower the quantity of work, the stronger the need for evidence of substance and impact.
5. Recommendations for promotion to full Professor will pay particular attention to the significance and quality of the candidate's teaching, service, and published research or artistry since appointment to the candidate's present rank. Promotion to full professor requires demonstration that the faculty member has matured in scholarship/creative activity and has achieved recognition among leaders in the profession. This is normally demonstrated by a sustained focus in the field as represented by publication of a significant scholarly book in a distinguished press or a set of substantial refereed articles in premier journals or a distinguished series. With respect the quantity of work, evidence of adequate scholarly research productivity may be considered as at least four to six refereed journal articles or the equivalent (e.g., one scholarly book reflecting original research and one or two journal articles). Regardless of quantity the case made for quality and scholarly significance remains the primary concern in recommendations for promotion to full Professor.

C. Guidelines for Evaluation of Teaching

1. Criteria: Teaching effectiveness is vital to the Department and can be weighted more than 50% of the overall evaluation for tenure and promotion to all ranks. Criteria for the measurement of teaching effectiveness and continued growth shall include the following:
 - a. Command of subject matter
 - b. Demonstrated currency in the field(s) of specialization.
 - c. Respect for and openness toward students.
 - d. Creation of an atmosphere that encourages and facilitates engaged learning, lucid reasoning, creativity, and independent thinking.

- e. Skill in presenting material and demonstrating its significance and its interrelationships with related fields of knowledge.
 - f. Commitment to meeting teaching and advising responsibilities such as keeping office hours, regular, prompt meeting of classes, and accurate advising.
 - g. Respect for students' expression and beliefs; openness in examination of a variety of views.
 - h. Fairness, clarity, reasonableness, timeliness, and discernment in assigning and evaluating student work.
 - i. Assisting students in their academic and professional development (e.g., writing letters of recommendation, accommodating special circumstances).
 - j. Concern to improve the aims and content of courses with due attention to the Department's academic mission, programs, and course offerings.
 - k. Commitment to ongoing evaluation of teaching effectiveness.
 - l. Attention to the creation of helpful, complete, and accurate course syllabi and other class materials.
2. Sources of Evidence: The Department shall consider such sources as the following (see also *Guidelines for Tenure and Promotion*, p. 3, appended to the College Code)
- a. Peer Evaluations
 - i. Written statements by colleagues who have observed and evaluated classroom performance and/or supporting materials, or have participated in team-taught courses with the candidate.
 - ii. Written statements by colleagues who have observed and evaluated a colleague's teaching outside the classroom.
 - b. Student Evaluations
 - i. University-mandated evaluations as standardized and administered by the Department.
 - ii. Other in-class evaluations initiated by the faculty member.
 - iii. Unsolicited written statements from students, including written comments on the university-mandated evaluations. Faculty members have the right to review the comments and written statements being

used for the evaluation of their teaching and submit a written response.

c. Other Kinds of Evidence

- i. Teaching materials (syllabi, tests, study guides, exams...).
- ii. New courses and seminars created, developed, and offered.
- iii. Directed study topics supervised and brought to completion.
- iv. Direction or Co-direction of Master's thesis committees or contributions as a committee member
- v. Writing and/or grading M.A. or Ph. D. exams.
- vi. Effective undergraduate academic advising (see also Section F, *Advising*, below).
- vii. Pedagogical grants, fellowships and/or awards applied for, officially nominated for, or received.
- viii. Classroom teaching as part of outreach programs to Public Schools or other institutions. (Also counted as Service.)
- ix. Effective academic advising or service as Undergraduate or Graduate Student Coordinator.
- x. Curriculum development.
- xi. Accomplishments of students when these are related to instruction by the faculty member.
- xii. Textbook or other classroom materials publication.
- xiii. Participation in or design of interdisciplinary, Study-Abroad, Honors, or similar courses and programs.

D. Guidelines for Evaluation of Research Activity

Research refers to the kind of creative intellectual activity that normally leads to publication in academic journals, scholarly books, or other specialized volumes. Research in Philosophy embraces those kinds of activity and publications normally engaged in and accepted by professional practitioners in the field and published in recognized venues.

Specific indicators of quality include reputation of the publication and/or publisher; the number, source and substance of citations of the work; published reviews of the work; reputation of funding agencies; and related indicators. All materials taken as a whole should reflect a concerted pattern of scholarly achievement and growth. As a general rule, a body of work that lacks cohesion, depth and direction or that consists of material that is largely duplicative in nature does not indicate the requisite pattern

Since the Philosophy Department at Colorado State University comprises concentrations in traditional and modern philosophy, science and technology, religious and comparative studies, and philosophy of religion, it is expected that faculty members will engage in a variety of research techniques and traditions consonant with their areas of specialty.

Research may be primarily theoretical or applied and may be presented in traditional or electronic forms. In collaborative efforts, it is the responsibility of the faculty member to explicitly demonstrate the relative contribution of individual effort to the work as a whole, as required by the *Academic Faculty and Administrative Professional Manual*.

