I. Preamble

The mission of the Department of Philosophy is to advance the study and teaching of philosophy. To fulfill 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 engage in graduate work in philosophy or 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.

The department shall promote the rendering of active, effective, and valuable service contributions by its faculty to all of the department, college, university, community, and profession.

II. The Primacy of University Policies

In case of any conflict between the provisions of the department code and the Colorado State University (hereafter “CSU”) Academic Faculty and Administrative Professional Manual (hereafter “the 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 the CSU Governing Board.

III. The Office, Duties, and Rights of the Department Chair
A. The Office of the Chair of Philosophy

1. The chief administrative and academic officer of the department of philosophy shall be the department chair.

2. The department chair shall be selected according to the procedures specified in the Manual.

3. The department chair 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 department chair shall consult with and advise all affected faculty members and shall review matters of general concern at departmental meetings; however, such consultation and review shall not bind the chair 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 department chair shall include preparing and supervising the departmental budget, ensuring the functional operation of the department office, appointing current TTF to search committees that will seek to fill vacant TTF positions, initiating recommendations for appointing new NTTF faculty 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 faculty members, the chair of philosophy shall be guided by Section E of the Manual.

4. In preparing recommendations for tenure, the chair of philosophy shall be guided by Section E of the Manual and shall advise any member denied tenure of her / his 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 the NTTF Instructor and Teaching Professor 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 NTTF.

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 department chair or any
TTF member 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. The department chair, or his / her appointed representative, shall preside at
department meetings and, when appropriate, conduct them according to parliamentary
procedure (Robert’s Rules of Order).

7. 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 (Section I). Such evaluations include annual
evaluations and five-year comprehensive post-tenure reviews.

8. 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.

9. The department chair shall be an ex-officio, non-voting member of all those committees
that advise her/him, including the Executive Committee and the other standing
committees.

10. 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 votable issues.

IV. The Duties and Rights of TTF

A. Duties of TTF

All faculty members shall assume responsibility for fulfilling their professional duties.

B. Rights of TTF

A department meeting of the full TTF and the representatives of the NTTF (see below,
Section VII.F.1) 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 department
chair and all other faculty members in residence regarding the matter(s) to be discussed at
the meeting.
Department TTF faculty, while off-campus on sabbatical or other paid leave, shall be eligible to vote in the election of the chair of philosophy and over all matters coming to vote in faculty meetings.

Other rights and responsibilities of TTF are identified throughout this department code. Rights and responsibilities of NTTF are identified in Section VII below.

V. Department Standing Committees

All standing departmental committees shall report regularly to the department chair or upon request of the department chair.

A. Executive Committee

1. Composition and Election of the Executive Committee

The Executive Committee shall consist each year of six department faculty members, including five TTF and one NTTF. Terms of the faculty members serving on the Executive Committee will be staggered, according to the following initial and later procedures: beginning in 2019-2020, the TTF will elect five faculty members to the Executive Committee, and the NTTF will elect one NTTF faculty member to serve as their collective representative on the Executive Committee. These first six elected positions of the Committee shall be of terms of varying length, from one to five years, as follows:

Seat 1 (TTF): five-year term, to be reelected in 2024-2025
Seat 2 (TTF): four-year term, to be reelected in 2023-2024 to a five-year term
Seat 3 (TTF): three-year term, to be reelected in 2022-2023 to a five year term
Seat 4 (TTF): two-year term, to be reelected in 2021-2022 to a five-year term
Seat 5 (TTF): one-year term, to be reelected in 2020-2021 to a five-year term
Seat 6 (NTTF): one-year term, annually elected by all those NTTF at the rank of Instructor / Assistant Teaching Professor or above.

When each of the seats of the Executive Committee is due for reelection, the elected individual shall serve a full five-year term. When Seat 2 has been refilled with a new faculty occupant beginning in 2023-2024, then all Committee seats will have been converted to five-year staggered terms. Such a staggered rotation shall continue
indefinitely, eventually with all TTF having enjoyed opportunity to serve on the Executive Committee before any faculty member repeats a five-year term.

