

Department of Philosophy

CODE

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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 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 Department of Philosophy Code (hereafter, 'Code') and the Policies or Code of Colorado State University, as stated in the University's *Academic Faculty and Administrative Professional Manual* (hereafter, '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 (hereafter, 'Department Chair')

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

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

B. The Duties and Rights of the Chair of Philosophy

1. In the execution of their duties, the Department Chair shall consult with and advise all affected staff and faculty members and shall review matters of general concern at departmental meetings; however, such consultation and review shall not bind the Department Chair or relieve them of final responsibility for the initiation and execution of their duties, and their authority shall be commensurate with their responsibilities.
2. The general duties of the Department Chair shall include preparing the Departmental budget, ensuring the functional operation of the department office, appointing current Tenure Track Faculty (hereafter, 'TTF') to search committees that will seek to fill vacant TTF positions, initiating recommendations for appointing new Contract, Continuing, and Adjunct Faculty (hereafter, 'CCAF') members (consulting with current faculty members, who shall be selected case-by-case on the basis of their areas of specialization and competence, regarding selections and appointments), planning and adjusting teaching loads, advising new faculty members of their duties, and appointing faculty to service assignments that are not elected by faculty. The Department Chair is the department's sole Hiring Authority.
3. In hiring, promoting and retaining staff members, the Department Chair shall be guided by Section E of the Manual.
4. In preparing recommendations for tenure, the Department Chair shall be guided by Section E of the Manual and shall advise any member denied tenure of their right of appeal as stated in Section E of the Manual. See also Section VII, below, for the department's guidelines for promotion and reappointment in CCAF tracks, and Section VI for detailed guidance over tenure and promotion procedures for faculty appointed in the tenure track. Guidelines found in Section VI of this code regarding assessment of faculty teaching and service apply to both TTF and CCAF.
5. The Department Chair shall be responsible for reserving 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 Department Chair (or any staff or faculty member, see III.B.2.) so requests and informs all other staff or faculty 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 Department Chair shall add their evaluative assessment.

- c. The faculty member shall receive a copy of the evaluation.
 - d. Within 30 days of the faculty member's receipt of the evaluation, the Department Chair 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 they have read the document.
 - e. The faculty member may append comments of their own. The Department Chair shall sign this to show that they have read it.
 - f. Throughout the process, dialogue between the faculty member and the Department Chair is encouraged.
7. In the 5-year, post-tenure evaluation of faculty, this procedure shall be followed.
- a. The Department Chair shall present to the faculty member their 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 Department Chair 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 they have 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 Manual will be initiated by the Department Chair.
- a. The Department 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 Department Chair for further action as required.

9. The Department Chair, or their 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 Department Chair to see that evaluation is made of the accomplishments of the faculty with respect to achieving department objectives as stated above in the Preamble of this code. Such evaluations include annual evaluations and five-year comprehensive post-tenure reviews.
11. In addition to the procedure for departmental review outlined in the Manual, the Department Chair has the right to initiate a departmental review by requesting of the dean of the college the appointment of a committee whose members may include faculty in philosophy departments of other universities to evaluate the activities and achievements of the department.
12. The Department Chair shall be an ex-officio, non-voting member of all those committees that advise them, including the Executive Committee and the other standing committees.
13. In cases when faculty votes over any issue split evenly, the Department Chair shall cast the deciding vote. Otherwise the department chair does not vote over issues subject to Department Vote.

III. The Duties and Rights of Faculty

A. Duties of Faculty

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

B. Rights of Faculty

1. Only those with regular appointments (as defined by Section E of the Manual), which includes only (1) Contract Faculty who have completed one nine-month academic year in full-time residence in the Department of Philosophy, (2) Continuing Faculty, (3) TTF, and (4) faculty in transitional appointments (as defined by Section C of the Manual), are qualified to vote for the amendment of the Code (according to procedures specified in IX).
2. A department meeting of the regular faculty (tenure track, contract, and continuing) shall be held at the regularly specified time or whenever any faculty member so requests and informs, in writing and at least a week in advance, the Chair and all other faculty members in residence regarding the matter(s) to be discussed at the meeting.
3. Faculty members who are qualified to vote upon an amendment to the Code (as specified in III.B.1.) may request a departmental review by following the procedure prescribed in the Manual.

4. Departmental members while off-campus on sabbatical leave shall be eligible to vote in the election of the Chair.
5. TTF shall have full voting rights at departmental faculty meetings and are eligible to serve on all departmental committees. Decisions and committees relating to the graduate curriculum, tenure, promotion in the tenure-track and tenured ranks, and recommendations for allocations of tenurable faculty lines are specifically reserved for tenured or tenure-track faculty (as specified in VII).
6. Contract and continuing faculty (hereafter, 'CCF') shall have voting rights in the governance of the department with the exception of decisions relating to tenure, the graduate program, and personnel matters regarding TTF. CCF are eligible to serve on departmental and college committees (as specified in IV.A and V.).
7. Other rights and responsibilities of faculty and staff are identified throughout this department code.