1. Criteria and Paradigm Examples: Research is vital to the Department and can be weighted up to 50% of the overall evaluation for tenure and promotion. The measurement of the significance of and continued growth in scholarship shall be understood to include the following.
 - a. Publication and Awards
 - i. Publication in refereed journals, or in scholarly books or monographs or in recorded form
 - ii. Invited book chapters
 - iii. Publication in anthologies
 - iv. Textbooks, provided they are evidence of creative research
 - v. Funded research grants, fellowships, and/or other awards won or received.
 - b. Other Scholarly Activities
 - i. Conference papers, invited lectures, invited participation in seminars, and related activities
 - ii. Encyclopedia entries, book reviews, editorials, essays, and other reflections. The extent to which these, and some of the following items, are signs of scholarly research must be decided on a case-by-

case basis, since particular items may be more appropriately noted under Service.

- iii. Editing scholarly journals, serving as guest editor, serving on editorial boards.
- iv. Refereeing manuscripts and grant and award applications.
- v. Serving on panels for funding agencies.

c. Other Evidence of Continuing Scholarly Activity

- i. Work solicited for publication.
- ii. Work submitted for publication.
- iii. Work in progress.
- iv. Applications for research grants, fellowships, and awards.
- v. Other scholarly activity demonstrably related to recognized issues within the discipline and directed toward peers.

2. Sources of Evidence: The sources of evidence for evaluating scholarly activities are largely inherent in the products generated by such activities, e.g., publications, manuscripts, electronic works, awards, and testimonials. In addition, it is vital that expert peer evaluation and judgment of the body of work be gathered and assessed, including formal review of individual works, assessment of the quality of journals and other publication venues recognized in the field, other recognition from sponsors and professional organizations, and other reliable and significant judgments of the faculty member's stature and continuing growth within the field.

E. Guidelines for Evaluation of Service

Service, particularly professional service, is an integral component of faculty performance. The category of Service is broad, including as well services to the University and to the community. In a more general sense, service should be considered a dimension of research, teaching and outreach, embracing the three functions of the Land Grant University's mission.

Taken as a whole, the three service components may account for up to 15% of a faculty member's overall evaluation for tenure and promotion.

1. Criteria and Paradigm Activities: Criteria for the evaluation of Service should include willingness to serve, responsible fulfillment of duties, efforts to act in the best interests of the University or organization, and the quality, significance and impact of the service. Professional, University, and Community service includes:
- a. Professional Service:

- i. Active membership in scholarly and professional organizations.
- ii. Participation and service with scholarly and professional organizations. (Elected office, committee membership, and special appointments.)
- iii. Addresses, panel participation and organization, workshops and related activities for academic or professional groups including, for example, leading an NEH summer institute.
- iv. Editorships, editorial board memberships, editing tasks, manuscript refereeing or review work.
- v. Attendance at seminars, courses, or other activities of professional enhancement.
- vi. Consultation with academic professional or other organizations related to philosophy (e.g., service on research ethics review board or consultation with another university on establishing a new curriculum.
- vii. Other forms of professional outreach to the larger community.

b. University and Department Service:

- i. Departmental, College, and University level committee service
- ii. Offices held on such committees.
- iii. Special appointments at the College or University level, perhaps requiring released time.
- iv. Directorships within the Department (e.g., Director of Graduate or Undergraduate Studies).
- v. Service on or direction of interdisciplinary or certification programs.
- vi. Organization or direction of Study Abroad opportunities and programs.

c. Community Service

- i. Outreach to the community such as contributions to Public School programs,

XIII. Criteria for Merit Salary Increases

- A. Merit salary increases shall be based on each individual's composite rating on the Annual Faculty Evaluation. Annual Faculty Evaluations will be based on each individual faculty member's distribution of effort in research, teaching, and service/outreach. The ratings and expectations for each rating will be determined and announced by the Chair.

XIV. Searches for New Appointments

- A. For tenure-track and tenured position searches, the department chair delegates the responsibility of organizing a search and reviewing files to a search committee. The search committee selects and interviews semifinalists for these positions, and from these typically chooses 3-4 finalists to be interviewed on campus. The regular faculty will have access to the application materials, including letters of recommendation, of semifinalists and finalists. All regular faculty shall abide by the confidentiality that surrounds the search process. Regular faculty members will meet to review the materials and presentations of finalist candidates, consider the recommendation of the search committee and the views of other members and employees of the department, and shape a recommendation for hire to the department chair.

XV. Distribution and Effort

- A. Because teaching effectiveness is vital to the mission of the Department, it will usually count as 50% of a faculty member's responsibility. In accordance with the University's Workload Policy, a 50% teaching load equals 12 type A credits, 3 type B credits, and undergraduate advising during a normal academic year of nine months, which is equivalent to 4 regular, 3-credit courses or seminars per academic year, 3 independent study, group study or thesis credits, and undergraduate advising.
- B. Tenured faculty members have two standard effort distribution options:
Option 1: 63% teaching, 27% research and 10% service/outreach. Option 2: 50% teaching, 40% research and 10% service/outreach.
- C. The Chair in consultation with faculty during a department meeting will determine the eligibility requirements for these two options. Individual faculty members together with the Chair will negotiate the appropriate options in light of past performance and future career plans. Individual tenured faculty members may also negotiate with the Chair for a different distribution of effort or a waiver of eligibility requirements. The norm for these negotiations is that 1 credit equals 3.33% of effort over a nine-month period of an academic year. All distributions of effort will conform to the College of Liberal Arts

minimum requirement of 35% for teaching, 20% for research and 10% for outreach and service.

- D. Untenured, tenure-track faculty will negotiate their distribution of effort at the time of hiring. This distribution can be re-negotiated during their third-year review and when they are awarded tenure.