Between January 15 and February 15 of each calendar year the five TTF members of the Executive Committee shall complete initial drafts of annual faculty evaluations and submit these to the department chair for the chair’s final review and adjustments. The department chair shall review all such adjustments with these same five TTF members of the Executive Committee before distributing them to individual faculty members. A TTF member of the Executive Committee shall recuse her / himself from evaluating their own annual activity file and, if applicable, that of his or her spouse.

Annually the NTTF at the rank of Instructor / Assistant Teaching Professor and above shall elect its own five-member Faculty Evaluation Committee that between January 15 and February 15 of each calendar year shall conduct evaluations of all NTTF and submit drafts of such evaluations to the department Executive Committee, its NTTF representative, and the department chair for their review and adjustments. Prior to distributing annual evaluations to individual NTTF the department chair and Executive Committee shall meet with the NTTF Faculty Evaluation Committee to review any adjustments having been made. As in the case of TTF, NTTF members of the NTTF Faculty Evaluation Committee shall recuse themselves from evaluation of their own annual activities report and, if applicable, that of one’s spouse.

2. Meetings and Procedures of the Executive Committee

The Executive Committee convenes at its own, the department chair’s, or any faculty member’s initiative.

a. The Executive Committee elects its own chair at the beginning of its first meeting of the fall term of any academic year.

b. The Executive Committee may or may not publish to the faculty its agenda before, and its minutes after, each meeting.

3. Duties and Responsibilities

a. The department chair may seek the advice of the Executive Committee on all matters pertaining to hiring and proposed dismissals.
b. The Executive Committee acts as the department’s Awards Nomination Committee.

c. The Executive Committee may, but need not be, consulted by the department chair concerning the following curricular matters: new courses, elimination of courses, curricular requirements, and scheduling of courses.

d. The Executive Committee may be consulted by the department chair concerning basic departmental policies in advance of her / his presentation of policy issues to the full faculty.

e. The Executive Committee acts as a first review committee to attempt to resolve grievances that arise between faculty members and the department chair with regard to the annual evaluations of performance or any other matter.

f. The advice of the Executive Committee on such matters as outlined above is not binding on the department chair. The final prerogative and responsibility for such decisions rests with the department chair.

B. Tenure and Promotion Committee

Committee Chair: the chair of the Tenure and Promotion Committee shall be elected by all full professors of the department in the spring prior to the academic year in which the chair of the Committee shall serve in that capacity.

Composition and Business: in cases of consideration of untenured assistant professors involving issues of tenure and promotion or annual reappointment prior to tenure and promotion, the Tenure and Promotion Committee shall consist of all department tenured TTF appointed at the rank of associate professor and above. In cases involving consideration of issues concerning tenured associate professors, including applications for promotion from associate to full professor, the Tenure and Promotion Committee shall consist of all department full professors.

C. Graduate Committee

The composition of the Graduate Committee shall consist of three full-time TTF or transitional TTF faculty. Toward the end of each spring semester at a meeting of the TTF the full TTF shall vote by secret ballet to elect two committee members for the next
academic year; the faculty shall elect the chair of the Graduate Committee / Director of Graduate Studies only triennially, as below.

At a late-spring-term meeting of the TTF, the TTF shall by simple majority elect from among the TTF for a three-year term the Director of Graduate Studies / chair of the Graduate Committee. The position can be held by the same individual for successive terms. The duties of the Director of Graduate Studies include, but are not necessarily limited to:

1. Service on the Graduate Committee;
2. Assisting the department chair and Undergraduate Director in developing term-by-term course schedules;
3. Assisting the Outcomes Assessment Committee in its work to develop, maintain, and implement sound program assessment plans;
4. Coordination of a graduate seminar in the fall of every year on the history of philosophy (PHIL 500 or PHIL 501);
5. Service as the advisor to graduate students before they have chosen or been assigned regular TTF advisors;
6. Assurance that every semester TTF assess the performance of graduate teaching assistants;
7. Oversight of the Graduate Teaching Assistant work logs;
8. Coordination of correspondence with prospective and current graduate students;
9. Leadership of the Graduate Committee, which includes annual assessment of and decisions regarding (1) all applications for admission to the department’s graduate program for the following academic year, and (2) candidates for, and the awarding of, the Fred Johnson Graduate Scholarship.
10. Service on the CLA Graduate Council