IV. Directors of Undergraduate Studies and Graduate Studies

- A. The Director of Undergraduate Studies shall be elected for a term of three years at a Faculty Meeting by a simple majority of the faculty present. The position can be held by the same individual for successive terms. The duties of the Director of Undergraduate Studies are as follows:
 1. Assist the Department Chair with the assignment and scheduling of undergraduate courses;
 2. Serve on and lead the department Undergraduate Committee;
 3. Assist the Outcomes Assessment Committee in its work to develop, maintain, and implement sound program assessment plans;
 4. Advise all incoming major, minor, and certificate students regarding their adopted curriculum;
 5. Review with the Department Chair all course substitution requests;
 6. With the Department Chair and the Undergraduate Committee review all new course proposals submitted by department faculty;
 7. Contribute to discussions regarding undergraduate curricular and assessment issues;
 8. Work with the department and CLA on undergraduate recruitment, retention, and student success initiatives;
 9. Serve on CLA Undergraduate Council;
- B. The Director of Graduate Studies shall be elected for a term of three years at a Faculty Meeting by a simple majority of the faculty present. 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. Assist the Department Chair and Undergraduate Director in developing term-by-term course schedules;
3. Assist the Outcomes Assessment Committee in its work to develop, maintain, and implement sound program assessment plans;
4. Coordinate graduate seminars as per graduate program requirements;
5. Serve as the advisor to graduate students before they are assigned regular TTF advisors;
6. Ensure that graduate teaching assistants are evaluated every semester by the faculty;
7. Coordinate graduate assistant work logs;
8. Coordinate correspondence with prospective and current graduate students;
9. Leadership of the Graduate Committee, which includes annual assessment of and decisions regarding:
 - a. All applications for admission to the department's graduate program for the following academic year;
 - b. Selection of candidates and awarding of all scholarships reserved for graduate students
10. Facilitate orientation and on-boarding of new graduate students;
11. Service to the CLA Graduate Council

V. Standing Departmental Committees

All standing Departmental committees shall regularly report to the Department Chair.

A. The Departmental Executive Committee

1. Composition and Election of the Executive Committees: The Executive Committee shall consist of seven members.
 - a. The Chair of the executive committee is elected from the executive committee membership prior to its first meeting.
 - b. Two members (seats 1 and 2) are held for three years, concurrent with holding directorship of undergraduate and graduate programs.
 - c. Three seats (3,4, and 5) are elected by secret ballot to staggered three-year terms from the TTF faculty.

- d. Two seats (6 and 7) are elected by secret ballot from the CCF faculty. Seat 6 is held for a two-year term. Seat 7 is elected annually.
- e. Before the end of the spring semester prior, the regular faculty shall elect open seats in the Executive Committee for the following year.
- f. In the event of a tie, there shall be a run-off election.
- g. The Department Chair shall be an ex-officio, non-voting member.

2. Meetings and Procedures

- a. The Executive Committee shall convene at its own or the Department Chair's initiative.
- b. The Executive Committee shall normally publish its agenda before each meeting and make minutes available unless limited by Manual or matters of confidentiality.

3. Duties and Rights

- a. The Executive Committee shall have as one of its functions advising the Department Chair on all matters pertaining to tenure and promotion, hiring and dismissals.
- b. The Executive Committee shall be consulted by the Department Chair concerning the following curricular matters: new courses, elimination of courses, curricular requirements and scheduling of courses.
- c. The Executive Committee shall be consulted by the Department Chair concerning basic departmental policies.
- d. The Executive Committee shall act as a first review committee to try to resolve grievances which arise between faculty members and the Department Chair with regard to the evaluations of performance.
- e. The Executive Committee shall be consulted by the Department Chair concerning any matter deemed important by the Department Chair.
- f. The advice of the Executive Committee on such matters as outlined above, while it should be sought by the Department Chair, is not binding on the Department Chair. The final prerogative and responsibility for such decisions is with the Department Chair.
- g. The Executive Committee shall select membership for Promotion Committees (as described in V.B.2). The Executive Committee shall evaluate applications and determine eligibility for change of track (following IX.B.).

B. Tenure and Promotion (T&P) Committees.

1. Composition and Election of T&P Committee.

- a. The Chair of the T&P Committee is elected annually from the TTF Full Professors of the department by secret ballot of the TTF.

- b. In accordance with the Manual (section E.13.2), the T&P Committee is composed of at least three members selected from the pools described below.
 - i. For cases involving promotion to Associate Professor and Tenure, the T&P Committee shall consist of all tenured TTF members of the department at Associate Professor or above.
 - ii. For cases involving promotion to Full Professor, the T&P Committee shall consist of all department Full Professors.
2. Composition and Election of Promotion Committees.
 - a. For cases involving promotion to Associate Teaching Professor, a Promotion Committee of five members shall be selected by majority vote of the Executive Committee from the TTF holding the rank of Associate or Full Professor and CCF holding the rank of Associate or Full Teaching Professor. Three members of the committee are to be appointed from the CCF, two from TTF.
 - b. For cases involving promotion to Full Teaching Professor, a Promotion Committee of five members shall be selected from the TTF holding the rank of Full Professor and CCF holding the rank of Full Teaching Professor. Three members of the committee are to be appointed from the CCF, two from TTF.
 - c. For cases involving promotion to Senior Instructor, a Promotion Committee of five members shall be selected from the TTF (all ranks) and CCF holding the rank of Senior Instructor or higher (Master Instructors and all Teaching Professors). Three members of the committee are to be appointed from the CCF, two from TTF.
 - d. For cases involving promotion to Master Instructor, a Promotion Committee of five members shall be selected from the TTF (all ranks) and CCF holding the rank of Master Instructor or higher (Master Instructors, Associate, and Full Teaching Professors). Three members of the committee are to be appointed from the CCF, two from TTF.
 3. If there are no Faculty at the appropriate rank, the Department Chair will request CLA appoint committee members from other departments.
 4. The five-member committee for CCF promotion will select a chair from its membership. The chair will be responsible for writing a memo reflecting the committee recommendation (including the views of the minority, in the case of a split vote).
 5. Meetings
 - a. T&P and Promotion Committees shall convene at their own or at the Department Chair's initiative.
 - b. Deliberations of T&P and Promotion Committees shall be presumed to be confidential.