D. Undergraduate Committee

The Undergraduate Committee consists of three full-time or transitional TTF. The Director of Undergraduate Studies, who serves as the chair of the Undergraduate Committee, is elected by simple majority of the full TTF for a three-year term and can serve in this role in contiguous three-year terms. In a spring meeting of the TTF the full TTF shall elect the remaining two members of the committee for the following academic year. The duties of the Director of Graduate Studies include:

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 /-a;
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 all discussions of any and all undergraduate curricular and assessment issues.
8 Work with the department and CLA on undergraduate recruitment, retention, and student success initiatives.
9 Serve on the CLA Undergraduate Council.

E. Scholarship Committee

Membership in the Scholarship Committee shall be open to any TTF member and shall be constituted by an election of three persons to staggered three-year terms. The elected committee shall elect its own chair every year.

F. Outcomes Assessment Committee

The membership of the Outcomes Assessment Committee shall be open to any TTF and NTTF member and shall be constituted by appointment of three faculty members by the department chair each for a one-year term. Two members shall be TTF, and one shall be NTTF. Members may serve consecutive terms. The committee shall coordinate with the Undergraduate Director and Undergraduate Committee and the Graduate Director and Graduate Committee to establish and maintain effective undergraduate and graduate outcomes assessment programs.

G. Endowment Committee

The Endowment Committee, whose membership shall be open to any TTF member, shall be constituted by an election of three persons to staggered three-year terms. One member shall be elected by departmental ballot each year. The function of the Committee shall be to advise the department chair on all matters pertaining to the department endowment. The Committee shall elect its own chair each year.
H. Religious Studies Committee

The Religious Studies Committee shall include all faculty who annually teach at least one course in religion.

I. Library Committee

Membership in the Library Committee is open to any TTF member. Members of the Library Committee shall be appointed by the department chair.

VI. TTF Affairs

1 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 at CSU document (2011), this department 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 Section E 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 department 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 department chair, and the candidate shall, in addition to following carefully the Manual, the Provost’s PT at CSU document, and this department 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 her/his teaching, areas of research and creative specialization and competence, and execution of service duties.
2. 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 it is not, the criteria for tenure shall be determined at the time of appointment by the department 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 and executive vice president, 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.

3. 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:

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.

If a faculty member wishes to initiate the process of applying for 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 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 he or she be considered for early promotion / tenure. 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. 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 her / his early candidacy, and the candidate may be invited to meet with the Committee to discuss his / her case. The Committee shall then recommend either that the department chair proceed or not proceed with the process. 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.

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.

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.

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. 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.
- Section VI.4.e below offers a complete list of pertinent materials to be submitted by September 15 of the following academic year in order to complete the formal application.
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 source in 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. 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.

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. In the current form (2019) these materials include:

- The completed *Documentation for Tenure and Promotion Application* document;
- The candidate’s letter of application that includes an account of her / his research or creative agenda all of past, present, and planned for the future;
- The candidate’s current *curriculum vitae*;
- Student evaluations of teaching;
- Peer evaluations of teaching;
- Course syllabi;
- Course materials, including assignments, study guides, examinations and quizzes, and so on;
- Copies of all published research;
- Copies of all manuscripts submitted for review;
- Copies of all research in progress;
- Peer evaluation of published / unpublished research (e.g., book reviews, letters, etc.);
- Service contributions and related letters.

Section VI.4.e below offers further details regarding relevant supporting materials. 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.

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 department Tenure and Promotion Committee.

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.

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 by means of a written ballot based on a vote by all members of the Committee by either oral vote or secret ballot. 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 / 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. In the case that tenure and / or promotion is denied, the candidate shall have an opportunity to provide a written response to the reports, as detailed in the Manual.

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.

4. 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.

a. General Standards for Tenure and Promotion

i. 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.

ii. 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, concurrently the individual will be promoted to the rank of associate professor.

iii. 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.

1 In cases of conflict, both the Manual and Department Code take precedence over the College Code.
b. 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.

c. 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.

d. Guidelines for Evaluation of Teaching

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:

- 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.

• Commitment to ongoing evaluation of teaching effectiveness.

• Attention to the creation of helpful, complete, and accurate course syllabi and other class materials.

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)

• Peer Evaluations
  o 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.
  o Written statements by colleagues who have observed and evaluated a colleague’s teaching outside the classroom.

• Student Evaluations
  o University-mandated evaluations as standardized and administered by the department.
  o Other in-class evaluations initiated by the faculty member.
  o 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.

- Other Kinds of Evidence
  - Teaching materials (syllabi, tests, study guides, exams...).
  - 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 (see also Section VI.4.f, below).
  - 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 Undergraduate or Graduate Student Coordinator.
  - 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.

e. 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; 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 CSU comprises concentrations in traditional and
modern philosophy, ethics, science and technology, religious and comparative studies,
aesthetics, 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 specialization.

Research may be primarily either 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 one’s individual effort to the
work as a whole, as required by the Manual.

Criteria and Paradigm Examples: Research is vital to the department and can be weighted
at 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:

i. Publication and Awards
   • Publication in refereed journals, scholarly books or monographs, or recorded
     or visual form
   • Invited book chapters
   • Publication in anthologies
   • Textbooks, provided they are 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.
• Refereeing manuscripts and grant and award applications.
• Serving on panels for funding agencies.

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.

iv. 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, 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/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.

f. 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.

Taken as a whole, the three components of service, being professional, university/college/department, and community service, may account for up to 15% of a faculty member’s overall evaluation for tenure and promotion.

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:

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 the larger community.
- Serving as a professional external programmatic 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

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.

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.

As noted in Section VI.4.d above, 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.

5. Annual Evaluation of TTF and NTTF Faculty

In the annual evaluation of faculty, this procedure shall be followed:

The faculty member shall complete in and print from the FSAS system an Annual Activity Audit and submit it to the department office by January 15 of a given year.

TTF: the department chair shall meet with the TTF members of the Executive Committee to discuss standards for assessment of faculty accomplishments in the prior calendar year and distribute all TTF Annual Activity Audits to the Committee. The members of the Executive Committee shall jointly review all TTF Audits excepting only each her / his own and that of a spouse; the Committee shall write evaluative assessments and rate each TTF member. The Committee shall deliver to the department chair all completed assessments and ratings of all TTF. The department chair shall review all TTF Audits and make any adjustments deemed necessary, returning to the Committee to discuss such adjustments.

NTTF: the department chair shall meet with the NTTF representative serving on the Executive Committee and the members of the NTTF Faculty Evaluation Committee to discuss standards for assessment of faculty accomplishments in the prior calendar year and distribute all NTTF Annual Activity Audits to the Committee. The members of the NTTF Faculty Evaluation Committee shall jointly review all NTTF Audits excepting only each her / his own and that of a spouse; the Committee shall write evaluative assessments and rate each NTTF member. The Committee shall deliver to the department chair all completed assessments and ratings of all NTTF. The department chair shall review all NTTF Audits and make any adjustments deemed necessary, returning to the meet with the NTTF Executive Committee representative and the NTTF Faculty Evaluation Committee to
discuss such adjustments. The department chair shall then meet with the full Executive Committee to review all NTTF Audits.

Each faculty member shall receive a copy of her or his annual evaluation.

Within seven days of the faculty member’s receipt of the evaluation, the chair of philosophy and the faculty member may meet formally in conference, the date of which shall be recorded on the evaluation. At the end of the conference, each party shall sign the document, acknowledging that (s)he has read the document.

The faculty member may append comments of his / her own. The department chair signs below any such comments to demonstrate that {s}he has read it.