6. Duties and Rights
 - a. T&P and Promotion Committee responsibilities are outlined in sections VIII and IX.
- C. The Graduate Committee
 1. Composition and Election: the Graduate Committee is composed of three members, including the Director of Graduate Studies, elected from the TTF to a three-year term, and two members elected annually from the TTF. Members are elected by secret ballot. In cases where indicated faculty are unavailable, other faculty may be appointed by the Department Chair, and approved by the Executive Committee.
 2. Duties and Responsibilities: the Graduate Committee is responsible for overseeing the graduate program, including the selection of graduate students and other concerns as determined by the Director of Graduate Studies.
- D. The Undergraduate Committee
 1. Composition and Election: The Undergraduate Committee is composed of three members, including the Director of Undergraduate Studies, elected from the TTF to a three-year term, one member elected annually from the TTF, and one elected annually from the CCF. Members are elected by secret ballot. In cases where indicated faculty are unavailable, other faculty may be appointed by the Department Chair, and approved by the Executive Committee.
 2. Duties and Responsibilities: the Undergraduate Committee is responsible for overseeing the undergraduate program, including concerns as determined by the Director of Undergraduate Studies.
- E. The Awards and Scholarship Committee
 1. Composition and Election: The Scholarship Committee is composed of three members, two selected from TTF and one from CCF, elected to staggered three-year terms by secret ballot. The committee shall elect its own chair every year. In cases where indicated faculty are unavailable, other faculty may be appointed by the Department Chair, and approved by the Executive Committee.
 2. Duties and responsibilities:
 - a. Solicit nominations for candidate and selects recipients of departmental scholarships, except those reserved for graduate students.
 - b. Nominate faculty and staff for college and university awards.
- F. The Endowment Committee
 1. Composition and Election: The Endowment Committee is composed of three members, selected from TTF, elected to staggered three-year terms by secret ballot. The Endowment Committee shall elect its own chair every year.
 2. Duties and responsibilities: The Endowment Committee shall advise the Department Chair on all matters pertaining to the department endowment.

- G. Appointed Committees: Additional committees may be appointed by the Department Chair.

VI. Graduate studies

- A. Graduate Student Advisory Committees shall be established by the procedures described in the most recent version of The Graduate and Professional Bulletin.

VII. Periodic Evaluation of Faculty

A. Annual Evaluations

1. Each calendar year the Department Chair will evaluate all faculty members in the areas of teaching, research, and service, in accordance with the Manual (C.2.5.d).
2. The ratings will be “unsatisfactory,” “below expectations,” “meets expectations,” “exceeds expectations,” and “superior.” In averaging a faculty member’s ratings for teaching, research and service into an overall evaluation, the Department Chair shall use the percentages in the faculty member’s effort distribution. The Department Chair shall consider the faculty member’s overall performance in choosing the appropriate rating for the overall evaluation.

Faculty members are responsible for providing to the Department Chair evidence of their accomplishments in advance of their annual review. Evaluations shall appeal to departmentally generated Guidelines for Evaluation.

3. The Department of Philosophy’s Guidelines for Evaluation cannot supersede the standards for tenure and promotion as specified in the Code of the Department of Philosophy. Although the Guidelines for Evaluation are related to the standards for tenure and promotion, ultimately the Guidelines constitute a separate document that the Department Chair will use for evaluating the yearly performance of faculty members. Thus, assistant professors who apply for tenure and promotion, and associate professors who apply for promotion, are advised that they must meet the standards stipulated in the Department Code. Furthermore, tenured faculty members are advised that annual evaluations may affect post-tenure review, as explained in the Manual E.14.3.1.

B. Engaged Scholarship and Instruction

The Department recognizes the value of engaged scholarship and instruction. Taking our cue from the Association of Public and Land-grant Universities, we ground our policies in a notion of “multiple scholarships.” We understand the value of the multiplicity of perspectives that undergirds the notion of multiple scholarships to be endemic to the liberal arts enterprise, and we further understand the value of that multiplicity to extend beyond traditional

scholarship to include service learning and other forms of instruction and service.

By engagement, we refer to collaborations between universities and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. Engaged scholarship cuts across and enriches university missions of teaching, research and service, and embraces the processes and values of a civil democracy.

C. Criteria for Merit Salary Increases

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 teaching, research / creative activity, and service / outreach. Evaluation shall appeal to the Department's Guidelines for Evaluation. The ratings and expectations for each rating shall be determined by the CSU Provost and College of Liberal Arts Dean and transmitted to the faculty by the Department Chair.

D. Five-Year Comprehensive Post-Tenure Review of Tenured Faculty ("Five-year review")

1. Five-year review overview

Following a faculty member's fifth year of service since tenure or their last five-year review, they will be provided a five-year review.

2. Five-year review procedure

In the five-year post-tenure evaluation of faculty, this procedure shall be followed:

a. Phase I

By January 05 following a faculty member's fifth year of service since tenure or the last five-year post-tenure review the Department Chair shall inform the faculty member that they must complete and submit to the Department Chair a summary of their professional activities over those past five years and a current CV.

By January 20 the faculty member shall submit these documents to the Department Chair.

By February 05 the Department Chair shall present to the faculty member their evaluative summary of the member's five-year professional record. Within seven days of the faculty member's receipt of the summary, the Department Chair 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 shall sign the document, acknowledging that they have read the document.

Throughout the process, dialogue between the parties is encouraged.

b. Phase II

If in Phase I of the five-year review it has been considered that a faculty member has not meet expectations, a Phase II Comprehensive Performance Review, as defined in Section E of the Manual, will be initiated by the Department Chair.

The Department Chair will appoint a Review Committee, which shall consist of all tenured members of the TTF of equal or higher rank than the faculty member undergoing the review, excluding the reviewed faculty member and others excluded according to considerations identified in the paragraph immediately below.

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 assess the challenged member's impartiality and shall decide by majority vote whether the challenged member may continue or not to sit on the Review Committee.

The subject faculty member may submit materials in support of their 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 within 30 days. Both the review and the response shall be forwarded to the Department Chair for further action as required.

3. Five-year review evaluations will rely, in part, on the annual evaluations noted above.

VIII. TTF Affairs

A. Criteria to Be Applied in Assessing Applications for Tenure and Promotion.

Criteria for tenure and advancement in rank to associate professor and for advancement in rank to full professor shall be all of those identified in Section E of the Manual, the Provost's P&T document, this Code, and the Guidelines for Tenure and Promotion section of the Code of the College of Liberal Arts. The department's stated conditions for awarding tenure and promotion and for promotion to full professor are the same as those stated in the appropriate sections of the Manual, except as this Code defines those criteria more specifically relevant to the professional expectations of the discipline and profession of philosophy. Otherwise, it should be noted that tenure and promotion to associate professor are linked only presumptively. These department guidelines as expressed in this Code governing matters of tenure and promotion shall take precedence over the Guidelines for Tenure and Promotion of the Code of the College of Liberal Arts, but all of the department Tenure and Promotion Committee, the Chair, and the candidate shall, in addition to following carefully the Manual, the Provost's PT at CSU document, and this Code, consult the Guidelines offered in the College Code. All candidates for tenure and promotion

and promotion to full professor shall be assessed for their teaching effectiveness, scholarly and / or creative achievement, and departmental, college, university, professional, and community service. An individual recommended for tenure and promotion to associate professor and for promotion to full professor must, in the judgment of the department Tenure and Promotion Committee and Department Chair, be well suited to enhance the development of the department and display expertise in their teaching, areas of research and creative specialization and competence, and execution of service duties.

B. Appointment at Advanced Rank with Tenure and Service Credit

A newly hired faculty member appointed at the rank of either associate or full professor normally is granted tenure, but in cases in which they are not, the criteria for tenure shall be determined at the time of appointment by the Chair in consultation with both the department Tenure and Promotion Committee and the dean of the College of Liberal Arts. In the case of the hiring of an associate professor, it is normal practice for the Tenure and Promotion Committee, in consultation with the Department Chair and with the subsequent approval of both the Dean of the College of Liberal Arts and the Provost, to (1) grant tenure and award a certain number of years of service credit for the candidate's professional service performed as an associate professor at the candidate's previously employing institution(s) of higher education, and (2) identify the number of years that the newly hired associate professor shall serve in this department before becoming eligible to apply to be promoted to the rank of full professor.

C. Application for and Process of Assessment for Tenure and Promotion in Rank

In considering faculty for tenure and promotion in rank, the following guidelines and procedures shall be followed:

1. A normal probationary period before the award of tenure and promotion to associate professor is six years of continuous employment for faculty initially appointed as 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 delivered to and signed by the incoming candidate and college Dean. For any faculty member applying for tenure and promotion at the end of their probationary period, the process is initiated by the faculty member in consultation with the Department Chair and the chair of the Tenure and Promotion Committee.
2. If a faculty member wishes to initiate the process of applying for tenure and advancement in rank before the end of their probationary period, the following procedure shall be used.
 - a. A faculty member may request in writing of the Department Chair by March 1 of the academic year prior to the autumn term in which a formal application would be submitted and processed through the department,

college, and Provost's Office, that they be considered for early promotion / tenure.

- b. The Department Chair shall, in consultation with the candidate and the Dean of the College of Liberal Arts, determine the appropriateness of initiating the process at this early date.
 - c. The Department Chair shall ask the chair of the department Tenure and Promotion Committee to convene the full Tenure and Promotion Committee in order to discuss the merit of initiating the process of the faculty member's early application for promotion and tenure. The Tenure and Promotion Committee shall be provided with a copy of the candidate's current curriculum vitae and a letter from the candidate offering detailed reasons for their early candidacy, and the candidate may be invited to meet with the Committee to discuss their case. The Committee shall then recommend either that the Department Chair proceed or not proceed with the process.
 - d. If the committee recommends that the Department Chair not initiate the process, such a decision shall be communicated to the candidate both orally in a private conference and in writing. If the candidate considers that the negative decision by the Tenure and Promotion Committee is inappropriate, biased, or unfair, the candidate may appeal the Committee's decision to the Dean of the College of Liberal Arts. The Dean shall then determine whether the Department Chair shall initiate the process or not.
3. Whether the candidate applies for tenure and promotion at the end of the probationary period or earlier, the process is initiated by the faculty member intending to apply, in consultation with the Department Chair and the chair of the Tenure and Promotion Committee.
 4. In all cases of application for (1) tenure and promotion to associate professor and (2) promotion to full professor, the following procedure shall be followed.
 - a. After CLA identifies potentially eligible faculty in the Spring of the year prior to materials being due, the Department Chair confirms that eligibility, and informs faculty of eligibility. The faculty member shall notify the Department Chair by March 01 of the calendar year in which the application process begins and prior to the academic year in which the complete formal application shall be processed through the department, college, and Provost's Office of the faculty member's intention to apply for tenure and promotion or promotion.
 - b. By March 15 the candidate shall submit to the Department Chair all materials necessary to begin the process, including:
 - a letter of application detailing the candidate's record of achievements in all of teaching, research / creative activity, and service;
 - a current curriculum vitae;