Throughout the process, dialogue between the faculty member and the department chair is encouraged.

6. Five-year Comprehensive Post-tenure Review of Tenured Faculty

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 (s)he must complete and submit to the department chair a summary of her or his 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 his / her 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 he / she has 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 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 within 30 days. Both the review and the response shall be forwarded to the department chair for further action as required.

7. Distribution and Effort

Because teaching effectiveness is vital to the mission of the Department, it will usually count as 50% of a faculty member’s annual 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 (including seminars) per academic year, 3 independent-study, group-study or thesis credits, and undergraduate advising.

Tenured faculty members have two standard effort distribution options: Option 1: 62.5% teaching, 27.5% research, and 10% service/outreach. Option 2: 50% teaching, 40% research and 10% service/outreach. The latter option constitutes the standard assumed distribution.

In consultation with first the Executive Committee and then the full TTF during a department meeting, the department chair shall determine the eligibility requirements for these two options. Individual faculty members, together with the department 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’s minimum requirement of 35% for teaching, 20% for research and 10% for outreach and service, in
any case the other two areas of effort compensating for a low or minimum level of effort to ensure that the overall effort reaches 100%.

Untenured TTF will negotiate their distribution of effort at the time of hiring. This distribution can be renegotiated during their third-year Midpoint Review, when they are awarded tenure following the sixth year of their probationary period, or at any time that an adjustment may become necessary, such as when a faculty member gains funding to secure a course release.

8. 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. 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.

9. Searches for New TTF Faculty

In searches to fill tenure-track positions among the faculty of the department the department chair shall delegate the responsibility of carrying out a search and reviewing candidate files to an ad hoc search committee that the department chair shall appoint with the approval of the dean of the College of Liberal Arts, the Provost’s Office, and the Office of Equal Opportunity. The search committee shall review all applicants’ files and select and interview semifinalists. Following initial professional conference or distance video interviews with the candidates included on the semifinalist “short-list,” from among these candidates the search committee shall then select three finalists to be interviewed on-campus. In uncommon cases the search committee may wish to seek approval to invite a fourth finalist to interview on-campus. In such cases, the department chair shall first consider this request. If the department chair approves the request, s/he shall forward this request to the dean of the College of Liberal Arts and the Office of Equal Opportunity. In all searches for new tenure-track faculty, all currently appointed department TTF enjoy full access to the credentials of, including confidential letters of recommendation submitted on behalf of, all finalist candidates. Once the three (or four) finalists have completed their on-campus interviews and presentations, the full TTF will meet to review the materials and presentations of the finalist candidates, consider the recommendations of the search committee and the views of other members and employees of the department, and shape a recommended ranking of the finalists to be presented to the department chair. The chair shall seek the approval of the College of Liberal Arts dean to follow this ranking in the
offering of the position to the finalists. If s/he agrees with this ranking, the dean shall seek the approval of the Provost’s Office and the Office of Equal Opportunity for this ranking. Having gained such approvals, the department chair shall make the offer of the position to the finalists in the order of their ranking and, when a finalist has expressed to the chair her / his acceptance in writing of the offer, the chair shall report this to the dean, who in turn shall inform the Office of Equal Opportunity and the Office of the Provost and Executive Vice President. The technical process of the appointment that follows such notification changes continuously and will not be detailed herein. All TTF and staff of the department shall honor and abide by the absolute confidentiality that legally and ethically surrounds the search process.

VII. Non-Tenure-Track Faculty (NTTF) and NTTF Appointments

A. Types of Appointments

Beginning January 01, 2019 there are two tracks of NTTF 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 NTTF 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 include 100% teaching. Adjunct faculty participate in the Annual Salary Exercise in the same manner as other non-tenure-track and tenure-track faculty.
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. Enrollment in a retirement program is mandatory. Duties include primarily (or all) teaching, possibly with some service duties assigned. Any service duties assigned and performed shall be compensated. Continuing faculty participate in the Annual Salary Exercise in the same manner as other non-tenure-track and tenure-track faculty. A faculty member employed as Continuing faculty for at least ten semesters shall be eligible for consideration to be offered employment as Contract faculty. The Continuing faculty member meeting this requirement may formally request in writing to the department chair to be considered for a Contract appointment. See below, Section D.1.e, for the appropriate process to be followed by the department chair, the Promotion Committee, and the college dean.