- all publications, portfolios of juried exhibited work, papers and chapters submitted for review for publication, and any works in progress;
 - lists of (1) at least three preferred potential external academic referees expert in the candidate's area of specialization and holding the rank of associate professor or above, and (2) any potential referees that should be avoided. It is appropriate that the candidate suggest preferred reviewers who are familiar with the candidate's work.
5. In addition to the lists submitted by the candidate of potential preferred external referees and those to be avoided, the Tenure and Promotion Committee shall provide to the Department Chair a list of at least five additional names of preferred external referees. The final list of external reviewers shall include reviewers from the candidate's list and the Tenure and Promotion Committee's list. It is required that there be at least five external referees and that (1) the majority of external referees on the final list shall be selected from the Tenure and Promotion Committee's list, (2) the majority of reviewers from the Committee's list are not on the candidate's list, and (3) the final list is absolutely confidential.
 - a. The deadline of March 15 for submission of preliminary application materials (see above, this section) is necessary in order to both (1) engage potential external academic experts prior to their having accepted similar requests from other institutions, and (2) allow the accepting external referees sufficient time to prepare and submit their letters of referee by September 15 of the following academic year.
 - b. By September 15 the candidate shall deliver to the Department Chair the supporting materials necessary for submission of the formal application and evaluation of the case. The materials shall include those required by the most recent application form, i.e., the Documentation for Tenure and Promotion Application document, which is prepared by the Provost's Office.
 6. Other supporting materials that are in accordance with the Manual and the Guidelines for Tenure and Promotion of the College of Liberal Arts may be submitted by the candidate and / or requested by the department Tenure and Promotion Committee.
 7. Between September 15 and October 01 the Department Chair shall forward the candidate's submitted materials and letters received from external professional referees to the chair of the Tenure and Promotion Committee.
 8. The Tenure and Promotion Committee shall consist of at least three members. When the number of professors in the department who are appointed at 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 appointed in that rank in a department of the College of Liberal Arts and submit the resulting

list to the Dean of the College of Liberal Arts, who shall 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 from among professors appointed at the candidate's intended promoted rank who are serving in departments of the College of Liberal Arts.

9. Between October 01 and October 15 the Promotion and Tenure Committee shall meet to formally consider the candidate's application. The Tenure and Promotion Committee shall either approve or disapprove of the application. The chair of the Tenure and Promotion 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 tenure and / or promotion. The secretary of the Committee shall record the arguments given by the Committee for or against the candidate's application. If the vote is unanimous either way, 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 divided, the chair of the Committee may write the majority opinion or may appoint a Committee member to write the majority opinion; in either case, the majority report shall include a statement of the majority's reasons for or 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 a Committee member in the minority to do so. In either case, the minority report shall indicate the minority's reasons for or against recommendation. Both the majority and minority reports shall then be read to the full Committee for their approval or adjustment.
10. The Department Chair shall then complete the relevant sections of the Application for Tenure and Promotion document (currently Parts II, III, and VI), thereby approving or disapproving of the recommendation offered by the Tenure and Promotion Committee. The Department Chair shall then, by the deadline announced by the Dean, which normally is October 15, forward the complete application dossier, including the Tenure and Promotion Committee's letter(s) of recommendation, the Department Chair's letter of recommendation, the external professional referees' letters of referee, and all materials submitted by the candidate to the college Dean.

D. Guidelines for Tenure and Promotion

This section provides a more detailed presentation of the department's standards and criteria for tenure and advancement in rank and lists typical sources of supporting documentation. It is in accordance with the Manual and compatible with the policies set forth in the Code of the College of Liberal Arts. The presumption is that the locus of expertise for judging the suitability and qualifications for (1) tenure and promotion to associate professor and (2) promotion to full professor resides with, first, the selected external expert academic referees and, second, the department faculty and the Department Chair.

These Guidelines reflect the scope and rigor of faculty performance expectations within the university and college while allowing for particular expectations related to the discipline of philosophy.

Reference may be made to annual evaluations in determining the progress of the candidate, including the standards and benchmarks used in those evaluations.

1. General Standards for Tenure and Promotion

- a. All faculty members being recommended for tenure and / or promotion must demonstrate a level of excellence and development appropriate to the rank under consideration. Recommendations for tenure and / or promotion shall require clear evidence of teaching effectiveness, capability of making significant professional contributions, and promise of continuing growth in teaching, scholarship / creative activity, and effectiveness in departmental, college, university, professional, and community service.
- b. Recommendation for tenure shall require demonstration that the faculty member is in the process of achieving professional recognition for their scholarship among leaders in the candidate's field. Except in highly unusual circumstances, when tenure is granted to an assistant professor, concurrently the individual will be promoted to the rank of associate professor.
- c. Promotion involves evidence of continuing scholarly activity. The faculty member should have demonstrated the ability to conduct work and publish research that reflects originality and makes a substantive contribution to the field. Both quality and quantity are relevant, but quality should be the primary concern, especially in cases in which the number of works is either very high or very low.
- d. In evaluating a faculty member's performance for matters of tenure and / or promotion, the Department Chair shall use the percentages in the faculty member's effort distribution.

2. Standards of Research / Creative Activity for Tenure and Promotion to Associate Professor

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.

Publications will generally count for promotion and tenure only when the date of final acceptance is between the starting date of employment at CSU, unless

otherwise specified in offer letter, and date of submission of dossier to the Department Chair.

3. Standards of Research / Creative Activity for Recommendations for Promotion to Full Professor

Recommendations for promotion to full professor shall 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 or creative 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.

4. Guidelines for Evaluation of Teaching

a. Criteria: Teaching effectiveness is vital to the Department. Criteria for the measurement of teaching effectiveness and continued growth shall include the following:

- Command of subject matter.
- Demonstrated currency in the field(s) of specialization.
- Respect for and openness toward students.
- Creation of an atmosphere that encourages and facilitates engaged learning, lucid reasoning, creativity, and independent thinking.
- Skill in presenting material and demonstrating its significance and its interrelationships with related fields of knowledge.
- Commitment to meeting teaching and advising responsibilities such as keeping office hours; regular, prompt meeting of classes; and accurate advising.
- Respect for students' expression and beliefs; openness in examination of a variety of views.
- Fairness, clarity, reasonableness, timeliness, and discernment in assigning and evaluating student work.

- Assisting students in their academic and professional development (e.g., writing letters of recommendation, accommodating special circumstances).
 - Concern to improve the aims and content of courses with due attention to the department's academic mission, programs, and course offerings.
 - Development of new courses and other pedagogical initiatives.
 - Commitment to ongoing evaluation of teaching effectiveness.
 - Attention to the creation of helpful, complete, and accurate course syllabi and other class materials.
- b. Sources of Evidence: the department shall consider such sources as the following (see also Guidelines for Tenure and Promotion, appended to the College Code)
- Peer Evaluations
 - 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.
 - Written statements by colleagues who have observed and evaluated a colleague's teaching outside the classroom.
 - Course Surveys
 - University-mandated evaluations as standardized and administered by the department.
 - Other in-class evaluations initiated by the faculty member.
 - 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.
 - Teaching materials (syllabi, tests, study guides, exams, etc.).
 - New courses and seminars created, developed, and offered.
 - Directed study topics supervised and brought to completion.
 - Direction or co-direction of Master's thesis committees or contributions as a committee member.
 - Writing and / or grading M.A. or Ph. D. exams.

- Effective undergraduate academic advising.
- Pedagogical grants; fellowships and / or awards applied for, officially nominated for, or received.
- Classroom teaching as part of outreach programs to public schools or other institutions. (Also counted as service.)
- Effective academic advising or service as Director of Undergraduate Studies or Director of Graduate Studies.
- Curriculum development.
- Accomplishments of students when these are related to instruction by the faculty member.
- Textbook or other classroom materials publication.
- Participation in or design of interdisciplinary, study abroad, Honors, Semester at Sea, or similar courses and programs
- Initiatives supporting service learning, experiential learning, and community engagement.

5. Guidelines for Evaluation of Research / Creative Activity

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

Specific indicators of quality include reputation of the publication / publisher or exhibition / exhibitor; the number, source, and substance of citations of the work; published reviews of the work; reputation of funding agencies; evaluations of external reviewers; 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.

- a. Criteria and Paradigm Examples: Research is vital to the department. The measurement of the significance of and continued growth in scholarship shall be understood to include the following:
 - i. Publication and Awards
 - Publication in refereed journals, scholarly books or monographs.
 - Invited book chapters.

- Publication in anthologies.
- Textbooks, provided they constitute evidence of creative research.
- Public, juried exhibitions of creative work.
- Funded research grants, fellowships, and / or other awards won or received.

ii. Other Scholarly Activities

- Conference papers, invited lectures, invited participation in seminars, and related activities.
- 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 considered service.
- Editing scholarly journals, serving as guest editor, serving on editorial boards.

iii. Other Evidence of Continuing Scholarly Activity

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

b. 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, juried exhibitions, 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 / exhibition venues recognized in the field, recognition from sponsors and professional organizations, and other reliable and significant judgments of the faculty member's stature and continuing growth within the field.

6. Guidelines for Evaluation of Service

Service, particularly professional service, is an integral component of faculty performance. The category of service is broad, including services to the department, college, university, community, and profession. 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.

- a. Criteria and Paradigm Activities: Criteria for the evaluation of Service should include 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:
 - i. Professional Service:
 - Active membership in scholarly and professional organizations.
 - Participation and service with scholarly and professional organizations. (Elected office, committee membership, and special appointments.)
 - Addresses, panel participation and organization, workshops and related activities for academic or professional groups, including, for example, leading an NEH summer institute.
 - Editorships, editorial board memberships, editing tasks, and manuscript refereeing or review work.
 - Attendance at seminars, courses, or other activities of professional enhancement.
 - Consultation with academic professional or other organizations related to philosophy (e.g., service on a research ethics review board or consultation with another university on establishing a new curriculum.)
 - Other forms of professional outreach to and community engagement in the larger community.
 - Serving as a professional external reviewer of a philosophy department at another institution of higher learning.
 - ii. University, College, and Department Service:
 - Department-, college-, and university-level committee service
 - Offices held on such committees.
 - Special appointments at the college or university level, perhaps requiring released time.
 - Directorships within the Department (e.g., Director of Graduate or Undergraduate Studies).

- Service on or direction of interdisciplinary or certification programs.
- Organization or direction of Study Abroad opportunities and programs.
- Service as a term officer (e.g., academic dean) of Semester at Sea or related program.

iii. Community Service

- Outreach to the community such as contributions to public school programs, guest lectures, lecture series, and curriculum design or other consultations.
- Other services for public school personnel: seminars, summer institutes, study abroad.
- Fund raising activities with a community component (e.g., the United Way, Rotary Scholarship Program, etc.).
- Other special appointments or duties.

- d. Sources of Evidence: As is the case with scholarship, service activities in and of themselves provide evidence of their merit. Expert peer judgments of the quality and significance of the service should also be a source of evidence.
- e. Professional service and scholarship may not be easily distinguished. For example, the editorship of a professional journal in one's field is certainly a service to the profession and indirectly to the university, but it may also directly involve scholarly research. Such distinctions must be made on a case-by-case basis.