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. Service duties shall be compensated. Contract instructors can be either full- or part-time. Enrollment in a retirement program is mandatory. Contract terms shall be for a minimum of two years. At least one year prior to the fulfillment of the contract the faculty member shall be offered a new contract or informed in writing by both the department chair and the college dean that the contract may be allowed to expire. If the contract expires, the faculty member's appointment shall be converted to a Continuing faculty appointment without loss of rank. Contract faculty participate in the Annual Salary Exercise in the same manner as do other non-tenure-track and tenure-track faculty.

B. Shift in Tracks of Appointment versus Promotion in Rank

Promotion leads through the ranks of a single track, that is, through the ranks of either the Instructor or the Teaching Professor track. Lateral shifting of an appointment from one track to another does not constitute promotion or demotion and requires a revision of the faculty member’s position description and assigned duties. In addition, promotion is a movement to a higher rank within a track, not a change in appointment type (i.e., from Continuing to Contract).

C. Criteria for Appointment and Promotion

1. Instructor Track
Service by NTTF 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 she or he applies 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:

- 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:

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

c. Senior Instructor Appointment:

- Minimum five years’ experience as Instructor in the department.
- Demonstrated evidence of consistent teaching effectiveness.
- Demonstrated professional development in pedagogy / curricular development.
- Demonstrated contribution to the department’s instructional mission.

(Note: all NTTF in the Department of Philosophy holding Senior Teaching Appointments as of the end of 2018 were automatically reappointed as Senior Instructors as of January 01, 2019.)

d. Master Instructor Appointment:

- Minimum five years’ experience as Senior Instructor in the department.
- Demonstrated evidence of consistent teaching effectiveness at the Senior Instructor rank in the department.
- Demonstrated record of pedagogical innovation and evidence of professional development in pedagogy / curricular development.
- Demonstrated leadership in mentoring department faculty at the rank of Instructor.
- 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:
• Minimum terminal degree (Ph.D., MFA) in field or discipline pertinent to the instructional duties assigned (e.g., philosophy, religious studies, intellectual history, law).
• 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.
• Demonstrated scholarly expertise appropriate to the teaching appointment.
• Demonstrated ability to carry out department / college / university administrative and service duties to be assigned by the department chair, the college dean, or the university provost.

b. Assistant Teaching Professor:

• minimum criteria for appointment to the Teaching Track (above, 3.a) 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:

• 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.
• 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:

• 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
• 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 NTTF Faculty and NTTF 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 chair of the department 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 NTTF.