E. Searches for New Appointments

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 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, if any, of the Search Committee and the views of other members of the department, and shape a recommendation for hire to the Department Chair.

IX. Contract, Continuing, and Adjunct Faculty and CCAF Appointments

A. Types of Appointments

There are two tracks of CCF appointments, the Instructor and Teaching Professor tracks. Within each track are three ranks, as below:

1. Instructor Track ranks, in ascending order of rank and promotion:
 - Instructor
 - Senior Instructor
 - Master Instructor

2. Teaching Professor Track ranks, in ascending order of rank and promotion:
 - Assistant Teaching Professor
 - Associate Teaching Professor
 - Full Teaching Professor

3. Appointment Types in the Instructor and Teaching Professor ranks: in addition to ranks among the two tracks, there are three types of CCF appointment:
 - Adjunct Appointment
 - Continuing Appointment
 - Contract Appointment
 - a. Adjunct Appointment: instructors appointed non-continuously and consistently below 50% FTE (fewer than two courses per term) and at less than 50% for any number of continuous or discontinuous semesters, are appointed as Adjunct Instructors. The appointment is “at will” and subject to termination by either party at any time. Duties consist entirely of teaching.
 - b. Continuing Appointment: instructors having been hired continuously at 50% FTE or more for two continuous semesters and who continue into a third semester to teach for the department at 50% FTE or more shall be appointed on a Continuing basis entering their third semester of teaching for the department. Continuing appointments shall not be assigned a

specified ending date. The appointment is “at will” and subject to termination by either party at any time. Duties include primarily (or all) teaching, possibly with some service duties assigned. Continuing faculty members may formally request in writing to the Department Chair to be considered for a Contract appointment.

- c. Contract Appointment: instructors whom the department intends to appoint to teach for the department continuously for two or more years are to be appointed as Contract instructors. Duties of Contract faculty include primarily teaching but also specified service duties that will continue for the term of the contract.

B. Shift in Tracks of Appointment versus Promotion in Rank

Shifts in Tracks of Appointment will abide by the Manual.

C. Criteria for Appointment and Promotion

1. Instructor Track

Service by CCF in teaching continuously for two or more semesters for the department at 50% FTE or more prior to January 01, 2019 shall be credited toward any such instructor’s record of continuous teaching for the department when they apply for promotion to either the Senior or Master Instructor rank, whichever is appropriate to the instructor’s current rank post-January 01, 2019.

a. Criteria Applied across Instructor Ranks:

- (i) Minimum M.A. degree in field or discipline pertinent to the instructional duties assigned (e.g., philosophy, religious studies, intellectual history, law).

b. Instructor Appointment:

- (i) Demonstrated evidence of at least two years’ consistent teaching effectiveness at the university / college level.

c. Senior Instructor Appointment:

- (i) minimum five years’ experience as Instructor in the department.
- (ii) demonstrated evidence of consistent teaching effectiveness.
- (iii) demonstrated professional development in pedagogy / curricular development.
- (iv) demonstrated contribution to the department’s instructional mission.

- d. Master Instructor Appointment:
 - (i) minimum five years' experience as Senior Instructor in the department.
 - (ii) demonstrated evidence of consistent teaching effectiveness at the Senior Instructor rank in the department.
 - (iii) demonstrated record of pedagogical innovation and evidence of professional development in pedagogy / curricular development.
 - (iv) demonstrated leadership in mentoring department faculty at the rank of Instructor.
 - (v) when relevant to the specific appointment, demonstrated excellence in execution of assigned department / college / university service and administrative duties.

2. Teaching Professor Track

- a. Criteria Applied across Teaching Professor Ranks:
 - (i) Minimum terminal degree (eg., Ph.D., MFA, JD) in field or discipline pertinent to the instructional duties assigned (e.g., philosophy, religious studies, intellectual history, law).
 - (ii) Demonstrated evidence of consistent teaching excellence at the university / college level in the field or discipline pertinent to the instructional assignment in the department or commensurate experience.
 - (iii) Demonstrated scholarly expertise appropriate to the teaching appointment.
 - (iv) Demonstrated ability to carry out department / college / university administrative and service duties to be assigned by the Chair, the college Dean, or the university Provost.
- b. Assistant Teaching Professor:
 - (i) minimum criteria for appointment to the Teaching Track are applied in considering initial appointment to the track and the rank of Assistant Teaching Professor.
- c. Associate Teaching Professor: in addition to minimum criteria for appointment to the Teaching Professor Track, the following accomplishments are expected for promotion to Associate Teaching Professor:

- (i) Minimum five years' demonstrated evidence of teaching effectiveness at the rank in the department of Assistant Teaching Professor or at an equivalent rank at other high-quality institutions of higher education.
 - (ii) Demonstrated excellence in executing assigned administrative and service duties over the period of appointment at the Assistant Teaching Professor rank.
- d. Full Teaching Professor: in addition to the minimum criteria for appointment to the Teaching Track and, within that track, the rank of Associate Teaching Professor, the following accomplishments are expected for promotion to the rank of Full Teaching Professor:
- (i) Minimum five years' demonstrated evidence of teaching effectiveness at the rank in the department of Associate Teaching Professor or in a equivalent rank at other high-quality institutions of higher education.
 - (ii) Continued demonstrated excellence in executing assigned administrative and service duties over the period of appointment at the Associate Teaching Professor rank or equivalent rank at other high-quality institutions of higher education.

D. Hiring of CCF Faculty and CCF Faculty Application for and Process of Promotion among Ranks of a Track

1. Instructor Track

- a. The initial hire of an instructor to the rank of Instructor will be carried out by the Department Chair under the advisement of at least two, and preferably three, tenure-track and, when appropriate, non-tenure-track faculty members possessing pedagogical and / or research expertise in the area of specialization or concentration relevant to the course(s) to be assigned to the potential new Instructor(s). The faculty so serving to review candidates for appointment in any given area of teaching specialization shall be appointed as an ad hoc Hiring Committee. The Department Chair will appoint a chair of the Committee. The chair of this Committee may be either TTF or CCF.
- b. A Promotion Committee of five department faculty members shall consider all faculty applications for promotion to higher ranks within the Instructor Track. Two of the committee members shall be tenure-track faculty, either tenured or untenured. Three of the committee members shall be CCF of either the Instructor or the Teaching Professor track but at minimum holding a rank at least at the level sought by the faculty applicant. For promotion to Senior Instructor, this includes senior and master instructors and all teaching professors. For Master Instructor, this includes master instructors as well as associate and full teaching professors. If, at the time of the candidate's application for promotion,

there is only one department CCF member, or there are no department CCF members, appointed at the candidate's sought rank, then the Department Chair shall request that the college Dean appoint appropriate CCF members of another CLA department at the sought rank. If no such CCF member(s) is / are available throughout the college, then the Department Chair shall fill the Promotion Committee with five TTF members of the Department of Philosophy. This Promotion Committee shall, at its initial meeting to consider an application for promotion, elect a chair. The promotion committee will then vote on the application. The vote shall be recorded and reported in the letter that the Department Chair shall write and forward to the Dean along with the applicant's complete application portfolio. Regarding the initiation of an application for promotion among the Instructor ranks, the department follows the determination established by the Colorado State University Faculty Council as reflected in the Manual.

- c. An application for promotion shall include all materials pertinent to demonstrating that all criteria for promotion in rank have been met.
- d. The application for promotion shall be submitted to both the department chair and the chair of the Promotion Committee for distribution to the balance of the Promotion Committee.

2. Teaching Professor Track

- a. The initial hire of an instructor to any rank of the Teaching Professor Track shall be carried out by a Hiring Committee appointed by the Department Chair. The Hiring Committee shall consist of at least three department faculty members, two of whom shall be tenure-track faculty, either tenured or untenured, and one of whom shall be a faculty member currently serving in the Teaching Professor Track at the rank of Assistant Teaching Professor or above and always at least at the rank to which the candidate being considered for hire would be appointed in the Teaching Professor Track should their application be successful. The Department Chair shall endeavor to appoint to the Hiring Committee those faculty members who possess pedagogical and research expertise in the area of specialization or competence relevant to the anticipated teaching assignment of the intended newly hired Teaching Professor of any rank in the track. If, at the time of consideration of applications for hire to teach for the department, there are no department CCF members appointed at the required rank, then the Department Chair shall request that the college Dean appoint appropriate CCF members of another CLA department at the sought rank. If no such CCF member is available throughout the college, then the Department Chair shall fill the Promotion Committee with three TTF members of the Department of Philosophy. In cases in which the position to be filled will involve consideration of candidates from outside the department and university, the search to fill the position shall be

treated as an international search and advertised and processed in accordance with procedures in place governing a search to fill a tenure-track position.

- b. A Promotion Committee of five department faculty members shall consider all faculty applications for promotion to higher ranks within the Teaching Professor Track. Two of the committee members shall be tenured faculty at least at the parallel rank of that sought by the applicant (Associate or higher for Associate Teaching Professor and Full Professor for Full Teaching Professor). Three of the committee members shall be a faculty member appointed to the Teaching Professor Track at least at the rank of that sought by the applicant. If no departmental CCF are, at the time of the candidate's application for promotion, appointed at the required rank, then the Department Chair shall request that the college Dean appoint appropriate CCF members of another department of CLA at the sought rank. If no such CCF member is available throughout the college, then the Department Chair shall fill the Promotion Committee with three TTF members of the Department of Philosophy.
- c. The Promotion Committee shall, at its initial meeting to consider an application for promotion, elect a chair. The chair may be one among either of the tenure-track or Teaching Professor Track faculty members of the committee.
- d. The promotion committee will then vote on the application. The vote shall be recorded and reported in the letter that the Department Chair shall write and forward to the Dean along with the applicant's complete application portfolio. Regarding the initiation of an application for promotion in rank among the Teaching Professor Track ranks, the department follows determination established by the Colorado State University Academic Faculty and Administrative Professional Manual.
- e. An application for promotion shall include all materials pertinent to demonstrating that all criteria for promotion in rank have been met.
- f. The application for promotion shall be submitted to both the Department Chair and the chair of the Promotion Committee for distribution to the balance of the Promotion Committee.

E. Evaluation of Teaching and Service of CCF

Annual – or any -- evaluation of CCF teaching and service shall be governed by and take into consideration the same processes, factors, and materials as those employed in evaluation of TTF.

X. 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 instructor. If the problem is not satisfactorily resolved, the appeal should then be addressed to the Department Chair.
 2. The Department Chair shall discuss the appeal with the instructor and student individually and seek a mutually agreeable resolution.
 3. If a resolution cannot be reached, the Department Chair shall meet jointly with the instructor 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 Department Chair shall resolve the matter in accordance with the process described in the Manual.
 5. Further steps in the appeals process shall be in accordance with the Manual.

XI. 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 Manual at a regularly scheduled and announced Departmental meeting or by a secret written ballot. Amendments to the Code shall be effective only with the concurrence of the Dean of the College of Liberal Arts.
- B. Department members qualified to vote for the amendment of the Code shall be required to review the Code periodically, and to propose such changes as appropriate, in accordance with the Manual.