b. A Promotion Committee of five department faculty members shall consider all faculty applications for promotion to higher ranks within the Instructor Track. Three of the committee members shall be tenure-track faculty, either tenured or untenured. Two of the committee members shall be NTTF 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. If, at the time of the candidate’s application for promotion, there is only one department NTTF member, or there are no department NTTF members, appointed at the candidate’s sought rank, then the department chair shall request that the college dean appoint one or two such NTTF member of another humanities department of CLA who at that time is / are appointed at the sought rank. If no such NTTF member(s) is / are available in a CLA humanities department, then the chair shall ask the dean to seek such an NTTF member in a CLA social science department. If no such NTTF member(s) is / are available throughout the college, then the department chair shall fulfill 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 chair shall be one among the three (or, in anticipated rare circumstances, five) tenure-track faculty members of the committee. If the Promotion Committee recommends promotion, then all TTF and all NTTF at minimum at the rank sought by the applicant for promotion shall meet to vote to either endorse or deny 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 Academic Faculty and Administrative Professional 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 her/his 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 NTTF members appointed at the required rank, then the department chair shall request that the college dean appoint one such NTTF member of another humanities department of CLA who at that time is appointed at the sought rank. If at that time no such NTTF member(s) is available in a CLA humanities department, then the chair shall ask the dean to seek such an NTTF member in a CLA social science department. If no such NTTF member is available throughout the college, then the department chair shall fulfill 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 three 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 tenure-track faculty, either tenured or untenured. One of the committee members shall be a faculty member appointed to the Teaching Professor Track, rank open but at least at the rank of that sought by the applicant. The full tenure-track faculty and the full Contract faculty of the Teaching Professor Track shall, to the extent possible, each elect its own representatives who shall serve on the Promotion Committee. If no departmental NTTF are, at the time of the candidate’s application for promotion, appointed at the candidate’s sought rank, then the department chair shall request that the college dean appoint one such NTTF member of another humanities department of CLA who is at that time appointed at the sought rank. If at that time no such NTTF member is available in a CLA humanities department, then the chair shall ask the dean to seek such an NTTF member in a CLA social science department. If no such NTTF member is available throughout the college, then the department chair shall fulfill the Promotion Committee with three TTF members of the Department of Philosophy. 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. If the Promotion Committee recommends promotion, then all TTF and all NTTF at
minimum at the rank sought by the applicant for promotion shall meet to vote to either endorse or deny 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.

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.

E. Evaluation of Teaching and Service of NTTF

Annual – or any -- evaluation of NTTF teaching and service shall be governed by and take into consideration the same processes, factors, and materials as those employed in evaluation of TTF. See Sections VI.4.d and VI.4.f above.

F. Participation in Department Governance

1. Continuous and Contract faculty members shall be represented at all meetings of the tenure-track faculty by one individual of each of the Senior and Master Instructor ranks of the Instructor Track and of all three ranks of the Teaching Professor tracks, whenever any individual(s) are appointed to and serving in any of the ranks of either track. Each such representative individual shall be elected by all NTTF and shall have the right and responsibility to cast one vote toward any matter presented for vote except for those matters regarding the prioritization or ranking of tenure-track faculty search lines, tenure-track faculty hiring decisions, and the graduate program.

2. Continuous and Contract faculty members are eligible to serve on all department committees except (a) committees appointed to conduct searches to fulfill tenure-track faculty positions, (b) the Tenure and Promotion Committee, and (c) the Graduate Committee.

G. Paid Release Time

1. Full-time Contract and Continuing Appointment faculty members having served at least twelve semesters of total full-time employment are eligible for funded release time in order to pursue pedagogical professional development. A Contract or Continuing faculty member so funded will become eligible again for funded release time after a subsequent minimum twelve semesters of total full-time employment following the
previous funded release time. Funded release shall not be a sabbatical or full paid leave but rather a course release. An application for release time shall be submitted to the department chair who, after review, shall forward it, with a letter of recommendation to approve of or deny the request, to the college dean. The dean, having reviewed the request and the chair’s recommendation, shall forward the application, with a letter of recommendation to approve of or deny it, to the provost for final review and ultimate approval or denial of the request.

VIII. Student Appeals

The university 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 classroom policies in accordance with those of the university, college, and department.

The following process shall be applied to initiate the appeals procedure:

1. Appeals should first be directed by the student to the relevant professor and shall include a face-to-face meeting between the student and professor in an attempt to resolve the disagreement. 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 professor and student individually and seek a mutually agreeable resolution.

3. If a resolution cannot be reached, the department chair shall meet jointly with the professor and student involved 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 appoint an appeals committee in accordance with the procedure identified in the Academic Standards and Policies Section of the CSU General Catalog (http://catalog.colostate.edu/general-catalog/academic-standards/grading/#grade-appeals). The findings of this committee shall be final.

IX. Department Code Amendment Procedure
This Code may be amended by a two-thirds majority vote of the TTF, acting in accordance with the provisions of the Manual at a regularly scheduled and announced department meeting. Amendments to the department code shall be effective only with the approval of the College of Liberal Arts dean and the CSU provost and executive vice president.